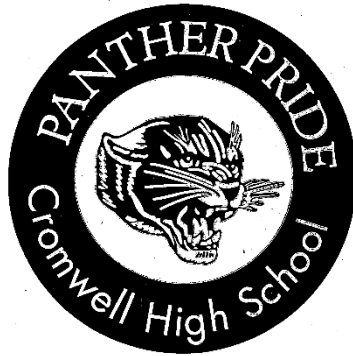


**2019 - 2020
Cromwell
High School**

Student – Family
Handbook



“Home of the Champions”

1 Donald Harris Drive
Cromwell, Connecticut 06416

(860) 632-4841	Main Office
(860) 632-4845	Guidance
(860) 613-3363	Fax

www.cromwell.k12.ct.us	Website
cromwellct.powerschool.com	Portal

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BOE Policies referred to in this Handbook can be found
on line at www.cromwell.k12.ct.us)

Cromwell Public Schools - Mission and Belief Statements

"Placing Students First"

The Cromwell Public Schools educate and inspire all students to apply the essential skills needed to become productive and responsible citizens in a rapidly changing global society.

In pursuing this Mission, the Cromwell Public School community believes that:

- All students are valued and deserve an education that meets their academic, physical, and social/emotional needs.
- All members of the community have a right to a safe, supportive, engaging, and culturally inclusive learning environment.
- All members of the community value effective communication, involvement and collaboration among all partners in the educational process.
- All members of the community must uphold high expectations, be accountable, and demonstrate a commitment to excellence.

C.H.S. MISSION STATEMENT

We strive to provide a safe educational environment in which to develop independent young people who are intellectually, socially, physically, and emotionally equipped to participate responsibly in a changing and diverse world.

All CHS graduates will be expected to demonstrate respect for themselves, others, and the learning process as well as the skills and strategies needed to assume the responsibilities of productive citizenship, employment, and personal and social growth.

The school and community share the responsibility to improve the performance of all students in the academic, social and civic opportunities of a high school curriculum and we are committed to working together to ensure that students meet these goals.

ACADEMIC EXPECTATIONS

Students will demonstrate skills in:

1. Inquiry, reasoning and problem solving
2. Written and spoken communication
3. Comprehension of both written and non-written materials
4. Technological literacy
5. Mathematical reasoning

CIVIC AND SOCIAL EXPECTATIONS

Students will:

1. Demonstrate active participation in their education
2. Participate constructively in school and community activities
3. Accept responsibilities with attendant rights and privileges
4. Exhibit attitudes that are respectful of all cultures
5. Demonstrate growth and flexibility in a variety of school-based experiences

Cromwell High School's Core Values and Beliefs:

The Cromwell High School community educates and inspires all students to apply essential skills needed to become productive and responsible citizens in the 21st century.

Each CHS student:

C	Communicates both independently and collaboratively using a variety of tools.
A	Applies technology and resource tools responsibly and ethically.
R	Reasons, inquires and solves problems.
E	Exhibits behaviors that respect members of a diverse world.
S	Shares the responsibility for his/her academic success.

Cromwell High School's Learning Expectations:

The CHS student will:

Academic:

1. Utilize critical thinking skills.
2. Employ problem solving skills.
3. Read actively and critically in a variety of situations.
4. Write effectively for a variety of purposes.
5. Speak effectively and clearly.
6. Apply technology effectively.
7. Demonstrate and recognize the principles of wellness and physical fitness.
8. Demonstrate understanding and skills in the fine and practical arts.
9. Demonstrate knowledge of world cultures.

Civic and Social:

1. Demonstrate civic and global awareness.
2. Demonstrate responsibility for his/her learning and behavior.

STATEMENT OF NON-DISCRIMINATION PRACTICES

The Cromwell Board of Education is an affirmative action/equal opportunity employer and it does not discriminate on the basis of race, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in any of its education programs, activities or employment policies. All educational programs and offerings, including Vocational Education and extracurricular activities, subscribe to this policy.

DISABILITIES ACT

It is the policy of the Cromwell School District not to discriminate on the basis of disabilities as required under Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990, in the admission of students to programs or any education services or in the employment of personnel. The coordinator for these activities is Sari O'Leary, the Director of Special Services at (860)632-4836. Inquiries may be directed to the coordinator or to the Regional Office for Civil Rights.

STATEMENT OF TITLE VI, TITLE VII, AND TITLE IX

In compliance with regulations implementing Titles VI, and VII of the Civil Rights Act of 1964, title IX of the Educational Amendments Act of 1973 and applicable state laws, the Board of Education prohibits discrimination or harassment on the basis of race, color, religious, creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability. Sexual harassment includes, but is not limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures or other physical actions of a sexual nature when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational success; submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

The coordinator for Title IX is Sari O'Leary, the Director of Special Services at (860)632-4836. Inquiries may also be directed to the coordinator or to the Regional Office for Civil Rights, 140 Federal Street, Boston, MA 02110.

The coordinator for Title VI and Title VII is also the Director of Special Services. Inquiries may be directed to the coordinator or the Regional Office for Civil Rights, 140 Federal Street, Boston, MA 02110.

Grievance procedures are available which provide for the prompt and equitable resolution of complaints alleging violations of title VI, title VII, and title IX. These procedures are available to all participants, students, and employees in the Cromwell School System.

SEXUAL HARASSMENT – It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment. It shall be a violation of this policy for any student, employee, individual under contract or volunteer through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as unwanted and unwelcome conduct of a sexual nature whether verbal, non-verbal or physical. Some specific behaviors that constitute sexual harassment include but are not limited to:

Verbal – Sexual name calling, sexual propositions or demands, sexual rumors, humor or jokes about sex, stereotypical comments based on gender or sexual orientation which create an intimidating, hostile, or offensive work or educational environment.

Non-Verbal – Whistling, leering, suggestive or insulting sounds, obscene gestures displays of obscene materials, written messages which interfere in any way with that person’s employment or educational performance.

Physical – Touching, pinching, patting, threatening behavior, pulling at clothes, inappropriate public display of affection, and any coercive sexual conduct.

DISCRIMINATION – A discriminatory statement is defined as any derogatory remark, word, phrase, act, picture or gesture referring to or directed at any individual group(s) of people.

Verbal – Humor or jokes based on race, stereotypical comments based on race, religion, gender, ethnicity or sexual orientation.

Non-Verbal – Displays of pictures, drawings, written messages.

All reported incidents of discrimination or sexual harassment will be promptly and thoroughly investigated. Any person, who believes he or she has been the victim of harassment by a student, employee, individual under contract or volunteer of the Board of Education, is encouraged to promptly report such complaint to the school district’s Equity Coordinator, Sari O’Leary, the Director of Special Services, Central Office at (860) 632-4830. Complainants may also contact the school Principal, Frances DiFiore at (860)632-4841, or Assistant Principal, David DeCarli at (860)632-4841.

A formal grievance must be filed within 40 calendar days of the incident. Following due process hearings with all parties, appropriate consequences will be decided by the administration. A record of all grievances, findings and consequences will be maintained in confidential files.

No reprisals or retaliation will be allowed to occur as a result of the good faith reporting or harassment charges. A copy of the district's policy is available in the Principal's Office, Guidance Office and Central Office.

NOTIFICATION OF GRIEVANCE PROCEDURES

The purpose of the following grievance procedure shall be to settle equitably, at the lowest possible administrative level, issues which may arrive with respect to possible discrimination regarding sex, handicap, or vocational programming within the Cromwell School System. The grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

- A. Level One – Principal or Immediate Supervisor
Any participant in the school system – parent, student, or employee – with a grievance or dispute shall first discuss it with his/her school principal or immediate supervisor with the objective of resolving the matter informally. The grievance may be communicated orally or in writing for this purpose.

- B. Level Two – Coordinator for 504, Americans with Disabilities Act, Title IX, or Title VI Activities
1. In the event that such aggrieved participant in the school system is not satisfied with the disposition of his/her grievance at Level One, or in the event that no decision has been rendered within five (5) school days after presentation of the grievance, he/she may file a written grievance directly to the Coordinator. This use of the Level Two process may be affected at any time during the school fiscal year (July 1- June 30) in which a Level One decision is unacceptable to the aggrieved party.

- C. Level Three – Board of Education
In the event that the aggrieved participant in the school system is not satisfied with the disposition of his/her grievance at Level Two, or in the event no decision has been rendered within five (5) school days after the meeting with the Coordinator, he/she may file a written grievance indicating such dissatisfaction, with the Chairperson of the Cromwell Board of Education.

The use of the Level Three process may be effected at any time during the school year (July 1 – June 30) in which a Level Two decision is unacceptable to the aggrieved party. Within twenty (20) school days after receiving the written grievance, the Board of Education shall meet with the aggrieved party and the Coordinator for the purpose of resolving the grievance. The Board of Education must render a decision in writing regarding the grievance within five (5) school days of Level Three meeting.

TITLE I NOTIFICATION re: Qualified Teachers

a. Parental Requests: Parents of each student attending any school receiving Title I funds shall be notified at the beginning of each school year, that they may request, and the district will provide, in a timely manner, information regarding the professional qualifications of the student's classroom teacher. The information must include, at a minimum:

- If the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- If the teacher is teaching under an interim certificate, a durational shortage area permit, a minor assignment, or as a substitute teacher;
- The baccalaureate degree major and any other graduate certification degree held by the teacher; and the field of discipline of the certification or degree;
- And information on whether the student is provided services by a paraprofessional and if so, their qualifications.

b. Parental Right to Know: A school district receiving Title I funds must provide to each individual parent whose children are attending a Title I school:

- Information on the level of achievement of their child on the CAPT
- Timely notice that their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

STUDENT AGE OF MAJORITY – In view of Public Act 127 of the 1972 Legislature which establishes 18 years as the age of majority, the following policies are adopted:

1. School regulations concerning all attendance matters (e.g., early dismissal, late admission, field trips, etc.) shall be handled as described on pages 6-9.
2. Eighteen-year-olds not living with parents(s)/guardian will be dealt with directly in attendance matters.
3. The school system recognizes its moral responsibility to the parent regardless of the age of the students in its charge. All contacts and records will 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. The school recognizes the right of the eighteen-year-old to examine all personal records.
4. Any student at or above the age of majority who, independent of parents or guardian, takes up residence in the Town of Cromwell and enrolls in the Cromwell School System will be required by the Principal of the school in which he/she enrolls to submit a Certificate of Residence

certifying he/she is indeed in residence within the Cromwell School District. Such Certificate must be completed and placed in the hands of the Principal within five calendar days from the entrance of the student in question. The Certificate of Residence will be required of any student at the age of majority or above who, independent of his parents or guardian, takes up residence within the Cromwell School District and enrolls in the Cromwell Public Schools.

5. The "No Child Left Behind Act" of 2001, **requires** that each local educational **agency provide the Department of Defense directory information on secondary school students.** This requirement applies to all districts receiving assistance under this act, such as Title I funds for remedial instruction. Therefore, **Cromwell High School is required to release the names, addresses and telephone numbers of students to the armed forces if they are requested unless we are informed, in writing, by the parent or guardian not to do so. This written notification should be filed with the Principal's Office no later than September 22ND of the school year.**

DIRECTORY INFORMATION

Certain directory information may be released to media, colleges, civic or school related organizations and State or government agencies as well as published in programs for the athletic, music, and theater presentations of this school district. Directory information will not be provided for commercial or recruiting purposes.

Directory information includes the following kinds of information:

1. Name of student and grade level
2. Address
3. Telephone number and/or electronic mail address
4. Major field of study
5. Participation in officially recognized activities and sports
6. Height and weight of members of athletic teams
7. Dates of attendance
8. Degrees and awards received
9. Most recent school attended
10. Date and place of birth
11. Photograph

IF YOU DO NOT WISH THIS INFORMATION TO BE RELEASED, PLEASE INFORM THE SCHOOL PRINCIPAL IN WRITING NO LATER THAN SEPTEMBER 22nd OF THE SCHOOL YEAR.

PARENT/GUARDIAN INVOLVEMENT AND INFORMATION

Parents/guardians may make appointments for conferences with teachers, counselors or the principal by telephoning the school office. The Board of Education recognizes that the community shapes the quality of local

education. It is imperative that members of the community and the school personnel cooperate in planning, developing policy, implementing programs, and evaluating results. The Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, the schools and parents must work as knowledgeable partners.

In order to assure collaborative relationships between students' families and the Board of Education and district personnel, and to enable parents/guardians to become active partners in education, the Superintendent shall develop administrative procedures to:

1. Keep parent(s)/guardian(s) thoroughly informed about their child's school and education
2. Encourage involvement in their child's school and education
3. Establish effective two-way communication between all families and the Board of Education district personnel
4. Seek input from parent(s)/guardian(s) on significant school-related issues
5. Inform parent(s)/guardian(s) on how they can assist their children's learning
6. Develop an outreach program for parent(s) of pre-school age children

The Board of Education believes it is important to inform the public about school curriculum, programs, policies, and activities so citizens can participate in these programs. Concurrently, the school staff, administration, and Board of Education should be aware of the community's goals and concerns for its children so they may be given consideration in curriculum, program, and activity revisions.

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. Appropriate recognition of volunteer services shall be made by the Board and school district administration.

