

Rockville High School

STUDENT/PARENT HANDBOOK

Rockville High School
70 Loveland Hill Road
Vernon CT 06066
860-870-6050
<http://RockvilleHighSchool.org>
High School Code: 070-645

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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WELCOME

Dear Parents and Students:

It is my distinct honor and pleasure to welcome you to the 2011-2012 School year at Rockville High School. This Student-Parent Handbook has been prepared to make you aware of the services, academic requirements, and expectations that apply to all Rockville High School students.

I urge all of our students to take every opportunity to be involved while at RHS. There are many opportunities to be involved in the school beyond the school day. This will enhance your experience while at RHS. We also urge parents to get involved in your children's education. We have several booster clubs here at the high school. It is important to play an active role in your son/daughter's high school experience.

On behalf of the Rockville High School Faculty and Staff, I wish everyone great success and happiness in the 2011-2012 school year.

Sincerely,

Mr. Eric R. Baim
Principal

BELL SCHEDULE

A DAY	B DAY
Block 1: 7:27-8:51	Block 5: 7:27-8:51
8:51-8:57 (6 min passing)	8:51-8:57 (6 min passing)
Block 2: 8:57-10:26	Block 6: 8:57-10:26
10:26-10:32 (6 min passing)	10:26-10:32 (6 min passing)
Block 3: 10:32-12:24 <u>Cafeteria 3A</u> Lunch 10:32-10:55 Class 11:01-12:24 <u>Cafeteria 3B</u> Class 10:32-11:02 Lunch 11:02-11:25 Class 11:31-12:24 <u>Cafeteria 3C</u> Class 10:32-11:32 Lunch 11:32-11:55 Class 12:01-12:24 <u>Cafeteria 3D</u> Class 10:32-11:55 Lunch 11:55-12:24	Block 7: 10:32-12:24 <u>Cafeteria 7A</u> Lunch 10:32-10:55 Class 11:01-12:24 <u>Cafeteria 7B</u> Class 10:32-11:02 Lunch 11:02-11:25 Class 11:31-12:24 <u>Cafeteria 7C</u> Class 10:32-11:32 Lunch 11:32-11:55 Class 12:01-12:24 <u>Cafeteria 7D</u> Class 10:32-11:55 Lunch 11:55-12:24
12:24-12:30 (6 min passing)	12:24-12:30 (6 min passing)
Block 4: 12:30-1:54	Block 8: 12:30-1:54

BELL SCHEDULE – Advisor/Advisee Days

A DAY	B DAY
Block 1: 7:27-8:41	Block 5: 7:27-8:41
8:41-8:47 (6 min passing)	8:41-8:47 (6 min passing)
Advisory Block: 8:47-9:17	Advisory Block: 8:47-9:17
9:17-9:23 (6 min passing)	9:17-9:23 (6 min passing)
Block 2: 9:23-10:37	Block 6: 9:23-10:37
10:37-10:43 (6 min passing)	10:37-10:43 (6 min passing)
Block 3: 10:43-12:34 <u>Cafeteria 3A</u> Lunch 10:43-11:06 Class 11:12-12:34 <u>Cafeteria 3B</u> Class 10:43-11:13 Lunch 11:13-11:36 Class 11:42-12:34 <u>Cafeteria 3C</u> Class 10:43-11:43 Lunch 11:43-12:06 Class 12:12-12:34 <u>Cafeteria 3D</u> Class 10:43-12:06 Lunch 12:12-12:34	Block 7: 10:43-12:34 <u>Cafeteria 7A</u> Lunch 10:43-11:06 Class 11:12-12:34 <u>Cafeteria 7B</u> Class 10:43-11:13 Lunch 11:13-11:36 Class 11:42-12:34 <u>Cafeteria 7C</u> Class 10:43-11:43 Lunch 11:43-12:06 Class 12:12-12:34 <u>Cafeteria 7D</u> Class 10:43-12:06 Lunch 12:12-12:34
12:34-12:40 (6 min passing)	12:34-12:40 (6 min passing)
Block 4: 12:40-1:54	Block 8: 12:40-1:54

BELL SCHEDULE – 2-Hour Delay Days

A DAY	B DAY
Block 1: 9:27-10:11	Block 5: 9:27-10:11
10:11-10:17 (6 min passing)	10:11-10:17 (6 min passing)
Block 2: 10:17-11:06	Block 6: 10:17-11:06
11:06-11:12 (6 min passing)	11:06-11:12 (6 min passing)
Block 3: 11:12-1:04 <u>Cafeteria 3A</u> Lunch 11:12-11:35 Class 11:41-1:04 <u>Cafeteria 3B</u> Class 11:12-11:39 Lunch 11:39-12:02 Class 12:08-1:04 <u>Cafeteria 3C</u> Class 11:12-12:07 Lunch 12:07-12:30 Class 12:36-1:04 <u>Cafeteria 3D</u> Class 11:12-12:35 Lunch 12:41-1:04	Block 7: 11:12-1:04 <u>Cafeteria 7A</u> Lunch 11:12-11:35 Class 11:41-1:04 <u>Cafeteria 7B</u> Class 11:12-11:39 Lunch 11:39-12:02 Class 12:08-1:04 <u>Cafeteria 7C</u> Class 11:12-12:07 Lunch 12:07-12:30 Class 12:36-1:04 <u>Cafeteria 7D</u> Class 11:12-12:35 Lunch 12:41-1:04
1:04-1:10 (6 min passing)	1:04-1:10 (6 min passing)
Block 4: 1:10-1:54	Block 8: 1:10-1:54

2011 - 2012 VERNON PUBLIC SCHOOLS' CALENDAR

Professional Development	August 29, 2011	Christmas Vacation	December 26-30, 2011
Staff Orientation	August 30, 2011	New Year's Holiday	January 2, 2012
First Day of School for Students PK-6, 9	August 31, 2011	Martin Luther King Day	January 16, 2012
First Day of School for Students 7-8, 10-12	September 1, 2011	Professional Development	February 17, 2012
Labor Day	September 5, 2011	Presidents' Day	February 20, 2012
Columbus Day	October 10, 2011	Professional Development	April 5, 2012
Election Day/Professional Development	November 8, 2011	Good Friday	April 6, 2012
Veteran's Day	November 11, 2011	April Vacation	April 9-13, 2012
Thanksgiving Holiday	November 24-25, 2011	Memorial Day	May 28, 2012

MON	TUE	WED	THUR	FRI
AUGUST (1 Day)				
	22	23	24	25
29W	30s	31*		

MON	TUE	WED	THUR	FRI
FEBRUARY (19 Days)				
			1R	2
6	7	8	9	10
13	14	15	16	17W
20	21	22	23	24
27	28m	29		

2011 SEPTEMBER (21 Days)				
			1*	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MARCH (22 Days)				
			1	2
5	6	7	8T	9
12	13	14	15RE	16
19	20	21	22e	23e
26	27	28	29	30

OCTOBER (20 Days)				
3m	4	5	6	7
10	11	12	13	14me
17	18	19	20	21
24	25	26	27	28
31				

APRIL (14 Days)				
2Q	3	4	5W	6
9	10	11	12	13
16	17R	18	19	20
23	24	25	26	27
30me				

NOVEMBER (18 Days)				
	1	2	3	4Q
7	8W	9	10	11
14	15R	16	17	18
21	22	23x	24	25
28	29	30		

MAY (22 Days)				
	1	2	3	4
7	8	9	10	11m
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

DECEMBER (17 Days)				
			1T	2
5	6	7	8RE	9
12	13m	14	15e	16e
19	20	21	22	23x
26	27	28	29	30

JUNE (8 Days)				
				1
4	5	6	7	8
11	12x	13	14G	15
18	19	20	21	22
25	26	27	28	29

2012 JANUARY (20 Days)				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24me	25Q	26	27
30	31			

Legend

- | | |
|-------------------------------------|--|
| * - First Day of School | W - Professional Development Day |
| s - Staff Orientation | Q - End of each quarter (45 days) |
| m - Mid-Term Reports | T - End of Trimester (61 days) |
| me - Mid-Term Reports Elementary | e - Kindergarten and Elementary Report Card Conferences - 1/2 Day Schedule |
| R - Report Cards Issued | x - 4-hour session - vacation closing |
| RE - Report Cards Issued Elementary | G - Rockville High School Graduation Date |

If school is cancelled 8 or more days, any make-ups beyond 8 will be taken from the April vacation beginning on April 13, 2012, and working backwards.

