



# EAST HAMPTON HIGH SCHOOL

Student Handbook  
2023-2024

# **EAST HAMPTON HIGH SCHOOL**

*ACCREDITED BY THE NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES*

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**EAST HAMPTON HIGH SCHOOL**  
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**MISSION STATEMENT**

East Hampton High School, with the support of the community, is committed to developing informed, responsible, and contributing members of a global society through a challenging academic program in an environment that promotes healthy social, emotional, and physical development.

**CORE VALUES AND BELIEFS**

**Active Learning:** Students access, interpret, and analyze ideas and information to develop insightful conclusions.

**Perseverance:** Students take initiative to pursue challenging goals, demonstrate persistent effort, and adapt to change.

**Collaboration:** Students work collaboratively to solve challenging problems and to effectively communicate information in different contexts for a variety of purposes.

**Compassion:** Students demonstrate empathy, ethical behavior, cultural understanding, and active citizenship.

**Innovation:** Students identify problems, ask questions, synthesize information from a variety of sources, and apply new knowledge to create original solutions to real-world scenarios.

## ACADEMIC INFORMATION AND SUPPORT

### School Counseling

The purpose of the School Counseling Department is to assist each student with their educational and post-secondary goals as well as any personal or social concerns that may arise. The School Counseling Department offers materials to help students pursue postsecondary and career options. Career and college software programs are available to match interest to various occupations and college choices. Students should plan to use the guidance resources during study hall or before or after school. Please see the School Counseling secretary to schedule an appointment or call the office at 860-365-4031.

### Testing Programs

Students at East Hampton High School take several tests during high school. These tests are designed to measure aptitude, basic skills, and acquired knowledge. The following is a list of the tests currently given:

- GRADE 9 - PSAT
- GRADE 10 - PSAT/NMSQT
- GRADE 11 - PSAT/NMSQT;  
SAT Reasoning and Subject Tests; ACT  
NGSS – Next Generation Science Standards
- GRADE 12 - SAT Reasoning and Subject Tests; ACT

#### PSAT/SAT 2023-2024 TEST DATES:

PSAT – Grades 9, 10, & 11- **October 11, 2023**

SAT – School Day Grade 11- **April 3, 2024**

SAT – August 26<sup>th</sup>, October 7<sup>th</sup>, November 4<sup>th</sup>, December 2<sup>nd</sup>, March 9<sup>th</sup>,  
May 4<sup>th</sup>, & June 1<sup>st</sup>

#### ACT 2023-2024 TEST DATES:

September 9<sup>th</sup>    October 28<sup>th</sup>    December 9<sup>th</sup>

February 10<sup>th</sup>    April 13<sup>th</sup>    June 8<sup>th</sup>    July 13<sup>th</sup>

#### AP Exams – May 6-10 and May 13-17

### Student Progress

Parents may find it convenient to communicate with teachers through the school website at <http://www.easthamtonps.org> or Parent Square. Parents may review their child's academic progress by accessing the student information system, PowerSchool. PowerSchool provides families information regarding attendance, grades, and class assignments. If you do not have an account set up please contact the Guidance Department for your activation code. Once established, accounts will be active throughout the student's tenure at East Hampton High School.

## Student Records

All parents and guardians have a right to examine the medical, academic and 504/Special Education Records of their child subject to legal restrictions as set forth by Board of Education policy and State Laws.

## Release of Student Information to Military Recruiters Without Prior Consent

The No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002 require the East Hampton Board of Education to provide, upon a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. These statutory provisions as they concern Connecticut School Boards took effect on May 31, 2002.

However, a parent of a secondary school student or the student themselves, if they have reached the age of majority, may object to the release of the student's name, address, and telephone listing to military recruiters or an institution of higher education. A parent or eligible student who objects to disclosure of such information may file a notice of objection with the school. However, to ensure that such information is not disclosed to military recruiters and an institution of higher education, any such objection must be made in writing to East Hampton High School. A notice for signature will be mailed to all families at the start of the school year and must be returned and on file in the mail office.

## Explanation of Grading

97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-

Below 60      Failure - no credit for course      NC - Loss of credit (no credit) for course

## Honor Roll Policy

For honor roll calculations, a **weighted** grade point average is used. Please refer to the Program of Studies for a weighted GPA scale.

**High Honors:** A grade point average of at least 3.67.

**Honors:** A grade point average of at least 3.0.

### To attain honor roll status, the following requirements must be met:

- A student must carry a full course load including five classes and physical education each semester.
- There can be no incomplete grades.
- There can be no grade below a C-.

## Class Rank

Students' numerical grades are converted to a weighted point system each year. Class rank is calculated by multiplying the weighted points earned for each class based on the final grade and dividing by the total number of credits registered during that period. All classes are included in the calculation of class rank.

The weighting of class grades is based on the level of the course for purposes of calculating grade point average and determining class rank. At the end of the 3rd Quarter, the grades of the members of the senior class from the first three marking periods and midyear exam are converted to the weighted point system. The resulting figure is added to the three-year cumulative weighted point total and divided by the total number of credits attempted during the previous three years and first three quarters of the senior year. The top 10 students of the graduating class are then determined.

## WEIGHTED POINT SYSTEM FOR RANK IN CLASS

	Honors/AP Level I	Level II	Level III	
A+	4.99	4.67	4.33	4.00
A	4.67	4.33	4.00	3.67
A-	4.33	4.00	3.67	3.33
B+	4.00	3.67	3.33	3.00
B	3.67	3.33	3.00	2.67
B-	3.33	3.00	2.67	2.33
C+	3.00	2.67	2.33	2.00
C	2.67	2.33	2.00	1.67
C-	2.33	2.00	1.67	1.33
D+	2.00	1.67	1.33	1.00
D	1.67	1.33	1.00	0.67
D-	1.33	1.00	0.67	0.33
F	0	0	0	0

## Scheduling/Requirements for Graduation

All students **MUST** take a minimum of 7 credits per year. Students are strongly encouraged to enroll in 5 core academic classes and include a blend of elective courses of potential career interest and/or that fulfill graduation requirements. (e.g. Physical Education, Fine Arts, Humanities). A student must earn a *minimum of 27 overall credits to graduate* from East Hampton High School. In order to participate in the graduation ceremonies, students **must** meet the minimum graduation requirements in each specific area.

Students should use the various resources available in the School Counseling Office to be sure they take the necessary subjects required by the post-secondary school or program they plan to attend. Most colleges require four years of English and three to four years each of Mathematics, Science, Social Studies, and World Language.

## **Class of 2024 - Class of 2026**

Students must earn a total of 27 credits in the following required content areas and either complete the Free Application for Federal Student Aid (FAFSA) or sign a waiver indicating they will not be completing the FAFSA:

ENGLISH	4 credits
MATHEMATICS	3 credits
SCIENCE	3 credits
STEM ELECTIVE	3 credit
<i>Science, Technology, Math or other STEM course</i>	
SOCIAL STUDIES	3 credits
FINE ARTS	1 credit
HUMANITIES ELECTIVE	1 credit
<i>English, Fine Arts, Social Studies or World Language</i>	
WORLD LANGUAGE	1 credits
PHYSICAL EDUCATION & WELLNESS	1 credit
HEALTH & SAFETY	1 credit
CAPSTONE PROJECT	1 credit
ELECTIVES	5 credits

## **Class of 2027 & Beyond**

Students must earn a total of 27 credits in the following required content areas and either complete the Free Application for Federal Student Aid (FAFSA) or sign a waiver indicating they will not be completing the FAFSA:

ENGLISH	4 credits
MATHEMATICS	3 credits
SCIENCE	3 credits
STEM ELECTIVE	3 credit
<i>Science, Technology, Math or other STEM course</i>	
SOCIAL STUDIES	3 credits
FINE ARTS	1 credit
HUMANITIES ELECTIVE	1 credit
<i>English, Fine Arts, Social Studies or World Language</i>	
WORLD LANGUAGE	1 credits
PHYSICAL EDUCATION & WELLNESS	1 credit
HEALTH & SAFETY	1 credit
FINANCIAL LITERACY	.5 credit
CAPSTONE PROJECT	1 credit
ELECTIVES	4.5 credits

## **Credits required for promotion to next grade:**

- Grade 10** - minimum of 6 credits
- Grade 11** - minimum of 13 credits
- Grade 12** - minimum of 20 credits

## **Early Graduation**



Any student who wishes to graduate early due to a compelling educational opportunity or internship must submit a formal request by the close of their sophomore year. A student who feels that this is a possibility must complete the following process:

- Have an initial meeting with his/her school counselor
- Provide a student letter to the principal
- Provide a letter of support from a parent/guardian
- Meet with the school counselor and principal

The principal will provide final approval for compelling circumstances. A student must meet all the graduation requirements set by the East Hampton Board of Education in order to earn a high school diploma. Please make an appointment with your school counselor if this is something you are considering.

## **Summer School**

Students are able to make up failed courses in summer school for credit recovery purposes if they meet the following criteria:

1. They have taken the entire course and not withdrawn from the class;
2. They have passed at least one quarter of a failed semester course and two quarters of a full-year course.

Students should check with the School Counseling Office to find out about summer programs.

## **East Hampton Graduation Competencies**

### **Academic Expectations**

#### **1. An East Hampton High School graduate communicates effectively.**

Students work collaboratively in teams, engage in active listening and responding, share responsibility, clearly articulate ideas, and use a variety of technological tools to communicate and present information as measured by local assessments.

#### **2. An East Hampton High School graduate demonstrates self-expression with craftsmanship.**

Students will show commitment to meeting the objectives of their assignments by demonstrating proper techniques combining prior and new knowledge, and using a variety of appropriate media to convey original ideas as measured by local assessments.

#### **3. An East Hampton High School graduate utilizes critical thinking skills.**

Students will apply appropriate problem solving strategies, in identifying a problem, collecting sufficient relevant information and validating a reasonable solution.