Power School

Parents have access to their child's academic progress through a web-based program called Power School-Parent Portal. Parents are given an access code and can log in as needed to receive up-to-date information concerning their child's grades, assignments, and attendance.

www.cromwellct.powerschool.com

Student Nutrition & Physical Activity (Student Wellness) 6142.101

Adopted: 6/13/06

Revised:5/18/10,5/10/11

Purpose and Goal

The Board recognizes that overweight children are at a higher risk for developing severe long-term health problems, and can be affected by discrimination, psychological stress, and low self-esteem. Research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical program significantly reduces the risk of obesity and some cancers, diabetes and other chronic diseases.

The links between nutrition and physical activity and learning are also well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating is linked to reduced risk for mortality and reduced development of many chronic diseases as adults. Cromwell Public Schools will establish and maintain an environment that encourages lifelong, healthy eating patterns. Well-planned and well-implemented school nutrition programs have been shown to positively influence students' eating habits and their achievement. Research studies over the past decade have consistently concluded that children who are physically active learn better. The Board is committed to promoting policies that support a learning environment conducive to healthy lifestyles and that ensure school practices consistently support student health and learning from prekindergarten through Grade 12. Key components include: teaching nutrition as part of comprehensive school health education; providing quality physical education and opportunities for physical activity; creating an environment that consistently supports healthy eating and physical activity practices; and supporting and engaging families in promoting healthy habits.

Cromwell Public Schools want students to possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. Cromwell Public Schools will make effective use of school and community resources and equitably serve the needs and interests of all students and staff, taking into consideration individual differences and cultural norms. The components of the administrative regulations will address the following areas of wellness:

1. District Wellness Team and District Wellness Plan; Implementation and Evaluation.
2. Nutrition and Quality School Meals
3. Physical Activity
4. Other Healthy Food Options
5. Pleasant Eating Environment
6. Nutrition Education
7. Marketing

STUDENT RECORDS/PRIVACY

The Cromwell Board of Education has adopted a policy regarding student records to comply with Federal and State Statutes. These policies define the way in which student records are maintained, reviewed, and destroyed. The policies also indicate the circumstances under which there is access to these records by parents/guardians, students, staff, and outside sources. They further state who is delegated responsibility as Overseer of Records, where records are to be kept, how student records may be amended by parents/guardians, and the right of parents/guardians to a hearing regarding their request for amendment. The detailed policy of the Board of Education is available for parents/guardians and students in the offices of the Superintendent of Schools and each School Principal.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. To access more information regarding FERPA, please visit: www2.ed.gov/policy/gen/reg/ferpa/index.html.

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 123h, requires Cromwell Public Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis or evaluation. In accordance with federal law, the Cromwell Board of Education adopted, in consultation with parents provisions related to student privacy. The Student Privacy Policy (BOE Policy #6162.5) is found on the district website: www.cromwell.k12.ct.us. To access more information regarding PPRA, please visit: www2.ed.gov/policy/gen/guid/fpco/ppra/index.html.

In accordance with federal law, the Cromwell Board of Education adopted a **Directory Information Policy** (BOE Policy #5145.15). Further information regarding this policy can be found on the district website: www.cromwell.k12.ct.us.

9. From time to time, the Cromwell School District will make determinations on whether specific uses of the network and the Internet are consistent with its policies. We reserve the right to temporarily remove a user on the network to prevent further unauthorized activity.
10. Excessive use of computer supplies (disks, paper, ribbon, cartridges), because of Internet usage is discouraged.
11. Downloading information onto the hard drives of any school computer is prohibited. Information may only be downloaded to floppy disk or to a student's online folder, and only with the permission of the teacher.
12. Account or network passwords may not be shared. Teachers who have account passwords must not release them.
13. Personal information such as names, addresses, photographs, telephone numbers, credit card, social security or checking account numbers must never be given out over the Internet.
14. The duration of your Internet usage may be limited out of courtesy to others waiting to get on-line.
15. E-mail correspondence is not private. It is subject to teacher view. Inappropriate language or content will result in disciplinary action and/or termination of Internet privileges.
16. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.
17. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
18. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords that belong to other users, or misrepresent other users on the network.
19. The illegal installation and illegal copying of copyrighted software for use on district computers is prohibited.

SAMPLE PURPOSE ONLY

ACCEPTABLE USE AGREEMENT

CPS Information and Communication Technologies Acceptable Use Agreement

ICT users are permitted to use the district's ICT resources for *legitimate educational* purposes. Personal use of *district* ICT resources is prohibited. In addition, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of ICT resources for the purpose of carrying out such behavior or activity is prohibited.

By signing below, ICT users (and, for students, their parent/guardian) agree to always adhere to the following standards and expectations for conduct:

- 1) Behave ethically and responsibly when using ICT resources
 - a. Refrain from utilizing proxy gateways, or similar technologies, to bypass the ICT monitoring and filtering.
 - b. Handle ICT resources and equipment with care. Refrain from deleting, destroying, modifying, abusing, or moving resources without permission or accessing unauthorized ICT resources.
 - c. Do not breach or disable network security mechanisms or compromise network stability or security in any way nor download or modify computer software in violation of the district's licensure agreement(s) and/or without authorization from the ICT Department.
- 2) Use ICT resources, transmit communications or access information only for legitimate, educationally relevant purposes and to access educationally appropriate content.
 - a. Refrain from sending any form of communication that breaches the district's confidentiality requirements, or the confidentiality of students.
 - b. Refrain from sending any form of communication that harasses, threatens or is discriminatory.
 - c. Refrain from accessing any material that is obscene, harmful to minors or prohibited by law.
 - d. Refrain from using social network tools for personal use.

- 3) Respect the privacy of others and treat information created by others as the private property of the creator.
- a. Maintain confidentiality of your username and password by not sharing it with others and not using another person's username and password.
 - b. Maintain the integrity of files and data by not trespassing, modifying, copying or deleting files of other users without their consent.
 - c. Protect the confidentiality and safety of others when sharing work and images.
 - d. Share, post and publish only within the context of the district *Publishing Guidelines* (see attached).
 - e. Respect copyright and fair use laws; these policies and procedures apply in digital contexts, as well. Plagiarism is prohibited.

I have read, understand, and agree to abide by the terms of the Acceptable Use Policy Guidelines, Board Policy #5147 Use of Internet, Board Regulation #5147 Use of Internet, and Board Policy #5131.8 Electronic Devices. Should I commit any violation or in any way misuse my access to the school district's information and communication technologies resources, I understand that my access privilege may be revoked and disciplinary action may be taken against me.

User's Name (print): _____
User's Signature: _____
Date: _____
Circle One: Staff Student School/Location: _____
School Year: _____
For students – Parent/Guardian Signature: _____

ATTENDANCE & DISCIPLINE POLICIES AND PROCEDURES

It is the responsibility of Cromwell High School to provide an environment, which is safe, healthy and conducive to learning. It is clear that in order to implement effectively the standards of conduct contained in this policy, cooperation and mutual support on matters of discipline and attendance are necessary between home and school.

The goals of the school are to assist students in developing self-direction and self-discipline and to provide opportunities for decision-making. However, in the pursuit of these goals, those students who infringe on the rights of others or who violate school policies and regulations will be subject to corrective action.

Students must accept the consequences of their actions. Disciplinary actions should provide a learning experience and not be taken as merely punishment. Discipline should be imposed in a progressive manner. In that way students will understand continued incidents of unacceptable behaviors will lead to more serious consequences. Disciplinary responses include loss of privileges, parent/administrator conferences, detentions, suspensions, and expulsion. Violation of school policies may affect eligibility for participation in athletics and other extra-curricular activities.

ATTENDANCE – ABSENCES – TRUANCY

Connecticut State law requires parents to make sure that their children attend school regularly during the hours and terms the public school is in session. The responsibility for regular attendance rests with the students' parents, guardians or with the students themselves when they become of legal age. (*CT Statute #10-184*)

The Connecticut State Board of Education, effective July, 1, 2012, adopted definitions of excused and unexcused absences. These definitions are for use by all Connecticut school districts and schools for the purpose of carrying out the provisions in Connecticut General Statute 10-198a and the reporting of truancy. This change in legislation will require Cromwell Public Schools to adjust some practices in how we report truancy. This letter is to inform you of the new state definitions and describe some changes in practice.

The state defines **excused absences** as follows: Parents/Guardians can excuse up to (9) student absences when the *"parent/guardian approves such absence and submits appropriate documentation, i.e., a written note."*

Any additional absence is considered excused for the following reasons:

- a) Student illness. This must be verified by an appropriately licensed medical professional, regardless of the length of the absence;
- b) Student's observance of a religious holiday;
- c) Death in the student's family or other emergency beyond control of the student's family;
- d) Mandated court appearance. This must be verified with written documentation;
- e) The lack of transportation that is normally provided by a district other than the one student attends;
- f) Extraordinary educational opportunities pre-approved by the district's administration and in accordance with Connecticut State Department of Education guidance; (Please note that family vacations are also deemed as unexcused absences unless they meet this criterion.)
- g) Student absences that are the result of the school or district disciplinary action are excluded from the definition of excused or unexcused absences.

Under the new definitions, parents are required to submit written documentation for an absence to be excused. This means that a phone call **without** timely, written follow-up will automatically be coded as unexcused. **Unexcused absences** are considered to be any absences that do not meet the above definition or for which the appropriate documentation has not been submitted.

A written excuse for such absences must be submitted to school officials by the child's parent or guardian. All other absences with or without written explanation shall be considered unexcused.

Unexcused Absence – An absence shall be considered unexcused when a student does not attend school and parent fails to notify the school of such absence and provide a parent excused note. We will make all reasonable

efforts to keep parents and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

(Ref: BOE policy 5113)

Required Notification by Parent or Guardian Parents are requested to call the school office by 8:15 a.m. if their child will be absent from school that day. A message can be left on the office answering machine at any time. Parents who do not contact the school office will be called to notify them of their child's absence. Additionally, the student must bring a note to the office within two school days from the date of their return to school explaining the reason for the absence.

Failure to comply with this procedure will result in the student's absence being treated as an unexcused or as truancy. **As a guideline, students will have one day to make up one day's missed work.** An unplanned absence of more than one day will result in a time allowance for make-up work of not more than the same number of school days missed.

Planned Absences (Field Trips, College Visits, etc.)/**Illness** – It is the student's responsibility to meet with teachers prior to their absence to determine what work needs to be made up.

UNAUTHORIZED ABSENCES

All absences will be reviewed by the administration and be approved only with the proper medical documentation. Unauthorized absences will result in a detention and/or an in-school suspension. **Under no circumstances may a student leave school grounds during school hours without prior permission from parents or guardians and the school administration.**

PENALTY FOR CUTS

Any cut may result in disciplinary action and a zero for all work assigned on the day of the cut. Any student who has two cuts per semester from a class or study hall will be subject to a review process by administration, which may result in a loss of course credit, reduction of final grade, disciplinary action and/or loss of privileges.

ABSENCES, TARDINESS & PARTICIPATION IN SCHOOL ACTIVITIES

Students who are absent from school or arrive at school after 9:15 a.m. will not be permitted to participate in interscholastic athletic contests, athletic practices, extra-curricular activities or any other school sponsored activities that day or evening. Coaches and advisors will check the daily attendance bulletins to make sure those students are in compliance with this regulation. Students must remain in school for a minimum of half the day (at least 3.5 hours) in order to participate in any school-related activity. For school events that occur on a Saturday, including prom or dances, students must be in

attendance on that prior day in accordance with the previous sentence. Any exceptions to this policy will be made only with administrative approval. Any student excused by medical personnel from participating in physical education class will not be allowed to participate in any after school physical activities.

LOSS OF COURSE CREDIT

Students are expected to be in their classes on time, whenever school is in session. **COURSE CREDIT WILL BE DENIED WHEN:**

1. In a semester course, the number of absences exceeds 8 or the number of cuts equals 2.
2. Absences covered by Board Policy (5113) shall not count towards loss of credit.
 - Courses may be dropped within the first three weeks of a course. After this time a grade of WF will be recorded.

Warning Notices

1. Warning notices will be sent home after the 4th and 7th unexcused absences in a semester course. Parents can also view your child's attendance status at any time under the PowerSchool Parent Portal. www.cromwellct.powerschool.com

HEARING PROCEDURE

The student and parent shall be provided an opportunity for a hearing when loss of credit for a course is imminent due to lack of student attendance. All unexcused absences and tardies are applied toward the loss of credit policy and can be reviewed with the appeal process. Credit loss due to class cuts cannot be appealed.

1. Upon notification by the school that credit for a course or courses will not be obtained because of excessive absences, the parents or the student (if 18) may make a written request for a hearing.
2. The building administrators will arrange the convening of the Hearing Board to hear the appeal.
3. The Hearing Board will consist of a building administrator, a guidance counselor and a teacher.
4. The appeal hearing will be conducted during school hours.
5. The student's parents and the student must present **at that time** all corroborating information in support of the appeal.
6. The Hearing Board will render a decision within three (3) school days.
7. The parent (and a student who has attained the age of majority) has the right to appeal to the Superintendent of Schools and the Cromwell Board of Education.

TARDINESS TO SCHOOL

The school considers a commitment to being punctual an integral part of a student's education. Each student must be aware of the school's attendance regulations as they relate to tardiness and abide by them. In cases where

students fail to comply with these regulations, penalties will be imposed. All absences and tardiness will become part of the student's permanent record. Attempts should be made to schedule necessary appointments after school hours and during vacation periods.

