



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 our distinct honor and pleasure to welcome you to the 2009-2010 school year at Rockville High School. This Student-Parent Handbook has been prepared to make you aware of the services, academic requirements, and policies that apply to all Rockville High School students.

We urge all of our students to take every opportunity to participate in school activities beyond the school day. By joining a club, trying out for an athletic team or the school play, or participating in the band you will build lasting friendships that will support you in your high school years and beyond.

Parents play a vital role in their student's academic and social success. We encourage you to be involved in all aspects of your child's high school experience. We invite you to be a part of our parent group, to be a member of one of our booster clubs, or to attend our students' athletic contests, drama or musical performances, or other student events.

On behalf of the Rockville High School Faculty and Staff, we wish everyone great success and happiness in the 2009-2010 school year.

Sincerely,

Mr. Eric R. Baim
Principal

Dr. Sue Andrews
Assistant Principal

BELL SCHEDULE

A DAY	B DAY
Period 1: 7:27-8:51	Period 5: 7:27-8:51
8:51-8:57 (6 min passing)	8:51-8:57 (6 min passing)
Period 2: 8:57-10:26	Period 6: 8:57-10:26
10:26-10:32 (6 min passing)	10:26-10:32 (6 min passing)
Period 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 11:54-12:24	Period 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)
Period 4: 12:30-1:54	Period 8: 12:30-1:54

2009 - 2010 VERNON PUBLIC SCHOOLS' CALENDAR

Staff Orientation	September 2, 2009	Christmas and	December 24, 2009 ---
Staff/Curriculum Development	September 3&4, 2009	New Year's Recess	January 1, 2010
Labor Day	September 7, 2009	Furlough Day	January 15, 2010
First Day of School for Students	September 8, 2009	Martin Luther King Day	January 18, 2010
Columbus Day	October 12, 2009	Presidents' Day and	February 15, 2010 ---
Election Day/Staff Development	November 3, 2009	Winter Recess	February 16, 2010
Veteran's Day	November 11, 2009	Good Friday	April 2, 2010
Thanksgiving Recess	November 26-27, 2009	Spring Recess	April 19-23, 2010
		Memorial Day	May 31, 2010

MON	TUE	WED	THUR	FRI
2009 SEPTEMBER (17 Days)				
	1	2s	3W	4W
7	8*	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
OCTOBER (21 Days)				
			1	2
5	6	7	8m	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
NOVEMBER (17 Days)				
2	3W	4	5	6
9	10	11	12	13Q
16	17	18	19	20R
23	24	25x	26	27
30				
DECEMBER (17 Days)				
	1	2	3e	4e
7	8	9	10	11
14	15	16	17	18m
21	22	23x	24	25
28	29	30	31	
2010 JANUARY (17 Days)				
				1
4	5	6	7	8
11	12	13	14	15
18	19W	20	21	22
25	26	27	28	29Q
FEBRUARY (18 Days)				
1	2	3	4	5R
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
MARCH (23 Days)				
1	2	3	4	5
8	9	10m	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
APRIL (16 Days)				
			1	2
5	6	7	8	9
12Q	13	14	15	16R
19	20	21	22	23
26	27	28	29e	30e
MAY (20 Days)				
	3	4	5	6
10	11	12	13	14
17	18	19	20m	21
24	25	26	27	28
31				
JUNE (15 DAYS)				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21x	22	23	24G	25
28	29	30		

Legend
 * - First Day of School
 Q - End of each quarter (45 days)
 m - Mid-Term Reports
 R - Report cards issued
 x = 4-hour session - vacation closing
 W - Staff/Curriculum Development Day
 e - Kindergarten and Elementary Report Card Conferences - 1/2 Day Schedule
 s - Staff Orientation
 G - Rockville High School Graduation Date will be June 24, 2010

If school is cancelled 7 or more days, any make-ups beyond 7 will be taken from the April vacation beginning on April 19, 2010.
 Revised and approved by the Vernon Board of Education on June 8, 2009

RHS 2009-2010 CALENDAR

September 3-September 4, 2009 Staff Orientation/Curriculum Dev
September 7, 2009 Labor Day
September 8, 2009 First Day of School for Students/Quarter 1 Begins
October 12, 2009 Columbus Day
November 3, 2009 Staff/Curriculum Development
November 10, 2009 Quarter 1 Ends*
November 11, 2009 Veterans' Day
November 12, 2009 Quarter 2 Begins*
November 25, 2009 4 hour session
November 26, 2009-November 27, 2009 Thanksgiving Recess
December 23, 2009 4 hour session
December 24, 2009-January 3, 2010 Christmas and New Year's Recess
January 15, 2010 Furlough Day
January 18, 2010 Martin Luther King, Jr. Day
January 19, 2010 Staff/Curriculum Development
January 27-February 1, 2010 Mid-Year Exams*
February 3, 2010 Quarter 3 Begins*
February 15-February 16, 2010 Presidents' Day/Winter Recess
April 2, 2010 Good Friday
April 8, 2010 Quarter 3 Ends*
April 9, 2010 Quarter 4 Begins*
April 19, 2010-April 23, 2010 Spring Recess
May 31, 2010 Memorial Day
June 15-June 18, 2010 Final Exams*
June 21, 2010 Make-Up Exam Day/Last Day of School-4 hour session
June 24, 2010 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 MISSION AND EXPECTATIONS FOR STUDENT LEARNING

MISSION STATEMENT

The Rockville High School community is committed to graduating life-long learners who are productive and contributing members of a diverse and ever-changing society. By offering rigorous and meaningful academic and extracurricular programs for all students, we develop individuals who take responsibility for achieving academic, social, and civic expectations.

