



North Haven High School

STUDENT HANDBOOK

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NORTH HAVEN HIGH SCHOOL



2018-2019

Handbook & Calendar

PRINCIPAL'S MESSAGE

Russell J. Dallai, Ed.D.

This handbook is for North Haven High School students, parents and staff. It provides information, procedures, and policies that have been developed to assist all of us in achieving our school mission.

It is our hope in providing this information that students and other members of the NHHS community will be better informed and may more easily fulfill their various responsibilities.

My very best wishes for a successful and enjoyable school year.

NHHS Statement of Core Values and Beliefs

As a result of their experiences at North Haven High School, students become thoughtful, responsible, and independent members of a diverse global society. To achieve this goal, staff, students, parents, and the community create an atmosphere of mutual respect, shared responsibility, and support that encourages engagement within the school, community, and world.

PBIS - Positive Behavioral Intervention Support

Positive Behavioral Intervention Support is a framework for the entire school encouraging clear and explicit dialogue and instruction, as well as open interaction between administration, faculty, and students through which positive behavior and expectations are recognized and celebrated. The students of North Haven High School will be Respectful, Responsible, and Engaged. The following grid outlines these behavioral expectations across settings:

	INSTRUCTIONAL SETTINGS	HALLWAYS/ COMMON AREAS	CAFETERIA
RESPECTFUL	<ul style="list-style-type: none"> • Use courteous language and behavior • Follow class procedures • Use technology appropriately 	<ul style="list-style-type: none"> • Use courteous language and behavior • Be mindful of classes in session 	<ul style="list-style-type: none"> • Use courteous language and behavior with students and adults
RESPONSIBLE	<ul style="list-style-type: none"> • Adhere to technology rules • Adhere to expectations 	<ul style="list-style-type: none"> • Manage time effectively • Intervene as an ally • Report damages and/or disruptions to a staff member 	<ul style="list-style-type: none"> • Honor food service procedures • Clean up after self (leave no trace) • Recycle and conserve
ENGAGED	<ul style="list-style-type: none"> • Be attentive • Arrive prepared • Participate 	<ul style="list-style-type: none"> • Adhere to rules for use of electronic devices • Be aware of others 	<ul style="list-style-type: none"> • Demonstrate positive social interaction with students and adults

PBIS Recognition/Reward System:

The goal of North Haven High School’s PBIS “Caught Doing Good” campaign is to continue to strengthen our PBIS indicators of students being respectful, responsible, and engaged. High school faculty and staff will individually recognize students that have excelled in one or more of these indicators. At the end of each month, students who have been recognized will be entered into a drawing to receive a prize.

Notes to Students

Please be aware of these NHHS practices:

Student spaces, including but not limited to lockers and desks, are school property, are loaned to the student, and may be searched at any time.

In accordance with the law, armed services have access to students' contact information (name, address, phone, date of birth, etc.) unless families notify their grade principal in writing that they wish this information not to be provided.

Students are financially responsible for any damages to school or personal property stemming from vandalism or malicious or careless behavior.

TABLE OF CONTENTS

<p>ACADEMIC DISHONESTY74</p> <p>ACADEMIC REGULATIONS AND GENERAL INFO ..41</p> <p>ADMINISTRATION OF NHHS.....9</p> <p>AFFIRMATIVE ACTION/ NONDISCRIMINATION16</p> <p>AFTER-SCHOOL ACTIVITIES.....41</p> <p>ANNOUNCEMENTS.....61</p> <p>ASSEMBLIES41</p> <p>ATHLETES' DUE PROCESS111</p> <p>ATHLETIC ACADEMIC REQUIREMENTS.....95</p> <p>ATHLETIC ATTENDANCE - GAMES/PRACTICES98</p> <p>ATHLETIC ATTENDANCE - SCHOOL.....98</p> <p>ATHLETIC AWARDS.....95</p> <p>ATHLETIC BANQUETS..104</p> <p>ATHLETIC CAPTAIN'S PRACTICE100</p> <p>ATHLETIC CODE OF CONDUCT96</p> <p>ATHLETIC CONTEST REGULATIONS.....41</p> <p>ATHLETIC ELIGIBILITY RULES (CIAC/NH).....103</p> <p>ATHLETIC EQUIPMENT AND UNIFORMS101</p> <p>ATHLETIC GAME LIMITATION AND PRACTICE DATES94</p> <p>ATHLETIC GAMES / CONTESTS98</p>	<p>ATHLETIC HAZING POLICY101</p> <p>ATHLETIC INJURY102</p> <p>ATHLETIC INSURANCE 102</p> <p>ATHLETIC PACKET.....104</p> <p>ATHLETIC TEAM REGULATIONS103</p> <p>ATHLETIC TEAM RULES107</p> <p>ATHLETIC TEAMS.....103</p> <p>ATHLETIC TRAVEL108</p> <p>ATHLETIC VARSITY LETTERS108</p> <p>ATHLETICS - CIAC ELIGIBILITY RULES 110</p> <p>ATHLETICS – LEAVING A TEAM103</p> <p>ATHLETICS – NCAA ELIGIBILITY CLEARINGHOUSE103</p> <p>ATTENDANCE POLICY ..21</p> <p>BOARD OF EDUCATION MEMBERS9</p> <p>CANCELLATION OF SCHOOL41</p> <p>CENTRAL ADMINISTRATION9</p> <p>CLASS DUES41</p> <p>CLUBS AND ACTIVITIES 42</p> <p>COMPUTER USE65</p> <p>COURSE MAKE-UP, ELIGIBILITY FOR59</p> <p>CUTS AND TARDIES36</p> <p>DANCE REGULATIONS ..43</p> <p>DETENTION43</p> <p>DIRECTORY INFORMATION43</p>
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DISCIPLINE OF STUDENTS	69	HOMEWORK REQUESTS	52
DISCIPLINE OFF SCHOOL		HONOR ROLL	52
GROUNDS	70	INCOMPLETES	52
DISCIPLINE ON SCHOOL		INSTRUCTION –	
GROUNDS	70	INTERFERENCE WITH	52
DISCIPLINE, ACTIONS		LATE ARRIVAL / EARLY	
LEADING TO	71	DISMISSAL	34
DRESS AND GROOMING	44	LIBRARY MEDIA CENTER	
ELECTION PROCEDURE,		53
STUDENT OFFICERS	63	LOCKER CLEANOUT	53
EXAMINATIONS	42	LOSS OF CREDIT	
EXPULSION HEARINGS	83	(STUDENT	
EXPULSION		ATTENDANCE).....	37
RECOMMENDATIONS	82	LOST AND FOUND	54
EXPULSIONS,		MISSION STATEMENT	
ALTERNATIVE		AND EXPECTATIONS	3
EDUCATION	86	MONEY AND VALUABLES	
EXPULSIONS,		61
MANDATORY	86	NATIONAL HONOR	
EXTRA-CURRICULAR		SOCIETY	54
PARTICIPATION	45	PARKING	55
FACULTY AND STAFF		PASSES	55
DIRECTORY	9	PHONES/MOBILE	
FIELD TRIP REGULATIONS		ELECTRONIC DEVICES	
.....	45	56
FINANCIAL OBLIGATIONS		PHOTOGRAPHY AND	
.....	45	VIDEOTAPING	57
FIRE DRILLS	46	PHYSICAL EDUCATION	57
GIFTED/TALENTED		PROGRAM OF STUDIES	58
PROGRAM	48	PROMOTION, RETENTION,	
GPA/CLASS RANK	46	AND GRADUATION	58
GRADES AND STUDENT		PSYCHOLOGICAL	
PROGRESS	46	SERVICES	57
HARASSMENT	75	PUBLIC SCHOOL CHOICE	
HEALTH SERVICE	46	OPTIONS	60
HOMEWORK		REMOVAL FROM CLASS	71
EXPECTATIONS	48		
HOMEWORK POLICY	49		

SAFETY GLASSES	61	STUDY HALL (IST)	
SCHOOL PROPERTY,		REGULATIONS	42
LEAVING	61	SUBSTANCE POSSESSION	
SEARCH AND SEIZURE...	62	INVENTORY	64
SECURITY CAMERA		SUSPENSION	71
SYSTEM.....	63	TEXTBOOKS, LOST OR	
SELLING, DISTRIBUTING,		DAMAGED	54
AND POSTING		TRANSPORTATION	64
MATERIAL	63	TRUANCY	21
SENIOR EVENTS		VISITORS.....	67
ATTENDANCE	42	WEIGHTED GRADING	68
SENIOR YEARBOOK		WITHDRAWAL FROM	
PICTURES.....	63	COURSE PROCEDURES	
SEXUAL HARASSMENT		29
POLICY	14	WORKING PAPERS.....	68
SIGNING OUT OF SCHOOL		WORLD LANGUAGE	
.....	63	HONOR SOCIETIES.....	68
SMOKING	71		
SOCIAL WORKER.....	61		

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SEXUAL HARASSMENT POLICY

It is the policy of the North Haven Board of Education to maintain a learning and a working environment that is free from sexual harassment. Students, employees and applicants are covered by this policy. Appropriate training of supervisory staff will be provided as required by law.

Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees and students. Sexual harassment has been clearly established as a form of sexual discrimination and is defined as follows: "Any sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment or participation in an educational function (2) submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting the individual or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance creating an intimidating, hostile or offensive working or learning environment."

EXAMPLES

While an exhaustive list is not possible, the following constitute examples of specific behaviors that if unwelcome and of a sexual nature, could constitute sexual harassment: a) suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, touching, impeding or blocking movement, leering, gestures, noises, pulling at clothes, display of sexually suggestive objects, pictures or cartoons, assault, rape/attempted rape. b) continuing to express sexual interest after learning or being informed that the interest is unwelcome. c) coercive sexual behavior used to control, influence, or affect the career, salary, work and/or learning environment of another employee or student, such as threats of reprisal; implying or withholding support for an appointment, promotion, transfer, or change of assignment or grade. d) coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student, including promises or threats regarding grades, course admission, performance evaluations, or recommendations; enhancement or limitation of student benefits or services (e.g. scholarships, financial

aid, work study jobs). e) the deliberate or careless creation of an atmosphere of sexual harassment or intimidation, or a hostile or offensive working environment. f) inappropriate attention of a sexual nature from peer(s), i.e. student-to-student, employee to employee. g) it is understood that any sexual or romantic relationships between employees of the board and students are highly inappropriate and unacceptable, whether or not they constitute sexual harassment as defined in this regulation.

COMPLAINT PROCEDURE

If a student or staff member believes that he/she is being or has been subject to behavior that could constitute sexual harassment, that person should immediately inform a parent or guardian, teacher, or administrator. The student or adult should immediately inform the perpetrator that his/her behavior is unwelcome and unacceptable, offensive, in poor taste, unprofessional, and/or highly inappropriate and that such behavior must stop. It is recognized, however, that victims of sexual harassment are not always able to express their feelings to their harasser or to others. In all cases, the responsibility for ending harassment rests with the harasser, not the victim.

The following procedures covering Title VI (race, national origin), Title IX (gender equity); and Section 504 (handicap) will be followed in dealing with all complaints alleging discrimination and apply to all parties affected by the operations of the public schools, including students, employees, and parents.

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise concerning claims of discrimination. Evidence of reprisal against a complainant or witness shall be viewed as a violation of this policy.

Any person who wished to inquire or to register a complaint concerning alleged discrimination in the North Haven Public Schools shall have an opportunity to bring such concerns to the attentions of the Civil Rights Officer, who has the authority to resolve such complaints. If the complainant is a minor student or involves a minor, a determination must be made as to whether a child abuse report is required.

The following grievance procedure shall be utilized by any student, parent or employee in making a complaint or inquiry.

Level I: The complainant shall discuss the alleged discriminatory act or practice with the Civil Rights Officer or the individual closest to the daily decision-making level. This will normally be a principal, teacher, counselor, department chairperson, head custodian, or cafeteria manager.

If satisfaction cannot be achieved through informal discussion, the following procedure must be initiated.

Level II: The complainant shall, within forty calendar days of the alleged incident, on forms provided, put the complaint in writing and file it with the Civil Rights Officer. Within five working days a conference must be held and a written response provided. Within five working days following the conference, the complaint must be resolved to the satisfaction of both parties or referred to the Superintendent of Schools.

Level III: Within ten working days after receipt of such complaint, the Superintendent must hold a hearing; and within five working days of the hearing, resolve the complaint, negotiate a long-term solution or refer the matter to the Board of Education for consideration.

Level IV: If the complainant is not satisfied with the Superintendent's decision, an appeal may be made within ten school days to the Board of Education. The Board will hear the complaint at the next regular meeting. A written decision will be rendered within fifteen school days following the hearing.

At any time students, staff, or parents may report their grievance directly to:

U.S. Department of Education
Office for Civil Rights
5 Post Office Square 8th Floor
Boston, MA 02109-3921

Affirmative Action/ Nondiscrimination Policy

In compliance with regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987 and the Americans with Disabilities Act, the North Haven Board of Education adopts the following Equal Employment Opportunity and Equal Access Policies:

It is the policy of the North Haven Board of Education that no staff, student, or parent on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information be excluded from participation, be denied benefits of, or be subjected to discrimination under any education program or activity sponsored by its public schools.

Equal access will be provided to Boy Scouts of America and other designated youth groups.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of filing a complaint.

More information can be obtained by contacting the appropriate Civil Rights Coordinator: Section 504/ADA , Director of Student Services, 203-239-2581, Title IX, Coordinator of Health/Physical Education, 203-239-1641.

NONDISCRIMINATION GRIEVANCE PROCEDURE

The following procedures covering Title VI (race, national origin); Title IX (sex, equity); and Section 504 (handicap) will be followed in dealing with all complaints alleging discrimination and apply to all parties affected by the operations of the public schools, including students, employees and parents.

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which may arise concerning claims of discrimination. Evidence of reprisal against a complainant or witness shall be viewed as a violation of this policy.

Any person who wishes to inquire or to register a complaint concerning alleged discrimination in the North Haven Public Schools shall have an opportunity to bring such concerns to the attention of the appropriate Civil Rights Coordinator or Superintendent, who has the authority to resolve such complaints. The following grievance procedure shall be utilized by any student, parent or employee in making a complaint or inquiry. Officials shall be governed by this procedure.

