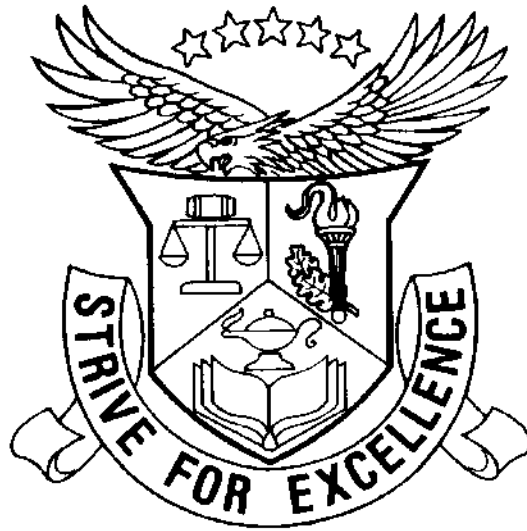


**TOLLAND HIGH SCHOOL  
STUDENT/PARENT  
HANDBOOK  
2015-2016**



**TOLLAND HIGH SCHOOL**  
One Eagle Hill  
Tolland, CT 06084  
(860) 870-6818

**Student Name:** \_\_\_\_\_

The material covered in this student/parent handbook is intended as a method of communicating to students and parents general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. This handbook is not an irrevocable contractual commitment to the student or parent. Any information in this handbook is subject to unilateral revision or elimination from time to time without notice.

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2015 - 2016

**Tolland High School  
Handbook Awareness Statement**



My signature below indicates that I have received, read, and understand the Student Handbook and the Student Code of Conduct, along with the Tolland High School Attendance Policies and Student Use of the District's Computer Systems.

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

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

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



## WELCOME

We would like to welcome you to the 2015-2016 school year at Tolland High School. This student/parent handbook has been prepared to make you aware of the services, academic requirements, and policies that apply to all Tolland High School students. Parents and students should review the handbook together and return the signed Handbook Awareness Statement on Page 5. Should there be any questions concerning the school's services or policies, please feel free to call the school to talk with a member of the school staff.

You will notice that Tolland High School offers many activities – academic, athletic, and social. We urge all students to participate fully and enthusiastically in the life and traditions of the school.

Best wishes for a successful school year,

Dominique Fox, Principal  
Margot P. Martello, Assistant Principal  
Dr. Kathryn L. Eidson, Assistant Principal

## CORE VALUES AND BELIEFS

Tolland High School is a community of learners who show **engagement** and **perseverance** in their academic endeavors. Students are expected to demonstrate **respect** for self, others, and the environment; to be **dependable** and responsible citizens; and to act with **integrity** within our school and global community. The Tolland High School community is committed to providing a rigorous curriculum encompassing 21<sup>st</sup> century skills in a safe, inclusive and enriching environment.

### Tolland High School's Learning Expectations:

#### **Academic**

The THS student will demonstrate:

- Effective communication through reading, writing, and speaking.
- Effective problem solving and critical thinking skills.
- Effective use and application of technology.

#### **Social and Civic**

The THS student will demonstrate:

- Personal responsibility and productivity through positive contributions to the community and school environment.
- Interpersonal skills that actively support and contribute to the community and school environment.
- Skills for personal growth as well as cultural and global awareness.

**TOLLAND PUBLIC SCHOOL PHONE DIRECTORY**

<b>Tolland High School</b>	<b>Telephone Numbers</b>
Main Office	860-870-6818
Counseling Office	860-870-6836
Nurse's Office	860-870-6838
Athletic Director	860-870-6827
<b>Board of Education</b>	
Superintendent	860-870-6850
Business Office	860-870-6855
Curriculum Office	860-870-6818 Ext. 304
Special Services	860-870-6818 Ext. 312
<b>Tolland Middle School</b>	860-870-6860
<b>Tolland Intermediate School</b>	860-870-6885
<b>Birch Grove Primary School</b>	860-870-6750
<b>Bus Company</b>	860-875-6378
<b>Food Services</b>	860-870-6853

For information about Tolland High School and Tolland Public Schools go to:  
[www.tolland.k12.ct.us](http://www.tolland.k12.ct.us)

**SCHOOL HOURS**

School is open from 7:00 A.M. until 3:00 P.M. The school is officially closed after these hours except for students participating in a pre-authorized and adult-supervised activity.

**SCHOOL ANNOUNCEMENTS**

Tolland High School utilizes a telephone notification system for critical announcements. Daily announcements are published on the Power School Portal.

**SCHOOL CANCELLATION AND DELAYS**

In case of inclement weather, please listen to the following stations:

**Television Stations**

WVIT (NBC)  
 WFSB (CBS)  
 WTNH (ABC)

**Radio Stations**

WILI-AM            WTIC-FM  
 WILI-FM            WRCH-FM  
 WTIC-AM            WZMS

**EMERGENCY PLAN**

In the event of an emergency closing, students will be released from school unless parents have requested an alternative plan in writing to the principal.

**POWER SCHOOL PARENT/STUDENT PORTAL**

The Parent/Student Portal provides parents and students with information on attendance, schedules, grades, and announcements. Information, user names, and passwords for parents and students will be mailed to parents in the initial mailing for the school year. Parents and students may access the Parent/Student Portal by going to <https://tollandschools.powerschool.com> and logging in with the school issued username and password.



### **EXAM SCHEDULE**

The following is a general exam schedule for January and June. The schedule is subject to change as needed. The final schedule will be posted prior to exams. The exam dates/times are subject to change based on school cancellations and/or delays.

Exam 1	7:30 – 9:00
Exam 2	9:45 - 11:15
Make-up Exams	12:00 –1:30

### **VISITORS**

Visitors to Tolland High School must have prior approval by administration. All visitors must come to the main office upon arrival on school grounds to sign in and obtain a visitors pass. All visitors must sign out when leaving.

### **SMOKING**

Tolland High School is a smoke-free campus 24 hours a day per state law. The No Smoking Policy is in effect (for all constituents) throughout the campus and during school-sponsored activities/events (both on and off campus).

### **BREATHALYZERS**

Tolland High School is an alcohol-free environment. To ensure the safety of all students, breathalyzers may be used to screen students during the school day and at school-sponsored activities on and off school grounds. Parents of students found to be under the influence of alcohol will be contacted. Police and medical personnel may be contacted. Student disciplinary action may include loss of privileges, suspension from extra-curricular and co-curricular activities, up to 10 days of suspension, and possible expulsion.

### **ROLLERBLADING, ROLLER-SKATING AND SKATEBOARDING**

Rollerblading, roller-skating, or skateboarding is not allowed on school grounds at any time and police will be notified of violations. School grounds include all school buildings, parking lots, paths and walkways, playgrounds, and stairways. Students on rollerblades, roller-skates or skateboards shall dismount or remove equipment before entering the school grounds. Such equipment must be stored in the student's locker upon entering the school building.

### **VIDEOTAPING/AUDIO-RECORDING/PICTURE TAKING**

Videotaping, audio-recording and picture taking on school grounds, at a school sponsored activity, or on a school bus is prohibited without prior authorization from the school administration. Students who violate this policy will be assigned disciplinary action.

### **ATTENDANCE**

#### **Philosophy**

- Daily attendance and active student participation are essential elements for students to maximize the benefits of the educational opportunities provided for them at Tolland High School. When students are absent or tardy to class, the result is an irretrievable loss of classroom instruction.

- When a student absence is anticipated for any reason, it is very important that the student and parent carefully consider the necessity of the absence, taking into consideration the current number of accumulated absences and their potential impact on loss of educational opportunities and loss of credit in the course.
- Although illnesses, emergencies, and unfortunate situations are understandable and can be unavoidable reasons for a student's absence, vacations should not be scheduled during the time school is in session. Taking a student out for vacation while school is in session results in the student missing vital instructional time and accumulation of marks that count towards loss of credit in course(s).
- Connecticut State Law provides that parents or other persons having control of children between the ages of five and eighteen must assure that their children attend school regularly during the time school is in session unless, such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. (Connecticut General Statutes 10-184 and 10-198a). 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 Tolland High School Counseling Office and sign a withdrawal form.

### **Truancy**

When a student is truant, which is defined as (4) four unexcused absences in any one month or (10) ten unexcused absences in any school year, the building principal, or designee shall schedule a meeting with the parent or other responsible person to review and evaluate the reasons for the student's truancy. If the parent or other responsible person fails to attend this meeting or fails to cooperate with the school in attempting to solve the truancy problem, the superintendent shall file a written complaint with the Superior Court (Connecticut General Statute 10-198a).

