

New Milford High School Student/Parent Handbook 2017- 2018



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Mr. Keith Lipinsky, Athletic Director

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Please visit our website regularly for important announcements and information.
www.newmilfordps.org/nhs

NEW MILFORD DISTRICT DIRECTORY

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- Mr. Bill Dahl, Vice Chairperson
- Mrs. Tammy McInerney, Secretary
- Mr. Robert Coppola, Asst. Secretary
- Mrs. Angela C. Chastain
- Mr. Dave Littlefield
- Mr. Brian McCauley
- Mr. J.T. Schemm

CENTRAL ADMINISTRATION

- Mr. Joshua Smith, Superintendent of Schools
- Ms. Alisha DiCorpo, Assistant Superintendent

IMPORTANT DATES

TENTATIVE EXAMINATION SCHEDULE 2017-2018

Exams are administered by a special exam schedule to be announced. These tests are administered at New Milford High School.

ADMISSION TESTING PROGRAMS OF THE COLLEGE ENTRANCE EXAMINATION BOARD 2017-2018

SAT (SCHOLASTIC APTITUDE TEST) AND SAT II SUBJECT TESTS

TEST DATES:

Saturday Test Date

October 7, 2017

November 4, 2017

December 2, 2017

March 10, 2018

May 5, 2018

June 2, 2018

ACT

Saturday Test Date

September 9, 2017

October 28, 2017

December 9, 2017

February 10, 2018

April 14, 2018

June 9, 2018

AP (ADVANCED PLACEMENT EXAMINATIONS)

Exam Dates: May 7-11 and May 14-18, 2018

NOTE: See your school counselor if you have any questions regarding these tests.

SENIOR IMPORTANT DATES

September 9, 2017	ACT Test Date
September 11, 2017	Senior Seminars Begin
October 4, 2017	Senior Parent Night
October 7, 2017	SAT Test Date
Mid October	CSS Profile available on collegeboard.com
October 11, 2017	Financial Aid Night
October 28, 2017	ACT Test Date
November 4, 2017	SAT Test Date
December 2, 2017	SAT Test Date
December 9, 2017	ACT Test Date

January 1, 2018	Complete FAFSA on line at fafsa.ed.gov
February 10, 2018	ACT Test Date
February 15, 2018	CT State Student Financial Deadline for FAFSA
March 10, 2018	SAT Test Date
March 28, 2018	College Planning Night
April 14, 2018	ACT Test Date
May 1, 2018	Common reply date you <u>must</u> notify colleges of your decision!
May 5, 2018	SAT Test Date
May 12, 2018	Prom
May 30, 2018	Senior Scholarship Awards Night
May 31, 2018	Senior Banquet
June 1, 2018	Senior Trip
June 2, 2018	SAT Test Date
June 9, 2018	ACT Test Date

Register for your SATs on collegeboard.com & ACTs on actstudent.org

NEW MILFORD PUBLIC SCHOOLS MISSION STATEMENT

The mission of the New Milford Public Schools, a collaborative partnership of students, educators, family and community, is to prepare each and every student to compete and excel in an ever-changing world, embrace challenges with vigor, respect and appreciate the worth of every human being, and contribute to society by providing effective instruction and dynamic curriculum, offering a wide range of valuable experiences, and inspiring students to pursue their dreams and aspirations.

New Milford High School 21st Century Learning Expectations

Communication:

READING: Students read various media for comprehension, interpretation, analysis, evaluation and pleasure.

WRITING: Students write with purpose in a variety of modes to communicate ideas to an identified audience.

APPLYING: Students communicate effectively using a variety of methods and media to engage an identified audience.

Problem-Solving:

Students work independently and collaboratively to analyze, evaluate, and synthesize information to create solutions and products.

Students exhibit effort, innovation, flexibility, and adaptability in work habits and strategies.

Technology:

Students demonstrate technological literacy using relevant digital tools to access, collect, evaluate, and share information.

Civic & Social:

Students contribute positively to a diverse culture that respects others, fosters responsibility, reflects ethical standards, promotes personal wellness, and embraces community and global awareness.

STUDENT RESPONSIBILITIES

ATTENDANCE PROCEDURES

Regular attendance at school is an integral part of the education of each student. Grades earned in any course will reflect daily participation, as well as a fulfillment of other academic requirements established by the school. Consistent involvement and interaction of each student with curriculum, teachers, and peers are all essential elements in the maximum development of the potential of each person. Students must be actively engaged in this process on a daily basis.

Regular attendance at school is, by the state statute, the serious responsibility of the parents/guardian and of the student. The administration and staff of New Milford High School are committed to working cooperatively with parents/guardians and students to achieve regular attendance. An administrator will be assigned by the principal to supervise the attendance procedure.

The principal will give annual written notice to parents/guardians of their obligations according to Connecticut General Statute 10-184. Annually at the beginning of the academic year and whenever a new student enrolls during the year, the school district will require from the parents/guardians a telephone number where they can be contacted during the school day (i.e., from the first bell to dismissal).

Exam Days:

If a student will miss an exam due to illness, the student must contact the attendance office @ ext. 1167 on the day of the absence. It is the **student's responsibility** to arrange for the make-up of any exam missed for a verified, legitimate reason, (i.e., illness).

School Day

Students are expected to be in school for the full daily schedule, which runs from **7:35 a.m. – 2:15 p.m.** Further commitments, such as after-school activities, special help, or disciplinary detention, may require that a student stay later.

STUDENTS MAY NEITHER GET OFF THE BUS PRIOR TO ARRIVAL AT SCHOOL NOR MAY THEY LEAVE CAMPUS ONCE THEY HAVE ARRIVED.

Absences

Sometimes absence from school is unavoidable. Excused absences fall into two categories:

1. Home-related:
 - a. Student's physical or mental illness;
 - b. Medical appointments that cannot be scheduled after regular school hours;
 - c. Death in the family;
 - d. Religious observance;
 - e. Court appearance;

- f. Serious home problems which may require the student's presence;
 - g. Family vacations with the principal's approval.
2. School-related:
- a. Field trip;
 - b. Testing;
 - c. College interviews or visits (limit 3);
 - d. Travel for school athletics or activity;
 - e. In-school appointment;
 - f. Suspension from school (ISS/OSS).

Communication is an essential element in the total school program. Good attendance to school is a key element in academic success. It is expected that parents/guardians or age of majority students notify the attendance office at ext. 1167 up until 8:00a.m. and after this time please call ext. 1000 on the day of the student's absence. **If school receives no notice on the day of the absence, parents/guardians or age of majority student MUST, within two (2) days after the student returns to school, give an explanation for the absence either by a telephone call to the school (860- 350-6647 ext. 1167) or by a parent/guardian note.**

Any absences that are not listed as "excused" (from the home related and school related lists above) or any absences for which no note or phone call are received within two days of the return to school will be classified as **UNEXCUSED**.

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

The following definitions are for the use by Connecticut school districts and schools for the purpose of carrying out the provisions of section 10-198a of the Connecticut General Statutes (Policies and procedures concerning truants), and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions of excused and unexcused absences for their internal uses (including decisions on promotion/retention, grading and disciplinary action).

Excused Absences

A student's absence¹ from school shall be considered excused if written documentation² of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
 - 1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 - 2. student's observance of a religious holiday;
 - 3. death in the student's family or other emergency beyond the control of the student's family;
 - 4. mandated court appearances (additional documentation required);
 - 5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
 - 6. Extraordinary educational opportunities pre-approved by district administrators and in ac-

cordance with Connecticut State Department of Education guidance.

Unexcused Absences

1. The penalty for all unexcused absences is a failing grade, “0”, for all work missed with no makeup privileges.
2. If a student has an unexcused tardy, the penalty is the same for missed classes as in #1. For example, if a student arrives “tardy unexcused” at 10:00 a.m. and missed a quiz in a class the student had earlier that day, the student will receive a “0” for that quiz.
3. The penalty for a class cut is a failing grade for all missed work, no makeup privileges, and consequence issued per the Student Behavior Management chart in this handbook.

Car trouble and missing the bus are not excused absences or tardies.

Any request for excused absences, which are not included in the above lists, must be made in writing and given to the appropriate administrator one week before the planned absence so that the request can be reviewed and processed. Requests after the fact may not be accepted. Parents/guardians are urged to coordinate family vacations with the school calendar for vacation periods. **Parent/guardian requests for student absences from school for vacations or trips are inappropriate except in unusual circumstances. The mutual goal of all is to keep all such excused absences to a minimum.**

Students absent five (5) or more consecutive days due to illness or any communicable disease must have a doctor’s statement (could be by phone) of good health to the school nurse prior to re-admission to school.

Excessive Absences

1. If a student continues to be a chronic absentee*, the principal (or designee) may contact the juvenile court.
2. Given reasonable cause to believe a student is truant from school, the school administration may ask the school social worker to visit the student’s home to verify the cause of the absence. Such home visits may be scheduled outside of regular school hours.
3. The administration reserves the right not to excuse students who are chronically absent and to require written verification of reason.

* (Connecticut State Statute Sec. 10-198a – Truant: Any child between the ages of seven and sixteen who has had four (4) unexcused absences from school in any one month or ten (10) unexcused absences in any school year. Sec. 10-Habitual Truant: Any child having twenty (20) unexcused absences within a school year).

FACTORS RELATED TO ATTENDANCE

TARDINESS

The school day begins at 7:35 a.m. with first period class. All students are expected to be in the building by 9:00 a.m. in order to be considered present for the day.

On days of delayed opening, students should be in the building for first period class. The same rules apply to athletes for them to participate in athletic events that day.

If students arrive tardy to school they report directly to the attendance clerk in the main office and then to class. If a student is at a doctor’s appointment, a note must be brought from the doctor in order to excuse the tardy. An unexcused tardy means no credit for work. Missing the bus and car troubles are unexcused tardies.

Tardiness to all classes will be dealt with by the teacher in charge. Chronic problems in tardiness will be referred to the school administration.

The following regulations apply in cases of tardiness to school/class:

- One (1) unexcused tardy will result in a verbal warning.
- Two (2) unexcused tardies will result in a half-hour detention issued by teacher.
- Three (3) unexcused tardies will result in a two (2) hour detention issued by the teacher. Students will receive a failing grade for all work missed and have no right to make up any work they missed as a result of the unexcused tardiness.
- Repeated unexcused tardies to class (more than three) will result in a referral process to the appropriate administrator.

Any class missed prior to arriving late to school will be considered a class cut unless the tardiness is excused

Dismissal is at 2:15 p.m. each school day, except for students who have been granted early dismissal privileges.

EARLY DISMISSAL

Students should remain in school for the entire day (7:35 a.m. to 2:15 p.m.). The only exception will be appointments and other matters that cannot be taken care of after the close of school.

1. In general, early dismissals should be avoided, particularly if they require a student to miss any instructional time; however, should an early dismissal be required, the reasons must be consistent with the school's absence policy. Verification of the early dismissal may be required. Students can pick up their early dismissal pass **at the end of period 2**, in the main office. At the time of the dismissal, students must sign out in the main office.
2. All requests for early dismissal must be in writing or by phone, provided by the parent/guardian or age of majority student and submitted to the attendance clerk in the main office before 9:00 a.m. on the day for which early dismissal is requested. Notes submitted after 9:00 a.m. may require parent verification. If an emergency occurs during the day and an early departure is necessary, an exception may be granted by the school administration.
3. Students who have an excused early dismissal are eligible to make up work and are eligible thereafter to receive full credit. Each student is responsible for getting missed assignments and submitting them on the next class day. Students who have an unexcused early dismissal will receive a failing grade for all work missed and do not have the right to make up any missed work.
4. Students who abuse the regulations concerning early dismissal may be denied permission to leave school early for the remainder of the term.
5. All students who have an authorized early dismissal must leave the campus promptly.

SENIOR LATE ARRIVAL/EARLY DISMISSAL

Late arrival and early dismissal privileges are provided for seniors in good standing. If abused this privilege may be revoked.

1. A "senior" is defined as a NMHS student who has earned and completed a total of **20** credits.
2. In order to qualify for a late arrival/early dismissal privilege, the senior must have **20** credits, should not have received an in-school or out-of-school suspension the previous semester, should not have failed a course during the previous marking period, and should not have any financial obligations.
3. Seniors who have early dismissal privileges must leave school grounds, and are not permitted back on school grounds to ride the bus home.

Absentee List

A list of students absent for the day is distributed to all teachers, based on period attendance. No student should be in the school building without having officially reported.