EXPECTATIONS FOR STUDENT LEARNING

Academic Expectations

The Rockville High School student will demonstrate proficiency in

- Reading
- Writing
- Speaking
- Problem Solving
- Technology
- Mathematics

Social Expectations

The Rockville High School student will

- Respect each individual
- Act Responsibly

Civil Expectations

The Rockville High School student will

- Understand the rights, duties, and responsibilities of citizenship

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:

English	4.00 credits
Mathematics	3.00 credits
Social Studies	
Civics	.50 credit
U.S. History	1.00 credit
Elective Social Studies	1.50 credits
Science	
Biological Science	1.00 credit
Physical Science	1.00 credit
Elective Science	1.00 credit
Vocational Education	1.00 credit
Fine Arts	1.00 credit
Microsoft Office Applications	1.00 credit
Physical Education	1.50 credits
Health	0.75 credit
Junior/Senior Seminar	(Pass/Fail)
Electives	<u>3.75 credits</u>
Total	22.00 credits

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 Applications 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 years 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 alternative course for English 12 at RHS will be one of the following MCC English courses:
 - i. English 101 Composition
 - ii. English 232 British Literature
 - iii. English 245 Early European Literature
 - iv. English 246 Modern European Literature

Note: Some of these courses require MCC teacher permission to eliminate prerequisite requirement. 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. Qualifications for each grade level will be defined as follows:

- 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.

Students not earning the required number of credits will remain at their current grade level until they qualify for promotion. Grade 10 or Grade 11 students may submit a written request to their Assistant Principal to be promoted at the half-year mark (if appropriate).

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.

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. Mid-year and final exams must be given in all subject areas to all students. 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 $[(Q1 \times 2) + (Q2 \times 2)] / 4 = \text{grade to date}$. Seniors who are exempt are expected to attend all classes.
2. Students must remain in the examination room for the entire exam period (two hours).

3. Students may report to school only for scheduled exams providing they have their own transportation. Students not having their own transportation and remaining at the school at the time when they do not have an exam must report to the library or the cafeteria. Students arriving or leaving during an exam period must use the entrance from the student parking lot near room 118.
4. Under no circumstances are students permitted to loiter in the halls or connectors during exam periods.
5. Exams will include all the material covered during the semester.
6. Exams will count 20% of the semester grade.
7. Make-up exam responsibility rests with the students. Students who are absent unexcused are not entitled to a make-up exam and will be given a zero for their exam grade. If a student is absent from an exam, a note from the parent must be presented to the teacher and the Attendance Office to be eligible for a make-up exam. If there is any question concerning the legitimacy of an absence, the Assistant Principal will determine if the student is eligible for a make-up exam.
8. 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. Teachers will not release exam grades to students who have not returned their books.
9. There will be no hot lunches served on exam days. There will be snacks and a la carte items available.
10. If a student is tardy to an exam, he/she must obtain a pass from the Attendance Office to be admitted to the exam. Tardy students will be given no additional time after the exam period. They must turn in their exams at the end of the period.
11. Student attendance will be reported during the exam period.
12. The Vernon Board of Education expects all students to have a formal review period prior to the exams. The length of the review period is left up to the judgment of the teacher.
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 (870-6312 or 870-6099) by 10:00 a.m. the day their student is absent. Please note that voice mail (870-6312) 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 days of returning to school.

Students who arrive within the first ten minutes should report directly to their class and will be assessed a tardy. Students arriving late to school beyond 10 minutes must report to the Attendance Office to sign in to school and to receive a pass to their class.

CODE OF CONDUCT

One of the goals of Rockville High School's educational program is to encourage independence and responsibility that are characteristic of the mature young adult. Since an orderly atmosphere is necessary for learning to take place, a discipline code that provides for the personal welfare of all the students, as well as for the common good of the entire school, is essential.

Students who are repeatedly tardy to class, excessively tardy, absent unexcused, or violate the Code of Conduct are subject to a loss of student privileges related to their grade level. Privileges may be restored when the student earns them back.

Following is a list of behaviors of misconduct and attendant consequences. Parents and students should note the accumulative nature of the consequences.

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, "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. (See Appendix D for complete Board of Education Policy.)

First Offense	1-3 day suspension
Subsequent Offenses	3-5 day suspension

Bus Safety Expectations

1. Cross in front of the bus (never in the rear).
2. Emergency doors are not to be used--only in an emergency.
3. Only assigned students are allowed on the bus unless an official pass is presented to the driver and only then if seating is available.
4. Students must get on and off at their designated bus stop. Drivers will not discharge students at alternate locations.
5. No unauthorized adults/students are allowed on the bus.
6. Follow all posted bus rules.

Severe Misconduct:

1. Defacing and destroying property.
2. Physically harming another student.
3. Possessing illegal or potentially dangerous weapons or substances.
4. Being disrespectful to the driver, using profane language.
5. Refusing to follow the driver's directions.

All Bus Offenses will result in consequences as outlined in the Code of Conduct.

Chains

All chains greater than 12 inches will be prohibited in the school building, on school grounds, in any school vehicle, or at any school-related or school-sponsored activities.

First Offense	Item relinquished to staff member Warning
Second Offense	Item relinquished to staff member 2-Hour Administrative Detention
Third Offense	Item relinquished to staff member 3-Hour Administrative Detention
Subsequent Offenses	Item relinquished to staff member Parent/guardian called 1 day suspension

Detentions (Teacher, 2-Hour Administrative and 3-Hour Administrative)

Teacher Detention

Rockville High School teachers may use detentions as one element to promote and improve responsible 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 2-Hour Administrative Detention.