### **Social/Civic Expectations**

#### **1. An East Hampton High School graduate will exhibit individual responsibility and ethical behavior.**

Students will exhibit responsibility and ethical behavior as evidenced by adherence and accountability to behavioral expectations and codes of conduct as measured by local assessments.

#### **2. An East Hampton High School graduate will use interpersonal skills that positively contribute to school and community as measured by local assessments.**

Students will use interpersonal skills to participate and engage others, display a positive attitude, work cooperatively and consistently lead by example as measured by local assessments.

#### **3. An East Hampton High School graduate will respect diversity and display global awareness.**

Students will exhibit substantial participation in school and community activities while identifying and understanding the similarities and differences in customs, values, and beliefs of one's own culture and that of others as measured by local assessments.

## **ACADEMIC INTEGRITY**

East Hampton High School expects all students to uphold the standards of academic integrity in the submission of all work. These standards are embedded in the core values of the high school. Students are expected to develop insightful conclusions, work collaboratively, pursue challenging goals, and do so through the demonstration of ethical behavior. These values exemplify the school's expectations of academic integrity; student work must be completed honestly and originally in pursuit of these expectations. Students should give credit for any work, ideas, language, or thoughts which are not their own.


Conduct characteristic of academic dishonesty shall fit the following criteria:

- **Plagiarizing includes but is not limited to,**
  - using quotes or paraphrasing another's work without proper citation
  - copying another's work (e.g., classwork, homework, etc.) and submitting that work as one's own
  - having another person write an essay or completing an assessment in their place
  - copying and pasting information from the Internet without proper citation
  - copying work taken from various online sources such as Photomath, Google Translate, SparkNotes, or other electronic sources
  
- **Cheating includes but is not limited to,**
  - copying another's homework/classwork/assessment answers/projects
  - allowing one's work to be copied by another student
  - obtaining a copy of a teacher's answer key or teacher resources
  - misusing technology during an assignment/assessment
  - sharing passwords
  - using a cell phone or any device with similar functions during an assessment
  - collaborating on assignments and tests/quizzes/projects without authorization
  - using pre-written materials when pre-writing is not permitted (e.g. being given a test essay planner and writing out the actual essay before the test period)
  - sharing information about an assessment before, during, or after its administration

- **Stealing/Deceiving/Defrauding includes but is not limited to,**
  - sharing, either physically or electronically, your own work to be copied or plagiarized
  - attempting to deceive an individual in an oral or written statement
  - accessing a teacher's gradebook to modify grades
  - using a single assignment for multiple submissions within or between academic classes
  
- **Any student caught engaging in the behaviors listed above after repeated offenses will not be eligible for academic awards or for induction into honors societies, such as National Honor Society. Current members will be dismissed from any honors society. Repeated offenses will also result in dismissal from extracurricular leadership positions at the discretion of class advisors and school administration.**
  
- **Recorded offenses will follow students throughout their high school career across all classes.**



Tiered consequences for violations of academic integrity include but are not limited to:

	Homework / Classwork / Assessment / Project / Paper	Midterm or Final Exams
First Offense	<ul style="list-style-type: none"> <li>*Teacher detention &amp; office referral</li> <li>*Teacher communication with parents</li> <li>*Redo assignment for reduced grade no higher than a 50</li> <li>*Reminder of expectations/ understanding of issue</li> </ul>	<ul style="list-style-type: none"> <li>*Grade of a 0 with possible loss of credit for course</li> <li>*Meeting with administration</li> <li>*Office referral, up to and including suspension</li> </ul>
Second Offense	<ul style="list-style-type: none"> <li>*Grade of a 0</li> <li>*Office detention &amp; referral</li> <li>*Teacher communication with parents</li> </ul>	
Any subsequent offense:	<ul style="list-style-type: none"> <li>*Grade of a 0</li> <li>*Meeting with administration</li> <li>*Office referral up to and including suspension</li> </ul>	

**Note:** This policy was adopted and written in part from academic integrity policies of high schools in the Connecticut Shoreline Conference.

### Changing Courses

Student schedules are made available during the summer. Any requests for course changes should be made prior to the start of school. Once the school year has started, courses may only be changed during the 5 day add/drop window at the start of each semester. You must speak with your school counselor about any course change requests.

### Make-up Work

After an absence, it is the student's responsibility to meet with their teachers to make arrangements to complete missed work. Students are encouraged to contact a classmate or email their teacher to get information about missed work. For a longer absence, a student is expected to have work made up within a period not longer than twice the length of the absence. Students who are absent more than three days may request homework through the School Counseling Office by contacting the secretary. Every attempt

will be made to honor homework requests within twenty-four hours. For planned absences, students are solely responsible for notifying their teachers and obtaining missed work.

### Midyear & Final Exams

All students at East Hampton High School must take part in midyear and final exams. Each exam equals a percent of the final grade. If a student is absent on the day of a mid-year or final exam, please call the school office to receive administrative approval for an absence. Failure to take a midyear or final exam will result in a zero on the exam. Students who arrive late for an exam will **not** be allowed to take that exam. Textbooks and all other course materials must be handed into the teacher on the day of the final exam. In order to receive credit for a course, students must participate in and complete to the best their ability; mid-term/final assessments.

### Senior Final Exam Exemption Privilege

Seniors may have the opportunity to be exempt from semester and/or full year courses. Listed below are the criteria that students must meet to be eligible for exemption. In the event that students are unclear regarding their standing, they should speak with their teacher(s) regarding academic information and the office for attendance and disciplinary information. Teachers will notify students of their standing no less than **two weeks** prior to exams and finalize the exemptions no less than **three days** prior to the beginning of exams. No senior will be exempt from a midterm exam for a full year course.

	Semester Courses	Full Year Courses
<b>Academic:</b>	<ul style="list-style-type: none"> <li>All students must participate in the study day held prior to exams.</li> <li>Must have a <b>SEMESTER</b> average of 90 or above at closing of Semester 1 or Semester 2 class.</li> </ul>	<ul style="list-style-type: none"> <li>All students must participate in the study day held prior to exams.</li> <li>Must have a <b>YEAR</b> average of 90 or above at closing of Semester 2.</li> </ul>
<b>Attendance:</b>	<ul style="list-style-type: none"> <li>No more than <b>three</b> unexcused <b>tardies</b></li> <li>No more than <b>four</b> unexcused absences</li> </ul>	<ul style="list-style-type: none"> <li>No more than <b>six</b> unexcused <b>tardies</b></li> <li>No more than <b>eight</b> unexcused absences</li> </ul>
<b>Discipline:</b>	<ul style="list-style-type: none"> <li>No suspensions throughout the school year.</li> <li>No more than one office referral per semester.</li> </ul>	
<b>Other:</b>	<ul style="list-style-type: none"> <li>Students must complete and pass the Capstone Project to be exempt from their English final exam.</li> <li>Dually enrolled students must take the final exam as required by the cooperating school.</li> </ul>	

### Academic Obligations

Academic obligations take priority over extracurricular activities or employment. Students who desire to leave at 2:15 p.m. each day must fulfill all academic and disciplinary obligations. To maintain athletic eligibility, administration in conjunction with coaches may request that an athlete attend extra help sessions instead of team practice. Employment schedules must be arranged so as to not interfere with academic progress, both in and out of the classroom.

## **X-Block & Homeroom Procedures**

Students will report to their assigned XBlock/Homeroom period Tuesday - Friday for the Pledge of Allegiance and announcements/Bellringer News. The main emphasis of XBlock will be academic in nature. Those students who do not have an official appointment with a teacher during this time are encouraged to designate this time for their academics. There may be times during the school year when assemblies and/or other activities occur during XBlock time as well. All efforts will be made to provide students and staff advanced notice of these events in the form of a calendar indicating when these events will be occurring.

## **Independent Study**

An Independent Study experience is an arrangement between a student and the school/teacher, in which the student agrees to accept increased responsibility for their learning. To enter into an Independent Study, a contract must be signed, and indicates a guarantee of student behavior and responsibility. The means of evaluation remain the responsibility of the teacher, and must be outlined in syllabus format. Independent Study weighting will be determined by the instructor and rigor of course expectations and approved by administration. No credit will be awarded for an Independent Study unless all requirements are met. The mark and credit become part of the student's academic record. All Independent Study opportunities must be approved by administration. Students should see their school counselor for an Independent Study request form.

## **Job Shadow Experience**

Students are allowed to participate in a job shadow experience two times per school year. Job shadow experiences must be secured by the student, but permission must be granted by a school representative (i.e. school counselor or school administrator) and the student's parent/guardian. Permission must be obtained at least two weeks in advance, and shadow experiences cannot be scheduled during state, midterm, or final exams. Students are responsible for all work, which must be made up within two days of the job shadow. Students interested in a job shadow experience should see their school counselor for the permission slip.

## **Library Media Center**

Students are welcome to use the library media center (including the maker space) before school, after school, during class visitations, and during study hall periods. The library and its facilities may not always be available to students due to class visitations, meetings, and/or the absence of library personnel from the library. Students are expected to be appropriately and productively engaged while in the library. Study hall students must sign in at their assigned study hall location before reporting to the library. Study hall students who consistently disrupt the atmosphere of the library may be asked to provide assignments from teachers in order to be granted admission and/ or lose their library privileges.

## The following policies are observed in the library:

- The typical lending period for books is three weeks. Students are welcome to renew books as long as no one else has them on reserve.
- Overdue materials are assessed at the end of each quarter. Students with many or long overdue items may lose library privileges until items are returned or paid for.
- No food or drink is allowed in the library.
- Computer use will be assigned on a first-come, first-served basis, dependent on the needs of the students. It is within the library staff's prerogative to remove/ reassign students given appropriate circumstances.
- Proper academic decorum is to be observed in the library at all times.