A student who is in school but listed as absent must report to his/her appropriate administrator's office to correct the error. **Students are in violation of school rules if they do not sign in for a late arrival. Disciplinary consequences will be issued.**

Leaving School Grounds

UNDER NO CIRCUMSTANCES MAY A STUDENT LEAVE SCHOOL DURING THE DAY WITHOUT AUTHORIZATION FROM THE OFFICE. Once a student has arrived on school grounds, she/he is considered a student for the entire day. Any student leaving the school building or grounds without permission is subject to disciplinary action.

Make-up Work Missed Due to Approved Absence/Tardy

1. Students may make up work for excused absences.

Students will have two class days for each day absent in which to complete make-up work, unless determined otherwise by mutual agreement of the teacher and the student. Work not completed within this time frame will be considered Missing Work. (See below)

2. It is the responsibility of the student to obtain assignments from the teacher or classmates for absences of up to three (3) days. In the event of long-term excused absence from four (4) days up to three (3) weeks, a parent/guardian may request in writing that the school counselor send assignments home.
3. If any absence is due to an in-school suspension, all make up work is due on the day of return, and any quizzes or tests owed will be taken on the day of return.
4. If any absence is due to an out-of-school suspension, all work must be made up in the number of days of the suspension.

Missing Work

All missing work for a unit must be handed in before the final unit assessment. After that it will not be accepted and the student will receive a zero unless there were extenuating circumstances. The student's administrator will approve this.

Homebound Tutoring

Students who are absent for an extended period of time because of illness may request home instruction upon completion and acceptance of the medical questionnaire.

All parent requests for home instruction will be directed to the student's Administrator and will be provided for medical reasons that meet the State and Federal mandates for such services. Once instruction has been approved, a teacher will report for a period of two hours per subject each week. All instruction will take place at the public library.

If it is determined that instruction needs to take place in the home an adult person must be present in the home during the instruction period. Any questions or problems should be directed to administration.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES AND EVENTS

Membership in school activities, leadership positions in student organizations, and participation in state and national competitions where a student represents New Milford High School must meet the following academic standard in order to remain eligible to participate:

- Passed four (4) courses in **THE PREVIOUS MARKING PERIOD.**

It is understood that all students will be held to a high standard of academic and behavioral achievement. Advisors will inform students of the requirement for each particular club.

Attendance (relating to extra-curricular activities and events)

In circumstances that require late arrival or early dismissal, students must be in the building by 9:00 a.m. and participate in 80% of the school day in order to be considered present for the day.

A student who is absent from school or has not completed 80% of the school day, may not attend/participate in any school activities on the day of the absence.

Students serving in-school suspension (ISS) are not eligible to attend/participate in any school activities, practices or contests until the following day. On multiple days of ISS, eligibility to attend/participate resumes the day following the last day served in ISS.

If I have a concern/complaint, how should it be handled?

Occasionally, a problem arises and students might ask themselves what should they do? Listed below are the steps they should follow:

- **First, contact the staff member involved.**
- **Second, go to a school counselor or an immediate supervisor who may then discuss the matter with the staff member and/or his/her supervisor.**
- **Third, contact an administrator**
- **Fourth, contact the Principal, Mr. Greg Shugrue.**

BRING YOUR OWN DEVICES

Guidelines for the Use of Personal Technology on Campus

Technology has changed the way we approach education as we prepare our students for future opportunities. We understand the many positive educational benefits of using technology in the classroom and importance of the integration of technology in our curriculum. In an effort to encourage our students and continue to develop their technology skills, students in the New Milford Public Schools may use their own technology at school for educational purposes.

Definition of Personal Technology

For purposes of this policy "personal technology means a privately owned, wireless, and portable electronic hand-held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Use of Technology for Instructional Purposes

Use of technology in school is a privilege which comes with great responsibility. Students will only be allowed to use their laptops, tablets, cell phones or other electronic devices for educational purposes at school. Checking personal email, socializing via texts or instant messages, or otherwise engaging in personal pursuits is prohibited during the instructional day.

Internet Access on School Grounds

Only the internet gateway provided by the school may be accessed while on campus. Personal technology, including cell phones and cell network adapters are not permitted to be used to access outside internet sources at any time.

Compliance with other Board Policies

When participating in B.Y.O.D., students must adhere to the Student Code of Conduct, as well as all Board Policies, particularly the New Milford School District's Acceptable Use Policy. This means that students who use their personal technology at school must abide by the established policies regarding acceptable user of the Internet, bullying, harassment, cheating, threats, student confidentiality and other misconduct that violates school rules or causes a disruption of educational activities.

Additional Guidelines

- Teachers have the discretion to determine when students may use personal technology in the classroom. Students must immediately comply with their teachers' request to shut down or put away personal technology.
- All personal technology must be in silent mode.
- Students may not use personal technology during any assessments or tests unless otherwise directed by school personnel.
- Students shall not transmit, post, or otherwise publicly share photographs or videos that they have taken of any person on school grounds, or in a school vehicle.

Security and Damage

Responsibility to keep a student's personal technology secure rests with the individual owner. New Milford School District, including its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in a manner similar to other personal property. It is recommended that students personalize their devices for easy identification and utilize protective cases.

The New Milford District Technology Department will not service any non-district owned technology, which includes troubleshooting, software or hardware issues. Students are responsible for securing their devices and making sure that they have up-to-date anti-virus software installed, if applicable.

Failure to Follow B.Y.O.D. Guidelines

Misuse of personal technology in violation of these guidelines may result in the loss of access privileges, a prohibition on the use or possession of personal technology on school grounds, or other disciplinary consequences up to and including suspension and expulsion.

NMPS uses Google to access the internet and to create and store student work. All uses are filtered and inappropriate passwords, searches, text, and documents are flagged.

Administration will be notified by Central Office of any references including but not limited to drugs, sex, racial comments, or swears, along with searches to bypass the filter. Students may face disciplinary consequences including possible loss of privilege, suspension or arrest. Police or other authorities may also be contacted.

DO NOT USE SWEARS or make reference to drugs, sex or racial comments in any school related document or password.

CALCULATORS

Calculators may be used with the approval of the classroom teacher. In some mathematics and science courses, a teacher may recommend students obtain a calculator.

LAPTOPS

The use of personal laptops by a student is permitted at the teacher's discretion.

Further, the school does supply students with computer lab facilities, which are utilized for research and instruction. A student has access to technology through those facilities under the supervision and direction of school staff. **Students are required to read and sign a usage policy outlining the guidelines and restrictions to be followed for appropriate use of the computers.**

LASER POINTERS

In accordance with state law, possession of laser pointers by minors on school grounds or other public places is prohibited unless being used under the direction of a teacher. Shining, pointing, or focusing a laser pointer directly or indirectly at or on anyone for the purpose of harassing, annoying, or causing a person to fear injury is prohibited. Infractions are punishable by fines set by a judge of

NO SMOKING POLICY

RATIONALE:

1. Decades of studies have documented the adverse effects of smoking, including the detrimental effects of second hand smoke. Now the most recent studies have focused on the fact that smoking during the teenage years causes permanent genetic changes in the lungs and **forever** increases the risk of lung cancer—even if the smoker quits.
2. In 1994 the Connecticut State Legislature established that smoking in public schools was against the law and reinforced the statute by allowing for police referrals and fines to be imposed. Increasingly, Connecticut schools have begun to support enforcement of the law.

The Board of Education is convinced, on the basis of substantial scientific and medical evidence, that smoking poses a serious hazard to the health of smokers and non-smokers alike. In addition, the Board believes that a school system, as an institution committed to the positive growth and development of young people, should serve as a model of healthy and responsible behavior for the young people that it serves.

It is therefore the policy of the Board of Education, consistent with Section 1-21b of the Connecticut General Statutes, to prohibit smoking within school buildings at all times and to prohibit smoking on school grounds at all times. This policy applies to all individuals, including students, staff members, and visitors. In addition, this policy prohibits smoking during school-sponsored events.

EVIDENCE OF SMOKING VIOLATIONS:

To clarify the debates that have occurred in the past, a combined effort of the Student Council, National Honor Society, Faculty Senate, and Administration developed the following list that New Milford High School considers to be justifiable evidence that a student has violated our no smoking rules. A student has violated our no smoking policies if he or she is:

1. holding a cigarette, e-cigarette, cigar, pipe, etc;
2. in possession of smoking paraphernalia (cigarettes, e-cigarettes, lighters, etc.)
3. in a lavatory stall with smoke rising above it;
4. near a cigarette/e-cigarette anywhere/anytime on school grounds;
5. in the presence of smoke when detected by a staff member.

VIOLATIONS OF TOBACCO USE:

Students are not to use or be in possession of tobacco products anywhere/anytime on school grounds. Smoking paraphernalia will be confiscated.

VIOLATIONS OF LAVATORY USE:

Violations of lavatory use that will lead to school penalties include:

1. Loitering in a lavatory and not actively using it for intended bathroom uses;
2. Acting as a “lookout” who warns other students of the arrival of a staff member into the lavatory;
3. Occupancy of a lavatory stall by more than one student at a time;
4. Failure to obey or verbally harassing staff members who monitor lavatories;
5. Using a lavatory without an authorized pass or staff permission.

The Administration reserves the right to restrict lavatory use privileges of students who abuse their lavatory privileges.

SKATEBOARDS

Possession and/or use of a skateboard is not allowed on campus at New Milford High School, at any

time. Violations may result in disciplinary consequences.

STUDY HALLS

Study Halls:

Students may be assigned to a classroom study hall for any period throughout the day. **Students must report to their study hall, sign in, and be granted permission by the study hall teacher before going anywhere in the building.** In this study, students may read, do homework, and receive help from the study teacher. **Attendance will be taken.**

After a student has had his/her attendance taken in his/her study hall, the study hall teacher has the option of allowing students with a pass to report to one of the following areas:

Career Center	A student activity	LLC
School Counseling Office	Teacher's classroom for extra help	

SCIENTIFIC RESEARCH BASED INTERVENTION (SRBI)

Response to Intervention (RtI) is an initiative spurred by federal court action and education research. Connecticut refers to RtI as SRBI (Scientific Research Based Intervention). It is both an educational process and a systematic approach for addressing the needs of low-performing learners who have not been identified as needing special education. Its primary purposes are to revise the process by which we identify students with learning disabilities and to help all students achieve grade level proficiency.

If progress monitoring and assessment data of a student indicate a need for more intense interventions than the quality core instruction in the general education classroom, a student may be referred to the SRBI team where student data will be reviewed and a course of action to support the student will be recommended. Students and their parent/guardian will be contacted when a student has been referred to the SRBI team.

NEW MILFORD HIGH SCHOOL SRBI TEAM

A school SRBI team is a multi-disciplinary group of school professionals who meet on a regular basis to address teachers' concerns about students and to help design targeted intervention plans. The purpose of the SRBI team is to be an effective problem solving group that:

- Assesses teachers' concerns about students' academic and/or behavioral difficulties;
- Identifies student strengths, interests, and talents;
- Reviews baseline data that has been collected;
- Identifies desired outcomes and methods for measuring progress;

STUDENTS' RIGHTS

Besides the right to a free education, the courts in recent years have recognized various other rights belonging to students attending public schools, rights that were either deliberately or inadvertently denied to previous generations of students. In short, the courts have determined that students "do not shed their constitutional rights at the schoolhouse door." The following is a brief review of some of the rights students have.

AGE OF MAJORITY

In 1972, the State of Connecticut established eighteen (18) as the age of majority.

As applied to school, this means that any student eighteen (18) years of age or older may assume all

rights and responsibilities regarding his/her education which have been delegated to the parents of minors, as long as a note from a parent/guardian is on file expressing this desire. Students in this category may write their own excuses for absences and tardies, inspect their records, and make their own curricular selections. All field trip permission forms still require a parent/guardian's signature. Note: Requests for early dismissals must be in compliance with NMHS Early Dismissal procedures/policy (see Student Handbook). Only legitimate reasons will be allowed for dismissal passes.

Adult students are still subject to all disciplinary restrictions enforced by the school. Furthermore, their actions and decisions are subject to verification by the school.

The school recognizes its moral responsibility to the parent regardless of the age of the students in its charge and will attempt to cooperate with the parent to provide the best educational experience for the student, especially in situations where the student still resides with the parent. Eighteen-year-old students may request direct communications and parents/guardians will be notified of that action.

The school reserves the right to revoke age of majority privileges when a student has acted deceptively or used poor judgment.

DISCRIMINATION

It is the policy of the New Milford Board of Education not to discriminate on the basis of race, color, national origin (in accordance with Title VI of the Civil Rights Act of 1964), sex (in accordance with Title IX of the Education Amendments of 1972), or handicap (in accordance with Section 504 of the Rehabilitation Act of 1972).

