

Mission Statement/Expectations For Student Learning

Mission:

To engage *all* students in learning by providing a rigorous and relevant curriculum in an environment of mutual respect and personal responsibility.

Academic Expectations:

Students will be:

- 1) Effective writers
- 2) Critical readers
- 3) Competent problem solvers
- 4) Effective communicators
- 5) Discriminating users of technology

Social Expectations:

Students will:

- 1) Demonstrate a willingness to resolve conflicts responsibly
- 2) Assume responsibility for their own behavior
- 3) Act with respect and acceptance of others

Civic Expectations:

Students will:

- 1) Understand the responsibilities of citizenship
- 2) Appreciate the diversities of American and global cultures
- 3) Make positive contributions to the school and to the community

NON-DISCRIMINATION POLICY

The Canton School District does not discriminate in educational programs, services or employment on the basis of race, sex, sexual orientation, color, religion, age, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability, or any other legally protected class, under the provision of the Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987, Americans with Disabilities Act of 1991 and appropriate state laws.

Sexual Harassment, which is a form of discrimination, is a violation of School District policy and may also violate Title IX of the Education Amendments of 1972 and state law. Complaints related to discrimination shall follow the guide lines set forth in regulations 0521, 0521.11 and 0521.12.

The Non-Discrimination Compliance Officers for the Canton School System are published annually in employee and student handbooks and are made available through the superintendent's office.

In order to provide prompt, equitable resolutions to citizen, student, employee, individuals under contract and volunteer's complaints, the Board of Education has adopted a compliant procedure that is available in the Superintendent's and all school offices.

Students may not be discriminated against in the following areas: access to and use of school facilities, vocational education, student rules, regulations and benefits, competitive activities, school sponsored extracurricular activities, physical education, guidance and counseling, enrollment in courses, classroom assignments, treatment by teachers, graduation requirements, treatment as a married and/or pregnant student, health services, most other aid or services. Legal reference: Constitution of the State of CT Article I, Section 20, Connecticut General Statutes, 10-153 Discrimination on account of marital status, 46a-60 Discriminatory employment practices prohibited, Federal Law, Title VII of the Civil Rights Act of 1964, Section 504 and the Federal Vocational Rehabilitation Act of 1973, 20 U.S.C. 706 (7) (B), American Disability Act of 1989, Chalk v. The United States District Court of Central California, Title IX of the Education Amendments of 1972, Civil Rights Act of 1987.

MONDAY, TUESDAY, THURSDAY, & FRIDAY'S SCHEDULES - L1, L2, L3

	<u>Mon.</u>	<u>Tues.</u>	<u>Thurs.</u>	<u>Fri.</u>
7:30	Warning Bell			
7:35 - 8:25	A	B	D	A
8:29 - 9:24	B	C	A	B
9:28 - 10:18	C	D	B	C
10:22 - 11:12	D	A	C	D
11:12 - 11:42	Lunch 1			
11:42 - 12:32	E	E	E	E
12:36 - 1:26	F	F	F	F
1:30 - 2:20	G	G	G	G

	<u>Mon.</u>	<u>Tues.</u>	<u>Thurs.</u>	<u>Fri.</u>
7:30	Warning Bell			
7:35 - 8:25	A	B	D	A
8:29 - 9:24	B	C	A	B
9:28 - 10:18	C	D	B	C
10:22 - 11:12	D	A	C	D
11:16 - 12:06	E	E	E	E
12:06 - 12:36	Lunch 2			
12:36 - 1:26	F	F	F	F
1:30 - 2:20	G	G	G	G

	<u>Mon.</u>	<u>Tues.</u>	<u>Thurs.</u>	<u>Fri.</u>
7:30	Warning Bell			
7:35 - 8:25	A	B	D	A
8:29 - 9:24	B	C	A	B
9:28 - 10:18	C	D	B	C
10:22 - 11:12	D	A	C	D
11:16 - 12:06	E	E	E	E
12:10 - 1:00	F	F	F	F
1:00 - 1:30	Lunch 3			
1:30 - 2:20	G	G	G	G

EARLY CLOSING SCHEDULE	
Period 1	7:35 - 8:11
Period 2	8:15 - 8:50
Period 3	8:53 - 9:28
Period 4	9:31 - 10:06
Period 5	10:09 - 10:44
Period 6	10:47 - 11:22
Period 7	11:25 - 12:00

WEDNESDAY'S "CHAT" SCHEDULES - L1, L2, L3

	<u>Wednesday</u>
7:30	Warning Bell
7:34 - 8:22	C
8:24 - 8:42	CHAT
8:45 - 9:33	D
9:36 - 10:24	A
10:27 - 11:15	B
11:15 - 11:45	Lunch 1
11:45 - 12:33	E
12:36 - 1:26	F
1:30 - 2:20	G

	<u>Wednesday</u>
7:30	Warning Bell
7:34 - 8:22	C
8:24 - 8:42	CHAT
8:45 - 9:33	D
9:36 - 10:24	A
10:27 - 11:15	B
11:18 - 12:06	E
12:06 - 12:36	Lunch 2
12:36 - 1:26	F
1:30 - 2:20	G

	<u>Wednesday</u>
7:30	Warning Bell
7:34 - 8:22	C
8:24 - 8:42	CHAT
8:45 - 9:33	D
9:36 - 10:24	A
10:27 - 11:15	B
11:18 - 12:06	E
12:10 - 1:00	F
1:00 - 1:30	Lunch 3
1:30 - 2:20	G

<u>2-HR. DELAY</u>	
Period 1	9:35 - 10:08
Period 2	10:11 - 10:44
Period 3	10:47 - 11:20
Period 4	11:23 - 11:56
Period 5	12:00 - 12:33
<u>Lunch 1 Schedule</u>	
Lunch 1	12:33 - 1:03
Period 6	1:03 - 1:38
Period 7	1:41 - 2:20
<u>Lunch 2/3 Schedule</u>	
Period 6	12:36 - 1:11
Lunch 2/3	1:11 - 1:41
Period 7	1:41 - 2:20

<u>90 MINUTE DELAY</u>	
Period 1	9:05 - 9:43
Period 2	9:46 - 10:24
Period 3	10:27 - 11:06
Period 4	11:09 - 11:48
Period 5	11:51 - 12:30
<u>Lunch 1 Schedule</u>	
Lunch 1	12:30 - 1:00
Period 6	1:00 - 1:38
Period 7	1:41 - 2:20
<u>Lunch 2/3 Schedule</u>	
Period 6	12:33 - 1:11
Lunch 2/3	1:11 - 1:41
Period 7	1:41 - 2:20

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PERFORMANCE STANDARDS

Language Arts

- Each student must demonstrate completion of the district’s performance standard in Language Arts by meeting at least one of the following criteria:
1. CAPT scores in bands 3, 4, or 5 on both the Reading Across the Disciplines and Writing Across the Disciplines tests.
 2. PSAT verbal score received in the junior year that is at or above 45.
 3. Passing grade in the Language Arts CAPT preparatory course for juniors and completion of the Reading Across the Disciplines **and/or** Writing across the Disciplines CAPT tests taken in the junior year or a passing grade in the Language Arts skills-based course taken in the senior year.

Mathematics

- Each student must demonstrate completion of the district’s performance standard in Mathematics by meeting at least one of the following criteria:
1. CAPT scores in band 3, 4, or 5 on the Mathematics test.
 2. PSAT math score received in the junior year that is at or above 45.
 3. Passing grade in the Mathematics CAPT preparatory course for juniors and completion of the Mathematics CAPT test taken in the junior year or a passing grade in the Mathematics skills-based course taken in the senior year.

Science

- Each student must demonstrate completion of the district’s performance standard in Science by meeting at least one of the following criteria:
1. CAPT score in bands 3, 4, or 5 on the Science test.
 2. Passing grade in the Science CAPT preparatory course for juniors and completion of the Science CAPT test taken in the junior year, or a passing grade in the Science skills-based course taken in the senior year.

Special Education Considerations

Special Education students whose disabilities interfere with their test performance may be exempted from this graduation requirement. This will be determined by the Planning and Placement Team after the student has made at least one attempt to meet the standards.

Exemption from the “one attempt” requirement could also be made by the P.P.T. if the student’s cognitive abilities justify such exemption. For those students who are completely exempted, the Planning and Placement Team will develop an alternative assessment that will be in line with the student’s cognitive abilities and post-secondary transition goals.

Transfers from Another School District

If a student transfers from another school district in Connecticut, the student will be expected to meet the Performance Standards as set forth in this policy.

Transfers from Out-of-State Districts or Private Schools

1. If a student transfers to Canton from a state other than Connecticut as an eleventh grader or from a private school and plans to graduate in 2006 or beyond, the student will be required to take the CAPT test and will be required to meet the graduation requirements as set forth in this policy.
2. If a student transfers to Canton from a state other than Connecticut as a twelfth grader or from a private school and plans to graduate in 2006 or beyond, the student will be required to meet the graduation requirements as set forth in this policy. In lieu of CAPT scores, however, scores received from state mandated tests from the student’s prior school shall be evaluated by the principal and the appropriate department chair. If such scores are commensurate with the standards set by the Connecticut State Department of Education for CAPT scores in bands 3, 4, or 5 the student will be considered to have met performance standards in language arts, mathematics and/or science. If the 12th grader does not have comparable scores on state mandated tests in language arts, mathematics, and science, and has PSAT scores less than 45 in the verbal or mathematics portions of the test, the student will be enrolled in a one-semester skills-based course in the area(s) of deficiency: language arts, mathematics, and/or science. Upon passing such a course, the student will be considered to have satisfactorily met the performance standards for that particular area of deficiency.

Implementation of Performance Standards

1. Juniors who have scored in band 1 or band 2 on the CAPT Reading Across the Disciplines exam or the CAPT Writing Across the Disciplines exam and have a score lower than 45 on the Verbal PSAT will be required to 1) retake the appropriate CAPT exam and 2) enroll in and pass a CAPT

preparatory language arts course to address the deficiency.

2. Juniors who have scored in band 1 or band 2 on the CAPT Mathematics exam and have a score lower than 45 on the mathematics PSAT will be required to 1) retake the CAPT Mathematics exam and 2) enroll in and pass a CAPT preparatory mathematics course to address the deficiency.
3. Juniors who have scored in band 1 or band 2 on the CAPT Science exam will be required to 1) retake the CAPT Science exam and 2) enroll in and pass a CAPT preparatory science course to address the deficiency.
4. Once a student retakes the appropriate CAPT test and receives a passing grade for the CAPT preparatory course(s), the student will have satisfactorily met the performance standards and will receive the appropriate credit in accordance with school regulations.
5. Students with 10th grade CAPT scores in bands 1 or band 2 who have failed to meet the junior CAPT requirements above, and 12th grade transfer students who have not met the performance standards as set forth in this policy, will be required to take a first semester skills-based course in language arts, mathematics, and/or science, depending upon their deficiency. Upon completion of the course with a passing grade, the student will have satisfactorily met the performance standards for that particular subject area and will receive the appropriate credit in accordance with school regulations.
6. Neither the CAPT preparatory course in the junior year nor the skills-based course in the senior year can be used to fulfill credit requirements for graduation in English, social studies, mathematics, or science.

Notification

1. **Of Teachers:** At the beginning of the school year, English, social studies, science, and mathematics teachers will be provided a list of their students who have not met CAPT goal in one or more areas and who have not met performance standards for both language arts and mathematics.
2. **Of Students:** Juniors with CAPT scores in bands 1 or 2 will be reminded in writing of the performance standards required for graduation. Students with PSAT scores lower than 45 in their area of deficiency (Language arts and/or mathematics) will be notified in writing of the

need to enroll in a second-semester CAPT preparatory course.

3. **Of Parents:** Parents of juniors with CAPT scores in bands 1 or 2 and with PSAT scores lower than 45 will be reminded in writing of the performance standards expectations for graduation.

ACADEMIC INFORMATION

A. Graduation Requirements For **Grades 11 and 12**

To graduate from Canton High School a student must have earned a minimum of **22** credits and must have met the credit distribution requirement. Students must also have satisfactorily demonstrated the district’s performance standard in Language Arts, Mathematics, and Science.

1. Within these credits, all students grades 10-12 are required to satisfy the following:

<u>Subject</u>	<u>Credits</u>
English	4
Mathematics	3
Social Studies	3
<i>(1 credit must be in US History and 1/2 in American Government)</i>	
Science	2
Physical Education	1
Fine Arts/Vocational Education	1
Electives	8
Total	22

2. A student must carry a minimum of six credits per year.
3. All courses which meet daily for a full class period for two semesters carry one unit of credit. Courses which meet daily for a full class period for one semester carry one-half unit of credit.
4. Credit for independent study programs and college courses requires the approval of the principal prior to enrollment.

B. Graduation Requirements for **Grade 9 and 10**

To graduate from Canton High School a student must have earned a minimum of **24** credits and must have met the credit distribution requirement. Students must also have satisfactorily demonstrated the district’s performance standard in Language Arts, Mathematics, and Science.

1. Within these credits, all students in Grade 9 are required to satisfy the following:

<u>Subject</u>	<u>Credits</u>
English	4
Mathematics	3
Social Studies	3
<i>(1 credit must be in US History and 1/2 in American Government)</i>	
Science	3
Physical Education	1
Fine Arts/Vocational Education	1
Electives	9
Total	24

- A student must carry a minimum of six credits per year.
- All courses which meet daily for a full class period for two semesters carry one unit of credit. Courses which meet daily for a full class period for one semester carry one-half unit of credit.
- Credit for independent study programs and college courses requires the approval of the principal prior to enrollment.

C. Early Graduation

A student may graduate early from high school upon completion of Board of Education requirements provided that the program has been approved by the principal at least one year in advance of the expected date of completion.

D. Course Selection

During the second semester of each year, students will receive course selection sheets from the guidance office. Choices of subjects for the following year are made with the approval of parents/guardians and counselor. Scheduled interviews are held with students and counselors to determine an individual program for each student. Students will develop their schedules in January and February for the coming year.

E. Schedule Change/Withdrawal From a Course

- Schedule Change
 - A student must remain in his/her original course until the schedule change has been officially made by the guidance counselor.
 - A student with scheduling problems must set up an appointment to see his/her guidance counselor during the first week of the semester.
 - A student should normally meet with his/her guidance counselor during lunch time, before or after school, or during study hall. If this is not possible, a student must obtain a pass from the appropriate classroom teacher (the teacher whose

class the student will be missing) prior to going to the guidance office.