Level I: The complainant shall discuss the alleged discriminatory act or practice with the appropriate Civil Rights Coordinator or the individual closest to the daily decision-making level. This will normally be the principal, teacher, counselor, program coordinator, head custodian, or cafeteria manager. If satisfaction cannot be achieved through informal discussion, the following procedure must be initiated.

Level II: The complainant shall, within thirty (30) calendar days of the alleged incident, on forms provided, put the complaint in writing and file it with the appropriate Civil Rights Coordinator. Within ten (10) working days a conference must be held and a written response provided. Within fifteen (15) working days from the date upon which the complaint was received by the appropriate Civil Rights

Coordinator, the complaint must be resolved to the satisfaction of both parties or referred to the Superintendent of Schools.

Level III: Following the Superintendent's review, he or she shall communicate his/her findings to the complainant with ten (10) business days following his/her receipt of the written request for review by the Superintendent, including recommendations to resolve the complaint, negotiate a long-term solution or refer the matter to an impartial hearing officer.

Level IV: If the complainant is not satisfied with the Superintendent's decision, a request may be made within fifteen (15) school days to submit the matter to a mediator or impartial hearing officer. The mediator or impartial hearing officer must be someone who is knowledgeable about the differences between the particular civil rights violation being disputed and/or the Individuals with Disabilities Education Act (IDEA).

Students, employees and parents are advised that they may use the above stated grievance procedures regarding Title VI, Title IX or Section 504 complaints or they may report their grievance directly to the director of the Regional Office for Civil Rights.

Grievances may be addressed to:

U.S. Department of Education
Office for Civil Rights
8th Floor
5 Post Office Square
Boston, MA 02109-3921

**NOTICE OF PARENT/STUDENT RIGHTS
UNDER SECTION 504 OF
THE REHABILITATION ACT OF 1973**

Section 504 of the Rehabilitation Act of 1973 (commonly referred to as "Section 504") is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination on the basis of disability and to assure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students.

For the purposes of Section 504, the term "disability" with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment. "Major life activities" include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking,

standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

Many students will be eligible for educational services under both Section 504 and the Individuals with Disabilities Education Act (IDEA), but entitlement to services under the IDEA or other statutes is not required to receive services under Section 504.

The following is a description of the rights and options granted by federal law to students with disabilities under Section 504. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right:

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the North Haven School District's education programs without discrimination based on his/her disability.
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
4. To be notified with respect to the Section 504 identification, evaluation, and educational placement of your child;
5. To have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education. This includes the right to receive reasonable accommodations and services to

allow your child an equal opportunity to participate in school and school-related activities;

7. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
8. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
9. To review all relevant records relating to decisions regarding your child's Section 504 identification, evaluation, and educational placement;
10. To obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
11. To request changes in the educational program of your child;
12. To an impartial hearing if you disagree with the school district's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.
13. To file a court action if you are dissatisfied with the impartial hearing officer's decision or to request attorney's fees related to securing your child's rights under Section 504.
14. To file a local grievance with the designated Section 504 Coordinator to resolve complaints of discrimination other than

those involving the identification, evaluation or placement of your child.

15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

The Section 504 Coordinator for this district is:

Director of Student Services
Telephone: 203-239-2581
5 Linsley St.
North Haven, CT 06473

For additional assistance regarding your rights under Section 504, you may contact:

Boston Regional Office
Office for Civil Rights
U.S. Department of Education
8th Floor
5 Post Office Square, Suite 900
Boston, MA 02109-3921
Telephone: (617) 289-0111

U.S. Department of Education
Office for Civil Rights
550 12th Street, SW
Washington, DC 20202-1100
Telephone: 1-800-421-3481

Connecticut State Department of Education
Bureau of Special Education
P.O. Box 2219
Hartford, CT 06145
Telephone: (860) 713-6910

NHHS STUDENT ATTENDANCE POLICY REGARDING COURSE CREDIT AND TRUANCY

Philosophy and Shared Responsibilities

ATTENDANCE

- A. The North Haven High School community believes that school attendance is essential to academic success and adheres to these convictions concerning attendance:
- Time spent in class is academic opportunity.
 - Time spent on task increases learning.
 - To succeed, students must actively engage in the educational experience.
 - In school, as in life, success depends largely on teamwork.
- B. Students are expected to:
16. attend class regularly and on time,
 17. come to class with materials and prepared to learn,
 18. contribute to class, and
 19. obtain class work and homework following an absence.
- C. Parents are expected to:
- ensure students' attendance in class (required by law in Connecticut General Statutes 10-184),
 - monitor students' attendance and progress through communications with their students, the PowerSchool website, and communications with the school
 - cooperate with the school to help students achieve academic success.
- D. The school is expected to:
- maintain accurate student attendance records,
 - provide and implement an attendance policy that supports the NHHS Core Values and Belief statement,
 - notify the parents/guardians when a student reaches half of the maximum allowed absences in a course, and
 - provide an appeal process for loss of credit.

Student Attendance Policy Regarding Truancy

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

In addition, the Board of Education takes seriously the issue of chronic absenteeism. To address this issue, the Board of Education, through its Superintendent, will adopt and maintain procedures regarding chronic absenteeism in accordance with state law.

Legal References:

1. Connecticut General Statutes §10-220
2. Connecticut General Statutes §10-184
3. Connecticut General Statutes §10-186
4. Connecticut General Statutes §10-198a
5. Public Act 15-225, “An Act Concerning Chronic Absenteeism”
6. Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)
7. Connecticut State Department of Education Circular Letter C-2, *Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs* (August 4, 2009)
8. Connecticut State Board of Education Memorandum, *Definitions of Excused and Unexcused Absences* (June 27, 2012)
9. Connecticut State Department of Education, *Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention* (April 2013)

Administrative Regulations Regarding Attendance, Truancy, and Chronic Absenteeism

I. Attendance and Truancy

A. Definitions for Section I

1. “Absence” - any day during which a student is not considered “in attendance” at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day.
2. “Disciplinary absence” - Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused for attendance and truancy purposes.
3. “Educational evaluation” - for purposes of this policy, an educational evaluation is an assessment of a student’s educational development, which, based upon the student’s presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.
4. “Excused absence” - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student’s return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
 - a. Any absence before the student’s 10th absence, is considered excused when the student’s parent/guardian approves such absence and submits appropriate written documentation in accordance with this regulation.

- b. For the student's 10th absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
 - i. student illness (verified by an appropriately licensed medical professional);
 - ii. religious holidays;
 - iii. mandated court appearances (documentation required);
 - iv. funeral or death in the family, or other emergency beyond the control of the student's family;
 - v. extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
 - vi. lack of transportation that is normally provided by a district other than the one the student attends.

 - c. A student, age five to eighteen, whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.
5. "In Attendance" - any day during which a student is not considered to be absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), for at least one half of the school day.

6. "Student" - a student enrolled in North Haven High School
7. "Truant" - any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.
8. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence.

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

B. Written Documentation Requirements for Absences

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. An incidence of absence is considered consecutive days of absence.
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
3. For the student's 10th absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:
 - a. student illness:
 - i. signed note from a medical professional, who may be the school nurse, who has evaluated

- the student confirming the absence and giving an expected return date; or
 - ii. signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
 - b. religious holidays: none.
 - c. mandated court appearances:
 - i. a police summons;
 - ii. a subpoena;
 - iii. a notice to appear;
 - iv. a signed note from a court official; or
 - v. other official, written documentation of the legal requirement to appear in court.
 - d. funeral or death in the family, or other emergency beyond the control of the student's family: written document must explain the nature of the emergency.
 - e. extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. lack of transportation that is normally provided by a district other than the one the student attends: none.
- 4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.
- 5. The North Haven Public Schools reserve the right to randomly audit written documentation received,

through telephone and other methods of communication, to determine its authenticity.

6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

C. Extraordinary Educational Opportunities

1. To qualify as an extraordinary educational opportunity, the opportunity must:
 - a. be educational in nature and must have a learning objective related to the student's course work or plan of study;
 - b. be an opportunity not ordinarily available for this exemption;
 - c. be grade and developmentally appropriate; and
 - d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.
2. Family vacations do not qualify as extraordinary educational opportunities.
3. All requests for approval of extraordinary educational opportunities must:
 - a. be submitted to the building principal in writing prior to the opportunity, but no later than ten (10) school days prior to the opportunity except in exceptional circumstances at the discretion of the building administrator;

- b. contain the signatures of both the parent/guardian and the student;
 - c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study; and
 - d. include additional documentation, where available, about the opportunity.
4. The building principal shall provide a response in writing and include the following:
- a. either approval or denial of the request;
 - b. brief reason for any denial;
 - c. any requirements placed upon the student as a condition of approval;
 - d. the specific days approved as excused absences for the opportunity;
 - e. the understanding that the building administrator may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.
5. All decisions of the building principal relating to extraordinary educational opportunities shall be final.
6. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.
7. Approval for an extraordinary educational opportunity is determined on a case-by-case basis and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

D. Truancy Exceptions:

1. A student **five (5) or six (6) years of age** shall not be considered truant if the parent or person having control over such student has appeared personally at the school district office and exercised the option of

not sending the child to school at five (5) or six (6) years of age.

2. A student **seventeen (17) years of age** shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.
3. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

E. Readmission to School Following Voluntary Withdrawal

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section D.2, above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.
2. If a student who has voluntarily withdrawn from school (in accordance with Section D.2, above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

F. Determinations of Whether a Student is "In Attendance":

1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at

least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.

2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered “in attendance.”
3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being “in attendance” for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate by the administration so as to ensure that the student is able to successfully return to the regular classroom setting.

G. Procedures for students in grades K-8*

1. Notification
 - a. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student enrolled in grades K - 8 in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the North Haven Public Schools.
 - b. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall obtain from the parent or other person having control of the student in grades K-8 a telephone number or

other means of contacting such parent or other person during the school day.

2. Monitoring

Each school shall implement a system of monitoring individual unexcused absences of students in grades K-8. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal **[or his/her designee]** shall make a reasonable effort to notify the parent or other person having control of such student by telephone and by mail of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. Mailed notice of the student's absence shall include a warning that two unexcused absences from school in a month or five unexcused absences in a school year may result in a complaint filed with the Superior Court pursuant to section 46b-149 of the Connecticut General Statutes alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

[*Note: State law mandates notification and monitoring only with regard to students in grades K-8.]

H. Procedures applicable to students ages five (5) to eighteen (18)

1. Intervention

- a. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent (or other person having control of

such student) and appropriate school personnel to review and evaluate the reasons for the student's truancy. This meeting shall be held no later than **ten (10) days** after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.

- b. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.
- c. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection a., above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file, within fifteen calendar days of such failure to attend the meeting or other failure to cooperate with the school in attempting to solve the truancy problem, for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b-149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.
- d. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team **[or other appropriate school based team]** to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and

placement team (“PPT”) meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.

- e. If a family with service needs (“FWSN”) petition is filed and the court orders an educational evaluation of the student, the district shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.
 - i. For a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the Child Study Team **[or other appropriate school based team]**. Upon completion of the evaluation of a regular education student, the Child Study Team **[or other appropriate school based team]** shall review the evaluations and make appropriate recommendations for alternative procedures, programs or interventions. Such recommendations may include a referral of the student for further evaluation and/or consideration for special education eligibility.
 - ii. In the case of a student who requires or may require special education and related services, the district shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student’s need for special education services and the need, if any, to write and/or revise the student’s individualized education program (“IEP”).

I. Attendance Records

All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).

J. Student Attendance Policy Regarding Course Credit

1. Student Attendance Responsibilities and Information

- a. Absence Numbers Permitted for Course Credit – Students are permitted up to and including the following number of absences before losing credit in a course. Parent-excused student absences are not removed from the course credit attendance calculations.

Credits	Maximum Absences	Total Class Meetings (approximate)
2	16	181
1	9	91
.5	5	46
.25	3	23

- b. Late Arrival/Early Departure – Students missing part of a class due to an approved late arrival or early dismissal must be in class at least sixty (60) minutes to be considered present.
- c. Removal of Absences – With appropriate documentation submitted within 5 days of return an absence, a principal may remove an absence from a student's course credit attendance record for the following reasons. Removed absences will shown in the student record but will not count toward course credit attendance calculations.
 - i. student illness (verified by an appropriately licensed medical professional);
 - ii. religious holidays;

- iii. mandated court appearances (documentation required);
 - iv. funeral or death in the family, or other emergency beyond the control of the student's family;
 - v. extraordinary educational opportunities pre-approved by a school principal in accordance with Connecticut State Department of Education guidance;
 - vi. lack of transportation that is normally provided by a district other than the one the student attends.
- d. In addition, a student whose parent or legal guardian is an active duty member of the armed forces who has been called for duty, is on leave from or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten (10) days of excused course credit absences in any school year, and, in the discretion of the administration, additional excused absences to visit such student's parent or legal guardian with respect to the parent's leave or deployment. In the case of such course credit excused absences, the student and parent or legal guardian are responsible for obtaining assignments from the student's teacher(s) prior to any period of excused absence, and for ensuring that such assignments are completed by the student prior to his or her return to school.
- e. The following types of absences will not be excused from course credit attendance calculations: occasional absence due to illness; family vacations while school is in session; and late arrival/early dismissal from school.

2. Tardies and Cuts

- a. Students who are tardy to school must sign in immediately with the attendance clerk. Multiple tardies to school will result in progressive discipline.

- b. Students are to be in their scheduled classes at the tones sounding the beginning of the period. Students who are in school and arrive late to class without a pass will be considered tardy or absent for that class as follows (students are expected to remain in class):
- 0-5 minutes – student will be marked tardy by teacher
 - 6-19 minutes – student will be marked tardy and referred by teacher to administration.
 - 20+ minutes – student will receive a cut and be referred by teacher to administration.
- c. Students who arrive late to school are required to sign in with the attendance clerk. They will receive a pass to class and are expected to go directly to class and remain there through the period. Students without a legitimate excuse, as determined by the administration, will be considered tardy or absent for that class as follows:
- Under 20 minutes – student will be marked tardy and receive progressive discipline from the administration.
 - 20+ minutes – student will marked absent and receive progressive discipline from the administration.
- d. Chronic tardiness to any class will result in disciplinary action and/or additional interventions.
- e. Failing to attend a class or a part of a class without a legitimate excuse is considered a class cut, may lead to loss of course credit, and will be disciplined as follows:
- 1st cut – detention
 - 2nd and subsequent cuts – additional detention(s) and sanctions that may occur

after school or on Saturday and last up to to 4 hours

- Persistent cutting – additional sanctions that may include including in-school or out-of-school suspension.