## GENERAL INFORMATION: ACTIVITIES, SERVICES & PROGRAMS

### Activities & Clubs

East Hampton High School offers a wide variety of activities and clubs for students to participate in. They include:

Art Club	Interact- <i>Community Service club</i>
Bellringer News	Intramurals
Biking Club	National Honor Society
CGA- (Gaming Club) <i>Chess, Games, Animation</i>	SAVE Promise Club
Connecticut Youth Forum	Ski Club
Drama Club	Spanish Club
DECA Business Club	Student Council
Flag Team & Drum Corps	The Oracle – <i>Yearbook</i>
French Club	Unified Sports
GLOBE- <i>Environmental Club</i>	<i>Visions—Literary Art Magazine</i>
GSA- <i>Gender &amp; Sexuality Alliance</i>	

### East Hampton High School National Honor Society

East Hampton High School is affiliated with the National Honor Society through its charter for the Ferrigno-Bell Chapter. Students may qualify for NHS by maintaining a 3.67 cumulative grade point average by the time of selection. Selection to the NHS is made twice per year: once in the winter for seniors and once in the spring for juniors.

When a student qualifies for NHS, they must apply for selection. In this application process, students must indicate (and have corroborated by adult leaders) their achievements in the areas of service, leadership, and character.

### **Student Council Membership**

- A. Students seeking membership in the Student Council must attend an organized meeting at the beginning of the school year. All class officers will be required to participate in Student Council
- B. To maintain full membership status, members must participate in all Student Council sponsored activities and regularly attend their committee meetings. Members who do not fulfill their requirements will become participants.
- C. Expulsion, forfeiture, or resignation of Council members:
  - The Student Council shall have the power to expel members or participants for failure to participate regularly and actively.
- D. After school, meetings are held as deemed necessary by members and advisors. These meetings are for members only.

The students of East Hampton High School establish this constitution of the EHHS Student Council to develop responsible and knowledgeable student leaders, as well as to foster good communication among students, school, and community by promoting a variety of student activities. These student activities play an integral role in school life and the educational experience by providing opportunities to develop character and teamwork.

### **The Student Council performs the following functions:**

- 1. Acts as an intermediary between the student body and administration throughout the year.
- 2. Offers a variety of organized activities to the student body
- 3. Promotes student involvement in school activities
- 4. Promotes community service projects

### **Athletic Participation Fee**

The Board of Education has instituted an athletic participation fee for all athletes in the high school and middle school. The fee structure is set so that it is higher for high school students who have more game time and provides a cap as to the amount paid by a family. There will be a fee of \$225 per sport per athlete for high school athletes with a \$600 cap per family across both schools. Students who participate in Co-Op sports with partner schools are responsible for payment to those schools. Co-Op fees do not count towards the EHPS \$600 family cap. In addition, there will be reduced fees for students who are eligible for free and reduced lunch and relief is possible for those who are experiencing financial hardship and unable to pay. When athletes sign up for a team, this paperwork and fee will be required to be included along with the permission slip for participation in athletics, and the emergency treatment card. The State of Connecticut Department of Education Health Assessment Record and Connecticut Preparticipation Sports Evaluation are required for those athletes who need an updated physical.



## Participating in School Activities

Students attending or participating in a school activity, including athletics, must be present during the day of the activity. If the activity is on the weekend, students must be in school on the last day of school day of that week. Students must be in school prior to 10:00 am. Students are expected to remain in school for the entire duration of their school day in order to participate in afterschool activities. If a student is absent the day of an activity, that student will not participate in the practice, game, or activity. In the event of a college visitation, medical appointment, legal obligation, or emergency, please contact the school administration prior to the event for approval. Early dismissals require appropriate documentation (doctor's note, legal note, etc.) to return to participate that afternoon. Students under suspension are not permitted to attend any after-school activities or school sponsored events until the next scheduled school day (e.g.- athletics practice/games, music concerts, clubs).

## Dances: Junior & Senior Prom

East Hampton High School's junior/senior prom is held in the spring. The prom is sponsored by the Senior Class. The prom is considered a formal event and guest passes are required. Only guests who are **under the age of twenty** are permitted to attend. All students who attend the prom are required to sign a prom contract which outlines rules for the dance and expected student behavior. Students who attend the dance are required to arrive at a designated time and must remain at the dance until it ends. Students may leave the prom early with previously arranged permission from the school administration. Once a student has left, they may not return. The use of alcohol, tobacco, or other illegal substances is prohibited. Anyone whose conduct does not conform to East Hampton High School standards may be asked to leave or referred to the police. Such violations are subject to disciplinary action and possible arrest. The EHHS Administration in its sole discretion reserves the right to limit or revoke permission for non-EHHS guests at any time for any reason.

## Field Trips or Class Outings

Teachers conduct field trips or class trips for various educational reasons. This is an opportunity for students to supplement classroom education with outside experiences. Due to the importance of class time, this opportunity is available to students who are not failing their academic courses. Students are expected to abide by all school rules on field trips.

Students who have been suspended during the academic year, will be prohibited from attending school-sponsored trips, as they have not demonstrated the ability to follow the student code of conduct. Students may apply to have their field trip privileges reinstated if their behavior has shown significant improvement and they have not had additional suspensions during this time period. The East Hampton High School Administration in its sole discretion reserves the right to limit or revoke permission for student field trip attendance.

If a student is prohibited from attending an academic trip, that student will have the opportunity to complete an alternative assignment to fulfill the trip's related academic requirements.

In the event of an illness or a disciplinary problem with a student on a field trip, the parent of the student shall assume full responsibility. If called by the advisor, **it is the responsibility of the parent to come and get the student.** The parent's signature on the bottom of the permission slip is an acceptance on the parent's part to comply in full with this regulation.

Permission slips are required for participation in all off-campus activities.

### **Late Arrival/Early Dismissal (Jr/Sr Sign-in/Sign-out)**

Juniors & Seniors with a study hall during the first scheduled period of the day, may arrive prior to the start of their 2<sup>nd</sup> period class and those juniors & seniors who have a study hall during the last period of the day may leave school once a permission slip is turned in and approved. In order to maintain this privilege, juniors & seniors must have a C- or higher in all their classes at the end of each marking period. If a student's grade falls below a C- at the close of a marking period, their late arrival/early dismissal privilege will be revoked for the following marking period, and they will be required to attend their study hall. ***Late Arrival/Early dismissal privileges will also be revoked for chronic tardiness, absenteeism, or other violations to the student code of conduct.*** If all grades are a C- or higher at the end of that marking period, the privilege will be restored. Incomplete grades at the end of a marking period will delay the student's privilege.

#### **The following rules apply to senior sign-out:**

- When there is an all-school assembly, junior/senior privileges may be limited.
- Students or parents must furnish transportation.
- In the event of a schedule change (Weather Delay, Assembly Schedule, etc), it is the responsibility of the student to review and plan accordingly for the start of classes.
- Students may not leave if they have detention or other obligations. Detentions will not be scheduled during a student's arrival or dismissal period.
- Students must sign in/out each day. Failure to sign in/out will result in a loss of privilege.
- Juniors & Seniors leaving school are expected to exit the school grounds immediately upon leaving the building.
- Applications for sign in/out privilege is rolling and permission will be maintained during the time period that the student schedule allows.
- Failure to comply with sign in/out procedures will result in loss of privilege.
- Administration reserves the right to revoke a student's sign in/out.

### **Health Services**

The nurse is available for first aid care and health counseling. Both students and parents are welcome to consult the nurse about health problems.

Any medications brought to school must be delivered by a parent/guardian and left with the school nurse during the school day. The nurse must have a physician's or dentist's written order and the parent's or guardian's authorization in order for any medication to be administered at school.

Except in an emergency, the student should get a pass from the classroom teacher before visiting the nurse. All participation in athletics must be cleared with the school nurse. This includes physicals, injuries, and physician's clearance to participate following an injury in athletics.

## **Cafeteria**

All students must enter the serving lines from the corridor. Before leaving, students must clean the tabletop and pick up all trash, food, and belongings off the floor. Students who do not adhere to the rules will receive disciplinary action. The lunch line will close five minutes before the end of the first and second lunch waves to enable the staff to prepare for the next lunch.

The cafeteria is open from 7:10 a.m.– 7:45 a.m. for breakfast. Students are expected to be on time to their first period class.

State law requires that food be consumed only in designated areas. There is no carrying of drinks, coffee, water bottles, or food in the hallways or consumption of food or drink in classrooms.

## **“No School” Announcements**

In case of an emergency closing, late opening, or early dismissal from school, an all-call system will be activated by the Superintendent's office and each family will receive notification. Information will also be posted on Parent Square. Please call the office with any new home, cell, or work numbers so that you can receive necessary all-call information.

## **TRANSPORTATION/STUDENT PARKING**

### **Bus Transportation**

1. The bus contractor or driver shall have the same responsibility and authority over the conduct of pupils while in school buses as a teacher in the schools.
2. The superintendent and principal may exercise any necessary authority to ensure the safe transportation of all pupils.
3. Any pupils who fail to conduct themselves properly on a school bus shall be warned by the driver and a report made to the principal who shall notify the parent. Continued misbehavior could result in the loss of bus privileges and/or in suspension from school.

### **Automobiles**

Students with driver's licenses that are legally allowed to drive a car may drive an automobile to the school if the following regulations are adhered to:

1. Registration for seniors will take place during the designated sign up time, if there are any remaining spots after accounting for seniors, juniors and will be assigned spots on a first come first served basis.
2. Students must enter the building immediately upon arrival at school.
3. **10 M.P.H. speed limit** is in effect on all school roads and parking areas.

4. Students must park in the designated student parking areas. Parking in any other spaces will result in losing the privilege to park on school grounds.
5. All Motor Vehicle Department laws must be followed when driving in the school parking lot.
6. Only students with parking tags are allowed to park on school grounds. Vehicles without tags may be subject to being towed.
7. Students are not allowed to visit their vehicles during the school day for any reason. Please remember to bring all items you need for the school day into the building when you arrive.
8. Any car parked illegally is subject to towing at the expense of the owner.