2. Withdrawing From A Course

- Students may withdraw from a course, without penalty, anytime prior to the week after Quarter 1 interims are distributed.
- Any student withdrawing from a course between the distribution of Quarter 1 interim reports and the week after Quarter 1 report card distribution will earn a WP (withdraw pass) or WF (withdraw fail).
- Any student withdrawing from a course after the "one week after Quarter 1 report card distribution" deadline will earn a WF regardless of his/her grade in the class.

F. Requirements for Grade Promotion/Graduation

Promotion to the next grade is based on the number of credits earned in the previous years. Minimum requirements for promotion are:

<u>To Grade</u>	<u>Number of Earned Credits</u>
10	4.5 / 5
11	10 / 12
12	15 / 17
*Graduation	22 / 24

**see Academic Information, A. and B, pg. 4/5*

Students not earning the necessary credit requirements for promotion will be retained.

G. Marking System

- At the end of each marking period, parents will receive a report card indicating their child's academic progress. The system is as follows:

A+	97 - 100	
A	93 - 96	Excellent
A-	90 - 92	
B+	87 - 89	
B	83 - 86	Above Average
B-	80 - 82	
C+	77 - 79	
C	73 - 76	Average
C-	70 - 72	
D+	67 - 69	
D	63 - 66	Below Average
D-	60 - 62	
F	0 - 59	Failing

- Incomplete work is indicated on the Report Card as "I." Students will have a maximum of ten school days from the date report cards are issued to make up the work unless additional extension is approved by the

teacher or an administrator. If the work is not completed in the specified time, the incomplete work will be considered a zero and computed as such for the report card.

- The Honor Roll will normally be available one week (five school days) from the date of report card issuance. Eligible students with incomplete work will be added to the honor roll as grades come in.

H. Interim Reports/Progress Reports

- In addition to the regular report card, parents of students whose work has been unsatisfactory for any reason may receive an interim report. Interim dates are usually midway through each marking period.
- Additional periodic communications can be obtained by contacting the teacher directly. Parents are asked to e-mail (or call) the teacher each time they would like feedback over and above interim reports and report cards. Additionally, department chairs are available for consultations.
- Parents who have general concerns about their children, where work in several subjects seems to be below expectations, are urged to contact the appropriate guidance counselor.
- Beginning in November, parents will be able to access their teenager's grades via our software program, PowerSchool.

I. Pass/Fail for 11th and 12th Graders

In an effort to encourage students to take courses outside of their strengths, electives that they might not normally choose, or higher level courses which might stretch their abilities, a pass/fail option is available. Upon earning the minimum number of credits for graduation in a given subject area, students will be allowed to select the pass/fail option in that particular area. If, for instance, a student has earned 3 credits in social studies, that particular student could select to put a fourth social studies course on pass/fail.

- A student must complete and return the application for a pass/fail option as follows:
 - For year long courses, no later than five school days after the distribution date of first quarter report cards;
 - For semester courses, no later than five school days after the distribution date for the first interim reports.

Once made, this decision is irreversible.
- A course with a pass/fail option will only affect the Grade Point Average (GPA) if the student fails the

course; a passing grade will have no influence on the student's GPA.

3. The pass/fail option will be limited to one credit per year.
4. AP courses may not be taken as Pass/Fail option.
5. See your Guidance Counselor for an application.

J. Final Exams

1. All students must take and complete final exams in order to pass the course (*unless the Senior Final Exam Policy prevails. See #4 below*). Final examinations will be valued as 12% of the total grade for full year and semester courses.
2. Final exams in experiential courses are optional.
3. In case of absence, final examinations must be made up. The student's guidance counselor must be contacted immediately. An absence note must be presented before the exam can be taken.
4. Senior Final Exam Exemption Policy
 - a. Only seniors are eligible.
 - b. A student must have obtained a minimum of a 90 average or better in a course.
 - c. Full year, semester, and quarter courses qualify for this policy.
 - d. This policy does NOT exempt students from taking the final in any A.P. courses.
 - e. A qualifying student reserves the right to take a final exam if he/she so desires. Once a decision is made it is final. A student may not take an exam and then ask that the grade not be recorded on the report card.
 - f. No final exam grade will appear on the report card if exempt.
 - g. A student must also meet the attendance requirements to be eligible for this policy.

K. Course Credit

To achieve credit for a course, a student must complete the following:

1. Attain a final grade average of "D-" or better.
2. Satisfy attendance requirements as specified in the section entitled "Attendance Policy."
3. Satisfy specific requirements for credit in certain courses.

L. Summer School Policy

If a student does not receive a passing grade for a course, the student will be allowed to retake the course in summer school. The student must have a grade of 50 or above in order to participate in summer school. The

grade earned in summer school will be recorded on the student's transcript and calculated, along with the original failing grade, in the student's cumulative grade point average. Credit will be awarded for passing grades.

A student interested in taking an enrichment course for credit in summer school must receive approval from the director of guidance and principal prior to enrolling in such course. The grade will be recorded on the student's transcript and calculated in the student's cumulative grade point average. Credit will be awarded for passing grades.

Transportation to and from summer school, as well as tuition and other miscellaneous fees, are the responsibility of the parent/guardian.

M. Grade Point Average (GPA)

In the absence of class rank, the guidance department will:

1. Include a GPA distribution chart with each student's transcript.
2. Attach to each transcript a note that provides an explanation of the grade distribution chart and directs college admissions officers to the counselor letter of recommendation for more detailed information relating to individual student achievement.
3. For consistency and legal purposes, it is important that Canton High School follow the same protocol for each student. No class rank will be reported, to colleges, institutions, parents or students with two exceptions:
 - a. ROTC or Military Scholarships
 - b. A request from an institution awarding the scholarship, informing us that to withhold class rank would be harmful to the student.

N. Grade Weighting

1. Definition - Grade weighting is a system of evaluating student achievement based on the degree and level of difficulty of course selections in order to provide a fair and equitable class rank. Grade Weighting may also serve as an incentive for students to take a more challenging program.
2. Canton High School uses the following quality point scale to determine class rank:

	<u>Quality Point Scale</u>	
Students satisfactorily completing advanced	A+	12
placement (AP) courses	A	11
	A-	10

will receive 3 additional quality points added to the quality points earned for the grade achieved	B+	9
Students satisfactorily completing honors courses will receive 1.5 additional quality points added to the quality points earned for the grade achieved.	B	8
	B-	7
	C+-	6
	C	5
	C-	4
	D+	3
	D	2
	D-	1
	F	0

This system is used to determine the honor roll and the GPA which is sent to colleges.

Computation - The computer will provide class rank at the end of Grade 11 and again at the end of Grade 12.

O. Requirements for Honor Roll

To qualify for Honor Roll, students must maintain the following GPA averages based on the scale listed below:

Distinguished Honors: 11.0

High Honors: 10.0

Honors: 8.5

The Honor Roll is based solely on GPA with no minimum grade requirement. Students with incomplete grades will not qualify. The GPA and Honor Roll status will be included on the individual student's quarterly report card.

P. Special Academic Programs

1. Advanced Placement courses are offered in United States History, Chemistry, Calculus, Biology, Physics, English Language and English Literature, French, Spanish, and Music Theory. These are intensive college level courses designed to prepare students for the "Advanced Placement Tests" which give college credit and/or advanced standing. In addition, students completing requirements satisfactorily in Calculus will automatically earn three (3) credits at the University of Connecticut. Students may not take AP courses Pass/Fail. Students enrolled in an AP course must take the AP exam.
2. Supplementary Courses for Credit
 - a) College Courses - Students completing a three (3) credit college course may substitute the course for one half (1/2) Canton High School course credit provided the course meets the specific requirements of the State Department of Education. Students planning to enroll in a college course must obtain prior approval for credit from the Guidance Department or the Administration.

- b) Continuing Education/Adult Education - Students planning to enroll in a Continuing Education or Adult Education course may substitute a one-semester course for one-half (1/2) of Canton High School course credit providing the course fulfills the State Department of Education requirement for course credit. Students planning to enroll in Continuing Education or Adult Education courses must obtain prior approval from the Guidance Department or the Administration.
- c) Tutorials - Students involved in special tutoring situations may receive Canton High School course credit if they meet the following conditions:
 - 1) Satisfactorily complete Canton High School subject area final exam.
 - 2) Complete course credit requirements set forth by the Connecticut State Department of Education.
 - 3) Receive approval of the CHS principal.
- d) Other Special Arrangements - Students or parents seeking to explore other special arrangements because of special needs must meet with the principal to discuss possible options.

Q. Homework Policy

The professional staff of Canton High School believes that well-planned assignments form an integral part of the learning environment. When given adequate explanation of these assignments, and their prompt return with appropriate comments, student learning will be enhanced.

1. **Regular Assignments**

Homework assignments either are reinforcements of skills and knowledge covered in individual classes or are preparation for work to be completed during class time. Each teacher is given the responsibility of determining the amount and degree of homework assignments, depending upon course requirements and class structure. Each teacher is accountable for teaching the skills and knowledge which are part of his/her course. He/she must determine the procedures to follow, including assignment of homework and the necessary follow-up. Homework assignments, then, are given as deemed necessary to meet course goals. Emphasis is on short, well-planned assignments. Teachers require that they be well done; no credit is given for assignments that are not done and little credit is given for those which are partially done. Unless a special learning disability exists, students' homework is expected to be legible and carefully prepared. In some cases, students may not have specific daily assignments,

but rather long-term reading or project responsibilities. They are encouraged to budget their reading or project time accordingly.

2. **Responsibility**

Homework can play an important role in the educational process only if all those involved understand their roles and contribute accordingly.

- a. The student - Completion of homework tasks is primarily the responsibility of the student. He/she must keep track of assignments, budget time for working on them, and complete them within the assigned time. Students are encouraged to select an appropriate place, free of distractions, for such work. Accepting this responsibility inevitably results in better grades and greater learning.
- b. The teacher - Preparation of suitable assignments is primarily the responsibility of the teacher who must also evaluate all work and offer advice for improvement. Students who follow teacher suggestions for improvement should show definite progress in their work.
- c. The parent - Providing appropriate work space and encouraging proper study habits are primarily the responsibility of the parents. In this task, parents assume the role of teachers and contribute greatly to student achievement.
- d. The administration - Providing an environment in which learning and achievement are valued is primarily the responsibility of the school administration. Administrators can contribute to school achievement by eliminating distractions and creating an orderly, deliberate, and supportive school climate.

3. **Absences**

- a. After a student has been absent three (3) days in succession, the guidance office will secure homework assignments for him/her on request if he/she expects his/her absence to continue. However, assignments for one or two days of absence should be made up easily after the student returns to school.
- b. Homework assignments requested on one day will be ready ordinarily the following day at the close of school.
- c. If a student knows in advance that he/she will be out of school for three days or longer, he/she should arrange to get advance assignments from his/her teachers before he/she leaves school.
- d. Each student is given time to make up work after an excused absence. Students should check with

their teachers upon returning to school. In no case will more than two weeks time be given for satisfactory completion of work missed.

- e. Homework assignments from teachers are posted on the web at www.cantonschools.org

R. Departmental Homework Policies

Art Department

Although most work must be done in the art studio under direct supervision, research and preparatory work in the form of sketches, designs, and plans are done as homework to facilitate greater use of studio time. Students are responsible for assigned worksheets, handouts, review sheets, and library research work which are assigned on a regular basis.

English Department

Daily or short-range English assignments cover a wide variety of Language Arts skills - reading, composition, grammar, and literature. For the majority of students, homework is planned to involve a commitment of 30-45 minutes each day or approximately 2 1/2 to 3 1/2 hours per week. Higher level students might spend 4 to 5 hours per week on class assignments. Quite often, the range of time cited reflects the frequency and scope of reading assignments. Commencing with Grade 10 and continuing through Grade 12, students are required to produce research papers. The assignment often covers a two-month period and usually involves an additional 1 to 1 1/2 hours of homework per week, supplemented by teacher-directed in-class work.

Mathematics Department

Each class has a daily assignment either to be completed by the next session or by a certain block. However, in certain classes and areas, the assignments have to be worked on in class due to the type of equipment and materials required. Although the time for an assignment varies depending on the complexity of the concept involved, the work is structured to average 30 minutes per assignment. Again, it is not so much the time involved as the quality of the assignment that makes the homework more meaningful to the student.

Social Studies Department

Short-term social studies assignments include written work, reading, library tasks, historical essays, current events study, and review. Long-term assignments are book reports, research papers, and projects. The work is structured to average 1/2 hour per night or 2 to 2 1/2 hours per week. A conscientious high level student, however, might spend 3 1/2 to 4 hours outside of class on homework assignments.

Classes working on long-term assignments can expect some reductions in daily work, but these tasks may also increase the total time expended on homework.

Science Department

Homework in the science department is dependent on a number of factors: concept and area being covered, level of courses and student ability, amount of material to be covered, and amount of time available to the student. The science department will adhere to the following when possible:

- Academic Level Courses - an average of 3 hours of homework each week will be assigned.
- Honors or A.P. Level Courses - an average of 3 to 4 hours of homework each week will be assigned.

Homework assignments may include but are not limited to: readings (textbooks, articles), worksheets, study for tests and/or quizzes, laboratory reports, vocabulary study, problem-solving, library investigation, field investigation, reports, and research papers. Homework and lab work will be checked with reasonable care. Homework that is collected will be given a value (grade, numerical, or checked).

World Languages Department

Assignments are given in all world language classes each night. Not all assignments are written assignments. Because so much memory work is involved in learning a world language, often “study” assignments are the most important. Assignments average about a 1/2 an hour a night and should be thoroughly prepared to ensure readiness for the next day’s class. In the advanced levels of world language, long-term assignments are also given, usually in the form of essays and book reports.

Music Department

The music department courses are divided into two categories: the performance-oriented courses such as the instrumental and vocal ensembles, and the classroom courses. Homework assignments vary depending upon the intensity of the course. Some classroom music courses require less homework since the task/learning experiences can only occur with the facilities available in the music area. Quizzes, tests, semester projects, and a final exam are all included in classroom courses.

All of our performance ensemble courses, because of their special nature, have learning experiences that require an intense level of group interaction and therefore depend more upon in-class work rather than homework. Individual assignments are given throughout the year for specific individual work. All formal concerts are mandatory. These

public performances are a major “test” which usually occur near the end of each semester.