Inquiries regarding compliance with the above may be directed to the NMHS Athletic Director, Assistant Superintendent, or Superintendent of Schools at 50 East Street, New Milford, CT 06776.

TITLE IX POLICY

The New Milford Public Schools are committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the school district's nondiscrimination policies should be directed to the Office of the Assistant Superintendent, 50 East Street, New Milford, CT 06776, 860 354-3235

Title IX protects any person from sex-based discrimination, regardless of their real or perceived sex, gender identity, and/or gender expression. Female, male, and gender non-conforming students, faculty, and staff are protected from any sex-based discrimination, harassment or violence.

DRESS AND GROOMING

In order to promote a positive learning environment, the New Milford Board of Education supports these standards for safe and appropriate student dress; nothing in this policy is intended to infringe upon students' freedom of expression or their religious beliefs.

- a) Headwear: All headwear will be removed prior to entering school and must be placed in the student's locker or where outer garments are stowed for the entire school day.
- b) Blouses/Shirts: Blouses/shirts should be constructed so that the tops of the shoulders are covered. Blouses/shirts will not allow exposure of any portion of the waist, hips, midriff, or exposure of the chest.
- c) Skirts/Shorts/Dresses/Pants: Skirts, shorts, and dresses should have hemlines that are mid-thigh. (At New Milford High School, mid-thigh is defined as: while holding arms down at one's side, the mid-thigh is at the end of the finger tips.) With safety as our primary concern, pants should be worn to stay close to the waist; undergarments should be completely covered.
- d) Outdoor Garments: All outdoor garments will be placed in the students' locker immediately upon entering the school and will remain there for the entire school day.
- e) Shoes: Safe footwear must be worn at all times.

- f) Attire: Attire that displays indecent language, pictures or symbols that contain sexual references, or that advertise or encourage the use of drugs, tobacco products, alcoholic beverages are prohibited. Messages of violence or gang allegiance are prohibited. Pajamas, slippers and other lounging attire are not allowed.
- g) Accessories: Students may not wear accessories that could cause injury to others or that are substantially or materially disruptive of the education process.

The school administration and faculty are responsible for the implementation of this policy. Exceptions to the above dress standards will be considered for medical reasons, special events and cultural beliefs or to promote school spirit as determined by the school principal or his/her designee. Students and/or sponsors wishing to request special exceptions must have permission from the school administration prior to the activity.

When the above stated standards have not been met, any or all of the following will occur:

- a. Individual counseling;
- b. Sending the student home to change and return to school;
- c. Parental conferences;
- d. Suspension for insubordination (refusal to change and/or follow the directions of the administration/designee).

Reference: New Milford Board of Education Policy 5132

DUE PROCESS AND OTHER CONSTITUTIONAL RIGHTS

The right to "due process" simply means that, especially in disciplinary matters, the student is entitled to know what he/she is accused of doing wrong and has the chance to tell his/her side of the story to the school administrator in charge.

This right is primarily intended for serious disciplinary situations where suspension from school is a possibility, although the procedure can be a reasonable expectation even in minor classroom disciplinary enforcement.

Recent Connecticut legal statutes have specified certain rights for student suspension from school for disciplinary reasons. Among these rights are: access to schoolwork missed and no reduction in grade if such work is completed to the satisfaction of the teacher, and a reasonable limit to the length and number of suspensions a student may receive before the school is obligated to seek other methods of dealing with the student. Complete explanation of these laws is available on request from the school administration.

Equally significant is the fact that students in public schools do not automatically possess all the constitutional rights of a citizen on the street. School officials have the duty to create and maintain an atmosphere in which learning can take place. In this effort, it is necessary for them to, at times, interrogate, monitor, and control students in a manner more burdensome than can be expected by a citizen on the street.

The courts have ruled that this is acceptable as long as school officials act in a reasonable and prudent manner.

FREEDOM OF SPEECH/EXPRESSION

It is the policy of the New Milford Board of Education to recognize the right of students enrolled in the public school to express their views on school property during school hours and to encourage such expression provided that it will not result in a serious disruption of the educational process, will not unreasonably interfere with school operations, and/or will not interfere with the rights of other students and/or school personnel. Students should be aware that the constitutional guarantees of Freedom of Speech and Expression do not protect libel and slander which could give rise to a course of action for the injured party.

Students who wish to exercise opinions and dissent and/or to distribute printed matter should consult with the principal at least seventy-two (72) hours in advance to ensure that such expressions and/or

distributions do not interfere with the operation of the school and/or violate the rights of others. The principal's judgment is a key factor in determining the potential for disruption and/or violation in this regard. The primary purpose of school is to educate students and any disruption of that effort should have no place in the school's operation. Further, those responsible for such disruptions can be subject to disciplinary action.

PERSONAL PRIVACY

Any type of recording device (audio and/or visual) is strictly prohibited in bathrooms and physical education locker rooms. Title IX protects any person from sex-based discrimination, regardless of their real or perceived sex, gender identity, and/or gender expression. Female, male, and gender non-conforming students, faculty, and staff are protected from any sex-based discrimination, harassment or violence.

STUDENT RECORDS/CONFIDENTIALITY

Either the parents or legal guardians of a minor student are entitled to knowledge of and access to all educational, medical, or similar school records maintained in their child's cumulative folder, within a reasonable time after request. Parents and guardians are not entitled to information about their children which is considered privileged, in other words, confidential communication between teacher or nurse and student.

With a few exceptions, release of student information or transfer of records may take place only with the written consent of the parents or legal guardians. Information regarding federal, state, and local policies regarding student records is available from school administrators.

Parents, legal guardians, and 18-year-old students may see the contents of student permanent record folders and special education folders. The lawful release of records requires a written request, however.

A parent/guardian who does not have custody of a student is allowed access to student records, unless a court order specifically disallows that right.

TRANSCRIPTS

A school transcript is a permanent record of a student's achievements while at New Milford High School.

When the school receives appropriate requests and has proper authority, transcripts can be sent to prospective employers, colleges, armed services, and other schools.

In general, transcripts contain the following information:

Name, address, and birth date

Final grades in all courses

Credits earned

Class rank

Attendance totals

ACADEMIC INFORMATION

ACADEMIC HELP

(2:20p.m. – 2:40 p.m. Teachers Available for Extra Help)

All teachers are available for academic help after regular school hours. Students should arrange an appointment in advance that is mutually convenient. (Also, teachers may request a student to report for academic help).

ACADEMIC HONESTY

If a student is expected to work alone but provides, uses, or accepts inappropriate assistance, then the student has acted dishonestly in the learning environment and is subject to discipline for cheating. (See Student Behavior Management System).

Examples of the kinds of acts and behaviors that are viewed as cheating are listed below. The list is a sampling only; it is not all-inclusive:

- During tests or quizzes
 - cheat sheets with answers
 - answers programmed into electronic devices
 - answers written on hands, arms, clothing, etc.
 - looking at another student's answers
 - looking into texts, notebooks, etc.
 - communicating with other students
 - offering/providing answers to others
 - aiding/abetting another student's dishonesty
 - Sending or receiving pictures, texts or other electronic communication
- On projects, papers, reports, keyboarding, computer accounts
 - claiming another student's/person's work as your own
 - plagiarism: copying words or ideas and not giving credit to the sources
- Other
 - If previously warned by a teacher that a given behavior will be considered cheating
 - If a behavior violates the ground rules for academic honesty set by the teacher

CITING SOURCES

Avoid plagiarism by citing sources for the information included in your work that is not your original oral, written, or visual composition. There are many web sites that show how to write a citation that you can use. A citation usually includes the author(s), where the information came from, and when it was composed. Check with your teacher for a citation-preferred style.

APPEALS PROCEDURE

The teacher will first discuss concerns with the student. If the teacher then determines that dishonesty has taken place, a disciplinary referral would be submitted to the Student's Administrator. If a student wishes to appeal a referral, they should contact their administrator.

COURSE LEVELS

College Prep, Honors, and Advanced Placement

Courses are offered by levels in order to challenge students academically. The following are the various levels of courses offered at New Milford High School:

Level

Focus

College Prep

College Prep courses present an in depth study of subject matter and content. Students in this level are expected to demonstrate strong basic skills in the individual subject matter. College Prep courses meet the academic requirements for applying to college.

Honors

Honors courses are for students who display extremely strong academic skills, high motivation, and an ability to work with abstract concepts independently. Honors courses prepare students for highly selective colleges.

Advanced Placement

Advanced Placement classes are designed for the highly motivated and capable student. The demands and expectations in these advanced level courses are high and only students with either a high level of past achievement or who are highly motivated individuals who demonstrate outstanding academic skills should take such courses.

Each student is given material that is selected according to the ability of the students. Vocabulary and reading difficulty increase commensurate with the level of the course. In each level of instruction, supplementary materials are also used.

The placement of students into a particular level of a course depends on many factors. The following procedure is used for New Milford High School:

1. The teacher of the student recommends placement into a particular level of instruction after considering:
 - a. the student's achievement
 - b. standardized test results
2. The student's school counselor then reviews teacher recommendations.

The entire scheduling process is a cooperative effort between parent, student, teacher, and counselor. Parents are encouraged to work closely with the student and the counselor to ensure placement in the most appropriate level of instruction.

Prerequisites

As students select their courses, they will notice that many have prerequisites. This means that certain courses must have been taken and passed in order to be eligible to take a course. It is obvious that students must have passed French I to enter French II. It is less obvious but equally important that students must have had algebra I and geometry in order to enter chemistry. Be sure all the prerequisites to the courses that you choose have been taken.

CREDIT REQUIREMENTS

Students are required in the freshman, sophomore, and junior years to take at least the equivalent of 6.5 credits. Seniors, remember that the requirements for senior English are to be fulfilled by selecting two (2) half-credit electives from the section listing English electives.

Advanced courses taken in grade 8, such as world language, algebra, etc., will be counted toward the next sequential course. Courses taken in grade 8 do not earn credits toward graduation.

NMHS Credit Requirements

To be a sophomore (10th grade)	To be a Junior (11th grade)	To be a Senior (12th grade)	To Graduate
6.5	13	20	26

EARLY GRADUATION POLICY

Students may finish in seven semesters provided all graduation requirements have been satisfied. Any student interested in being considered for early graduation must notify his/her counselor of his/her intentions by May 1 of the junior year. Students applying for early graduation must obtain the **Early Graduation Policy** statement and related application form from the School Counseling Office.

EXAMINATIONS

Final examinations and mid-course examinations are important stages in the educational process. During the last week of each semester exams will be administered in each course. At this point,

students should plan their time carefully to allow ample opportunity to study and prepare for exams.

Exam Days:

If a student will miss an exam due to illness, the student must contact the attendance office @ ext. 1168 on the day of the absence. It is the **student's responsibility to arrange with their administrator** for the make-up of any exam missed for a verified, legitimate reason, (i.e., illness).

During the exam period, the student is not allowed to leave the building once the exam has started. If the student does not have an exam during the exam period for that day, he/she does not have to come to school. If the student is late to the exam period, he/she is not allowed to take it, unless approved by an administrator. The student must report to a designated area and remain there until the end of the examination. It is expected that the student will remain in the classroom for the entire period.

Final exams may not be moved or rearranged for convenience. If there is an extenuating circumstance such as college orientation or an educational opportunity, students should contact their administrator.

Final Exam Exemption

All students who attain a 90 average in a yearlong course are exempt from the final exam. Students must be enrolled in and attended the course for the full year in order to be considered for this exemption.

GRADUATION REQUIREMENTS

The following are course requirements needed to graduate from New Milford High School. All course requirements and the Information Literacy Standard must be completed three days prior to Graduation in order for a student to participate in the Graduation ceremony.

SUBJECT	
English	4.0
Mathematics	4.0
Social Studies (including 0.5 credit in Civics and 1 credit for U.S. History)	3.0
Science	3.0
Physical Education	2.0
Arts (Fine or Practical)	1.0
Health	0.5
Electives	8.5 (including 0.5 in Humanities and 0.5 in Financial Literacy)
TOTAL CREDITS	26.0

There is a brochure available in the School Counseling Office that defines the program of study available to students. Students are encouraged to read that document.