#### **Connecticut State Board of Education Definitions of Excused and Unexcused Absences Adopted June 27, 2012**

The following definitions are for the use by Connecticut school districts and schools for the purpose of carrying out the provisions of section 10-198a of the Connecticut General Statutes (Policies and procedures concerning truants), and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions

of excused and unexcused absences for their internal uses (including decisions on promotion/retention, grading and disciplinary action).

**Excused Absences**

A student's absence<sup>1</sup> from school shall be considered excused if written documentation<sup>2</sup> 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; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  - 1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
  - 2. student's observance of a religious holiday;
  - 3. death in the student's family or other emergency beyond the control of the student's family;
  - 4. mandated court appearances (additional documentation required);
  - 5. college visit or orientation (additional documentation required);
  - 6. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
  - 7. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

**Unexcused Absences:**

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. the absence meets the definition for an excused absence (including documentation requirements); or
- B. the absence meets the definition of a disciplinary absence.

<sup>1</sup>. The Connecticut State Board of Education policy states that “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” is considered absent.

2. Such documentation should include 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. For example, if a student is out sick two consecutive days, that student must submit the appropriate documentation covering both sick days. If a student is out sick two nonconsecutive days, that student must submit the appropriate documentation following each absence. Schools should take steps to allow non-English speaking parents/guardians to submit documentation in their native language.

### **Absence Procedures**

- When a student is absent from school for the day, they may not participate in any extra-curricular, co-curricular or athletic activities on the date of the absence(s) and:
  - a. a parent/guardian must call the main office (860) 870-6818 no later than 8:00 A.M. to report the absence.
  - b. if the school does not receive a call, the office staff will make a reasonable effort to notify the parent/guardian of the child's absence from school.
- When a student returns from an absence and a parent has not contacted the school regarding the absence:
  - a. on the first day a student returns, the student must submit to the main office a written, dated note signed by the guardian/parent specifying the date(s) and reason(s) for the absence(s).
  - b. a student who fails to submit written documentation for an absence on the first day the student returns to school will be referred to the administration for disciplinary action.
- Medical notes will be accepted for a student who is absent from school while under the care of a physician. These notes should be submitted directly to the nurse's office.
- A student is expected to make up all work missed when he/she is absent or tardy. Upon returning to school, it is the student's responsibility to arrange with his/her teachers to make up missed work.

### **Late to School Procedures**

- A student who arrives late to school must report directly to the main office to sign in. A written note signed by the parent/guardian specifying the date and reason for the late arrival to school must be submitted to the main office upon the student's arrival.

- Students tardy to school (with or without documentation) are subject to disciplinary action.

**Early Dismissal Procedures**

- Upon arrival to school, students must proceed directly into the building and remain on school grounds until dismissal time unless a written note signed by parent/guardian specifying the date, time, and reason for the early dismissal is submitted to the main office prior to the student's dismissal time.
- If the student's early dismissal requires the presence of a parent, the Tolland High School Dismissal Waiver Form (Appendix A in the THS Student/Parent Handbook) must be completed and submitted to the main office. Positive identification will be required.

**Loss of Credit**

- If a student accumulates 11 or more marks that are counted toward loss of credit in a course, the student does not receive credit for the course, even if he/she has a passing grade (65% or above). Class time missed due to school events, religious holidays, court dates verified by the court, college visits or orientation (additional documentation required) and medical reasons verified by a doctor's note do not count toward loss of course credit.
- Course credit marks are accumulated and handled in the following manner:

**Attendance Codes and Credit Marks**

(Codes indicated in **BOLD** are considered marks toward loss of credit.)

<u>Attendance Codes:</u>	<u>Credit Loss</u>
	<u>Marks</u>
<b>AU</b> (Absence Unverified) -absent from school or class without verification by a parent/guardian.	<b>1</b>
<b>AV</b> (Absence Verified) -absent from school or class as verified by a parent/guardian.	<b>1</b>
<b>AV-</b> (Absence Verified: Illness) -absent from school or class due to illness as verified by a parent/guardian/school nurse.	<b>1</b>
<b>AV_</b> (Absence Verified: Vacation) -absent from school for vacation as verified by a parent/guardian.	<b>1</b>
AX (Absence: Excused) -student provided acceptable documentation to excuse the absence from loss of credit.	0
AX- (Absence Excused: Medical Documentation) -absent from school as verified by documentation from a medical professional.	0
AX_ (Absence Excused: Religious Holiday) -absent from school for a religious holiday or funeral.	0

APX (Absent from class but present in school)	0
<b>ATRU</b> (Absence Truant)	<b>1</b>
-student has four or more unexcused absences from school in any one-month or ten unexcused absences from school in any school year.	
AE (Absence Educated Elsewhere)	0
FT (Absence: Field Trip)	0
-absent from school and attending a school-sponsored activity	
<b>PAU</b> (Absence: Partial Absence)	<b>1</b>
-Student missed 15 minutes or more of class without acceptable documentation.	
ISS (In-School Suspension)	0
OSS (Out-of-School Suspension)	0
EXP (Expulsion)	0
TV1 (Tardy Verified: under 5 min)	0
-tardy to class with appropriate documentation under 5 minutes.	
<b>TV2</b> (Tardy Verified: 5-15 min)	<b>1/3</b>
-tardy to class with appropriate documentation 5-15 minutes.	
<b>TV3</b> (Tardy Verified: over 15 min)	<b>1</b>
-tardy to class with appropriate documentation over 15 minutes.	
TU1 (Tardy Unverified: under 5 min)	0
-tardy to class under 5 minutes without documentation.	
<b>TU2</b> (Tardy Unverified: 5-15 min)	<b>1/3</b>
-tardy to class 5-15 minutes without documentation.	
<b>TU3</b> (Tardy Unverified: over 15 min)	<b>1</b>
-tardy to class over 15 minutes without documentation.	
TX (Tardy Excused)	0
-student provided appropriate documentation to excuse the tardiness from loss of credit.	
EDV1 (Early Dismissal: under 5 min)	0
-student provided appropriate documentation for early dismissal.	
<b>EDV2</b> (Early Dismissal: 5-15 min)	<b>1/3</b>
-student provided appropriate documentation for early dismissal.	
<b>EDV3</b> (Early Dismissal: over 15 min)	<b>1</b>
-student provided appropriate documentation for early dismissal.	
EDX (Early Dismissal Excused)	0
-student provided acceptable documentation to excuse the dismissal from loss of credit.	

When a student has accumulated **5 marks toward loss of credit** in a course, a Course Credit Loss Warning Notice will be sent to his/her parent/guardian. The student will also be required to meet with his/her counselor to explore the reasons for the absences and address the problem.

When a student has accumulated **11 marks toward loss of credit** in a course, a Course Credit Loss Notice will be sent to his/her parent/guardian. If parents/guardians need additional information or wish to appeal their child's

loss of credit, they should contact an administrator. **Students who have lost credit in a course must stay in the class until the end of the semester, actively participate in the course, and complete the required work of the course.** Denial of course credit because of excessive loss of instructional time will not affect course grades, which will be awarded as earned. Course grades will appear on both the report card and final transcript with an indication that credit has been lost because of missed class time. No credit toward graduation, class rank, or distribution requirements will be awarded. However, completion of a course with the appropriate passing grade (65% or higher) may be used to meet the prerequisite for a subsequent course. Course grades earned with credit loss will be used in calculating Honor Roll and Grade Point Average (GPA).

**The request to appeal a loss of credit decision must be made in writing before the last day of the course (prior to the final exam dates) and will only be considered for students who have maintained a passing grade in the class (65% or higher) and have additional information or documentation to support the need for the school to review the credit loss for possible restoration of credit.** The Attendance Appeals Committee is made up of an administrator and two certified teachers. Parents/Students may invite others to attend. Once the request for an appeal has been submitted, the parent and student will be made aware of the appeal hearing date and time. The student must attend the hearing. Parents/Guardians are invited to attend the meeting, but if they are not available to attend the meeting they may provide a letter or any other supporting documentation for the committee to consider by the date of the scheduled attendance appeal. Failure of the student to attend the hearing will result in the credit not being restored in the course(s).

In determining whether the credit should be restored, the committee will consider the pattern of missed class time and the reasons for absences from class. Unexcused absences and multiple tardies will weaken the student's appeal. Presentation of medical documentation regarding chronic illness will strengthen a student's appeal. The committee will also evaluate the student's effort to make up work missed in a course because of lost instructional time in the class. The committee may consult with the classroom teacher. The student and parent/guardian will be notified of the committee's decision by mail.