All students must be in their classrooms by 7:45 a.m. or they will be considered tardy. Whenever a student is tardy to school, the student must report to the main office and secure an admission pass to class. Failure to do so will result in an office detention. Repeat offenses will result in multiple detentions and/or in-school suspension and loss of privileges. **Reasons for tardiness such as oversleeping, traffic problems, missing assigned school buses, and mechanical problems with the student's transportation vehicle will not be accepted as an excuse.**

1. Students who report tardy to school after 7:45 a.m. will receive a detention on the third occurrence of each quarter if the tardy is unexcused. Additional tardies will result in additional detentions, in-school suspensions and loss of privileges. At 6 unexcused tardies multiple detentions will be given. In-school suspension and the loss of privileges will follow 12 unexcused tardies in a semester.
2. The Assistant Principal will contact parents for repeated tardiness.

TARDINESS TO CLASS

1. Students must report to class on time. A student who is tardy the first ten minutes of class will serve an assigned teacher detention. An unexcused tardy of more than 10 minutes will be considered a class cut.
2. **Three unexcused tardies equal one class absence.**

TRUANCY

As of July 1991, the State of Connecticut has defined "truant" as any student with four unexcused absences from school in any month or, ten unexcused absences in a school year.

Parents should be aware of their statutory responsibility for the student's regular school attendance (Section 10-184). Parents should also be aware that if they fail to comply with the provisions of 10-184, they might be fined at least \$25 by the court for each infraction.

Truancy from school will result in school discipline consequences.

EARLY DISMISSALS

Requests for early dismissal must be in writing, unless the parent comes into school. Faxes or e-mails are also acceptable. A parent must come into the school to sign his/her student out. Early dismissal should be for a valid reason, such as a medical appointment that cannot be scheduled after school hours.

LATE ARRIVAL OR EARLY DISMISSAL PRIVILEGE (for Grade 12 only)

Late arrival or early dismissal is a privilege extended to **grade 12 students** who have maintained **good academic and behavioral standing**. Seniors may first apply for this privilege at the beginning of the school year and again at the beginning of the second semester. Applications may be denied or revoked by the administration (at any time) if the following conditions have occurred: poor academic performance, disciplinary referrals, suspension, poor attendance, class cutting, tardiness, and truancy. Late arrival and early dismissal status may permanently be revoked if a student leaves school grounds without the prior approval of the building administration. Student schedules will not be constructed or altered simply to afford these senior privileges. Requests for reinstatement may be made at the end of the marking period. This privilege pertains only to the first and last periods of any day.

DISCIPLINARY REFERRAL CONSEQUENCES

Any after-school detention scheduled by a teacher or administrator is to take precedence over any other student obligations, including part-time jobs and athletics. A one-day notice to the student will be provided. Behavior and discipline referrals will be taken into consideration when granting student permission to attend field trips.

VIOLENT AND AGGRESSIVE BEHAVIOR

All acts of violence and aggression, including, but not limited to, terrorist acts and/or threats, shall result in specific consequences, determined by the seriousness of the act, including suspension from school and consideration of expulsion from school by the Board of Education for acts of a serious or chronic nature. The following behaviors are defined as violent and aggressive:

- Possession, threat with, or use of a weapon or dangerous instrument
- Physical assault
- Verbal abuse
- Intimidation
- Extortion
- Bullying
- Gang activity/membership
- Terrorist threats
- Sexual Harassment
- Stalking
- Defiant insubordination
- Racial Slurs

(BOE Policy 5131.21)

BULLYING BEHAVIOR IN THE SCHOOLS

(BOE Policy #5131.911)

In accordance with state law, it is the policy of the Board of Education that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is expressly forbidden. To implement this policy, the Board of Education directs the Superintendent to develop and adopt regulations to address the existence of bullying in the schools. 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 to be notified annually of the process by which they make such anonymous reports, (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 in writing, (4) require school administrators to investigate any written reports filed pursuant to subdivision (2) and to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report, (5) include an prevention and intervention strategy for school staff to deal with bullying, (6) provide for the inclusion of language in student codes of conduct and in all student handbooks 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 invite them to attend at least one meeting, (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, and to report such number annually in a manner prescribed by the Commissioner of Education to the Department of Education, (9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, and (10) require the identification of appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint.

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.

Hazing

5131.911

For purposes of this policy, "**Bullying**" shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year.

Bullying outside the school setting may be addressed if it has a direct and negative impact on a student's academic performance or safety in school.

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, suspension and expulsion.

Prevention and Intervention Strategy

The District shall implement, as required by C.G.S. 10-221d, as amended, a prevention and intervention strategy which may include, but is not limited to:

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.
2. A school survey to determine the prevalence of bullying.
3. Establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy.
4. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
5. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur.
6. Inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school.
7. Individual interventions with the bully, parents; and school staff, and interventions with the bullied child, parents; and the school staff.
8. School wide training related to safe school climate.
9. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

IV. Reporting Procedures

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief or conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Superintendent.

C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

DEFINITION OF TERMS

- A. **Teacher Detention:** time assigned by and with a teacher in his/her room at the end of the school day. May range from 10 minutes to one hour. Failure to report to a teacher detention will result in further disciplinary action.
- B. **Lunch Detention:** time assigned by an administrator or designee with the in-school suspension supervisor.
- C. **Office Detention:** time assigned by an administrator or designee with the detention supervisor at the end of the school day. May range from 30 minutes to one hour. Detentions will be held Monday and Wednesday from 2:30 to 3:30 p.m.
- D. **In-School Suspension:** an exclusion from classroom and school activities. Students will be assigned to the In-School Suspension Room which will be monitored by the ISS staff. Class work will be assigned as well as behavior modification activities.
- E. **Suspension:** an exclusion from school (i.e., an out-of-school suspension), school privileges or from transportation services only for no more than ten (10) consecutive school days.
- F. **Expulsion:** an exclusion from school or school privileges for more than ten (10) consecutive school days.

STUDENTS SUSPENDED OR EXPELLED MAY NOT BE ON SCHOOL GROUNDS, PARTICIPATE IN ACTIVITIES, ATHLETIC PLAY OR PRACTICES OR PERFORMANCES ANY TIME DURING THE DATE (S) OF SUSPENSION OR EXPULSION.

DETENTION REGULATIONS

1. Students will be given a 24-hour notice regarding the scheduling of a detention in order that transportation arrangements may be made.
2. Students must remain in the seat assigned to them by the teacher(s) for the entire detention period.
3. Students must bring school work/reading material with them to detention.
4. No talking is permitted.
5. Students must stay and be working for the entire time.

6. Students with early releases may not serve their detentions during the last period of the day.
7. Tardiness to detention will not be permitted. Students arriving after the start of the detention will not be admitted, and be considered as an unexcused absence (cut). Each unexcused absence from an office detention will result in two office detentions.
8. Students arriving without work will be issued another detention.
9. Students violating detention rules or being disruptive in any way will be dismissed from the detention room and referred to the office.

SCHOOL RULES AND REGULATIONS

In general, standards of good conduct and respect for persons, property and the educational process are in effect. Disciplinary action may result when a student's conduct endangers persons, or property, disrupts the educational process or violates a publicized policy of the Cromwell Board of Education.

The following rules and regulations were developed to insure a safe and orderly environment for learning. Violations may lead to suspension or expulsion.

1. Books and equipment issued to students are their responsibility. Students are expected to reimburse the school for any books or equipment lost or damaged while issued to them. New books and materials will not be issued unless student debts are cleared.
2. Excessive unexcused tardiness to school or after 7:45 a.m. will result in consequences. Excessive tardiness to class will also result in consequences.
3. Students may not leave school grounds during the school day without prior permission.
4. Use of offensive, lewd, vulgar or obscene language toward staff or other students.
5. Refusal to identify oneself to any adult member of the Cromwell High School community.
6. Intentionally causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
7. Intentionally causing or attempting to cause physical injury to another person.
8. Intentionally threatening to cause physical injury to another person or that person's property.
9. Leaving class without the teacher's permission.
10. Inappropriate behavior within the classroom setting, such as, disruptive behavior, non-compliance with classroom rules and expectations, and eating unauthorized food or drinks.
11. Students are not to bring to school items or substances which would disrupt the educational function of the school or which are prohibited by school board regulations or by law. Examples or substances in this category, but not limited to, are laser pointers, incendiary devices of any kind, vaporizers and e-liquids, weapons, firecrackers, alcohol beverages, aerosols and nonprescription and prescription drugs (unless authorized

to carry by the nurse) or drug paraphernalia. All materials found will be confiscated, not returned, and disposed of accordingly or given to the proper authorities.

12. Inappropriate behavior in the hallways, including but not limited to, misuse of passes, being present in the hallway without a pass, or disruptive behavior.
13. Cutting classes or truancy.
14. Forging passes or attendance notes.
15. Insubordination/failure to follow reasonable requests made by staff members.
16. Harassment of a staff member or another student.
17. Electronic devices must be turned off during class time unless it is allowed by a teacher for a class assignment or project. It must be stored out of sight. Possession by students is a privilege that may be forfeited by any student who fails to abide by this policy. Failure to abide by this policy or other misuse of this privilege shall result in confiscation of the device and may result in further disciplinary action. The Board is not responsible for preventing theft, loss, damage, or vandalism to electronic device brought onto its property. In addition, school staff may confiscate an electronic device brought to school or to a school sponsored activity based on a reasonable belief the student has used the device in a manner that violates the electronic policy.
18. Student parking in a faculty-designated area (repeated incidents will result disciplinary consequences).
19. Inappropriate use of a motor vehicle, e.g. exceeding the posted speed limit, diagonal parking, non-registration of a vehicle.
20. Misconduct in the library.
21. Students are prohibited from throwing snowballs on school grounds.
22. Card playing/dice games, gambling of any kind anywhere on school grounds.
23. Violation of District policy regarding computer use.
24. The unauthorized use/possession of keys or other school resources.
25. Lying, deception or attempts to deceive.

***Policies regarding consequences for violation of District computer use and smoking on campus can be found on pages 28-29.**

The Administration reserves the right to apply consequences that are appropriate to the severity of infraction.

SOCIAL BEHAVIOR

Every person is expected to conduct him or herself according to the established school and bus rules.

1. There should be a conscious effort to use proper and courteous language.
2. Insolent behavior, abusive language and profanity will not be tolerated.
3. Students should not indulge in caressing or kissing in school.
4. Students that accumulate 3 or more referrals or disciplinary consequences may additionally be kept from attending extracurricular events including but not limited to dances, athletic events or social events.
5. Senior students (12th graders) in the 4th Quarter with each ISS and/or OSS incidents may lose a senior activity, up to and including walking at graduation.

ALCOHOL, DRUGS AND INHALANTS

In the event a student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the student will be suspended from school (in accordance with regulation # 5131.6), referred to the appropriate treatment agency, considered for expulsion, and the parents will be contacted. In cases of the illegal activity of possessing or selling drugs or alcohol, the student will be referred to the police department.

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities in the interest of maintenance, health and safety.

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

The Board of Education is also concerned that other substances, not listed as “controlled substances,” such as contained in common household items and inhalants, if purposely used inappropriately, can also have a stimulant, depressant, or hallucinogenic effect on students. Inappropriate use, possession, sale, or distribution of these noncontrolled substances will result in disciplinary action, including but not limited to, suspension and/or expulsion. Further, grade level appropriate education pertaining to proper use of these materials and the danger of abuse shall be presented.

In addition to the prohibitions pertaining to alcohol, drugs and tobacco contained in (BOE Policy #5131.6) Alcohol,

Drugs and Tobacco, no student shall inhale, ingest, apply, use or possess an abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to directions for use, cautions, or warning appearing on a label of a container of the glue, paint aerosol or substance; and

2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person's eyesight, thinking process, balance or coordination.

For purposes of this policy, inhalants are defined as follows:

- Nitrous Oxide – Laughing Gas, Whippets, CO2 Cartridge
- Amyl Nitrite – “Locker Room: “Rush,” “Poppers,” “Snappers”
- Butyl Nitrite – “Bullet,” “Climax”
- Chlorohydrocarbons – Aerosol Propellants, Gasoline, Glue, Butane

Further, no student shall intentionally, knowingly or recklessly deliver or sell potentially abusable inhalant materials as listed above to another student. Any student found to use, possess, sell, or to conspire to sell any illegal substance, shall be referred to the appropriate authority for criminal prosecution.

SUSPENSION AND EXPULSION

The following violations will result in immediate suspension from school, a parent conference and referral to the Superintendent for further disciplinary action, including possible expulsion from school, based on Board of Education Policy and State of Connecticut Guidelines.

The following breaches of conduct on school grounds, school transportation, or at any school-sponsored activity may lead to consideration of suspension or expulsion:

1. Causes or attempts to cause damage to school property or steals or attempts to steal school property.
2. Causes or attempts to cause damage to private property or steals or attempts to steal private property.
3. Causes or attempts to cause physical or other injury to another person
4. Possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or controlled substance of any kind (also referral to Peer Advocates and Cromwell Youth Services for mandatory counseling and/or assessment).
5. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any drug, including but not limited to: narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or controlled substance of any kind or using inhalants illegally. (BOE Policy 5131.61) [referral to Peer Advocates and Cromwell Youth Services for mandatory counseling and/or assessment].