Please note:

1. A "credit" is defined as a passing grade earned in a course that meets five times in two weeks.
2. Students are encouraged to consider taking courses outside their regular pattern of studies when electives are to be selected.
3. Each student is required to take a minimum of 6.5 credits per year. No course changes will be allowed which diminish this number.
4. Advanced courses taken in Grade 8, such as algebra 1 and world language will be credited toward the next sequential course. They do not earn credits toward graduation. Arrangements for approval of credit should be made in advance for any courses not taken at New Milford High School, and/or not specifically offered by New Milford High School.
5. Prerequisites for advancement in sequential academic courses: in most academic and business courses, the minimum grade recommended for advancing in sequential courses is C- rather than D (i.e., to progress from algebra I to geometry or from French I to French II, etc.).
6. Any student who receives a medical excuse in physical education longer than two weeks in a marking period will be reassigned to a study hall. The student will be required to make up lost physical education credit at a later date under the supervision of the physical education teacher. The student is expected to meet all physical education requirements for graduation.

ASSESSMENTS

A New Milford High School graduate must complete all **academic requirements** AND demonstrate **basic skills** in three areas: 1) reading and writing, 2) quantitative thinking, and 3) information literacy.

Connecticut law, PA 01-166 (b), requires each school district to specify basic skills necessary for graduation and develop a process to assess a student's level of competency in these skills. All students in grades 10 and 11 will be required to take the state mandated assessments. This information will be recorded on the permanent records of each student.

INFORMATION LITERACY STANDARD

INFORMATION LITERACY

Every student must be able to plan and conduct focused research culminating in a final product in any curricular area.

- Examples of these applications may be a thesis, literary criticism, report, art, music or industrial arts project or performance, or a scientific research project;
- The task may be completed in a 9th grade through 12th grade course;
- Students will submit an application form for project assessment to the curricular teacher, who upon approval, will forward the completed assessment to the appropriate guidance counselor. All instructors will understand the skill areas and the rubric used to evaluate this standard;
- All skill areas listed below must be satisfactorily used, and the final project will be evaluated according to a standard rubric:
 - Define task;
 - Use strategy for information gathering;
 - Locate sources using established guidelines;
 - Extract relevant information and credit sources;
 - Synthesize information into a final product;
 - Present final product through chosen medium;
 - Evaluate process and reflect on the product.

ADMINISTRATIVE REGULATIONS

RECORD KEEPING PROCEDURES

Parent Notification

1. Letter with academic and performance requirements will be mailed home to all incoming freshmen and transfer students and their parents/guardians.
2. CAPT scores will be reported to students and parents/guardians through the mail in the fall following the test date.
3. Letter sent to all junior parents/guardians prior to course selection outlining credits achieved and requirements still needed for graduation.
4. Letter sent to all senior parents/guardians at end of the 1st semester advising of status for graduation.
5. Progress will be updated and recorded at regular intervals in the Parent Portal. No formal notice of these updates will be provided. Report cards will no longer be mailed home.

Application For Project Assessment

An application form requiring student, parent/guardian, and teacher signatures will be used to request an evaluation of a project to achieve a standard component. An original copy of the application with scoring rubric will remain in the student's file located in the school counseling office. Copies will be available for student and teacher.

SPECIAL SITUATIONS

Special Needs

Students with special needs may be exempt from district performance standards for graduation, as described in this policy, if indicated in their Individual Education Plan.

Transfer Students

All transfer students will have an appointment with their school counselor and administrator to review transcript, testing material, and other data. Transfer students must meet all New Milford High School graduation requirements.

HOME INSTRUCTION FOR STUDENTS

Students who are absent for an extended period of time because of illness may request home instruction upon completion and acceptance of the medical questionnaire.

All parent requests for home instruction will be directed to the student's Administrator and will be provided for medical reasons that meet the State and Federal mandates for such services. Once instruction has been approved, a teacher will report for a period of two hours per subject each week. All instruction will take place at the public library.

Any questions or problems should be directed to administration.

HOMEWORK

At New Milford High School, out-of-class preparation is an integral part of the educational program. As a form of independent study, directly related to classroom work, homework provides students with the opportunity to develop and reinforce skills and attitudes that encourage self-directed learning.

To provide each student with the opportunity to gain benefits from his/her course, it is necessary that the time spent in class be complemented by an approximately equal amount of time spent in independent, academic preparation. This, however, does not imply that assignments are or should be the same for all students in all classes. The time requirements pertain to the short term, everyday type of homework assignment, as well as to the long-term, project-type assignments in certain subject areas.

Students who do not complete homework assignments may be requested to serve an academic detention by their teacher. It is our hope that the individual attention given will support and motivate the student to succeed in the future.

Students are required to do much in the way of out-of-class preparation because the ability to work successfully without supervision is one of the most important attributes a student can offer in his candidacy for college acceptance.

HONOR ROLL

Eligibility for Honor Rolls:

To recognize outstanding scholastic achievement, motivate students to do well in their studies, and teach students the importance of meeting all their responsibilities, the Board of Education hereby establishes the following categories of honors and the criteria for eligibility for said honors.

High School (9-12)

- Highest Honors: All grades 90 or better in all subjects.
- High Honors: An average of 90 or better in all subjects. No grade below 70.
- Honors: An average of 85 or better in all subjects. No grade below 70.

In order to be eligible for the honor roll, a student must be taking four classes.

PARENT PORTAL

All grades and student progress are now available through the Parent Portal on the school website. Families are encouraged to sign up for access through the main office. Teachers will update assignments and grades on a regular basis. No formal Progress Report or Report card will be sent home (Upon request, report cards can be provided for families who do not have access to the parent portal). The Parent Portal does not replace one-on-one communication and any questions should be directed to the individual teacher.

PHYSICAL EDUCATION

IT IS MANDATORY FOR ALL PHYSICAL EDUCATION STUDENTS TO PURCHASE A SCHOOL ISSUED COMBINATION LOCK (\$8.00). NEVER LEAVE ANY VALUABLES UNLOCKED IN THE LOCKER ROOM. STUDENTS ARE PERSONALLY RESPONSIBLE FOR SECURING THEIR VALUABLES.

INSTRUCTION GRADE POINT AVERAGE/GRADE WEIGHTING/CLASS RANKING

A. Grade Point Average & Weighting

New Milford High School uses a letter grading system and a course “weighting system” for all courses offered in the curriculum. The basis of the system is developed on a 4.0 scale, where each letter grade has a corresponding numeric value. All courses are used to determine a student’s grade point average (GPA). In addition to the GPA, all students have a Weighted GPA (WGPA). Each course carries a different weight, depending on its difficulty and rigor. Courses with an Honors distinction carry a +0.83 weight and courses with an Advanced Placement distinction carry a weight of +1.33 from the 4.0 base weight. (See table below)

		Weight	+0.83	+1.33
		College Prep	Honors	AP
A+	97-100	4.00	4.83	5.33
A	93 - 96	3.67	4.50	5.00
A-	90 - 92	3.33	4.17	4.67
B+	87 - 89	3.00	3.83	4.33
B	83 - 86	2.67	3.50	4.00

B-	80 - 82	2.33	3.17	3.67
C+	77 - 79	2.00	2.83	3.33
C	73 - 76	1.67	2.50	3.00
C-	70 - 72	1.33	2.17	2.67
D+	67 - 69	1.00	1.83	2.33
D	65 - 66	0.67	1.50	2.00
F	Below 65	0.00	0.00	0.00

B. Class Ranking

Since courses differ in their levels of academic challenge, the weighted grade point average provides a more accurate representation of students' academic achievement. The weighted system of grading does NOT affect honor roll calculations. It is used only for the purpose of calculating class rank.

Rank in class is computed at the end of the junior year.

- A. Class rank will not be released until the beginning of the senior year. Counselors will inform students of their "individual" rank during September of the senior year, solely for the purpose of applications to college. Grade point average (GPA) and Weighted Grade Point Average (WGPA) will be calculated each semester.

Students will be identified/clustered according to these percentiles: Top 5%, 10%, 20%, 30%, 40%, 50%, and Bottom 60% beginning in the junior year.

- B. Students class rank for members of the graduating class and the determination of the Valedictorian and the Salutatorian will be based on courses taken through the seventh semester. Traditionally, the Valedictorian and Salutatorian speak at graduation. Other seniors in the top 5% of the graduating class may be invited to submit and deliver a speech for consideration at graduation. A committee of teachers and students will select the best speech for delivery at graduation. Speaking at graduation is considered a privilege bestowed by the school administration. The honor of speaking is contingent upon exemplary academic performance as well as an exemplary record of social and disciplinary behavior.

Rank in Class – Transfer Students

Only course work completed at New Milford High School is utilized for ranking purposes. However, the work completed in another secondary school will be included on the New Milford High School transcript as part of the permanent record of the student.

A student must have completed a minimum of three semesters at New Milford High School, including all of the junior year, to receive an exact place in final class rank, unless approved by the Principal. (See exception below)

Exception

A New Milford High School student, spending a year abroad on an approved foreign exchange program, may be ranked with his/her class. To be ranked with their class, participating students would enter into an agreement with the subject department chairman. This agreement would include instructional objectives, activities and means of assessment. This agreement should be in the form of a contract signed by both parties prior to the student's departure for all exchange programs.

MAKE-UP WORK

Generally, students have two (2) class periods for each day of absence to complete make up work. If the work is not made up at the end of the marking period, the existing grade will be registered on the report card. **If the student is being allowed a grace period to get caught up, the grade on the report card will be accompanied by this comment, "This grade reflects incomplete work that must be completed within ten (10) school days after the close of the marking period."** If

the work is made up, the teacher will alter the grade. If not, the grade remains as published on the report card.

ONLINE COURSES/POST-SECONDARY COURSES

The Board of Education recognizes students may benefit from on-line courses or post-secondary courses to assist students in obtaining credits necessary to earn a New Milford High School diploma, to maintain academic standing, or to provide enrichment for those who might require special courses. For more information, contact the student's school counselor.

Guidelines for Course Changes/Drops

As a matter of practice, no changes will be made to a student's schedule except for the following reasons:

- clear cut computer entry error
- completion of Summer School course
- level changes
- Planning and Placement Team meeting recommendation

Changes to a student's schedule will not be made for the following reasons:

- teacher change request
- to accommodate early dismissal or late arrival

Minimum credit requirements must be maintained at all times..

Full Year Course Drop Deadlines

The deadline for dropping a course without penalty is by the end of the first marking period.

Students dropping a course after the drop deadline, will receive a grade of "WF" (Withdraw Fail). This will not figure into the students GPA

No record if dropped before end of 1st marking period.

WF if dropped after 1st marking period

Semester Course Drop Deadlines

The deadline for dropping a course without penalty is within the first 20 school days of the semester.

Students dropping a course after the drop deadline, will receive a grade of "WF" (Withdraw Fail). This will not figure into the students GPA

Level Changes - No level changes will be made after the beginning of third quarter.

1. Discuss the concern with the teacher of the course, counselor and parents.
2. Initiate formal level change request with the counselor.
3. Continue to attend class until all transfer paperwork is complete and counselor and student have met for a new schedule.

Grading

A ten-point differential can be **added to a student's** grade in the new level at the teacher's discretion based on student performance in the new class.

SCHOLARSHIPS

Students seeking information on scholarships and similar types of financial aid to assist in furthering their education should consult with their school counselor, who has access to such information.

Many scholarships and awards are available through local organizations. The Career Center publishes a listing of the various offerings. Applications are available from the career center secretary. Interested students should note that these applications usually have specific deadline dates. Students must be in good standing to be considered for a scholarship.

A MISSED DEADLINE CAN MEAN A MISSED OPPORTUNITY.

SCHOOL FACILITIES

BULLETIN BOARDS

The various bulletin boards located throughout the school are intended only for approved school-related information.

Materials publicizing events and activities unrelated to the high school **may not** be posted. Committee members in charge must submit to the principal posters and/or fliers publicizing school-sponsored events before they may be posted.

COURTYARD

The courtyards were designed by the architects for the purpose of providing lighting and aesthetic beauty to those classrooms that overlook them. The courtyards are not for general student use.

LOCKERS

To obtain a corridor locker, you must make a deposit of \$8.00 to the office for a combination lock that is refundable when the lock is returned. **THE PURCHASE OF A LOCK IS MANDATORY.** We issue you your lock and locker for your entire stay at New Milford High School. In other words, the only students who will turn their locks in to the office in June will be members of the graduating class or others permanently withdrawing from school.

Past experience has shown that exchanging lock combinations with friends and sharing lockers increases the likelihood of theft and vandalism.

DO NOT SHARE YOUR LOCKER OR LOCK COMBINATION. KEEP IT LOCKED WHEN NOT IN USE.

Do not keep large sums of money or other valuables in your locker. You may check such items in the main office. During PE class electronic devices and valuables should be stored in the teacher's locked office. The school is not responsible for items stolen or damaged while stored in lockers. Do not exchange locks with friends.