#### **STUDENT USE OF THE DISTRICT'S COMPUTER SYSTEM**

(Adopted from Board of Education Policy and Administrative Regulation #5140)  
The Board of Education and the administration believe in the educational value of such computer systems and recognize their potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

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

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

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

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

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

#### **Student Conduct**

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

- sending any form of harassing, threatening, or intimidating message, at any time, to any person, (such communications may also be a crime);
- gaining or seeking to gain unauthorized access to computer systems;
- damaging computers, computer files, computer systems or computer networks;
- downloading or modifying computer software of the district in violation of the district's license agreement(s) and/or without authorization from a teacher or administrator;
- using another person's password under any circumstances;



- trespassing in or tampering with any other person's folders, work or files;
- sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- sending any copyrighted material over the system;
- using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors;
- transmitting or receiving e-mail communications or accessing information on the internet for non-educational purposes;
- cyber-bullying, defined as use of computer systems including e-mail, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to commit acts of bullying.

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

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

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

#### **STUDENT RESPONSIBILITIES**

##### **Accountabilities**

Numbered textbooks and other materials are issued to the student and become his/her responsibility. If a student damages school property, the student will be accountable for the damage, loss or defacement that occurs. Except for reasonable wear and tear, books, materials or any school property used by students must be returned to the school in the condition they were borrowed.

The cost of repairing or replacing school property is the student's responsibility. If students incur such costs, the school administration may take whatever steps are necessary, including withholding records, diplomas, and grade reports, until arrangements are made to pay accountabilities due. Power School access for parents and students is not available until all accountabilities are paid. All

accountabilities must be paid in full for a student to participate in the graduation ceremony.

**Passes**

Students are required to have a pass if they are moving from one destination to another during class time. It is the student's responsibility to secure a pass from a staff member prior to leaving their assigned area. Students without the required passes during class time are subject to disciplinary action.

**Dress and Appearance**

In order to maintain an environment conducive to the educational process, the Board of Education provides the building administration full discretion regarding dress code matters and prohibits the wearing of the following during the academic school day: (Adopted from BOE Policy and Administrative Regulation # 5100)

1. Footwear that mars floors or is a safety hazard
2. Sunglasses
3. "Name" or other oversized metal belt buckles and all metal belts or combination of metal and leather belts
4. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article or attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff
5. Attire or accessories, which contain overly offensive or disruptive writing or pictures likely to unduly, disrupt the educational environment, or which constitute "fighting words"
6. Attire or accessories which depict logo or emblems that are disruptive of the educational process. Some examples of disruptive dress are those that exhibit and/or promote profanity, sexism, racism, homophobia, drugs, alcohol, tobacco use, or items that could cause physical harm to yourself or others
7. Shirts and/or blouses which reveal the abdomen when arms are at the side, bare chest, cleavage or undergarments
8. See-through clothing, strapless shirts, shirts and tops which do not cover the lower half of the back or sides of the body
9. Shorts, miniskirts, or pants which reveal the upper half of the thigh or undergarments.

**Cell Phones/Electronic Devices/Cameras/Picture Taking Devices/Lasers**

In the classroom, students are not permitted to use their electronic devices unless it is for instructional purposes and with the permission of the teacher. Any use of electronic devices in the classrooms outside of this provision will result in disciplinary action. The use of electronic devices will be permitted only during lunch in the cafeteria and during passing time in the hallways and courtyard. Electronic devices will not be permitted in areas where there is an expectation of privacy (i.e., locker rooms and bathrooms). Any use of an electronic device that causes a disruption to the educational environment will

result in disciplinary action. Disciplinary action includes the electronic device being confiscated by the staff member and turned in to the Main Office. The staff member will report the violation to a school administrator who will contact the parent/guardian. The confiscated device will not be returned to the student. The student's parent/guardian may pick up the device from 7:00 a.m. to 3:00 p.m. in the Main Office. Possession and/use of lasers are prohibited on school grounds without authorization from the school administration.

#### **Lockers**

The school will issue a locker for the storage of books, clothing and personal items. Only a school supplied lock may be used on the locker. Hallway and physical education lockers are public school property and may be subject to an unannounced inspection by a school official at any time.

#### **Backpacks/Book Bags**

Backpacks and book bags are defined as any bag capable of carrying a textbook or notebook. Students may not use backpacks or book bags during the school day (7:15 AM – 1:43 PM). Students may carry these bags to school and secure them in their lockers, but they are not to be carried in the hallways from class to class or brought into the cafeteria. This includes but is not limited to backpacks, bookbags, slingbags, and large purses.

#### **Parking and Motor Vehicle Registration**

The Tolland Board of Education provides bus transportation to all students. Parking at Tolland High School is a privilege and must be applied for on a yearly basis. This privilege carries the expectation that students will arrive to school on time and drive in a safe manner. Parking will be limited to students who have applied for and received a Tolland High School parking permit. Permits will be assigned in the order that completed applications are received. Students will be charged a parking fee, which is non-refundable. A student may park only in the space assigned to him/her. The permit tag must be displayed on the rearview mirror. During the school day, access to cars or the parking lots, is prohibited without administrative approval. Students who violate the parking and motor vehicle policy are subject to disciplinary action including revocation of the parking privilege.

#### **Academic Integrity**

Tolland High School is committed to academic integrity. Academic dishonesty is a serious offense and carries serious consequences. Examples of academic dishonesty include, but are not limited to the following:

- plagiarism (using the ideas, writings or words of another as one's own)
- cheating (e.g., sharing ideas or work with others when not explicitly instructed to do so or falsifying information)
- taking, buying or receiving a paper written or translated by someone else and presenting it as one's own
- turning in the same or similar work for credit without teacher authorization.

### **Age of Majority**

The school system maintains contact with parents/guardians while students are enrolled at Tolland High School regardless of the student's age. If a student is eighteen, the student may request in writing direct communication between him/her and the school, and the student's parents will be notified of this request.

### **Cafeteria and Food/Drink**

It is expected that students will be considerate of others, not cut in line, and clean-up the tables before leaving the cafeteria. Students are not allowed to consume food or drink outside the cafeteria without permission. This includes any food/drink brought into school. Beverage containers of any kind and food items are prohibited from school hallways, locker rooms, and classrooms. Students may bring beverages in closed containers and food items into school for lunch and store them in their lockers. All food and drink items must be deposited in recycling containers or trash cans prior to leaving the cafeteria.

### **STRATEGIES FOR BEHAVIORAL CHANGE**

While the school personnel expect that most students will make appropriate choices regarding their behavior, our philosophy dictates that inappropriate behaviors will be met with behavioral interventions. The school personnel use a variety of strategies to promote changes in behavior. In general, these function as an escalating continuum.

The entrance point on this continuum will vary depending on the nature, severity, and frequency of the infraction. Anywhere along this continuum, as appropriate, the school personnel will confer with the student, the student's parents/guardians, teachers, counselors, and administrators in an effort to change unacceptable behavior. To the degree possible, these strategies will include "natural consequences", such as losing a privilege that has been abused or making amends for damages. At any level of the continuum, students, parents/guardians, staff, and administration can refer students to peer mediation, counseling mediation, the Student Intervention Team (SIT) or a Planning and Placement Team (PPT) for intervention. Whenever possible, an attempt to notify parents will be made.

We believe that any effective behavioral intervention plan will require the support of all parties involved. When the school personnel and the parents work together, the result is a positive impact on the child's behavior and performance at school. If students/parents/guardians feel they have a concern which was not successfully addressed by the student's teacher, they should contact the appropriate department chairperson, assistant principal, (Dr. Kathryn Eidson for grades 9 and 11, Mrs. Margot Martello for grades 10 and 12), or the principal (Ms. Dominique Fox). We will make a concerted effort to resolve all issues in a fair and equitable manner.

Ultimately, the only person who can correct a student's behavior is the student. The school personnel will support behavioral contracts or other sincere self-correction efforts of those students who show a commitment to addressing

behavioral difficulties. However, the school personnel will not tolerate continued or habitual violations. Records will be kept of infractions, and repeated or cumulative infractions, regardless of their nature, will result in an escalation of consequences. No student will be permitted to continue disruptive behaviors that erode the quality of a peer's education and/or his or her own education.