Family and Consumer Sciences Department

Homework assignments are given in all subject areas emphasizing skill-development with related readings. Library research and outside projects are required in these advanced courses: Chef’s Class and Child Care.

Extra credit is given for summarizing current newspaper articles and periodicals and for viewing programs related to subject matter. Practical assignments are given such as preparing a meal, surveying senior citizens, and observing day-care centers.

Students will be informed the first day of a course if an expense is involved, e.g., bringing fabric for a clothing course. The student’s grade is negatively affected if materials are brought in late.

Technology Education Department

Because of the nature of some of the courses in industrial technology and their particular needs (certain hand tools, power equipment, and particular facility functions), regular homework is not the norm. However, supplemental reading assignments, as well as some basic planning and sketching, are assigned to conserve valuable time needed for actual workshop activities. Formal reports and library activities which include trade research and career opportunities are also included in these homework assignments.

S. Academic Dishonesty

1. Academic dishonesty is defined as stealing, deceiving, cheating, or defrauding in an academic or scholarly matter.
 - a. Stealing - includes the actual taking of materials or plagiarizing whereby another’s work is used and submitted as one’s own.
 - b. Deceiving - includes using projects and papers more than once or having others do the student’s work for him/her.
 - c. Cheating - covers a wide variety of activities, from using crib sheets, wandering eyes, to taking a test late in order to find out what is included.
 - d. Defrauding - includes any act in which the student is pretending to possess knowledge or work that he/she does not have nor did not do.
2. Academic dishonesty in any form is not tolerated at Canton High School. Teachers apprehending students in acts of academic dishonesty will enforce the following procedures:

- a. Give a “0” for all work in question.
 - b. Confer with the student.
3. If, in the teacher’s professional judgment, further action is necessary the following procedures may be considered:
 - a. Notify parent.
 - b. Require the work to be made up (projects & papers).
 - c. Confer with the administration.
 4. Teachers apprehending students involved in blatant, premeditated, or repeated acts of academic dishonesty will enforce the following procedures:
 - a. Give a “0” for all work in question.
 - b. Confer with student.
 - c. Require work to be made up (projects & papers).
 - d. Refer to administration for action.
 5. When serious cases of academic dishonesty are referred to the administration, the parents of the students will be contacted. If, in the professional judgment of the administration, further action is necessary the following procedures will be considered:
 - a. Detention and/or loss of privileges.
 - b. In-school suspension.
 - c. Suspension from school.
 - d. Removal from the course with an “F” recorded on the permanent record.
 6. Final Exam - Any act of academic dishonesty in connection with a final exam will result in a “0” for the examination.

T. Summer Reading and Writing Policy

The Canton Board of Education believes that learning is continuous throughout the entire year including the summer months. Therefore, it is the policy of this Board that all children entering grades 4-12 will be given a summer reading and writing assignment appropriate to grade level and ability. This assignment will be considered part of the educational program of studies of the Canton Schools.

1. Students will read two (2) books. A summer reading list is distributed to all students with their final report card. The public library and local bookstores also maintain this list. Reading should be chosen from this list or those of a similar quality.
2. Honors and AP classes will have additional reading assignments.

ATTENDANCE POLICIES

Regular attendance and punctuality are essential to the educational process. When a student is not present regularly, classroom performance suffers. Even occasional absences cause some learning disruption. When a student is absent, schooling is disrupted for that particular student and if several students are absent for the same subject, learning is disrupted for the entire class. When students are not present for instruction, something is lost which cannot be regained, particularly in terms of opportunity for interaction and exchange of ideas between student and teacher. Though teachers have traditionally attempted to provide opportunities for make-up work, the quality of the overall educational experience suffers as there is no way to reproduce or recapture classroom activity.

A. Absence from School

1. Excused School Absence

- a. An excused school absence is defined as “being absent from school with both parental and administrative approval.” For purposes of the truancy law the validity of an absence will be determined by the administration.

Examples of excused absences would include: personal illness, death in the family, court appearances or religious holidays* (a note requesting such holidays must be presented to the administration prior to absences). With the exception of religious holidays, all other excused absences will be counted towards the Attendance Policy. *Religious holidays may be carried as waived absences in the attendance record.

- b. When a student is absent from school, a parent or guardian is asked to contact the school in the morning. If no call is received, health office personnel will call a parent or guardian to determine the reason for the absence.
- c. Vacations taken while school is in session are considered excused absences.

2. Unexcused Absence (Truancy)

Responsibility for assuring that students attend school rests, by state statute, with the parent or other person having control of the child. Truancy is herein defined as “being absent from school without a valid excuse.” (See I a. above). A truant is defined as any student with four unexcused

absences from school in any month, or ten unexcused absences in a school year. A habitual truant is defined as any student with twenty (20) unexcused absences in a school year. Truancy is a violation of state statute.

- a. Confirmed Truancy - A student will receive five (5) days detention, a “0” for all work missed, and minus three percentage points off the marking period grade in each class.
- b. Additional Truancy - A student may receive a suspension or additional detentions, a “0” for all work missed, and a minus three percentage points off the marking period grade in each class.

Truant - In addition to the implementation of step b., a meeting with the parent/guardian of the truant child and the appropriate school personnel may be held. At the teacher’s discretion, truants may make up missed work but the work will receive no value. It will carry a “0” grade. A student who is identified as a “truant” may be subject to the following consequences:

- Promotion to the next grade may be contingent upon the student successfully completing a summer school program.
- The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level.
- The Superintendent may file a written complaint with the Superior Court alleging the belief that the acts of omission of the child are such that his/her family is a family with service needs.

B. Lateness to School

1. Students are expected to arrive at school and be present in their first class assignment by 7:35 a.m.
2. A student who is less than 10 minutes late to his/her first class (or any other period) will be disciplined by the teacher.
3. A student who is late 10 minutes or more to school should come directly to the office for a pass.
4. Detention will be assigned for each time a student is unexcused tardy to school.

C. Late Arrival

Seniors and juniors are eligible for late arrival privileges provided the following conditions are met:

1. All requirements for Earned Study Privileges are fulfilled.
2. An official parent permission slip is on file in the school office.
3. The student reports to the school office that morning for attendance purposes (sign-ins should normally be done before 8:15 a.m.)
4. The student is on time for the first assigned class each morning.
5. Once a student arrives at school, he/she may not leave school without administrative and parent/guardian approval.

D. Absence From Class

1. Waived Absence

- a. Absences from class incurred by students involved in activities approved by the administration will not be counted as absences under the student attendance policy. Examples of waived absences include independent study programs, interscholastic athletics, school-sponsored field trips, approved visits to the school social worker, administration, and guidance counselor, and religious holidays (see III. Attendance Policies, A. 1. Excused School Absences.)
- b. Independent Study students who receive an unsatisfactory in effort in a class will not be excused from that class to participate in the IS program for the subsequent time period.

2. Unexcused Class Absence (Cut)

An unexcused class absence (cut) occurs when a student absents himself/herself from an assigned class or area. If an unexcused absence occurs, the administration will take the following action:

- a. Notify the student’s parent/guardian by mail.
- b. Assign detention on the first “cut.”
- c. Assign multiple detentions and/or suspension on additional “cuts.”
- d. Require a parent/guardian conference if “cutting” becomes excessive.

If a student absences himself/herself from class the teacher will normally be required to take the following action:

- a. Deduct up to three percentage points from the student’s marking period average based on the guidelines below:
 - i. If a student is late to class 10 minutes or more but less than 20 minutes, one point will be deducted.

- ii. If a student is late to class 20 minutes or more but less than 30 minutes two (2) points will be deducted.
 - iii. If a student absences himself/herself completely from class, or is 30 minutes late, three (3) points will be deducted.
- b. Record a "0" for all work missed during that "cut."
 - c. Request all work be made up but NOT for credit.
 - d. An unexcused class absence (cut) also occurs when a student is more than ten (10) minutes late to a class or assigned area, or if a student is unexcused late to school and more than ten (10) minutes are missed from class. The consequences for this type of "cut" maybe slightly modified from those listed above.

E. Lateness to Class (Tardy)

Students are expected to be in the classroom and in their assigned seats on time.

1. Students who are less than ten (10) minutes late to class will be disciplined by their teacher.
2. Students who are late ten (10) minutes or more to a class may be subject to the unexcused absence "cut" policy. See #2 Unexcused Class Absence (Cut) above.
3. Teachers will take corrective measures with students who are unexcused tardy to their class or assigned area.
4. If students do not respond to persistent corrective measures taken by their teachers the student may be referred to the administration.

F. Attendance Requirements for Course Credit

In addition to fulfilling academic requirements, a student must meet the attendance requirement in order to receive credit for a course.

1. Attendance requirements are outlined below:
 - a. Full Year Course - no more than ten (10) absences a semester.
 - b. Semester Course - no more than ten (10) absences a semester.
 - c. Quarter or Penta Course - no more than five (5) absences a quarter or penta course or the equivalent.
2. Absences are defined as classes missed due to excused or unexcused reasons. Exceptions would be an officially "waived" absence.

3. Notification

- a. When a student has reached or exceeded 5 absences per semester in a full year course, 5 absences in a semester course, or 3 absences in a quarter or penta course, the student will be notified in writing. This is a warning which should be strongly heeded.
- b. When a student has exceeded the allowed number of absences for a course - 11 or more per semester in a full year course, 11 or more in a semester course, 6 or more in a quarter or penta course - the following will occur.
 - 1) The student will be notified in writing.
 - 2) The administration will withdraw credit.
 - 3) The student will be given the opportunity to appeal the loss of credit. It is the student's responsibility to set up an appointment within the framework of the allotted time as indicated by the letter if he/she wishes to appeal.
 - 4) It is the student's responsibility to request, in writing, to meet with the Appeals Board. This must be done within the time constraints set forth in the loss of credit letter. Additionally, the letter must include a brief reason why the student feels an appeal request may be warranted.
 - 5) If a written request is not received in the allotted time an appeal may be denied.

4. Meaning of Withdrawal of Course Credit

Students who exceed the maximum number of absences for a course will not receive credit toward graduation for the course. Should a student receive no credit for a course as a result of absences, the academic grade given to that student will be recorded on the report card and permanent record. The permanent record and transcript, however, will show a "0" next to that course in the column which reflects the number of credits earned toward graduation. An explanation will be given with the permanent record transcripts to explain that no credit was given for a course despite the fact that the student was given a passing grade. Thus, the permanent record will accurately tell any person not associated with the school how a student performed while at Canton High School.

5. Attendance Appeals Board

Students who have credit withdrawn may appeal the decision to an Attendance Appeals Board. This Appeals Board exists for the purpose of considering appeals for granting of credit. The Attendance Appeals Board will be composed of up to six (6) teachers and an administrator. Students may request a faculty member to accompany them as an advocate at their appeals hearing. The Attendance Appeals Board will consider the circumstances affecting the student's absences. The burden of proof for substantiating the reasons behind the absences will rest with the student filing the appeal. The Appeals Board will be inclined to disallow appeals in which student absences resulted from class cutting, truancy, excessive tardiness, or other unexcused causes.

- a. First Level of Appeal - Appeals Board
- b. Second Level of Appeal - Principal

G. Early Dismissal

Students who need to leave school before the end of the school day will take the following steps before leaving the building:

1. Present a note from home to the assistant principal, signed by a parent/guardian, prior to the second class period for approval.
2. Present the signed note to the subject class teacher at the beginning of the period in which the student will leave.
3. Go to his/her locker immediately before reporting to the school office where the student must "sign-out" prior to leaving the school building. The signed note will be given to the attendance secretary for recording.
4. Failure to present a note to the administration prior to signing out may result in suspension. All students, **including 18 year-old seniors**, are subject to this policy.

H. Full Day for Seniors: 7:35 a.m. – 2:20 p.m.

Seniors will be required to stay in school until 2:20 p.m. this year.

Traditionally, many seniors did not schedule Period G classes, and therefore could leave campus by 1:00 p.m. with a note from their parent/guardian. This tradition required of the administration to schedule senior courses in six periods rather than seven. With increasing enrollments and singleton courses, this tradition can no longer be honored. Also, we hope that

seniors will take advantage of the wealth of courses offered at CHS and sign up for a G period class.

B. Behavior

1. Hallway/Stairwell
 - a. Students passing through the halls should conduct themselves in a quiet, respectful manner. Rowdiness or roughhousing will not be tolerated.
 - b. Students are not to congregate in the hallways.
 - c. During all lunch periods students are not to be in the hallways without a pass.
 - d. The hallways are not a place for public displays of affection.
 - e. Appropriate language should be used at all times while in the hallway.
 - f. Students are not to sit on the floor in the hallways or the common areas during passing time.
 - g. Uncooperative students are to be addressed by the teacher and, if necessary, referred to the administration.
2. Study Hall

Freshmen and sophomores will be assigned to specific study halls.
3. Cafeteria
 - a. All students, whether buying or carrying lunch, are required to report on time to the cafeteria during their assigned lunch period.
 - b. All students are to remain in the cafeteria during the entire lunch period unless they are requested to be released by a teacher or administrator. Teachers requesting the release of a student should provide that student with a pass.
 - c. When passing from the cafeteria to a classroom, students should move quietly using the most direct route. Students are not to loiter in the classroom areas.
 - d. Any behavior deemed inappropriate by the cafeteria supervisors is subject to further disciplinary action.
 - e. Students are not to go to their lockers or any other area of the school building during lunch.
4. Smoking

Canton Board of Education policy prohibits smoking by students, staff, or visitors on school grounds at all times. No students will be permitted to possess or use tobacco anywhere on school property. Students who are caught smoking, show evidence of smoking, or possess tobacco or other smoking paraphernalia on school grounds, school

buses, or in vehicles on school grounds are subject to the following:

- a. Students possessing tobacco or other smoking paraphernalia - student will be assigned Wednesday night detention.
- b. Students who are caught or show evidence of smoking -
 - 1) First Offense - student will be assigned a Wednesday night detention and a conference will be required involving student, parent/guardian, and an administrator.
 - 2) Second Offense - student will be assigned two Wednesday night detentions and a conference will be required involving student, parent/guardian, and an administrator.
 - 3) Third Offense - student will be suspended out of school for two school days. A readmittance conference involving student, parent/guardian and administrator will be required.
 - 4) Fourth Offense - student will be suspended out of school for three school days. Additionally, any student under the age of 16 will be referred to the Canton Juvenile Review Board; any student over the age of 16 will be referred to the Canton Police Department and risk being issued a fine of \$65 by the police. A readmittance conference involving student, parent/guardian, and administrator will be required.
 - 5) Subsequent smoking infractions beyond the fourth offense may lead to a ten (10) school day out-of-school suspension and other sanctions including expulsion.
5. Field Trips

All field trips are considered school activities. Students who are on a field trip are subject to all the rules and regulations of the school.