All lockers are the property of the New Milford Board of Education. Lockers are loaned to students for their convenience during the school year. School lockers should be kept in good order and not abused.

Students are responsible for any damage to their lockers – including scratches, gouges, and graffiti. Students will be required to pay for any damage to their locker.

A withdrawing student or graduating student is to return his or her properly issued lock and will receive a lock deposit refund, if a deposit was paid. All other students must clean out their lockers entirely by the end of the school year and leave their locks in place to allow for summer maintenance.

Students should be aware that a locker is subject to search by the Administration when there is reasonable cause to suspect that the contents of a locker are jeopardizing the smooth operation of the school. For reasons of maintenance and/or safety, school personnel carry out periodic inspection of lockers. Therefore, students cannot expect privacy in their lockers.

Only school locks properly issued by the main office are allowed on corridor lockers. **Personal locks and P.E. locks are not to be substituted and are subject to removal.** In the event that you lose your lock, a replacement lock may be obtained from the Guidance Office. A replacement fee will be charged.

STUDENT PARKING

Student parking will be issued on a first come basis. Once parking permit tags are sold out, an announcement will be made to the students. **Applications are available on line at www.nmhs.newmilfordps.org**

I. ELIGIBILITY

1. Possess a valid driver's license;
2. Good academic standing;
3. Have had no Out-of-School Suspensions the previous semester;
4. Have no outstanding financial obligations.

II. PROCEDURE

Students should apply for a parking permit tag by:

1. Filling out an application;
2. Paying fee to "NMHS PARKING PERMIT";
3. Parking Permit Tag must be mounted on the vehicle at all times while parked on the high school premises.

III. INELIGIBILITY

Students may forfeit parking permit tags, **WITHOUT REFUND OF THE FEE**, for any of the following reasons:

1. Out-of-school suspension from school;
2. Unsafe conduct of a motor vehicle on school grounds;
3. Unauthorized transfer of parking permit tag;
4. Leaving school grounds without administrative permission;
5. Transporting students off school grounds without permission;
6. Failure to maintain good academic standing
7. Pattern of excessive tardiness to school or truancy;
8. Loss or suspension of a valid driver's license;
9. Failure to abide by permit and parking procedures of NMHS.

STUDENTS MUST PARK IN THEIR ASSIGNED STUDENT PARKING SPOT ONLY. FAILURE TO DO SO WILL RESULT IN DISCIPLINARY ACTION, WHICH MAY INCLUDE TOWING FROM THE PREMISES.

PARKING IS AT THE OWNER/OPERATOR'S OWN RISK.

THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGES/LOSS TO THE VEHICLE.

STUDENTS PARKING OFF-SITE, WITHOUT PROPERTY OWNER'S PERMISSION, MAY BE SUBJECT TO DISCIPLINARY CONSEQUENCES. STUDENTS SHOULD ALSO BE AWARE THAT OTHER CIVIL AND CRIMINAL CHARGES MAY BE INVOKED WHEN PARKING ON PRIVATE PROPERTY. STUDENTS WHO ARE ASSIGNED PARKING SPACES #1-117, WILL NEED TO MOVE THEIR CARS BY 3:00 p.m. EACH DAY.

TELEPHONES

Office telephones are only available for student use in emergencies.

STUDENT SERVICES

CAFETERIA

Students may choose the full course hot lunch, salad bar, or a variety of individual items available. **All cafeteria purchases are made on a cash basis or by accessing student account.** At the conclusion of each lunch period, students are responsible for depositing their refuse in the receptacles provided. Any departure from mature, adult behavior in the cafeteria infringes upon the rights of others and will not be tolerated. **Students who abuse the cafeteria privilege will be given designated seating.** The financial situation of certain students may allow them to be considered for free lunch or lunch at reduced rates. Eligibility is determined by application to the principal.

The Food Service Department will be utilizing a computerized cash register terminal at one of the Cashier Stations.

Students desiring to utilize this system may come to the Food Court, other than meal serving times, to have their picture taken and account set up. Students will be issued a Personal Identification Number (PIN) which will be used to access their account by entering their PIN on a keypad near the Cashier Station. The students' account and picture will be verified by the cashier and their account charged the appropriate amount.

It will be the students' responsibility to make sure an adequate balance remains in their account at all times. Credits will not be extended. The system will only be used for purchases during lunch meal periods.

Students are not allowed to eat cafeteria food until they have completed their purchase past the cash registers. Panhandling is strictly prohibited.

HEALTH

The nurse is on duty during school hours. Except for extreme emergencies, when you need to see the nurse, report to class or study hall first and request a pass from your teacher. **STUDENTS MAY NOT LEAVE DURING THE SCHOOL DAY BECAUSE OF ILLNESS WITHOUT APPROVAL OF THE NURSE.** Since such dismissal requires notification of parents/guardians, students should be sure to include the telephone number of their parents or guardians place of employment and an alternate emergency number on their registration card.

Consult the "Policy on Administration of Medication," detailed later in this booklet, for procedures regarding the dispensing of medicine by the school nurse.

Students who are excused from school because of illness or injury must have parental approval arranged through the school nurse.
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HEALTH EDUCATION

Health education includes the discussion of AIDS and is included in the Human Growth and Development/Sexuality component of the health curriculum. This component will be introduced in the last three to four weeks of the semester. Students will explore the causes, symptoms, routes of

transmission, treatment, methods of testing, and the social issues relating to AIDS and the community. Parents who wish their child to be excluded from this instruction should refer to Appendix A, which lists Board of Education policies.

LIBRARY LEARNING COMMONS

The Library Learning Commons (LLC) is open from 7:00 AM to 3:00 PM, every day school is in session. Students are welcome to use the LLC for research, studying, reading, and individual and group projects. There are also a variety of computer/technology devices for students to check out and use while in the LLC.

Students who wish to come to the LLC during a study hall period must make a request online in advance. Specific directions for obtaining these passes can be found on the LLC website. Students do not need a pass to come to the LLC before or after school.

Students will be held responsible for all LLC materials and equipment they check out and/or use. There is no charge for overdue materials; however, checkout privileges may be restricted if a student has outstanding materials. Students must pay the replacement cost of any damaged or missing materials.

A clear set of student expectations is posted in the LLC. Students who choose not to follow these expectations will lose their privilege to use the LLC and its resources.

SCHOOL COUNSELING

The school counseling staff at the high school offers to all students a variety of resource and counseling services. Students may take advantage of these services voluntarily or may be referred by teachers, administrators, or parents. Areas of involvement for counselors include school curriculum, course and program selection, educational and vocational objectives, standardized test results, armed services opportunities, and personal problems.

Students are urged to become familiar with the extensive materials available on college and career opportunities located both in the school counseling office and in the Career Center.

Special counseling services such as job placement, visits by college and armed services representatives, vocational programs, College Board Examinations, and scholarships are announced via the morning announcement and "Grapevine", a newsletter published regularly by the school counseling department.

It is the policy of the school counseling department to seek parental approval for all program and course selections and changes.

You may reach the school counseling offices directly by calling (860) 350- 6647 extension # 1102.

STUDENT STORE

As part of their sales training, students in the Distributive Education curriculum operate the Student Store located on the first floor, adjacent to the cafeteria. The store offers school supplies and school approved backpacks and sweatshirts.

POLICIES AND PROCEDURES

ACCIDENTS

Any accident involving possible injury to a student or damage to school property must be reported immediately to the teacher in charge of the area and to the administration.

The New Milford Board of Education does not carry accident insurance; however, in order for an accident to be documented for possible insurance claims through personal policy coverage, certain forms must be completed and returned to the office within twenty-four (24) hours of the accident. It is the responsibility of the student to obtain and complete such forms.

BOOKS

Each student is responsible for maintaining and returning each textbook issued to him/her. To increase the life of the book, books should be covered. The teachers will stress the covering of textbooks. Damage to or loss of books is the student's responsibility. Certain student privileges may be withheld from students who fail to satisfy outstanding obligations.

BULLYING, HAZING, TEASING, TAUNTING, AND INITIATIONS

Everyone has a duty to behave responsibly and courteously toward others. Any activity that humiliates, degrades, abuses, or endangers a person's physical or emotional health will not be tolerated. This includes bullying, teasing, hazing, taunting, and initiations of any kind. Appropriate disciplinary action will be taken. We hope that all members of our school community will send a message of responsibility, respect, and kindness to others.

CARRY ALLS

Book Bags, Backpacks, and Sidepacks, and other carry alls are to be used solely as a means for transporting school-related items to and from home. These carry alls should be of a size that will fit into a student's hall locker. Students are only allowed to use small drawstring bags during the instructional day. It is encouraged that you purchase these drawstring bags at the school store, but not mandated. If drawstring bag is purchased away from school, it must have drawstrings. NO BACKPACKS are allowed. Students seeking a medical waiver will have to participate in the 504 process and provide ample documentation. A medical waiver is not guaranteed.

CHANGE OF ADDRESS

A student whose home address changes within the Town of New Milford and/or Sherman or whose phone number has changed should notify the main office immediately.

CLASS ACTIVITY MONIES

New Milford High School will no longer be collecting Class Dues. All activities will be paid a la carte. In an effort to help with planning, monies for these activities will be due throughout Senior year. Possible expenses include yearbook, trip, and banquet. These are entirely optional activities and must be paid for by the designated due dates as they are announced. Any funds already paid toward dues will be applied at the student's request to the designated activity.

Monies paid toward class activities are non-refundable except in the case of NMHS related competitions. These circumstances should be brought to the attention of administration.

COMPUTER USE RULES

Computers are to be used for school-related activities only. **Misuse will result in loss of privileges and other disciplinary measures.** All users are expected to use the computers responsibly in accordance with the Network and Internet Access Policy. The following rules also apply to all users:

Computer Users May:

- Complete homework assignments;
- Go on-line to complete school research projects.

Users May Not:

- Change any computer settings or render the system inoperable;
- Use another person's user name or password;
- Download software, music, or other copyrighted material;
- Stream movies or videos;
- Install software;

- Access personal e-mail, chat rooms, or instant messaging;
- Access or transmit obscene or inappropriate material;
- Access other's computer files;
- Harass any individual
- Use any computer games;
- Violate any local, state, or federal statute;

NMPS uses Google to access the internet and to create and store student work. All uses are filtered and inappropriate passwords, searches, text, and documents are flagged.

Administration will be notified by Central Office of any references including but not limited to drugs, sex, racial comments, or swears, along with searches to bypass the filter. Students may face disciplinary consequences including possible loss of privilege, suspension or arrest. Police or other authorities may also be contacted. DO NOT USE SWEARS or make reference to drugs, sex or racial comments.

Refer to Board Policy #6141.321

AFTER SCHOOL SUPERVISION

The LLC will be opened from 2:20-4:20 Monday, Wednesday, Thursday, and Friday for any student needing to stay after school. This includes Band members and Athletes waiting for practice.

Any student staying after school is expected to go to the LLC unless they are with a coach or teacher.

DETENTION

In addition to detentions assigned by individual teachers, there is also a general detention period each afternoon from 2:20 to 4:20 p.m. Students are assigned to this detention for disciplinary situations beyond the scope of the classroom teacher.

Students and parents are expected to deal directly with the staff member who assigned the detention regarding the scheduling of a detention period. Generally, students are allowed one day's advanced notice for the serving of detention.

Any student failing or neglecting to serve a detention is subject to further disciplinary action, including suspension for insubordination.

TOOLS

Students may not bring to school or be in possession of mechanical, carpentry, or hand tools such as screwdrivers, hammers, wrenches, etc.

DRUG/SUBSTANCE ABUSE POLICY

#5131.6

DRUGS, ALCOHOL AND TOBACCO:

The Board of Education is committed to maintaining a drug and alcohol free environment for the students in the school district. It is the policy of the Board of Education to take positive action through instruction, counseling, parental involvement, medical referral and law enforcement referral, as appropriate, in handling incidents involving the possession, distribution, sale or use of drugs, alcohol and other substances that affect behavior.

In keeping with this policy, the use, possession, sale, or distribution of drugs, controlled substances, drug paraphernalia or alcoholic beverages is prohibited on school premises or at any school spon-

sored activity. Students who violate this policy are subject to disciplinary measures including suspension and expulsion. In addition, the student's parents will be contacted and referrals will be made to the appropriate treatment agency and/or law enforcement agency. Students should also be aware that they are subject to mandatory expulsion proceedings if they engage in the sale or distribution of a controlled substance regardless of whether such conduct occurred on or off school grounds.

The personal privacy rights of students shall be protected as provided by law. Students are on notice that school properties, including lockers and desks, may be searched when there is reasonable grounds to suspect that the search will produce evidence that the students has violated school rules.