Administrative Detention – 2-Hour and 3-Hour

Administrative Detentions are assigned by the Principal or Assistant Principals for infractions of school rules. Two Hour (2-Hour) Detentions are held on Tuesdays and Thursdays from 2:05 p.m. – 4:05 p.m. Three Hour (3-Hour) Detentions are held on Fridays from 2:05 p.m. – 5:05 p.m. **ALL DETENTIONS WILL TAKE PRECEDENCE OVER ANY OTHER STUDENT OBLIGATIONS INCLUDING SPORTS, AFTER SCHOOL ACTIVITIES, AND PART-TIME JOBS.**

There is no late bus available for students who are assigned an after school detention. Students will be given 24-hour notice in order that they may arrange transportation if necessary.

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 a 2-Hour Administrative Detention will be assigned a 3-Hour Administrative Detention.

Failure to serve a 2-Hour Administrative Detention will result in a 3-Hour Administrative Detention.

Failure to serve a 3-Hour Administrative Detention:

First Offense	3-Hour Detention reassigned
Second Offense	3-Hour Detention reassigned Additional 3-Hour Detention assigned
Subsequent Offenses	1 Day Out of School 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. Any garment that does not appropriately cover the body is not to be worn to school. Inappropriate attire includes
 - 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. These garments must be long enough so that if the student stands with hands at the side, the garment is no shorter than the point where the fingertips touch the thighs.
 8. All undergarments must not be visible and must be covered by clothing.
 9. Slippers are not to be worn to school.
 10. Students are required to place all items of outdoor wear in their lockers before the first class of the day. Due to security, space, and propriety issues, no coats or jackets may be worn or carried during the school day. Coats and jackets may not be retrieved from lockers until students are dismissed from school. Acceptable items for classroom wear include sweatshirts, sweaters, blazers, flannel and fleece shirts.
 11. Headwear items including, but not limited baseball caps, bandanas, hair coverings, and the hood of a hooded sweatshirt, are not to be worn during the school day. Upon entering the building, students who bring these items to school must place them in their lockers or backpacks before the start of the first period of the day.
 12. Head coverings worn for religious observance are permitted.
 13. 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 Headwear held for the school day Warning
Second Offense	Change of clothing Headwear held for the school day 2-Hour Administrative Detention
Third Offense	Change of clothing Headwear held for the school day 3-Hour Administrative Detention
Subsequent Offenses	Parent/guardian called Change of clothing Headwear held for the school day 1 day suspension

Students who fail to comply will be considered insubordinate.

Drug and Alcohol Policy

Board of Education policy prohibits the use or possession of alcohol, drugs, or drug paraphernalia on school property or at school-sponsored functions. Any student found in possession of, or under the influence of, any controlled substance must be reported immediately to the Principal or Assistant Principals. Whenever a student's faculties appear to be impaired, the school nurse, if available, will also be involved. The consequences for violating this Drug and Alcohol Policy are as follows:

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, Dispensing, Purchasing, or Receiving Intoxicants or Mood Altering Drugs:

The police will be notified of any student found to be selling or distributing alcohol, any narcotic substance, any restricted or controlled drug, any mood altering substance or any substance purported to be a restricted or controlled drug or substance on school premises, or while

attending any school-sponsored activity. The student shall be suspended for ten (10) days and recommended to the Board of Education for expulsion from the Vernon Public Schools.

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 Appendix E for complete Board of Education 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.

Electronic Devices

MP3 players, CD players, radios, beepers, electronic games, laser pointers, and other electronic communication devices are not permitted during the school day. Students who bring these items to school must place them in their locker or backpack before the start of the first block of the day.

Cell phone use is not permitted during the school day. **Cell phones must be off and out of sight during the school day.** Emergency phone calls may be arranged through the Main Office.

Students must relinquish item to staff member. Students who fail to comply will be considered insubordinate.

First Offense	Loss of item for the school day Warning
Second Offense	Loss of item for the school day 2-Hour Administrative Detention
Third Offense	Parent/Guardian must pick up item 3-Hour Administrative Detention

Subsequent Offenses Parent/Guardian must pick up item
1 day suspension

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 action.

First Offense 5-10 day suspension
Student may be subject to arrest

Subsequent Offenses 10 day 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 10 day 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 are not allowed to be consumed outside of the cafeteria with the exception of water. Students may carry water; however, it must be in a clear container.

Students must relinquish item to staff member. Students who fail to comply will be considered insubordinate.

First Offense Loss of item for the school day
Warning

Second Offense Loss of item for the school day
2-Hour Administrative Detention

Third Offense Loss of item for the school day
3-Hour Administrative Detention

Subsequent Offenses Loss of item for the school day
1 day suspension

Forgery (includes passes, parent notes, phone calls)

First Offense	1 day suspension
Second Offense	3 day suspension
Third Offense	5 day suspension
Subsequent Offenses	10 day suspension

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 Loss of item for school day Warning
Second offense	Item relinquished to staff member Loss of item for school day 2-Hour Administrative Detention
Subsequent Offenses	Item relinquished to staff member Loss of item for school day 3-Hour Administrative Detention

Severe incidences may result in suspension and/or expulsion from school.

Insubordination

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 surrender electronic device or headwear to a staff member).