#### **Teacher Intervention**

If a behavioral situation arises with a student, the classroom teacher will assess the student's behavior and determine the level of corrective action necessary. Minor behavioral infractions (policy violations that do not cause a serious disruption of the educational process and/or do not pose a safety/health concern) will be handled by the classroom teacher. Major behavioral infractions (repeated minor behavioral infractions, a pattern of violating school and/or district policies, policy violations that cause a serious disruption of the educational process or pose a safety/health concern) will be handled by administration. If the teacher removes a student from class, the student must report to the office immediately. The student will have the opportunity to discuss the incident with an administrator. **It is the student's responsibility to discuss with the teacher the work that was missed by the end of the next school day.**

#### **Administrative Intervention**

- **Office Detention** (1:55 P.M. to 2:30 P.M.) Students who report after 1:55 P.M. will not be allowed to serve the detention on that date and additional consequences will be assigned. Failure of students to report and sign in to office detention or submit appropriate teacher documentation will result in additional disciplinary consequences. Teacher detentions take precedence over office detentions if scheduled on the same day. If a student stays after school with a teacher on a scheduled office detention date, it is the student's responsibility to submit to the main office (by the next school day) written documentation from the teacher. Students waiting for transportation home after 2:30 PM must report directly to the cafeteria.
- **In-School Suspension (ISS)** means the exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion. ISS placement is an alternative step utilized in an effort to correct/address a student's behavior. This setting will provide an environment removed from the normal school routine and activity. Students will be removed from the regular classroom and cafeteria

atmosphere, and are expected to accomplish specific assignments and adhere to the rules of the ISS program and Tolland High School. ISS occurs on a regular school day from 7:15 a.m. to 1:43 p.m. Students must report to ISS prior to the start of the school day. Students who arrive late to ISS are subject to additional disciplinary action. Students who are suspended may not take part in or attend any extra-curricular/co-curricular activities, or after school clubs/activities during the suspension dates. Suspended students have no school privileges, cannot attend any school functions, and must leave school grounds at school dismissal time while assigned to suspension. It is the student's responsibility to obtain, complete, and submit all work missed during the suspension.

- **Out-of-School Suspension (OSS)** means the exclusion from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed. No student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing. OSS is given to students who violate rules that are more serious or who repeatedly violate school rules. Suspended students are not allowed on or near school grounds during their suspension without their administrator's approval in advance. Students who are suspended may not take part in or attend any extra-curricular/co-curricular activities, or after school clubs/activities during the suspension dates. Suspended students have no school privileges, and cannot attend any school functions while assigned to suspension. It is the student's responsibility to obtain, complete, and submit all work missed during the suspension.

#### **Due Process**

All students have the right to a hearing with their assigned administrator where reasons for suspension will be presented and where the student may explain his or her actions. The school administration will comply with the requirements of due process under State law. These requirements vary depending on the discipline imposed. However, school administrators may immediately remove any student from school when, in their judgment, the student's behavior presents a clear and present danger to the health and safety of the student, others, or the fundamental good order of the school.

#### **Expulsion/Removal from School**

Expulsion means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one calendar year. Some infractions may result in a police referral. Students may be expelled for conduct on or off school grounds or at any school-sponsored activity that endangers person or property, is seriously

disruptive of the educational process, or that violates a publicized policy of the board.

Administration must recommend expulsion proceedings if a student:

- was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm.
- off school grounds, possessed or possessed and used a firearm, deadly weapon, dangerous instrument or a martial arts weapon, in the commission of a crime.
- was engaged on or off school grounds in offering for sale or distribution a controlled substance, whose manufacturing, distribution, sale, prescription, dispensing, transporting of, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties.  
(Adopted from Tolland Board of Education Policy and Administrative Regulation # 5080)

Students who are expelled may not be on or near school grounds or attend school-sponsored activities during the expulsion without the Superintendent's approval in advance.

#### **Conduct Off School Grounds**

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

#### **DISCIPLINARY GUIDELINES**

Students are expected to conduct themselves in a manner that reflects favorably upon themselves, their families, their school, and the community.

When student conduct (includes conduct on school grounds, at a school-sponsored activity, and conduct off school grounds which is seriously disruptive of the educational process and in violation of a publicized Board policy) leads to disciplinary action, the seriousness of the offense and its resulting consequences is open to interpretation by the administration.

#### **Activity Restriction**

Participation in school-related activities is considered a privilege at Tolland High School. The administration reserves the right to restrict student attendance at and participation in school activities for violations of school and/or district policy. Students who have been suspended in- or out-of-school three times within a school calendar year will immediately be placed on activity

restriction on the day the third suspension occurs. Students on activity restriction are prohibited from attending all school related activities, including but not limited to dances, prom, and class activities. After 30 calendar days with no additional suspensions, in- or out-of-school, the student may earn back their privileges. A fourth suspension, in- or out-of-school, will result in the student being placed on activity restriction for 60 calendar days from the day of suspension. After 60 calendar days with no additional suspensions, the student may earn back their privileges. A fifth suspension from school will result in a student being placed on activity restriction for the remainder of the school year.

<b>Offense</b>	<b>Consequence</b>
Alcohol or Drugs (Possession/Consumption/Under the Influence)	Up to 10 days of suspension. Possible expulsion. Possible police notification.
Alcohol or Drugs (Distribution/Sale – on or off school property)	10 days out-of-school suspension. Possible expulsion. Police notification.
Alcohol or Drugs (Suspected Use)	Referral to medical personnel. Parent notification. Possible suspension.
Altercation(Physical): Fighting/Physical Aggression	Up to 10 days of suspension. Possible expulsion. Possible police notification.
Altercation(Verbal)	1 detention to 5 days suspension.
Arson	10 days out-of-school suspension. Possible expulsion. Police notification.
Assault/Battery	5 to 10 days out-of-school suspension. Possible expulsion. Police notification.
Attendance Policy Violation (refer to Attendance Policy)	Detention(s) to suspension(s). Possible loss of parking privilege. Possible pass restriction. Possible loss of course credit.
Backpacks/Book Bags	1-3 detentions.
Bomb Scare/False Alarm/School Threat	5 to 10 days suspension. Possible expulsion. Police notification.
Breach of Peace/Disorderly Conduct/Severe Disruptive Behavior	5 to 10 days suspension. Possible expulsion. Possible police notification.
Bullying/Harassment/Hazing (as defined in Board of Education Policy 5081 and 5070)	Up to 10 days suspension. Possible expulsion. Possible police notification.
Bus Infraction	Detention(s) to suspension(s). Possible loss of bus privilege.
Cafeteria Misbehavior	Detention(s) to suspension(s).



<b>Offense</b>	<b>Consequence</b>
Card Playing/Gambling/Gaming Device	1 detention to 5 days suspension.
Cell Phone/Electronic Devices/Laser or "lookalikes" unauthorized possession or use during the school day (7:15 AM - 1:43 PM). Includes, but is not limited to, iPods, beepers, pagers, MP3 players, SMART phones.	1 detention to 5 days suspension. Confiscation of device. Device returned to parent/guardian only.
Cheating/Plagiarism/Violation of Academic Integrity Policy	1 detention to 5 days suspension. Student will receive a zero on assignment. Repeated offenses could lead to loss of course credit.
Computer Policy Violation	1 detention to 5 days suspension. Possible loss of computer privileges. Possible police notification.
Cutting Detention	2 detentions to 5 days suspension.
Dangerous Instrument/ Deadly Weapon/ Destructive Device/Electronic Defense Weapon/ Firearm/Martial Arts Weapon/ Weapon (Possession or Use of as defined in Board of Education Policy 5080)	5 to 10 days out-of-school suspension. Possible expulsion. Police notification.
Defiance of Authority/Disrespect/Insubordination	1 detention to 5 days suspension.
Documentation (Failure to Submit/Late Submittal)	1 detention to 3 days detention.
Dress Code Violation	Warning to 5 days suspension.
Drug Paraphernalia (Possession)	5 to 10 days suspension. Possible expulsion. Possible police notification.
Field Trip Misbehavior	1 detention to 5 days suspension. Possible suspension from future field trips.
Food/Drink in Unauthorized Area	1 detention to 3 days suspension.
Forgery/Impersonation/Lying or False Reporting of Information/Failure to Identify to Staff	1 detention to 5 days suspension.