6. Causes or attempts to cause damage to school property or steals or attempts to steal school property.
7. Causes or attempts to cause damage to private property or steals or attempts to steal private property.
8. Causes or attempts to cause physical or other injury to another person
9. Possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or controlled substance of any kind (also referral to Peer Advocates and Cromwell Youth Services for mandatory counseling and/or assessment).
10. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any drug, including but not limited to: narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or controlled substance of any kind or using inhalants illegally. (BOE Policy 5131.61) [referral to Peer Advocates and Cromwell Youth Services for mandatory counseling and/or assessment].
11. Possesses or transmits any weapon or dangerous object.
12. Openly defies the valid authority of supervisors, teachers, or administrators.
13. Behaves in a fashion, which clearly endangers the safety of the student or others, or prevents the orderly continuance of the school's provision of educational opportunities.
14. Is seriously disruptive of the educational process.
15. Uses profanity or threats directed toward a staff member.
16. Leaves school grounds without prior administrative permission.
17. Smokes on school grounds.
18. Students observed smoking in the "pit" or any area adjacent to the school facilities.

The Board of Education must initiate an expulsion hearing whenever a student is found to have possessed a weapon or dangerous instrument on school property.

(BOE Policy 5114 & 5131.6)

SMOKING

The Cromwell Board of Education prohibits smoking within any indoor facility owned, leased or contracted for, and utilized by the Board, for the provision of routine or regular kindergarten, elementary or secondary education or library services to children.

The Cromwell Board of Education prohibits smoking on the real property of any school or administrative office building or at any school-sponsored activity. Real property means the land and all temporary and permanent structures comprising the district's elementary and secondary schools and administrative office building and includes, but is not limited to, classrooms, hallways, storage facilities, theatres, gymnasiums, fields and parking lots. As defined by CT Gen. Stat. # 10-233a(h), a school-sponsored activity "means

any activity sponsored, recognized or authorized by a board of education and includes activities conducted on or off school property.”

In conjunction with the laws of the State of Connecticut, which prohibit smoking in public buildings, the Board of Education is committed to maintaining and improving the health and well being of all employees and students. Medical research shows that smoking poses a significant risk to the health of the smoker and non-smoker. Smoking or use of tobacco products (including chewing tobacco) is prohibited in all school buildings, school vehicles, and transportation provided by the Board of Education, and on the grounds of the Cromwell Public Schools. (BOE Policy 5131.6) Additionally, students may not possess cigarettes, lighters, matches, vaporizer pens (e-cigarettes), vaping pods or liquids, or any other smoking-related paraphernalia on school grounds or activities. Any student violating this policy will be subject to the following consequences, including possible police referral:

- 1st Offense-1 day of ISS w/ reflection paper on vaping dangers
- 2nd Offense-2 days of ISS w/ loss of school events for that school year

Students caught vaping in school will be subject to the following consequences, including possible police referral:

- 1st Offense-2 days of OSS w/ reflection paper on vaping dangers and loss of school events for that school year
- 2nd Offense-3 days of OSS

ACADEMIC DISHONESTY

Academic honesty and personal integrity are essential to responsible citizenship. All work submitted must represent their own personal effort. Therefore, Academic Dishonesty has been broken into 2 subcategories: 1) Plagiarism—this represents the use of another person’s language, work or thoughts without authorization, submitting it as your own and not crediting that author. This can occur in any or all parts of piece of work submitted by students. 2) Cheating—this represents, but is not limited to, copying the class work or homework of others, sharing your completed work with others, using unauthorized notes on tests, accessing electronic devices during testing without permission or claiming work submitted is yours when you didn’t do it. Any act of academic dishonesty will result in academic consequences, including a grade of zero for the work involved, parental and administrative notification, possible disciplinary consequences, possible loss of course credit and potential impact on honor society status. Additionally, submission of the same work, or substantially similar work, in more than one course without prior consent of the teacher or proper citation is also considered plagiarism.

COMPUTER ACCEPTABLE USE POLICY

Internet access is available to students and teachers in the Cromwell School District. This service to teachers and students promotes education excellence in schools by facilitating resource sharing, innovation, and communications.

Material that may not be considered to be of educational value in the context of the school setting may also be available. The Cromwell School District has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

Therefore, guidelines are provided so that teachers and students are aware of their responsibilities in the ethical and legal utilization of the network resources. If a Cromwell School District user violates any of these provisions, disciplinary action will be taken and future access could possibly be denied.

Students and parents are required to sign the Agreement of Understanding annually before computer access will be granted. (BOE 5147)

OUT OF SCHOOL MISCONDUCT

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

MISCELLANEOUS INFORMATION ALL STUDENTS & PARENTS SHOULD KNOW

SCHOOL SECURITY

Safety and security at CHS is a priority. Morning entrance to the building will be limited to the front, main entrance beginning at 7:00 a.m. Starting at 7:25 a.m., students may also begin entering through the band/gym entrance. Parent drop-off will be limited to the band/gym parking lot as the front is restricted just for the student buses.

At 7:45 a.m. all entrance doors will be locked and remained locked throughout the school day. At no time should a student or any other person admit anyone into the building. Admittance to the building is only allowed through the main entrance. All individuals entering the building will be required to present a valid ID prior to entry.

TELEPHONE MESSAGES

Students should not receive personal calls or messages during the school day. Office secretaries are not able to delivery such messages without disrupting their work and leaving the office unattended. Only those messages of an emergency nature will be considered.

CONDUCT IN THE CAFETERIA

Each student is responsible for the cleanliness of the table the student is sitting at, and the student is expected to clean up the area before leaving. Any student who abuses the cafeteria privilege will be restricted in the use of this facility and/or be subject to school discipline procedures. All food and beverages are to be consumed only in the cafeteria.

STUDENT LOCKERS

The Cromwell Board of Education Policy states: "Student lockers at the middle and high schools are the property of the Cromwell Public School System and may be inspected at the discretion of the Principal" (*10/24/00 B.O.E. Policy 5145.12*). All students will be assigned a locker on the first day of school. Students are advised to keep lockers secure and closed, as the school is **NOT** responsible for anything taken from them. Lockers and personal belongings, especially backpacks, are subject to a search if there are "reasonable grounds" to do so.

STUDY HALLS

Students in grades 9, 10 and 11 are required to be present in a structured quiet study hall at all times during the school day when not scheduled into a class. Students in grade 12 have the privilege of attending a study hall where quiet talking is allowed. Students in grade 12 whose behavior is determined by an administrator to be inappropriate will be assigned a "quiet" study until the next grade-reporting period. Penalties for cuts and tardies of a study hall will be treated the same as presently exists for all other classes. Students who are struggling academically may be removed from study hall and placed in an alternative setting to receive academic support.

RULES FOR QUIET/STRUCTURED STUDY HALLS

1. Students may not talk during the study hall period.
2. All students will sit in seats assigned by the study hall teacher.
3. Students should bring adequate work and reading materials to study hall.
4. Students will not be allowed out of study hall without having obtained a pass from a teacher **prior** to the study hall period. Failure to do so will result in the issuance of an office detention.
5. Students are reminded that eating food, card playing, playing computer games, and other activities of this type are not allowed in study halls.
6. The use of any electronic recording or listening devices is strictly prohibited.
7. Any lavatory pass must have the time and teacher's initials and the hall monitor's time and initials prior to return. Extended absence or violations will be referred to the administration.

STUDENT PASSING TIME

Students are reminded that they must be in their classes by the bell. Hall passes will only be issued (with just cause) (*during the first/last 10 minutes of the class period*) at the teacher's discretion. Teachers and staff reserve the right to deny a student's request for a pass during class time.

AUTOMOBILES AND MOTOR VEHICLES

The school parking lot is under the jurisdiction of the Board of Education, which reserves the right to make all necessary regulations for its use through the school administration. Students driving to school must first obtain parking permission slips for their vehicle from the main office.

Students failing to register their vehicles will be denied permission to drive to school. Repeat violations of parking regulations will result in the car being towed at the owner's expense and/or loss of driving privileges. Students must park only in the student parking lot in unlabeled spaces.

Parking is limited and parking permits are available on a first-come, first-serve basis, starting with Seniors and then underclassmen that hold a valid driver's license. Parking is a privilege granted by the school and not a right of students. Therefore, it is possible that students are denied parking access due to availability. All students must maintain a C average in order to keep their privilege. Students must enter and leave school driveways and parking areas at a slow rate of speed (under 20 mph). They must operate any motor vehicle in a safe and courteous manner, observing all rules of the road as well as those established by the school. **Student drivers are expected to yield to buses entering or leaving school with passengers at all times. Violations of driving regulations will result in the suspension of all parking privileges and could result in additional disciplinary action.**

Cars should be properly parked and LOCKED. Students will not be allowed to return to their vehicles until it is time to leave the school grounds, unless there is an emergent situation approved by administration.

Students who use their vehicles to leave school grounds during school without prior administrative permission will automatically lose their parking privilege for the remainder of the school year. Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspections may be regarded as reasonable purposes for inspection by school personnel. (cf. 5145.12—Search and Seizure) ALL VEHICLES must have their parking tag fully displayed on the front windshield at all times. Staff and administrators will supervise and monitor the parking lot. Unmarked cars or students parking without permission may have their cars towed at the owner's expense, be referred to local police and/or lose their parking privilege.

AUDIOVISUAL AND ELECTRONIC DEVICES

The use of laser pens, pointers, and other laser devices is not allowed on the grounds of Cromwell High School.

BOOKS AND SCHOOL PROPERTY

All students must accept responsibility for the care and cleanliness of the school building and all items of equipment used by the student. **All books** should be covered. All incidents of suspected theft should be reported to the office immediately.

BOOK BAGS AND BACKPACKS

Students are reminded that book bags and backpacks are not allowed in the cafeteria lunch lines and should be left at the lunch tables during the lunch periods. At the teacher's discretion, bookbags may be prohibited from being present in the classroom. Book bags on the floor pose a safety hazard at all times.

STUDENT DRESS AND APPEARANCE

Each student at Cromwell High School has the responsibility of dressing in appropriate attire with respect to neatness, decency, modesty, health and safety. Through dress, students will demonstrate respect for themselves, their fellow students and for the educational process. Clothing with offensive drug, violence, or gang-related language, messages, or illustrations considered to be disruptive of the educational process is not allowed. The term offensive includes, but is not limited to, any wording or symbols that advertise or promote the imagery of alcohol, tobacco, or other drugs, or which debase or negatively portray any individual or group through cultural, political, racial, religious, sexual, or other innuendo. Clothing meant to be worn as an undergarment is not allowed to be worn as an outer garment. Clothing that reveals undergarments is not acceptable. Shorts and skirts shorter than mid-thigh length are unacceptable. Tops or any other type of clothing that exposes one's navel, back, midriff, upper thigh, or chest are not allowed.

The following clothing styles are specifically prohibited:

1. Black soled shoes, boots, or sneakers that mark the floor.
2. "See through" style and/or mesh style shirts or midriff tops, revealing shells, and cut-off shorts.
3. Underwear worn as outerwear.
4. Clothing that reveals undergarments.
5. Shirts with narrow straps, extreme necklines and/or armholes, and cut off sleeves. Tank tops are not appropriate in a school setting.
6. Miniskirts, tube and halter tops.
7. Short shorts, athletic shorts, spandex, and cutoffs (shorts must be mid-thigh length and appropriate fit.)
8. Ripped or torn clothing that exposes excessive skin.
9. Sunglasses, unless required by a doctor's order.

10. Pants or skirts of extreme length that drag on the floor.
11. Head coverings of any kind including but not limited to scarves, bandanas, masks, kerchiefs, athletic headbands, hats, caps, or hoods.
12. Jackets, vests, coats normally worn as outerwear. The ultimate definition of what constitutes a 'jacket', 'vest', or 'coat' rests with the building administration. However, outerwear definitely includes windbreakers, leather and suede coats, and winter wear such as parkas, pea coats, field jackets, down coats, and vests.
13. Sport team-issued jackets and warm ups (except when worn by the entire team, at the direction of the team's coach, for special events such as spirit week activities and pep rallies.
14. Being shoeless or wearing slippers. Shoes must be worn at all times while in the building.
15. Long hair or dangling jewelry, unless secured, in any setting that would pose a safety hazard.
16. Pajamas or other wear intended for sleeping, not daytime wear.
17. Blankets worn in any setting pose a safety hazard and are not allowed.

Whenever dress does not conform to these regulations, students will be given the opportunity to correct the dress code violation (parental contact if necessary), and held from classes until dress code is corrected or be sent home if correction is refused.

LIBRARY/MEDIA CENTER

The Library Media Center at Cromwell High School is a place to:

- Support student learning
- Share ideas, thoughts and knowledge
- Study, read, write, think and create

Examples of appropriate activities to fulfill curriculum goals and expectation in the LMC:

- Reading independently
- Writing
- Studying
- Researching
- Doing homework
- Use of computer for school work
- Personal devices turned to silent mode
- Talking quietly with friends and classmates
- Getting help with research assignments
- Getting help with selecting a reading book

HOMEWORK

The responsibility of the school district to educate the student is carried out by teachers through effective classroom instruction and the thoughtful assignment of homework. It should be understood that each grade level serves as the foundation for the next. There is a steady increase in the amount of homework expected of students from the elementary grades through high school. At the high school, the recommended average amount of time devoted to homework is ½ hour per subject per day. The length of time to be spent on homework assignments may vary in accordance with the individual student's ability and interest, as well as the level and complexity of the subject.