*First Offense	1 day suspension
*Second Offense	3 day suspension
*Subsequent Offences	5-10 day suspension

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

Internet/Technology (Inappropriate Use Of)

First Offense	3-Hour Administrative Detention Loss of Internet/technology privileges for 2 weeks
Second Offense	1 day suspension Loss of Internet/technology privileges for 4 weeks
Subsequent Offenses	3 day suspension Permanent loss of Internet/technology privileges

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

See Appendix F for Use of Technology Policy and Technology Compliance.

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	2-Hour Administrative Detention*
Second Offense	3-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

Smoking (also includes possession of tobacco and/or smoking paraphernalia i.e., lighter, matches, rolling paper)

First Offense	3-Hour Administrative Detention Suggested Counseling Suggested Cessation Program
Second Offense	1 day suspension Suggested Counseling Suggested Cessation Program
Third Offense	3 day suspension Suggested Counseling Suggested Cessation Program
Subsequent Offenses	5 day suspension Suggested Counseling Suggested Cessation Program

Study Hall Cuts

Students who cut study halls or are continually tardy (3 tardies to study hall equal a cut) will incur the following consequences:

First Offense	2-Hour Administrative Detention
Second Offense	2-Hour Administrative Detention
Subsequent Offenses	3-Hour Administrative Detention

Swearing/Profanity

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

All Incidents	3-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.

First Offense	3 day suspension
Subsequent Offenses	5-10 day suspension

Tardy to Class/Tardy to Study Hall

First Offense	Warning
Second Offense	Warning
Subsequent Offenses	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 from School
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Threatening, Harassment/Provocation Among Students

*First Offense	3-Hour Administrative Detention Counseling
Subsequent Offenses	Subsequent offenses of harassment are deemed bullying. See page 16 for Bullying consequences.

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

Unauthorized Area (includes Pass Violation and Leaving School Grounds)

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 off school grounds and 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	2-Hour Administrative Detention Loss of Pass Privileges
Second Offense	3-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	3-Hour Administrative Detention
Second Offense	3 day suspension
Subsequent Offenses	5 day suspension Possible referral for expulsion

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

Weapons and Other Dangerous Instruments

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. This prohibition does not apply to department-issued weapons of on-duty local and state law enforcement officials. It also does not apply to school personnel in their normal job performance (i.e., maintenance, cafeteria).

Violations of this policy by district employees will result in disciplinary action and possible referral to local law enforcement officials. Violations of this policy by members of the public will result in referral to local law enforcement officials.

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

Failure on the part of students to comply with the weapons policy will result in proceedings for expulsion from Rockville High School, as well as arrest when the appropriate state statutes apply.

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

SEVERE MISCONDUCT

In the event a student is involved in severe misconduct, the student will be escorted directly to the Administrative Offices. Severe misconduct is defined as

1. Student overtly refuses to follow the teacher's directive;
2. Student causes harm to self or others;
3. Student defaces or destroys property;
4. Student is in possession of illegal or potentially dangerous substance;
5. Student shows gross disrespect toward others.

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-Hour or 3-Hour).
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.

OUT OF SCHOOL MISCONDUCT

Students are subject to discipline, up to and including suspension and expulsion, for misconduct which is seriously disruptive of the educational process or is a violation of a publicized policy of the Board of Education, 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) if the incident occurred or was initiated off school property, either during school time or non-school time, and after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process by threatening

1. The school's orderly operations, or
2. The safety of the school property, or
3. The welfare of the people who work or study there.

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.

SUSPENSION/EXPULSION FROM SCHOOL

“Suspension” is the temporary exclusion of a student from school privileges or from transportation services only for disciplinary reasons so that an adjustment in student’s conduct in school can be affected by parental cooperation. Suspension is initiated by an authorized member of the administrative staff following a serious departure from acceptable behavior.

Students will be suspended from all or some school activities for continued or major disruption of the learning process in accordance with Section 10-233c of the state statutes.

Parent/guardian meeting may be requested upon student return from suspension.

According to the Board of Education policy, the following are actions which will lead to suspension, removal, expulsion, restriction, detention, probation or referral to legal authorities:

1. Assault on a member of the faculty or staff
2. Assault on a fellow student
3. Fighting with another student
4. Intentional endangerment of a student, staff or faculty member
 - a. placing of, sticking with, or throwing of sharp or other dangerous objects
 - b. pushing, tripping, etc.
5. Carnal acts - with or without mutual consent
6. Obscene or profane language, gestures or materials toward another student or toward a member of the faculty and/or staff
7. Vandalism, destruction or defacing of school property
8. Destruction of the private property of another student or of a staff member
9. Being in a restricted or prohibited area of the school building or grounds

10. Participation in or unauthorized occupancy by any group of students or others of any part of the school, school premises or other buildings owned by the school system and failure to leave such school premises or other facility promptly after having been directed to do so by the Principal or other person(s) in charge of such building or facility
11. Creating a disturbance with food on school grounds (throwing food/liquid, etc.)
12. Threatening a member of the faculty or staff with harm to person or property
13. Threatening, harassment/provocation among students
14. Blackmailing, intimidating or extortion of another student or member of the faculty or staff
15. Gross disrespect to a member of the faculty or staff
16. Open defiance of the reasonable authority of any teacher or person having authority over the student, including verbal abuse or physical gestures
17. Deliberate refusal to obey a reasonable directive of a member of the faculty or staff
18. Intentional and successful incitement of truancy or misbehavior by other students
19. Repeated unauthorized late arrival to school, class or appointments with staff, tardiness
20. Leaving the school building and/or grounds during the school day without permission
21. Repeated unauthorized absence from school, truancy
22. Persistent unexcused absences, class cutting
23. Theft from another student, from faculty or staff members, or from the school
24. Forgery of documents requiring parental or staff signatures
25. Forgery for financial gain
26. Deliberate cheating on exams, teacher administered tests, class work or homework
27. Unauthorized possession and/or use of tobacco
28. Using, selling, in possession of, or being under the influence of a drug, including alcohol, or caught in possession of any type of drug paraphernalia when attending any officially sanctioned school activity on or off school property
29. Using, selling, in possession of, or being under the influence of a drug, including alcohol, prescribed medication for which the student does not have a prescription from a licensed practitioner, any other unlawful or prohibited substance, or any type of drug paraphernalia