 - Overnight Trips

Please Note: There is an application process that each student must undergo before a delegation is determined or final trip approval is granted.

Qualifications

Students at CHS are offered an array of opportunities involving overnight stays. These overnight field trips have an educational value and offer the student learning

I. College Waivers

Juniors and Seniors planning to visit a college or meet with a representative of the Armed Forces, and who wish to be waived from school, should obtain a College Waiver Form from the school office prior to the visitation date. This form must be submitted to the office prior to or soon after the visit. **Up to two (2) days** per year may be used for this purpose.

J. Emergency Response

Student participation as volunteers in the Town of Canton Emergency Services (Fire/EMS) is both a recognizable service to the community as well as an earned honor. The administration at CHS commends such students, but also reminds them of their obligation to their schooling. It is with this in mind that a policy is established that any student who desires to leave school on an emergency response call must:

1. Have an official permission-to-respond slip on file in the school office.
2. Sign in upon his/her return to school.
3. Never abuse such privilege by not returning to school immediately after the emergency is over.
4. Be a student in good standing with regard to academics, discipline and attendance.

STUDENT CONDUCT AND RESPONSIBILITIES

There can be little doubt that a high correlation exists between well-behaved students and good academic performance. We at Canton High School believe that student behavior policies, which are clearly stated and consistently enforced, will result in an appropriate school environment. We further believe that part of the development of the whole person is the acquisition of self-discipline. Therefore, we feel that each student is responsible and should be held accountable for his/her behavior.

A. Disciplinary Procedures

Referral of a student to the administration is used as a last resort, and only after teachers have exhausted all other appropriate preventative and corrective measures. Once a student reaches an administrator's office the seriousness of the case will speak for itself. The case will be dealt with as fairly as possible. In many instances, parents/guardians will be contacted.

opportunities beyond the classroom walls. Because these trips are extracurricular, they should be viewed as privileges and not entitlements. Students must realize that whenever they venture beyond school grounds, they represent our school, our town, our state, and very often our country. Understandably, standards for participation on overnight trips should be very high as the responsibilities and liabilities are great. Students who choose to use alcohol and other drugs pose a particularly difficult challenge to chaperones and other students; the basic issue being that of safety. Listed below are some qualifications for participation as well as consequences for those students who use alcohol or drugs during the 8 months (248 days) prior to the departure of the trip. Please read them closely and be prepared to adhere to them before applying for participation on an overnight trip. Participants should have an exemplary behavior record, both in the classroom as well as in the school community, and should have consistently demonstrated the following qualities:

- a. cooperativeness
- b. respect for authority
- c. responsibility
- d. ability to get along with others
- e. adherence to school rules
- f. good attendance record
- g. respect for school and town property

The trip coordinator will meet with staff chaperones, administrator(s), social worker and guidance counselors to determine if a student has or has not met the above standards.

Disqualifications

If a student fails to meet and maintain an exemplary behavioral record as outlined above, then he/she may be removed from the trip roster and, in such case, will be reimbursed in accordance with the rules established by the travel agency or trip coordinator.

A student will not be allowed to participate on an overnight trip if he/she has engaged in any of the following activities 8 months (248 days) prior to the departure date:

- possessed or used any alcoholic beverage or drug during the school day, on school property, at a school-sponsored activity, or while being transported to and from school.
- attended school or a school-sponsored activity or was on school property under the influence of alcohol or any other drug. "Under the influence" in this regulation means having ingested any amount of alcohol or other illegal drug.

- been arrested or given a citation for an alcohol or drug offense, or been arrested for a crime while under the influence of alcohol or other drugs.
- been arrested for misdemeanor or felony charges involving such action as assault, possession of a firearm, or distribution or sale of alcohol or any other drug.

If a student is disqualified from the trip because of any of the reasons listed above then he/she will be reimbursed in accordance with the rules established by the travel agency or trip coordinator.

Consequences

If a student attends an overnight trip and violates school rules regarding alcohol and other drugs, then he/she will be:

- sent home at the expense of parents: expenses may include but are not limited to transportation costs, phone bills, etc.
- suspended for a minimum of ten (10) school days outside of school.
- subject to other appropriate school sanctions as outlined in other school policies (i.e. athletic consequences). Students who violate other school rules and/or behave inappropriately, including leaving hotel premises without permission, may be sent home at the expense of parents/guardians and will be subject to regular disciplinary actions. In addition, other trip's rules may be established by chaperones which students should follow. Additional information about student behavior can also be found in the Board of Education Policy.

6. Dances

During the school year students are encouraged to attend school-sponsored dances. Proceeds go to the organization or class sponsoring the dance.

- a. Guests will be allowed but must be registered (no later than 2:30 p.m. on the day of the dance) with an advisor and be accompanied to the dance by a CHS student. CHS students are responsible for the behavior of their guests.
- b. Dances will end at 11:30 p.m.
- c. Respectful and polite behavior is expected at all times.
- d. Students attending dances are to remain in the building during the entire event. Once a student leaves the building he/she will not be readmitted and is expected to leave the school grounds.
- e. Alcohol and other drugs are not permitted.
- f. Any student observed in a parked car will be required to enter the dance or leave school grounds.
- g. Students are to dance appropriately (i.e. no

moshing).

- h. No middle school students are allowed to attend high school dances.

7. Student Dress

Any attire that interferes with the learning process or could be injurious to the health and safety of any student will not be allowed. Student dress should be modest and in good taste for an educational setting. It is the responsibility of each student to understand the dress code. While the following is not an all-inclusive listing, specific items that are not permitted for wear include:

- a. clothing with alcohol, tobacco or other drug messages
- b. clothing having indecent writing, indecent pictures or indecent slogans
- c. clothing which exposes bare back and midriffs
- d. clothing which exposes undergarments
- e. strapless clothing
- f. halter tops
- g. spaghetti straps
- h. clothing which overexposes the chest and/or thigh areas
- i. pants worn below the waist
- j. sweatshirt hoods cannot be worn on the head

Coats should not be worn to class. Shoes (foot wear) must be worn at all times. Clothing should be neat, decent and clean.

The school administration or assigned designee has the authority to deal immediately with any violators of the dress code. Students dressed inappropriately will be asked to arrange for a clothing change. With repeat offenders parents/guardians will be notified and disciplinary consequences may be levied.

8. Pass System

Passes are required for the following situations:

- a. To the library from 9th and 10th grade study hall from a teacher who has an assignment.
- b. When detained by a teacher.
- c. When going to the nurse during a class/ study hall.
- d. When going to guidance during a class/study hall.

9. Assemblies

A variety of assemblies are scheduled throughout the year. Students are expected to enter the auditorium quietly and be courteous throughout the assembly. No food or drink is allowed in the Auditorium.

10. iPODS, Radio/Tape Players/CD/Players, Etc.

Students are not permitted to listen to the above devices in the halls during the school day (7:35 a.m.-2:20 p.m.). If used in the halls in school, devices may be

confiscated for the school day and the student may be subject to disciplinary action. Use of such devices in the classroom will be at the discretion of the teacher. Students can listen to iPods in the cafeteria.

11. Pagers/Beepers/Cellular Phones

No student can possess or use a remotely activated paging device without written permission of the administration.

Students may use cell phones in the cafeteria only. It is permitted to bring a cell phone to school so long as it is turned off and put away during class time and in the hallways. Students who use cell phones in areas other than the cafeteria will be subject to disciplinary consequences.

12. Laser Pointers

A Connecticut law which went into effect in the fall of 2000 forbids public school students from possessing or using laser pointers in school. (Students are only permitted to do so under the direct supervision of a teacher in a classroom setting.) Students are never to bring laser pointers to school without the specific permission of the Principal. Students are not permitted to purchase laser pointers while on school field trips.

13. Bus Conduct

The safe and efficient operation of school buses requires the cooperation of parents/guardians and students. Riding to and from school on the bus is a privilege, and each student is expected to respect the rights and safety of others on the bus. While the students are being transported, the bus driver is at all times in full charge of the bus and of all passengers riding therein. The following are a few reminders of what is expected:

- a. No smoking, foul language, or disruptive behavior will be permitted.
- b. Students must keep their heads, arms, and hands inside the bus at all times.
- c. Students will remain seated after boarding the bus.
- d. Students will not chase buses moving in the school parking lot. Once a bus is in motion it will not stop and allow any student to board.

14. Substitute Teachers

- a. Substitutes are to be considered guest teachers and are to be treated accordingly.
- b. Students should demonstrate exemplary behavior and cooperate fully with substitutes during school.
- c. Students who are uncooperative, disrespectful, or disruptive while under the direction of a substitute will be disciplined appropriately.

15. Rest Rooms

Students should not loiter around, smoke in, write on, or damage the facility in any way.

16. Leaving School Grounds

Leaving school grounds after arriving at school, whether this infraction occurs before or during school, without prior administrative approval will result in disciplinary action.

C. Detention

Students who are assigned detention are expected to attend. Those students who “cut” detention are in open defiance of school/teacher authority and will be subject to further disciplinary action.

1. In-School Detention

- a. Students may be assigned in-school detention by the administration for infraction of school rules and/or regulations.
- b. Students who disrupt normal classroom activities to the extent that they must be removed from class may be assigned in-school detention.
- c. In-school detention may be given to those students who have Earned Study Privileges, provided that these privileges have not been previously revoked.
- d. In-school detention will be held during the school day and will replace Earned Study Privileges or a class.
- e. Students who miss detention will be referred to the administration for further disciplinary action.

2. After-School Detention

- a. Teacher Assigned Detention
 - 1) Students who violate classroom rules and regulations and/or disrupt classroom order may be assigned detention by the classroom teacher.
 - 2) The student will usually serve the detention no later than the following day.
 - 3) It is the student’s responsibility to notify a parent/guardian and employer when detention is incurred.
 - 4) Request for postponement of a detention will be honored if the request is made in writing and states the specific reason for the postponement. This note must be received by the person assigning the detention for approval before the detention date.

5) Student employment is not an acceptable reason for postponement of a detention.

6) Students who miss detention will be referred to the administration for further disciplinary action.

b. Office Detention

- 1) Students may be assigned office detention by the administration for infractions of school rules and/or regulations.
- 2) Office detention will be held after school.
- 3) Sections 2, 3, 4 and 6 from the Teacher Assigned Detention section also apply.
- 4) Students who miss detention may be subject to additional detentions or suspension and detention.

D. Night Detention

At the discretion of an administrator students may be assigned an evening detention in lieu of being suspended.

1. Night detention will normally be held between 6:00 p.m. and 9:00 p.m.
2. Students are to arrange for their own transportation to and from school on the assigned night.
3. Students are expected to arrive promptly at 6:00 p.m. and leave immediately after 9:00 p.m.
4. Students are encouraged to bring enough work with them so that they can spend the entire three hours productively.
5. Any student who fails to report to an assigned night detention will be subject to further disciplinary action.

E. Suspension/Expulsion

The following outlines the Board of Education’s policy on suspension and expulsion:

1. Teachers are hereby authorized, pursuant to S2 of Public Act 75-609, to remove any student from class when he/she cause a serious disruption
2. Administrators are hereby authorized, pursuant to S3 of Public Act 75-609, to suspend students for the reasons given in sub-section (c) for periods up to two weeks (10 school days).
3. A student may be suspended or expelled for conduct on school property or at a school-sponsored activity that endangers persons or property, is in violation of a publicized policy of the Board, or is seriously disruptive of the educational process, including, but not limited to one or more of the

following reasons:

- a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
 - b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;
 - c. Intentionally causing or attempting to cause damage to school property or material belonging to staff (private property);
 - d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;
 - e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;
 - f. Deliberate refusal to obey the directions or orders of a member of the school staff;
 - g. Harassment and/or hazing/bullying on the basis of that person's race, religion, ethnic background, gender, or sexual orientation;
 - h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
 - i. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;
 - j. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student;
 - k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.;
 - l. Possession of any weapons or weapon facsimile, including but not limited to a knife, pistol;
 - m. Possession, transmission, distribution, selling, use or consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;
 - n. Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
 - o. Participation in any unauthorized occupancy by a group of students or others of any part of any school, school premises or other building owned by a school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
 - p. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;
 - q. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;
 - r. Repeated unauthorized absence from or tardiness to school;
 - s. Intentional and successful incitement of truancy by other students;
 - t. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution;
 - u. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
 - v. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
 - w. Lying, misleading or being deceitful to a school employee or person having authority over the student;
 - x. Unauthorized leaving of school or school-sponsored activities;
 - y. Unauthorized smoking.
4. Suspensions for more than two weeks (10 school days) for any offense, and expulsions are solely within the province of the Board of Education, which, except in an emergency, may take action only after a hearing conducted under the U.A.P.A., except that it may continue a suspended order under S3 (b).
 5. The student is entitled to a speedy hearing. The hearing shall be private unless the student requests a public hearing. The burden shall be on the administration to show by clear and convincing evidence why the student should be suspended or expelled.
6. If a student is suspended, he/she will receive a "0" for each test, quiz, or class he/she has missed. However, when the student returns to school he/she has the opportunity to make up his/her work, including missed tests. If the student does not make up his/her work or missed test(s) within the allotted number of days he/she will receive the original "0." A reasonable amount of time for make-up work will be determined by the teacher using the formula below:
- number of days suspended X 2. For example, if a student were suspended for 3 days, the number of days he/she would be granted to make up work would be 6 (3 days suspended X 2 = 6). It is the responsibility of the student to ask his/her teacher for make-up work.
 7. Students who are suspended are not to appear on school grounds during or immediately after the school day.
 8. Expulsion
 - a. The Board of Education or an impartial hearing board may expel a student if his/her action endangers persons or property, seriously disrupts the learning process or violates publicized board policy.
 - b. Unless an emergency exists, normally no student may be expelled without a formal hearing.
 - c. The Board of Education, as a hearing panel, may determine the length of expulsion and, if applicable, an alternate education program for a student under the age of 16.
 - d. A student between the ages of 16 and 18 may not be offered an alternate education if:
 - 1) the student has in his/her possession a dangerous instrument while at school.
 - 2) the student distributes or sells drugs on or off school property.
 9. Mandatory Expulsion
It shall be the policy of the Board to expel a student for one full calendar year if:
 - a. The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921*, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. 53A-3; or the student, off school grounds, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime; or the student, on or off school grounds, offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing,

transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. 21-277 and 21a-278.