Approved by the Vernon Board of Education on March 14, 2011.

RHS 2011-2012 CALENDAR

August 29, 2011	Professional Development
August 30, 2011	Staff Orientation
August 31, 2011	First Day of School for Students Gr. 9
September 1, 2011	First Day of School for Students Gr. 10-12
September 5, 2011	Labor Day
October 10, 2011.....	Columbus Day
November 3, 2011	Quarter 1 Ends*
November 4, 2011	Quarter 2 Begins*
November 8, 2011	Election Day/Professional Development
November 11, 2011	Veteran's Day
November 23, 2011	4 hour session
November 24, 2011-November 25, 2011	Thanksgiving Recess
December 23, 2011	4 hour session
December 26, 2011-December 30, 2011	Christmas Vacation
January 2, 2012.....	New Year's Holiday
January 16, 2012.....	Martin Luther King, Jr. Day
January 18, 2012-January 23, 2012.....	Mid-Year Exams*
January 24, 2012.....	Quarter 3 Begins*
February 17, 2012	Professional Development
February 20, 2012	Presidents' Day
March 27, 2012	Quarter 3 Ends*
March 28, 2012	Quarter 4 Begins*
April 5, 2012	Professional Development
April 6, 2012	Good Friday
April 9, 2012-April 13, 2012	April Vacation
May 28, 2012.....	Memorial Day
June 6, 2012-June 14, 2012.....	Final Exams*
June 12, 2012....	Make-Up Exam Day/Last Day of School-4 hour session
June 14, 2012.....	Graduation

* Any change in schedule (snow day OR OTHER) immediately moves the calendar forward by that number of days (exams, quarter ending dates, midterm dates, final exam dates are all moved along).

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ROCKVILLE HIGH SCHOOL CORE VALUES, BELIEFS, AND LEARNING EXPECTATIONS

Rockville High School's core values and beliefs are to develop Responsible and Open-minded students who are Critically thinking and Knowledgeable life long learners.

We are the ROCK! The Rockville High School student is...

Responsible: The RHS student will...

- Demonstrate personal and civic responsibility.

Open-minded: The RHS student will...

- Demonstrate respectful behavior and compassion.

Critically Thinking: The RHS student will...

- Use multiple tools to access, evaluate, and apply information.
- Solve problems through analysis, synthesis, evaluation, and reflection.

Knowledgeable: The RHS student will...

- Communicate knowledge clearly and effectively for a variety of purposes and audiences.

GRADUATION REQUIREMENTS

Credit Requirements for Graduation

All students are required to take and pass the following courses to be eligible to graduate from Rockville High School:

Classes of 2012, 2013, 2014		Class of 2015	
<u>Subject</u>	<u>Credits</u>	<u>Subject</u>	<u>Credits</u>
English	4.00	English	4.00
Mathematics	3.00	Mathematics	3.00
Social Studies		Social Studies	
Civics	0.50	Civics	0.50
U.S. History	1.00	U.S. History	1.00
Elective	1.50	Elective	1.50
Science		Science	
Biological Science	1.00	Biological Science	1.00
Physical Science	1.00	Physical Science	1.00
Elective	1.00	Elective	1.00
Vocational Education*	1.00	Vocational Education*	1.00
Fine Arts**	1.00	Fine Arts**	1.00
Microsoft Applications	1.00	Microsoft Applications	1.00
Physical Education	1.50	Physical Education	1.50
Health	0.75	Health	0.75
Junior Seminar	P/F	Junior Seminar	P/F
Senior	P/F	Senior	P/F
<u>Electives</u>	<u>3.75</u>	<u>Electives</u>	<u>4.75</u>
Total	22.00	Total	23.00

* Courses in Business & Computer Science, Technology Education, Agricultural Education, and Family and Consumer Sciences meet the Vocational Education requirement. Microsoft Applications does not fulfill the Vocational Education requirement.

** Courses in Art and Music meet the Fine Arts requirement. Creative Writing, Modern Theater, American Film, and Video Production also meet the Fine Arts requirement.

Performance Standards for Graduation

Students must complete all four portions of the Connecticut Academic Performance Test and demonstrate performance standards for:

- Mathematics
- Science
- Reading/Writing

See Appendix C for Demonstration of Performance Standards

EARLY GRADUATION REQUIREMENT

- I. All students must take a full class load of at least 6.5 credits. A student who successfully completes all requirements for graduation in fewer than eight (8) semesters may apply for early graduation approval. All of the following requirements and criteria must be met in order for a student to be considered for early graduation.
 - A. By the end of the sophomore year or after four (4) semesters, a letter of application for early graduation must be submitted to the principal by a student who wishes to graduate after six (6) semesters.
 - B. By the end of the junior year, or after six (6) semesters, a letter of application for early graduation must be submitted to the Principal by a student who hopes to graduate after seven (7) semesters.

In both A and B, the letter of application must explain in detail why the student wishes to graduate early. Included in the application must be a detailed statement of the student's future vocational or academic plans.
- II. Before submitting applications to the Principal, students must discuss with their guidance counselors the practicality of their early graduation plans.
 - A. Letters of Application submitted to the Principal must contain the following:
 1. For students under 18 years of age, parental or guardian signatures indicating approval of the early graduation plan.
 2. Guidance counselor's signature indicating that the plan is practicable and in the best interest of the student. Guidance counselors will consider the following information when making this determination:

- a. Can the student meet the graduation requirements within the allotted time frame? (22 credit hours including required subjects)
 - b. Maturity level
 - c. Potential for meeting academic success in the remainder of his or her high school program.
 - d. Future vocational and educational plans.
- B. The Principal will review the application, discuss its contents with the student and counselor, if deemed necessary, and sign the application indicating the date of approval or of disapproval.
 - C. The Principal will forward a copy of the application to the Superintendent of Schools for review.
 - D. The student will receive a copy of the signed application as proof of its acceptance or rejection.
 - E. For students who request an early graduation from June of the third year of attending RHS: three year plan for graduation
 - 1. In the third year of attending RHS, these students will be enrolled in English 11 and English 12 simultaneously.
 - F. For students who request an early graduation in January (after mid-year exams) of the fourth year of attending RHS: three and half year plan for graduation
 - 1. These students must take the English placement test at MCC and be eligible – based on the results of this placement test – to enroll in English-for-credit courses at MCC. The course at MCC to be taken in addition to English 12 at RHS will be English 101 Composition.

Note: This course must be successfully completed before graduation at RHS in January.

It is important to note that:

- 1. Early graduates will receive their diploma in June of the academic year in which all requirements have been met.
- 2. Early graduates wishing to participate at graduation exercises must attend rehearsals and fulfill all obligations attendant to graduation.
- 3. Seven (7) semester graduates may request to be involved in senior activities during the 8th semester.

Early graduates are eligible for school awards, honors, and scholarships on the same basis as other graduates. It is the responsibility of the early graduate to check regularly with the guidance office if he/she plans to be involved in senior activities, awards, commencement exercises, etc.

PROMOTION REQUIREMENTS

Students must successfully earn a required number of credits in order to advance to the next grade level. Students who have not earned the required number of credits will remain at their current grade level until they qualify for promotion. Students in grades 10 and 11 may apply to their Assistant Principal to be promoted at the half-year mark (if appropriate). The qualifications for each grade level will be defined as follows:

Classes of 2012, 2013, 2014

- Grade 10 Student has completed one academic year of high school and has earned at least 4.5 credits.
- Grade 11 Student has completed two academic years of high school and has earned at least 9.0 credits.
- Grade 12 Student has completed three academic years of high school and has earned at least 14.0 credits.

Class of 2015

- Grade 10 Student has completed one academic year of high school and has earned at least 5.0 credits.
- Grade 11 Student has completed two academic years of high school and has earned at least 10.0 credits.
- Grade 12 Student has completed three academic years of high school and has earned at least 15.0 credits.

CREDIT REQUIREMENTS

All students in grades 9 through 11 are required to take a minimum of six and a half (6.5) credits. Seniors are required to take a minimum of six (6.0) credits and Senior Seminar. Exceptions to this must be approved by Administration.