**Note:** Parking privileges may be revoked at any time for violations of the regulations listed above as well as reckless driving, excessive speed, and chronic tardiness to school, absenteeism, or other violations to the student code of conduct.

**Ridesharing** B.O.E. Policy 3541.441

“Ridesharing” -- For purposes of this policy the term “ridesharing” refers to commercial operators (such as Uber and Lyft) that connect with passengers through online applications and platforms and transport passengers in privately-owned vehicles.

**Use of Ridesharing Vehicles**

The Board of Education does not employ or contract with ridesharing operators and does not employ or contract with ridesharing drivers. As such, the Board of Education does not subject such operators or drivers to background check screenings (e.g. criminal history, DCF abuse and neglect registry, or drug and alcohol testing, etc.) and does not subject ridesharing vehicles to any safety inspections. Parents/guardians, students and the general public should not presume that any ridesharing operator, driver or vehicle that comes on to school property has been screened and/or inspected by the Board of Education or its agents to ensure the safety of students, staff and the general public.the Board of Education does not condone or approve of students arriving or leaving school during school hours in third-party ridesharing vehicles.

**THEREFORE, IT IS THE POLICY OF THE EAST HAMPTON PUBLIC SCHOOLS TO PROHIBIT RIDESHARING SERVICES FROM PICKING UP STUDENTS FROM THE SCHOOL DURING SCHOOL HOURS.**

**IT IS ALSO THE POLICY OF THE EAST HAMPTON PUBLIC SCHOOLS TO PROHIBIT RIDESHARING SERVICES FROM PICKING UP FROM THE SCHOOL AFTER SCHOOL HOURS THOSE STUDENTS WHO PARTICIPATE IN ATHLETICS OR ORGANIZED EXTRACURRICULAR ACTIVITIES.**

**THE SCHOOL DISTRICT AND ITS EMPLOYEES BEAR NO RESPONSIBILITY FOR THE DECISION OF STUDENTS AND/OR FAMILIES TO USE RIDESHARING SERVICES TO TRAVEL TO OR FROM ON OR OFF CAMPUS SCHOOL SPONSORED ACTIVITIES OR EVENTS (DANCES, IN TOWN OR OUT OF TOWN SPORTING EVENTS AS SPECTATORS, ETC.).**

**THE DECISION TO USE RIDESHARING SERVICES IN THE AFOREMENTIONED CASES RESTS EXCLUSIVELY WITH EACH FAMILY. IN SUCH CASES, THE DISTRICT AND ITS EMPLOYEES WILL NOT SCREEN, MONITOR, OR OTHERWISE REVIEW OR ASSESS THE SAFETY OF ANY RIDESHARING SERVICE OR ANY RIDESHARING DRIVER OR VEHICLE.**

## **Student Rules & Regulations**

### **Philosophy of Discipline**

To assure that students are given the opportunity to reach their maximum potential, it is necessary that an environment exists within the school that will allow teachers to concentrate their efforts on working with students. In order to create a positive learning environment, it is necessary to establish certain policies, rules, and procedures.

It is essential that in the development of a discipline structure to work with those students who have exhibited counterproductive behavior patterns, certain basic principles apply to the established policies, rules, and procedures:

1. Students have certain rights and responsibilities. These rights must be respected and students must, in turn, be required to accept the responsibilities that are the natural outgrowth of the granting of rights.
2. Disciplinary action must be governed by the physical, mental, and emotional development of the student who is involved.
3. Avoiding serious interruptions in the continuity of education for students involved in disciplinary cases is a high priority.
4. Consistency in disciplinary action must be practiced at all times.
5. As students mature, they have a natural desire for independence, and whenever possible, students should have an opportunity to correct their mistakes and actions.
6. The school has a responsibility to parents to apprise them of situations involving their children.

**Please note:** Progressive levels of sanctions may extend throughout a high school career for students who chronically disregard the school rules and regulations. In addition, a referral to school social services or the SAT will supplement interventions, when necessary. Parent/guardian conferences requested by school personnel or parents will be held, when necessary, to develop positive strategies for students to improve their behaviors. Finally, if a student's behavior continues to disrupt the educational process after consequences have been assigned and support has been provided, a recommendation for expulsion will be made to the Board of Education.

### **Board of Education Statement on School Safety**

The East Hampton Board of Education is committed to a safe and secure learning environment that honors and celebrates the diversity of our students, our community, and our nation. The Board of Education in partnership with the school community will not tolerate any threat of violence in the schools or any hate speech that targets any race, religion, sexual orientation, or disability. Each student is held to the highest standards of responsible decision making within a culture that is expected to foster compassion, caring, and empathy.

## School Security

In order to maintain an environment conducive to learning, East Hampton High School employs a safety officer to monitor the hallways and other common areas, including the parking lots. The school safety officer is a member of the educational community and students are expected to appropriately respond to any directives by the safety officer. Failure to demonstrate appropriate behavior in interactions with the safety officer will result in disciplinary action.

## Respect & Courtesy

The atmosphere of our learning community depends greatly on the manner in which we treat one another. The ability to teach and learn is enhanced when the climate is positive, and issues are dealt with in an honest and straightforward way. Proper respect and courtesy are to be accorded to all individuals at all times.

## Messages & Personal Calls for Students

Only emergency calls will be accepted for students during the school day. Personal messages cannot be transmitted through the school since they interrupt the learning process.

## Start of School

The building will be open at 7:15 a.m., and students may wait in the cafeteria. At the 7:25 a.m. warning bell, students must report directly to their locker/first period class. Classes begin promptly at 7:35. Students must be in their classroom by 7:35 a.m. to be considered present and on-time. If students do not have permission to arrive after 7:35 a.m. or arrive late to school, they must report to the main office immediately and sign in.

## Tardiness to School

Students arriving late to school or first period class will be considered tardy. All students who are tardy to school will report immediately to the main office. Excessive and/or repeated tardiness will result in the assignment of disciplinary consequences. **Being tardy 10 minutes or more to class will be considered an absence from class under the loss of credit policy.** Students failing to report to the main office may receive discipline. The first tardy will result in a reminder of the policy; the second tardy will result in a warning; the third tardy will result in a one-hour office detention; and the fourth tardy will result in a two hour extended detention. Administration reserves the right to add progressive levels of sanctions for further tardies. Students with chronic tardiness may lose their privileges such as senior sign-out, parking and/or other school privileges.

**A student will have 10 days from the date of any tardy to provide documentation excusing it. All documentation requirements will conform to established Board policy. Administration will NOT excuse a tardy after the 10-day period.**

## **Tardiness to Class**

If students are not inside the classroom when the bell rings, they are considered late. If late, students must bring an excuse from the staff who detained them. It is important that students avoid being late for class. The first tardy to class will result in a warning. Subsequent tardies will be subject to classroom consequences and/or office referrals.

## **School Attendance**

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

In order to emphasize the vital importance of regular school attendance, Students and families must take all reasonable efforts to avoid excessive absenteeism so as not to lose credit for subjects taken. The value of classroom discussions and hands-on activities cannot be replicated.

Any person registered in a public school is required by law to be in attendance each day that school is in session. **On the morning of an absence, a parent must email the school at [EHHS\\_Attendance@easthamptonct.org](mailto:EHHS_Attendance@easthamptonct.org) to report the child's absence.** Messages may also be left on the school's voicemail during non-business hours. **If the school does not receive a parent email/call the automated attendance call system will contact a parent at all of the numbers that you have provided.**

Family trips and vacation are not regarded as acceptable reasons for exceeding the absence limit. **Parents are strongly discouraged from scheduling vacations during times when school is in session.** Any parent contemplating a family vacation during time when school is in session should inform the school in writing by submitting a note addressed to the principal. Following communication with the administration, the student's teachers will be notified and the student should contact his/her teachers directly to make appropriate arrangements.

**The State of Connecticut recognizes the following as legitimate reasons for school absence with appropriate documentation provided to the office:**

- Personal illness
- Death in family
- Court appearance
- Certain religious occasions
- Certain family emergencies.

## **Class Attendance**

The faculty and administration of East Hampton High School believe that class attendance is most important. Much of what a student learns in class and is graded on involves the understanding of facts, concepts, and theories. Each student is asked to demonstrate a degree of skill in an academic discipline which is measured by various methods of assessment. Other learning processes take place that may not be measurable, yet they too, are important to the overall growth and education of the student. Some of these processes involve the following:

1. The interchange of ideas and attitudes among class members and the various feelings of the group affect the learning of individual class members.
2. The interaction between individuals in a class and a certified teacher does influence each student's depth of understanding.
3. The experience, expertise, and guidance that each teacher provides to a class are valuable to the learning process.

Since class attendance is the only direct method for the student to avail themselves of learning experiences, absence from class has a direct effect on a student's education, and subsequently on the grade that they earn. Students must attend all assigned classes and study halls unless excused by the teacher. Cutting classes will result in disciplinary consequences. If a student cuts a class in which a quiz or exam is given, the student is not allowed to take the test and will receive a grade of O for the assessment.

A student is considered to be "in attendance" if present at their assigned school, or an activity sponsored by the school (e.g., field trip), for a minimum of 4 hours of the regular school day. A student who is serving suspension or expulsion should always be considered absent. A student not meeting the definition of "in attendance" shall be considered absent.

A student's absence from school shall be considered "excused" if written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

- A. **For absences one through nine**, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.  
Such documentation includes a signed note from the student's parent/guardian, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism. Parent notes will not be accepted after 10 days.
- B. **For the tenth absence and all absences thereafter**, a student's absences from school are considered excused for the following reasons:
  1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
  2. Student's observance of a religious holiday;
  3. Death in the student's family or other emergency beyond the control of the student's family;
  4. Mandated court appearances (documentation required);
  5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);



- Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

**C. A student's absence from school shall be considered unexcused unless:**

- The absence meets the definition of an excused absence and meets the documentation requirements; or
- The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions. (see table below)



Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence to Be Considered Excused	Documentation Required within 10 Days
1	1-9	Any reason that the student's parent or guardian approves.	Parent/Guardian note only.
2	10 and above	<ul style="list-style-type: none"> <li>• Illness (paperwork from a licensed medical professional)</li> <li>• Religious holiday</li> <li>• Death in students' family or other emergency beyond control of students family.</li> <li>• Mandated court appearances (documentation required)</li> <li>• The lack of transportation that is normally provided by a district other than the one the student attends.</li> <li>• Extraordinary educational opportunities Pre Approved by district administrators (Opportunities must meet certain criteria)</li> </ul>	(See details of specific reason)

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

Responsibility for completion of missed classwork lies with the student, not the teacher.