3. Appeal Process

- a. If a student loses credit in a class, the student may appeal that loss of credit if he or she has new information or extenuating circumstances to bring to light.
- b. The student should notify his/her assistant principal of the desire to appeal the loss of credit. The assistant principal will provide the student with an “Appeal for Restoration of Credit Form.”
- c. The student must fully complete the “Appeal for Restoration of Credit Form,” explaining in detail the circumstances that led to the loss of credit and the rationale for why credit should be restored. The student should attach any appropriate documents to the form.
- d. The assistant principal will review all appeals applications to ensure that the student has fully prepared the “Appeal for Restoration of Credit Form,” produced any relevant documents, and that these documents reveal new information or extenuating circumstances. After this review, the assistant principal will decide whether the appeal goes forward to the appeals board or whether the student has failed to meet his or her obligation to the appeals process.
- e. If the appeal advances past the preview stage, the student will come before the appeals committee and present the case for restoration of credit. The committee will vote on whether to restore or deny credit. The decision of the committee is final. It will only be reviewed by the principal at the written request of the

parent/guardian or student as a result of the introduction of significant, relevant information that was not shared with the appeals board.

II. Chronic Absenteeism

A. Definitions for Section II

1. “Chronically absent child” - a child who is enrolled in a school under the jurisdiction of the North Haven Board of Education and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year;
2. “Absence” - (a) an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education pursuant to section 10-198b of the general statutes and these administrative regulations, or (b) an in-school suspension, as defined in section 10-233a of the general statutes, that is greater than or equal to one-half of a school day;
3. “District chronic absenteeism rate” - the total number of chronically absent children under the jurisdiction of the North Haven Board of Education in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year; and
4. “School chronic absenteeism rate” - the total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

B. Establishment of Attendance Review Teams

If the North Haven Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher, it shall establish an attendance review team for the school district.

If a school under the jurisdiction of the North Haven Board of Education has a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for that school.

If the North Haven Board of Education has more than one school with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

If the North Haven Board of Education has a district chronic absenteeism rate of ten percent (10%) or higher and one or more schools with a school chronic absenteeism rate of fifteen percent (15%) or higher, it shall establish an attendance review team for the school district or at each such school.

C. Composition and Role of Attendance Review Teams

Any attendance review team established under these regulations may include school administrators, guidance counselors, school social workers, teachers, representatives from community-based programs who address issues related to student attendance by providing programs and services to truants, and chronically absent children and their parents or guardians.

Each attendance review team shall be responsible for reviewing the cases of truants and chronically absent children, discussing school interventions and community referrals for such truants and chronically absent children and making any additional recommendations for such truants and chronically absent children and their parents or guardians. Each attendance review team shall meet at least monthly.

D. State Chronic Absenteeism Prevention and Intervention Plan

The North Haven Board of Education and its attendance review teams, if any, will consider any chronic

absenteeism prevention and intervention plan developed by the State Department of Education.

III. Reports to the State Regarding Truancy Data

Annually, each local and regional board of education shall include information regarding the number of truants and chronically absent children in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

APPROVED: _____

REVISED: _____

ACADEMIC REGULATIONS AND GENERAL INFORMATION

AFTER-SCHOOL ACTIVITIES

Students are permitted to stay after school only when engaged in a prearranged activity with adult supervision (extra-academic help with a teacher, clubs or sports).

ASSEMBLIES

During assembly programs, students are expected to conduct themselves in a manner that is appropriate for the particular assembly program they are attending. All speakers should receive respectful attention. A student who chooses to interrupt or disrupt the assembly will be removed and other disciplinary actions will be taken.

ATHLETIC CONTEST REGULATIONS

North Haven High School welcomes everyone to all its home and away Southern Connecticut Conference contests. The league administration and athletic departments request that all spectators refrain from throwing objects, booing, hissing, using abusive language or any other

unsportsmanlike conduct against any of the athletes, officials, or other fans.

Anyone who violates any of these league rules will be asked to leave the gymnasium/field by a school or police official.

CANCELLATION OF SCHOOL OR SHORTENING OF THE SCHOOL DAY

In the event of school cancellation, delayed opening, or early dismissal due to inclement weather, or other unforeseen events, local New Haven radio and television stations will broadcast the details.

NHHS employs a day A and B schedule. If a day is cancelled, the next school day is the same number as the cancelled day. For example, if a day 2 is cancelled, students will return to a day 2.

CLASS DUES

Each class collects yearly dues.

All class dues as well as school fines must be paid in full in order to receive caps and gowns as seniors. All students are encouraged to meet their yearly obligation so that class functions can continue.

CLASSROOM STUDY HALL (INDEPENDENT STUDY TIME) REGULATIONS

Study halls are for school study and constructive work. Each independent study hall teacher has the right to set up procedures that seem best for study. However, there are regulations which must be observed:

- Loud talking or talking that disturbs others in study hall will not be permitted.
- Students should bring work and/or reading material to study hall.
- Students should not arrive late to study hall. One demerit will be issued by the grade principal for tardiness to a study hall.
- Students may not eat or drink during a study hall that is not scheduled in the cafeteria.
- Failure to attend an assigned IST will result in three demerits.
- Students are not permitted to engage in gambling activities.

CLUBS AND OTHER ACTIVITIES

The Extra-Curricular program at North Haven High School is designed to give every student the opportunity to participate in an activity. Students should be alert to announcements calling for membership meetings and club functions.

GRADUATION REQUIREMENTS AND SENIOR EVENTS

In order to attend the senior picnic and prom, students must have completed community service requirements, completed all academic learning expectations and paid class dues and school debts. The administration reserves the right to deny admission to any student or guest (where guests are permitted) based on behavioral concerns.

EXAMINATIONS

Students are required to take final examinations during the assigned exam slot for that class. In the case of extenuating circumstances, as determined by the administration, a student may reschedule their exam/s in advance and with approval from the teacher. If a student misses an exam for a reason acceptable to the administration, the exam must be made up during the designated make-up period. In addition, students wishing to reschedule their exam must have administrative approval. It is the student's responsibility to contact the teacher for the make-up time. In the case of extenuating circumstances, as determined by the administration, which prevent students from making up exams within this time period, arrangements for make-ups may be made through the administration.

Senior Exemption

All seniors will be exempt from the final exam in any class if:

1. They have a 90% or higher average in the class for the final marking period, and
2. The final two marking period grades of the class average to a 90% or higher.

Seniors will be notified by the teacher of their exemption.

The Senior exemption privilege will be reviewed yearly by the administration and department coordinators.

DANCE REGULATIONS

The following regulations will be followed by North Haven High School Students and guests who wish to attend a school dance.

- Once a student leaves a dance he/she may not return.
- A student may not visit his/her car or anyone else's car during the dance unless accompanied by a faculty member.
- If a student violates these rules he/she may forfeit the privilege of attending future dances and will be subject to disciplinary action.
- Administration will decide whether guests are permitted to attend a school dance. If guests are permitted, the host student will pre-register their guest and assume full responsibility for the action of

his/her guest. This includes responsibility for the conduct of the guest and financial liability for any damages caused by the guest. Permitted guests must be enrolled in at least 9th grade and be no older than 20 years of age. The administration reserves the right to deny admission to any student or guest based on behavioral concerns.

DETENTION

A teacher may detain any student after school for misconduct, tardiness or to make-up work. The student will be given 24 hours notice. The student must report as assigned. Failure to do so will result in administrative referral.

DIRECTORY INFORMATION

Unless notified in writing by a parent/guardian or eligible student, the school district will be permitted to disclose "Directory Information" concerning a student, without consent of a parent/guardian or eligible student. Directory information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the parent's name, student's address, photographic, computer and or/video images, date and place of birth, major field (s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, and the most recent school (s) attended. Directory information does not include a student's social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN or password.

The school district may disclose directory information about students after they are no longer in enrollment in the school district. Notwithstanding the foregoing, the district will continue to honor any valid objection to the disclosure of directory information made while a student was in attendance unless the student rescinds the objection. An objection to the disclosure of the directory information shall not prevent the school district from disclosing or requiring a student to disclose the student's name, identified or institutional email address in a class in which a student is enrolled. The written objection to the disclosure of directory information shall be good for only one school year. School districts are legally obligated to provide military recruiters and

institutions of higher learning, upon request, with the names, addresses and telephone numbers of secondary students, unless the secondary, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection shall be in writing and shall be effective for one school year. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

DRESS AND GROOMING

A Dress & Grooming Reminder to Students and Parents

A student is expected to be neat in appearance and maintain good personal hygiene at all times. A student dressed inappropriately will be asked to arrange for a change of clothes.

The administration and faculty will enforce the school policies here at NHHS. We ask parents to reinforce the message that North Haven High School has a dress code because we want the best learning environment for students. Please be mindful and assist us with this request in order to promote a comfortable atmosphere for all.

The following list encompasses rules for certain clothes/accessories:

- Hats or other head coverings may not be worn or carried at NHHS at any time. These items should be stored in the student's locker upon arrival to school. Any student who wishes to apply for exemption from the hat and head covering policy on the

basis of 1) religious reasons or 2) a medical condition should apply in writing to the administration.

- Based on communication with the NH Police Department, the administration may determine that other garments or styles are unacceptable based on their symbolic representations.
- Attire or accessories that are worn to represent gang affiliation are not permitted.

The following items are not permitted:

- Clothing with offensive messages or which promotes drug or alcohol use
- Jackets and coats in the high school building (outerwear should be removed upon arrival to school and stored in lockers until the end of the school day)
- Pajamas; slippers, loungewear pants
- Revealing clothing that may be disruptive to the educational environment.

Since styles are continuously changing, the administration may modify this list at any time.

EXTRA-CURRICULAR PARTICIPATION

In order to participate in a school sponsored extra-curricular activity, a student must attend a minimum of 2 blocks of school on the day of the activity.

FIELD TRIP REGULATIONS

Student must have a parent's written permission in order to be eligible to go on a school sponsored field trip. All school work missed must be made up as soon as possible. In the event of competing field trips or co-curricular activities (concert, athletic contest, in or out of school field trip) the student will decide which event to attend and will not be penalized for the choice.

FINANCIAL OBLIGATIONS

All financial obligations must be paid through the Main Office. No money is to be paid directly to a teacher unless specified exception to this rule is made. All obligations to the school must be met before a student receives a final report card, diploma, or withdrawal from school. Transcripts will not be released until all obligations are met.

FIRE DRILLS

The signal for the fire drill is an electronic beep with spoken instructions. At this signal the teacher will instruct the class to leave the room and to exit from the building in accordance with the direction posted in each room. Students will leave books, papers, etc. on their desks. Once outside the building students will move quickly away from exits and ramps. If at

any time an exit is blocked, the students should follow the directions given by the teacher in charge of that exit. Students may return to their classrooms when a visual signal is given by an administrator.

GRADES AND STUDENT PROGRESS

Student grades are available online through PowerSchool. Grades are finalized at the end of each marking period. Parents and students are encouraged to check grades regularly and contact teachers or school counselors with any questions.

GRADE POINT AVERAGE/CLASS RANK

1. All courses are included in the calculation of GPA.
2. For a student to be included in the class rank at North Haven High School, the student must be enrolled a minimum of four sequential semesters or eight terms. Students transferring to NHHS are provided with an equivalent rank for college applications.

HEALTH SERVICE

The Health Room is located near the principal's office. The office hours of the School Nurse are from 7:25 a.m. to 2:05 p.m. each day.

Students must obtain a proper pass from the classroom teacher before reporting to the nurse. A student may go to the Health Room between classes only in an emergency. If a student is ill or there is an emergency and the nurse is not available in her office, the student should report directly to the main office.

The North Haven Board of Education, in compliance with Connecticut State Law has identified entry into Grade 11 as the time physical examinations must be completed by a qualified practitioner of medicine. A physical examination completed within the 12 months prior to entering Grade 11 will fulfill the requirement.

School health updates

Effective August 17, 2015, several revisions and additions to the education statutes were enacted by the Senate and House of Representatives in General Assembly. Some of the changes affecting school health services are described below, effective for the 2015-16 school year and thereafter.

School Screenings

Vision Screenings will be done in Kindergarten, and grades 1, 3, 4 and 5 (formerly K, 1-6, and 9)

Audiometric Screenings (hearing) will be done in Kindergarten, and grades 1, 3, 4 and 5 (formerly K, 1,2,3,5, and 8).

Postural Screenings (scoliosis) will be done as follows:

Females- Grades 5 and 7 (formerly grades 5-9, with the postural documentation on the 6th grade physical being an acceptable substitution for the 6th grade school screening)

Males- Grades 8 or 9 (formerly grades 5-9, with the postural documentation on the 6th grade physical being an acceptable substitution for the 6th grade school screening)

There is no change in the procedure for providing written notice to parents or guardians who do not pass any school screening. However, if their child did not receive such screening, a brief statement explaining why shall be given.

Administration of Medications

Schools are now required to develop policies and procedures for the administration of epinephrine as an emergency first aid to students who experience severe allergic reactions during regular school hours, even if they do not have prior written authorization from their health care provider or a parent/guardian. Under the new state law, epinephrine can now be given by a qualified school employee who has completed the required training, if the school nurse is absent or unavailable during regular school hours. All North Haven Public Schools stock epinephrine for this purpose. Parents or guardians who refuse to allow the emergency administration of epinephrine by a trained and qualified school employee in the absence or unavailability of the school nurse must submit their wishes in writing to the school nurse each year.

HIGH SCHOOL GIFTED AND TALENTED-CREATIVE
LEARNING PROGRAM

Mission Statement

To identify gifted and talented students and provide appropriate differentiated educational opportunities.