Students will be notified annually of the requirements of this policy and potential disciplinary sanctions through the student handbook or other appropriate means of notification.

BREATHALYZERS AND PASSIVE ALCOHOL SCREENING DEVICE

On April 8, 2008, the New Milford Board of Education unanimously voted to adopt the use of breathalyzers and passive alcohol screening devices all in an effort to promote a safe environment for our students at school and on school buses and for students and their guests at school-sponsored and/or Board-authorized activities and events both on school and off school grounds. This policy is aligned with our current practice and philosophy of acting on the concept of reasonable suspicion. If a school official has reasonable suspicion that a student or a guest is under the influence of alcohol, then the trained administrator or law enforcement officer may employ the use of an alcohol detection device. What is reasonable suspicion? Reasonable suspicion shall include, but not be limited to, any of the following:

- Observed use or possession of alcohol; or
- Odor of an alcoholic beverage or the presence of an alcohol container; or
- Slurred speech, unsteady gait, lack of coordination, bloodshot or glazed eyes or otherwise impaired motor functions; or
- Marked change in personal behavior not attributable to other factors; or
- Behavior that is risky, aggressive or disruptive; or
- Involvement in or contribution to, an accident where the use of alcohol is reasonably suspected or student involvement in a pattern of repetitive accidents, whether or not they involve actual or potential injury.

Once reasonable suspicion is determined, a passive alcohol sensor (PAS) device will be used to determine the presence of alcohol. This is a non-invasive test using a highly sensitive piece of equipment. If this device reads positive, then an active breathalyzer test is administered. When either the PAS system or an active breathalyzer test is administered, the parent/guardian will be notified regardless of our findings. Unfortunately, should the testing be positive, students will be subject to disciplinary action consistent with Board policies and regulations and parents/guardians will be called to pick the student up from school or from the school-sponsored event.

Should you have any questions concerning this policy or would like to see the policy in its entirety, please reference BOE policy # 5131.6.

Searches of School Property, Student Property or Persons:

Students will be informed through student handbooks and announcements that school facilities, including student lockers and desks, are the property of the New Milford Public Schools and are therefore subject by authorized school personnel in order to maintain discipline and protect the welfare of students and staff members. Inspections for the location of illicit drugs or alcohol are matters relating to health and safety and are reasonable purposes for such searches. Any such search will be conducted in accordance with Board of Education Policy #5145.12 a&b; 5145.122

a&b; 5145.123.

A school official will search a desk, locker, or other school property assigned to a student or a student's person or personal property only when said official has reasonable cause to believe that a violation of law, Board policy, or school rules is occurring or has occurred. Whenever such a search is conducted, the school official will inform the student's parent or guardian of the reason for and the nature of the search and any findings resulting there from as soon as possible.

DANCES AND CONCERTS

Social events in the form of dances and concerts are sponsored by various school groups and clubs throughout the year. The dances are generally held on Saturday evening from 7:00 p.m.–10:00 p.m. and are intended only for New Milford High School students.

Students who are absent or suspended from school on the day of the school event will not be permitted to attend the event.

PROMS

Guests may be permitted to attend one of our evening events. Students wishing to bring an outside guest to prom must obtain administrative approval by the published deadline. Elementary, intermediate, and middle school students are not permitted as guests. **All guests are subject to administrative approval and must comply with school regulations and policies.**

- Prom guests must be under the age of 21 on the date of the event.
- No refunds will be given for any prom tickets purchased.

All school regulations regarding appearance and behavior apply to school sponsored social events and are strictly enforced. Specifically, disruptive behavior, possession and/or consumption of intoxicants or any evidence of their influence will exclude those involved from participating in the event and may result in suspension from school.

Once admitted to a social event, students will not be re-admitted if they leave the building.

TICKETS

In order to purchase tickets to the prom students must accrue the required number of credits (Jr. Prom – 13 credits; Sr. Prom – 20 credits) by January of that year. If the required credits are not accrued, the student will be denied the ability to purchase tickets. Tickets are non-refundable.

SCHOOL DANCE RULES

1. Dances are normally held starting at 7:00 p.m. and ending promptly at 10:00 p.m. Students are not to be on school grounds more than 15 minutes before and following the dance. No one is to loiter on school grounds at any time.
2. Students must arrive before 8:00 p.m. Students arriving after that time will NOT be admitted into the dance and must leave school grounds.
3. Students who leave prior to the normal ending time of the dance will NOT be re-admitted. They must leave the premises entirely.
4. Book bags and other packages or containers are not allowed at the dance, and if brought, must be turned over to the chaperones at the door.
5. Dances are for currently enrolled New Milford High School students only. No guests are allowed. Students on suspension (ISS or OSS) on the day of the dance may not attend.
6. Directives of staff members and chaperones are to be politely complied with.
7. Smoking is NOT allowed in the building or on school grounds.
8. No physically violent or sexually suggestive dancing is allowed.
9. All school rules are in effect, and anyone violating school or dance rules is subject to other disciplinary action, such as detention, suspension, etc.

10. The only dances held are those sponsored by a NMHS organization and approved by the administration.
11. Exceptions to the above policies may be made for the school prom and will be published separately.

FIELD TRIP POLICY

Field trips are a privilege. If a student wishes to participate in a field trip, he/she must present written parental permission, dress and behave as directed by the teacher in charge, and travel with the group at all times, unless given specific permission from the teacher in charge. The medication policy is the same for field trips as it is during the school day.

Students on the field trip are subject to the same school policy for behavior and discipline as are students in attendance for regular school. Students may receive consequences for smoking, drinking, leaving the site of the field trip, inappropriate behavior, etc. as set forth by the teacher in charge, prior to the field trip. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip. In addition, the student assumes all responsibility for making up missed work and seeking extra help.

FIRE DRILLS/EVACUATIONS

Law requires monthly fire drills. All students, faculty, and staff are expected to vacate the building at the sound of the fire alarm. Directions for proper exit are posted in each room. Valuables should not be left behind when the classroom is vacated. In addition to monthly fire drills, drills for emergency response codes will also be conducted. Consult your classroom teacher for a more detailed explanation of these codes.

In the event of an emergency situation in the school environment, all students, faculty, and staff are expected to follow instructions given by the police department and/or fire department.

FOOD AND DRINK

Students may not have food or beverages in classrooms or corridors. This includes bottled water. No containers of any type are allowed in the classrooms and/or corridors. All food and beverages are to be consumed in the cafeteria. Students may have drinks with written permission from an administrator or a nurse.

The New Milford School District's Wellness Policy strives to promote good nutrition as one of the key components to help students achieve and maintain good health. For more information, please visit www.newmilfordps.org and click on Food Service for our district's wellness initiative.

FUNDRAISING

Fundraising for school-sponsored activities should not interfere with the operation of the school. Students who handle money as part of fundraising projects **MUST** promptly submit all money to the activity advisor. The school should not be used as a vehicle for solicitation by outside organizations. Clubs and Activities who would like to purchase and distribute custom designed T-shirts or other merchandise must follow the following process:

1. Designs, artwork, slogans, etc., must be approved by Ms. Linda Scoralick, Assistant Principal, through a formal meeting (once the club advisor has granted approval).
2. A returned email with a signed recognition form and approval stamp will be submitted that will serve as confirmation that the merchandise has been approved.
3. If applicable, the necessary fundraising forms should also be submitted, signed by the club advisor.

HARASSMENT IN THE SCHOOLS

PURPOSE:

The New Milford Board of Education will safeguard the rights of all students to learn in an environment that is free from discriminatory acts of harassment.

STATEMENT OF POLICY:

It is the policy of the Board to prohibit conduct and behavior that may be deemed as harassment by any employee, agent, volunteer or student in the New Milford school system. Students will exhibit conduct that is respectful and courteous to employees, to fellow students, and to the public. Any person found in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion from school for students or dismissal for school personnel.

SCOPE:

SEXUAL HARASSMENT

Does not only depend upon the offender's intention, but also upon how the recipient of it perceives the behavior or is affected by it. Sexual harassment can originate from a person of either sex against a person of the opposite or same sex and from peers as well as adults. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or any other verbal or physical conduct of a sexual nature including, but not limited to:

- insulting or degrading sexual remarks or conduct;
- threats or suggestions that a student's submission to, or rejection of, unwelcome conduct will in any way influence a decision regarding the student;
- conduct of a sexual nature that substantially interferes with the student's learning or creates an intimidating, hostile, or offensive learning environment.

Examples of specific behaviors that could constitute sexual harassment include, but are not limited to:

- attempted rape/rape, sexual name calling, display of unwanted affections, cornering/blocking, inappropriate gestures, sexually explicit jokes/cartoons/pictures, inappropriate touching, sexual rumors, overly personal conversations, harassing telephone calls, leers, sexually explicit comments.

ALL FORMS OF DISCRIMINATORY HARASSMENT, including but not limited to insults, offensive verbal and physical conduct, stalking, intimidation and interference with a student's performance, or learning environment are in violation of this policy.

THIS POLICY STRICTLY PROHIBITS ANY HARASSMENT OR CONDUCT OF A SEXUAL NATURE BETWEEN EMPLOYEES AND STUDENTS.

STANDARDS:

An alleged infraction of this policy will be reported to the Superintendent or school administrator. CONFIDENTIALITY WILL BE MAINTAINED AND NO REPRISALS OR RETALIATION WILL BE ALLOWED TO OCCUR AS A RESULT OF THE GOOD FAITH **REPORTING** OF AN ALLEGED INFRACTION. In the absence of a victim's complaint, the Board, upon learning of, or having reason to suspect the occurrence of any sexual misconduct will ensure that an investigation is promptly commenced by appropriate individuals.

Enforcement

Violation of this policy will not be permitted and may result in disciplinary action up to and including suspension or expulsion from school for students or discharge for staff members.

Other Harassment

The school environment will also be free from harassment, insults or intimidation on the basis of a student's race, color, religion, natural origin, age, sexual orientation, ancestry, disability or mental status. See Board Policy #5145 (Statement in Relation to Civil Rights Act, Title IX, and section 504 of Rehabilitation Act) and 5145.6 (Grievance Procedure).

Verbal and physical harassment is against the law and the policies of the school district.

There are very strict guidelines to which organizations must adhere in order to maintain compliance with these laws.

Guidelines for harassment are very simple. No person may do or say anything that causes another person to feel uncomfortable or threatened in a place where he or she must go: school, work, church, the corner store. People have a right to go to these places without fear of being in an uncomfortable, or worse, a threatening situation.

The following are some examples of harassment:

- sexually laden names;
- threats or demands of the other person;
- verbal putdowns;
- sometimes seemingly innocent teasing;
- unwanted physical touching or poking;
- graffiti;
- sexual rumors;
- insults or heckling;
- pulling clothes or holding a person from leaving;
- staring;
- dirty jokes or stereotypical jokes;
- threats – either direct or indirect.
- posts in Social Media
- text messages

If this happens to a student:

- first, request that the other person stop;
- next, if the other person does not comply with the request and cease the unwanted actions, then student should request assistance from a supervising adult in the immediate area;
- lastly, if it continues, then student should immediately request help from his/her school counselor and administrator.

Students who continue to harass will be either warned or assigned an immediate disciplinary consequence. Consequences can range from a suspension to a hearing before the school district's harassment officer, Assistant Superintendent, Mr. Josh Smith, which could ultimately lead to an expulsion hearing with the Board of Education.

Harassment cannot be explained away. It is not what someone means. It is how someone views actions or how it affects him/her. If what someone is doing is objectionable to the other person and he/she is asked to stop, then that person needs to comply.

Notice to Students

A copy of these policies set forth here will be furnished to all present students and their parents/guardians, and will be incorporated into the Student-Parent Handbook at each school as an appendix. (Policy #5145.42, 5145.5, 5145.51).

Legal Reference 20 U.S.C. ss 1681-1688 ("Title IX")

INSURANCE

Accident insurance is available at a small cost to all students. School insurance may be purchased during the first few weeks of the school year.

LOST AND FOUND

Any student who finds an article in the building or anywhere in the vicinity that apparently has been lost should take it immediately to Lost and Found in the Reception Area. Any student who has lost an article should inquire about it at the Reception Area.

STUDENTS ARE ADVISED NOT TO CARRY LARGE SUMS OF MONEY WITH THEM.

If family or personal errands necessitate having a large sum of money, students should leave it in the main office and reacquire it at dismissal.