A passing grade is no less than 70% for all courses offered at Rockville High School.

MID-YEAR AND FINAL EXAMINATIONS

All students will be given mid-year and final examinations in all subjects. See RHS calendar of events for specific dates. The rules governing mid-year and final examinations are as follows:

1. Students may report to school only for scheduled exams provided they have their own transportation. Students who are unable to

provide their own transportation and arrive at school at a time when they do not have a scheduled exam must report to the library or cafeteria 114.

2. Seniors may be exempt from final exams if they have an average of 85 in that course and with permission of the teacher. The following formula shows how the average is calculated to determine whether a senior would be exempt: $[(Q1 \times 2) + (Q2 \times 2) + (Ex1 \times 1) + (Q3 \times 2) + (Q4 \times 2)] / 9 = \text{grade to date}$. For half-year classes, the formula is $[(Q1 \times 2) + (Q2 \times 2)] / 4 = \text{grade to date}$.
3. BUSES WILL PICK UP STUDENTS BEGINNING AT NORMAL PICK UP TIME ON DESIGNATED EXAM DAYS AND WILL FOLLOW THE NORMAL EARLY DISMISSAL SCHEDULE.
4. Exams will include all material covered during the semester.
5. The exam will not be used in the calculation of the quarter grade.
6. If a student is tardy to an exam, he/she must obtain a pass from the Attendance Office to be admitted to the exam. No additional exam time will be provided for late arrivals.
7. The responsibility for make-up exams rests with the student. If a student is absent from an exam, a note from a parent must be presented to the teacher.
8. Cafeteria 114 will be open serving breakfast in the morning before exams, and light snacks between the scheduled exam periods.
9. STUDENTS MUST REMAIN IN THE EXAMINATION ROOM FOR THE ENTIRE EXAM PERIOD (TWO HOURS). They will not be issued passes during exam times to the bathroom, cafeteria, school counseling office, or any other classroom.
10. All students will have a formal review period prior to the exams. The length of the review is left to the judgment of the teacher.
11. Student attendance will be reported during each exam period.
12. All overdue books and library fines must be settled with the library. Books for semester courses must be turned in. Report cards will be withheld until all financial obligations to the school have been met.
13. In the event of a postponement due to inclement weather, the exam schedule will continue in the same order. Exams scheduled for the day school was closed will be given on the next day school is in session.

ATTENDANCE PROCEDURES

Parents are expected to call the Attendance Office (870-6050, option 1) by 9:00 a.m. the day their student is absent. Please note that voice mail is available 24 hours a day.

Students who have been out of school must submit to the Attendance Office a written, dated, parent/guardian-signed note of explanation specifying the date of and the reason for the absence within five (5) school days of returning to school.

Students arriving late to school must report to the Attendance Office to sign in to school and to receive a pass to their class. **STUDENTS LEAVING EARLY MUST SIGN OUT IN THE ATTENDANCE OFFICE.**

Tardies to school will only be excused if a note or phone call is received from the parent/guardian on the day the student is tardy to school. It is the student's responsibility to bring in a note or have a phone call made to the Attendance Office on the same day as the tardy.

BEHAVIORAL EXPECTATIONS

Rockville High School's Behavior Model strives to foster RESPONSIBILITY and RESPECT amongst students and staff. The behavior expectations are:

RESPONSIBLE AND RESPECTFUL BEHAVIOR

EXPECTATIONS	CLASSROOMS	HALLWAYS
RESPONSIBLE	Arrive to class on time Prepared and Ready to work	Move with a positive purpose Follow pass procedures
RESPECTFUL	Treat others as you expect to be treated Use appropriate language Value all property	

PRIVILEGES

Students who demonstrate RESPONSIBLE and RESPECTFUL behavior will be granted privileges as related to their grade level.

SENIOR PRIVILEGES:

- Pass Privileges
- Parking
- Late arrival
- Early dismissal
- Dismissal during free blocks
- No assigned study halls
- Senior lounge

JUNIOR PRIVILEGES:

- Pass privileges
- Parking
- Late arrival
- Early dismissal
- Cafeteria study hall

SOPHOMORE PRIVILEGES:

- Pass privileges
- Parking
- Cafeteria study hall

FRESHMAN PRIVILEGES:

- Pass privileges
- Cafeteria study hall

In order to be eligible for privileges, the following conditions must be met:

1. Students must obtain parent/guardian permission for late arrival and early dismissal (Seniors and Juniors only) and dismissal during free blocks (Seniors only).
2. Students must have earned a passing grade in all courses the previous quarter to qualify for privileges.
3. Students must have no financial obligations to Rockville High School.
4. Seniors may not leave Senior Privilege Areas before the bell rings to mark the end of the block.
5. Student must exhibit respectful and responsible behavior.

CODE OF CONDUCT

Rockville High School's Behavior Model strives to foster RESPONSIBILITY and RESPECT amongst students and staff. Students who do not comply are subject to disciplinary consequences as follows:

Assault

Assault is a violent physical attack of another person or persons with intent to harm, by reckless conduct, or with criminal negligence.

All Offenses	10 day suspension
	Student will be subject to arrest
	Possible referral for expulsion

Bullying

In accordance with state law and Board Policy 5131.911 (see <http://www.vernonschools.com/boepolicies.html> for the complete policy), "bullying" means any overt acts by a student or group of students directed against any student(s) with the intent to ridicule, harass, humiliate or intimidate any student(s) while on school grounds, at a school-sponsored activity, or on any school transportation vehicle, which acts are repeated against any student(s) over time.

All Offenses	Suspension
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*A severe incident of such behavior is subject to greater disciplinary action.

Cell Phones and Electronic Devices

Cell phone use is not permitted in the classroom. Use of iPods, MP3 players, CD players, radios, beepers, electronic games, and other electronic communication devices are at the discretion of the classroom teacher. Students who fail to comply will be subject to discipline assigned by the classroom teacher.

Cheating

All offenses of cheating will result in consequences as determined by the classroom teacher. A referral will be submitted to the Assistant Principal and the incident will be documented. Parent contact will be made by the teacher and the guidance counselor will be notified.

Detentions (Teacher, 1-Hour Administrative)

Teacher Detention

Rockville High School teachers may use detentions as one element to promote and improve responsible and respectful school behavior. The time, length, and place of the detention are determined by the teacher.

Failure to serve a Teacher Detention will result in a 1-Hour Administrative Detention.

Administrative Detention – 1-Hour

Administrative Detentions are assigned by the Principal or Assistant Principals for infractions of school rules. Detentions are held on Tuesdays, Wednesdays, and Thursdays beginning at 2:05 p.m. and ending at 3:05 p.m. **ALL DETENTIONS WILL TAKE PRECEDENCE OVER ANY OTHER STUDENT OBLIGATIONS INCLUDING SPORTS, AFTER SCHOOL ACTIVITIES, AND PART-TIME JOBS.**

A late bus is available for students who are assigned an after school detention. **Detentions will not be rescheduled.**

Students assigned to a detention must remain quiet during the detention period and must use this time for a quiet study or homework. Students who are disruptive in an Administrative Detention will be assigned the appropriate consequence.