Program

Grades 9 through 12 - Future Problem Solving (FPS) - Students are scheduled for a course that focuses on problem solving, futurism and affective needs.

*Program Options**

Future Problem Solving, Scenario Writing, Community Problem Solving, Educational Center for the Arts, Yale Courses (grades 11 & 12), Select Music Ensembles, Mentorship/Internship Program, Workshops.

** Options may vary based on student interest, needs and budget. Some may have prerequisites or be available to non-identified students as space allows.*

High School Facilitator

District Facilitator for Gifted/Talented Programming 239-1641 ext. 2226

Identification

Students in grade 8 are ranked based on results of the Connecticut Mastery Test, teacher checklists and recommendations. The top 5% are identified for grade 9.

Individualized Identification

Students may be nominated by faculty, parent, peer, self. The following information is considered: grades, standardized tests, anecdotal comments, and portfolio. The identification committee meets three times per year. Reasons for student nomination: new to district, change in student behaviors, new data. Select Music Groups are identified through audition. For a copy of North Haven's Gifted/Talented identification procedures please call 239-1641 ext. 2226.

HOMEWORK EXPECTATIONS

It is expected that all students will complete and submit as requested all homework assignments. If a student is absent from school, it is the

responsibility of the student to obtain all assignments immediately upon returning to school.

For example, if a student is absent on a Day 1 and returns to school on a Day 2, the student must contact all Day 1 teachers for assignments. Grades in a particular class may be affected if this expectation is not met.

HOMEWORK POLICY (Board Policy 9025)

Purpose and Meaning of Homework

To be educationally meaningful, homework should serve some or all of the following purposes: Encourage the student to think and search for new ideas; help the student to develop self-direction, self-reliance, a sense of responsibility, and the ability to make decisions; broaden the student's experience for increased class contribution; and reinforce school learning by providing practice and application. Research has shown that homework increases student achievement, especially with teacher feedback.

School faculties have always agreed that the emphasis in homework should be placed on significant and well-planned assignments, carefully supervised and controlled. Assignments should be suited to the ability of the student. What is a reasonable assignment for one student may be easy for another and frustratingly difficult for a third.

In dealing with homework, teachers should consider the inequity which exists among students in the opportunity for quiet concentration within the home. A similar inequity exists in the availability and quality of parental encouragement. Homework must be planned for the student to do independently, taking into consideration the reference material available. A part of each class period should be devoted to explanation and to getting the student started on the homework assignment while the teacher is available for supervision and assistance.

Homework at Grade Levels

Homework is given in all grades. Homework policies and expectations, and major homework assignments and projects, are available on teacher web pages.

Homework Assignments

Short-term assignments: These are assignments to be completed by the next class period. They are intended to reinforce academic learning which has been presented in class. They may involve specified reading and practice exercises. Specified reading may include preparation of

reports based on the reading. Such assignments are often completed during the school day under the supervision of the teacher.

Long-term assignments: These are assignments to be spread over a number of days or weeks. This type is outlined and explained in school and completed outside of class hours. Long-term assignments include such school activities as: social studies research, science projects, creative writing and extended reading.

Homework and vacations: Homework assignments for long-term projects may carry over through vacation periods during the school year. The assignments must be due on a day other than the first day after vacation.

Home study: Home study at all grades is the daily practice of reviewing class notes to ensure and increase understanding and proficiency in a subject area. The student will think about what was taught in each class and review those concepts in addition to the assigned homework. This will include reviewing one's notes, class reading and the homework assignment. It is essential that this daily review become a discipline. Homework refers to written or graphic assignments.

Grades 9 to 12

Each student at the high school is responsible for homework preparation and home study. The development of good study habits is essential to success in high school.

The amount of outside preparation required increases markedly at the senior high level. The ability to work successfully without supervision is a necessary skill for students in preparation for post secondary education or other career choices. In grades 9-12, homework is assigned daily in most courses. While it is not uncommon for high school students to complete some of their homework during independent study time, home study is required in most courses.

Homework assignments vary according to the ability of students to profit from this type of work. Advanced level courses require considerable home study and preparation. Each advanced level course will require a minimum of four hours of homework/home study per week. Average courses will require a minimum of two to three hours of homework/home study per week for each course. In addition, long-term assignments will be required in many courses. The minimum time required for homework in courses in elective areas such as art, family and consumer sciences, music and technology education will vary depending upon particular

projects or activities. Twenty to 30 minutes of nightly practice for the instrumental/vocal program is recommended and expected.

Teacher Responsibilities

Depending on the grade level, some or all of the following responsibilities may apply:

- Assign homework to complement the material under study.
- Allow sufficient time in class to fully explain each assignment, giving due date, format and materials needed.
- Require students to record assignments in a notebook.
- Explain procedures for make-up and late assignments as well as the consequences of failure to turn in assignments and for late homework.
- Record student homework assignments, dates due and whether or not they were completed.
- Inform parents of homework procedures in writing at the beginning of the year and later as needed.
- Ensure that outside resources necessary to completing an assignment are readily available to all students.
- Make modifications for students who are unable to work at the pace of their peers.
- Review completed homework in a timely manner and provide appropriate feedback to students.

Parents' Responsibility

Parental responsibility for homework is one part of the responsibility for the complete intellectual, social, moral, and physical development of the child.

- Parent involvement in their children's homework can affect the quality of students' work and make the difference whether or not assignments are completed.
- Children should have a place to study which is conducive to concentration.
- An effective routine for study should be arranged and encouraged.
- Parents may assist in developing dependability and perseverance on the part of the children by assigning definite home chores with regularity appropriate to the age and maturity of the child.
- Parents can foster independent reading on the part of children by encouraging their children to profit from the school program and providing in the home books and magazines of suitable reading

level. Adequate resource materials should be provided, as well as a means of reaching a library.

- Parental help with homework should be confined to explanation of principles rather than actual performance of the work.
- Parents should maintain an encouraging attitude toward homework and should attempt to assist their children in setting meaningful goals.
- Parents should discuss specific problems concerning their child's homework with the child's teacher or guidance counselor.
-

HOMEWORK REQUESTS

Students who anticipate being absent for more than one week may request homework by contacting their guidance counselor. We encourage students to make this contact at the beginning of their absence. Please allow a 2-3 day turn around period. The work may be picked up in the guidance office on the day specified. It is the responsibility of the student/parent to obtain textbooks and materials from the student's locker.

HONOR ROLL

North Haven High School students have the opportunity to qualify for one of two honor rolls: Honors and High Honors. The criteria used to determine the Honor Rolls are as follows:

Honor Roll

1. Students must attain a B average, and
2. C+ is the lowest grade permissible

High Honor Roll

1. Students earn a 4.0 or higher GPA* or straight A's (including A-, A and A+)
2. C+ is the lowest grade permissible

*The grade point average (GPA) at North Haven High School is calculated utilizing a 4.0 weighted scale. Advanced Placement (L4) and Honors (L3) courses are given added weight toward GPA. The full Grade Point Average scale is on page 7 of the Program of Studies, which is posted on the NHHS website.

INCOMPLETES

It is the student's responsibility to obtain from each teacher the assignments for all classes missed. An incomplete is given only for a medically documented extended student absence. An incomplete will not be given to a student who has been absent for one or two tests during any given marking period. These tests should be made up within one week

of the student's return. Any incomplete received for a marking period must be completed before the end of the 5th week of the next marking period. Failure to do so will result in an "F" for the term.

LATE ARRIVAL / EARLY DISMISSAL

Note: Only juniors and seniors are eligible for late arrival and early dismissal privileges.

A. Procedure for Permanent Early Release

The school readily acknowledges that the home or community may well benefit from a share in a high school student's time, energy or talent. With this recognition in mind, the school allows for the late arrival and early release of students provided that the following conditions are met.

- The release time will be only ISTs or personal study time occurring before the student's first class or after the student's last class.
- Parent(s) must sign the release form.
- Students provide their own transportation after their dismissal.
- Once a student is considered released, he/she must leave the school promptly.
- The administration may withdraw the early release privilege at any time if these conditions are not met or if it is determined that there is other just cause for doing so.
- Late arrival / early dismissal forms are available in the Main Office and the Assistant Principals' Office. Eligible students

who desire early release should complete the form and submit it their grade secretary.

B. Procedure for Day to Day Early Dismissal

- Any student who wishes to be dismissed early from school should submit a note to the Main Office before Block 2.
- Notes will not be accepted after 9:05 a.m.
- Notes will be verified at the discretion of the administration.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) is a quiet study area to be used for research and independent study. The following rules and regulations apply to the use of the LMC and its resources.

- LMC hours are 7:15 am to 2:45 p.m.
- Students should obtain a pass from the sending teacher stating the student's name, the date and the block. When students enter the LMC, they are to sign in and place their passes at the front desk.
- Students are expected to be engaged in study and be respectful of those studying around them.
- Students are asked to refrain from eating or drinking in the LMC.
- Books may be checked out for two weeks and renewed once. Periodicals other than the most recent issue circulate for three days. Overdue fines are 10 cents per book per day.
- A copier/printer is available in the LMC for students to use free of charge.
- Internet Access is available for school related research. All students must acknowledge the Acceptable Use Policy to access the Internet.

LOCKER CLEANOUT

Students are expected to keep lockers clean and to fully clean out their lockers at the end of each school year. Failure to do so may result in a fine of up to \$20.00.

LOST AND FOUND

All lost and found articles may be claimed at the Main Office.

LOST OR DAMAGED TEXTBOOKS & PROPERTY

Lost or damaged books and school property are charged for on the basis of replacement value and condition.

NATIONAL HONOR SOCIETY

National Honor Society chapters in high schools and middle schools throughout the United States are overseen by a national organization. Criteria for membership have been established by the national organization, which include scholarship, leadership, character and service.

In order to be invited to apply Junior Year, the student must have:

Scholarship:

Cumulative grade point average of 4.0.

Service:

Minimum of 90 community service hours.

This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. Service must be documented by the guidance office and viewable on PowerSchool by March 1st of the year of application in order to be considered.

In addition to the previously mentioned criteria, students must also demonstrate the following in order to be accepted and inducted into the North Haven Chapter of the National Honor Society:

Leadership:

Minimum two leadership credits.

The North Haven Chapter defines leadership as:

“...actively organizing and guiding individuals through sustained initiatives that result in the betterment of the community while having a positive influence on others.”

Leadership units are typically measured in one-year increments, entire courses, or an equivalent duration. Paid positions do not constitute leadership for the National Honor Society. For additional information, please consult with the National Honor Society Advisors.

Character:

Character rating of a “3” or better on the NHS scoring rubric.

Students must be of good character and uphold principles of morality and ethics, demonstrate high standards of honesty and reliability, and show courtesy, concern, and respect for others. Character is assessed by three academic teachers of prospective candidate.

National Honor Society Scoring Rubric

In order to be inducted, prospective candidates must earn a score of 3.67 or better on the rubric.

Rating	Character	Service	Leadership	Total
4	Outstanding- Achieved a character rating of 7-8	Outstanding- Logged over 120 hours of community service	Outstanding- Three or more leadership positions	
3	Above average- Achieved a character rating of 6	Above average- Logged between 90-119 hours of community service	Above average- Two leadership positions	
2	Average- Achieved a character rating of 4-5	Average-Logged 60-89 hours of community service	Average-One leadership position	
1	Below average- Achieved a character rating of 3 or less	Below average- Logged 59 hours or less of community service	Below average- No leadership positions	

PARKING

Student parking is available on a first-come, first-served basis to juniors and seniors. Each car must be registered in the main office. Parking permits are not transferable. Parking violations will result in fines.

PASSES

In order to protect instructional time, students are to be in their assigned classes or study halls at all times unless they have obtained a standard pass by their teacher. All passes must be filled out completely and signed or initialed by the teacher. This pass must be in the student's possession at all times and must be shown upon request. The student is to go to the place noted on the pass without delay. Any violation of these rules may result in administrative penalties, including loss of pass privileges for a period of time.

PHONES/MOBILE ELECTRONIC DEVICES

To balance educational and personal needs, students are expected to use electronic devices appropriately. Use of these devices should not interfere with the educational process or compromise individuals'

personal safety or reasonable right to privacy. Students may use their electronic devices for any reasonable purpose outside of the classroom (between classes, in cafeteria study halls, and in the library). This use should be silent and not disruptive. In classes and classroom study halls, teachers will determine whether and when cell phones and other electronic devices may be used to enhance learning. Phone calls on student's personal devices may be made in the cafeteria or courtyard during study halls or lunch, as long as these calls are not disruptive. If the need arises to make a phone call at any other time, students may use the main office telephone with a pass.

- Headphones may be used before first block begins, in the cafeteria during study halls or lunch, in the library, and in classroom study halls as permitted by the teacher. It is the responsibility of students to ensure that they can hear announcements and people speaking with them at all times. This may be achieved through appropriate volume settings or the use of a single headphone. Headphones should be put away during class time. They may be used in study halls with teacher permission. Be sure that you can hear announcements and people speaking with you at all times (low volume or a single headphone).

Unacceptable use of electronic devices will result in classroom and administrative sanctions.

PHOTOGRAPHY AND VIDEOTAPING

During the year, school activities or student artwork may be photographed or videotaped. This information may be published (e.g., appear in local newspapers, television, or be posted on the district's website). We assume to have parents' permission for the identified situations. Please contact the main office if you do not want your child's artwork, picture, or video to appear.

PHYSICAL EDUCATION

Physical Education is a required subject for grades 9, 10, and 11. In twelfth grade, it may be taken as an elective or be used to make up any deficiencies in credit which occurred in 9th, 10th, or 11th grades.

Credits

One-and-one-half (1.5) credits in physical education are required for graduation. Students may be allowed to attain credit through an alternate course of study in physical education to be approved by the principal and

system-Wide coordinator of the physical education program. The criteria for determining the adequacy of the alternatives are to be developed by the administration and the physical education staff.

Medical Excuses

To receive a medical excuse, a student must annually submit to the school nurse a written statement from a physician indicating the medical reason and duration of the excuse. The student is required to make-up medically excused classes when the student's medical/health condition will allow.

Make-ups

All make-ups, whether failure, deferments, or medical excuses, should be made up at the earliest possible marking term. Daily make-ups should be done at the earliest possible day.