30. Spreading of false/malicious rumors concerning students or staff; lying to the staff or faculty
31. Bomb threats
32. Possession of any kind of weapon or device, with which injury might be done to another person or to property, or no reasonable use to the student in the educational program at school (e.g., knives, firearms, ammunition, fireworks, etc.)
33. Possession, detonation, transfer or explosive or incendiary devices (including fireworks)
34. Initiating a false fire alarm or a false "911" call
35. Causing a disturbance at a school-sponsored event
36. Persistent failure or refusal to attend detention sessions

"In/Out-of-school suspension" - such exclusion shall be for not more than ten consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension is imposed. In cases where a student may be suspended, he or she will be given "due process" rights that include

- a. a statement of the charges against him or her;
- b. the opportunity to give his or her side of the story;
- c. if suspended, the opportunity to make up missed work.

Students found on school property or at school functions during suspension will be subject to arrest. Students shall not ride school transportation during suspension. The transportation department will be notified when students are suspended.

"Removal" is the exclusion of a student from a classroom for all or part of a single class period provided such exclusion shall not extend beyond 90 minutes.

"Expulsion" is the exclusion of a student from school for more than ten consecutive school days by the Board of Education for a period of time not exceeding one calendar year. The Board of Education may expel a student from school if, after a full hearing, the Board finds that his or her conduct endangers persons or property, is seriously disruptive of the educational process, or is violative of a published Board policy or violates state and/or federal laws.

"Emergency" is defined as a situation in 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 immediate

exclusion is, in the judgment of the Principal or his or her designate, warranted, provided that a hearing will be held as soon after the exclusion of such student as possible.

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, 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 Offices. 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

In the event that inclement weather forces school to be canceled, open late, or close earlier than normal, announcements will be made over area radio stations, including WTIC, WDRC, and WPOP. This method will also be used in the event of postponement of an evening or weekend activity due to bad weather.

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) days of the close of the marking period 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 WP (Withdrawal Pass) or a WF (Withdrawal Fail) 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 are nineteen (19) years of age on or before July 1.

4. If you have changed schools without a change of residence.
5. If you have played the same sport for more than three (3) seasons in Grades 10, 11, and 12.
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.
8. If you receive payment for participation in any CIAC sport.

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 weeks loss of privileges
Second Offense	Parent notified Three weeks loss of privileges
Third Offense	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 2009-2010 school year:

Lunch	\$ 2.50
Reduced price lunch	\$.40
Milk (10 oz.)	\$.60

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 Nurses' 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 Nurses' 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 Nurses' 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 can only be posted on the wall in the ramp corridor that leads from Green Hall to Blue Hall, on the designated bulletin boards in the cafeterias, or on the wall between the Nurses' Office and the nursery school classroom.

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.

STUDENT PRIVILEGES

The basic philosophy concerning student privileges at Rockville High School is that our students are responsible individuals and that their education should emphasize self-determination, initiative, decision-making, and adjustment. By providing students with privileges, they can gain confidence in their ability to handle their time and utilize the facilities available to them at the high school as well as in the community.

Following is a list of privileges based on grade level:

SENIOR PRIVILEGES:

- Pass privileges
- School sponsored events
- Parking
- Late arrival
- Early dismissal
- Dismissal during free blocks
- No assigned study halls
- Courtyard privileges
- Senior lounge

JUNIOR PRIVILEGES:

- Pass privileges
- School sponsored events
- Parking
- Late arrival
- Early dismissal
- Cafeteria study hall

SOPHOMORE PRIVILEGES:

- Pass privileges
- School sponsored events
- Parking
- Cafeteria study hall

FRESHMAN PRIVILEGES:

- Pass privileges
- School sponsored events

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

1. Parental/guardian permission is mandatory 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. Privileges do not excuse students from all other school rules. For example, NO students may be in the hallways without a pass.
6. Students are expected to demonstrate social responsibility to maintain privileges. Specifically, students are expected to choose responsible behaviors and to follow all school rules.
7. Students who are in violation of the attendance policy are subject to loss of privileges.

Students who are repeatedly tardy to class, excessively tardy, absent unexcused, or violate the Code of Conduct are subject to a loss of student privileges related to their grade level. Privileges may be restored when the student earns them back.

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 Appendix G for complete Board of Education 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, 870-6009

TITLE IX (sex equity, sexual harassment)

Patricia Buell, Director of Pupil Personnel, 870-6026

Section 504 (handicapped)

Patricia Buell, Director of Pupil Personnel, 870-6026

Section 504 (handicapped access)

Richard Parrott, Director of Plant Operations, 870-6014

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

Definition: Students will achieve proficiency on the content standards as outlined in the Common Core of Learning. These standards include

- Number Sense, Operations, Estimation and Approximation, Ratios, Proportions, and Percents, Measurement, Spatial Relationships and Geometry, Probability and Statistics, Patterns, Algebra and Functions, and Discrete 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 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

1. 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.
2. 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.
3. 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

BULLYING POLICY

BOARD OF EDUCATION POLICY 5131.911

ADOPTED: JANUARY 27, 2003

REVISED: APRIL 9, 2007

JUNE 8, 2009

In accordance with the state law, it is the policy of the Vernon Board of Education that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is expressly forbidden.