- b. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess and use such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.
- c. The Board may modify the period of a mandatory expulsion on a case-by-case basis.
- d. A firearm, as defined by C.G.S. 53a-3, includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, black jack, bludgeon or metal knuckles.
*A firearm; currently defined by 18 U.S.C. 921, is any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers or silencers.

10. Suspension

Suspensions may be either in-school or out-of-school. The type of suspension will be determined by the administration.

a. In-School Suspension

- 1) Students may be assigned in-school suspension for infractions of school rules and/or regulations for no more than five (5) consecutive school days.
- 2) In-school suspension will be held during the school day. Students placed into in-school suspension will not be allowed to return to the regular school program until all of the suspension requirements have been met.
- 3) Any student who is absent from school during a period of in-school suspension will be required to complete the period of time assigned for suspension immediately following the student's return to school.
- 4) Any student cutting or leaving the in-school suspension area will be subject to immediate suspension from school.

b. Out-of-School Suspension

- 1) Students may be assigned out-of-school suspension for infractions of school rules and/or regulations for no more than ten (10) consecutive school days.

- 2) Students placed into out-of-school suspension will not be allowed to return to the regular school program until all of the suspension requirements have been met.
 - 3) Any student appearing on school grounds during suspension will be subject to further disciplinary action.
 - 4) The student's parent/guardian will be notified, and a conference will be required.
 - 5) The Superintendent of Schools will be notified.
 - c. Suspension and Participation in School-Sponsored Activities - A student who is suspended will NOT be allowed to participate/attend school-sponsored activities during or after school on the day(s) of suspension (includes any evening activity).
- #### 11. Suspension for Conduct Off School Grounds
- a. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:
 - 1) Conduct leading to violation of a federal or state law if that conduct is determined to pose a danger to the student himself/herself, other student, school employees or school property.
 - 2) Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees of school property.
 - b. In making a determination as to whether conduct is "seriously disruptive of the educational process," the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to, (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 29-38 and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

F. Sexual Harassment

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment. All complaints of sexual harassment will be investigated promptly in accordance with Administrative Procedures. It shall be a violation of this policy for any student, employee, individual under contract, or volunteer subject to the control of the Board of Education to harass a student, employee, individual under contract, or a volunteer, through conduct or communication of a sexual nature as defined by this policy. Sexual harassment is defined as unwelcome conduct of a sexual nature, whether physical, verbal or non-verbal, and any other gender-based harassment, whether initiated by students, school employees, or third parties, when:

- Submission to the conduct is made explicitly or implicitly a term or condition of a student's participation in school-sponsored activities, or any other aspect of the student's education;
- Submission to or rejection of the conduct is used as the basis for decisions affecting a student's academic performance, participation in school-sponsored activities, or creating an intimidating, hostile or offensive educational environment.
- The conduct has the purpose or effect of unreasonably interfering with a student's academic performance or participation in school-sponsored activities, or any other aspect of a student's education.

While an exhaustive list is not possible, the following are examples of specific behaviors that could constitute sexual harassment:

- Unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extra-curricular activities, assignments, homework, etc.;
- Any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance, or activities; sexual jokes; sexual gestures; public conversations about sexual activities or exploits; sexual rumors and "ratings lists," howling, catcalls, and whistles; sexually graphic computer files, messages or games, etc;
- Unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating;

- Any other unwelcome gender-based behavior that is offensive, degrading, intimidating or demeaning. Sexual harassment by a student, employee, individual under contract, or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Complaint Procedure

Any complaint related to discrimination should be initiated within sixty (60) calendar days of the alleged occurrence. It should be referred to the Title IX/Equity Officer or to a designee at the building level. If some reason exists that a person feels uncomfortable with the Title IX/Equity Officer, he/she may request the Superintendent to review the situation. The complaint procedure is available on request at all school offices and at the office of the Title IX/Equity Officer. Investigation should be undertaken by the smallest possible group to protect the confidentiality of the information. For students, it is important to have a same-sex support representative (a Title IX committee member or a counselor) present during the investigation.

1. As soon as a person feels that he/she has been subjected to discrimination, he/she should make a written complaint to the appropriate school personnel, or the Principal or his/her designee. The person will be provided a copy of this policy and regulation and made aware of his/her rights.
2. The complaint should state the
 - a. Name of the complainant,
 - b. Date of the complaint,
 - c. Date of the alleged discrimination,
 - d. Name or names of the discriminator(s),
 - e. Location where such discrimination occurred,
 - f. Detailed statement of the circumstances constituting the alleged discrimination.
3. Any person who makes an oral complaint of discrimination to any of the above mentioned personnel will be provided a copy of this regulation and will be instructed to make a written complaint pursuant to the above procedure.
4. If the complainant is a minor student, the person to whom the complaint is given should consider whether a child abuse report should be completed.
5. All complaints are to be forwarded immediately to the Principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent.
6. If possible, within four (4) working days of receipt of the complaint, the Principal or designee handling the complaint shall commence an effective, thorough,

objective, and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the complainant and the person(s) accused of discriminatory conduct, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discretely, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights will be upheld.

7. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged person(s) accused of discriminatory conduct, and as appropriate, to all others directly concerned.

Appeal Process

1. If the complainant is dissatisfied with the result of the investigation, he/she may file a written appeal to the Superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes discrimination. The Superintendent may also conduct a reasonable investigation, including interviewing the complainant and person(s) accused of discriminatory conduct and any witnesses with relevant information. After completing this review, the Superintendent shall respond to the complainant, in writing, as soon as possible.
2. An employee covered by a collective bargaining agreement that is not satisfied with the decision may utilize the grievance procedure as outlined in the bargaining agreement. If an employee not covered by a collective bargaining agreement, student, volunteer, citizen, or an individual under contract is not satisfied with the decision, within five (5) days of receiving the written decision he/she may appeal to the Board of Education. Within one (1) month of receiving the appeal, the grievance shall be placed on the agenda of the Board meeting and all involved parties notified of the meeting at which the grievance will be discussed. The employee, a volunteer, student, citizen, or an individual under contract may choose a representative to assist him/her in the discussion. Following the discussion and

consideration, the Board of Education shall render a decision in writing to all parties involved.

G. Hazing

Hazing, harassment, intimidation, or any act that injures, degrades, or disgraces a student or staff member will not be tolerated. Any student who engages in such behavior is subject to disciplinary action including removal from class, exclusion from co-curricular and extra curricular activities, expulsion, or referral to law enforcement officials. No person in charge of a school-sponsored activity will permit the above-mentioned behavior. Violations will result in disciplinary action.

H. Bullying

Policy - Students

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

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations in furtherance of this policy. As provided by statute, such regulations shall: (1) enable students to anonymously report acts of bullying to teachers and school administrators, and require that students to be notified annually of the process by which they make such anonymous reports, (2) enable the parents or guardians of students to file written reports of suspected bullying, (3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing, (4) require school administrators to investigate any written reports filed pursuant to subdivision (2) and to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report, (5) include a prevention and intervention strategy for school staff to deal with bullying, (6) provide for the inclusion of language in student codes of conduct and in all student handbooks concerning bullying, (7) require school administrators to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and invite them to attend at least one meeting, (8) require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and to report such number annually in a manner prescribed by the

Commissioner of Education to the Department of Education, (9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, and (10) require the identification of appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint.

The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act (“FERPA”) and the district’s Confidentiality and Access to Student Information policy and regulations.

For purposes of this policy, “Bullying” shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year. Bullying outside the school setting may be addressed if it has a direct and negative impact on a student’s academic performance or safety in school.

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

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

Prevention and Intervention Strategy

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

1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.

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

Regulation - Students

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

It is imperative that bullying be identified only when the specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as bullying, however, will subject the perpetrator to disciplinary action in accordance with the Board’s policies on student disciplinary suspensions and expulsion.

I. Definition

In accordance with state law and Board policy, “bullying” means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other

student while on school grounds, at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year.

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

1. Types of conduct. Bullying can take many forms and can include many different behaviors having the overt intent to ridicule, humiliate or intimidate another student. Examples of conduct that could constitute bullying include:
 - a. Physical violence and/or attacks;
 - b. Verbal taunts, name-calling and put-downs, including taunts based on ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics;
 - c. Threats and intimidation (through words and/or gestures);
 - d. Extortion or stealing of money and/or possessions.
2. Ridicule, humiliation, and/or intimidation. Bullying behavior is more than misconduct. Such behavior is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.
3. Repeated incidents. Bullying behavior in violation of Board policy must be committed more than once against any student during the school year.” An isolated incident, however egregious, is not “bullying” under state law and Board policy. Similarly, numerous acts of misconduct against different students may not constitute “bullying” under state law and Board policy. Conversely, where there are repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual, the responsible administrator shall

develop a case-specific intervention to address such repeated incidents of bullying, which may include both counseling and discipline.

4. Location. Bullying behavior in violation of Board policy must occur on school grounds, at a school-sponsored activity, or on a school bus. Conduct that occurs off-campus (e.g. harassment over the Internet, physical intimidation in the community) may be considered bullying under this Policy if it has a direct and negative impact on a student's academic performance or safety *in school*. Conduct that would otherwise be considered bullying occurring off-campus (and outside of any school-sponsored activity) may subject the perpetrator to disciplinary action. Discipline for such conduct, if it has a direct and negative impact on a student's academic performance or safety at school, may be imposed if such conduct violates a publicized policy of the Board and is seriously disruptive of the educational process. Unless such conduct triggers a mandatory expulsion under Conn. Gen. Stat. §10-233d(a), however, school officials are authorized to impose discipline for such off-campus conduct only if such conduct markedly interrupts or severely impedes the day-to-day operation of the school.

II. Complaint Processes

A. Publication of the Prohibition Against Bullying and Related Procedures

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

“Bullying behavior by any student in the Canton Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year. Bullying outside of the school setting may also be addressed if it has a direct and negative impact on a student's academic performance or safety in school.

Students and/or 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 #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.”

B. Annual Notification of the Complaint Process

The process by which students may make formal, informal, and anonymous complaints as set forth below shall be publicized annually in the student handbook of each of the District schools.

C. 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.

D. Informal/Verbal Complaints by Students

Students may make informal complaint of conduct that they consider to be bullying by verbal report to a teacher or administrator or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or therapist. 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.

E. 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 complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

III. Staff Responsibilities and Intervention Strategies

A. Teachers and Other School Staff

Teachers and other school staff who witness acts of bullying, as defined above, shall promptly notify the Building Principal and/or his/her designee of the events observed, and shall promptly file a written incident report concerning the events witnessed. Promptly is defined as no longer than the next school day. Teachers and other school staff who receive student or parent reports of suspected bullying shall promptly notify the Building Principal and/or his/her designee of such report(s):

- Formal written complaints shall be forwarded to the Building Principal or his/her designee.
- Informal complaints by a student received by a certified teacher shall be reported on the *Report of Bullying Form* and forwarded to the Building Principal or his/her designee.
- Informal complaints by a student that is received by non-certified school staff shall be verbally reported to the Principal and/or his/her designee.

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

B. Administrator Responsibilities

1. Investigation

The Principal (or other responsible program administrator) shall be promptly notified of any formal or informal complaint of suspected bullying received by any building administrator, teacher or other professional employee. Under the direction of the Building Principal or his/her designee, all such complaints shall be investigated promptly. In order to allow the District to adequately investigate all formal complaints, the parent of the student suspected of being bullied must complete a consent form that allows their District to release that student's name to those third parties who the District contacts as part of its investigation of that complaint with regard to the investigation of informal complaints, the parent of the student suspected of being bullied must complete the above-referenced consent form so long as that student has not requested anonymity.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report. This written report is confidential and for internal use only; it shall not be shared with the family of either the perpetrator or the victim, except as provided by law (e.g. court order/subpoena).

2.

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

Remedial Actions

Verified acts of bullying shall result in intervention by the Building Principal or his/her designee that is intended to address the acts of the perpetrator and the needs of the victim and to assure that the prohibition against bullying behavior is enforced, with the goal that any such bullying behavior will end as a result.

Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying" as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in-school suspension; suspension or expulsion) is a matter for the professional discretion of the Building Principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against bullying.

a. Non-disciplinary Interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying. If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

b. Disciplinary Interventions

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

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

c. Interventions for Bullied Students

The Building Principal (or other responsible program administrator) or his/her designee shall intervene in order to address repeated incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following:

- Counseling;
- Increased supervision and monitoring of student to observe and intervene in bullying situations;
- Encouragement of student to seek help when victimized or witnessing victimization;
- Peer mediation where appropriate.

3. General Intervention Strategies

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

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

IV. Reporting Obligations

- A. Report to the Parent or Guardian of the Perpetrator
If after investigation, acts of bullying by a specific student are verified, the Building Principal or his/her designee shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.
- B. Reports to the Victim and his/her Parent/Guardian
If after investigation, acts of bullying against a specific student are verified, the Building Principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law (e.g., court order/subpoena). The parents of the

children involved in the bullying incident shall be invited to attend at least one meeting at school.

- C. Notices shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and the other parent/guardian if requested. This mailing requirement shall be in effect for as long as the student attends the school in which the original request is made.
- D. List of Verified Acts of Bullying
The Principal of each school shall maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request. The list shall be reported annually to the Department of Education in such manner as prescribed by the Commissioner of Education. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with Section III (1) above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.

V. Staff Development

Effective July 1, 2009, the District's staff development program for certified personnel shall include training pertaining to the prevention of bullying.

(Appendix A)

ANNUAL BULLYING NOTICE

The Canton Board of Education will notify students annually of the process by which they may anonymously report acts of bullying to teachers and school administrators. This wording will be included in student handbooks.

Bullying behavior by any student in the Canton Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Bullying” means any overt acts by a student or a group of students directed against another student with the intent to

ridicule, harass, humiliate or intimidate the other student while on school grounds, at school-sponsored activity, or on a school bus, which acts committed more than once against any student during the school year. Such overt acts, which occur off-campus (and not at a school sponsored activity) may also constitute bullying if it is determined that they have a direct and negative impact on a student's academic performance or safety in school.