Failure to serve a 1-Hour Administrative Detention:

First & Second Offenses	1-Hour Detention reassigned
Subsequent Offenses	1 Day Suspension

Dress and Grooming

The learning environment is affected by the overall appearance of the student body. However true it may be that one's appearance is a personal choice, it is nevertheless the responsibility of the school to maintain reasonable control of dress, to encourage that which is appropriate and discourage that which is inappropriate. Also, due to issues regarding school safety, space in classrooms and hallways, and propriety, certain items may not be worn at school or during the school day. For these reasons, the following guidelines are established for both parents and students:

1. Students should maintain accepted standards of cleanliness at all times. This is necessary for personal and group health.
2. Safety and health factors must be considered in choosing school attire. Hair must be secured properly when working in shops and labs.
3. State law prohibits anyone from going barefoot in a public building; therefore, footwear must be worn at all times.
4. According to Board of Education policy, students are not permitted to wear shoes or boots with black carbonized soles.
5. Any garment or jewelry with decorations, patches, lettering, advertisements, etc. which may be considered inappropriate or disruptive to the learning environment is not to be worn in school. This includes, but is not limited to, any garment or accessory that
 - a. May be gang related.
 - b. Makes reference to drugs or alcohol.
 - c. Makes reference to violence and/or weaponry.
 - d. Displays any drug emblem, tobacco or alcoholic beverage advertisement.
 - e. Contains sexually explicit language or images.
6. Students are not allowed to wear sunglasses, face masks, or other face coverings in the school building.
7. Hoods of a hooded sweatshirt (hoodies) are not to be worn in the school building. Other headwear items may only be worn at the discretion of the individual teachers in their classrooms.
8. Any garment that does not appropriately cover the body is not to be worn to school. Inappropriate attire includes, but is not limited to:
 - a. Strapless shirt.
 - b. Exposed shoulders.
 - c. Clothing that exposes cleavage, skin in the midriff area and/or the back.
 - d. Backless and/or lace back shirts.
 - e. See through clothing.
 - f. Excessively short skirts, shorts, and dresses.
9. All undergarments must not be visible and must be covered by clothing.
10. Students are required to place winter coats (parkas, winter coats, etc.) in their lockers before the first class of the day.
11. Clothing fads may develop during school year which are inappropriate for school and/or disruptive to the educational process. Students will be notified if certain attire will not be allowed

at school. Students found to be out of compliance with appropriate standards of dress will be required to change clothing.

Students found to be out of compliance with appropriate standards of dress will be subject to the following consequences:

First Offense	Change of clothing Warning Parent/guardian called
Second Offense	Change of clothing 1-Hour Administrative Detention Parent/guardian called
Third Offense	Change of clothing 1-Hour Administrative Detention Parent/guardian called
Subsequent Offenses	Change of clothing 1 day suspension Parent/guardian called

Students who fail to comply will be considered insubordinate.

Drug, Alcohol and/or Use of Tobacco Products

As per Board of Education Policy 5131.6 (see <http://www.vernonschools.com/boepolicies.html> for the complete policy), there shall be no use, possession, or sale of tobacco, alcohol, or drugs in any school building, school vehicle, on school grounds and in vehicles on school grounds by students, school personnel or anyone on school property. In addition, students and school personnel shall not use or sell tobacco, alcohol or drugs during any school-sponsored activity.

Consequences for use of, being under the influence of, or possession of drugs and/or alcohol (including drug paraphernalia):

All Offenses	5-10 day suspension Police involvement
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Repeated offenses will result in the student being recommended for expulsion from the Vernon School System.

Consequences for selling or distributing drugs and/or alcohol:

All Offenses 10 day suspension
Police Involvement
Possible recommendation to the Board of
Education for consideration for expulsion

Consequences for use of or possession of tobacco (including possession of smoking paraphernalia i.e., lighter, matches, rolling paper):

All Offenses Detention to Suspension
Suggested Counseling & Cessation Program

Use of a Breathalyzer

The Vernon Board of Education authorizes the use of passive alcohol sensors (breathalyzers) to detect/confirm alcohol consumption by students at school, on school buses or at any school-sponsored activity (see <http://www.vernonschools.com/boepolicies.html> for the complete policy).

The passive alcohol sensor will be used for admittance to school-sponsored events. Events will include, but not be limited to, dances and proms. In addition, Administrators will use such a device when reasonable suspicion exists that a student is under the influence or has used alcohol.

All students who possess, consume, or are under the influence of alcohol on school property or at a school-sponsored event or activity are subject to appropriate disciplinary action under the Board of Education policy and rules of student conduct.

Fighting

Fighting includes posturing for a fight and/or physical contact with another person or persons or a threat or attempt to inflict offensive physical contact or bodily harm on a person (as by lifting a hand in a threatening manner) that puts the person in immediate danger of or in apprehension of such harm or contact. Any person inciting others or contributing to a potentially dangerous situation will receive disciplinary consequences.

All Offenses Suspension
Student may be subject to arrest
Possible referral for expulsion

Fire Alarm/False 911 Call

Students caught pulling a false alarm or making a false "911" call will face a suspension and immediate police arrest with pending legal action. Students will be recommended to the Board of Education for expulsion.

Food and Drink

Food and drink in the classrooms are at the discretion of the classroom teacher.

Forgery (includes passes, parent notes, phone calls)

All Offenses	Suspension
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Gambling

No gambling of any kind is permitted on school grounds. This includes, but is not limited to, card playing, sports betting, internet /electronic games, dice games, etc. Students may not bring to school cards, games, dice, or other gambling paraphernalia.

First offense	Item relinquished to staff member Warning
Subsequent offenses	Item relinquished to staff member 1-Hour Administrative Detention

Severe incidences may result in suspension and/or expulsion.

Insubordination/Disrespect

Insubordination is failure to follow the directions of an adult staff member (for example, refusal to give name when requested; failure to respond when questioned by a staff member; failure to comply with a teacher request).

All Offenses	Detention to Suspension*
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*A severe incident of such behavior is subject to greater disciplinary action.

Internet/Technology (Inappropriate Use Of)

First Offense	1-Hour Administrative Detention Loss of Internet/technology privileges for 2 weeks
Second Offense	1-Hour Administrative Detention Loss of Internet/technology privileges for 4 weeks
Subsequent Offenses	Suspension Permanent loss of Internet/technology privileges

Any compromise of the district's network security may result in suspension.

(See <http://www.vernonschools.com/boepolicies.html> for the complete policy.)

Leaving School Grounds

First Offense	1-Hour Administrative Detention
Second Offense	1-Hour Administrative Detention
Subsequent Offenses	1 day suspension

Parking Lot

Students who drive to school must register any and all vehicles they use and secure the identification window sticker to the rear window on the driver's side of the vehicle. Students must comply with the following traffic rules:

1. Students must comply with all rules and regulations established by the Connecticut Motor Vehicle Department.
2. Students must drive below 15 miles per hour.
3. Students will not park in the Visitors' Parking area, the Faculty Parking lot, or any other unauthorized area on the school grounds. Students may only park in the Student Parking lot located on the North side of campus beyond the AgEd Center.
4. Unauthorized vehicles on school property will be subject to prosecution for criminal trespass.
5. Cars must be parked within designated parking spaces. Diagonal parking across spaces is prohibited.

6. Students are forbidden to be involved in any form of reckless driving such as the squealing of tires or driving to endanger pedestrians or occupants of the vehicle.
7. The school will not be held responsible for any theft or damage to motor vehicles on school property. All thefts, however, should be reported to RHS Security Personnel and to the Vernon Police Department.
8. Parking for motorcycles is restricted to the front of the building in the area designated for bicycles.

Violators will be subject to the following disciplinary action:

First Offense	Loss of school driving privileges for 10 school days
Second Offense	Loss of school driving privileges for the school year

STUDENTS RISK THE PENALTY OF TICKETING AND TOWING FOR ILLEGAL PARKING.

Plagiarism

- Offering the words or ideas of another person as if they were your own
- Copying an identifiable phrase or an idea without acknowledging and documenting your source
- Using exactly the same sequence of ideas and organization of argument as your source
- Failing to put another's works inside quotation marks
- Using a long section of your paper that has been rewritten by a friend or tutor
- Buying, finding or receiving a paper that you turn in as your own work

All Offenses	Failing grade on assignment
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Removal from Class

First Offense	1-Hour Administrative Detention*
Second Offense	1-Hour Administrative Detention**
Subsequent Offenses	Student subject to suspension

*Teacher will contact student's parent/guardian.

**Teacher will meet with student and student's parents/guardian. The student's guidance counselor and Assistant Principal will also be invited to attend this meeting.

Sexual Harassment

Sexual harassment is unwanted and unwelcome behavior of a sexual nature that interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings.

First Offense	Minimum of 5 day suspension Suggested counseling Student may be subject to arrest
Subsequent Offenses	10 day suspension Suggested counseling Student may be subject to arrest Possible referral for expulsion

Study Hall Cuts, Advisor/Advisee Cuts

Students who cut or incur an excessive tardy to a class, a study hall, or Advisor/Advisee will incur the following consequences:

All Offenses	1-Hour Administrative Detention
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Swearing/Profanity

INAPPROPRIATE/INFLAMMATORY LANGUAGE WILL NOT BE TOLERATED AT ROCKVILLE HIGH SCHOOL!