As provided by statute, such regulations shall:

1. enable students to anonymously report acts of bullying to teachers and school administrators, and require that students be notified annually of the process by which they may make anonymous reports of bullying to teachers and school administrators;
2. enable the parents or guardians of students to file written reports of suspected bullying;
3. require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators;
4. require school administrators to investigate any written reports filed pursuant to subdivision (2) and to review any anonymous reports;
5. include intervention and prevention strategies for school staff to deal with bullying;
6. provide for the inclusion of language in student codes of conduct concerning bullying;
7. require school administrators to notify both 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, and;
8. require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection.

The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any

consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act (FERPA) and the district's Confidentiality and Access to Student Information policy and regulations.

For purposes of this policy, "**Bullying**" shall mean 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, and which acts are repeated against any student(s) over time.

For purposes of this policy, "**School-Sponsored Activity**" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the Board of Education.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

Legal References:

Public Act No. 02-119

Connecticut General Statutes Sections 10-233a through 10-233f

Administrative Regulations

The following sets forth the procedures to implement Board Policy #5131.911 concerning the prohibition against bullying in the Vernon Public Schools. Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or staff.

It is imperative that bullying be identified only when the specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct

by one student against any student(s), whether or not appropriately defined as bullying, however, will result in appropriate disciplinary consequences for the perpetrator.

I. Definition:

In accordance with state law and Board policy, "bullying" means any overt acts by a student or a 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, and which acts are repeated against any student(s) over time.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Board policy. The determination that conduct does not constitute bullying under state law and Board policy, however, does not restrict the right of the Administration and of the Board of Education to impose appropriate disciplinary consequences for student misconduct.

* Location: Bullying behavior in violation of Board policy must occur on school grounds or at a school-sponsored activity (which by Board policy includes transportation services). Conduct that occurs off-campus (e.g. harassment over the Internet, physical intimidation in the community) is not bullying under this Policy and Regulation.

While not considered bullying under state law and Board policy, conduct that would otherwise be considered bullying occurring off-campus (and outside of any school-sponsored activity) may subject the perpetrator to disciplinary action. Discipline for such conduct may be imposed if such conduct violates a publicized policy of the Board and is seriously disruptive of the educational process. Unless such conduct triggers a mandatory expulsion under Conn. Gen. Statute. § 10-233d(a), however, school officials are authorized to impose discipline for such off-campus conduct only if such conduct markedly interrupts or severely impedes the day-to-day operation of the school.

* Repeated misconduct: Bullying behavior in violation of Board policy must be "repeated against any student(s) over time." An isolated incident, however egregious, is not "bullying" under state law and Board policy. Numerous acts of misconduct against different students constitutes "bullying" under state law and Board policy.

* Ridicule, harassment, humiliation, and/or intimidation: Bullying behavior is more than misconduct. Such behavior is marked by the intent to ridicule, harass, humiliate, or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

* Types of conduct: Bullying can take many forms and can include many different behaviors having the overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute bullying include:

1. Physical violence and/or attacks;
2. Verbal taunts, name-calling and put-downs, including taunts based on ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics;
3. Threats and intimidation (through words and/or gestures);
4. Extortion or stealing of money and/or possessions.

II. Complaint processes

- A. Publication of the prohibition against bullying and related procedures

The prohibition against bullying shall be publicized by including the following statement in the student handbook of each of the district schools:

“Bullying behavior by any student in the Vernon Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means any overt acts by a student or a 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, and which acts are repeated against any student(s) over time. Students and parents or guardians may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly investigated. If acts of bullying are verified, prompt disciplinary action may be taken against the

perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.”

B. Formal complaints

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher or administrator, and they shall be promptly forwarded to the building principal for investigation and action in accordance with Section IV below.

C. Informal complaints

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the teacher, other professional employee, and/or administrator shall be promptly forwarded to the building principal for investigation and action in accordance with Section IV below.

D. Anonymous complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the teacher(s) and administrator(s) who receive the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student

shall be given the choice as to whether to maintain the anonymity of the complaint. All anonymous complaints shall be investigated and reasonable action will be taken to address the situation, to the extent such action may be taken that:

1. does not disclose the source of the complaint
2. is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

III. Staff responsibilities including Prevention and Intervention Strategies

A. Teachers and other staff

Teachers and other school staff, who witness acts of bullying or receive reports of bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the events observed, and shall promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected bullying shall promptly notify the building principal and/or his/her designee of such reports(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by other school staff, this employee shall verbally report the matter to the principal and/or his designee promptly (no later than the next school day).

In addition to addressing both informal and formal complaints, teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating any student(s), even if such conduct does not meet the formal definition of "bullying."

B. Administrator responsibilities

1. Investigation

The principal (or other responsible program administrator) shall be promptly notified of any formal or informal complaint of suspected bullying received by any building administrator, teacher, or other professional employee. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and when acts of bullying are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

2. Remedial actions

Verified acts of bullying shall result in intervention by the building principal or his/her designee that is intended to assure that the prohibition against bullying behavior is enforced, with the goal that any such bullying behavior will end as a result.

Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in-school

suspension, suspension, or expulsion) is a matter for the professional discretion of the building principal.