4/23/02 B.O.E. Policy 6154)

STUDENT HOMEWORK RESPONSIBILITY

1. Proper study skills should be utilized.
2. Students experiencing difficulty with homework should seek assistance. Teachers are available before and after school and during their “preparation and conferencing” periods by appointment.
3. Homework assignments should be completed on time.
4. Students are responsible for completing all missed assignments (see make-up policy) and it is their obligation to obtain assignments directly from the instructor.
5. Students should be aware that homework is an integral part of their total grade and treat assignments seriously. Learning to study and learn independently is a vital part of preparing for further studies and for work.

Parental Responsibility

1. Provide a place to study, which is conducive to concentration.
2. Develop a routine for study and encourage quality work.
3. Maintain a positive attitude toward homework and assist student with explanations and clarifications (but resist doing any part of the assignments as a substitute for student effort).
4. Call teachers/school to make arrangements for homework assignments during periods of extended absences.
5. Work jointly with the school by discussing any observed problems with their child’s homework with teacher and guidance counselor and following up on progress reports concerning missed assignments.
6. Be aware of out-of-school conflicts (i.e., part-time work) that interfere with homework and take the necessary steps to minimize them.

CAFETERIA SERVICES AND STANDARDS

Lunch Program – Lunches are available daily in the cafeteria as follows:
(Half days there is no lunch served)

- Lunch A 11:36 – 12:00
- Lunch B 12:03 – 12:27
- Lunch C 12:30 – 12:54

Sandwiches, milk, desserts, soup and hot meals are available. Cold salad plates are also available.

Three lunch periods are in effect. The class to which a student is assigned during 6th period determines a student’s lunch period. Students attempting to eat in more than one lunch wave will face disciplinary consequences for cutting class.

Do not use mirrors, combs, or other beauty aids in the cafeteria. **Food and drinks may not be taken from the cafeteria.** NO lunches can be charged in the cafeteria.

During lunch all students will remain out of the academic wings of the school. No one is allowed beyond the students' laves except those having a pass. During lunch, ONLY seniors may go outside to the designated area.

Any student loitering in the non-designated areas or in the parking area during the lunch period is subject to disciplinary action.

The same standards of conduct are expected in the cafeteria as would be found in one's own home. Good table manners, courtesy and cleanliness are required.

FOOD RESTRICTIONS

Cromwell Public Schools are following guidelines recommended by the State of Connecticut for managing food allergies in schools. In order to decrease the risk of life-threatening emergencies we require **non-food celebrations** for our students. **No foods** other than individual snacks and lunches brought from home are to be given to the students at anytime.

In addition to the food allergy guidelines, Cromwell High School is a learning environment and continually focuses efforts on reducing distractions and disruptions to the learning environment. The delivery of outside food disrupts the office and the normal operations of the school. Therefore, all outside deliveries of food will be subject to administrative approval and may result in the restriction of that delivery. If a student chooses to bring in outside food for lunch, it must come in with them at the beginning of the day from home.

DELIVERIES AND GIFTS

Cromwell High School is a learning environment and continually focuses efforts on reducing distractions and disruptions to the learning environment. The delivery of, but not limited to, balloons, stuffed animals, flowers or other celebratory items disrupts the office and the normal operations of the school. Therefore, if these items are delivered they may result in the refusal of that delivery or the items will remain in the office until the time of dismissal. Additionally, if these items are brought into school by students at the start of their day, they will be kept in the office until the time of dismissal.

SCHOOL NURSE GUIDELINES

Students who are ill should report directly to the nurse's office never the lavatory. Upon leaving the nurse's office, the student will be given a pass to be shown to the teachers of any classes missed. Records are kept of visits to the school nurse. Under the assistant principal's direction, the nurse will call absent students' homes and/or parents at work to verify absences. The nurse will determine if students are too ill to attend classes and, if so, parents will be notified to arrange for transportation home. The nurse's office is for emergency medical situations and therefore, cannot serve as an infirmary.

Required Health Assessments/Immunization – In accordance with CT State Law (Section 10-206), the Cromwell Board of Education requires that each student undergo a health assessment prior to entrance into Kindergarten (or Pre-K if applicable), in grade 6, and in grade 10. Health assessments for Kindergarten (or Pre-K) must be completed within one year prior to entrance. Health assessments for grades 6 and 10 must be completed between January 1st (prior to the student entering grades 6 and 10) and day one of their 7th (or 11th) grade. Current immunization requirements, as well as other mandatory information, are marked with an (*) on the Connecticut Health Assessment Record (blue form). ALL documentation MUST be completed PRIOR to entrance into Kindergarten (or Pre-K), and during the Grade 6 and Grade 10 health assessment. For more information, refer to Board of Education policies.

Tuberculosis Screening Guidelines

Tuberculosis screening guidelines for Connecticut schools recommend students who have traveled to a high risk country (please contact school nurse for list) and stayed for at least a week with substantial contact with the indigenous population since the previously required examination, be tested prior to the return to school after their travels. Please notify your school nurse prior to traveling outside of the country in order to receive instructions on any Tuberculosis testing which may be needed upon your return.

Medications

It has been brought to our attention of health educators nationwide that children are using/abusing prescription drugs. This is not meant to alarm you, only to make you aware of this potentially harmful situation. Here is some important information:

1. Medications used for one student may not help another student and the symptoms may worsen.
2. Medications used for one student may cause an allergic reaction in another student with serious side effects and/or death.
3. Sharing medications (even if the intent is innocent) is against school policy and against the law. Expulsion can/will result.

Specific Criteria for Cromwell High School

1. An 10th grade health assessment must include:
 - a) Physical examination, which shall include hematocrit or hemoglobin test, height, weight, and blood pressure.
 - b) Vision, hearing, postural, and gross dental screening.
 - c) Any information, including a health history, which the physician believes to be necessary and appropriate.
2. Current immunization status in accordance with CT State Statute (section 10a-204a General State Statutes of Connecticut) and Board of Education policy (B.O.E. Policy 5141.3). *All health assessments must be on file in school prior to the senior year.*

If a student has symptoms including an elevated temperature (i.e. > 100), vomiting, and/or diarrhea, he/she should be kept home until the student is free from the previously stated symptoms for 24 hours.

GUIDANCE AND COUNSELING DEPARTMENT

The Cromwell High School Guidance Department is committed to assisting students in all aspects of their high school experience. The guidance program includes group and individual meetings with students and parents to assist with orientation, course selection, career and post high school planning, academic progress and personal counseling. Students are assigned a counselor according to their last names.

AWARDS AND SCHOLARSHIPS

Many local, state and national scholarships are available to Cromwell High School students. A list of scholarships is provided in the student's Naviance Account.

GRADUATION AND PROMOTION REQUIREMENTS

REQUIREMENTS FOR GRADUATION

A total of twenty-four (24) credits are required for graduation and a total of twenty-five (25) for class of 2023 and beyond.

These credits must include:

For classes of 2020 to 2022

Course Clusters Defined		
Cluster	Subject(s)	Credits
PE/Health	<ul style="list-style-type: none"> • Health (.5) • Physical Education (1.0) <ul style="list-style-type: none"> • Physical Education 10 (.5) • Physical Education Elective (.5) 	1.5
English	<ul style="list-style-type: none"> • English (4) 	4.0
Social Studies	<ul style="list-style-type: none"> • Civics (.5) • U.S. History (1) • Any additional 1.5 credits from the Social Studies department 	3.0
Science	<ul style="list-style-type: none"> • Any 3 credits from the Science Department 	3.0
Mathematics	<ul style="list-style-type: none"> • Any 3 credits from the Math Department 	3.0
Technology Education	<ul style="list-style-type: none"> • Any .5 credits from the Technology Education Department 	.5
Fine Art/Vocational Ed	<ul style="list-style-type: none"> • Visual or Performing Arts OR Vocational Education 	1.0
Electives	<ul style="list-style-type: none"> • Courses from any Department 	8.0
TOTAL CREDITS REQUIRED TO GRADUATE		24.0

Class of 2023 and Beyond

Course Clusters Defined		
Cluster	Subject(s)	Credits
PE/Health	<ul style="list-style-type: none"> • Health/Safety (1.0) • Physical Education (1.0) <ul style="list-style-type: none"> • Physical Education 10 (.5) • Physical Education Elective (.5) 	2.0
Humanities	<ul style="list-style-type: none"> • English (4.0) • Social Studies (3.0) <ul style="list-style-type: none"> • U.S. History (1.0) • Civics (.5) • Humanities - <i>English, Social Studies, Visual & Performing Arts, World Language, Family Consumer Science</i> (2.0) 	9.0
STEM	<ul style="list-style-type: none"> • Mathematics (3.0) • Science (3.0) • STEM - <i>Science, Technology, Engineering, Mathematics, Business Education</i> (3.0) 	9.0
World Language	<ul style="list-style-type: none"> • Any World Language Course 	1.0
Mastery-based Diploma Assessment	<ul style="list-style-type: none"> • To be Determined 	1.0
Electives	<ul style="list-style-type: none"> • Courses from any Department 	3.0
TOTAL CREDITS REQUIRED TO GRADUATE		25.0

CREDITS

One-half (0.5) credit is given for work completed in one semester. If physical education (PE) is not taken because of a documented and verified medical excuse, students will be given an alternate version of physical education as a substitute.

Only courses taken in grades nine through twelve, inclusive, shall satisfy this graduation requirement except that a student may be granted credit for the successful completion of coursework at an institution accredited by the Department of Higher Education or regionally accredited. One three-credit semester course, or its equivalent shall equal one-half high school credit. A student may also be granted credit toward meeting a specified course requirement in grade seven or eight of any course, the primary focus of which corresponds directly to the subject matter of a specified course requirement in grades nine to twelve, inclusive.

The previous two exceptions to earning credits at other than grades 9 through 12, are discretionary, not mandated. A board of education may allow, as above an unlimited number of credits to be earned prior to high school or at a higher institution of learning. A board could also place limits on the number to be so earned or, as at present, require all credits needed for high school graduation to be earned in grades 9-12 inclusive.

AWARDS OF HIGH SCHOOL DIPLOMAS

Students who complete all graduation requirements shall receive a diploma at the June commencement. Individuals also may satisfy graduation requirements by the successful completion of a summer course or summer courses comparable (as determined by the principal) to the subject(s) in which the student was deficient.

Promotion is based on the cumulative total of credits earned as follows:

- To Grade 10 – 5.5 credits
- 11 – requires 11.5 credits
- 12 – requires 17.5 credits

A total of 24 credits are required for the Early Completion Program to be a possibility. To qualify for early completion, all of the following conditions must be met before permission can be granted:

1. The student must meet the required total number of credits as outlined in the CHS Graduation policy.
2. The student must write a letter to the Principal stating his or her reasons for early graduation consideration by June 1st of the previous year.
3. Parent or guardian's permission must be in writing and received by the Principal prior to June 1st. No consideration for early graduation will be honored after that date.
4. Seniors must pass 4 credits during the Senior year, in each marking period regardless of the number of credits previously attained. Credit

for courses will be given only as stated in the Program of Studies Booklet.

5. Students may satisfy the senior English requirement by taking two English courses concurrently or by taking courses approved by the English Department and Administration.

If all of these conditions are met, the student could complete high school at the end of the first semester of the Senior year. All students involved in this plan will receive their diplomas in June.

COMMUNITY SERVICE REQUIREMENT

Community service is required for all students. Students graduating from Cromwell High School will have completed a minimum of thirty (30) hours of validated community service **to a community organization or service group**. It is each student's responsibility **to submit signed validation forms to the Guidance Secretary no later than May 1st of the year of graduation**. If this is not done, students **will not be allowed to participate in Graduation Ceremonies**.

OBLIGATIONS

All Senior obligations must be met prior to graduation. Obligations include, but are not limited to; athletic uniforms, damaged or lost school property, monies owed for class trips, athletics or outstanding lunch balances. If a senior has an outstanding obligation at the time of graduation, the student will not be allowed to participate in any graduation ceremonies.

GRADUATION CEREMONY

Following Cromwell tradition, dress for graduation is the official cap and gown without any ornamentation. Students should dress appropriately for the ceremony. No jeans, sneakers, sunglasses or other paraphernalia are permitted.

Attendance at all rehearsals and the Presentation of Seniors Ceremony is mandatory. During rehearsals, any disruptive or abusive student will be barred from participation in the Graduation Ceremony. This includes the time up to and including the march to the Graduation Ceremony. No students suspected of being under the influence of drugs or alcohol will participate in any senior events.

ACADEMIC REPORTS AND RECORDS

STUDENT PROGRESS REPORT

The issuance of reports on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student, the student's parents and counselor of his/her progress and to provide a basis for bringing about change in student performance if such change seems necessary. (BOE Policy 5121)

The Board of Education believes that good communication between parent and teachers is important in the educational process.