All Incidents	1-Hour Administrative Detention
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Students who use profane language directed toward faculty, administration, or any support staff will be subject to immediate suspension.

All Offenses	Suspension
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Tardy to Class

Tardiness to class will result in a grade penalty or a consequence as determined by the individual classroom teacher.

Tardy to Study Hall or Advisor/Advisee

For every three (3) tardies to a study hall or Advisor/Advisee, students will be assigned a 1-Hour Administrative Detention.

Theft

All offenses of theft are subject to police arrest and the student is responsible for the return/restitution of the stolen property.

All incidents	Suspension
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Threatening, Intimidation/Verbal Harassment

*First Offense	1-Hour Administrative Detention Counseling
Subsequent Offenses	Subsequent offenses of harassment are deemed bullying. See page 18 for Bullying consequences.

*A severe incident of such behavior is subject to greater disciplinary action.

Unauthorized Area (includes Pass Violation)

Students are expected to have a valid pass whenever out of a classroom during class time and may not use another student's passbook. Students are expected to remain only in the authorized areas of the school. Unauthorized areas include all areas of the school or school grounds that are unsupervised, such as hallways during lunch and parking lots and areas not specified in their "Hallway Passport."

First Offense	1-Hour Administrative Detention Loss of Pass Privileges
Second Offense	1-Hour Administrative Detention Loss of Pass Privileges
Subsequent Offenses	1 day suspension Loss of Pass Privileges

Vandalism/Defacing Property*

Student will be responsible for cost of repair and the student will be subject to arrest.

*First Offense	1-Hour Administrative Detention
Subsequent Offenses	Suspension Possible referral for expulsion

*A severe incident of such behavior is subject to greater disciplinary action.

Weapons and Items Used as Weapons

As per Board of Education Policy 5131.7, out of concern for the safety and welfare of all students and school personnel in school and at school-sponsored activities, the Board prohibits possession and/or use of weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity.

Weapons include but are not limited to: firearms, facsimile firearms, chains, knives (all blade lengths), box cutters, brass knuckles, explosives, pepper spray or any other chemical spray.

Possession and/or use of any device or object in a threatening manner by a student in school, at school-sponsored activities off school grounds, or at non-school activities may be cause for expulsion if such conduct is seriously disruptive of the educational process.

All Offenses:	10 day suspension
	Possible referral to the Board of Education for consideration for expulsion
	Police Arrest

(See <http://www.vernonschools.com/boepolicies.html> for the complete policy.)

SEVERE MISCONDUCT

As per Board of Education Policy 5131.8, students are subject to discipline, up to and including suspension and expulsion for misconduct, even if such misconduct occurs off school property and during non-school time.

Such discipline may result whether (1) the incident was initiated in the school or on school grounds, or (2) even if the incident occurred or was initiated off school grounds and during non-school time; if after the occurrence there was a reasonable likelihood that return of the student to school would have a disruptive effective on the educational system in any of the following ways.

1. The school's orderly operations;
2. The safety of the school property;
3. The welfare of the persons who work or study there;
4. Violation of Board of Education policy.

Consequences

Students will face several consequences for infractions of school rules covered by Board of Education Policy. Student may expect one or more of the following consequences:

1. Administrative Detentions.
2. Probation-monitoring of a student's program by the administration in terms of academic performance and behavior in class.
3. Conferencing and counseling involving administrators, parents, student, counselors, special service staff, local agency personnel.
4. Out-of-school suspension length to be determined by the administrator; not to exceed ten school days.
5. Expulsion as determined by the Board of Education.
6. Restitution for all damages/expenses will be expected when applicable.
7. Referral to legal authorities when the situation warrants.

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

1. Use, sale, possession, or distribution of a firearm, deadly weapon, dangerous instrument, or dangerous weapon, (CGS Section 53a-3, 53-206, 29-35), or
2. Use, sale, possession, or distribution of illegal drugs/substances, or
3. Violent conduct, where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

(See <http://www.vernonschools.com/boepolicies.html> for the complete policy.)

SUSPENSION, EXPULSION, AND DUE PROCESS

As per Board of Education Policy 5114, it is the goal of the Board of Education to ensure the safety and welfare of all students in attendance, and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board. Students may be disciplined for conduct off school grounds if such conduct is seriously

disruptive of the educational process and violates a publicized policy of the Board.

In working with students, emphasis shall be placed upon developing effective self-discipline as the most effective disciplinary approach.

Definitions:

1. "Exclusion" shall be defined as any denial of public school privileges to a student for disciplinary purposes.
2. "Removal" shall be defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
3. "In-School Suspension" shall be defined as an exclusion from regular classroom activity for no more than five 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.
4. "Suspension" shall be defined as an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
5. "Expulsion" shall be defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year.
6. "Emergency" shall be defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
7. "Days" is defined as days when school is in session.
8. "School-sponsored activity" is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
9. "Possess" means to have physical possession or otherwise to exercise dominion or control over tangible property.

10. "Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
11. "Firearm" means 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.
12. "Vehicle" means a "motor vehicle" as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
13. "Martial arts weapon" means a nunchakum kama, kasari-fundo, octagon sai, tonfa, or chinese star.
14. "Dangerous Drugs and Narcotics" is defined as any controlled drug in accordance with Connecticut General Statutes §219-240.
15. "Dangerous instrument" means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury.

A student may be suspended or expelled for conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons:

- a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
- b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;
- c. Intentionally causing or attempting to cause damage to school property or material belonging to staff (private property);
- d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;
- e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;

- f. Deliberate refusal to obey the directions or orders of a member of the school staff;
- g. Harassment and/or hazing/bullying for any reason but not limited to age, abilities, race, religion, ethnic background, gender or sexual orientation;
- h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
- i. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;
- j. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student;
- k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.;
- l. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol.
- m. Possession, transmission, distribution, selling, use or consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;
- n. Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- o. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
- p. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;
- q. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;
- r. Repeated unauthorized absence from or tardiness to school;
- s. Intentional and successful incitement of truancy by other students;

- t. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution;
- u. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
- v. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
- w. Lying, misleading, or being deceitful to a school employee or person having authority over the student;
- x. Unauthorized leaving of school or school-sponsored activities;
- y. Smoking.

(See <http://www.vernonschools.com/boepolicies.html> for the complete policy.)

GRADUATION PROTOCOL

Graduation activities are considered to be of a formal nature. Therefore, all seniors participating must dress appropriately for all events.

Proper attire is required for awards night and graduation. No decoration on caps and gowns will be permitted or you will not be allowed in the graduation line.

The following constitutes proper attire:

Women: Dress shoes or sandals, dress or skirt or dress slacks, and blouse or sweater.

Men: Dress shoes, dress socks, dress slacks, dress shirt with a collar and a tie.

(ABSOLUTELY NO CUTOFFS, JEANS, SHORTS, FLIP-FLOPS OR SNEAKERS ARE ALLOWED)

ANY SENIOR DRESSED INAPPROPRIATELY WILL NOT BE ALLOWED TO PARTICIPATE.

All seniors who have outstanding obligations (money owed, uniforms, books, etc.) must take care of these in the Administrative Office. Library fines must be paid, all athletic equipment and all books must be returned before a senior will be issued a cap and gown or given a diploma.

COMMUNICATIONS FROM SCHOOL

Rockville High School publishes a monthly newsletter (The Rockville TelegRAM) that is mailed home to every family. It contains information about standardized testing schedules, college application information, school schedules, etc. The newsletter is also published on our website.

Rockville High School also maintains a comprehensive Web site. It contains all school handbooks, schedules, lunch menus, club and activity information, a listing of staff by department, honor rolls and more.

Bookmark our home page: <http://www.RockvilleHighSchool.org>

RESOLUTION OF SCHOOL PROBLEMS

Parents are encouraged to contact teachers directly to resolve concerns they might have regarding their student's progress. Building level administration may be included if a successful resolution is not achieved.

Parental concerns should not be brought to Central Office administration or the Board of Education level until all building level resources have been fully utilized.