Students 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. In addition, parents may also file written complaints concerning suspected bullying behavior. 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 # 5131.91 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

Informal/Verbal Complaints of Bullying by Students

Students may make complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or school therapist. Student complaints of bullying should specify the actions giving rise to the suspicion of bullying, including the 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 a student complaint shall promptly reduce the complaint to writing, including the information provided by the student. The written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the building Principal (or other responsible program administrator) for review and action.

Formal/Written Complaints of Bullying

Students and/or their parents or guardians may also file formal written complaints of conduct that they consider to be bullying. Such written reports should specify 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.

Anonymous Complaints of Bullying

Students who make complaints of bullying to a teacher and/or administrator may request that their name be maintained in confidence by the teacher(s) or administrator(s) who receives 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 complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

(Appendix B)

VERIFIED ACTS OF BULLYING IN THE CANTON PUBLIC SCHOOL

Bullying Behavior in the Schools

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

I. Drug and Alcohol Regulations

There are serious consequences for using, being under the influence of, possessing, selling, dealing or giving away alcohol, illegal drugs, narcotics and/or restricted drugs by students of the Canton Public School System. The following regulation applies to conduct on and off the school property.

1. Definition:

A drug may be defined as any mood-altering chemical used to affect behavior, promote abuse or psychological or physiological dependence. These substances include alcohol and all controlled substances defined by CT State Statutes (Section 21a-240). Among these, but not limited to, are amphetamine type, hallucinogens, morphine type, cannabis type, cocaine type, barbiturate type, steroids, and other stimulant or depressant drugs. Also included are any substances prescribed by a physician that are not used in the prescribed manner.

2. Search:

School administrators may search a vehicle, locker, bag, and backpack and may demand that a student empty his/her pockets if they have reasonable cause to believe that the student possesses chemicals or objects related to the drugs defined above.

3. Consequences of alcohol or other drug possession, use, and/or distribution by students

Any student in the Canton Public Schools in possession of, using/misusing, or under the influence of alcohol or controlled substances/drugs, or in possession of related paraphernalia on school premises or on/at a school-sponsored activity shall be subject to the following penalties:

- a. Suspension/Expulsion – immediate suspension from school for ten (10) school days and possible recommendation to the Board of Education for expulsion. Expulsions may last 11 to 180 days. In accordance with the Canton Board of Education Policy (Section 5114): students offering for sale, or possessing with intent to sell, a controlled substance on or off school grounds shall be expelled for one full calendar year.
- b. Contact/Conference – the school will contact the parent/guardian in order to inform them of the incident. A conference will be held with the student's parent/guardian and the building administrator to discuss the extent of the problem and share concerns and suggestions for parent/guardian action. In the event that the student is in possession of alcohol or controlled

substances/drugs or in possession of related paraphernalia, the police will be contacted.

- c. Resources – the parent/guardian may be referred by the building administrator to appropriate outside agencies and will be made aware of in-school resources for help.
 - d. Other – the student may also be subject to any other consequences as outlined in school handbooks. (see pp. 14 – 15 for additional information about suspension/expulsion.)
4. **CIAC Performance Enhancing Drugs Policy** – See Page 26 (Extra Curricular Programs/Athletics, Section C, #4) for regulations regarding CIAC penalties for use of androgenic/anabolic steroids and other performance enhancing substances.

J. Use of Passive Alcohol-Detecting Device at School Sponsored Activities

1. Once a decision has been made by the school administration to use an alcohol-detecting device at a school-sponsored activity, the following steps will be followed:
 - a. Students will be notified prior to any extracurricular or school-sponsored event where an alcohol-detecting device may be used. Prior notification may include, but not limited to, student/parent handbook, student assembly, morning announcements, advertisements on tickets, and written notification distributed to students.
 - b. Every student will be required to state his/her name and repeat a phrase while the passive alcohol-detecting device is in use by an administrator or an administrative designee.
 - c. If a student refuses to take the passive alcohol-detecting device, then the student will be denied entry to the event and parents will be immediately contacted.
 - d. If alcohol is detected by the passive alcohol-detecting device, the student will be taken to a private area, and, after 10 minutes, an additional reading will be taken.
 - e. If the student tests positive for a second time, his/her parents will be contacted, the student will be removed from the event, and appropriate disciplinary consequences will follow, including a ten (10) day suspension and possible recommendation to the Board of Education for expulsion. *See Drug and Alcohol Regulations for additional information.*

2. Use of Passive Alcohol-Detecting Device Without Prior Notification, Including During the School Day

If there is reasonable suspicion (indications of reasonable suspicion may include, but are not limited to, such characteristics as alcohol odor, slurred speech, unsteady gait, lack of coordination, presence of an alcohol container, bloodshot or glazed eyes) that a student consumed or was under the influence of alcohol, then:

- a. an administrator and/or an administrator designee will take the student to a private area and will question and observe the student.
- b. if the administrator or an administrator designee thinks the student is under the influence of alcohol, then the student will be asked to state his/her name and repeat a phrase while the passive alcohol-detecting device is in use.
- c. if the student refuses the request, the judgment of the administrator will stand, and appropriate disciplinary consequences will follow, including a ten (10) day suspension and possible recommendation to the Board of Education for expulsion, and parents will be contacted.
- d. if the passive alcohol-detecting device is used and no alcohol is detected, then another test will be performed. If the test is negative for the second time, parents will be notified and the student will be allowed to return to the school-sponsored event and/or resume the regular school day program.
- e. if the passive alcohol-detecting device is used and the student is tested positive, then another test will be administered.
- f. if the student tests positive for a second time, his/her parents will be contacted, the student will be removed from the event and/or the regular school day program and appropriate disciplinary consequences will follow, including a ten (10) day suspension and possible recommendation to the Board of Education for expulsion. *See Drug and Alcohol Regulations for additional information.*

Police/Medical Emergencies:

1. Police will be contacted if a student is in possession of drugs/alcohol.
2. If a student is sick as a result of alcohol/drug consumption, the school nurse will be contacted for an evaluation during the school day; for activities outside the school day or if the nurse is unavailable during the school day, the police/EMT personnel will be contacted.

Training

Administrators and the school nurse will be trained in the use of the passive alcohol-detecting device. Administrators new to the district will be trained by previously trained school personnel.

Calibration

The passive alcohol-detecting device will be calibrated as often as suggested by the manufacturer.

Records

Results of the passive alcohol-detecting device will be maintained in confidential, administrative disciplinary records.

K. Use of Dogs to Search School Property (Board Of Education Policy 5145.122(a))

The administration is permitted to invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances, when necessary to protect the health and safety of students, employees or property and to detect the presence of illegal substances or contraband, including alcohol and/or drugs. The use of trained canine sniffing dogs is subject to the following:

1. The administration shall authorize the search and the Principal or his/her designee shall be present while the search is taking place.
2. All school property such as lockers, classrooms, parking areas and storage areas may be searched.
 - Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
 - When used for demonstration purposes, the dog may not sniff any student and/or staff.
4. Individual(s) shall not be subjected to a search by dogs.
5. Once notification has been given to parents and students, through the inclusion of the policies in the student and/or parent handbook, the school district will have met its obligation to advertise the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.
6. Only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place or responsibility for it shall be called to witness the search. If a dog alerts on a locked or unlocked

vehicle, the student who brought it onto district property shall be asked to unlock it for inspection.

7. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substances(s) on school property.

L. Weapons Possession

A student who is in possession of an instrument which is ordinarily or generally considered to be a weapon, who is on school grounds before, during, or after a school sponsored function, will be subject to the penalties outlined in the School Weapons Policy.

SCHOOL WEAPONS POLICY

No weapons of any kind should be in the possession of/handled by/transported by/transmitted by/used by any student while in school, on school grounds or at any other school activity. Instruments that are ordinarily or generally considered to be a weapon include, but are not limited to, any object which can be used to injure another person and which has no school-related purpose. The following examples of instruments ordinarily or generally considered weapons: guns, whether loaded or unloaded, from which a shot may be discharged, knives of all types, billys, blackjacks, bludgeons, metal knuckles, lead pipes, chains, chuck sticks, throwing stars, darts, unauthorized tools, fireworks, explosives, and certain kinds of chemicals. This is a class D felony.

First offense: Suspension and/or expulsion
Parent/guardian and/or police contact.

Second offense: Police contact/recommendation for expulsion.

M. Class A Misdemeanor / Felony Arrest

The Conduct Risk Assessment Team (CRAT) will meet on all reported student felons or Class A misdemeanors to consider the risk of danger posed by such student to other students, to school employees, to school property and/or to himself/herself while at school. The purpose of the committee will be to effectuate an appropriate modification of such student's educational plan or placement and for disciplinary purposes if it is deemed this would be in the best interest of the school to do so.

N. Connecticut Laws and School Discipline

Students should be aware that several Connecticut laws can have an impact on their ability to attend public school. The content of these laws is summarized below. (Copies of the State Statutes are available upon request.)

1. It is illegal for students to bring firearms, knives, dangerous weapons or dangerous instruments to school. These items should never be brought on to school grounds. Being in possession of such items in school may result in arrest by the police and suspension and expulsion from school.
2. Students who illegally possess a firearm outside of school or who use a firearm, dangerous weapon or dangerous instrument in the commission of a crime and are arrested by the police for such an act will be reported to school officials by the police. Such actions may result in suspension or expulsion from school.
3. Students who possess, distribute or sell illegal drugs in school or outside of school are subject to arrest by police. Such actions are reported by the police to school officials and may result in suspension or expulsion from school.
4. All felonies and Class A misdemeanors committed outside of school are reported to school officials by the police. School officials are required by Connecticut state law to meet and determine if it is safe for students involved in these activities to remain in school

EARNED STUDY PRIVILEGE

Earned Study Privilege (ESP) allows a no-pass system for students in Grade 11 and Grade 12, during unassigned time. This system allows for freedom of movement to the following areas:

- cafeteria
- library
- computer lab
- math lab
- guidance
- writing lab
- classrooms for individual instruction

A. Rationale

Our Earned Study Privilege policy is based on the belief that schools should contribute to the academic, social, and emotional growth of students. In addition, it is designed to allow for student participation in decision-making processes concerning the use of his/her unassigned time.

This opportunity to develop self-discipline in an

atmosphere of accountability and responsibility will aid the student in his/her preparation for adult life.

B. Qualifications

To qualify for Earned Study Privilege a student must adhere to all school rules and regulations. Students who exhibit inappropriate behavior and show little regard for school policies will lose their ESP and be assigned to a study hall. Students may also be assigned detention for uncooperative behavior.

C. Restrictions

1. The following areas are not to be used during Earned Study Privilege:
 - parking areas
 - outside areas (not designated)
 - classroom wings/hallways
2. Students are not to leave school grounds during ESP or at any other time unless prior administrative permission has been granted.

D. Supervision

Students in this program will be supervised by hall duty teachers, supervisory aides, library personnel and teachers.

STUDENT SUPPORT PROGRAMS AND SERVICES

A. Guidance Services

The Guidance Department functions to assist all pupils. Teachers, parent/guardians, administrators, and guidance personnel should participate cooperatively in the guidance program. Major functions of the Guidance Department include the following:

1. Provide personal, educational, and career counseling to aid students in gaining insight into themselves and their abilities in order to assist them in decision-making and to help them plan realistically for future years.
2. Utilize all possible means, such as test scores, research data, staff input, personal interviews, and reference materials in guiding and advising students in accordance with the student's own ambitions, abilities and interests.
3. Assist students in setting up and maintaining course schedules throughout their high school career.
4. Make available to staff and administration updated records and information which will aid them in better understanding and dealing with the students

in their care.

5. Interpret guidance services for the community.
6. Help parents/guardians come to a greater understanding of their children and the school.
7. Act as the vehicle for appropriate referrals to psychological services and social agencies.
8. Determine specific student needs through the counseling process and research data and recommend to the staff and administration possible adjustments to curriculum, teaching, and school policies
9. Play a major role in advising students as to post-secondary employment and education; suggest appropriate colleges and universities to students and their parents/guardians.
10. Write recommendations and prepare transcripts to assist in the secondary and post-secondary placement of students.

B. Health Services

The health room is located on the second floor directly across from the Library Workroom. The school nurse or nurse's aide is available during the entire regular school day.

Services offered:

1. Hearing tests – Grades 7 & 8, or if requested by a parent or teacher.
2. Vision Screening – Grades 7 & 9, or if requested.
3. Scoliosis Screening – Grades 7, 8, & 9
4. Medications - are given to students by the school nurse as directed by the student's physician after authorization for medication forms are signed by the physician and the parent/guardian. Students are allowed, in grades 7-12, to self-medicate and carry their own medication(s) if the proper forms are submitted to the health office. Emergency supplies are available for diabetics. The school is also supplied with medication in the event of an allergic reaction to a bee sting or food allergy.
5. Immunizations - state law requires all students be immunized against polio, DPT, measles, rubella, mumps, hepatitis B, and varicella (chicken pox).
6. Physical Exams – are required for entering seventh (7th) grade and again for incoming eleventh (11th) grade. Where financial need exists, parents are advised to contact the school nurse who will arrange for a physical exam with the school physician. Sports physicals are required yearly for students participating in athletics.

C. School Psychologist

The services of a professionally certified school psychologist are available to students who have learning or school related problems. The role of the psychologist is primarily to:

1. Administer and interpret tests of intelligence and personality.
2. Provide counseling when appropriate.
3. Serve as a consultant to staff and parents/guardians on a wide range of school related issues.

Students may be referred to the psychologist by a teacher, administrator, counselor or parent. The need for services of the psychologist is generally determined by a Planning and Placement Team (PPT). Services are usually short term but can range over a year's time. Further information on the services of the school psychologist can be obtained through the guidance office or school administration.

D. School Social Worker

The school social worker serves as a support resource person. By utilizing interviewing techniques, psychodynamics in human behavior, and an understanding of the family and its social environment, the school social worker counsels students individually and in groups. The social worker talks with students and family members, when necessary, to help them consider possible solutions to problems and assists them in their selection of appropriate alternatives. In addition to counseling, the social worker serves as consultant to school personnel and as a community resource. To offer the most positive experience for students, the social worker works closely with and receives referrals from guidance counselors, school administrators, ancillary staff, teachers and parents/guardians. Student interviews with the social worker are scheduled by appointment or if the social worker is available, a student may drop in.

E. 504/Academic Support Coordinator

A tutor is available 30 hours per week to provide educational support to 504 students as well as those students identified by counselors and/or the Student Assistance Team. The tutor will monitor academic performance, provide instruction when necessary, regularly meet with students, and communicate with parents/guardians.