With this in mind, the Board of Education believes that the reporting contacts between parent and teacher should be varied and frequent. All forms and methods of communications, such as parent-teacher conferences, mail (including e-mail), telephone contacts, and school visitation by parents will be utilized. (BOE Policy 5124)

All students will be given a Student Progress Report at the mid-point of each marking quarter. The Parent Portal is available 24/7 to view a student's progress; however, both the student and the parent portal shall be disabled if a student has an outstanding obligation. Access to the portal will be restored once the obligation has been met. Parents and students will receive login information from the guidance office.

At other times, under special circumstances, a student may be issued a progress report tracking daily/weekly academic or behavioral progress. It is the responsibility of the student to bring this form home, discuss the problem(s) with his or her parents or guardians, and return the signed form to the teacher.

GRADES AND MARKING SYSTEM

Report cards are issued at the completion of each quarter with 60 as the passing grade. Report cards also carry teacher comments for each course and citizenship grades. A mark of "I" or Incomplete indicates the failure to do the required work as a result of absence from class; incomplete grades must be made up within **two weeks** of the end of the marking period to receive credit.

CITIZENSHIP GRADES

1. **Above Average:** The student always tries his/her best (effort), displays positive leadership, outstanding initiative, cooperates cheerfully,

enthusiastically, shows respect for himself/herself & others, is punctual & reliable.

2. **Average:** The student does required work, but does not extend himself/herself; cooperative, does assignments on time, is quiet and attentive in class and is polite.
3. **Needs Improvement:** The student work is not completed consistently and demonstrates little effort. The student has difficulty following directions and/or getting along with peers; may have a “cut” class.
4. **Unacceptable:** The student is disruptive in class or study hall, shows little to no effort, repeatedly fails to follow school policies, and/or may have “cut” the class.

HONOR ROLL

1. Three categories are recognized:
 - a) **Honors with Distinction** – An overall average in the 95-100 range
 - b) **High Honors** –An overall average in the 90-94 range
 - c) **Honors** – An overall average in the 85-89 range
 - d) In order to qualify for any type of Honors, students must meet the following conditions:
 - e) Carry a minimum of five courses, not including P.E. and Health
 - f) Have no grade below 70
 - g) Have no more than one grade in the 70 range
 - h) No more than one Unsatisfactory citizenship grade

EXAM SCHEDULES

A traditional exam period will be scheduled. Four days will be set aside for two exam periods per day. Exams count for 20% of the semester grade. The January exam order is generally from Period 7 to Period 1; the June exam order is generally from Period 1 to Period 7, with some slight adjustment for seniors. During exam days, the normal schedule is replaced by the two exams. The first exam will run from 7:45 a.m. to 9:45 a.m. and the second exam will run from 10:25 a.m. to 12:25 p.m. Students must be present only for their exams. Bus schedules are for one-session days. Lunches will not be served. Study areas will be provided for those in school but not taking an exam.

HONORS BREAKFAST & STUDENT OF THE MONTH BREAKFAST

An Honors Breakfast is held annually to recognize students in all four grades who have attained Honor Roll status during each of the first three quarters of that school year. The Student of the Month Breakfast is held to recognize students who received Student of the Month recognition during the school year.

INDEPENDENT STUDY

The Independent Study Program gives Sophomore, Junior and Senior students an opportunity to develop a project apart from the regular school program. Upon successful completion of all aspects of the program and review by the faculty committee, the student will receive credit.

CLASS AUDITING

Any student with a deficient schedule may be recommended by the Guidance Department to audit an additional class. Students who audit will be required to attend all classes and engage in the daily class activities. Audit students are not required to take exams and no credit will be given. Notation of a student auditing a class will be made on the student's performance record.

HOMEBOUND INSTRUCTION

Homebound instruction is available provided a doctor's note, stating the length of time a student is to be absent from school, is presented to the school nurse. The instruction will take place after two consecutive weeks of absence.

STUDENT RECORDS

The Cromwell Board of Education has adopted a policy regarding student records to comply with Federal and State Statutes. These policies define the way in which student records are maintained, reviewed, and destroyed. The policies also indicate the circumstances under which there is access to these records by parents, students, staff and outside sources. They further state who is delegated responsibility as Overseer of Records, where records are to be kept, how student records may be amended by parents, and the right of parents to a hearing regarding their request for amendment. The detailed policy of the Board of Education is available for parents and students in the offices of the Superintendent of Schools and each School Principal.

NONCUSTODIAL PARENTS

The Board of Education, unless informed otherwise, assumes that there are no restrictions regarding the noncustodial parent's right to be kept informed of the student's school progress and activities. Therefore, upon written request to their child's school principal, the school will subsequently and routinely mail to that parent, copies of all school information that is normally sent to the home. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of the court order that curtails these specified rights to the Superintendent.

Unless there are specific court-imposed restrictions such as a final divorce decree that includes denials of visitation rights or a restraining order denying such rights, the noncustodial parent, upon written request, may view the student's education, medical or similar records maintained in such student's cumulative record, receive school progress reports, visit the child briefly at school, and have an opportunity to conference with the student's teacher(s).

The Board of Education presumes that the person who enrolls a student in school is the student's custodial parent. Further, the parent with whom the student resides is known as the custodial parent unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent.

While both parents can visit the student at school, only the custodial parent has the right to remove the student from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel have reason to anticipate possible student abduction, law enforcement personnel will be notified immediately.

The custodial parent has the responsibility to keep the school office informed as to the address of residence in a manner determined by the school and how he/she may be contacted at all times. *The custodial parent must provide any legal document that restricts the rights of the noncustodial parent.*

CLASS RANK PROCEDURES

Ranking in class will be computed at the end of the 9th, 10th, 11th, and 12th grades. Valedictorian and salutatorian will be determined at the end of the first semester of grade 12 based on class rank at that time. Students are expected to complete grades 9-12 in order to graduate and must attend a minimum of four (4) years of high school. Subjects are classified on the basis of the student's program. Students earn quality points based in the level as follows:

Level H – This level consists of courses in the Advanced Placement Program. Courses in which students receive college credit may also be designated as Honors Level. Students who enroll in these courses must be highly motivated, have demonstrated superior academic ability, as evidenced by prior success in the subject matter, be willing to work with challenging materials, and be able to work independently.

Level I – This level consists of vigorous course work to prepare students for competitive four-year colleges. Students who enroll in these courses must demonstrate strong academic ability, a high level of motivation, and strong competencies in verbal and written expression, abstract thinking, and research skills.

Level 2 – This level of coursework offers students of average abilities a solid academic foundation suitable for a wide range of post-secondary school options such as two- or four-year college programs and technical or vocational schools.

The student's cumulative number of quality points, determined at the end of the year, will be divided by the total number of credits attempted in order to determine a cumulative point average. The cumulative point average will be used to determine class rank. All classes (**except PE, Health, math lab, and reading lab**) are included in the ranking process. If a student transfers to Cromwell High School, the student's class rank will be determined following

the criteria for quality points earned. This procedure is used to keep the ranking process equitable for all students.

**SEMESTER COURSE
Grade Weighting System Per Semester**

	Level H	Level 1	Level 2
97-100	12	10.5	9
93-96	11.5	10	8.5
90-92	11	9.5	8
87-89	10.5	9	7.5
83-86	10	8.5	7
80-82	9.5	8	6.5
77-79	9	7.5	6
73-76	8.5	7	5.5
70-72	8	6.5	5
67-69	7.5	6	4.5
63-66	7	5.5	4
60-62	6.5	5	3.5
0-59	0	0	0

CLASS SCHEDULES

At the start of the school year, all students will receive a copy of their schedule. Students must attend all classes assigned and may change their schedule only through the Guidance Office. **No changes will be made after the first three (3) weeks of each semester.** Students are given assistance in the spring in preparing their schedules; therefore, there should be few schedule changes in September. All students must carry six classes per semester.

No schedule changes will be made in September without parental and administrative approval, after discussion with the Guidance Counselor(s). Students will sign up in the guidance area with the secretary in order to obtain a conference pass to see a counselor. Pending final administrative approval, failure to attend a class on one's schedule will be considered a class cut.

SPECIAL OPPORTUNITIES

SCHOOL-TO-CAREER PROGRAM

This program explores career options and builds upon career research that began in the middle school. Students job-shadow, visit work sites, interact with guest speakers and attend career workshops and field trips. Students are encouraged to personally investigate careers with the School-to-Career Coordinator. All courses in the curriculum will note Career Connections.

SPECIAL EDUCATION SERVICES AND PUPIL PERSONNEL SERVICES

The Cromwell Board of Education provides special education and pupil personnel services (speech and language, counseling, etc.) to students who are identified as special education students and/or to students identified as disabled under Section 504 of the Rehabilitation Act. Before a child is referred to a planning and placement team, alternative procedures and programs in general education must be explored and, where appropriate, put into place in the classroom and used. School districts have teams in individual schools that provide a variety of alternative strategies to your child's teacher to use in the classroom. These teams are sometimes called child study teams, or student assistance teams. You may request assistance from your school's team. If your child's difficulties persist, you should complete a referral to special education. If you would like more information regarding the PPT process please contact the Director of Special Services at 860-632-4831 or visit <https://portal.ct.gov/SDE/Services/Special-Education>.

If you feel that your child's program is not meeting his/her educational needs, you can request, through a building principal, a Planning and Placement Team (PPT) meeting to review your concerns. If these are unsuccessful, the student is then referred to a PPT meeting. Parents/guardians or guardians are notified five (5) days in advance by mail of the PPT meeting to discuss the referral. If the PPT determines that an evaluation is necessary, the responsibilities for the evaluations are assigned. A multidisciplinary evaluation must be conducted to determine eligibility. Evaluations are reviewed at the PPT meeting to determine eligibility.

Within forty-five (45) school days, the completed evaluations are reviewed at the PPT meeting to determine eligibility. If the student is identified, an Individualized Educational Plan (IEP) is developed and implemented. A team approach, consisting of school staff and administration along with the parent/guardian, is utilized in the development of the educational plan.

Parents'/guardians' rights for Procedural Safeguards and Due Process under the Individuals with Disabilities Education Act (IDEA) and parents'/guardians' rights under Section 504 of the Rehabilitation Act are provided annually. Subsequent to identification under Section 504, parents'/guardians' rights are provided at each Section 504 meeting. The district maintains compliance under Federal statute and regulations through the State Department of Education.

Records shall be maintained for each student from entrance into school to graduation or withdrawal. The retention of certain types of records is required by law. Access to and security of student records and request for amendments is assured by the CT General Statutes, the Federal Family Educational Rights and Privacy Act of 1974 and their respective regulations.

STATEMENT OF SECTION 504 AND AMERICANS WITH DISABILITIES ACT

It is the policy of the Cromwell School District not to discriminate on the basis of disabilities as required under Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990, in the admission of students to programs or any education services or in the employment of personnel. The coordinator for these activities is Mrs. Sari O'Leary, Director of Special Services, 860-632-4836. Inquiries may be directed to the coordinator or to the Regional Office for Civil Rights.

Planning and Placement Team (PPT) – This team is made up of an administrator, guidance counselor, Director of Special Services, teacher, and other support staff deemed necessary. This team meets to discuss the need for evaluation, the results of evaluation, and to review progress of students. If a student qualifies for service, an Individual Educational Program (IEP) is planned to help students with special needs to succeed. An Individual Transition Plan (ITP) is also developed for each student age fifteen or older, to target services after the completion of high school.

Pre-referral Team – Pupil personnel staff (Director of Special Services, assistant principal, counselors and psychologist), and special education staff weekly review students experiencing academic or behavioral difficulties.

School Psychologist – The psychologist evaluates students recommended by the PPT. The psychologist works directly with students individually or in groups to help them understand their learning problems, to improve coping skills, and provide support for those experiencing emotional problems. The psychologist counsels teachers, administrators and parents to assist in helping these students. The psychologist provides a liaison between school, home and community services when needed.

Guidance Counselors – Help students daily on an individual basis to adjust and mature in their personal, social and academic concerns. All students receive aid in course selection and career and college planning. Students are encouraged to sign up for individual and group counseling as personal and/or academic concerns occur.

Special Education Teachers – Implement prescriptive programs developed by the PPT team. Meet with students individually or in small groups. Also implement a creative and flexible individualized program to meet the needs of identified children.

Speech Pathologist – This clinician screens and identifies students with specific speech and/or language problems. Therapy is provided as determined through testing. Students are seen individually or in small groups.

Occupational and Physical Therapy – This service is provided for students whose motor skill weaknesses interfere with academic progress.

Early Intervention – Students experiencing difficulty maintaining academic progress may be referred for early intervention through the pre-referral

process. Modifications and strategies are suggested to the teachers for a trial period.

School Nurse and Doctor – Determine the health needs of students, provide care for emergencies, help to prevent communicable diseases, do hearing and vision screening as required, serve as counselors regarding health problems.

Homebound Instructors – Tutor those children who are temporarily unable to attend classes because of physical or emotional problems.

Student Assistance Counselor – Outside agency counselor assists students with family, and/or substance abuse concerns.

PUPIL TRANSPORTATION

BUS GUIDELINES

All students riding buses are subject to the control of the bus driver. Arms, heads, hands, etc., are to be kept inside the bus, and the buses are to be kept clean. Any student whose conduct on the bus is unsatisfactory will be denied transportation until such time as his/her good behavior is insured. Vandalism of a bus will result in a suspension from school, removal from bus transportation, and the student must pay for all damages.