PSYCHOLOGICAL SERVICES

The school psychologist functions as part of the Special Education Team, serving as a diagnostician, a counselor to parents and students, and a mental health consultant to the team and the school staff. Diagnostic evaluations may be performed for students referred for special education services. They may include tests of intellectual aptitudes, specialized tests for learning disabilities, and projective tests which examine personality functions and social and emotional maladjustment. The results of these evaluations are shared with the students and his/her parents, and are used to determine eligibility for special education. In addition, diagnostic re-evaluations are performed every three years with all pupils receiving special education services.

The school psychologist, also a member of the P.P.T., participates in the design of the individualized programs for students, and in their follow-up and review. In addition, the school psychologist provides group and individual counseling services for all students, and is available for parent counseling and consultation. Also, the psychologist is a member of the

Crisis Team and a liaison, the school psychologist has contact with outside therapists, physicians and agencies who work with our students.

PROGRAM OF STUDIES

A program of studies is published and made available each year to students prior to course selection. Included in the program is the following information:

- advice on college and career planning
- course descriptions
- course levels and grouping
- course load
- independent study
- promotion
- class rank guidelines
- requirements for graduation

Community Service Requirement

The requirement for community service has both vocational and social benefits. It allows students to give something back to the community at large and it also fosters personal growth. The community service requirement is 40 hours. A pre-approval form is required and is located on the high school website or in student services. All community service hours must be met through a not-for-profit agency. All hours must be completed by **May 1 of the senior year**. Completion of community service hours is required for a student to attend the senior picnic and prom.

Within this timeframe, the required hours can be completed at any time that suits the service selected by the student. School counselors have application forms and a list of approved agencies. Students should plan to complete the requirement early in their high school career before work and other obligations make it more difficult to schedule. **Approval forms should be submitted within one calendar year upon completion of service.**

It is also possible for a student to earn community service credit by participating in service activities while enrolled in a particular course as identified in the Program of Studies.

Options if Graduation Requirements are not met:

Seniors who are not eligible for graduation with their classes due to an area of deficiency in meeting the district graduation requirements, as per

policy, may select one or more of the following options depending on the area of deficiency:

- Enroll in an adult education program
- Enroll in an approved college course
- Enroll in summer school and pass the requirement
- Make arrangements for re-testing to meet a performance standard
- Return in September as a fifth year student

Grade Level Placement:

Grade level placement is made on the basis of total credits earned. The following are credit requirements for promotion to each grade:

To Grade 10 – a minimum of 5.0 credits in grade 9. In addition, the student cannot fail more than two (2) required courses.

To Grade 11 – a minimum of 11.0 credits at the completion of Grade 10.

To Grade 12 – the student must be able to accumulate enough credits to graduate, including all required courses.

- Students in grades 9, 10, and 11 must carry a minimum of six (6) courses and physical education, for a total of 6.5 credits.
- Grade 12 students must carry a minimum of six (6) courses each semester for a yearly total of six (6) credits.
- To earn a North Haven High School diploma, students must accumulate 24 credits and complete successfully all graduation requirements.

Eligibility for Course Make-Up:

- The student must complete the year in the specific course.
- The student must take the final exam. If a student fails to report for the final exam, the teacher will record a zero (0) and record the appropriate comment.
- The student's final grade must be a minimum of 40% in the specific course.
- The student may not exceed 18 absences in a full-year course or nine (9) absences in a semester course.

Options for Course Make-up:

Options for making up courses failed or in which credit has been lost due to absences are:

- A student may be tutored during the summer at his/her expense by a certified teacher. A minimum of twenty (20) contact hours of instruction is expected for a full year course. Tutoring may

not begin until after the completion of the academic year in which the course was taken but should be done as soon after the completion of the course as possible.

- A student may attend a recognized summer school. It is recommended that the student attend the North Haven Summer School.
- A student may choose to repeat a course during the following school year. If a student chooses this option, it is his/her responsibility to inform his/her guidance counselor. The scheduling of make-up of required courses during the following school year is not guaranteed although the school will make every effort to do so.

Students enrolled in the North Haven Summer School Program must pass the course and take a final exam administered by the summer school instructor. Students who failed a course and received tutoring or attended summer school outside North Haven must pass the department exam administered by the Program Coordinator. If the above conditions are met, a grade of "Pass" and the appropriate credit(s) will be entered on the student's transcript.

A withdrawal in any course may be made up only by repeating the course at North Haven High School.

Students and parents should contact the assigned guidance counselor for information on potential tutors and summer schools. It is imperative that they notify the school as to intent to be tutored, to attend summer school, or to repeat a required course.

PUBLIC SCHOOL CHOICE OPTIONS

Sec. 10-220d. Student recruitment by regional and inter-district specialized schools and programs. Recruitment of athletes prohibited. Each local and regional board of education shall provide full access to regional vocational-technical schools, regional vocational agricultural centers, inter-district magnet schools, charter schools and inter-district student attendance programs for the recruitment of students attending the schools under the board's jurisdiction, provided such recruitment is not for the purpose of interscholastic athletic competition.

RESPONSIBILITY FOR MONEY AND/OR VALUABLES

THEFTS OCCUR! Students assume all responsibility for money and valuables left in the school, including in the hallway lockers, gym dressing room lockers and/or locker rooms. Most thefts occur when items such as book bags or purses are left unattended and unlocked in a locker room, classroom, or hallway. Please protect your property by

locking it. Students should not to bring valuables or significant sums of money to school. If it is necessary to bring such things to school for a special circumstance, the administration would be happy to safeguard the item. If a valuable item is stolen, or thought to be stolen, a building principal or the school resource officer should be notified immediately.

SAFETY GLASSES

Prescribed safety glasses shall be worn by all students enrolled in courses where eye safety is a factor. If a student refuses to comply with this safety regulation he/she will not be permitted to participate in that classroom activity. Refusal to comply will result in discipline that may include withdrawal from the course.

SCHOOL ANNOUNCEMENTS

School announcements include important information for students. Students should listen attentively to all P.A. announcements. Students submitting announcements for the Daily Bulletin must submit them to the Assistant Principals' Office by 12:00 p.m. of day before the announcement is to appear. The announcement should be written or typed on the proper form and contain the signature of a faculty member and assistant principal.

SCHOOL PROPERTY AND AUTHORIZED AREAS: LEAVING

In order to ensure the safety and security of persons and property, students are not permitted to leave the building or school grounds during school hours under any circumstance without permission from the building principals. In addition, **students are not permitted to go to their cars during the day without permission from the building principals.** Parking lots and the perimeter of the school property are considered off limits areas. Any violation will result in disciplinary action and a search as described in "Search and Seizure."

SCHOOL SOCIAL WORKER

The school social worker meets with students who have personal concerns that may be interfering with their ability to focus on school work. Short term counseling, either individually or in small groups, is available, in order to help work through troubling thoughts or feelings that may be related to what is happening in school, in the family, or in peer relationships. An APPOINTMENT can be made in the office.

Confidentiality

When you talk to your social worker, counselor, or psychologist about personal matters, those communications are confidential. These sessions

are shared with no one without your permission except in cases of potential or actual harm or danger to yourself or others.

SEARCH AND SEIZURE

North Haven High School works to maintain an environment consistent with our educational mission and that protects the health, safety, and welfare of all students. A student and his/her effects may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Drugs, tobacco products and other illegal or prohibited items discovered during a search will be confiscated and could subject the student to discipline under the Board's student discipline policy. In addition, lockers, desks and other storage areas provided by the school system for use by students remain property of the school system, and they are provided for the temporary convenience of students only.

Use of Dog to Search School Property

On occasion, North Haven High School may invite the police department to bring to the school a dog trained for the purpose of detecting illegal substances. Under the supervision of law enforcement, the dog may search school property for illegal substances. The information herein shall constitute notice of such searches; additional notice need not be given and actual times or dates of searches need not be released in advance.

SECURITY CAMERA SYSTEM

North Haven High School employs a video surveillance system to monitor hallways and common interior and exterior locations. School buses are also equipped with cameras. The purpose of this system is to provide a deterrent effect.

SELLING, DISTRIBUTING, AND POSTING OF MATERIAL

Administrative approval is necessary in advance before selling or distributing any goods or literature in school. In addition the posting of notices, signs, pictures, etc. needs prior approval by an administrator.

SENIOR YEARBOOK PICTURES

All seniors are invited to have a formal picture appear in the senior section of the yearbook. Each year, an official school photographer takes the pictures during the spring/summer prior to their senior year.

If you are not officially a senior, but there is a possibility that you will graduate in June with the current senior class and you would like to be

in the yearbook, it is your responsibility to have your yearbook picture taken by September 1. Contact the yearbook advisor immediately if you have any questions regarding your senior picture.

SIGNING OUT OF SCHOOL

ALL students regardless of age must have parental permission before signing out of school

STUDENT OFFICER ELECTION PROCEDURE

Elections are held during the month of May each year.

Procedures set up by the election committee:

1. Petitions
 - Any student interested in running for an office must pick up a petition from the class advisor.
 - This petition must first be signed by your class guidance counselor to verify your good standing (academics, behavior, etc.) in the class.
 - Your class advisor will contact your major subject teachers concerning your candidacy for office.
 - When approved, you must have 50 classmates sign your petition to endorse your running for office.
 - Each student may sign only one petition per office.
 - When you pick up a petition, you must also pick up a blank schedule which must be filled out by all candidates.
2. Notification of Candidates
 - Each candidate will be notified by the class advisor as to whether or not his or her petition has been accepted.
3. The Campaign:
 - Posters
 - Candidates may only put up posters after they have been notified that they may run for office.
 - Posters will be first checked by the class advisor. The rules for the Student Expression Policy apply where appropriate.
 - Speeches
 - All candidates for office will make a 3-5 minute speech at a class meeting which will take place prior to the actual voting.

SUBSTANCE POSSESSION INVENTORY PROCEDURE

When a student is found in possession of or suspected of possessing an illegal substance, the administration will perform a search/inventory of the student's person, possessions, and locker contents.

TRANSPORTATION

1. Bus Service

The primary responsibility of the North Haven School System's transportation is to transport students in a safe and efficient manner. The paramount emphasis is always on safety. State of Connecticut statutes, Board of Education policies and administrative guidelines reflect that commitment.

The bus driver has been instructed to report any student who interferes with the safe operation of the bus. This report should be made to the principal in writing. The principal's designee may address the complaint in the manner outlined below. More serious transgressions may result in additional sanction.

- a. The first serious report results in a warning issued to the student and information relayed to the parents in writing.
- b. The second serious infraction results in suspension of bus riding privileges for three (3) consecutive school days.
- c. The third serious report may result in indefinite suspension of bus service.

2. Driving to School

Bus Transportation is provided for all students. However, a student may drive to school provided he/she abides by the traffic laws and school regulations regarding driving to school.

Student parking is available in a designated area in front of the building only. See the section entitled "Parking" for more information.

The parking lot is considered an off limits area. Once a student has arrived at school he/she will not be allowed to return to his/her car during the day. A pass must be secured from an administrator in the

event of an emergency. Any violation of proper automobile use may result in the suspension of the driving privilege.

TRUANCY

Any student who is confirmed as truant will have cuts assessed in each class for that day and will be disciplined in accordance with the progressive discipline policy.

USE OF COMPUTER EQUIPMENT AND RELATED SYSTEMS, SOFTWARE, AND NETWORKS BY STUDENTS AND STAFF

(Board Policy (N) 9044)

The North Haven Board of Education provides computers, computer systems, software, electronic access privileges, and networks for students and staff to carry out the mission of the Board in an environment which ensures access to up-to-date information, management, and communication services. Responsible use of these systems and networks is expected of all students and staff.

The Board expects that employees will learn to use computers and telecommunications tools and apply them daily in appropriate ways to the performance of tasks associated with their positions and assignments. Toward that end, the school district provides opportunities for staff to receive training in the proper and effective use of computers, telecommunications, and electronic mail.

The computers, computer systems, software, electronic access privileges, and networks are the property of the North Haven Board of Education and are to be used only for those activities directly related to teaching, learning, and/or management by students and staff. The equipment, infrastructure, and software are not to be used for personal gain or illicit/illegal activity by any student or staff member. Staff is permitted to load software on home computers as permitted by district site licenses.

The computers, computer systems, software, electronic access privileges, and networks provided by the North Haven Board of Education shall not be modified or altered by individual users, including the installation of third party software, without the authorization of the Superintendent of Schools or his/her designee.

All users are hereby made aware that all information on the North Haven Board of Education's computers, computer systems, and networks is in the public domain, unless specifically protected by the Connecticut Freedom of Information Act. Therefore, the North Haven Board of Education reserves the right to bypass any or all individual or group passwords to determine the activity on any or all computers, computer

systems, software, electronic access privileges including e-mail, and networks.

Use of the computers, computer systems, software, electronic access privileges, and networks will be restricted to those who have signed the North Haven Public School Acceptable Use Policy. In the case of minors, the North Haven Public School Acceptable Use Policy must also be signed by the minor's parent or guardian.

Student Conduct- Use of Technology

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- Cyberbullying; Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks; to deliberately attempt to disrupt the

computer system or destroy data by spreading computer viruses or any other means. These actions are illegal.

- Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- Using another person's password under any circumstances;
- Trespassing in or tampering with any other person's folders, work or files;
- Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- Posting personal information or photographs of other people. Personal information includes home address, telephone, or other identifying information as determined by the district.
- Sending any copyrighted material over the system;
- Using computer systems for any non-educational purpose, or in a manner that interferes with the district's educational programs;
- Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors;
- Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes;
- To engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of a person, etc.
- Accessing or attempting to access social networking sites (e.g. Facebook, Twitter, MySpace, etc.) without a legitimate educational purpose.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal

immediately. Most importantly, the Board and the Administration urge any student who receives any harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. Please report these events!

VISITORS

Student visitors are not permitted at North Haven High School. The guidance department will schedule appointments for prospective students to observe classes.

WEIGHTED GRADING (Board Policy (N) 9011)

All courses at North Haven High School are included in the calculation of grade point average and class rank (pass/fail courses have no quality points associated with them). For a student to be included in the class ranking he/she must have been enrolled for a minimum of four sequential semesters (eight terms). Students transferring to North Haven High School who do not meet this requirement will be provided with an equivalent rank. Approved one credit courses taken at other institutions (ex. Yale University) will also be included in the class rank calculation.