NO SCHOOL

If inclement weather forces school to be canceled, open late (two hour delay), or close early, announcements will be made on area radio (WTIC AM & FM, WRCH, WZMX) and television (WFSB 3, WVIT 30) stations. Parents may also access Vernon information online at www.ctweather.com and sign up for email or cell phone text notifications about delays and cancellations. If the opening of school is delayed, the schedule will continue in the usual rotation of an A day or a B day. If school is closed, the rotation will continue on the next school day. For example, if Monday is an A day, and school is closed on Tuesday, then it will be a B day when school reopens. The same policy applies for holidays and school vacations.

WITHHOLDING OF REPORT CARDS/ ASSESSMENT OF LOCKER FINES

Rockville High School will withhold report cards and deny summer school registration until all financial obligations to the high school are met.

The school will assess a ten dollar (\$10.00) charge to students whose lockers are damaged, defaced, or left in an unsatisfactory condition.

INCOMPLETE GRADES

Incomplete grades are to be made up within ten (10) school days of report card distribution unless an extension is granted by the teacher and/or administration. Failure to make up an incomplete grade will result in the teacher submitting a "grade to date" for the final grade average.

SCHEDULE CHANGES

Student schedules are mutually developed during the spring of each year and finalized by year end. Students receive a copy of their final schedule prior to the start of school in August. Consequently, any question relating to the student's schedule must be addressed before the opening of the fall semester.

ADDING A COURSE

A course may not be added to a student course load after five (5) consecutive class meetings have taken place, regardless of course credit. Any course that is added after this point in time requires an Administrator's signature and the student's grade in the course depends upon the completion of all work missed prior to the date of adding the course.

DROPPING A COURSE

A course may not be dropped from a student course load three (3) classes past the halfway point of the course. Any course that is dropped after this point in time requires an Assistant Principal's signature. Students who drop a course after the first progress report will receive a W on their report cards/transcripts.

Seniors who drop a course after they have been accepted to a college or university must receive written permission from that institution in order to drop the course.

AUDITING A COURSE

Students may enroll and participate in a class at Rockville High School for no credit; however, they are expected to attend all classes and complete all assigned work. The request to audit a course must be made to the student's counselor and/or Administrator within the first three (3) class meetings. An audited class does not count toward the minimum number of credits that students are required to carry. Students may not audit a class and then enroll in that class for credit at a later time.

COURSE LEVEL CHANGES

A course level change may not be made on a student course load three (3) class meetings past the halfway point of the course. Any change in a course level after this point in time requires an Assistant Principal's signature.

Upon changing a level of a course, the student's grades from the previous level will be carried over and will be used in calculating the final grade in the new level of the course.

SUMMER SCHOOL

The Rockville High School summer school program is operated with the approval of the Vernon Board of Education. Opportunity is provided for students to make up the credit for required courses failed during the regular school year(s). The final grade in the failed courses must be at least 60 in order to be ELIGIBLE for summer school. Students whose minimum grade is less than 60 may be admitted at the written request of their subject matter teacher. Students who have taken the course twice may be admitted to summer school with an administrator's approval. Non-graduating seniors who have taken and failed the course may also enroll. Seniors must be present for the mid-year exam and the final exam in the course to be eligible for summer school. Students who plan to attend a summer school program other than at Rockville High School must obtain permission from an administrator before the summer session. Both the grades for the course(s) failed, and those taken in summer school, will be recorded on the permanent record card and computed in the student's average and rank in class. The fee/tuition rate for the summer school will be announced before the close of school in June.

HONOR ROLL

The Honor Roll is based upon the marks in all subjects in each quarter. It is published four times a year. To achieve general honors, a student must earn an unweighted numerical average of at least 85 and may not have any grades lower than 75 or any incomplete grades. For high honor roll status, a student must earn an unweighted numerical average of at least 90 and may not have any grades lower than 80 or any incomplete grades. Students must be carrying the minimum number of classes in order to be eligible for either Honor Roll level.

NATIONAL HONOR SOCIETY

The George Sykes Chapter of the National Honor Society for Secondary Schools received its charter in April 1949 and is governed by the rules and regulations set forth in the official Handbook of the National Honor Society.

Members are chosen at Rockville High School at the close of their junior year and again at the end of the first marking period in their senior year. All students with a weighted cumulative grade point average (GPA) of 88.0 or better meet the minimum scholastic requirement.

In addition to the scholastic requirement, candidates must also meet the following established criteria in the areas of service, leadership, and character:

Service: Service includes yearly participation in voluntary school and community activities that reflect a willingness to assist others.

Leadership: Leadership reflects a combination of elected or voluntary responsibility positions within the school and community each year.

Character: Character is a reflection of exemplary personal traits and high standards of conduct within the school.

The procedure for selection begins when all students having the required GPA are notified of their eligibility. If they wish to be further considered, they must complete a Student Activity Form. All candidates who submit a completed form will then have their qualifications (activity form, teacher recommendations, and school records) reviewed by a

five-member Faculty Council. Those selected for membership will be notified by letter and will be inducted during a special ceremony in the spring.

Active members of the George Sykes Chapter of the National Honor Society are expected to uphold the standards of scholarship, service, leadership, and character that were the basis for their selection by the NHS Faculty Council. Members who fail to maintain these standards are subject to procedures outlined in the chapter's discipline/dismissal policy, a copy of which is available upon request.

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE (CIAC) ELIGIBILITY RULES

You are NOT eligible

1. If you are not taking at least four (4) units of work or its equivalent.
2. If you have not passed at least four (4) units at the end of the last marking period as of the official day grades are issued (incompletes are not considered to be passing grades).
3. If you have reached your twentieth (20th) birthday. A student-athlete will not be allowed to start a season or compete during a season in which their twentieth (20th) birthday falls.
4. If you have changed schools without a change of residence.
5. If you have played the same sport for four (4) seasons in grades 9-12 at any school.
6. If you play or practice with an outside team in the sport while a member of the school team.
7. If you play under an assumed name on an outside team.

Consult the Principal or Athletic Director for complete rules affecting athletic eligibility.

TEMPORARY EARLY DISMISSAL

From time to time, students may have a valid reason for leaving school early on a particular day. The following is the procedure to follow to obtain permission for this special dismissal privilege:

1. Students should bring an early dismissal note to the Attendance Office before 7:27 a.m.
2. Students are to sign-out upon leaving and sign-in upon returning to school in the Attendance Office.

WITHDRAWAL FROM SCHOOL

Students who withdraw from school for any reason must notify their guidance counselor of their intent to withdraw. No student under 18 years of age may withdraw without written consent from a parent or guardian. A special form is provided by the Guidance Department on which students must check in all books and materials belonging to the school.

LIBRARY MEDIA CENTER

The SCHOOL LIBRARY MEDIA CENTER is open to all students each school day from 7:00 a.m. to 3:00 p.m. as a place to do research, read or study. Students may come to the library for class work or for looking up information of personal interest. Students who do not use the library appropriately will initially be warned and eventually will lose their privileges to come and use the library during the school day. Rules and regulations concerning the library expectations will be posted as needed. Students should be aware of the following general rules concerning the library:

1. Students will be fined for overdue or damaged materials and will not be allowed to borrow other material until previous materials are returned and fines are paid.
2. Report cards and diplomas will be withheld if there are any outstanding library fines or overdue books, magazines, etc.
3. Students withdrawing from RHS should have their withdrawal form signed by the librarian to indicate that there are no outstanding library fines or overdue materials.
4. Students must have a pass from their teacher.
5. Students who are disruptive in the Library Media Center or who violate any of the posted rules will lose their privilege to use the library until the problem is resolved as follows:

First Offense	Warning
	Two week loss of privileges
Second Offense	Parent notified
	Three week loss of privileges
Subsequent Offenses	Referral to Assistant Principal
	Four week loss of privileges

Loss of library privileges means students may not come to the library during the school day but may still use it before and after the school day 7:00-7:27 a.m. and 1:54-3:00 p.m.

CAFETERIA

The cafeteria is open for lunch from 10:32 a.m. to 12:24 p.m. Students will be assigned a lunch period during their block 3 and block 7 classes. The following guidelines are to be followed:

1. Students using the outside area should not leave that area or disrupt adjacent classes. The area is closed in the event of inclement weather.
2. Trash and paper waste must be disposed of in the receptacles provided.
3. All students eating in the cafeteria must be seated at a table. Students may not sit on tables, radiators or window sills, nor put their feet on the tables.
4. Passes to and from the cafeteria must be consistent with the established pass system.