F. School Library/Media Center

The Library/Media Center offers an excellent opportunity for students to pursue a subject or project

on an individual basis. Students learn and grow intellectually by using the resources of the library/media center. Students are encouraged to use the library/media center, keeping in mind that they must share facilities and resources with their fellow students.

Library/Media Center Regulations

1. The library/media center is open each day from 7:00 a.m. until 3:30 p.m. except on Fridays, when the library/media center will close at 2:45 p.m.
2. Students may use the library/media center during their open/study periods. Students must have a library-related assignment and a pass from the subject-area teacher. Upon entering the library/media center, students must present the pass to the librarian and sign in on the appropriate list. They remain in the library/media center for the entire period.
3. Students wishing to use the library/media center during their lunch period must also obtain a pass from a teacher.
4. Students must be in the library/media center on time.
5. The library/media center is a place for quiet study and research. Students not using the library/media center appropriately may be disciplined by the librarian. Discipline may include a discussion, reprimand, warning, detention, loss of library privileges, or in extreme cases, referral to the administration.
6. The following procedures will be followed to insure the prompt return of library/media center materials:
 - a) Students will be allowed to sign materials out for a period of two weeks. These materials may also be renewed for an additional two-week period.
 - b) Reference materials will be not be circulated.
 - c) Students are financially responsible for all materials not returned to the library/media center, and will not receive final report cards until materials are returned or replacement fees paid for.
7. Cell phones are not to be on, or visible, in the library/media center at any time.
8. No food is allowed, nor any beverages other than clear water.

G. Writing Lab

The Writing Laboratory is an extension of the English and Social Studies departments. The Writing Lab will be staffed with English and Social Studies teachers. It will be open throughout the day and may be used by:

1. Students in Grades 9 & 10 who have been assigned during study hall because of difficulties in writing.
2. Students in Grades 11 & 12 who require help in writing and have been urged to attend during Earned Study Privilege.
3. Any student requesting assistance in an English or Social Studies course as it pertains to writing. The Writing Lab will also serve as a resource center where reference materials and books will be available for students to use for projects and reports.

H. Math Lab

The Mathematics Laboratory is an extension of the Mathematics Department and usually will be staffed with mathematics teachers. It will be open to students every period of the day and may be used by:

1. Students in Grades 9 & 10 who have been assigned during study hall because of difficulties in mathematics.
2. Students in Grades 11 & 12, who require help in mathematics and who have been urged to attend during Earned Study Privilege.
3. Any student requesting assistance in a mathematics course. The Math Lab will also serve as a resource center where reference materials and books will be available for students to use for projects and reports.

I. Homebound Instruction

Any student who, through an injury or illness, is absent from school for a period of two or more weeks will be eligible for up to ten (10) hours of homebound instruction per week. Such instruction will be provided after a parent/guardian notifies the Special Education Administrator, in writing, requesting homebound instruction.

J. Canton Academy – An Alternative School

In response to a need for a smaller learning environment for select students, an alternative school, Canton Academy, has been established. The school would operate Monday through Thursday from 3:00-6:30 p.m. on the campus of Canton High School.

- The program would be available to regular and special education students in grades 11 and 12. During the first year, enrollment in the program may be limited up to 10 students.
- Students are eligible for the program if recommended by the PPT or the Student Intervention Team, and have demonstrated the need for a small instructional setting in a modified school day. Students would be required to complete an application prior to admittance, and would be required to participate in an interview process with a member of the Academy program, a parent/guardian, and a counselor or case manager.

For additional information, please contact Ms. Melissa Cook, Coordinator of the Canton Academy, your teenager's counselor, or visit the school's website to read the Canton Academy Handbook.

K. School Computer Use

Internet access is provided for students to conduct research and communicate with others in relation to school work. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. Access is a privilege, not a right.

Therefore, based upon the "Student Regulations for Acceptable Use of Technology" outlined here, the system administrators will deem what is inappropriate use. Decisions are final. The system administrators may deny, revoke, or suspend specific user access at any time. Individual users are responsible for their use of the network.

Canton High School Student Regulations for Acceptable Use of Technology

Reasons for This Policy

Canton Board of Education ("CBOE") is providing a computer network and Internet access for its students and teachers. This service allows teachers and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. CBOE has adopted these "Regulations for Acceptable Use of Technology" (RAUT) to set guidelines for accessing the CBOE Computer Network and/or the Internet service provided by CBOE. ***Every year, students who want computer network and Internet access for that upcoming school year need to sign and return these "Regulations for Acceptable Use of Technology" to the school within the first two weeks of school in order to maintain their access to technology. In addition, students must have their parents or guardians sign this RAUT.** By signing

this agreement, the student and parent or guardian agree to follow the rules set forth in this RAUT and to report any misuse of the computer, the CBOE Computer Network, and/or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand CBOE may revise the Internet Acceptable Use Policy as it deems necessary. CBOE will provide notice of any changes either by posting a revised version of the RAUT on its website or by providing written notice to the students, employees, and parents or guardians. To obtain access to the CBOE Computer Network and the Internet, students must also follow any school procedures developed at the school site. Each student who qualifies may access the CBOE Computer Network or Internet. The student is required to change the password when prompted and routinely thereafter. The account may only be used during the time the user is a student of the CBOE. Anyone who receives an account is responsible for making sure it is used properly and the password is never given to anyone outside of the Information Technology Staff. Nor should the password be written down and posted to a wall near the computer, taped under the keyboard, or in any way made easy for another person to uncover. The IT staff will *only* request a user password if a staff member's or student's account requires service, and, as a courtesy, the IT staff can avoid resetting that account to a default password state. ***All students and their parents/guardians must sign a "Regulations for Acceptable Use of Technology" Form by September 7, 2007 and submit these forms to the CHS office. Forms are distributed via the back-to-school mailings; additional forms are available in the CHS office.**

Acceptable Uses of the CBOE Computer Network or the Internet

- The account provided by CBOE should be used only for educational purposes.
- If a user is uncertain about whether a particular use of the CBOE Computer Network or the Internet is appropriate, he or she should consult a teacher or supervisor.

Unacceptable Uses of the CBOE Computer Network or the Internet

The following uses of the account provided by CBOE are unacceptable:

Uses that violate any state or federal law or municipal ordinance are unacceptable.

- Unacceptable uses of the CBOE Computer Network include, but are not limited to the following:
 - Selling or purchasing any illegal substance;

- Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law;
- Transmitting or downloading confidential information or copyrighted materials;
- Uses that involve the accessing, transmitting, or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency, or other related authority;
- Uses that involve obtaining and/or using anonymous email or web proxy sites.

Uses that cause harm to others or damage to their property are unacceptable.

- Unacceptable uses of the CBOE Computer Network include, but are not limited to the following:
 - Deleting, copying, modifying, or forging other users' e-mails, files, or data;
 - Accessing other users' email without their permission, and as a result of that access, reading or forwarding the other user's e-mails or files;
 - Damaging computer equipment, files, data, or the CBOE Computer Network;
 - Using profane, abusive, or impolite language online;
 - Disguising one's identity, impersonating other users, or sending anonymous email messages;
 - Threatening, harassing, or making defamatory or false statements about others;
 - Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - Accessing, transmitting, or downloading computer malware (virus, spyware, etc.) or other harmful files or programs, or in any way degrading or disrupting any computer system performance, including games or chat software.
 - Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes";
 - Using any CBOE computer to pursue "hacking," internal or external to CBOE, or attempting to access information that is protected by privacy laws.

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

- Unacceptable uses of the CBOE Computer Network include, but are not limited to the following:
 - Using other users' account passwords or identifiers;
 - Disclosing one's account password to other users or allowing other users to use one's account;
 - writing down the password and posting to a wall near the computer, or taping the password under the keyboard, or in any way making it easy for another person to uncover the password;
 - Getting unauthorized access into other users' accounts or other computer networks;
 - Interfering with other users' ability to access their accounts.
 - Taking any remote control of another computer system, unless established by the IT Staff.

Commercial use Guidelines:

Purchases over the Internet for a project, such as wood class, are permissible *only* with teachers' and/or parents' permission.

- Unacceptable uses of the CBOE Computer Network include, but are not limited to the following:
 - Selling or buying anything over the Internet for personal financial gain;
 - Using the Internet for advertising, promotion, or financial gain;
 - Conducting for-profit business activities.

Internet Safety:

- CBOE will implement filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other harmful materials. The software will work by scanning for objectionable words or concepts, as determined by CBOE and Connecticut Educators Network (CEN). *However, no software is foolproof*, and there is still a risk an Internet user may be exposed to a site containing such materials. A user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, he or

she should notify a teacher or supervisor immediately.

- Students shall not reveal on the Internet personal information about themselves or about other persons. For example, students should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet. An exception to this would be online applications to colleges or job studies. These activities must be pre-approved by a guidance counselor. Final responsibility for putting personal information on the Internet rests with the individual. Not only on the CBOE Computer Network, but anywhere, it is strongly recommend that users go to great lengths to determine legitimacy of any online organization.
- Students shall not meet in person in a secluded place or a private setting anyone they have met on the Internet.
- Students shall not meet in person *in any place* anyone they have met on the Internet without their parent's permission. CBOE will not endorse of any type of meeting with persons students have met on the Internet *without* pre-approval in writing.
- Account users will abide by all school security policies.

Privacy Policy:

- The System Administrator has the authority to monitor all accounts, including e-mail and other materials transmitted, received, and/or created on any computer or user account. All such materials are the property of CBOE.
- Account users do not have any right to, or expectation of, privacy regarding such materials.
- Offensive or inappropriate material gained in the any of the above means will be submitted to an appropriate supervisor with disciplinary recommendations.

E-mail use:

- At this time, student use of personal email is permitted, but this is subject to change as state and federal guidelines mandate. Local school policy may be more restrictive and should be consulted prior to beginning use of these services. As it stands now, student email is *never* allowed to be accessed at CIS or CBPS.
- If a user is accessing personal email through the CBOE Computer Network, it should be for the purpose of education only. This would include

transferring documents created by the student to the teacher.

- CBOE does *not* permit transferring programs via email.
- Suggested method for transferring homework is using a USB Flash drive.
- Emailing grades or attendance is *prohibited*.

Games:

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

Chat Rooms, Blogs, Discussion Boards:

- Access to chat rooms, blogs, and discussion boards is restricted to educational use only. This will be led by a staff member and must be pre-approved by a building level administrator prior to the lesson.
- No instant messaging will be permitted, unless the teachers and/or students have met with the above qualifications.

Storage Capacity:

- Each student will be allowed up to 200MB of storage. More space may be made available upon request providing it is warranted by a teacher and only if there are no technical problems with the request.
- To ensure that account users remain within the allocated disk space, students should periodically delete unwanted files or data that are no longer needed and take up excessive storage space.

Personal Computers:

- Personal computers from home are only allowed to be used on CBOE Computer Network *after* they have been verified by a System Administrator. Any utilities used for hacking, peer-to-peer file sharing, or sniffing will be immediately barred from Canton Schools.
- Some schools may not allow student computers on their network. Always check with your building level IT support for site specific rulings.

Prior to receiving a user name and password:

- User must have a signed user agreement on file.

Passwords:

- User names and passwords will be assigned. Generally this is in the form of first initial last name, but the System Administrator reserves the

right to assign any name based on what is available.

- Passwords will be a minimum of 6 characters long and a maximum of 8 characters long.
- As a guideline, passwords should be a combination of numbers and characters and should not be something personal.

Penalties for Improper Use:

- The use of the CBOE Computer Network and equipment, including the account, is a privilege, not a right.
- Inappropriate use may result in the restriction or cancellation of the account.
- Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or criminal prosecution by government authorities.
- CBOE will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

Food or Drink will not be taken or consumed in computer classrooms or near any workstation!

EXTRACURRICULAR PROGRAMS

Students are encouraged to become involved in extracurricular activities since there is more to education than just classes. Students who do participate in a club or special activity are encouraged to manage their time to ensure the continuation of academic success.

A. Activities

1. Assembly Programs - Several times each year special assembly programs are presented to the students. These include professional cultural performances, informational presentations, and a student holiday concert.
2. Bloodmobile - The Red Cross Bloodmobile visits Canton High School every year. Eligible staff, students, and community members are invited to donate blood.
3. Class Organization - Each of four classes elects its own president, vice president, treasurer, and secretary and is assigned two faculty advisors. Each class sponsors various activities during the school year. Past activities have included dances, fundraisers, and trips. Each student is responsible for his/her annual Class Dues.

4. Concerts - Concerts by the band and chorus are scheduled throughout the year.
5. Dances - Dances are sponsored by various student groups each year. The Canton Board of Education makes a strong commitment in the funding of student dances. The Junior Prom and the Senior Prom have become traditions at Canton High School. (The rules governing dances can be found in the Student Conduct and Responsibilities section of this handbook.)
6. Field Trips - Several field trips are sponsored each year by various departments and individual teachers. In the past, trips to the State Capitol, Canada, Washington, D.C., New York City and other places as they relate to the curriculum and student interest have been organized. Signed parent/guardian permission slips are required for any student who wishes to participate in a field trip. Any overnight field trip requires prior approval by the Superintendent. An application process is required.
7. Fundraisers - Fundraisers sponsored by classes and clubs throughout the year must be approved by the Administration.
8. History and Government Activities
 - a) Model United Nations - Students from schools throughout the Hartford area meet in mock legislative sessions at the University of Hartford. Preparatory activities include a trip to New York City to visit various U.N. missions.
 - b). Close-Up - A small group of students spend a week in Washington for intensive study of government and politics. Briefings by government officials and members of Congress are featured.
9. National Honor Society - National Honor Society members are selected on the basis of scholarship, leadership, service, and character. The guidance office prepares a list of students eligible on the basis of scholarship. Students must have a 10.5 grade point index or better and be members of the junior or senior class. A selection council is formed from the professional staff to screen and evaluate all candidates and make final selections.
Selection Guidelines For the Collins Chapter of the National Honor Society:
 - a) All students who have obtained a minimum cumulative grade point average of 10.5 are eligible to apply for membership.