<b>Offense</b>	<b>Consequence</b>
Hall Pass Violation/ Loitering/ In an Unauthorized Area	1 detention to 3 days suspension. Possible pass restriction.
Inciting or Creating a Substantial Disruption in School or at a School Sponsored Activity	1 detention to 10 days suspension. Possible expulsion. Possible police notification.
Leaving Building /Leaving School Grounds without Authorization	1 detention to 5 days suspension. Possible loss of parking privileges. Possible pass restriction.
Leaving Class without Authorization	1 detention to 3 days suspension. Student will not receive credit for missed work.
Igniting/Lighting Devices, e.g., matches, lighters, etc. (Possession and/or use)	1 detention to 5 days suspension.
Medical Use Policy Violation	1 detention to 10 days suspension. Possible expulsion. Possible police notification.
Obscene Behavior/Obscene Gesture/ Obscene Language/Obscene Writing/ Unacceptable Social Behavior/Use of Profanity/Disruptive Behavior/Inappropriate Behavior/Racial Slurs	1 detention to 5 days suspension.
Off-Campus Misconduct	Warning to 10 days suspension(s). Possible expulsion. Possible police notification.
Parking Violation/Motor Vehicle Violation	1 detention to 5 days suspension. Possible loss of parking privileges for a minimum of 4 weeks. Possible police notification.
Pattern of Violating School Policies/Procedures	1 to 10 days suspension. Possible loss of school privileges. Possible expulsion.
Pornography (Possession and/or use)	1 to 10 days suspension. Possible expulsion. Possible police notification.
Public Display of Affection	1 detention to 3 days suspension.
Risk of Injury	1 detention to 5 days suspension. Possible police notification.

<b>Offense</b>	<b>Consequence</b>
Skate Boarding/Rollerblading/Roller-skating/Heelies (on school property)	1 detention to 3 days suspension.
Smoking/Possession of Cigarettes or Tobacco Products/Electronic Cigarettes/Possession of Products Containing Nicotine	1 to 10 days suspension.
Spitting	Up to 5 days suspension. Possible police notification.
Theft/Stealing/Burglary/ Possession of Stolen Property/Robbery	Up to 10 days suspension. Possible expulsion. Possible police notification.
Threatening/Intimidation/ Blackmailing	1 detention to 10 days suspension. Possible expulsion. Possible police notification.
Throwing Objects	1 detention to 5 days suspension. Possible police notification.
Trespassing	1 detention to 3 days suspension. Possible expulsion. Possible police notification.
Truancy	Detention(s) to suspension(s). Possible referral to the Superintendent and appropriate State of Connecticut agencies for truancy. Possible loss of course credit.
Vandalism/Destruction of School, Bus, or Personal Property	1 detention to 10 days suspension. Payment to repair/replace damaged property. Possible expulsion. Possible police notification.

**\*Please Note:** Inappropriate behavior that is disruptive of the educational process and otherwise not listed is subject to disciplinary consequences.

### **Search and Seizure**

A student and his/her effects (including motor vehicles) may be searched by administration and/or police if there are reasonable grounds for suspecting that the search will turn up evidence that the student is in violation of either the law or school rules. Lockers and other storage areas, provided by the school for use by students, are the property of the school and may be searched by administration and/or police without prior notification.

### **Sex Discrimination/Sexual Harassment**

Any form of sexual harassment or sex discrimination is forbidden. Students are expected to adhere to a standard of conduct that is respectful of the rights of all people.

### **Bullying**

(Adopted from BOE Policy and Administrative Regulation # 5081)

The Tolland Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, harassment and discrimination. In accordance with state law and the Board's safe school climate plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by board of education.

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

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

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

- 1) causes physical or emotional harm to such student or damage to such student's property;
- 2) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;

- 3) creates a hostile environment at school for such student;
- 4) infringes on the rights of such student at school; or
- 5) substantially disrupts the education process or the orderly operation of a school.

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

For purposes of this policy, "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.

**Procedures for Reporting Bullying**

A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the safe school climate specialist (i.e. building principal), and all reports shall be forwarded to the safe school climate specialist for review and actions consistent with this plan.

B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the safe school climate specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action.

All anonymous reports shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

**Tolland Public Schools  
Safe School Climate Plan  
December 14, 2011**

The Tolland 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 Board has developed the following Safe School Climate Plan, consistent with state law and Board policy. This plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying.

Component	Actions	Person(s) Responsible	Timeline
Safe School Climate Plan	<ul style="list-style-type: none"> <li>• Develop Safe School Climate Plan in accordance with PA 11-232</li> <li>• Submit Safe School Climate Plan for Board approval</li> <li>• Submit Board-approved Safe School Climate Plan to CSDE</li> <li>• Publish Safe School Climate Plan on District Web Site and in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks</li> </ul>	<p>Superintendent</p> <p>Superintendent</p> <p>Superintendent</p> <p>Safe School Climate District Coordinator</p>	<p>By January 1, 2012</p> <p>By January 1, 2012</p> <p>By January 1, 2012</p> <p>By February 1, 2012</p>
Safe School Climate Committee	<ul style="list-style-type: none"> <li>• Appoint District Safe School Climate Coordinator</li> <li>• Appoint Safe School Climate Specialist in each school</li> <li>• Establish Safe School Climate Committee in accordance with PA 11-232 (include at least one parent/guardian of a student at the school)</li> <li>• Establish roles, responsibilities and procedures for Safe School Climate Committee including:                             <ul style="list-style-type: none"> <li>o Receive copies of completed reports following investigations of bullying;</li> </ul> </li> </ul>	<p>Superintendent Principal</p> <p>Safe School Climate District Coordinator and Safe School Climate Specialists Safe School Climate Committee</p>	<p>By July 1, 2012</p> <p>By July 1, 2012</p> <p>By July 1, 2012</p> <p>By July 1, 2012</p>

Component	Actions	Person(s) Responsible	Timeline
Notification Requirements	<ul style="list-style-type: none"> <li>○ Identify and address patterns of bullying among students in the schools;</li> <li>○ Review and make recommendation to amend school policies relating to bullying;</li> <li>○ Review and make recommendations to the district's safe school climate coordinator regarding the District's Safe School Climate plan based on issues and experiences specific to the school;</li> <li>○ Educate students, school employees and parents and guardians of students on issues relating to bullying;</li> <li>○ Collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the law;</li> <li>○ Perform any other duties as determined by the school principal that are related to the prevention, identification and response to school bullying for the school.</li> </ul>		
	<ul style="list-style-type: none"> <li>● Provide all school employees with a written or electronic copy of the school district Safe School Climate Plan.</li> <li>● Notify students and parents or guardians of students of the process by which students may make reports of bullying.</li> <li>● Provide students with notice of the definition of bullying, cyberbullying and the potential consequences of engaging in such acts by the inclusion of language in student codes of conduct</li> </ul>	<p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator</p> <p>Safe School Climate District Coordinator</p>	<p>By July 1, 2012 and annually</p> <p>By July 1, 2012 and annually</p> <p>By July 1, 2012 and annually</p>

Component	Actions	Person(s) Responsible	Timeline
	<ul style="list-style-type: none"> <li>concerning bullying.</li> <li>Publish Safe School Climate Plan on the school district's Internet web site and ensure that such plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.</li> </ul>	Safe School Climate District Coordinator	By July 1, 2012 and annually
Reporting Procedures	<ul style="list-style-type: none"> <li>Orally notify the Safe School Climate Specialist or school Administrator after being witness to acts of bullying or receiving reports of bullying</li> <li>File a written report with the Safe School Climate Specialist after being witness to acts of bullying or receiving reports of bullying</li> <li>Any student who believes s/he has been victim of bullying/cyberbullying may report the matter to any school employee, either in writing or anonymously.</li> <li>Parent(s)/guardians(s) may file written reports of Suspected bullying/cyberbullying.</li> </ul>	All School employees  All School employees  All Students  All Parents	Within one school day after witnessing or receiving report Within two school days of oral notification Ongoing  Ongoing
Investigation	<ul style="list-style-type: none"> <li>Develop and disseminate investigation procedures that align with PA 11-232 and comply with FERPA</li> <li>Investigate all reports of bullying &amp; ensure that the investigation is completed in accordance with PA 11-232.</li> <li>Determine whether the alleged conduct occurred &amp; whether such conduct constitutes bullying as defined in the district policy.</li> </ul>	Safe School Climate Specialist  Safe School Climate Specialist  Safe School Climate Specialist	By July 1, 2012  Upon receipt of report  Upon completion of investigation



Component	Actions	Person's Responsible	Timeline
Response to Verified Acts of Bullying	<ul style="list-style-type: none"> <li>• Take prompt corrective action that is reasonably calculated to stop the bullying and prevent any recurrence of such behavior, if it is determined that bullying has occurred.</li> <li>• Notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed not later than forty-eight hours after the completion of the investigation. This notification shall include a description of the response of school employees to such acts and any consequences that may result from the commission of further acts of bullying.</li> <li>• Invite the parent(s)/guardians of students who engage in any verified acts of bullying after the completion of the investigation to a meeting at which the following will be shared:               <ol style="list-style-type: none"> <li>1. A description of the verified act(s).</li> <li>2. A description of the school's interventions in response to the act(s).</li> <li>3. Any consequences that may result from the commission of any further acts of bullying plan.</li> </ol> </li> <li>• Invite the parent(s)/guardians of student against whom an act of bullying was verified after the completion of the investigation to a meeting at which the following will be shared:               <ol style="list-style-type: none"> <li>1. A description of the verified act(s).</li> <li>2. A description of the school's interventions in response to the act(s).</li> </ol> </li> </ul>	<p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p>	<p>Upon determination that bullying has occurred 48 hours after the completion of the investigation</p> <p>Upon determination that bullying has occurred.</p> <p>Upon determination that bullying has occurred</p>