## Attendance Regulations

1. In a full year course, a total of **sixteen (16) unexcused absences** will result in a **loss of credit (NC)** for that course. Being tardy 10 minutes or more to class will be considered an absence from class under the loss of credit policies.
2. In a half-year course, a total of **eight (8) unexcused absences** will cause a **loss of credit (NC)**. Being tardy 10 minutes or more to class will be considered an absence from class under the loss of credit policies.
3. Parents can provide written documentation in order to excuse a student's first 9 absences. Parent's notes must be provided within 10 days of the absence.
4. Students may appeal to avoid a loss of credit at the end of each semester. The appeal must be filed in order for a student's case to be considered.
5. An appeals committee will meet when necessary and get input to evaluate a student's excessive absences. Fairness and consistency will be practiced in all appeal deliberations.
6. The attendance appeals committee will judge appeals in terms of the total number of times a person has been absent with the same excuse, the importance of the trip or event for which an absence was taken, and other information available to the committee. Medical excuses must be supported by written evidence to avoid any misunderstandings or delays. Medical documentation for extended periods of absence should be submitted in writing by the physician who diagnosed the illness, indicating that the student is physically unable to attend school.
7. Attendance will also be kept by teachers and reported on a class-by-class basis. Excessive absenteeism or tardiness to an individual class may result in loss of credit for that class, regardless of good attendance to school or other classes. Teachers will be in contact with parents when academic achievement is negatively impacted by absenteeism.
8. Parents will be formally notified when the number of class absences reaches five and eight for a semester course. Parents will be formally notified when the number of class absences reaches 10 and 13 for a full year course.
9. College visits are for juniors and seniors only. Documentation from the college must be submitted to the office.

## Early Dismissal

Early dismissal from school will be granted for **emergencies only**. Every effort should be made to schedule doctor or dentist appointments after school hours or on vacations. **A written request from a parent or guardian must be presented to the main office before school begins** so the student may obtain an early

dismissal slip. This eliminates calling into classrooms and interrupting instruction. Students will wait in the main office for their parent/guardian to arrive before they can sign out.

**In case of illness during school, dismissal will be arranged through the school nurse, or in their absence, through the office.** Students feeling ill should report directly to the nurse's office. Students should not be texting or calling home when not feeling well. **Medical dismissals without prior nurse or administrative approval will not be considered unexcused.** In addition, no excuse for missing classes because of illness will be accepted unless approved by the school nurse or administration. This also applies to students seeking early dismissal who are 18 years old and over, unless they are legally emancipated.

**For purposes of security, students who are dismissed must return to school with a parent or a note from a medical office or legal appointment to be readmitted to the school. In the event documentation is not available a parent will be required to sign the student into the main office upon return.**

## **Hall Passes**

Procedures regarding hall passes will be done so at the teacher's discretion. All students must have a pass from their teacher in order to leave class.

## **Lockers**

All lockers are school property. The Board of Education, acting through the administration, reserves the right to inspect school lockers at any time, with or without notice. Students are urged not to share their locker with other students. The student assigned to a given locker will be held responsible for its contents. It is the student's obligation to hold the contents of their locker to be secure at all times. Restitution will be forthcoming to any student whose property is damaged as a result of an administrative need to gain immediate access to a locker. Students are assigned a combination lock for their personal locker at the start of their freshman year or date of enrollment and will remain their responsibility until they leave EHHS. No other locks are permitted on school issued lockers. All lockers, personal and gym should be locked by students at all times. EHHS is not liable for any items that are stolen or damaged as a result of an unsecured locker(s). Students are not to leave any clothing, books or personal property unlocked in the locker room. While East Hampton High School makes every effort to maintain a safe environment for students and their possessions, clothes or valuables that are left out in common areas are an easy target for theft. Students who do not return their gym lock at the end of the semester and/or their personal locker lock when they leave EHHS will be charged \$10.00 for a replacement lock.

## **Student Restroom Use**

Every student has the right to use the restroom facilities for their intended purpose. There is to be no loitering or gathering in the restrooms. Expectations include but are not limited to one student per restroom stall. Students share in the responsibility for keeping the restrooms clean and in good working condition. Any student(s) found deliberately littering or abusing the restrooms will be referred to the administrators for disciplinary action and possible restitution.

## **Drug Sniffing Dogs    B.O.E. Policy 5145.122**

The Board permits the administration to invite law enforcement agencies to sweep school property with dogs trained for the purpose of detecting the presence of illegal substances, when necessary to protect the

health and safety of students, employees or property, *or* to detect the presence of illegal substances or contraband, including alcohol and/or drugs. The use of trained canine sniffing dogs and their associated law enforcement personnel is for the purpose of “alerting” on property only, and is subject to the following:

1. Parents and students shall be notified of this policy through its inclusion in the student/parent handbook and the Superintendent and Principal or their designees, shall explain the policies and procedures followed in sweeps and searches to students and staff on an annual basis. Once notification has been given to parents and students through the handbook and assembly respectively, the school district will have met its obligation to advertise the sweep and search policy and associated procedure. Additional notices need not be given, and actual times or dates of planned sweeps need not be released in advance.
2. The Superintendent or designee shall authorize the sweep. Immediately prior to the sweep, an announcement will be made for students and staff to ‘stay put’ in their classrooms while the sweep is taking place. Representatives from school administration shall accompany dogs and handlers while on school premises.
3. The Board shall be informed by the Superintendent of Schools that a sweep has taken place.
4. Parents shall be informed through the school’s mass communication system by the Superintendent of Schools that a sweep has taken place.
5. All school property which students have access to during the day, such as lockers, classrooms, parking areas and storage areas may be swept.
6. Individuals shall not be subjected to a search by dogs.
7. Dogs shall not be used in rooms occupied by persons except for demonstration purposes. The handler and representative from school administration will always be present with the dogs.
8. When used for demonstration purposes, the dog may not sniff any student and/or staff.
9. Only the dog’s official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, that locker or vehicle will be identified for later search. Upon completion of the sweep, the school administration will then search the identified property in the presence of a witness.
10. Searches that disclose evidence of misconduct shall result in disciplinary consequences in accordance with Board Policy and may also result in referral to law enforcement agencies.

### **Search Policy**

The school administration retains control over lockers and desk space provided to students and regulates admission and parking of automobiles on school grounds. If the administration has specific knowledge which leads them to reasonably suspect that drugs, weapons, dangerous items, illegal or prohibited matter, or stolen goods associated with school are likely to be found, they have the right and duty to inspect and

search students' lockers, person as well as the vehicle they have driven to school on that day. The administration also has the right and duty to search a student if they have a reasonable suspicion that drugs, weapons, dangerous items, illegal or prohibited matter, or stolen goods are likely to be found in the student's possession. The right to search is reserved by the administration in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or the student body. The items of a search may be turned over to the police for inspection or examination. Any illegal activity is subject to criminal prosecution in addition to school disciplinary action.

The Board also permits the administration to invite law enforcement agencies to sweep school property with dogs trained for the purpose of detecting the presence of illegal substances, when necessary to protect the health and safety of students, employees, or property *or* to detect the presence of illegal substances or contraband, including alcohol and/or drugs. The use of trained canine sniffing dogs and their associated law enforcement personnel is for the purpose of "alerting" on property only, and is subject to the following:

Parents and students shall be notified of this policy through its inclusion in the student/ parent handbook and the Superintendent and Principal or their designees, shall explain the policies and procedures followed in sweeps and searches to students and staff on an annual basis.

### **Dress Code**

The community and general public often determine the quality of education by the behavior, appearance, and activities of its student body. The results of one's dress, appearance, and behavior generally go far beyond the individual student. In general, attire of individual students in this school system is the primary responsibility of the student and their parents/guardians. However, the matter of enforcing a good learning environment is the business of the school. Generally, the students are expected to dress and groom themselves for the business of school so as to neither disrupt the educational process, or pose a health or safety threat to anyone. Students whose dress has become disruptive or dangerous to personal safety or the educational environment will be subject to dress code violations. East Hampton High School encourages students to dress in a manner that reflects pride in and respect for themselves, their school, and their community.

**Although this is not an attempt to include all items, the following guidelines are in place:**

- Footwear/shoes are required at all times
- A student's outfit must include a top (with fabric in the front, back, and on the sides under the arms), AND bottom (pants/sweatpants/shorts/skirt/dress/leggings/ripped jeans that does not expose underwear and buttocks).
- Clothing that is see through must be accompanied by a top or bottom as described above.
- Masks or sunglasses that cover any part of the face, except for religious or medical reasons are not permitted.
- Clothing that could cause injury to other students or damage school property is not permitted.
- Clothing or accessories that are vulgar and/or disruptive to the educational process are not permitted.

- Clothing or accessories which may cause a hostile, intimidating, degrading, offensive, harassing, and/or discriminatory environment are not permitted
- Clothing that expresses objectifying or suggestive opinions with words or images about another person's physical appearance, whether hypothetical or real are not permitted.
- Clothing that advertises or promotes the use or support of substances such as drugs, alcohol, tobacco, etc. is not permitted.
- Clothing that advocates, endorses, or alludes to the use of violence is not permitted.
- Hoods, head coverings not of religious significance or not in compliance with the CROWN Act, and hats that obscure the identity of a student from any angle of view

Exceptions to this policy can occur for certain school sanctioned events.