3. Possible Interventions for Enforcement of this Policy

a. Non-disciplinary Interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim's communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

b. Disciplinary Interventions

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

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This

consequence shall be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

c. General Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate any potential problem with bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators, teachers, and other professional staff members in each school:

1. Respectful responses to bullying concerns raised by students, parents or staff;
2. Planned professional development programs addressing bully/victim problems;
3. Data collection to document bully/victim problems to determine the nature and scope of the problem;
4. Use of peers to help ameliorate the plight of victims and include them in group activities;
5. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
6. Awareness and involvement on the part of staff and parents with regards to bully/victim problems;
7. A curriculum that promotes communication, friendship, assertiveness skills, and character education;
8. Modeling by teachers of positive, respectful, and supportive behavior toward students;
9. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
10. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

4. General Prevention Strategies

Each school shall implement prevention strategies which may include, but not be limited to:

- a. A school survey to determine the prevalence of bullying.
- b. Establishing a bullying prevention coordinating committee.
- c. School rules that prohibit bullying, harassment and intimidation and contain appropriate consequences for violators.
- d. Adequate adult supervision of areas where bullying is likely to occur, such as the lunchroom, hallways, and outdoor areas.
- e. Grade-appropriate bullying prevention curricula from kindergarten through high school.
- f. Individual interventions with the bully, parents, and school staff as well as the victim, parents and school staff.
- g. School wide training related to safe school climate.
- h. Promotion of parental involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

IV. Reporting obligations

A. Report to the parent or guardian of the perpetrator

If after investigation, acts of bullying by a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

B. Reports to the victim and his/her parent or guardian

If after investigation, acts of bullying against a specific student are verified, the building principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

C. List of verified acts of bullying

The principal of each school shall maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with Section III (1) above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.

Each principal must report the number of verified acts of bullying to the State Department of Education in a manner prescribed by the commissioner.

Policy Adopted: January 27, 2003

Policy Revised: April 9, 2007

June 8, 2009

APPENDIX E

BREATHALYZER TESTING

BOARD OF EDUCATION POLICY 5145.124

ADOPTED: April 10, 2006

This policy provides the basic structure for the use of passive alcohol sensors in the Vernon School District to detect/confirm alcohol consumption by students.

The passive alcohol sensor device is a non-invasive high-speed breath alcohol-screening instrument. It may be used to sample a student's breath in order to detect alcohol use. The Board allows the use of passive alcohol-screening devices at school, on school buses or at any school-sponsored activity.

The District does not consider the use of a passive alcohol-screening device as constituting a "search"; therefore, the issue of trespass or intrusion into a student's privacy is not a factor in the use of this device. All due process rights of students will be observed. Students shall have the right to challenge the accuracy of positive screening results.

The passive alcohol sensor will be used for admittance to school-sponsored events. Administration will announce prior to certain school-sponsored activities that all students must submit to the passive alcohol screening for entrance to the event. 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. Reasonable suspicion includes, but is not limited to, such factors as

1. Observed use or possession of alcohol.
2. Apparent physical or verbal impairment.
3. Observed changes in personal behavior.
4. Information from other persons.
5. Involvement in accidents or mishaps.

The passive screening device shall be checked for accuracy monthly and for full calibration semi-annually. Only designated school personnel and/or the school resource officer(s) will be trained in the use of such instruments.

Students, parents/guardians and staff will be notified of the intended use of the passive alcohol sensor device. This notification shall be done through its inclusion in whole or in part in the student/parent handbook.

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.

Administrators may also make determinations about alcohol use in the absence of a passive alcohol sensor screening. When an administrator determines that reasonable suspicion exists that a student has consumed alcohol during or prior to attendance at school or at a school-sponsored event, the student will be given the option to take a passive alcohol sensor screening provided that screening equipment and facilities are readily available. If screening results are negative, no disciplinary action shall be taken. However, if the student tests positive or declines to take the screening when reasonable suspicion exists, he/she shall be subject to appropriate disciplinary action. If no screening equipment or facilities are readily available, appropriate discipline may also be imposed based upon the evidence available to the administrator and the administrator's training and experience.

Legal Reference: Connecticut General Statutes

10a-18 Programs to be offered on effects of drugs and alcohol.

10-19 Teaching about alcohol, nicotine or tobacco, drugs and acquired immune deficiency syndrome. Training of personnel.

10-154a Professional communications between teacher or nurse and student. Surrender of physical evidence obtained from students.

10-221d Boards of education to prescribe rules re; use, sale or possession.

21a-240 Definitions, dependency producing drugs.

21a-243 Regulation re schedules of controlled substances.

New Jersey v. T.L.O., 469 325; 105 S.Ct. 733 (1985)

Veronia School District 47J v. Acton, 515 U.S. 646 (1995)

Todd v. Rush County Schools, 133F.3d 984 (7th Cir. 1998)

Knox County Education Association v. Knox County Board of Education, 158 F3d 361, 3885-386 (6th Cir. 1998)

APPENDIX F

USE OF TECHNOLOGY POLICY

As the district grows in its use of technology, it is important that everyone understands that the intended use of technology is to assist all employees and students to be more efficient and productive in the performance of the duties related to their roles. Therefore, it is imperative that:

- all technology, equipment, and software purchased, owned, operated or financed through local and federal grants, or through donations, is to be used for business or educational purposes and is not to be used to transmit, communicate, access or retrieve any obscene, derogatory, defamatory or other inappropriate information, messages, or any materials which violate copyright laws
- inappropriate use of technology, including unauthorized personal use, as determined by the Board, the administration or its designee, may result in disciplinary action, up to and including termination, suspension or expulsion
- the administration reserves the right to review, audit and disclose all matters transmitted through Board of Education owned or operated technology since such correspondence is regarded as property of the Board.