Advanced (L3) courses and Advanced Placement (L4) courses are given added weight for the purposes of calculating grade point average and determining class rank. Parents and students are advised of the mark value for these courses in the high school program of studies. The program of studies is published every year and distributed to students and parents.

WITHDRAWAL FROM COURSE PROCEDURES

A student may not withdraw from a course if the withdrawal results in the student's total credit load falling below six. Under the circumstances in which a withdrawal is permitted, an "F" will be recorded on the student's report card. A student is not considered withdrawn from any course until guidance has notified the teacher in writing. Failure to attend class prior to this notification will result in disciplinary action.

WORKING PAPERS

Working papers are available in the main office. When applying for working papers, a student must have a Birth Certificate and a statement

from the potential employer - Promise of Employment - that she/she will be given a job after receiving the working papers.

WORLD LANGUAGE HONOR SOCIETIES

After the freshman year of language study, students are selected to become members of the honor societies. This selection is based on the standards of the national language organizations in French, Italian, Latin, and Spanish.

STUDENT DISCIPLINE

Please note that NHHS enjoys the services of a school resource office, a town police officer assigned to the school system. The officer works closely with school personnel to ensure the safety of persons and property. Behavior that is unlawful will be addressed by the school and/or the police, up to and including arrest.

I. Definitions

- **Emergency** means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- **Exclusion** means any denial of public school privileges to a student for disciplinary purposes.
- **Expulsion** means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one (1) calendar year.
- [this slot held for future use]
- **Removal** is the exclusion of a student from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- **School Days** shall mean days when school is in session for students.
- **School-Sponsored Activity** means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.
- **Seriously Disruptive of the Educational Process**, as applied to off-campus conduct, means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.
- **Suspension** means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive

school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided no student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing as provided below.

- Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

II. Scope of the Student Discipline Policy

A. *Conduct on School Grounds or at a School-Sponsored Activity:*

Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

B. *Conduct off School Grounds:*

1. Students may be suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the

administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs.

2. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "weapon" means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release devise by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.

The terms "martial arts weapon," "electronic defense weapon," "dangerous instrument," and "deadly weapon" are defined below at Section VII.B.

III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.

SMOKING (Board Policy 10016)

Board of Education Policy prohibits smoking on school property or school provided transportation during school hours or at school

functions. Chewing tobacco and e-cigarettes are considered a violation of the smoking policy. Board policy stipulates that there be disciplinary action.

NHHS Disciplinary Procedures:

1. On the first offense, students who smoke will be suspended from school for one day. This discipline may be reduced to a 4-hour Saturday detention if the student agrees to meet in good faith with the school nurse to discuss smoking cessation options.
2. Subsequent offenses will be treated in a manner consistent with progressive discipline.
3. Second offense will result in a two day suspension.

NOTE: TOBACCO PRODUCTS AND SMOKING PARAPHERNALIA, INCLUDING E-CIGARETTES WILL BE CONFISCATED BY THE ADMINISTRATION.

5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, or misidentification of oneself to such person(s).
8. A walk-out from or sit-in within a classroom or school building or school grounds.
9. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
10. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or

unloaded, whether functional or not, or any other dangerous object.

11. Possession of any ammunition for any weapon described above in paragraph 10.
12. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
13. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
14. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances. For the purposes of this Paragraph 13, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
15. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
16. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (14) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended

or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

17. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
18. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
19. Trespassing on school grounds while on out-of-school suspension or expulsion.
20. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
21. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
22. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
23. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
24. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
25. Academic dishonesty (Board Policy 9045)

It is the responsibility of students and staff members to help maintain scholastic integrity in North Haven schools by refusing to participate in or tolerate academic dishonesty. It is the expectation that students will understand and subscribe to academic integrity and that they will be willing to bear individual responsibility for their work. Materials (written or otherwise) submitted to fulfill academic requirements must represent a student's own efforts. Any act of academic dishonesty attempted by a North Haven student is unacceptable and will be subject to the sanctions by grade level as outlined in this policy.

Types of academic dishonesty

- Cheating – the use of or attempt to use unauthorized information or materials in any academic exercise. Examples include looking at another student's paper during a test,

obtaining a copy of a test prior to a test date, or submitting homework completed by another student.

- Plagiarism – the use of the words or ideas of another without attribution, so that they seem as if they are one's own. Plagiarism ranges from copying someone else's work word for word to rewriting someone else's work with only minor word changes, to summarizing work without acknowledging the source.
- Multiple Submissions – involves submitting work completed in previous classes as if it were new and original.
- Facilitating Academic Dishonesty – helping someone else to commit an act of academic dishonesty. This would include giving someone a paper or homework to copy from or allowing someone to cheat from one's test paper, or disseminating information via an electronic device without permission.

Sanctions for academic dishonesty include:

- 1st Offense: zero for the assignment; parent/guardian notified by teacher; referral to the administration.
 - 2nd Offense: 1st offense sanctions plus formal disciplinary action, including possible exclusion and /or dismissal from academic honor societies
 - 3rd and subsequent offenses: 1st and 2nd offense sanctions plus suspension, dismissal from academic honor societies. In addition the student may face expulsion or legal action depending on the severity of the incident.
26. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
 27. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes. (See Board Policy (N) 9044 for more information.)
 28. Possession and/or use of a laser pointer.
 29. Hazing.
 30. Bullying, harassment, and intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment,

or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, student witness, or school staff member and wish to report an incident of alleged bullying, harassment or intimidation, complete this form and return it to the student's assistant principal, the school principal, or the main office. Contact the school for additional information or assistance at any time. *All incidences will be investigated, but not every incident will result in school discipline.*

(1) "Bullying" means (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics;

Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation 10308 set forth this prohibition and the related

procedures in detail, and are available to students and their parents/guardians upon request.”

B. Formal Complaints

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

C. Informal Complaints

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

D. Anonymous Complaints

Students who make informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s) and administrator(s) who receive the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the

compliant, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

Procedure for Addressing Bullying Complaints

In cases of suspected bullying, the administration will meet with the student victim and the alleged bully to ascertain the circumstances. As the complaint is determined to have merit, a progressive intervention and disciplinary approach will be employed, and parents will be notified. These interventions may be administered preventatively in cases where the behavior may not meet all criteria of bullying.

Level 1 – Alpha principal meets with alleged bully and issues formal, documented warning. Disciplinary action may be taken depending on the severity of the circumstances.

Level 2 – High school principal meets with alleged bully, incident is documented, and discipline that may include a suspension is administered.

Level 3 – District civil rights officer meets with parties, incident is documented, and discipline that may include suspension/expulsion is administered.

32. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
33. Any action prohibited by any Federal or State law.
34. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school

seriously disruptive of the educational process and/or a danger to persons or property.

35. Any of the following:

- Fighting or physical assault
- Attempting or planning a fight or physical assault
- Continued and/or willful disobedience of the school and/or district rules.
- Defiance of the authority of a teacher, administrator or any other persons having authority over the student.
- Taking or attempting to take property or other possessions from another person by means of force, threat, fear, theft, or intimidation
- Destruction or theft of school property.
- Gambling in or on school property.
- School or class truancy.
- Incitement of the truancy of other students.
- Participation in an unauthorized occupancy of any part of any school, building or other property owned or controlled by the North Haven Board of Education or failure to leave such school, building or property when directed to do so.
- Inciting and/or participating in a student walkout.
- Videotaping, photographing, or audio recording except as authorized by a teacher or administrator for school-related purposes.
- Turning in a false alarm or bomb threat.
- Conduct of any pupil while waiting or receiving transportation to and from school which endangers persons

or property or violates of a publicized policy of the Board of Education.

- Lying to an adult.
- Public intimacy.
- Violation of others' personal property.
- Attempting to or succeeding in "hacking" into or gaining unauthorized access to school or personal computer network, data, email, or individual computers.
- Violation of any local, state or federal law.
- Failure of a student to identify himself/herself by first and last name to any North Haven High School staff or faculty member when requested to do so.
- Failure to report to the school office when so instructed/directed.
- Falsifying school passes and /or parental notes.
- Entering physical education/athletic locker rooms other than during one's scheduled PE class/athletic event without explicit permission from a PE teacher, coach or administrator.

IV. Procedures Governing Removal from Class

A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.

V. Procedures Governing Suspension

- A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In such cases, the following procedures shall be followed.
- B. In cases where the student has previously been suspended, or where such suspension will result in the student's being suspended more than ten (10) times or for fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing

before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing.

VI. [This spot reserved for future use]

VII. Procedures Governing Expulsion Recommendation

- A. A principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at sections II.A. and II.B., above.
- B. A principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:
 - 1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or
 - 2. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
 - 3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.
 - 4. The following definitions shall be used in this section:
 - a. "Dangerous instrument" means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of

causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.

- b. "Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles.
- c. "Electronic defense weapon" means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury.
- d. "firearm" as defined in 18 U.S.C § 921 means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device.

As used in this definition, a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½" in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

- e. "Martial arts weapon" means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.
- f. When considering whether conduct off school grounds is seriously disruptive of the educational process, the term "weapon" means any BB gun, any blackjack, any metal or

brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon as defined above or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.

- C. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation.

If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board can consider and act upon this recommendation.

VIII. Procedures Governing Expulsion Hearing

- A. Emergency Exception:

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d and the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

- B. Hearing Panel:

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three (3) affirmative votes to expel are cast.
2. Alternatively, the Board may appoint an impartial hearing board composed of one (1) or more persons to hear and

decide the expulsion matter, provided that no member of the Board may serve on such panel.

C. Hearing Notice:

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.
3. The written notice of the expulsion hearing shall inform the student of the following:
 - a. The date, time, place and nature of the hearing.
 - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
 - c. A short, plain description of the conduct alleged by the administration.
 - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
 - e. The student may cross-examine witnesses called by the Administration.
 - f. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
 - g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s)

requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.

- h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

D. Hearing Procedures:

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, Board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
4. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
6. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel, by the Presiding Officer and by Board members.
7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Presiding Officer and/or by the

Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Presiding Officer and/or by the Board. Concluding statements will be made by the Administration and then by the student and/or his or her representative.

8. In cases where the student has denied the allegation, the Board must determine whether the student committed the offense(s) as charged by the Superintendent.
9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider relevant evidence regarding the length and conditions of expulsion.
10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, makes a recommendation to the Board as to the appropriate discipline to be applied.
13. The Board shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that

preserves the confidentiality of the student's name and other personally identifiable information.

14. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing.

B. Expulsion Notice:

The parents or guardian or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

C. Presence on School Grounds and Participation in School-sponsored Activities during Expulsion:

During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational program provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

IX. Board Policy Regarding Mandatory Expulsions

In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student for one (1) full calendar year for: the conduct described in Section

VII(B)(1), (2) and (3) of this policy. The Board may modify the term of expulsion on a case-by-case basis.

X. Alternative Educational Programs for Expelled Students

A. *Students under sixteen (16) years of age:*

Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational program.

B. *Students sixteen (16) to eighteen (18) years of age:*

The Board of Education shall provide an alternative education to a sixteen (16) to eighteen (18) year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen (16) and eighteen (18) who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.

C. *Students eighteen (18) years of age or older:*

The Board of Education is not required to offer an alternative educational program to expelled students eighteen (18) years of age or older.

D. *Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):*

Notwithstanding Sections X.A. through C. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

XI. Notice of Student Expulsion on Cumulative Record

Notice of expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be

expunged from the cumulative educational record by the Board if the student graduates from high school.

XII. Change of Residence during Expulsion Proceedings

A. Student *moving into the school district*:

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.
2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing held by the Board, which hearing shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

B. Student *moving out of the school district*:

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice

of the expulsion shall be included on the student's cumulative record.

XIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

A. *Suspension of IDEA students:*

Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

B. *Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:*

Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to recommend for expulsion (or to suspend if a change in placement) on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to

the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made.

2. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.
3. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
4. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
6. The special education records and disciplinary records of the student must be transmitted to the individual(s) who will make the final determination regarding a recommendation

for expulsion or a suspension that results in a change in placement.

C. *Transfer of IDEA students for Certain Offenses:*

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or
2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
3. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

The following definitions shall be used for this subsection XIII.C.

1. **Dangerous weapon** means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.
2. **Controlled substance** means a drug or other substance identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).
3. **Illegal drug** means a controlled substance but does not include a substance that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.
4. **Serious bodily injury** means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss

or impairment of the function of a bodily member, organ, or mental faculty.

XIV. Procedures Governing Expulsions for Students Identified as Eligible for Educational Accommodations under Section 504 of the Rehabilitation Act of 1973 (“Section 504”)

Notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The district shall immediately convene the student’s Section 504 team (“504 team”) for the purpose of reviewing the relationship between the student’s disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student’s behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior was a manifestation of the student’s disability, the Administration shall not proceed with the recommended expulsion.
4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an

effective means of informing all students, parent(s) and/or guardian(s) of this policy.

XVII. Compliance with Reporting Requirements

- A. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
- B. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an

appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.

- C. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the violation shall be reported to the local police.

Legal References:

Connecticut	General	Statutes:
§§ 4-176e through 4-180a and § 4-181a	Uniform Administrative Procedures Act.	
§§ 10-233a through 10-233e	Suspension and expulsion of students.	
§ 10-233f	In-school suspension of students.	
§29-38	Weapons in vehicles	
§53a-3	Definitions	
<u>Packer v. Board of Educ. of the Town of Thomaston</u> , 246 Conn. 89 (1998).		