Individual departments such as science or physical education reserve the right to require specific clothing, footwear, and safety equipment for the protection and safety of students in those courses.

Violation of the Dress Code will result in appropriate administrative action.

### **Fire Alarms**

Anyone guilty of tampering with fire alarms or detection equipment will be prosecuted to the full extent of the law. According to 53A-180 of the Connecticut General Statutes, False Reporting of an Incident is a Class B misdemeanor punishable by up to two years in prison and/or up to \$1,000 fine. Complete documentation of the law is available in the main office. Students who tamper with a fire alarm are subject to expulsion.

### **Safety Drills**

Exit route instructions are given in each room for that room. At the sound of the emergency alarm:

1. Leave the building immediately.
2. Follow the exit route as posted in your room.
3. Walk - do not run but exit quickly.
4. Proceed in an orderly fashion.
5. Keep to the right in hallways.
6. Those leaving the rear exits and north exits go onto the athletic field beyond the blacktop.
7. Those leaving the south exits go to the roadway.
8. Those leaving the exits at the front of the building move to the faculty parking area.
9. By State Law, lockdown drills will be conducted at various times throughout the school year.

### **Smoking & Vaping Policy**

Connecticut State Statute Section 19a-342 and Board Policy 5131, smoking is prohibited within a public school building when school is in session or student activities are being conducted. This includes the interior of the building and any of the surrounding grounds of the school. Possession of smoking or nonsmoking tobacco materials is also banned. Possession or use of an electronic cigarette and any of their

corresponding liquids on school grounds is prohibited regardless of the contents of the liquids. A violation will result in disciplinary consequences, communication with parents, and confiscation of all related devices and substances. Any confiscated electronic nicotine delivery system and related substances will be destroyed and disposed of.

EHHS employs Vape Detectors in order to enforce and manage B.O.E. Policy 5131.

Any student who is in an area where a Vape Detector is activated will be subject to a search by EHHS administration in its sole discretion. Failure to comply with a search and/or this policy will result in disciplinary action detailed in the EHHS student Code of Conduct.

**Smoking on school grounds will be subject to administrative disciplinary action (including extended detention, community service, and suspension), as well as legal action. Any student found smoking in school will be reported to the East Hampton Police Department and may be subject to a fine of \$75.00 or referral to the East Hampton Town Juvenile Review Board in accordance with the law.**

### **The following penalties will apply to any student vaping or in possession of a vape:**

- **1<sup>st</sup> Offense:** One In-School Suspension Day; Confiscation; Parent call; 1 hour school-based community service or online class during ISS.
- **2<sup>nd</sup> Offense:** Two days In-School Suspension; Confiscation; Parent meeting; Youth & Family Services referral; 2 hours school-based community service.
- **3<sup>rd</sup> Offense:** Juvenile Review Board referral; Three Day In-School Suspension; Confiscation; Parent Call; 3 hours school based community service. Pass Restriction for One month (equivalent number of weeks)
- Administration will reserve the right to increase penalties for vaping in a classroom and progressive discipline for repeated offenses.
- Any Dab pens or related material (wax) will be treated as drug paraphernalia and will result in a call to the police and a referral to the Superintendent for possible expulsion.

In addition, there is no smoking or use of an ENDS at any school sponsored event or activity.

### **Drug & Alcohol Policy**

Connecticut State Statute, Section 10-233d and Board Policies 5114 and 5131 state a student shall be expelled for one calendar year for the sale of illegal drugs on or off school grounds. The Board of Education prohibits student possession, use, and/or distribution of any drugs, alcohol, or drug paraphernalia or being under the influence of any drug or alcohol. Recognizing that the use, abuse, and dependency of drugs or alcohol can seriously impair a student's ability to learn, it is the policy of the school to take actions to prevent their use. These actions are handled through education, early intervention, parental involvement, medical and/or assessment referral, and police referral. The school will cooperate with town, state, and private agencies that are involved in the health of students relating to drug and alcohol abuse. In the interest of health and safety, school authorities may inspect school properties. Inspections for drugs and alcohol are health and safety related and regarded as reasonable cause for searches by school personnel.

Students exhibiting signs of having consumed alcohol, including, but not limited to glassy eyes, slurred speech, unsteadiness on the feet or the odor of alcohol **may be requested to take a breathalyzer test administered by a school administrator. Students who test positive for alcohol, or students who refuse to take a breathalyzer test upon reasonable suspicion that they have consumed alcohol, will be subject to all school rules relating to the use and/or possession of alcohol.**

Any student found using, selling or possessing drugs, drug paraphernalia, alcohol at school or a school-related activity, found present at parties where there is alcohol or drugs, or arrested in any event where drugs or alcohol are involved will be subject to the drug and alcohol procedures as follows:

- The police will be notified in the case of use, sale, or possession.
- Parent(s)/guardian(s) will be notified to come to the school to take custody of the student.
- Up to a 10 day out-of-school suspension will be given.
- A referral by the Principal, Assistant Principal, Director of Guidance, or Special Education Director will be made to an agency licensed to assess and treat drug abuse.
- Continued participation in extra/co-curricular activities will be suspended pending a review by the principal.
- A mandatory reentrance conference with administration, parents/guardian, and student(s) will be held.
- An expulsion process may begin.

## **Weapons Policy**

Connecticut State Statute, Section 10-233d states a student shall be expelled for one calendar year for a) possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon on school grounds or at a school-sponsored activity and b) possession of a firearm off school grounds or possession of a firearm in the commission of a crime.

In order to ensure a safe school environment, all students must refrain from bringing in objects that would potentially cause harm to another individual. This could include any weapons such as knives (including pocket knives), guns, or facsimiles, slingshots, pepper spray, etc., or other items that could be considered dangerous in nature. Dangerous weapons, possession, and use of are prohibited and will result in disciplinary consequences up to and including expulsion. The police will also be notified.

## **Electronic Device Policy**

Each student at EHHS is provided with a 1 to 1 device. As a result, students do not need iPods, iPhones, iPads, Blackberries, electronic planners, and cell phones to support the educational environment. Additionally, *East Hampton High School is NOT responsible for lost or stolen electronic devices.* If students choose to bring these items to school, they do so at their own risk. If not used for educational purposes, electronic and telecommunication devices are a disruption to the educational process. As a result, they may be used during lunch, before school, after school, during passing time and study halls. **Students are not allowed to use such devices or have them visible during classes.**

If students use their electronic devices outside of approved time periods, they are at risk of disciplinary action ranging from a teacher detention to more serious consequences.

Using a personal device to transmit or share inappropriate content including but not limited to, content of a harassing, bullying, mean-spirited, or sexual nature is strictly prohibited. In addition, using a personal device in locker rooms, bathrooms, or at unauthorized times is prohibited.



The use of any type of camera, phone, video, or audio recording device is strictly prohibited unless specific permission has been granted by a teacher or administration. Unauthorized use will result in disciplinary action up to and including suspension or expulsion.

In accordance with Connecticut State Statute, Section 10-233j, no student in a public school in the state shall possess or use a remotely activated paging device unless such student obtains the written permission of the school principal for such possession and use. The principal shall grant such permission only if the student or his parent or guardian establishes to the satisfaction of the principal that a reasonable basis exists for the possession and use of the device.

### **Student Financial Responsibility**

School property that is lost or damaged is considered a student's responsibility. This includes books, class dues, athletic equipment, musical instruments, locks, uniforms, etc. The debt to the school should be settled as soon as possible. A replacement charge will be administered for loss or neglect of care. Schedules, report cards, diplomas, and transcripts may be withheld if charges are not paid.

### **Public Display of Affection**

**Students are asked to keep public displays of affection to an acceptable mode of behavior that will not embarrass teachers, staff members, or fellow students.** Respectful decorum should prevail in each student's conduct toward others. If such behavior persists to a point where it is unacceptable, parents will be contacted to discuss the problem.

### **Sexual Harassment Policy**

It is the policy of the Board of Education to maintain a learning and working environment for students that is free from sexual harassment.

It shall be a violation of this policy for any student, staff member, district employee, or person on school grounds to harass a student, or staff member through conduct or communications of a sexual nature defined as follows.

Unwanted and unwelcome sexual advances, requests for sexual favors, as well as other inappropriate oral, written, or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual.
- Or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment which has an adverse effect on the ability of the student to benefit from their education.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications

- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, etc.

Any person who alleges sexual harassment occurring in the district may use the school's complaint procedure (as noted in the *Manual of Selected Policies and Procedures*) or may report it directly to the building principal, guidance counselor or other individual designated to receive such complaints at which time Board Policies 5114, 5144, and 5145 shall be in effect if appropriate. Filing of a complaint or reporting sexual harassment will not reflect upon the individual's status, nor will it affect future grades or academic assignments.

### **Threatening**

Any student who threatens in any manner, including orally or in writing, harm to the person or damage to the property of a member of the school community, including any teacher, member of the school administration, any other employee, or a fellow student, shall be subject to expulsion.

In addition, the school administration shall refer the matter to law enforcement officials for possible criminal prosecution and shall take all available measures to ensure the safety of those in the school community in the event of the student's return to school.

Any student who harasses any member of the school community will be subject to disciplinary action. Harassment may include name-calling, ranking, bullying, as well as other insulting, defamatory, or derogatory comments or actions.

### **Bullying Policy**

The East Hampton Board of Education strives to promote a secure and positive school climate conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. Therefore, it shall be the policy of the Board of Education that bullying of a student by another student is prohibited.

"Bullying" is defined as "An act that is direct or indirect and severe, persistent or pervasive, which (A) causes physical or emotional harm to an individual, (B) places an individual in reasonable fear of physical or emotional harm, or (C) infringes on the rights or opportunities of an individual at school."

- causes physical or emotional harm to the student or damage to the student's property;
- places the student in reasonable fear of harm to themselves, or of damage to their property;
- creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate);
- infringes on the rights of the student at school, or
- substantially disrupts the education process or the orderly operation of a school.