Component	Actions	Person's Responsible	Timeline
	<p>3. Any consequences that may result from the commission of any further acts of bullying. plan.</p> <p><b>Except in rare circumstances, such meetings with parents and guardians should be held separately.</b></p> <ul style="list-style-type: none"> <li>• Develop a student safety support plan for any student against whom an act of bullying was directed. The plan shall address safety measures the school will take to protect such students against further acts of bullying.</li> <li>• Develop case-by-case interventions to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline.</li> <li>• Notify the appropriate local law enforcement agency when principal, or designee, believes that any acts of bullying constitute criminal conduct.</li> </ul>	<p>Safe School Climate Specialist</p> <p>Safe School Climate Specialist</p> <p>Principal or designee</p>	<p>Upon determination that bullying has occurred</p> <p>Upon determination that bullying has occurred</p> <p>As appropriate</p>
Prevention and Intervention Strategy	<ul style="list-style-type: none"> <li>• Identify effective evidence-based prevention and intervention strategies approved by CSDE. Strategies may include, but are not limited to the following: <ul style="list-style-type: none"> <li>o Students will participate in an evidence-based approach, program or process approved by the State Department of Education that is designed to ensure a positive school climate &amp; prevent bullying.</li> <li>o Students will be made aware school rules</li> </ul> </li> </ul>	Safe School Climate District Coordinator, Specialists and Safe School Climate Committee(s)	By July 1, 2012

Component	Actions	Person(s) Responsible	Timeline
	<ul style="list-style-type: none"> <li>o prohibiting bullying and harassment.</li> <li>o Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur.</li> <li>o Inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school;</li> <li>o Individual interventions with the bully, parents and school employees, and interventions with the bullied child, parents and school employees;</li> <li>o School-wide training related to safe school climate;</li> <li>o Student peer training, education and support;</li> <li>o Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.</li> <li>• Implement the prevention and intervention strategies identified by the Safe School Climate Committee</li> <li>• Provide students with access to evidence-based prevention and intervention strategies</li> </ul>	<p>All School Employees</p> <p>All School Employees</p>	<p>Ongoing</p> <p>Ongoing</p>
Assessment of School Climate	<ul style="list-style-type: none"> <li>• Complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the State Department of Education for each school</li> </ul>	Safe School Climate Committee	By July 1, 2012, and biennially thereafter

Component	Actions	Person(s) Responsible	Timeline
	<ul style="list-style-type: none"> <li>Submit assessment results for each school in the district to the State Department of Education.</li> <li>Review data obtained from climate surveys to make necessary modifications to the district plan and ongoing practices.</li> </ul>	<p>Safe School Climate District Coordinator</p> <p>Safe School Climate Committee</p>	<p>By July 1, 2012 and according to CSDE guidelines</p> <p>Annually</p>
Training	<ul style="list-style-type: none"> <li>Provide all certified school employees training on the prevention, identification and response to bullying and the prevention of and response to youth suicide. The training will be provided to teachers, administrators and pupil personnel who hold the initial educator certificate via in-service training.</li> <li>Provide all other school employees training provided by the State Department of Education.</li> </ul>	<p>Safe School Climate District Coordinator and Specialists</p> <p>CSDE</p>	<p>By July 1, 2012, and annually thereafter</p> <p>Annually</p>
Documentation and Record Keeping	<ul style="list-style-type: none"> <li>Establish a procedure for each school to <ul style="list-style-type: none"> <li>Document and maintains records relating to reports and investigations of bullying in the school</li> <li>Maintain a list of the number of verified acts of bullying in the school and make such list available for public inspection. This public list must not contain any personally identifiable information about any student or information that might reasonably lead to the identification of any student.</li> </ul> </li> <li>Report the number of verified acts of bullying in the district's schools to the Department of Education in such manner as prescribed by the Commissioner of Education.</li> </ul>	<p>Safe School Climate District Coordinator and Specialist</p> <p>Safe School Climate District Coordinator</p>	<p>By July 1, 2012</p> <p>Annually based on timeline established by CSDE</p>

District Safe School Climate Coordinator:

Walter Willett, Ph.D.  
Superintendent of Schools  
Tolland Public Schools  
51 Tolland Green  
Tolland, CT 06084  
(860) 870-6850

Tolland High School Safe School Climate Specialist:

Dominique Fox, Principal  
Tolland High School  
One Eagle Hill  
Tolland, CT 06084  
(860) 870-6818

## HEALTH SERVICES

### Tolland High School Allergy Statement

Tolland High School has a number of students that have special needs while in school. We have students who are dealing with allergies to different foods, including but not limited to peanuts, tree nuts, milk and dairy products, food coloring, and wheat products. We also have students who require a sugar free diet and others with severe allergies to latex. In addition, we have individuals in our school who are allergic to perfumes and odors. In an effort to keep everyone healthy we ask that you please keep the needs of students and others in mind while attending our school.

### Insurance

Tolland High School provides applications for optional accident insurance. These forms are sent home at the beginning of the school year.

### Nurse's Office

The school nurse is available for routine health care and treatment of injuries. Except for emergencies, students must report to class and obtain a pass to visit the nurse.

The Student Emergency Information Page is distributed at the beginning of each school year. All information must be updated by parent/guardians and the sheet returned within the first week of school. It is important that any changes in contact information be communicated to the nurse or main office so the school is able to contact the parent/guardian in the event an emergency occurs. Students who have not submitted the information sheet for the school year will not be allowed to participate in school field trips and are subject to disciplinary action.

Individual Health Concerns In the event that a student has an illness, surgery, hospitalization, injury or severe allergy please contact the school nurse at 860-870-6838 to discuss your student's specific needs. Please be aware that **a physician's note is required** for use of any type of assistive device during the school day, including but not limited to, wheel chair, crutches, cane, or backpack.

All students must be up to date with **immunizations** according to state requirements. Any student with a known **contagious illness or an illness lasting more than 5 days should** submit a physician's note stating that he or she may come back to school. Students are required to have a physical done by their physician (completed on the State Department of Education Health Assessment Record form). This physical may be done during either the freshman or sophomore year. The form to be completed by the doctor is mailed home before the start of the freshman year. Students must have the completed State Department of Education Health Assessment Record form on file in the school nurse's office in order to begin attending school their junior year. Freshman will have state mandated **vision and scoliosis screening** done by the school nurse during the school year.

### **Medication Use Policy**

Medication, be it prescription or over the counter, that needs to be administered during school hours must be delivered to the Nurse's Office by a parent/guardian. In addition, an Administration of Medications in School form must be completed and signed by the physician and parent before medication can be administered at school. This form needs to include the drug, dose, time of administration and duration of time the order is in effect. Students may carry prescription inhalers and Epipens, only with prior authorization from the school nurse and a completed Medication Authorization form signed by the doctor. This form can be downloaded from the Tolland High School web site ([www.ths.tolland.k12.ct.us](http://www.ths.tolland.k12.ct.us)) under Support Services. **Any student found in possession of or distributing any medication on school grounds will be subject to disciplinary action.**

### **ACADEMIC INFORMATION**

Academic information is available in the course catalog, online, and from the Counseling Department.

#### **Honor Roll**

Students are eligible for the High Honor Roll if they have a 90 or better in all of their classes. Students are eligible for the Honor Roll if they have an average of 85 or better, with **no grade below an 80**. All courses are included when computing the Honor Roll. Students who receive a "W" (withdrawal) will not be eligible for the Honor Roll. Students who have an "INC" (incomplete) for any class on the date the quarter or semester ends will be ineligible for the Honor Roll.

#### **Final Exams**

Final exams are scheduled at the end of each semester. The building principal must be contacted by parent(s)/guardian(s) if they are aware in advance their child will not be present in school during the final exam periods. The parent/guardian of any student who is absent from an exam must call in to the attendance secretary the day of the exam and the student must bring in a signed note to confirm the reason he/she was absent. The student may then take the exam he/she missed during the exam make-up period or if necessary arrange to take the exam with his/her teacher at an alternative time. However, an automatic zero grade will be entered for the exam grade until the student makes up the exam. If the student has not arranged to take his/her final exam within one week of the exam date, a zero grade will be recorded as the final exam grade. An unexcused absence will automatically result in a zero grade being entered for the final exam grade.