Students are expected to ride their designated bus as well as board and get off at their designated stops. Should a student wish to get off at a different stop or ride an alternate bus, the office must receive parent notification by phone or in writing and the student must obtain a pass from the office that morning. Students without passes will not be permitted to board an alternate bus or get off at alternate stop.

NON-INSTRUCTIONAL OPERATIONS Adopted 6/24/86

The Board of Education will provide transportation for pupils under provisions of CT State Law and Regulations. The Superintendent of Schools shall administer pupil transportation services so as to:

1. Provide for maximum safety of pupils.
2. Supplement and reinforce desirable pupil behavior patterns.
3. Accommodate handicapped pupils appropriately.
4. Assure establishment of transportation routes annually.
5. Provide transportation for inter-scholastic athletic contests and other non-academic activities if approved in advance by the Superintendent of Schools.
6. Deny transportation on student buses for spectators to athletic contests and other school-related activities if necessary; such transportation may be arranged and paid for by those persons involved.
7. Enrich the instructional program through carefully planned field trips as recommended by the staff and authorized in advance by the Board of Education.

The Board of Education disclaims any and all liability for any trip which, though organized and/or led by a member of the district's staff and involving school district pupils, has not been specifically authorized by the Board of Education. This disclaimer shall be published annually in the Student Handbook and in such other school publications as the Superintendent shall, from time to time, determine.

Transportation of pupils by private carrier may be provided whenever such practice is more economical than using school district-owned facilities.

Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient for the school district.

- LEGAL REFERENCES: Connecticut General Statutes
- 10-220 Duties of Boards of Education
 - 10-186 Duties of Towns and Regional School District
 - 14-275a Use of standard school bus required
 - 14-275c Commissioner to make regulations re: school buses

ACTIVITY CODE OF ELIGIBILITY

The Athletic Code of Eligibility includes participation in class, club, and extracurricular activities. All students will be held to the scholastic and citizenship eligibility rules as outlined in the Athletic Code. **Any alteration** for unusual circumstances (such as a grade report date immediately before a long-planned event) must be requested of **and approved by the administration** before any preparation for the event. The spirit of consistency with the Athletic Code will be maintained so that standards are clearly upheld. All advisors and activity sponsors will make students aware of the necessity to place academic standing and good citizenship first.

ATHLETIC CODE

The Cromwell Athletic Department is dedicated to interscholastic athletics as a vital component of a high school education. As such, it makes a significant contribution to the personal growth and development of the participants. We strive to increase the student's knowledge, contribute to the maturity, instill ethical values, and motivate them in the pursuit of excellence so that we can help produce individuals who realize their self-worth and reach their full potential. Participation on a team is both an honor and a privilege, and carries responsibilities commensurate with leadership roles. As leaders, and as very visible representatives of Cromwell High School and its teams, athletes have the obligation to represent themselves in an exemplary manner. Additional information regarding athletics can be found in our separate Student-Athlete Handbook. Please contact the Athletic Director for these specifications.

STANDARDS FOR PARTICIPATION

There are special standards and expectations in the areas of academics, citizenship, training, rules and sportsmanship with which the participants must comply; and it is essential that the student athletes and parents be thoroughly familiar with all the rules and regulations governing participation at Cromwell High School. Furthermore, as with all privileges, it is important to remember that the school reserves the right to revoke the privilege if the participant does not conduct himself/herself in an acceptable manner.

RULES OF ELIGIBILITY

CIAC rules apply to all member schools and their students. Many CIAC schools, like Cromwell High School, set their own higher standards. The CIAC rules are:

You are **NOT ELIGIBLE** if:

1. You are **not taking** at least **four full units** or the equivalent.
2. You **have not passed** at least **four full units** at the end of each regular marking period. This does not include ¼ credit courses or combinations of ¼ credit courses.
 - *To be eligible for fall sports, students must receive credit toward graduation in four full units.*
 - *Units may be made up during the summer, if eligible.*
3. You are **nineteen** unless your 19th birthday is on or after September 1.
4. You have changed schools without a change of legal residence.
5. You have played the same sport for more than **three** seasons in grades 10, 11 and 12.
6. You play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season
7. You play under an assumed name on an outside team.
8. You receive personal economic gain for participation in any CIAC sport.

Cromwell High School's Additional Standards

Scholastic (from the end date for each quarter):

1. Students who receive one F or more on their quarterly report card are ineligible for participation.
2. Students who receive more than one F on progress reports, at the quarter's midpoint, are ineligible for participation.
3. Students who receive more than one 3 or a 4 in citizenship are ineligible for participation.

Students who are not eligible for participation due to the CHS scholastic standards will:

- A) Be suspended for 3 school weeks, followed by probation.
 - a. The athlete will remain ineligible until a satisfactory progress report is achieved
 - b. Acceptable grades and citizenship must be recorded on 3 consecutive weekly progress reports to regain eligibility.
 - c. The athlete will be responsible for obtaining teachers' weekly evaluations in all subject areas and return the report to the Athletic Director every week.
- B) Be only allowed to practice
- C) Be suspended from scrimmages, games or riding the bus.

Any further violation of academic rules will automatically result in the suspension of the participant. Fall athletes trying out, who receive one F or more for a final grade (Semester 2 grade), must pass that subject in summer school. Athletes may try out for a sport in the next season, but their three-week suspension will begin from the point the tryout ends.

Scholastic (Interim review at faculty request):

At any time, a faculty member may request an evaluation of a participant's grades or behavior. If there is one F or more, more than one 3 or a 4 in citizenship, there is a minimum ineligibility period of 2 weeks from the date of the reports. Acceptable grades and conduct must be received in one week, or the Athletic Council (for CIAC athletes) or administration (for other co-curricular activities) will convene a hearing to determine further steps. Three consecutive weeks of failure to regain eligibility will result in suspension from the team or activity for three additional weeks or the duration of the marking period, whichever is earlier.

Conduct and Training Rules:

1. To insure maximum individual performance and maximum effort, smoking or chewing tobacco must be prohibited at ALL times during the season.
2. To maintain good health and efficiency, athletes must not indulge in the drinking of alcoholic beverages at any time during the season.
3. No unauthorized drugs should be used by the athletes. The use of or possession of tobacco (all forms), alcohol, marijuana, or any non-prescription drugs (look alike), or abuse of prescription drugs is prohibited. Violation of any of rules 1, 2, or 3 shall result in meeting with the Athletic Council.
1st offense – three (3) weeks suspension
2nd offense – permanent suspension
4. Athletes found using performance enhancing drugs will be immediately disqualified from any participation in CIAC –sponsored sports for a period of 180 school days on each occurrence.

The student is eligible for participation after three (3) weeks suspension with the approval of the Athletic Council.

Profane language or any inappropriate behavior toward an official, spectator, opponent, team member or coach will not be tolerated and shall result in immediate removal from the game for the rest of the game and suspension from the following game. A hearing by the Athletic Council with the student will be held as soon as possible to determine if any further action is necessary.

General Rules

1. Players must report to school by 9:15 a.m. and remain in school for a minimum of half the school day (at least 3.5 hours) in order to participate in sporting events scheduled that day. Consideration will be given by the administration only for unusual circumstances.
2. All student-athletes must travel on the team bus to and from their team match, game, or meet. *Athletes may travel home with their parents or guardian after their match, game, or meet is over, but a note must accompany the request from the parent. No student-athlete shall be*

allowed to travel home from a game (not on the team bus) unless his/her parent or guardian is the driver or present in the vehicle.

3. The athlete must care for all school equipment. Athletes are responsible for all equipment issued to them and will be held financially responsible for any equipment not returned or returned in damaged condition.
4. Any student with an obligation to the Athletic Department (i.e., failure to return all equipment, other financial debts, etc.) may not participate in any other sport until the obligation is cleared.
5. A player must adhere to all rules and regulations that a coach may require for his/her sport.
6. Violation of the law: if an athlete violates a civil or criminal law or otherwise behaves in a manner leading to involvement of the police, suspension or expulsion from the team will be considered. The Athletic Council will determine the facts of the incident to the best of their ability. They will weigh the facts carefully and decide what penalty shall be imposed on the athlete. Penalties may range from a written reprimand to suspension.
7. Since we expect good role modeling from our athletes, the Athletic Council will deal with any student-athlete involved in theft/vandalism.
8. A written decision of the Athletic Council specifically citing the reason(s) will be provided to the parent(s) and student. The decision of the Athletic Council may be appealed in accordance with due process as follows:
9. Any athlete suspended (in or out of school) the day of an event is ineligible to practice or play that day and until the suspension ends.

Appeal

1. The students and parents will be provided the opportunity for an appeal hearing.
2. A building administrator will convene the hearing and will include the parent(s), student, athletic director, and school administration.
3. The hearing board will render a decision within (3) three school days of the hearing and so notify the parent(s) and student.
4. The decision of the hearing board may be appealed to the Superintendent of Schools.

MEDICAL REQUIREMENTS

A health assessment is required each year to participate in interscholastic sports and cheerleading at the high school. The student is expected to have a health assessment completed by his/her private physician. Physicals expire after 13 months. The examining physician's report must be on file in the athlete's/cheerleader's school health record before any participation is permitted. Athletes/cheerleaders will not be allowed to take part in practices, scrimmages, games or meets until cleared by a physician, as per school policy.

ATHLETIC ELIGIBILITY – N.C.A.A. –*If an athlete wants to be eligible to participate in college Division I or Division II sports, the certification process should begin no later than the end of the athlete’s junior year.*

To be certified by the N.C.A.A. Clearinghouse, a student must:

Graduate from High School - Clearinghouse application should be applied for before graduation. If a student appears to meet N.C.A.A. requirements, the Clearinghouse will issue a preliminary certification report. After high school graduation, the Clearinghouse will review the final transcript to make a final certification decision.

Earn a grade point average of at least 2.00 (on a 4.00 scale) in a core curriculum of at least 11 academic courses taken during grades 9 through 12, including:

- | | |
|--------------------------|---------------------------------------|
| 3 years – English | 2 years – additional academic courses |
| 2 years – Math | 2 years – Natural or Physical Science |
| 2 years – Social Science | (including at least one lab class) |

Have a score on the SAT or ACT based on the qualified index scale (see your Guidance Counselor for a copy of the Index)

ATHLETIC EQUIPMENT AND UNIFORMS

Members of all athletic teams and cheerleaders are reminded that all equipment and uniforms issued to them are the property of the school and must be returned at the close of the season. **If this item is lost, stolen or damaged, the student who was issued the item is responsible for paying for replacement costs.** Under no conditions are any items belonging to the school to be retained by a student.

At the start of each season, the respective coach will fill out a form indicating each item issued to that student and replacement costs. A copy of this will be sent to the parent for his/her signature.

ATHLETIC EVENTS – SPECTATOR GUIDELINES –

1. Each principal, athletic director and coach will encourage students to extend every courtesy to visiting teams, coaches, cheerleaders, fans and game officials by stressing courtesy and sportsmanship at all athletic contests.
2. The site director should meet visiting teams at the host school.
3. The member of the home cheerleading squad/director should meet visiting cheerleading squads.
4. Visiting spectators should be treated courteously and directed to appropriate seating sections.
5. Decisions of the officials should be accepted.
6. There should be no unsportsmanlike gestures or remarks to opposing players, coaches or spectators. Violations may result in removal.

7. Athletes should be properly and neatly dressed while engaged in athletic contests. Sloppy dress on the court or playing field reflects poorly on the team and the school.
8. Coaches and players should remain in the team area while the contest is in progress.
9. Visiting students should abide by all rules of the host school. These guidelines should be posted in locker rooms and/or the gymnasium of all Shoreline schools.
10. Complaints concerning spectator misbehavior will be addressed to the school's principal. If the action taken by the school's principal is not satisfactory to the complainant, the matter may be heard by a committee of three Shoreline principals who may impose sanctions on the offending school, including probation (formal warning), restrictions to afternoon games and/or playing in gyms closed to spectators.

STUDENT COUNCIL

Mission Statement: The members of the Student Council make it our goal to include all members of the student body to work towards the betterment of our school and community. We strive for students to pursue their leadership roles and skills to enhance and influence today's society. Our motto is "Home of the Champions."

An efficient student government is essential to a school. Each student of Cromwell High School should understand the role of the council, since the council represents the student body and helps to guide our young people.

Cromwell High School's Student Council consists of the Executive Board, Class Executive members, Class Representatives, and non-voting Club Representatives. Meetings are held biweekly, with all but two meetings being before school and two evening meetings, one each semester. Members are also required to complete a minimum of fourteen (14) hours of community service, seven (7) each semester. Additionally, every member must abide by the student discipline code outlined in the handbook as well as the attendance policy for Student Council.

The Executive Board, composed of eight (8) members from within the council, is the core of the Council and meets bi-monthly in the morning before school. The officers are President, Vice-President, Secretary, Treasurer, Historian, Senior Board of Education Representative, Junior Board of Education Representative and Web Master.