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

Students who engage in any act of bullying while at school, at any school function, at a school bus stop, on a school bus, through the use of an electronic device, in connection to or with any district sponsored activity or event or outside of the school setting if such bullying creates a hostile environment at school for the targeted student, infringes on the rights of the target at school or substantially disrupts the education process or the orderly operation of the school are subject to appropriate disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement officials.

A comprehensive program, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom, and individual.

### **The District's program:**

1. Permits anonymous reports of bullying by students and written reports by parents or guardians;
2. Requires teachers and other school staff to notify school administrators of bullying acts they witness and students' reports they receive;
3. Requires school administrators to investigate parents' written reports and review students' anonymous reports;
4. Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there;
5. Requires each school to have an intervention strategy for school staff to deal with bullying, including language about bullying in student codes of conduct; and
6. Requires notice to parents or guardians of all students involved in a verified act of bullying. The notice must describe the school's response and any consequences that may result from further acts of bullying.

The Board of Education expects prompt and reasonable investigations of alleged acts of bullying. The principal of each school or their designee is responsible for handling all complaints of alleged bullying.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

The East Hampton Public Schools Safe School Climate Plan may be viewed at [www.easthamptonps.org](http://www.easthamptonps.org).

### **Hazing**

Hazing is prohibited at all times in accordance with East Hampton Board Policy 5131.91. "Hazing" is defined as committing an act against a student, or coercing a student into committing an act, that creates a risk of physical or emotional harm to a person, in order for the student to be initiated into or affiliated with a student organization or any other purpose. This includes, but is not limited to:

1. Any type of physical activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.

2. Any activity that intimidates or threatens the student with ostracism, subjects a student to shame or humiliation that adversely affects the mental or dignity of the student, or discourages the student from remaining in school.
3. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

## **Hate-Crimes & Hate-Motivated Incidents in Schools**

The East Hampton Board of Education (Board) is committed to providing a safe and healthy environment for all children in the school district. The commission of hate crimes and hate-motivated incidents committed on school grounds or at school related activities can lead to further violence and retaliation. Hate crimes and hate-motivated incidents are a direct attack upon the racial, religious, and ethnic heritage of the school community and will not be tolerated by or within the school district. The school district employees will work closely with local law enforcement to report or eliminate the commission of hate crimes and bias incidents.

## **Board of Education Statement on School Safety:**

The East Hampton Board of Education is committed to a safe and secure learning environment that honors and celebrates the diversity of our students, our community, and our nation. The Board of Education in partnership with the school community will not tolerate any threat of violence in the schools or any hate speech that targets any race, religion, sexual orientation, or disability. Each student is held to the highest standards of responsible decision making within a culture that is expected to foster compassion, caring, and empathy.

## **Definitions**

A **hate crime** is a crime motivated by hatred, bias, or prejudice, or where the victim is targeted or selected for the crime at least in part because of his/her actual or perceived race, color, religion, sex, sexual orientation, gender identity/expression, national origin, ancestry, disability (including but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, marital status, age, or status as a Veteran. A hate crime may involve a physical attack, threat of bodily harm, physical intimidation, or damage to another's property.

A "**hate-motivated incident**" is a noncriminal act or attempted act that constitutes an expression of hostility, bias, or bigotry against a person, property, or institution because of the target's actual or perceived protected characteristics as set forth above. This may include using insults, taunts and slurs, distributing or posting hate group literature or posters, defacing, removing, or destroying posted materials or announcements, posting or circulating demeaning jokes or leaflets, or sending insulting or threatening messages by phone, e-mail, websites or any other electronic or written communication.

"**Retaliation**" is any form of intimidation, reprisal, or harassment by a student directed against any student, staff or other individual for reporting or filing a complaint, for aiding or encouraging the filing of a report or complaint, for cooperating in an investigation under this policy, or for taking action consistent with this policy.

Interference with, intimidation of, and/or retaliation against any individual, including a student, parent, or guardian, for filing a complaint, filing a grievance, or opposition discrimination is strictly prohibited and shall be treated as an actionable, wrongful act in and of itself.

## **Hate Prevention Program**

The Board believes that hate prevention initiatives will permit the expression of diverse viewpoints but will help to prevent hate crimes and hate-motivated incidents in district schools and in the community. A range of corrective actions for those who violate school hate-prevention policies shall be used. The District will take a firm position against all injurious manifestations of hate, from ethnic slurs, racial epithets, and taunts, to graffiti, vandalism, discrimination, harassment, intimidation, and violence. A wide range of non-disciplinary corrective actions to respond to incidents, including counseling, parent conferences, community service, awareness training, or completion of a research paper on an issue related to hate, as well as disciplinary actions such as in-school suspension or expulsion shall be utilized. School officials shall contact local, state or federal civil rights officials to respond to more serious incidents and, in cases involving criminal activity or threat of criminal activity, should call the police.

## **Required Actions**

Whenever any school employee in the course of their employment has reason to believe that a hate crime has been committed or is about to be committed on school property, or has been or is about to be committed by any student, whether on or off school property and whether or not such offense was or is about to be committed during operating school hours, or that a student enrolled in the school has been or is about to become the victim of a hate crime, whether committed on school property or during school hours, the school employee shall immediately notify the building principal.

The Principal shall notify the East Hampton Police Department immediately if there is reason to believe the act of violence has been, or is about to be committed.

It is understood a referral to the Police Department is only a request to conduct an investigation and nothing more than the transmittal of information which might be pertinent to any such law enforcement investigation. A referral is not an accusation or formal charge.

Unless the Police Department requests otherwise, the school district will continue to investigate a suspected hate crime or hate-motivated incident occurring on school property and may take such actions as necessary and appropriate to redress and remediate any such acts.

School officials will secure and preserve any such graffiti or other evidence of a suspected hate crime or bias incident pending the arrival of the Police Department. The school officials, when feasible, will cover or conceal such evidence until the arrival of the Police Department.

## **Use of School Computers**

Students and parents/guardians are urged to read and discuss the *Rules and Code of Ethics for School Computer Users* along with the *East Hampton Public Schools Acceptable Use of Technology Systems and the Internet* (Policy and Regulations #6141.321 <http://www.easthamptonps.org/> Click "Menu" and scroll down to Board of Education Policies).

The East Hampton Board of Education believes that computer devices and the Internet are valuable tools that should be used in schools to educate and inform students as a teaching and learning resource. The East Hampton Board of Education is providing technology systems including a computer network and Internet access for its students and teachers.

This service allows teachers and students to share information, learn new concepts, research diverse subjects, and find creative uses for digital resources.

Internet access is provided for students to conduct research and communicate with others in relation to schoolwork. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this document, the system administrators and school administrators will deem what is inappropriate use. The administration may deny, revoke, or suspend specific user access at any time.

### **Acceptable Uses of the East Hampton Public Schools (EHPS) Computer Network or the Internet**

- The computer hardware and account provided by EHPS should be used only for educational purposes.
- If a user is uncertain about whether a particular use of the EHPS Computer Network or the internet is appropriate, they should consult a teacher or supervisor.
- Accessing, transmitting or downloading large files, including “chain letters” or any type of “pyramid schemes”;
- Using any EHPS computer to pursue “hacking,” internal or external to EHPS, or attempting to access information that is protected by privacy laws.

**Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable.**

- Using other users’ account passwords or identities;
- Disclosing one’s account password to other users or allowing other users to use one’s account;
- Writing down the password and posting to a wall near the computer, or taping the password under the keyboard, or in any way making it easy for another person to uncover the password;
- Getting unauthorized access into other users’ accounts or other computer networks;
- Interfering with other users’ ability to access their accounts;
- Taking any remote control of another computer system, unless established by the IT Staff.

**Other uses that are non-education in nature:**

- Commercial ventures, or selling or buying anything over the Internet for personal financial gain;
- Using the Internet for advertising, promotion, or financial gain;
- Religious or political causes, outside organizations, or other non-school related solicitations.

### **Internet Safety:**

- The East Hampton Public Schools will implement filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other harmful materials. The software will work by scanning for objectionable words or concepts, as determined by EHPS and Connecticut Educators Network (CEN). *However, no software is foolproof*, and there is still a risk an Internet user may be exposed to a site containing such materials. A user who incidentally connects

to such a site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, they should notify a teacher or supervisor immediately.

- Students shall not reveal on the Internet personal information about themselves or about other persons. For example, students should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet. An exception to this would be online applications to colleges or job studies or as directed by a teacher. These activities must be pre-approved by a school counselor. Final responsibility for putting personal information on the Internet rests with the individual. Not only on the EHPA Computer Network, but anywhere, it is strongly recommend that users go to great lengths to determine legitimacy of any online organization.
- Students shall not meet in person *in any place* anyone they have met on the Internet without their parent's permission. EHPS will not endorse of any type of meeting with persons students have met on the Internet *without* pre-approval in writing.
- Account users will abide by all school security policies.
- The placement of filters on the District technology systems is viewed as an exercise of the Board of Education's right to determine educational suitability of materials used in the schools. Filters will be used to block pre-selected sites, block words or phrases, block categories such as chat, newsgroups, etc. In accordance with the Children's Internet Protection Act, filters will be maintained to block websites deemed to be obscene, pornographic, and/or harmful to minors. Additional categories of websites to be blocked will be determined by the superintendent/designee. Users' online activities will be electronically monitored and logged via technology protection measures.

### **Privacy Policy:**

The School District Administration has the authority to monitor, inspect, copy, review, and store at any time and without prior notice all accounts, including email and any information transmitted, received, and/or created on any computer or user account. All such materials are the property of EHPS.