**Senior exemptions from final exams:** Seniors with a “90” average in their courses at exam time (January and June) may be exempt from final exams with permission from the teacher.

**Extra Help**

Some options are available for catching up with work. Students may arrange with a teacher to work after school from 1:55 to 2:15. The National Honor Society provides peer tutoring services. The student’s counselor will help arrange for student tutoring services.

**Make-Up Work**

It is the student’s responsibility to contact the teacher for work missed during excused absences and/or missed class time. When a student misses class due to a field trip, he/she is responsible for turning in assignments upon their due date unless alternative arrangements have been made with the teacher in advance. For overnight field trips, students have one day for every day out to make up their work. An exception to this policy is for work and tests/quizzes previously assigned or announced, in which case the teacher may ask for the assignment upon the student’s return to school.

**Withdrawal from School**

Students who are considering withdrawal from school for any reason must notify their counselor of their intent to withdraw. A parent or guardian may provide consent for a student to withdraw from school if their child is 17 years of age or older. If a student is under 18 years of age and wishes to withdraw from school, the parent or guardian must appear in person at the Tolland High School Counseling Office and sign a withdrawal form. Students 18 years of age who wish to withdraw from school, must notify their counselor, appear in person at the Tolland High School Counseling Office, and sign a withdrawal form. All school books and materials must be returned to the school and any accountabilities must be paid in order for a student’s transcripts or official records to be released.

**SCHOOL SERVICES**

**Bulletin Boards, Postings, and Distribution of Materials**

Posting and distribution of any materials by students must first be approved by the building principal.

**Bus Transportation**

The school provides bus transportation and expects students to be on time – both for the bus and to school. Student safety is important, and the following rules ensure a safe ride:

- The driver is in complete charge of the bus and the pupils while on route to and from school. All passengers must follow the instructions issued by the driver for loading, unloading, and personal conduct.
- Students must ride the assigned buses, load, and depart at designated stops only.

- When leaving buses, students must cross in front of the bus, following the directions of the driver who is able to see traffic in both directions.
- Students must stand off the roadway while waiting for the bus.
- Students may not cross the street until signaled to do so by the driver. The driver will not signal students to move from the bus stop until after the red lights are flashing and the driver has verified that traffic has stopped.
- Bulky objects carried onto a bus are to be stored as directed by the driver. (Bulky objects must be small enough to fit under the students' seat.)
- No smoking.
- No lighting of matches or other devices.
- No part of the anatomy is to be extended out of bus windows.
- No standing or moving about when the bus is moving (remain seated).
- No object is to be thrown from or within the bus for any reason.
- No interference with anyone passing to or from a seat.
- No food of any kind is to be eaten on the bus.
- Papers and other rubbish are to be kept off the floors and seats.
- No loud talking.
- Skateboards are not permitted on the bus.

In addition to the above, students must comply with all Tolland High School rules while on Tolland school buses.

A late bus, which arrives at 4:15 P.M., is provided for students participating in supervised activities after school. Students must obtain a late bus pass from the main office on their way to lunch or after school prior to 2:15 PM. Students waiting for transportation home must report directly to the cafeteria and remain there until their transportation arrives.

Parents/Guardians of students who have concerns involving busing should complete the Bus Concern Form (Appendix B) and mail it to the address included on the form. Parental or student concerns regarding behavioral or personnel issues on the buses should be referred to the student's school administration. Concerns regarding bus routes, business/financial matters, and/or timeliness should be referred to the BOE Business Manager at 860-870-6850.

### **Library**

The library is open during school days for both class and individual use. While in the library, students are expected to work quietly for the entire period and follow all library rules. Materials should be returned to their proper places at the end of the block. If library personnel determine that a student is not using the library in the proper manner or following its rules, the student may be denied library privileges.



### **Cafeteria**

Students are expected to be in the cafeteria during their scheduled lunch. The THS cafeteria provides a variety of foods, from salad to hot lunches. Applications for monetary assistance for lunches can be obtained by contacting the Food Service Director (860-870-6853) or the THS Counseling Department (860-870-6836).

### **Counseling Department**

Students will be assigned a counselor upon entering high school. The counselor will be available to assist students in meeting many of their educational and personal goals. It can be most advantageous for a student to get to know and work with his/her counselor as soon as possible. All communications with the counselor are confidential, except in cases where there may be immediate danger to the student or another person. A number of special programs are provided for both student and parents/guardians regarding future planning. Notification regarding these programs is made through the website, and news releases. Counselors are accessible during the school day. Students may make an appointment and get a pass by contacting the Counseling Office secretary or counselor. In an emergency, a student may go directly to the Counseling Office without an appointment.

### **Bicycles**

A bicycle rack is provided for student use. Students are responsible for securing all items. Tolland High School is not responsible for damage or loss of equipment.

### **Lost and Found**

Lost and found articles are kept in the Main Office. If any personal or school property is found, please leave it in the Main Office. After a reasonable amount of time, all unclaimed or confiscated articles will be discarded.

### **Telephones**

Main Office telephones are available for student use for school business and emergencies.

### **Working Papers**

Working papers may be obtained through the Main Office at Tolland High School. Students must provide proof of age (driver's license or permit, birth certificate, passport, etc.) and documentation that supports promise of employment.

## **STUDENT ACTIVITIES**

### **General Rules for Student Activities**

Students are reminded that participation in student activities is a privilege. Students are required to follow all of the school's rules and regulations. Any violation of school rules and regulations will result in an administrative referral and possible disciplinary action.

### **Athletics**

Tolland High School offers a full range of boys' and girls' varsity and junior varsity teams. It is the responsibility of each athlete to review CIAC and school rules of eligibility and the athlete's rights of due process. A copy of the rules and rights will be given to athletes at the beginning of the sports season. Students will be charged a non-refundable fee for participation in sports.

**Athletic Policies** All prospective athletes have read, understood, and agreed to the policies set forth in the Tolland High School Athletic Handbook which can be found at

[http://www.ths.tolland.k12.ct.us/athletics/athletic\\_forms/student\\_athlete\\_handbook/](http://www.ths.tolland.k12.ct.us/athletics/athletic_forms/student_athlete_handbook/) or under the forms page on the THS athletic website.

### **Dances**

Dances are for Tolland High School students and their high school guests. The prom is the only exception where students may bring a non-high school student under the age of 21 with prior approval from the principal. If a student wishes to bring a guest, the student must fill out a guest form prior to the date of the dance. These forms are available in the main office. Guests are not permitted at the first dance of the school year. All school rules apply at dances. If a student leaves a dance, he/she will not be readmitted. Students may arrive to the dance up to one hour after the start time of the dance. After that time, students will not be admitted to the dance

### **Field Trips**

Students are expected to follow all school rules and regulations related to behavior and appropriate attire during school sponsored field trips. Students are also required to check with their teachers to determine what work must be completed because of missed classes. When a student misses class due to a field trip, he/she is responsible for turning in assignments upon their due date unless alternative arrangements have been made with the teacher in advance. For overnight field trips, students have one day for every day out to make up their work. An exception to this policy is for work and tests/quizzes previously assigned or announced, in which case the teacher may ask for the assignment upon the student's return to school. If a student needs medication on the trip, the school nurse should be contacted.

### **Clubs and Activities**

Tolland High School has many clubs and activities that allow students to develop their interests. All students are welcome to join these groups and should listen to announcements for meeting times.

### **Class Dues**

Dues are collected each year during all lunches. Cash or checks should be made payable to Tolland High School. Dues for the student's freshman, sophomore and junior years are \$25.00 each year. Senior year dues are \$30.00. Any dues not paid during the designated collection week will be subject to a \$5.00 late fee per year. The \$105.00 paid by each student offsets a portion of senior expenses related to cap and gown, class day, class night, etc. Class

fundraising efforts contribute towards the remaining costs. Any student experiencing financial hardship should contact his/her class advisor.

#### **Student Council**

Students have an opportunity to participate in student government through the Student Council. The Student Council organizes spirit days and social events, as well as community service activities.

#### **National Honor Society**

The Mark Twain Chapter of the National Honor Society is an organization that recognizes 11<sup>th</sup> and 12<sup>th</sup> grade students who demonstrate outstanding academic achievement, leadership, service, and character. A student must have a weighted GPA of 105, have attended Tolland High School for at least one semester, and must be able to document at least 30 hours of community service prior to applying for membership. Eligible juniors and seniors will be notified as to application procedures. National Honor Society members conduct service projects during the school year and offer peer tutoring.