MEDICATION

The New Milford Board of Education Policy on administration of medication by school nurses during school hours is as follows:

1. The school must receive the written consent of the parent to administer the medication and a written order of the prescribing doctor;
2. Medication for students must be brought to the school by a parent/guardian or responsible adult;
3. The medication must be in the original container and labeled with the name of the student, name of the doctor, name of the medication, the date it was ordered, and the directions;
4. Acetaminophen may be given to students without the preceding restrictions; however, parental consent is still required.

A telephone call from a parent or your doctor will not suffice to authorize the school nurse to administer medication to your child at school. Forms are available from the school nurse.

Your cooperation in this program will be a great help in ensuring that your child receives the medical assistance he or she needs during school hours. Students requiring medication on field trips must follow school medical policy.

PASS SYSTEM

Students need written passes at all times when they leave their assigned areas during class. Students are to use the passes in their student planner issued by NMHS. If a planner is lost, students must purchase a new planner (cost \$8.00) from the main office.

PHYSICAL EXAMINATIONS

In response to legislative changes (PA 07-58), New Milford Public Schools has changed Board policy regarding state mandated health assessments at the high school level. Commencing the 2010-2011 school years, state mandated health assessments at the high school level will only be required for students entering grade 9. Please call the school nurse with any questions, 350-6647, ext. 1164 or 1165. Physicals must include hemoglobin or hematocrit, height, weight, blood pressure, gross dental, postural and vision screening, TB risk assessment, and chronic disease assessment.

Physical examination forms to be completed by your physician are available in the nurse's office. Cooperation from students and parents will enable the school to comply with this law and policy.

RESIDENCE

Children who reside outside of the school district but whose parent or parents live in New Milford may not attend New Milford Schools, except with special permission of the Board of Education; however, a student may reside with an adult resident of New Milford if this is a permanent

arrangement and has the consent of the parent. Questions of residence are certified through the office of the Assistant Superintendent of Schools (860-354-3235).

SAFETY MONITORS

There will be a safety monitor on school grounds each school day to supervise the student parking area. According to state law, trespassing or loitering on school property by non-students during the school day is illegal and subject to arrest. Students are to obey the instruction of school safety personnel.

SNOW DAYS

Inclement weather will occasionally result in the closing of school or early dismissal or, in less severe situations, a delayed opening. Such information will be broadcast on local radio stations beginning around 6:00 a.m.

Radio:	WLAD (800 AM, STAR 99.9 FM)
TV:	WVIT-TV (Channel 6/NBC 30) WTNH-TV (Channel 8) WFSB-TV (Channel 3)

In addition, the information will be posted on the district website (www.newmilfordps.org). PLEASE DO NOT CALL THE SCHOOL FOR INFORMATION ON THESE DAYS.

TITLE IX POLICY

The New Milford Public Schools are committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the school district's nondiscrimination policies should be directed to the Office of the Assistant Superintendent, 50 East Street, New Milford, CT 06776, 860 354-3235

TRESPASSING

School buildings and grounds are under the jurisdiction of the New Milford Board of Education. The unauthorized presence of anyone is a matter for police action. In particular, students or others found in the building apart from normal school hours can expect to be referred to the police.

VIDEO RECORDING

There are two types of video security in the school district: on buses and in the public areas of the school building. This video recording is for the purposes of safety and security. The archives are erased periodically, unless a clip needs to be kept as evidence in an active case. Due to privacy laws, videos will not be shared with students or parent/guardians.

VISITORS

There are no student visitors allowed during the school day.

WORKING PAPERS

Working papers are done in the high school Counseling Office from 7:15a.m.-3:15p.m., Monday through Friday. Teenagers ages 14-18 need working papers in order to work. They must appear in person with the original promise to employ form given to them by the employer. It must include, specific duties, hourly rate of pay, and approximate hours per week, signed by the employer. The individual must also bring proof of age such as license, permit or passport.

ACTIVITIES AND EVENTS

ACTIVITY PERIOD

Activity period is held approximately once a month during the school year. Students may join an activity during that time or otherwise must remain in an assigned study.

New Milford High School offers a range of extra-curricular activities covering varied interests. It is desirable that every student partake in at least one club. A list of clubs offered during Activity Periods for the 2017-2018 school year will be available the first week of school.

Membership in school activities, leadership positions in student organizations, and participation in state and national competitions where a student represents New Milford High School must meet the following academic standards in order to remain eligible to participate:

Passed four (4) courses THE PREVIOUS MARKING PERIOD.

It is understood that all students will be held to a high standard of academic and behavioral achievement. Advisors will inform students of the requirement for each particular club.

ATTENDANCE (RELATING TO EXTRA-CURRICULAR ACTIVITIES/EVENTS)

In circumstances that require late arrival or early dismissal, students must be in the building by 9:00 a.m. and participate in 80% of school day in order to be considered present for the day.

A student who is absent from school or has not completed 80% of the school day, may not attend/participate in any school activities on the day of the absence.

Students who are suspended out of school on the day of the school event will not be permitted to attend/participate in the event.

Students serving in-school suspension (ISS) are not eligible to attend/participate in any school activities until the following day. On multiple days of ISS, eligibility to attend/participate resumes the day following the last day served in ISS.

It is understood that students will be held to a high standard of academic and behavioral achievement. Advisors will inform students of the requirements for each particular club.

ADVISORY

New Milford High School's daily schedule is an A/B block schedule. Each day consists of four, 79 minute instructional periods with a 25 minute lunch period and a 25 minute flex period.

The flex period on "A" day is designated for our Advisory program.

The purpose of the New Milford High School Advisory is to provide an environment that personalizes the school community through learning about the school, learning about oneself, developing inner resources, increasing student accountability and responsibility, and learning from one another in a smaller group setting.

TAKE TIME TO READ (3TR)

The flex period on "B" day is designated for our Take Time to Read (3TR) initiative. The purpose and goal of 3TR is to stress and encourage reading. During this 25 minute period, students will read material of their choosing.

ASSEMBLIES

Throughout the year, several assemblies will be presented to various classes. Some of these assemblies are mandatory, others are optional. During assemblies, students are expected to give courteous attention to the program, thus allowing other students their right to enjoy the presentation. **Inappropriate behavior may lead to disciplinary consequences and the suspension of assembly privileges throughout the year.**

ATHLETICS

New Milford High School offers an extensive inter-scholastic athletic program.

P.E. lockers are available from the physical education instructors for after-school athletic participation and should be kept locked at all times.

Students are personally responsible for securing their valuables.

Out of respect for personal privacy, any type of recording device (audio and/or visual) is strictly prohibited in bathrooms and physical education locker rooms.

SEASONAL ATHLETIC SELECTIONS

Fall

Cross Country
Field Hockey
Football
Soccer
Swimming
Volleyball
Cheerleading
Dance

Winter

Basketball
Ice Hockey
Wrestling
Indoor Track
Swimming
Gymnastics
Cheerleading
Dance

Spring

Baseball
Softball
Tennis
Outdoor Track & Field
Lacrosse
Golf

APPROXIMATE STARTING DATES FOR ATHLETICS

Fall: August **24th** for all sports but football (August **18th**)

Winter: **December 2nd** for all sports except wrestling and girls' basketball (**November 27th**)

Spring: March 17th for all sports but pitchers & catchers (baseball only) March 12th.

An Athletic Handbook for students and parents/guardians is distributed to all athletes

An Athletic Handbook for students and parents/guardians is distributed to all athletes.

SPECTATOR CODE OF BEHAVIOR:

- **Respect decisions made by contest and school officials;**
- **Refrain from taunting, booing, heckling, and the use of inappropriate language;**
- **Attendance at this contest is not a license to verbally assault others or to be generally offensive;**
- **No noisemakers;**
- **Respect athletes, coaches, officials, and fans;**
- **Obey all local and school regulations;**
- **Be a fan, not a fanatic.**

Violations of these rules may result in removal from the event and exclusion from any further athletic events. Violations of these rules may also result in school disciplinary consequences.

BAND: It is hoped that every student who can play a musical instrument will join the band. Band carries one credit and chorus one credit toward graduation if taken as a regular scheduled course.

NATIONAL HONOR SOCIETY

National Honor Society Selection Procedures:

1. Candidacy for the NMHS National Honor Society is open only to Juniors and Seniors who have attended NMHS for a minimum of one semester. Selection is a privilege, not a right. Students do not “apply” for membership. Instead, they are invited to submit information in support of their candidacy to be reviewed by a five member Faculty Council, representing the Faculty of NMHS.
2. In the fall of the Junior and/or Senior year, students who have met the cumulative weighted GPA* requirement of 3.83 are invited to submit further information regarding their credentials for leadership, service, and character. This additional student information assists the Faculty Council to ascertain the degree to which a student candidate meets the overall selection criteria. The packets must be completed, signed by both the student and parents/guardians, and returned to the advisors by the specified deadline. Note that late or incomplete forms are taken as negative indicators and will have an impact on selection. (*Refer to “Report Cards” for explanation of weighted grading.)
3. Additional input collected from such sources as school records for academics, attendance, guidance, conduct, and administrative or professional teacher records may also be considered. In particular, a list of all scholastically eligible students is sent to members of the faculty and staff who are invited either to recommend or not to recommend the student based upon his/her knowledge of the student, as well as to elaborate on the strengths and weaknesses of any active student candidates in the areas of service, leadership, and character. If a faculty or staff member does not recommend a student, an explanation must be included. A single instance of non-recommendation will not eliminate the applicant.
4. Upon reviewing each active candidate’s credentials, activity information, faculty evaluation, and other factors, the Faculty Council will give individual consideration to and conduct a review of every student in making a final decision.
5. All active candidates will be informed of the decision of the Faculty Council. If not selected, the candidate will be contacted personally by an advisor and will have the opportunity to review the decision. If selected, the candidate is notified usually by a current member of the NMHS Chapter of the National Honor Society. Seniors who fail to maintain a 3.83 GPA will be put on probation and given the semester to bring up their GPA. Students and parents/guardians will be notified in writing.
6. Once selected, NHS members must complete ten (10) hours of community/school service by May 1, in each of their junior and senior years. Completed service hours must include (5) hours for National Honor Society and must be able to be verified. Students who fail to perform ten (10) hours of service each year will forfeit the right to wear the NHS tassel and stole at graduation and will have no acknowledgement of the program.
7. Students and parents wishing to appeal the outcome of the selection process should first meet with the advisors. Should the student and/or parents/guardians still not be satisfied, the next level of discussion should take place with the principal. If a non-selected student and/or parents/guardians wish to appeal the principal’s decision, they should follow the New Milford Public Schools chain of command procedure.
8. Complainants need to keep the following considerations in mind:
 - a) The Faculty Council membership is confidential so as to avoid subjecting the process to inappropriate influence or pressure tactics.
 - b) Decisions reached by the Faculty Council about the relative merits of the substance of a candidate’s qualifications ought to be respected for the professional integrity and care which has been given to the process.
 - c) Since professional faculty judgments play a role in the process, there is a necessarily subjective nature to some of the membership requirements. That is why the selection is a

group decision made with input from the faculty at large.

- d) It would be incorrect and a distortion of the purpose to expect the principal to substitute his or her judgment of a student in place of a group decision. For this reason, appeals to the principal should be made only if the complainants believe procedural or technical problems have occurred.
- e) The integrity of the National Honor Society selection standards should be upheld by the local chapter and the local chapter needs to comprehend the wide-ranging effects of being subjected to pressure tactics. The National Council of the National Honor Society and the National Association of Secondary Principals make it clear in their documents that they have no authority to review or overturn the judgment of the Faculty Council regarding selection of individual members to local chapters.

MATH & WORLD LANGUAGE HONOR SOCIETIES

In addition to National Honor Society, New Milford High School also sponsors Honor Societies in World Language (French, German, and Spanish) and in Math. Each of these Societies has its own procedures and standards for acceptance.

PROCEDURES AND STANDARDS FOR HONOR SOCIETY ACCEPTANCE

- Junior and senior students with a 3.83 G.P.A. (Grade Point Average) and above are notified of their eligibility. Students are given applications to complete and return within two weeks. Time line – late September.
- Eligible students who did not pick up their applications are personally contacted by an advisor to confirm their intentions. Time line – within the first week of the application period.
- Staff input forms are distributed and will be returned within one (1) week. Time line-3rd week of October.
- Advisors will prepare a presentation of each candidate's background for the faculty panel. The panel is comprised of faculty volunteers who actually make the decision; their identities are known only to the principal and the advisors. The advisors will rate each application on a subjective scale of 0-4 for each of the following areas: extracurricular, service, community involvement, and work experience. Staff recommendations are considered separately, with a particular emphasis on character issues. If the total score is 8 out of 16 with positive staff input, the candidate will be recommended for induction. Time line - 3rd week of October.
- Candidates whose application requires further inquiry will be contacted by the advisors to review their application – seeking additional positive information. Timeline - 3rd week of October.
- At the faculty panel meeting, students are presented by the advisors. Questions will be answered, and the panel may request additional information. The panel will then vote on each candidate. Time line – last week of October. The advisors will notify each candidate of the result. If a student is not accepted, the advisors will explain, in writing, the reason to the student. The appeal process includes the principal, Central Office administrator, and the New Milford Board of Education. Time line – as appropriate.