Federal law:

Honig v. Doe, 484 U.S. 305 (1988)
Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., as amended by the Individuals with Disabilities Education Improvement Act of 2004, Pub. L. 108-446.
Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).
18 U.S.C. § 921 (definition of “firearm”)
18 U.S.C. § 930(g) (2) (definition of “dangerous weapon”)
18 U.S.C. § 1365(h) (3) (identifying “serious bodily injury”)
21 U.S.C. § 812(c) (identifying “controlled substances” and “illegal drugs”)
Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762 (codified at 20 U.S.C. § 7151)

ADOPTED: _____
REVISED: _____
12/28/06
238924 v.23 S1

INTERSCHOLASTIC ATHLETIC TEAMS

2018-2019 CIAC GAME LIMITATION AND PRACTICE DATES

<u>Sport</u>	<u>1st Practice</u>	<u>1st Contest</u>	
			----- <i>Girls</i> -----
<u>Fall</u>			
Cross Country	Aug. 23	Sept. 7	
Soccer	Aug. 23	Sept. 7	
Field Hockey	Aug. 23	Sept. 7	
Swimming	Aug. 23	Sept. 7	
Volleyball	Aug. 23	Sept. 7	
<u>Winter</u>			
Basketball	Nov. 26	Dec. 10	
Fencing (Non-CIAC)	Nov 13	TBA	
Ice Hockey (*Club)	Nov. 19	Dec. 8	
	(Non-CIAC / Co-op Team with Amity and Cheshire)		
Indoor Track	Dec. 1	Dec. 15	
Rifle (Non-CIAC)	Nov. 2	TBA	
<u>Spring</u>			
Softball	Mar. 16	Mar. 30	
Tennis	Mar. 16	Mar. 30	
Track	Mar. 16	Mar. 30	
Lacrosse	Mar. 16	Mar. 30	
Rugby (*Club)	Mar. 16	TBA	
	(Non-CIAC)		
			----- <i>Boys</i> -----
<u>Fall</u>			
Football	Aug. 17 (<i>cond.</i>)		Sept. 7
Cross Country	Aug. 23	Sept. 7	
Soccer	Aug. 23	Sept. 7	
<u>Winter</u>			
Basketball	Dec. 1	Dec. 15	
Fencing (Non-CIAC)	Nov. 13	TBA	
Ice Hockey	Dec. 1	Dec. 15	
Indoor Track	Dec. 1	Dec. 15	
Rifle team (Non-CIAC)	Nov. 2	TBA	
Swimming	Dec. 1	Dec. 15	
<u>Spring</u>			
Baseball	Mar. 11 (<i>cond.</i>)	Mar. 30	
Golf	Mar. 16	Mar. 30	
Lacrosse	Mar. 16	Mar. 30	
Tennis	Mar. 16	Mar. 30	
Track	Mar. 16	Mar. 30	

ACADEMIC REQUIREMENTS FOR STUDENT-ATHLETES

To be eligible to participate (including tryouts) in a sport, any prospective athlete can receive no more than one (1) failure in the preceding marking period. *For example, an athlete trying out for a spring sport cannot receive more than one "F" on their Second Marking period report card. (This would be their preceding marking period).* Furthermore, any in-season athlete at the end of the marking period receiving two (2) or more academic failures "F" will be immediately dismissed from their current team. Eligibility for fall athletes is based on final grades from the previous academic year, per CIAC regulations. Scholastic failure cannot be made up for eligibility purposes in any manner until the close of the next term, except for credits earned during summer school in any regularly approved board of education program or school approved tutoring by a certified teacher.

Incomplete grades are not to be considered as passing grades. Any student who receives an incomplete grade for any course during a marking period may not participate in any athletic activity (games, scrimmages, practices, conditioning program) until the course work has been completed.

For **in-season athletes** receiving (1) one failing grade in a marking period:

Any athlete who receives one (1) failing grade in a marking period will be placed on academic probation. A two-week probationary period will commence after final grades are posted. The athlete will meet with the coach and/or athletic director. The athlete will be permitted to participate as an active member of the team for two weeks. After the first two (2) weeks of the probationary period in the new marking period, the athlete's grades will be assessed on PowerSchool. If the athlete is passing **all** courses, the probationary period will end.

If the athlete is not showing continuous progress in all classes, she/he will be declared ineligible for further participation on the team which would include practices and game time. This ineligibility will remain in effect for the remainder of the marking period.

ATHLETIC AWARDS

There are nine awards issued by the Athletic Department:

1. Numerals- The first time an athlete makes any team, he/she receives a set of numerals indicating his/her year of graduation. Numerals are issued one time only.
2. Varsity Letter- a varsity letter is awarded to an athlete the first time he/she earns varsity status for any sport. Earning a varsity letter

involves more than simply making a varsity team (see criteria below). It is issued one time only regardless of the number of varsity sports in which he/she participates.

3. Certification- Every athlete is awarded a certificate for each sport in which he/she participates. Thus, a three-sport player of four years will receive 12 certificates.
4. Senior Awards- The maroon cover plus a picture of the varsity team and certificate will be given to each senior athlete or manager.
5. Sports Pin- A pin indicating the sport in which an athlete earned a varsity letter will be given once.
6. Bar- a gold bar will be given to an athlete each year of varsity status after receiving a sports pin.
7. Varsity Jackets- An athlete is awarded a jacket for meeting requirements in the same sport on the varsity level for two years. Only one jacket is awarded per athlete.
 - Through the efforts of the Tomahawk Club and the Indian Booster Club, a varsity jacket will be provided when financially possible. They reserve the right with proper notification to defray a portion of the cost onto the recipient. The criteria for this award and all other awards are determined by the school administration and coaches.
8. Manager Pin- A student who is chosen by the coaching staff to manage a team will receive a “Manager” pin.
9. Captain’s Pin- An athlete who has been designated or elected as captain of a varsity team will receive a pin for each year he/she holds that position.

Criteria for Issuing Athletic Awards

The student is to see his/her coach relative to the criteria for awards given for the particular sport. The student will receive his/her award at the sports banquet at the end of each season. There are three (3) banquets for the boys and three (3) banquets for the girls.

Each athlete is expected to attend his/her award ceremony in order to accept the award(s). If an athlete is unable to attend, it is their responsibility to collect any awards / photos.

ATHLETIC CODE OF CONDUCT

Participation in athletics is a privilege that entails responsibilities and adherence to a high standard of conduct on and off school grounds. Student-athletes earn the privilege of athletic participation, the respect of their peers, and the respect of the North Haven community by honoring the athletic code of conduct. Failure to honor the code of

conduct impacts the team and the North Haven High School community and may result in discipline and exclusion from athletic participation. The athletic director and the high school principal will make the final determination regarding sanctions. The decision for permanent suspension from the team will be made by the high school principal/designee.

Some acts of misconduct are serious enough to result in the immediate removal from all athletic activities. The standard of conduct is as follows:

- In and out of school, students will comply with all school rules and conduct themselves in a manner that brings honor and respect to the individual, the school, and the community.
- Students will maintain appropriate academic standing as defined in the athletic policy.
- Students will demonstrate respect for school officials, coaches, game officials, other athletes, and spectators at all contests and practices.
- Students will refrain from engaging in any altercation, verbal or physical.
- Students will use acceptable language at all times.
- Students will respect property, including that of other students, teammates, NHHS, and opposing team members.
- Students' use or possession of tobacco products is unacceptable by NHHS standards. Discipline will follow school policy and coaches' discretion.
- Students will refrain from unauthorized possession, sale, distribution, intention to distribute, use, consumption, or aiding in the procurement of drugs, narcotics or alcoholic beverages. Engaging in such proscribed behavior will constitute a violation of the code of conduct. The term "drugs" refers to controlled substances, as defined in the student handbook and state law (hereafter "drugs").
- Commission of any other act which is seriously disruptive of the educational process / illegal to the degree that the athlete's presence on the team would not be appropriate.

Individuals in violation of the athletic code of conduct may be subject to immediate suspension from the team. Students violating the school's drug and alcohol policy will face further athletic sanctions, in addition to school sanctions. These policies in no way limit the North Haven High School administration's ability to pursue disciplinary action in accordance with the Board of Education's disciplinary policy.

ATHLETIC GAMES AND CONTESTS

Sports schedules are developed and approved by the Southern Connecticut Conference Board of Governors. Varsity athletes are expected to attend all practices and contests. Leaving the team to go on vacations is an unacceptable practice during the season. Disciplinary action may be taken upon returning to the team.

ATTENDANCE AT PRACTICES AND GAMES

Attendance at all practices and games (including tournament and vacation periods) for all team members is mandatory. Athletes should expect practices and athletic contests to be held on weekends and during vacation periods and should schedule vacations around these athletic commitments. An athlete will need prior permission from the coaching staff to miss a practice or contest in order for it to be considered excused. These should be rare. No team member will be removed from a team for missing practice or games during vacation for which they have notified the coach as previously stated. It will be the coach who determines when a player is in condition to resume play.

Athletes are not permitted to leave a practice or a game early without prior approval of the coaching staff. Athletes should be aware that contests may be rescheduled at any time and it is the expectation of the athletic department that they will attend the rescheduled contest.

ATTENDANCE IN SCHOOL

Athletes are expected to attend all classes on a daily basis. Tardiness to class or cutting of class will not be tolerated. In addition to school sanctions, disciplinary action by the coach may also be appropriate.

Athletes are required to stay in class for the entire period. If an early dismissal is necessary, all teachers will be informed by the school administration.

As written in the North Haven Student Handbook:

“In order to participate in a practice or athletic contest, the athlete must attend a minimum of two (2) blocks of instruction. Study halls are not considered instructional blocks.”

Violation of the attendance policy may lead to suspension from the team for an indefinite period of time.

NORTH HAVEN and CIAC ELIGIBILITY RULES

To be eligible to participate in our athletic program...

Course Requirement

- Students in grades 9,10, 11 must be carrying at least 6.5 credits of work.
- Students in grade 12 must be carrying at least 6.0 credits of work
- You must receive no more than one failure in the preceding marking period. Eligibility for fall athletes is based on final grades from the previous academic year, per C.I.A.C regulations. *See North Haven Academic Requirements for further details*

Age Restriction

- A student may participate in a CIAC member school's athletic program as long as the individual's 20th birthday does not fall before the date of that particular sports' season championship game. If that individual turns twenty (20) at any point throughout the season then he or she is otherwise ineligible.

Transfer Rule

- A student who transfers from a school to a CIAC member school during grade 10-11, or 12 without at the same time changing legal residence to another school district or school service area, or satisfying at least one of the following requirements must complete at least one year (365 days) of approved membership before being eligible for interscholastic competition in the same sport in which he or she was a participant in the present or preceding season during grades 10, 11 or 12 on the junior varsity or varsity team. (Legal residence is defined as location of legal guardian.) (For a complete copy of Rules of Eligibility and Control for Boys and Girls High School Athletics in Connecticut can be found on the www.CASCIAC.org website. Click on Handbook)

Years of Participation

- A student has eight (8) consecutive semesters for four (4) consecutive years of eligibility from date of entry into ninth grade to be eligible for interscholastic competition. Date of entry is

defined as the first date of enrollment as a 9. grade student taking four (4) or more high school subjects.

Outside Participation

- You must not have played or practiced with an outside team in the same sport while a member of the school team after the first scheduled game in any season (Grades 9, 10, 11, 12) There are CIAC approved exceptions to this rule regarding swimming, tennis, golf and gymnastics. Written approval must be obtained from the athletic director and the school principal before participation is mandatory.

*** The complete copy of The CASCIAC Handbook can be found at www.casciac.org.**

CAPTAIN'S PRACTICE

The term "Captain's Practice" usually means the team's captain(s) organize and conduct practice sessions for that sport without adult / school personnel supervision.

The CIAC and The North Haven School system do not in any way sanction, encourage or condone "Captain's Practices" in any sport. Captain's Practice depending on the member school involvement, may be a clear violation of CIAC eligibility Rule II.D. (Season Limitations) or certainly is a violation of the spirit of Rule II.D.

CLUB SPORTS

The term "Club sport" refers that the funding for participation in the sport is the responsibility of the parent / guardian(s) of the athlete. The North Haven school district does not contribute financially to club sports and therefore they function as a "pay to participate" activity. The parents are responsible for all financial commitments. Prior to participation in a club sport at NHHS, the following must be completed

1. Pre-participation registration packet
2. Contract of Financial responsibility – signed
3. Payment received by collecting agent in full

Currently, the following sports are "Club Sports" at NHHS:

- Girls' Ice Hockey
- Girls' Rugby

EQUIPMENT AND UNIFORMS

Uniforms and equipment are the property of the North Haven Board of Education. Athletes will wear only uniforms approved by the Athletic Department to all home and away contests. If athletes or sports' booster groups plan to purchase any item which would be worn as part of the uniform, including but not limited to uniforms, sweatshirts, warm-ups, hats, t-shirts, and shooting shirts, etc. - prior approval of design and color must be given by the athletic director and the high school principal.

At the conclusion of each athletic season, all uniforms and equipment must be returned to the coach. If a student fails to return a uniform, they will not be issued another uniform for any sport until they have returned or paid for a replacement uniform. Athletes will be responsible for the uniform they are issued at the beginning of the season and should refrain from trading uniforms with other students. If lost or stolen, the replacement cost of the uniform or equipment will be assessed to the athlete.

GYMNASIUM PROCEDURES

No one is allowed in the gym unless it is his or her designated practice period. At no time is it permissible for individuals or groups to work out in the gymnasium, unless under direct supervision of a coach. Athletes practicing in the gymnasium for one sport will refrain from using equipment not specifically designated for their sport. Teams "in season" will have priority on gymnasium use.

HAZING (Board Policy 10307)

It is the policy of the North Haven Board of Education that no student organization or any person associated with any organization sanctioned or authorized by the Board of Education shall engage or participate in hazing.

Hazing is defined as any activity which recklessly or intentionally endangers the mental, emotional, or physical health of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity even if the student willingly participates in such activity.

"Endangers the mental or emotional health" shall include any activity which would subject the individual to serious mental or emotional stress,

such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in serious embarrassment, humiliation, or harassment, or any other forced activity which could adversely affect the mental or emotional health or dignity of the individual.

“Endangers the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance, or tobacco product; or any other forced physical activity which adversely affects or is likely to affect, the physical health or safety of the individual.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action, which may include suspension and/or expulsion for students and termination for employees. Consent or assumption of risk by an individual who is subjected to hazing will not be a defense or mitigating factor in any disciplinary action.

A copy of this policy will be furnished to staff.