#### **ACCESS TO TOLLAND MIDDLE SCHOOL CAMPUS BY TOLLAND HIGH SCHOOL STUDENTS**

In order to ensure the safety of students and the educational process at Tolland Middle School (TMS), the administration at TMS has established the following policy regarding high school students coming onto the campus of the middle school. Tolland High School students are not permitted on the campus of TMS before, during, or after school hours (8:00 AM to 2:30 PM) without being accompanied by a parent. There are three exceptions to this policy:

1. Parents needing to have their high school student pick up a younger sibling at the middle school need to submit a note to the Main Office stating this request. The older sibling shall then report directly to the TMS Main Office at 2:30 P.M. to wait for dismissal.
2. A high school student who desires to meet with a middle school teacher, must contact the teacher in advance. If the teacher approves this meeting, the TMS Main Office will be provided with the name of the student, date of the meeting, and time of the meeting by the middle school teacher.
3. Finally, THS students attending any after-school games shall report directly to the game, **NO EARLIER THAN 3:30 P.M.**

#### **MILITARY INFORMATION RELEASE**

If a parent /guardian does NOT want information released to military recruiters as specified in the "No Child Left Behind Act of 2001", the form in Appendix C must be completed and returned to Tolland High School no later than September 9th of the current school year.

## **SURVEYS**

Policies have been implemented to assure that the privacy rights of students are protected particularly when students are asked to participate in school sponsored surveys. This policy requires that administrative approval be given prior to the administration of any survey and that parents have the right to inspect, upon their request, all materials that will be used in these surveys. If parents/guardians would prefer that their child does not participate in these student survey projects, they should notify the school in writing.

## **VIDEO AND PHOTOGRAPH POLICY**

Students may be videotaped and/or photographed in typical school situations for educational purposes and for inclusion in the student newspaper, school newsletter, broadcasting news stories, and the school website. Students may be videotaped in short original films produced by students. Further, such news pieces and information may be submitted to outside media sources. Parents/Guardians objecting to such use are requested to submit the form in Appendix E to Tolland High School no later than September 9th of the current school year. Failure to submit this form implies that one has given permission for their child's photograph to be used.

**TOLLAND BOARD OF EDUCATION POLICIES AND ADMINISTRATIVE  
REGULATIONS**

are available at [www.tolland.k12.ct.us](http://www.tolland.k12.ct.us).

**ANNUAL NOTIFICATIONS TO PARENTS AND STUDENTS**

The Parent/Guardian Annual Notification Booklet, which contains information regarding various topics and policies, can be found on the Tolland Public Schools website at [www.tolland.k12.ct.us](http://www.tolland.k12.ct.us). Some of the topics in this document are:

Non-Discrimination Statement

Notice of Rights under the Protection of Pupil Rights Amendment (PPRA)

Notification of Rights under FERPA

Parental Access to Instructional Material

Pesticide Application on School Property

Wellness Policy

Bullying in the Schools

Student Discipline

Sex Discrimination and Sexual Harassment (Student)

Asbestos Notification

Parental Right to Teacher/Paraprofessional Qualifications

Free or Low Cost Legal Service

Section 504 of the Rehabilitation Act of 1973

Student Attendance and Truancy

Food Allergy Management Plan and Guidelines

A copy of the annual notifications is also available by contacting the Office of the Superintendent (860) 870-6850.

**STATEMENT OF NONDISCRIMINATION**

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, creed, color, national origin, sex, sexual orientation, marital status, age, or disability, subject to the conditions and limitations established by law. (Adopted from Tolland Board of Education Policy and Administrative Regulation # 5060.)

If you feel discriminated against, you should contact the compliance coordinator who will review and explain the grievance procedures and answer any questions. The grievance procedures are located on the Tolland Public Schools website [www.tolland.k12.ct.us](http://www.tolland.k12.ct.us) and the Tolland High School main office. In addition, copies of parent/student rights under IDEA and Section 504 are available in the high school main office and the Board of Education offices.

The compliance coordinators are:

Kathryn Eidson, Ph.D  
Assistant Principal  
District Title IX Coordinator  
Title VI Coordinator  
Tolland High School  
One Eagle Hill  
Tolland, CT 06084  
(860) 870-6818

Kathleen Raymond  
Director of Pupil Services  
Sec. 504 Coordinator  
Tolland High School  
One Eagle Hill  
Tolland, CT 06084  
(860)870-6818  
(860) 870-6818

Margot P. Martello  
Assistant Principal  
THS Title IX Coordinator  
Tolland High School  
One Eagle Hill  
Tolland, CT 06084  
(860)870-6818

**Appendix A**

Tolland High School  
Dismissal Waiver

Tolland High School will dismiss my son/daughter from school before the end of the school day only if a parent is present. Positive identification will be required.

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

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

**Appendix B**

Tolland High School  
Bus Concern Form

Your concerns regarding your child's transportation are important; however, the bus cannot be delayed. Please identify your concern(s) and tell us when and how best to reach you.

Your name: \_\_\_\_\_

Your child's name: \_\_\_\_\_ Grade \_\_\_\_\_

Bus number and street address: \_\_\_\_\_

Telephone number where you can be reached: \_\_\_\_\_

Best time to be called: \_\_\_\_\_ A.M./P.M.

Please identify your concern:

Submit this form to the person the incident is being reported to (School Administration or Bus Company).

If you have not received a response within 24 hours, please call the Tolland Public Schools Business Manager (860 870-6855).

**Appendix C**

Tolland High School  
Military Information Release Form

Please **do not** release any information concerning:

Student's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

to military recruiters as specified in the "No Child Left Behind Act of 2001".

Student Signature (18 and over): \_\_\_\_\_

Date \_\_\_\_\_

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

Date \_\_\_\_\_

**Return to Tolland High School by September 9th, of the current school year.**

**Appendix D**

Tolland High School  
Prior Notification of Pesticide Application  
or changes to the Integrated Pest Management Plan Registry Form

By completing and returning this form, you are requesting prior notification of pesticide applications at your child's school.

Your Child's School: \_\_\_\_\_

Your Name: \_\_\_\_\_

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

Please indicate the best way to contact you:

- Day telephone # \_\_\_\_\_  
Evening telephone # \_\_\_\_\_
- If you prefer e-mail rather than a letter or phone call, please provide your E-mail address: \_\_\_\_\_

**Please return this form to your child's school.**



**Appendix E**  
Tolland High School  
Photo Release Form

**Please do not release any photos of my student in the following media**  
(check all that apply):

Yearbook     Outside Media Sources

Internal THS Communications     THS Website

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

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

Student Signature (18 and over): \_\_\_\_\_ Date: \_\_\_\_\_

**Return to Tolland High School by September 9th, of the current school year.**

## TOLLAND HIGH SCHOOL BELL SCHEDULE

### REGULAR DAY

Block 1	7:15 – 8:43
Block 2	8:49 – 10:13
Block 3	10:19 – 12:13
Block 4	12:19 – 1:43

### LUNCH (BLOCK 3)

1	10:19 – 10:44
2	10:48 – 11:13
3	11:18 – 11:43
4	11:48 – 12:13

### 90 MINUTE DELAY SCHEDULE

Block 1	8:45 – 9:45
Block 2	9:51 – 10:45
Block 3	10:51 – 12:43
Block 4	12:49 – 1:43

### LUNCH (BLOCK 3)

1	10:51 – 11:16
2	11:20 – 11:45
3	11:49 – 12:14
4	12:18 – 12:43

### TWO-HOUR DELAY SCHEDULE

Block 1	9:15 – 10:05
Block 2	10:11 – 10:55
Block 3	11:01 – 12:53
Block 4	12:59 – 1:43

### LUNCH (BLOCK 3)

1	11:01 – 11:26
2	11:30 – 11:55
3	11:59 – 12:24
4	12:28 – 12:53

### ADVISORY SCHEDULE

Block 1	7:15 – 8:31
ADVISORY	8:37 – 9:07
Block 2	9:13 – 10:26
Block 3	10:32 – 12:24
Block 4	12:30 – 1:43

### LUNCH (BLOCK 3)

1	10:32 – 10:57
2	11:01 – 11:26
3	11:30 – 11:55
4	11:59 – 12:24

### HALF DAY SCHEDULE (No Lunch Blocks)

Block 1	7:15 – 8:22
Block 2	8:28 – 9:31
Block 3	9:37 – 10:40
Block 4	10:46 – 11:47