- Account users do not have any right to, or expectation of, privacy regarding such materials.
- Each account user of the EHPS Computer Network does have the right to know exactly what can be monitored and how. Please be aware that the school district monitors all internet activity including email and web access. This can include review of emails sent and received for up to five years. In addition all internet sites are recorded by user account and automated reports are generated based on inappropriate use.
- All such information files created or accessed on any EHPS owned computer may be recorded and reviewed.
- Real time monitoring of all computer systems when in use can include remotely watching the screen or taking over the workstation. This monitoring is generally used to provide technical support to the user from a remote site.
- Offensive or inappropriate material gained in any of the above means will be submitted to an appropriate school administrator for disciplinary recommendations.

## **Games:**

- Only approved educational games under the direct supervision of a teacher will be allowed.
- Accessing or attempting to access games online is not permitted and is considered in violation of this agreement.

## **Social Networking:**

The use by students of social networking sites, such as but not limited to Facebook, YouTube, Twitter, etc., on District Computers shall be in conformity with the following guidelines:

- The search for illegal, crude, crass, and inappropriate things is not acceptable and should be avoided.
- The computers, and social networking sites, should be used for research and school projects or to connect with other students in a positive manner.
- The social networking sites shall not be used to harass others.
- It is necessary to be mindful of copyright infringement, plagiarism, and illegal downloading.
- When in doubt, ask a teacher or administrator if the site to be used is appropriate.
- Leave an inappropriate site immediately when accessing such a site is in error.
- Assignments involving the use of social networking tools on the Internet are like any other school assignment and subject to the policies and procedures in the student handbook.
- Online social networking and the increasing use of Internet sites which contain personal information also increases the opportunity for unwelcome and unsolicited written material, pictures, and/or videos.
- Harassment in any form, including electronically posted comments, is unacceptable.

## **Social Networking and Bullying (cyber-bullying):**

- Students shall not use social networking sites, such as but not limited to Facebook, YouTube, Twitter, etc., for any acts of bullying, harassment, or intimidation.
- Electronically posted comments, pictures, or other content will be considered bullying or harassment if they have a direct and negative impact on another student's or group of students' feelings of safety in school, on school grounds, or on the bus.
- Posting the images or videos of others without their consent is in violation of this acceptable use policy.
- This includes electronic content of any kind that leads to a student's or group of students' inability to work or learn in school or at home due to emotional distress.

## **Copyright and Plagiarism:**

Students should consider themselves honor-bound to avoid plagiarizing sources. Academic consequences are severe for plagiarizing. **Plagiarizing** is the representation of another's work as one's own and includes:



- o submitting someone else's work as one's own;
  - o copying something word for word from a text, research source, or the Internet;
  - o paraphrasing another's work without crediting the author;
  - o or representing another's idea as one's own.
- User must obey the rules of copyright and fair use.
  - User must respect all legal issues regarding software, information, and attributions of authorship.

### **Prior to receiving a username and password:**

- User must have a signed user agreement on file. The student and parent must sign the East Hampton Public Schools Acceptable Use of Technology Systems and the Internet Permission Form.

### **Penalties for Improper Use:**

- All computers/Chromebooks will have remote monitoring software installed on them, enabling IT staff and select personnel to remotely view the work being done on that computer.
- The use of the EHPS Computer Network and equipment, including the account, is a privilege, not a right.
- Inappropriate use may result in the restriction or cancellation of the account.
- Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or criminal prosecution by government authorities.

**Any device provided to staff or students by East Hampton Public Schools is the property of East Hampton Public Schools and therefore must be surrendered to appropriate administrators when deemed necessary.**

## **Infractions and Penalties**

### **OFFICE DETENTIONS**

There are two levels of Office Detentions that a student may receive as discipline,

- One-Hour detention or extended detention
- One-Hour detention is held on **Mondays** and **Wednesdays** from **2:20 pm - 3:15pm**.
- Extended detention is held on **Thursdays** from **2:20 pm - 4:15 pm**.

**The following expectations apply to Office Detentions:**

- Students must bring enough schoolwork to keep busy for the entire detention or use additional time reading
- Students are not allowed to use their phones unless they need to contact a parent or their ride
- Students must arrive on time or risk receiving additional detentions for being tardy

- Detentions take precedence over any other student obligation such as athletics, clubs, or a part time job
- Students and parents will be given a minimum of 24-hours' notice to establish transportation arrangements
- In the event of an illness, family obligation, or emergency, a parent must contact the administration to request postponement
- Further disciplinary action including additional detentions or suspension will be issued for inappropriate behavior or if a student does not serve the detention

## **IN-SCHOOL SUSPENSION**

In-school suspension is used as an alternative to out-of-school suspension because it allows students to continue with their academic work, while still receiving consequences for their behavior.

When a student is assigned to in-school suspension, the student will report to the main office immediately upon arrival to school. If a student is assigned an in-school suspension and arrives late to school without being accompanied by a parent, the parent may be contacted and required to come to the school to pick up their child for an out of school suspension. In-school suspension runs until 3:15 p.m. Students assigned to ISS will remain in the suspension room for the time including students with sign-in/sign-out privileges

Students are not allowed to participate in or attend any extracurricular activities on the day(s) they are suspended. (This applies to both in and out of school suspensions) Students may not return to attend or participate in after school activities until the next school day unless approved by administration.

## **Suspension and Expulsion Policy**

In accordance with Section 10-233 of the Connecticut General Statutes, all pupils are to be notified annually of Board policies governing student conduct. This statute provides that pupils may be suspended or expelled from school "when such pupils' conduct endangers persons or property or is seriously disruptive of the educational process and which conduct violates a publicized policy of the Board.

The administration may suspend any student for cause, provided that "no student shall be suspended without an informal hearing before the school principal or designee at which time such student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, provided nothing herein shall be construed to prevent a more formal hearing from being held if the circumstances surrounding the incident so require." When an emergency exists, the administration or Superintendent of Schools shall have the authority to suspend immediately from school any student. If an emergency situation exists, the hearing outlined shall be held as soon as possible.

## **Actions Leading to Suspension or Expulsion**

Any of the following behaviors during the school day or on school property or on school transportation, or at any school-sponsored activity may lead to suspension or expulsion.

- Other infractions as defined in the disciplinary structure policy of the Board, which may result in disciplinary consequences.
- Connecticut State Statutes 10-233c and 10-233d authorize both suspensions and expulsions for pupils whose conduct 1) **on school grounds or at a school-sponsored activity is seriously disruptive to the**

educational process or endangers persons or property, or 2) **off-school grounds** is seriously disruptive of the educational process.

### **Procedures Governing Suspension**

- A. No student shall be suspended prior to having an informal hearing by the administration at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- B. The administration may receive and consider evidence of past disciplinary problems involving the student when determining the length of suspension.
- C. The administration shall immediately call and notify the suspended student's parent(s) or guardian(s) about the disciplinary action and explain the reason for the suspension.
- D. The administration shall also forward written notification to the parent or guardian explaining the reason and length of the suspension.
- E. The administration shall notify the superintendent of schools as to the name of the pupil and the disciplinary action.
- F. The student shall be allowed to complete any class work, including examinations, without penalty, that they missed during the period of suspension.
- G. Any student who receives multiple suspensions during the school year shall be referred to the Student Assistance Team (SAT) depending on the nature of the disciplinary infractions involved and the length of the suspensions.
- H. Depending on the disciplinary infractions and circumstances, the administration shall require that the parent(s) or guardian(s) pick up the student from school at the time of suspension.

**Please note:** Progressive levels of sanctions may extend throughout a high school career for students who chronically disregard the school rules and regulations. In addition, a referral to school social services or the SAT will supplement interventions, when necessary. Parent/guardian conferences requested by school personnel or parents will be held, when necessary, to develop positive strategies for students to improve their behaviors. Finally, if a student's behavior continues to disrupt the educational process after consequences have been assigned and support has been provided, a recommendation for expulsion will be made to the Board of Education.

**The East Hampton High School Administration in its sole discretion reserves the right to update and revise the student handbook at any time throughout the school year. Any significant changes to the student handbook will be shared with the school community through electronic communication.**

## **NONDISCRIMINATION STATEMENT**

### **Diversity, Equity, and Inclusion Statement of the East Hampton Public Schools:**

The school community of East Hampton is committed to the mission of honoring and celebrating the diversity of our students, our community, and our nation. We strive to guide our students to conscious, deliberate, individual, and collective actions that cultivate the respect of all races, religions, and social backgrounds. Our school community endeavors to produce graduates who are equipped with a greater understanding of the concepts of diversity, equity, and inclusion.

The East Hampton Board of Education, in compliance with federal and state law, affirms its policy of equal educational opportunity for all students and equal employment opportunity for all persons. It is the policy of the District to promote nondiscrimination and an environment free of harassment regardless of an individual's race, color, religion, sex, sexual orientation, gender identity/expression, national origin, ancestry, disability (including but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, marital status, or age or because of the race, color, religion, sex, sexual orientation, gender identity/expression, national origin, ancestry, disability, genetic information, marital status, or age of any persons with whom the individual associates.

The District shall provide to all students without discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities. The District shall provide equal access to the Boy Scouts and other designated youth groups. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with federal and state statutes and regulations.



## **Peace Tower**

### **A Symbol of Student Unity**

***FOUNDED IN 1953 - ACCREDITED BY THE NEW ENGLAND ASSOCIATION FOUNDED IN 1953 - ACCOLS AND COLLEGE ASSOCIATION OF SCHOOLS AND COLLEGES***

The Peace Tower was erected by the joint efforts of local businessmen and the classes of '65 and '66. The faculty advisor was Mr. John May. Hartford Mayor Miss Anne Ucello was the dedication speaker.

The top part of the tower is a symbol of the true beginning of American education, in the one-room country schoolhouse. The base is in keeping with the architecture of the high school building. The bell is a bronze naval type bell, cast in East Hampton.

Tolling of the bell is the voice of students, past and present. The following students died while in service to their country:

Thomas Park	'46
Milton Nichols	'47
Donald P. Prout	'48
Darrell A. Morey	'64
James H. Banning, Jr	'65
Bernard U. Bachleda	'66
David M. Swan	'67