INSURANCE

A plan of excess insurance covering interscholastic sports has been purchased by the North Haven Board of Education. This form of the coverage provides those valid claims for injuries incurred as a result of participating in interscholastic athletics. This excess insurance policy will cover bills after a parent/guardian's health insurance has first been applied. The North Haven Board of Education will cover only those debts up to the limits set forth in the excess policy. The high school nurse will provide additional forms and information regarding this policy when necessary.

INJURY

Any injury sustained by an athlete must be reported to a coach immediately. It is the athlete's responsibility to make the coach aware of his/her condition. The coach and athlete must complete a "Report of Interscholastic Accident" within two days of the injury.

INJURY – CONCUSSIONS

Any student athlete receiving a concussion must receive clearance from a medically trained individual as defined by the most current

legislation. Once clearance is received, an athlete must be determined to have passed a neurocognitive exam. Following that determination, the athlete will then complete a 5-day return-to-play criteria before returning to normal athletic activity. This activity will be monitored by the Athletic Trainer.

LEAVING A TEAM

If an athlete leaves a team by his/her own choice, he/she will not be allowed to tryout or participate in another sport until the present season has concluded. If the athlete is expelled from a team by the high school principal, he/she will be eligible to begin practice in another sport when the next season begins. If an athlete leaves a team due to injury or other acceptable reason determined by the athletic director, he/she is eligible to begin practice for another team when the next season begins.

NCAA INITIAL-ELIGIBILITY CLEARINGHOUSE

All prospective NCAA student athletes who plan to participate in college at a Division I or II school, must be certified by the NCAA Clearinghouse. The necessary forms are available in the guidance office or can be found online at www.eligibilitycenter.org. The forms should be mailed or emailed early in the fall of the athlete's senior year. Athletes are encouraged to see their guidance counselor about this important requirement. Please note that all NCAA approved courses at NHHS are noted as such in the course selection handbook.

REGULATIONS GOVERNING ATHLETIC TEAMS

Procedures for Joining a Team

Students who are interested in trying out for a team should check the NHHS Athletic website, daily bulletins, and postings to learn when signups will be held for that particular sport. If the student so desires, he or she may make an appointment with the head coach of that sport to discuss his or her prospects for participation and the requirements of that sport.

Physical Examinations for students trying out for or participating in an athletic activity (Sport or Club activity) are required to be completed thirteen (13) months to date of the sport involved. Physical exams are given by a private physician and reviewed by the school nurse. A completed online sports registration packet is required each academic year. This online registration, FamilyID, can be found through the NHHS website.

Prospective student athletes will be required to sign up at a preseason meeting called by the coach. Students are required to complete all forms

through FamilyID, including uploading a physical examination prior to participating in team tryouts. One physical examination is required for the school year. The school insurance policy requires all athletes to produce evidence of having had a physical exam before they are allowed to participate in tryouts.

Included in the FamilyID registration, you will find both Concussion documents and Cardiac documents. These will need to be signed online through FamilyID.

SPORTS BANQUETS

There is a boys' and girls' banquet after the conclusion of each season given by the Tomahawk and Indian Booster Clubs. If the athlete is unable to attend, the student is expected to notify the coach prior to the banquet. The dates of these banquets can be found on the NHHS Athletic website and will be determined at start of the school year:

	<u>Girls</u>	<u>Boys</u>
Fall Banquet	November	December
Winter Banquet	March	March
Spring Banquet	June	June

SPORTS PACKET

Before a student is eligible to tryout, practice, or compete as a North Haven High School athlete, he/she must complete online registration through FamilyID **each** season. Prior season or years' registrations will not carry over to the next season or academic school year. The online registration, once submitted, must be approved by the school nurse **PRIOR** to participating. **This submission must be made no later than forty eight (48)** before the first day of tryouts in order to participate that first day. Failure to do so may result in your son/daughter not being eligible to begin tryouts at that time.

This sports packet contains:

- medical history form
- physical exam form
- authorization for administration of medicines by school personnel
- athlete's code of conduct
- parent permission form
- academic requirements for student-athletes

- attendance policy
- transportation policy
- other policies related to athletics
- concussion consent form
- cardiac arrest consent form

Once the school nurse approves the packet, the student will be considered eligible for that sport season. If the student has a change in medical status, it is the parent's responsibility to inform the school nurse as soon as possible.

SUBSTANCE ABUSE POLICY (CIAC)

CIAC Substance Abuse Policy

The CIAC Board of Control approved its Chemical Health Policy to take effect July 1, 2007. The information included in this policy is a requirement of the CIAC over which the North Haven School District has no control.

CIAC Position on Steroids

The National Federation of State High School Associations (NFHS), the national service organized to all 50 state high school athletic and activity associations as well as the District of Columbia, prohibits the abuse of anabolic steroids and other performance enhancing substances by high school student-athletes. Such use violates legal, ethical, and competitive equity standards, and imposes long-term health risks. Further, the NFHS supports prohibitions by educational institutions, amateur and professional organizations and governmental regulators on the use of anabolic steroids and other controlled substances, except as specifically prescribed by physicians for therapeutic purposes. The CIAC fully endorses this National Federation position on steroids.

CIAC Position on Drug Testing

The CIAC Chemical Health Policy does not include any form of mandatory drug testing by member schools. The CIAC strongly supports the concept of local authority in determining drug testing policies. Each board of education/governing body reserves the right to

voluntarily implement a drug testing policy for its athletes. Drug testing of high school athletes has been demonstrated to be an effective deterrent to the use of steroids and other illegal drugs. With the use of proper safeguards drug testing is considered legal. The CIAC recommends member schools use the NCAA and the USOC list of banned performance enhancing substances and practices when designing and implementing a drug testing policy. The Connecticut Association of Boards of Education (CABE) has sample drug testing policies LEA's may wish to consider.

Performance Enhancing Drugs Minimum Penalty

The CIAC expects member schools to monitor their student-athletes to assure that they are free of performance enhancing substances and to report any violations in a timely manner.

A student-athlete who has been determined to have used, in or out-of-season, androgenic/anabolic steroids or other performance enhancing substances shall be declared ineligible for all CIAC-controlled activities for one hundred eighty (180) school days on each occurrence. The one hundred eighty (180) school day period of ineligibility commences on the day the CIAC Board of Control makes such determination.

Any student-athlete who refuses to submit to testing as part of a member school's Board of Education-approved random drug testing policy shall be ineligible to participate in any CIAC-controlled activities.

All CIAC contests/game/tournaments/championships in which the offending athlete participated while under the influence of performance enhancing substances shall be declared forfeitures and all records will be expunged.

A member school may apply to the CIAC Board of Control for reinstatement of the athlete's eligibility to participate in CIAC controlled activities. Any such application must include the following:

- The results of a CIAC-approved medically validated drug test which confirms that the student-athlete is chemical free. The test must have been completed with 30 days prior to the

application. The CIAC shall not be responsible for any expenses related to the testing.

- A statement of the compelling circumstances on which the member school bases its application for reinstatement of the athletes' eligibility.

Performance enhancing substances and practices subject to this policy include, but are not limited to, the following:

- Anabolic agents, Diuretics, Peptide Hormones and Analogues.
- Blood doping (the intravenous injection of whole blood, packed red blood cells, or blood substitutes).
- Substances and practices identified as banned by the NCAA and the USOC.

The CIAC allows member schools to make exceptions for those student-athletes with a documented medical history demonstrating the need for regular use of substances that are banned in this policy. These identified substances shall be medically prescribed by the student-athlete's physician for therapeutic purposes. The documentation should contain information as to the diagnosis, medical history, and dosage prescribed.

TEAM RULES

Coaches will distribute team rules to the athletes and parents prior to competition. These rules will be explained so both parents and athletes understand the coaches' expectations. These rules may include, but may not be limited to, personal hygiene practices, dress code, and conduct at both home and away contests, pre-season conditioning, and in-season training rules.

TRAVEL

All members of the athletic team must travel to and from athletic contests in transportation provided by the athletic department. The bus must be cleaned of all food etc. before the team is dismissed off the bus. Refuse should then be properly disposed of in a trash barrel.

- Athletes will remain with their team and under the supervision of the coaching staff

- Athletes who miss the bus will not be allowed to participate in any contest unless there are extenuating circumstances with the coach's approval
- Parents will not transport athletes unless prior approval is granted by the Director of Athletics and the proper **transportation form** is completed. (*refer to the NHHS website*)

This MUST be done 24 hours prior to date of event.

- **Student-Athletes are NOT permitted for any reason to drive themselves to NHHS athletic contests.**

VARSITY LETTER REQUIREMENTS

A varsity letter is awarded to an athlete the first time he/she earns varsity status for any sport. A letter is issued one time only regardless of the number of varsity sports in which he/she participates. A pin or bar is awarded thereafter.

A varsity letter shall be awarded to an athlete who satisfies the participation requirement as listed below and receives the recommendation of the coach. A coach may recommend to the athletic director that the requirement be waived due to unusual circumstances. Practicing with a varsity team does not automatically earn one's varsity letter requirement.

Baseball	Play in one-fourth of all innings played or, Pinch hit or pinch run in three-fourths of the games played or, Pitch in four starts or six game appearances.
Softball	Play in one-fourth of all innings played or, Pinch hit or pinch run in three-fourths of the games played or, Pitch in four starts or six game appearances.
Boys' Basketball	Play in 50% of the quarters of the contests played.
Girls' Basketball	Play in 50% of the quarters of the contests played.
Cheerleading	Meet 90% of contest and practice requirements.
Boys' Cross Country	Place seventh or better in one-half of the dual meets.
Girls' Cross Country	Place seventh or better in one-half of the dual meets.
Field Hockey	Participate in 50% of games played.

Football	Participate in 50% of quarters played and/or play a special position, e.g. kick-off squad, return man, extra point kicker, in 50% of regular season contests.
Golf	Participate in the varsity team in at least 50% of the matches.
Ice Hockey	Participate in 50% of the games played.
Rifle	Participate in 50% of varsity matches.
Boys' Soccer	Participate in 50% of the periods played.
Girls' Soccer	Participate in 50% of the periods played.
Boys' Swimming	Earn as many points as there are meets.
Girls' Swimming	Earn as many points as there are meets.
Boys' Tennis	Earn a total of twelve (12) points (One point for playing and one additional point for winning).
Girls' Tennis	Earn a total of twelve (12) points (One point for playing and one additional point for winning).
Boys' Track	Earn a total of 20 points (One participation point for finishing in the top 4 in meet plus actual points won in a meet) OR place in sectional, conference, or state meet.
Girls' Track	Earn a total of 20 points (One participation point for finishing in the top 4 in meet plus actual points won in a meet) OR place in sectional, conference, or state meet.
Volleyball	Participate in 50% of games played.
Boys' Indoor Track	Attend 70% of practices plus, Meet performance standards in at least one individual event in a meet (standards are distributed to athletes at beginning of season), plus participate in the State class meet as a member of a relay team.
Girls' Indoor Track	Attend 70% of practices plus, Meet performance standards in at least one individual event in a meet (standards are distributed to athletes at beginning of season), plus participate in the State class meet as a member of a relay team.
Boys' Lacrosse	Participate in 50% of periods played.

Girls' Lacrosse Participate in 50% of periods played.

Boys' Fencing Participate in 50% of matches.

Girls' Fencing Participate in 50% of matches.

RULES OF ELIGIBILITY AND CONTROL FOR BOYS AND
GIRLS HIGH SCHOOL ATHLETICS IN CONNECTICUT

*The updated Rules of Eligibility and Control are available online on
CIAC web site: www.casciac.org.*

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE
30 Realty Drive, Cheshire, Connecticut 06410
Telephone (203) 250-1111 / Fax (203) 250-1345

ATHLETES' RIGHTS OF DUE PROCESS

There may come a time when, because of special circumstances, an athlete either commits an act, or fails to perform a duty, which results in his/her being declared ineligible to compete in a high school sport. In some cases, exceptions to the eligibility rules can be granted. All athletes have the right to the due process procedures listed below in seeking to have their eligibility restored.

Step 1 – The athlete should first discuss the matter with the appropriate coach or athletic director. If it is felt that the circumstances of the case warrant a request for the exception to the rule, the high school principal should be informed.

Step 2 – The high school principal then requests in writing to the CIAC Eligibility Committee that the matter be examined and an exception granted. Address of the committee: 30 Realty Drive, Cheshire, CT 06410.

Step 3 – The CIAC Eligibility Committee will examine the facts of the case at its next regular meeting. The committee has the right to require that medical reports and/or other relevant documentation be provided.

Step 4 – If the appeal is denied, the student's ineligibility remains in force for the period required in the regulations. The school has the right to request a hearing on the denial before the Eligibility Review Board within fourteen (14) days after said decision. If the Eligibility Committee decides that the circumstances of the case merit an

exception, the matter will be forwarded to the Eligibility Review Board. In both cases the Eligibility Review Board will conduct a full hearing on the matter at its next scheduled meeting. Meeting time lines will be followed. At that time, the athlete, parents of the athlete, school representatives, and any other persons that may help to represent the athlete's case may appear and present evidence before the Eligibility Review Board. The Board has the right to require presentation of medical reports, financial data or other relevant documentation.

Step 5 – The Eligibility Review Board will only consider the evidence presented in support of the athlete's case which has previously been disclosed to the school(s) or person(s) involved or who will be involved in the hearing or proceeding in sufficient time for such school(s) or person(s) to have reviewed the evidence, to have conducted an investigation of the matter, if appropriate, and to be prepared to present to the Board information deemed relevant to the athlete's case.

Step 6 – The Eligibility Review Board will, following a full hearing and proper consideration of the facts of the case, render its decision, either to grant or deny the requested exception or to uphold the decision of the Eligibility Committee. If the exception is granted, the athlete's eligibility is restored immediately and retroactively. If it is denied, the student's eligibility remains in force for the period required in the regulations. 230 A member principal on behalf of the student-athlete has the right to request the Board of Control to review the Eligibility Review Board's decision within fourteen (14) days after said decision. Appeals of decisions of the CIAC Eligibility Review Board are final except the CIAC Board of Control reserves the right to review and act upon only those cases which it believes involve issues of critical and conflicting opinion among the Eligibility Committee and the Eligibility Review Board or which, as a result of other compelling reasons, deserves the attention of the CIAC Board of Control.