Each class elects a President, Vice-President, Secretary, Treasurer, and nine (9) class representatives at the end of each year. Freshmen elections take place at the end of their 8th grade year. Four (4) Class Representatives at Large are chosen through an application and interview process after elections have taken place in early September. All Representatives are voting members of Student Council. Student Council is open to all students

STUDENT GROUPS AND CLUBS

All School Production	
Carbon Club	Newspaper Club
CAYAC	Pep Band
Chess Club	Robotics Club
Dance Team	School to Career
Debate Club	Ski Club
Future Problem Solvers	Spanish National Honor Society
Future Teachers Club	Student Council
GSA	Tri-M Honor Society
U.S. History Club	Ultimate Frisbee Club
HOPE Club	Unified Sports
Jazz Ensemble	Unity Club
Literary Magazine	Women's/Men's Choir
National Art Honor Society	World Language Club
National Honor Society	Yearbook

National Art Honor Society and Members in Training

National Art Honor Society and Members in Training: The NAHS mission is to recognize those students who have shown outstanding ability in art; to foster excellence and a dedicated spirit to the pursuit of art; to further creative abilities and talents of the society's members, as well as the school's entire student art enrollment; to aid members in working towards the attainment of their highest potential in the art area; to bring attention of art to the community and school; increase awareness of art in relation to other areas of school curriculum; and to further aesthetic awareness in all aspects of the school's total program. In order to be eligible for NAHS, the student must take or have taken 2 fine arts classes with an 93 average or better in one art class. Students must also meet eligibility requirements for art scholarship, character, and service. All students are welcome to become Members in Training.

Tri-M Music Honor Society

It shall be the purpose of the Tri-M Music Honor Society to give its chapters the opportunity to (a) provide an appropriate method of recognizing musical achievement; (b) strengthen school music programs; (c) help students reach their full musical potential; (d) motivate and recognize students' musical and personal achievement beyond the incentives of credits and grades; (e) encourage instrumental and vocal students to work together toward common goals; (f) present an inspiration and challenge to music students; and (g) focus public attention through greater integration of music in the community.

National Honor Society

Four purposes have guided NHS since its inception: to create excitement for academia; to stimulate a desire for citizen service; to build leadership skills; and to develop character in students. The NHS is open to juniors and seniors who have earned at least a 3.6 average in academics and have satisfied the other criteria of leadership, service, and character. NHS members are selected at the discretion of the faculty council in the fall. NHS performs community service in and out of the school throughout the year.

CONNECTICUT ASSOCIATION OF SCHOOLS

Cromwell High School is a member of the Connecticut Association of Schools. High school students may not engage in activities sponsored by outside groups or agencies unless the activity is on the approved list of the C.A.S. This list is available in the high school office.

CLASS ORGANIZATION

As a practical lesson in the democratic process members of each class are required to organize, elect officers, vote and levy dues and conduct group activities. These activities vary from class to class, but they should be oriented toward the goal of conducting appropriate Senior Class activities.

The teachers assigned to each class as advisors are responsible for all activities of the class, and no class activity will be permitted without approval of faculty advisors and administration and approval as needed from the Student Council Fund Raising Committee and clearance on the Master Calendar.

All community-related fund raising activities must be approved by the Board of Education at least one month in advance.

Students are NOT to be penalized for their involvement with extracurricular activities, which may legitimately conflict with sports or other practices. The coaches and extracurricular advisors will accommodate students with conflict. The administration will rule on unresolved situations so students are never "placed in the middle."

MISCELLANEOUS REGULATIONS AND INFORMATION

ACCIDENT INSURANCE

A school-time accident policy is available to students. Students who incur any injury during school or any school-sponsored activity should

immediately report to the teacher in charge of the activity or to the office. There are required forms, which must be completed in these instances.

ASSEMBLY SEATING

Students will return to homeroom and proceed with their class and teacher to the auditorium for assemblies. Teachers will inform students of the designated seating area for that class. Attendance will be taken and behavior will be monitored. Any student not with the class during the assembly will be considered absent. Students who need to be removed from any assembly because of inappropriate behavior will not be allowed to attend the next scheduled assembly program.

DANCE REGULATIONS

The following guidelines apply to all students attending dances sponsored by Cromwell High School.

1. If a student displays unacceptable behavior, the student will not be allowed to attend a similar school function for the remainder of the school year.
2. Any student determined to have consumed alcohol or other illegal/controlled substances prior to or during the dance will be detained, reported to the Police Officer on duty, have parents summoned, and be suspended from school.
3. All students are expected to arrive at the dance before 8:30 p.m. Students are allowed to bring one guest only. **The guest must be registered in advance** and the student is responsible for the behavior of the guest.
4. Student members of the organization sponsoring the dance are to assist in monitoring the dance. They are to notify the advisor or administrator on duty regarding any unacceptable behavior.
5. Students leaving the dance early are to leave school grounds promptly, and cannot leave until one hour before dance ends.

DISMISSAL FROM SCHOOL

In the event of any emergency or other Board of Education approved valid reason, a student may be dismissed early from school. If early dismissal is necessary, the student must have a parent contact the school via phone or note. A school secretary will contact the parent or guardian to verify the early dismissal note. Students who are being picked up must be signed out in the office by the parent or guardian or a designee. In all instances, the student must obtain a Permit to Leave School slip from the office and have it signed by all teachers whose classes will be missed. This slip should be returned to the office before leaving school.

FIRE DRILL

Fire Exit signs are posted in each room. Students are expected to be orderly, to evacuate the building promptly and to move away from the building. Teachers will accompany students to a designated area. Fire drill exits are posted in each room.

SECURITY DRILL PROCEDURES

Students will remain in locations under teacher supervision. Anyone in the halls will enter the nearest room. Teachers will ensure silence, concealment, and door security.

OUTSIDE EMPLOYMENT

Outside employment is not an acceptable excuse for failing to remain after school for help or to live up to other school obligations. Students who “take the day off from school” to work are considered **unexcused and the schoolwork cannot be made up**. All employers must comply with CT standards for employment of school students. In questionable cases, the administration will not hesitate to contact parents and employers.

LOST AND FOUND

All lost and found books are turned in to the office and returned to the teacher. Students who have lost or found articles should report to the main office immediately. Students are urged not to bring large sums of money or valuables to school. The school cannot assume the responsibility for lost or stolen items. Lockers are provided as a convenience for students. Furthermore, items belonging to the school and loaned to a student must be protected from loss or damage. Restitution for either is the responsibility of the student and/or parents. During P.E. classes, money and valuables should be secured in a locked locker and never left unattended in bags, in pockets or on the benches. The student assumes responsibility for their belongings.

MIDDLESEX CONSORTIUM

The Middlesex Consortium is a program that allows students in participating high schools to enroll in courses in other schools that are not offered in their home school or that they are unable to schedule due to conflicts. The participating schools are: Cromwell, Coginchaug, Portland and East Hampton. Middletown shares in some programs. Distance Learning opportunities enable live interaction in classes and co-curricular settings.

MORNING ANNOUNCEMENTS

An extra few minutes are scheduled at the beginning of the second time period. All students will honor the Salute to the Flag and an immediate, brief “moment of silent meditation.” Announcements will then proceed. Quiet attention is expected of all, since important information is shared via these notices.

POSTERS

All items must be approved by the advisor and the office before posting in the school and must be taken down with the advisor’s supervision. School policy prohibits advertising of commercial business.

SELLING IN SCHOOL

Students are reminded that the sale of any object must have the approval of the Fund-Raising Committee and the Principal's Office. The advertisement and sale of tickets to non-school regulated activities is forbidden.

SENIOR PRIVILEGES

1. Late arrival or early dismissal when in good academic standing and with parental permission.
2. Outside eating of lunch at picnic tables.
3. Special Senior activities, as approved by the Board of Education.

SCHOOL CLOSING/LATE OPENING/EARLY DISMISSAL

During stormy weather, announcement will be made on radio station WTIC, 1080 AM and on the three network television stations. Weather related early dismissal will be at 11:30 a.m.

WORKING PAPERS

Students must obtain working papers until they are 18 years of age. Working papers are prepared by the school office between the hours of 8 a.m. and 3 p.m. The procedure for obtaining working papers is as follows:

1. The student must **personally** present a **Promise of Employment** form completed by the employer with the type of work and the exact name and address of the company stated.
2. The student must have either a **Certificate of Birth, Passport, or some other form of positive identification** with the date of birth on it.

HAZARDOUS MATERIALS IN SCHOOLS

Products present in school buildings or used in managing the building and site may be designated as hazardous material by federal or state agencies. The Board of Education carries the responsibility to ensure the safety of all those using our facilities both in choosing proper product selection, use, and adequate notification. The following items require annual notification:

Asbestos

Products present in school buildings or used in managing the building and site may be designated as hazardous material by federal or state agencies. The Board of Education carries the responsibility to ensure the safety of all those using our facilities both in choosing proper product selection, use, and adequate notification. The following items require annual notification:

Pest & Pesticide Management

Board of Education Policy #3524.1 provides strategies for managing pest populations influenced by the pest species and the degree to which that population poses a threat to people, property or the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff, and all others using district buildings and grounds. The goal of this pest and pesticide management program is to manage pests in order to:

- Reduce any potential human health hazard and/or protect against a significant threat to public safety
- Prevent loss or damage to school structures or property
- Prevent pest from spreading in the community or to plant and animal populations beyond the site
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff and others
- Afford students, staff, and others the opportunity for advanced notice of application in compliance with the Board of Education policy.

**Regular Day Schedule
CROMWELL HIGH SCHOOL**

Class Times

Warning Bell – 7:41 a.m.

**Order of Time
Periods**

1	7:45 – 8:27
2	8:31 – 9:14 (Announcements - 1 minute)
3	9:18 – 10:00
4	10:04 – 10:46
5	10:50 – 11:32
6	11:36 – 12:54 (Lunch Periods)

LUNCH PERIODS

	<u>A Lunch</u>	<u>B Lunch</u>	<u>C Lunch</u>
Lunch Time	11:36 – 12:00	12:03 – 12:27	12:30 – 12:54
Pass Time	12:00 – 12:03	12:00 – 12:03 12:27 – 12:30	12:27 - 12:30
Class Time	12:03 – 12:54	11:36 – 12:00 12:30 – 12:54	11:36 – 12:27
7	12:58 - 1:39		
8	1:43 - 2:25		

**Thursday – PLC Day & CONNECTIONS
CROMWELL HIGH SCHOOL**

Class Times

Warning Bell – 7:41 a.m.

<u>Order of Periods</u>	<u>Time</u>
1	7:45 - 8:15
2	8:19 – 8:49
C	8:53 – 9:09 (Connections & Announcements)
3	9:13 – 9:43
4	9:47 – 10:17
5	10:21 – 10:51
6	10:55 – 12:13 (Lunch Periods)

LUNCH PERIODS

	<u>A LUNCH</u>	<u>B LUNCH</u>	<u>C LUNCH</u>
Lunch Time	10:55 – 11:19	11:22 – 11:46	11:49 – 12:13
Pass Time	11:19 – 11:22	11:19 – 11:22 11:46 – 11:49	11:46 – 11:49
Class Time	11:22 – 12:13	10:55 – 11:19 11:49 – 12:13	10:55 – 11:46
7		12:17 – 12:47	
8		12:51 - 1:21	
PLC		1:25 – 2:25	

CROMWELL HIGH SCHOOL

Class Times

2 Hour Delay

Warning Bell – 9:41 a.m.

<u>Order of</u> <u>Periods</u>	<u>Time</u>
1	9:45 – 10:10
2	10:14 – 10:39
3	10:43 – 11:08
4	11:12 – 11:37
5	11:41 – 12:06
6	12:10 – 1:27 (Lunch Periods)

LUNCH PERIODS

	<u>A LUNCH</u>	<u>B LUNCH</u>	<u>C LUNCH</u>
Lunch Time	12:10 – 12:34	12:37 – 1:00	1:03 – 1:27
Pass Time	12:34 – 12:37	12:34 – 12:37	1:00 – 1:03
		1:00 – 1:03	
Class Time	12:37 – 1:27	12:10 – 12:34	12:10 – 1:00
		1:03 – 1:27	
7	1:31 – 1:56		
8	2:00 – 2:25		

CROMWELL HIGH SCHOOL

**Half-Day
Class Times**

Warning Bell – 7:41 a.m.

<u>Order of Periods</u>	<u>Time</u>
1	7:45 – 8:10
2	8:14 – 8:39
3	8:43 – 9:08
4	9:12 – 9:37
5	9:41 – 10:06
6	10:10 – 10:33
7	10:37 – 11:02
8	11:06 – 11:30

School is dismissed at 11:30 a.m.

CROMWELL HIGH SCHOOL

**Same Day Weather Related Early Dismissal
Class Times**

Warning Bell – 7:41 a.m.

<u>Period</u>	<u>Time</u>
1	7:45 – 8:34
2	8:38 – 9:29 (Announcements)
3	9:33 – 10:16*
4	10:20 – 11:30*

***or adjusted as necessary, depending on the time of the early dismissal decision**

School dismissed at 11:30 a.m.

**Cromwell High School
Donald Harris Drive
Cromwell, CT 06416**

I have read and agree to the rules and regulations outlined in this handbook.

Cromwell High School is required to release the names, addresses and telephone numbers of our students to the armed forces. If you do **not** wish us to release this information, please inform us in writing, no later than September 20, 2019.

Photographic and/or video images of certain high school students may be taken for certain projects during the school year. If you do **not** wish to have your child included in these photographic or video images, you must notify the High School Principal, in writing no later than September 20, 2019.

Student Signature

Date

Parent/Guardian Signature

Date