Any student violating the rules concerning the use of the outside area will be referred to the Assistant Principal for disciplinary action, which may include suspension of cafeteria privileges.

Cafeteria price list for the 2011-2012 school year:

Lunch	\$ 2.75
Reduced price lunch	\$.40
Milk (10 oz.)	\$.60
Breakfast	\$ 1.50
Reduced price breakfast	\$.30

THERE IS A NO CHARGE POLICY IN THE CAFETERIA.

FIRE DRILL/EMERGENCY EVACUATION

State law requires that each school conduct fire drills periodically during the school year. These drills are to ensure the safety of all people in the building and should be taken seriously. Please note there are signs indicating the correct exit to use. In addition, teachers will explain exactly which exits to use.

Student Responsibilities - In the setting of a classroom teacher

- Listen to directions - follow the instructor out of the building.

Student Responsibilities - Common areas (cafeteria, halls, restrooms)

- Leave the building out of the nearest, safest exit.
- Move to the closest attendance area.

HEALTH SERVICES

The Nurse's Office is available to all students and faculty during school hours (7:15 a.m. to 2:25 p.m.). Students are to obtain passes from their teacher to be admitted to the office, unless an emergency exists.

All students who are ill must report to the Nurse's Office. Students will not be dismissed due to illness without parental consent or consent from some person designated by the family. The transportation of such students is the responsibility of the parents.

The school nurses are not permitted to dispense ANY medication, prescription or non-prescription, without an order from the prescribing physician, and parental permission (Public Act 723). Forms can be obtained from the Nurse's Office. All medications must be in the original container and must be brought to school by a parent or guardian. Medications are to be kept in the Nurse's Office; students are NOT allowed to carry medications in school. Students who need inhalers and epipens in school may carry them if an order is on file in the Nurse's Office. These orders need to be updated every year.

Students who are newly enrolled must present their immunization records and physical report to the Nurse's Office at the time of registration. Tuberculosis test results are also required.

The school nurses are willing to help families meet individual physical or psychological problems of their child. They can be of assistance in contacting state agencies or other resources for special help with medical, dental, psychiatric, audio or visual help in the event of serious problems.

Students and parents should feel free to contact the school nurses at any time in regard to any problem.

Physical Examinations

Individual health records are kept for all students. Connecticut state law requires that each student have a complete physical examination in grade 10. At Rockville High School, these examinations are required during the sophomore year. If a hardship situation exists where a student cannot have a physical with their own physician, the examination can be done by the school physician, after the nurses have received written permission. Non-compliance with this state regulation will result in suspension.

All students participating in the interscholastic sports program are required to have a physical for athletics. This must be completed before the student begins practice.

Vision Testing

All freshmen students are vision tested. However, upon parent's request or teacher's referral, any student may have his/her sight examined.

Accidents

Any accident that occurs during the school year should be reported immediately to the school nurses and an accident report must be filled out.

VOLUNTEER/CHAPERONE APPLICATION PROCEDURES

Prospective volunteers and chaperones for school activities must submit an application to the Principal for approval.

FREEDOM OF EXPRESSION

Student expression, including but not limited to, speech, writing, printed material, art or advertisements is encouraged in the school, its classrooms and activities.

The U.S. Supreme Court recognizes students' right to free expression in public schools (*Tinker vs Des Moines*, 1969). Student expression, however, is not an absolute right and may be limited if it substantially interferes with the school's educational role or clearly infringes upon the rights of other students (*Hazelwood vs Kuhlmeier*, 1988).

With these considerations in mind, the school administration may establish reasonable restrictions not based upon the content or viewpoint of the speech. Restrictions, for example, may include hours, place and location of distribution of said expression.

The school administration will disallow forms of expression that are judged to be obscene, libelous, disruptive or vulgar. Greater restrictions may be placed upon school-sponsored expressive activities that students or the community might reasonably believe have the school's approval (e.g., the school newspaper) than upon a student's personal

expression which incidentally occurs on school premises (Hazelwood vs Kuhlmeier, 1988).

1. If the Principal or his designee decides to disallow the student(s) expression, the student may appeal such action to the decision-maker(s). The appeal should take place within three school days of the request.
2. Should the decision-maker(s) uphold the original decision, the student(s) may appeal to the Principal. (If the decision-maker is the Principal, the student would go directly to the Assistant Superintendent.) The appeal should take place within three school days of the request.
3. If all appeals at the school level uphold the original decision, the student may apply for a review of the decision to a panel headed by the Assistant Superintendent of Schools.
4. The appeal process must be completed in a timely fashion so that the mechanics of due process do not accomplish a rejection de facto.

STUDENT DISPLAYS

Any student material to be posted in the school must be approved and appropriately stamped by the Activities Director prior to posting. All student posters, notices and advertisements will be posted only on the tack strips located through out the school, the bulletin board near the cafeteria entrance or the library lobby area. Senior Class notices can be posted in the Senior Lounge. Any articles put up without following these guidelines will be removed. All notices must be removed by the group or club promptly after the event, fundraiser, etc.

Any student or student group may use the school's display and showcase spaces on an availability basis by contacting the appropriate secretary in the Main Office.

All student postings and displays are expected to promote a positive school climate and are subject to further approval from administration.

AGE OF MAJORITY GUIDELINES

In view of Public Act 127 of the 1972 Legislature that establishes 18 years of age as the age of majority, the following policies are adopted:

1. School regulations concerning all attendance matters shall continue to be handled as they were previously. Eighteen-year-olds not living at home with parent(s) or guardian will be dealt with directly in attendance matters.

2. The school system recognizes its moral obligation to the parents regardless of age of the student in its charge. All contacts and records shall continue to be maintained with the home. Eighteen-year-old students may request direct communication and parents shall be notified of that action. The school may continue or resume contact with parents at any time.
3. Any student at or above the age of majority who, independent of parents or guardian, takes up residence in the Town of Vernon and enrolls in the Vernon school system, shall be required by the Principal of the school in which they enroll to submit a Certificate of Residence certifying that the student is indeed in residence within the Vernon school district, said Certificate to be attested to by the owner, renter or lessee of the property wherein the student resides. Such certificate must be completed and placed in the hands of the Principal prior to the entrance of the student in question.

The above policy regulations are adopted under the assumption that reasonable school regulations should apply to all students regardless of age and that persons 18 years of age will be considered students first and adults second.

Students who move away from the Vernon school district during the school year may, in certain circumstances, be granted permission to complete the year in Vernon. Students should contact their guidance counselor for information on how to secure permission for this privilege.

NON-RESIDENT STATUS FOR SENIORS

When the family of a 12th grade student is moving out of town, the student may, by letter to the Principal, request permission to complete his/her senior year at Rockville High School. Such request requires the approval of both the Principal and the Superintendent of Schools. Transportation is the responsibility of the parent/guardian.

WORKING PAPERS

Upon receipt of a "promise to employ" statement from the employer and proof of birth (birth certificate, driver's license), working papers will be issued from the Career Center.

VISITORS

School policy requires all visitors having school-related business to sign in at the Main Office and secure a visitor's badge which is returned prior

to leaving the school. No students from other schools may visit while our school is in session, unless part of a foreign exchange program.

USE OF FACILITIES

No student or group of students may use school facilities without the expressed consent of a faculty member. It is mandatory that all student functions, whether they take place during the regular school day or after school hours, be properly supervised by a faculty member. Therefore, any student or group wishing to meet must first request the permission of the advisor in charge of their activity. Any student participation in any after school activity is required to have a permission slip. After 5:00 p.m. any activity in the building requires a building permit.

SEARCH AND SEIZURE

Desks, School Lockers and Automobiles:

Desks and school lockers are property of the school placed there for the temporary convenience of students. The right to inspect desks or lockers assigned to students and personal automobiles parked on school property may be exercised by school officials to safeguard students and their property with reasonable care for the Fourth Amendment rights of students.