The intention of this policy is to encourage and ensure the proper utilization of all technology used for communication purposes.

Some examples of such equipment are: computers, telephones, audio recorders, video recorders and players, copy machines, fax machines, etc.

Vernon Public Schools TECHNOLOGY COMPLIANCE CONTRACT

The Vernon Public School District is pleased to offer students expanded access to the Internet through a high-speed local area network. To gain access to the Internet, all students must obtain parental permission and sponsorship from a classroom teacher as verified by signature on this form. Should a parent prefer that a student not have Internet access, use of the computers is required for meeting the curriculum

requirements of office applications. We believe that the benefits to students, from access to the Internet, in the form of information resources and opportunities for collaboration exceed any disadvantages, but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources. Therefore, we support and respect each family's right to decide.

The use of computers, technology, and the Internet in the Vernon Public School district is to support educational activities. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his or her actions. The user is advised never to access, keep, or send anything that they would not want their parents or teachers to see.

When using the local area network, any VPS computer, or the Internet, all digital and analog communication conduits, digital cameras and imaging equipment, and software, each student agrees to comply with the following:

1. Do not use a computer or other technology to harm others or their work.
2. Do not damage the computer, technologic equipment or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware
4. , or freeware.
5. Do not violate copyright laws.
6. Do not view, send, or display offensive, obscene, threatening messages, or pictures.
7. Do not share your student account and/or password with another person.
8. Do not waste limited resources such as disk space or printing capacity.
9. Do not trespass (plagiarize) in another's folders, work, or files (this includes the network and floppy disks).
10. Do notify an adult immediately, if by accident, you encounter materials, which violate the rules of appropriate use.
11. Do not enter any chat rooms.
12. Do not send and/or receive personal e-mail at school.
13. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Technology Compliance Contract is violated.

APPENDIX G

USE OF TRAINED DOGS FOR SEARCH ON SCHOOL PROPERTY

BOARD OF EDUCATION POLICY 5145.122

POLICY ADOPTED: APRIL 10, 2006

The Board of Education considers students in possession of illegal drugs and other illegal substances in the school, on school property or at school-sponsored activities to be detrimental to the learning process and to the health of those involved. The Board supports the elimination of possession and/or use of illegal substances/drugs. The Board wants to convey a strong message to the community, faculty, and student body concerning the use or possession of illegal or improper substances in connection with the Vernon Public Schools.

All students, parents, and visitors are advised that it is the policy of the Vernon Board of Education that all lockers, desks, and any other areas used to store property at any school facility or on any school property are the property of the Board and are not the property of the students to whom they are assigned or who may be permitted to use them. Use of such facilities is a privilege, not a right. Likewise, permission for students and visitors to park on school property is a privilege, not a right. As such, all lockers, desks and other storage places on school property as well as vehicles parked on school property are subject to search by Board employees or agents whenever there are reasonable grounds to believe that a search would produce evidence of illegal activity or of violation of Board policy or school rules. All students and visitors must understand that they do not have the right to expect privacy in connection with their use of such lockers, desks, and other storage locations, as well as with their vehicles parked on school property, and that any illegal or improper items they may store on school property may be discovered by search or inspection. Any person possessing illegal or controlled drugs/substances, alcoholic beverages, weapons and any other illegal items under Board policy or state or federal law has no reasonable expectation of privacy when possession of such items is on school property or at a school-sponsored activity.

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. The use of the trained sniffing canine is subject to the following:

1. The administration shall authorize the use of trained sniffing dogs and the Principal or his/her designee shall be present.
2. Parents and students shall be notified of this policy through its inclusion in whole or in part in the student/parent handbook.
3. All school property both inside and outside school buildings, such as lockers, desks, other areas used for storage of property, classrooms, parking areas, and vehicles on school property may be inspected. Dogs may not be used in areas occupied by persons except for demonstration purposes with the handler present or in serious life-threatening emergencies.
4. Individuals shall not be subjected to a dog sniff examination of their person. However, personal property such as book bags, backpacks, tote bags, purses and other objects or materials used to transport or store property that are not a part of the individual's clothing and are intended to be readily detached from the person may be examined.
5. Once notification has been given to parents and students through the student/parent handbook, the school district will have met its obligation to advertise the use of trained sniffing dogs. Additional notices need not be given and actual dates and times for planned sniffer dog use need not be released in advance.
6. Only the dog's handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place or responsibility for it shall, if available, be called to witness the search. If a dog alerts on a vehicle, the person who brought it onto district property or the person who is responsible for the vehicle shall be asked to open it for inspection. If a minor student does not cooperate in a search, efforts will be made to contact the parents/guardians, and the search may nonetheless be completed. When in the judgment of the Principal or his/her designee, a clearly dangerous condition is present that threatens life, health, or safety, immediate action may be taken to respond to the emergency.
7. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substance(s) on school property.
8. Any illegal substances/items that violate Board policy or student rules that are recovered on school property shall be confiscated and may be turned over to law enforcement officials.
9. In addition to possible referral to law enforcement officials, students in possession of illegal items may, where applicable, be subjected to discipline under Board of Education student disciplinary policies and procedures. (cf. - 5145.12 Search and Seizure)

Legal Reference:

Connecticut General Statutes

10-221 Boards of education to prescribe rules.

New Jersey v T.L.O., 53 U.S.L.W. 4083 (1985)

PA 94-115 An Act Concerning School Searches.

APPENDIX H

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