PARTICIPATION

Involvement in school activities helps make for a well-rounded individual and enhances the overall quality of school life. New Milford High School strongly urges all students to be involved in many aspects of their school.

Naturally, participation in activities should not distract from the primary purpose of school, which is academic learning. Therefore, we believe that students wishing to be involved in activities should maintain positive standards of citizenship and classroom achievement. Poor grades and/or poor behavior can cause the school to limit any student's participation in school-sponsored activities.

For example, involvement in senior class, end-of-the-year events is contingent upon the yearlong

cooperation of students eligible to attend.

SPECIAL EVENTS

Special events are privileges that reward students for their good years at NMHS. **Students who have received an out-of-school, an in-school, or a bus suspension during their senior year may be ineligible to attend end of the year activities at the discretion of the appropriate administrator.** Students must have a senior status (i.e., 19 credits) to be eligible for senior activities and they must be paid in full.

STUDENT BEHAVIOR

Your parents/guardians, our community, and the school district have worked together to provide you with a staff, building, and equipment to help prepare you for a future of success. We are committed to giving you the best education we can and know you will take special pride in keeping our school "First Class."

Through the year you will be expected to assume the responsibilities listed below:

1. Attend class;
2. Be in your assigned seat with all necessary materials when the bell rings;
3. Give every assignment your best effort;
4. Treat every student and teacher with courtesy;
5. Follow the specific rules in each class;
6. Help maintain the building and all school equipment and materials;
7. Refrain from using inappropriate behavior and language on school grounds;
8. Refrain from activities that might prove injurious to you or others.

If the usual interventions between a teacher and a student fail to resolve a concern, the parent can expect to be contacted by the classroom teacher. The following are a series of procedures that may be taken to resolve a classroom situation.

1. Conference with teacher;
2. Request for guidance intervention;
3. Assign/reassign detention;
4. Call to parents/guardians from teacher;
5. Referral to administration.

DISCIPLINE CONSEQUENCES

Two-Hour Detention

A two-hour, after-school detention will take place from 2:20 p.m. – 4:20 p.m. Monday, Wednesday, Thursday, and Friday. An administrator/teacher will make the assignment to the after-school detention. The parent of a student receiving a two-hour detention will be notified by telephone, email, or by letter. If a student refuses to serve this after-school, two-hour detention, an in-school suspension will result after administrative consultation with parent/guardian

Suspension

Students may be suspended for any of the following actions, which occur not only during the regular day but also on school buses and during school-sponsored activities including dances, sporting events, and field trips. This listing is not intended to be all-inclusive, but rather to familiarize the student with typical suspension situations:

1. Insubordination (unwillingness to follow directives of school staff, unwillingness to give his/her name);
2. Threatening or physical abuse of staff or students;
3. Use of offensive language or gestures;
4. Damage and/or theft of property;
5. Smoking/tobacco policy violation;
6. Leaving school building and/or grounds without permission during the school day;
7. Disruptive behavior;
8. Possession of dangerous weapons or explosives of any type;
9. Possession and/or use of unauthorized drugs or other intoxicants;
10. Truancy;
11. Title IX violation.

A suspended student is normally given one day's notice prior to serving a suspension. Unless the suspended student presents an extreme and immediate danger to the school and its students, that student will be allowed to complete the school day on which this suspension is issued.

The parents/guardians of a suspended student will be notified by telephone, email, or letter after the suspension is issued. No student will be suspended until that student has had an informal hearing with an administrator during which time the student will be informed of the charges and be given the opportunity to respond.

a) **In-School Suspension**

"In-school" suspension is assigned for disciplinary consequences for non-injurious offenses. Absences from class by an "in-school" suspension will not result in academic penalty if all academic work is made up. The responsibility for the completion of the make-up work rests with the student. At the time of suspension, the student will be given the opportunity to obtain his/her class assignments or they will be obtained for him/her. Any student who refuses to serve an "in-school" suspension or comply with the procedures may be subject to an "out-of-school" suspension.

Students who serve in-school suspension are ineligible to participate in sports or extracurricular activities until the following day.

b) **Out-Of-School Suspension**

"Out-of-school" suspension is assigned for disciplinary offenses of a more serious nature. The period of "out-of-school" suspension can be from one to ten school days. During the period of "out-of-school" suspension, the student may not participate in any school activities and is not allowed on school grounds **AT ANY TIME (before, during, or after school hours) on the day(s) that the suspension is in effect.**

A STUDENT VIOLATING THIS RULE WILL BE CONSIDERED TRESPASSING AND SUBJECT TO ARREST.

***POSSESSION OF ANY TYPE OF WEAPON OR AUTHENTIC LOOKING WEAPON (E.G., PLASTIC GUNS), IS PROHIBITED AND COULD LEAD TO REFERRAL TO THE SUPERINTENDENT OF SCHOOLS FOR CONSIDERATION FOR EXPULSION. STUDENTS ARE ALSO SUBJECT TO CRIMINAL PROVISIONS IN THE STATE LAW.**

It is against school policy for any student to be in possession of an implement that can be used as a weapon. The following is a partial list of items that are not permitted on school property: Chains, Knives, Razor Blades, Pipes, Pepper Spray, Batons, Bats, etc.

If you are unsure whether or not a particular item may be classified as a weapon, please check with your school administrator.

Loss of Privileges

It is also possible for students to be denied school privileges as a result of misbehavior. Examples of privileges which can be denied include, but are not limited to:

- 1) Restriction of pass privileges;
- 2) Extra-curricular participation;
- 3) Use of facilities (i.e., Library, School Store, Cafeteria, etc.);
- 4) Participation in social events and class activities;
- 5) Senior class end-of-the-year events;
- 6) Parking privilege;
- 7) Restriction of late arrival or early dismissal privilege.
- 8) Age of Majority revoked.

PROGRESSIVE DISCIPLINE MODEL

To allow teaching and learning to take place, as well as providing a safe and orderly environment for students and staff, New Milford High School operates under the Progressive Discipline model which includes:

- Understanding discipline as a "teachable moment" is fundamental to a positive approach to discipline.
- Incremental interventions, whenever possible, to address inappropriate behavior with the ultimate goal of teaching pro-social behavior.
- Responses coupled, when appropriate, with counseling interventions

Essentially, the responsibility for conduct is in the hands of each student. When an action by a student is not in line with an accepted standard, consequences will be applied.

The administration of this policy will not solely focus on punishment but on changing and controlling inappropriate behavior. Therefore, the Progressive Discipline Model will:

1. Provide a disciplinary structure for those who need it;
2. Insure a fair, firm, and consistent enforcement of school regulations;
3. Identify the range of consequences for inappropriate behavior.
4. Support progressive consequences for multiple occurrences of the same behavior

This chart is only a reference for students, parents, and staff. It does not include all possible infractions and, therefore, cannot include all possible consequences. These are guidelines and actions may deviate when necessary on a case by case basis. The administration reserves the right to take action on any act that it deems injurious to the school environment and is not represented on this chart.

Multiple occurrences of the same offense may progress to more serious consequences.

Book bags/ Back-packs/Side packs in class.	Teacher/ Administrator	<p>Level 1 Conference & Warning/ Detention Parent notification</p>
Cheating/Academic Dishonesty/ Plagiarism *Cases relative to midterm/final exams will be reviewed by the administration.	Teacher/ Administrator	
Computer Use Violations	Administrator	
Cutting a class	Teacher/ Administrator	
Cutting Advisory/ 3TR/ Study Hall	Administrator	
Disrupting class/ inappropriate behavior/ horseplay	Teacher/ Administrator	
Failure to follow cafeteria rules	Administrator	
Failure to follow safety protocol	Administrator	
Failure to cooperate with attendance procedures	Administrator	
Misuse/Failure to have a pass	Administrator	
Parking Violations	Administrator	
Rudeness/ Disrespect to a staff member	Teacher/ Administrator	
Skateboards	Administrator	
Tardy to class	Teacher	

Deceiving a staff member	Administrator	<p style="text-align: center;">Level 2 Conference and Detention/ ISS Parent notification</p>
Insubordination/ Refusal to obey a reasonable request by any staff member	Administrator	
Failure to serve assigned detention	Administrator	
Unauthorized leaving of school building/grounds	Administrator	

Instigating an Incident	Administrator	<p style="text-align: center;">Level 3 Conference & ISS Parent notification</p>
Obscene, abusive, vulgar language or gesture	Administrator	
Possession/Use of laser pointer	Administrator	
Smoking/Tobacco Products	Administrator	

Breach of Peace	Administrator	<p style="text-align: center;">Level 4 Conference & 1-10 days ISS/OSS. Parent notification. Possible police notification</p>
Non-sexual harassment, bullying/teasing/ taunting & threatening/racial slurs & hazing	Administrator	
Sexual Harassment	Administrator	
Title IX Violation	Administrator	
Use or possession of incendiary device e.g., lighter, matches, fireworks, etc.	Administrator	
Theft	Administrator	
Vandalism/ Defacing and/or tampering with property.	Administrator	<p style="text-align: center;">In addition: Restitution required. Possible expulsion</p>

Arson	Administrator	<p>Level 5 Conference & 10 day OSS Parent notification Police notification. Possible expulsion.</p>
Assault/Battery	Administrator	
Fighting	Administrator	
Use/Possession/ Sale/Distribution of drugs/alcohol or look-alike drugs	Administrator	
Use/Possession/ Sale/ Distribution of weapons/firearms	Administrator	

TRANSPORTATION

Bus transportation is provided, when feasible, to all students who reside beyond reasonable walking distance of the high school. Students riding school buses are bound by the same behavioral expectations in force during the school day. Violations of proper behavior on school buses may result in loss of bus privileges. Smoking, threatening, fighting, disruptions, and use of offensive language are among behaviors that will not be tolerated on the buses. Furthermore, any student who inflicts damage upon a bus will be held financially responsible for the cost of that damage.

Students who leave school grounds during the day without authorization are not permitted back on campus to ride a bus home.

School buses are equipped with video cameras; students should be aware of the possibility of videotaping.

SCHOOL BUS TRANSPORTATION CODE OF DISCIPLINE

The following sanctions apply to misbehavior on or around school buses during regular daily bus runs, as well as on field trips and co-curricular bus trips, unless otherwise noted:

Disciplinary actions are defined at three levels given below:

Level I

- eating food, chewing gum, or drinking beverages
- littering the bus
- refusing to use an assigned seat
- refusing to follow reasonable directions of the driver
- use of profane or obscene language
- leaving one's seat while bus is moving
- placing hands, feet, or head out the window

- pushing or shoving others
- disrespect of bus driver

After an initial warning, the administrator will suspend the student from riding privileges for three (3) days, ten (10) days, and thirty (30) days on subsequent infractions.

Level II

- Fighting/assault/battery
- Entering/exiting through rear door
- Interfering with driver controls
- Smoking
- Throwing articles
- Vandalism

First offense will receive ten (10) days suspension from riding. Subsequent offenses will be thirty (30) days and sixty (60) days. In all cases involving vandalism, the student and/or parent/guardian will be assessed for all costs.

Level III

- Using/possessing a dangerous weapon
- Carrying flammable materials

Student will be reported to the Superintendent for possible expulsion for up to one year.

Procedures for Making Requests or Filing Complaints Concerning School Transportation:

1. Requests for extensions and alterations of service:

These requests should be made in writing to the New Milford Public Schools Director of Operations, 50 East Street, New Milford, Connecticut, 06776.

Upon request, you will be contacted within five (5) business days regarding the disposition of the request. Typically, these requests are not of an immediate or time sensitive nature.

2. Immediate Safety Concerns, Clarification of Existing Routes/Schedules, and Complaints Regarding Existing Transportation Services:

These requests can be made via telephone to the New Milford Public Schools Business Office, 860-354-8726.

3. Student Discipline Issues: All student discipline issues should be addressed with the grade level administrator.

APPENDIX A

SCHOOL BOARD POLICIES REGARDING STUDENTS WILL BE DISTRIBUTED TO EACH STUDENT ON THE FIRST DAY OF SCHOOL.