Student Search:

A student may be searched, according to a decision of the Supreme Court of the United States, (New Jersey vs. TLO 53 U.S.L.W. 4083-1085) if there are "reasonable grounds" for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Use of Trained Dogs for Search on School Property:

The Board shall permit the administration to invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances in order to protect the health and safety of students, employees, and property, and to detect odor of the presence of illegal substances, including alcohol and/or drugs (see <http://www.vernonschools.com/boepolicies.html> for the complete policy)

APPENDIX A

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

It is the policy of the Vernon Board of Education not to discriminate on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, mental disability or physical disability in any of its education programs, activities or employment policies.

It is the intention of the Vernon Board of Education to be in compliance with

- TITLE VI of the CIVIL RIGHTS ACT of 1964
- TITLE D of the EDUCATION AMENDMENTS OF 1972
- SECTION 504 OF THE REHABILITATION ACT OF 1973
- Connecticut General Statutes Section 4-114a
- Connecticut General Statutes Section 10-15c.

Please note: Any student, parent, guardian, staff member or applicant to a program or for employment who feels that he/she has been discriminated against on the basis of race, color, national origin, sex, sexual orientation, or handicap shall contact the designated compliance coordinator within thirty (30) days of the alleged occurrence to discuss the nature of the complaint.

Names, positions, and phone numbers of the various coordinators:

TITLE VI (race, color, national, origin)

Stan Karasinski, Director of Business & Finance, 870-6000, ext. 123

TITLE IX (sex equity, sexual harassment)

Patricia Buell, Director of Pupil Personnel, 870-6000 ext. 133

Section 504 (handicapped)

Patricia Buell, Director of Pupil Personnel, 870-6000 ext. 133

Section 504 (handicapped access)

Joe Ganges, Acting Director of Plant Operations, 870-6000 ext. 119

APPENDIX B

NOTIFICATION OF RIGHTS

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Vernon Board of Education to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to

officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605

APPENDIX C

DEMONSTRATION OF PERFORMANCE STANDARDS

Students must complete all four portions of the Connecticut Academic Performance Test and must demonstrate performance standards for Mathematics, Science, and Reading/Writing.

Performance Standard for Mathematics

Students will demonstrate proficiency by being able to

- solve multi-step problems;
- explain process used to solve a problem;
- use a calculator to help solve a problem;
- analyze the appropriateness of a solution to a problem.

A student may demonstrate the Performance Standard by:

- scoring at or above the proficient level on the Mathematics portion of the Connecticut Academic Performance Test administered in grade 10 or 11; OR
- scoring at or above the state average on the mathematics portion of the SAT I Reasoning Test; OR
- successfully completing College or Honors Algebra II at Rockville High School; OR
- satisfactorily completing a District Performance Task; OR
- successfully completing a Senior Mathematics Performance Standard Course.

Implementation of District Performance Task:

- Students will have three opportunities in each of their junior and senior years and an opportunity during the summer following their junior year to demonstrate the performance standard by satisfactorily completing a district developed performance task in mathematics.

Senior Mathematics Performance Standard Course:

- Students who have not satisfactorily demonstrated the performance standard by the start of their senior year will be required to enroll in

a Senior Mathematics Performance Standard Course. Successful completion of the course will satisfy the graduation requirement.

Performance Standard for Science

Definition: Students will graduate with the ability to

- analyze and define a problem;
- design and develop a procedure to solve and conduct a scientific experiment;
- organize and present data in writing, data tables, and/or graphically;
- draw conclusions supported by data and communicated in writing.

A student may demonstrate the Performance Standard by:

- scoring at or above the proficient level on the Science portion of the Connecticut Academic Performance Test administered in grade 10 or 11; OR
- satisfactorily completing a District Performance Task which is a CAPT Core Lab; OR
- successfully completing a Senior CAPT Core Lab seminar; OR

Implementation of District Performance Task (CAPT Core Lab):

- Students will have three opportunities in each of their junior and senior years and an opportunity during the summer following their junior year to demonstrate the performance standard by satisfactorily completing a CAPT Core Lab.

Senior CAPT Core Lab Seminar:

- Students who have not satisfactorily demonstrated the performance standard by the start of their senior year will be required to attend a senior CAPT Core Lab seminar during the school year. Successful completion of the CAPT Core Lab seminar will satisfy the graduation requirement.

Performance Standard for Reading/Writing

Definition: Students will graduate with the ability to

- read and demonstrate a critical stance as evidenced by the ability to describe, interpret, and move beyond the text;
- produce writing that requires students to generate, develop, and substantiate ideas with clarity, fluency, and organization;

- read and respond in literal, critical, and evaluative ways to literary or informational/persuasive texts.

A student may demonstrate the Performance Standard by:

- scoring at or above the proficient level on the Reading Across the Disciplines or the Writing across the Disciplines portion of the Connecticut Academic Performance Test administered in grade 10 or 11; OR
- scoring at or above the state average on the writing portion of the SAT I Reasoning Test; OR
- satisfactorily completing a District Performance Task; OR
- successfully completing a Senior Reading/Writing Performance Standard Course.

Implementation of District Performance Task:

- Students will have three opportunities in each of their junior and senior years and an opportunity during the summer following their junior year to demonstrate the performance standard by satisfactorily completing a district developed performance task in reading or writing.

Senior Reading/Writing Performance Standard Course:

- Students who have not satisfactorily demonstrated the performance standard by the start of their senior year will be required to enroll in a Senior Reading/Writing Performance Standard Course. Successful completion of the course will satisfy the graduation requirement.

Exemptions

Students will be exempt from the demonstration of the Performance Standards for the following reason:

- The student did not attend a Connecticut high school during his or her sophomore year and transferred into the Vernon Public Schools in his or her junior year of high school after the administration of CAPT during that academic year.

Modifications

Students who have been selected to participate in the CAPT Skills Checklist or in the CAPT Modified Assessment System (MAS) through the Planning and Placement Team process will fulfill the participation requirement of the Demonstration of Performance Standards. Those

students who participate in the CAPT Skills Checklist students will demonstrate the performance standard for Mathematics by scoring at or above the proficient level on the Mathematics portion. They will demonstrate the performance standard for Science by scoring at or above the proficient level on the Science portion. They will demonstrate the performance standard for Reading/Writing by scoring at or above the proficient level on the Reading and/or Communication portions. Those students who participate in the Mathematics CAPT MAS will demonstrate the performance standard for Mathematics by scoring at or above the proficient level. Those students who participate in the Reading CAPT MAS will demonstrate the performance standard for Reading/Writing by scoring at or above the proficient level OR by scoring at or above the proficient level on the Writing portion of the CAPT.

Students may receive modifications to the demonstration of the Performance Standards for the following reasons:

- A Planning and Placement has determined assessment modifications or an alternative assessment as delineated in the student's Individualized Education Plan.
- A 504 Team has determined assessment modifications or an alternative assessment as delineated in the student's 504 Plan.
- An ESL Team has determined assessment modifications or an alternative assessment as delineated in the student's Educational Plan.

Notification

- Upon receipt of the scores of the Grade Ten Connecticut Academic Performance Test students and parents will be notified as to the student's status regarding the performance graduation standards. Students and parents will also be notified of the available options for completion of this requirement.
- Upon receipt of the scores of the Grade Ten Connecticut Academic Performance Test teachers and department chairpersons will be notified of those students who did not score at or above the proficient level and thus have yet to meet the graduation requirement.
- At the beginning of the senior year students and parents will again be notified regarding the status of a student who has yet to meet any one of the performance standards for graduation. This notice will be updated quarterly.

APPENDIX D

SEXUAL HARASSMENT

Students and staff are legally protected against sex discrimination and sexual harassment by Title IX of the Education Amendments of 1972, a federal law prohibiting discrimination in schools on the basis of sex. Sex discrimination is also covered under Connecticut state law. Students and staff have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. Students and staff have a responsibility not to engage in behaviors that are unwelcome or offensive to others.

Any student, parent, guardian, staff member or applicant to a program or for employment who feels he/she has suffered harassment on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, mental disability or physical disability should contact the school administration and/or Title IX (sex equity, sexual harassment) coordinator listed in this brochure for relief. (See page 2)

Additional contact information regarding banning of discrimination on the basis of sexual orientation:

Connecticut Women's Education and Legal Fund
135 Broad Street
Hartford, CT 06105
(860) 247-6090