- b) The categories of Leadership, Character, and Service will be evaluated when considering students for membership.
 - c) Eligible students must submit two Activity Forms and must distribute six evaluation forms to teachers of their selection.
 - d) Rating scales (1-5) will be employed as an aid during the selection process.
 - e) A minimum average of 3 must be attained in each category on all forms in order for a student to be given further consideration for membership.
 - f) Membership selection occurs in the fall by a five-member Faculty Council using the above criteria.
10. Spirit Week/Alumni Weekend - This is a major school activity. The objective of this week is to increase school spirit. Students participate in a series of events that culminate in a field day competition. Activities during this week include daily costume themes, a talent show, dance, and a parade. Both faculty and students participate. The Honor Society, Athletic Council, and Student Council organize the activities of Spirit Week.
 11. Student Council - The Student Council is the official representative body of the students to the school administration and the Board of Education. Five representatives are elected from each class to the Council. Additionally, the vice president of each class is part of the Student Council. The five officers of the council are elected by the student body each spring. Council activities include fundraisers and service projects for the school community. In addition, the Student Council serves as a forum for student concerns.

B. Clubs and Activities

1. Canton High School supports a variety of student clubs to accommodate student interests. Students and faculty members are urged to approach the assistant principal when there is interest in forming a new club. The current list of clubs includes:

Art Club
Athletic Council
Be the Change
CATA
Chemistry Club
CHS TV
Circle of Friends
Community of Concern

Creative Writing Club
CT Forum
Debate Club
Drama Club
ESTEEM
FCCLA
Habitat for Humanity
Jazz Band
Math Team
Mock Trial
Model United Nations
Peer Counselors
Reach Out Tutoring Program
SEARCH
Student Council
Substance Free Students (SFS)
Technology/Theater Club
Yearbook

2. Intramurals - Canton High School sponsors two sessions of intramural sports each year. Any student is eligible to participate in intramurals if he/she is not participating in an interscholastic sport that season.
3. Yearbook - The senior class publishes a yearbook for the entire school each June. All classes and activities are represented in the yearbook. Seniors interested in working on the yearbook are welcome to contact the yearbook advisor.

C. Athletics

1. Seasonal offerings:

FALL

<i>(B) Varsity Soccer</i>	<i>(B) Varsity Basketball</i>
<i>(B) J.V. Soccer</i>	<i>(B) J.V. Basketball</i>
<i>(G) Varsity Field Hockey</i>	<i>(B) Freshmen Basketball</i>
<i>(G) J.V. Field Hockey</i>	<i>(G) Varsity Basketball</i>
<i>(B) Varsity Cross Country</i>	<i>(G) J.V. Basketball</i>
<i>(G) Varsity Cross Country</i>	<i>Varsity Cheerleading</i>
<i>(G) Varsity Soccer</i>	<i>(G) Indoor Track</i>
<i>Developmental Soccer</i>	<i>Varsity Wrestling</i>
<i>(B) Varsity Football</i>	
<i>(B) J.V. Football</i>	

WINTER

SPRING

<i>(B) Varsity Baseball</i>	<i>(B) Varsity Tennis</i>
<i>(B) J.V. Baseball</i>	<i>(G) Varsity Tennis</i>
<i>(G) Varsity Softball</i>	<i>(B)(G) Varsity Golf</i>
<i>(G) J.V. Softball</i>	<i>(B)(G) Track</i>
<i>(G) Lacrosse</i>	

2. Participation Fees for Student Activities
 The Board of Education may establish a student participation fee for student participation in any school -sponsored athletic teams, drama/performing arts, school-sponsored clubs, and any other activity conducted outside of normal classroom or course requirements, such as participation in co-curricular, non-required field trips or excursions.
 The Student Participation Fee shall be established by the Board prior to the start of the school year. The Student Participation Fee shall be paid before participation in the activity or on the team/club. Students receiving free or reduced price meals are exempt from payment of Student Participation Fees. Those students with other financial hardships may complete a waiver form for a reduction or exemption from the Student Activity Participation Fees.
3. Administrative Regulations for Canton High School Athletics Participation Fee
 - a. Fee Structure – Students will pay a fee of \$100 for participation on each athletic team. The maximum participation fee is \$175.00 per student and \$300 per family per school year. The fee applies to all levels of interscholastic play, including varsity, junior varsity, and freshmen/developmental teams. The participation fee does not include any additional costs an athletic team requires students to pay that are not funded through the operating budget (i.e., items such as softball/baseball caps).
 - b. Fee Collection – Fees will be collected after the teams are selected and before the first official game. No fees will be collected for try-outs. Students selected for team membership will not participate in games until the fee is paid. Fees will be collected in the high school office with checks payable to “Canton Public Schools”.
 - c. Fee Waiver – Students receiving free or reduced price meals are exempt for payment of Student Participation Fees. Those students with other financial hardships may complete a waiver form for a reduction of or exemption from the Student Participation Fees.
 - d. Refunds – Students who become academically ineligible to participate on an athletic team are removed from a team for

disciplinary reasons or who quit the team will not be eligible for a refund of a participation fee. Students who are injured or move out of the district will receive a pro-rated refund based on the number of weeks they were on the team.

- e. Playing Time – Payment of an athletic participation fee does not guarantee playing time. The coaching staff will determine who makes the team, the position played, and how much playing time each student receives.
4. Eligibility Rules/Regulations
 - a. As members of the CT/Interscholastic Athletic Conference (CIAC), program participants are governed by CIAC bylaws. Article IX CIAC bylaws states: “a student cannot at anytime represent a school unless taking at least four (4) units of work or its equivalent. During the school year a pupil must have received a passing mark in at least four (4) units of work or its equivalent at the end of the regular marking period next preceding the contest. For eligibility purposes, the end of the marking period shall be interpreted as the official date on which the school requires grades to be distributed to students or as the tenth (10) school day following the end of the marking period, whichever comes first.”
 - b. Academic Code/Conduct of an Athlete
 - 1) Any student not working to capacity, whose athletic participation appears to be interfering with his/her academic progress, shall be subject to a conference with his/her coach and the director of athletics. A planned program of remediation may result from this conference.
 - 2) In addition to regular checks of report cards, coaches will be instructed to follow more closely the academic progress of student-athletes by monitoring interim reports.
 - 3) When necessary, student-athletes will be excused from coming to practice on time to receive extra help or complete make-up work.
 - 4) It should be noted that success in the classroom depends not only on school personnel, but also on the student and his/her parent/guardian. Therefore, parents/ guardians are strongly urged to participate in this process.

- c. Conduct Code - Student-athletes are expected to adhere to the conduct rules and regulations as stated in the Student Handbook. If, however, student-athletes repeatedly disregard school rules governing conduct and responsibilities or otherwise evidence poor citizenship, they may be subject to a conference with the coach, the assistant principal, and the director of athletics. This conference may result in a suspension of the privilege of athletic participation.
- d. Athletes additionally must meet the following requirements:
- 1) He/she must secure written permission from his/her parent/guardian to participate in each sport.
 - 2) He/she must have a physical examination each year by the school or his/her family physician; a copy must be on file with the school nurse.
- e. Detention/Suspension Policy
- 1) Detentions - After school detention takes precedence over practices and contests. A student may participate after the detention is served.
 - 2) In-school Suspension - In-school suspension takes precedence over any and all practices and contests. A student who has been assigned in-school suspension may not participate in any practice or game during the day of suspension.
 - 3) Suspension from School - Suspension from school takes precedence over any and all practices and contests. A student who has been suspended may not participate in any practice or contest until the period of suspension has been completed.
- f. Early Release Policy
- 1) Parent's Permission - Students may be excused from school in accordance with school rules but must attend a minimum of four (4) hours of the regular school day to be eligible participate in a practice or contest unless excused by an administrator.
 - 2) School Permission - Students excused to attend school-related activities (e.g. Model U.N.) are not required to attend four (4) hours of the regular school day and are eligible to participate in a practice or contest that day.
 - 3) Athletic Trips - Students, on occasion, will be excused during the regular school day in consideration of unusually long trips and time constraints. These trips will be kept to a minimum. It is the students' responsibility to contact their teachers regarding work missed.
3. Mandatory Meetings for Athletes and Parents/Guardians
During each of the athletic seasons, athletes and their parents/guardians will be required to attend a meeting with coaches, the athletic director, and administrators. The primary purpose of these meetings is to promote a substance-free lifestyle. In addition, a review of regulations in the athletic handbooks and an opportunity to discuss ways parents can support the team will be discussed. Failure of both the athlete and the parent/guardian to attend these meetings may result in the loss of the student athlete's privilege of competing in interscholastic games until such time when the athletic director can meet with both the athlete and parent/guardian.
4. CIAC/Performance Enhancing Drugs Policy
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/games/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:
- a. 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 thirty (30) days prior to the application. The CIAC shall not be responsible for any expenses related to this testing.
- b. 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:
- a. Anabolic Agents, Diuretics, Peptide Hormones, and Analogues.
 - b. Blood doping (the intravenous injection of whole blood, packed red blood cells, or blood substitutes.)
 - c. 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 doctor for therapeutic purposes. The documentation should contain information as to the diagnosis, medical history and dosage prescribed.
5. League Affiliation
Canton High School is a member of the North Central Connecticut Conference (NCCC). Other member schools include: Avon High School, Bolton H.S., Coventry H.S., Ellington High School, Granby High School, Enfield High School, East Granby High School, Somers High School, Suffield High School, Windsor Locks High School, Stafford High School, East Windsor High School, Tolland High School.
6. Athletic Council
The Athletic Council is the official representative body of the athletes to the Board of Education and administration. The council is advised by the director of athletics and will have members appointed yearly (by standing members) from each class, grades 9-12.
7. Canton High School Booster Club
The CHS Booster Club is a service organization composed of adults from the community interested in the development and well-being of the interscholastic athletic program. Its role in the past has been primarily that of recognizing teams and individuals for outstanding accomplishments. Such recognition has been in the form of jackets, trophies and scholarships.

GENERAL INFORMATION

A. Emergencies

1. **School Closings and Late Openings** - In the event of an emergency school closing or late opening, such reports will be broadcast over the radio between 6:00 A.M. and 8:00 A.M. Notice will be broadcast over the following stations:
 - WDRC AM (1360)
 - WDRC FM (103)
 - WMIX FM (93.7)
 - WTIC AM (1080)
 - WTIC FM (96)
2. **Fire Drills** - Fire drills are held at unspecified times to provide for the safety and well-being of the student body and to comply with fire laws. Students are to refrain from talking during a fire drill. Windows and doors to each room must be closed by the last one to leave. Fire drill exits are posted in each room of the school. Teachers accompany their students out of the building where attendance is taken and sent to the designated office personnel.
3. **School Safety Plan** - School officials have worked with town officials to develop safety plans for a variety of emergencies (i.e. bomb threats, suspicious intruder, hostage situation, hazardous material incident, hurricane, etc.). In our effort to be proactive, stay put (lockdown) drills will be conducted with staff and students during the year.
4. **Student Illness or Injury** - If a student becomes ill during a class and wishes to go to the nurse's office, he/she should ask the teacher and go directly to the nurse. If the illness is such that the student should not remain in school for the remainder of the day, the nurse or an administrator will notify a parent/guardian. Any injury occurring on school grounds should be reported immediately to the teacher in charge and the school nurse. First aid is available in the nurse's office. Parents will be notified as soon as possible in the event of injury to a student.

B. Access to Student Records

Records are kept on file indicating each student's progress and achievement. Parents/guardians are entitled to know the contents of their child's school record. An administrator or guidance counselor will show a parent/guardian the record of his/her child on request and can explain its contents. A parent/guardian

may obtain copies of any part of the record by a request to the principal. A twenty-four hour notice is required when requesting such information.

C. Breakfast Program

Snacks are available in the cafeteria from 7:30-10:30 a.m. each day. Students in Earned Study Privilege may purchase snacks.

D. Financial Obligations

Final report cards may be withheld until a student has met all of his/her financial obligations.

1. Textbooks - Students are expected to return all school textbooks at the end of each course. If a book is damaged or lost, the student will be expected to pay the repair or replacement cost.
2. Library Books - Students will be billed for any library books not properly returned. At present there is no fine system in the library for late return of books. Students are expected to return or renew books on the due date. (See section on Library and Media Center for additional information.)
3. Accidental Damage - If a student accidentally damages school property, he/she must accept liability. Arrangement for replacement or financial restitution will be made on an individual basis. No disciplinary action will be taken with students who voluntarily report accidents to the office.
4. Vandalism - Vandalism is defined as a willful act of destruction. Students apprehended in acts of vandalism will be subject to:
 - a. full restitution for damages
 - b. appropriate disciplinary action
 - c. possible referral to the police
5. Uniforms - All interscholastic sports uniforms are to be returned at the completion of each season. Students will be billed the replacement cost of any uniform not returned.

E. Lockers

1. Each student is assigned a hall locker. Students are not to change lockers as they are responsible for the upkeep and cleanliness of the assigned locker. Students may also be financially responsible for any damage to the assigned locker.
2. It is extremely important that students lock their lockers. The school cannot be held responsible for articles missing from lockers. Clothing, books, and personal belongings are the responsibility of the students.

3. Lockers remain the property of the school and are subject to inspection at any time. Unauthorized personal locks may be cut during an inspection.
4. In that lockers remain school property, alcohol or drug related messages are not permitted.

F. Lost and Found

Lost articles may be claimed in the nurse's office waiting room before or after school. All personal possessions must be claimed and removed from the school building immediately at the close of the school year. No responsibility is assumed by the school for personal items left behind.

G. Lunch Program

A hot lunch program, as well as several a la carte selections, are offered each full day in the cafeteria. Lunches are served from 11:12-11:42, 12:06-12:36, and 1:00-1:30. Students may not leave the cafeteria without permission during the lunch period. No food or drinks are to be taken outside of the cafeteria.

H. Rules for Bicycle Riders

Students who choose to ride their bicycles to school must place them in the bicycle rack located in the forward areas of the parking lot. The school cannot take responsibility for the safety of the bicycle. Students are strongly encouraged to lock their bicycles to the rack. When riding in and out of the school grounds, students are to obey all traffic rules and regulations. Students who are observed not obeying these rules will be reprimanded. Continued violation of rules will result in bike privileges being revoked.

I. Student Parking Privilege

Permission to park at Canton High School is a school **privilege**. Authorization to park is granted to students by the high school administration upon completion of the Parking Application Form and receipt of the parking fee (\$100.00 per year; \$50.00 per semester). Parking Applications are available in the main office. Student parking is permitted only in the areas designated with yellow lines. These areas include the upper northern auxiliary parking area and the southern most strip of the main parking lot (the row of parking spaces closest to deSimas field). All white lined parking slots are reserved for faculty and other staff members. Students without a parking permit, or who violate parking regulations, are subject to disciplinary action.

Regulations for Student Parking (during the school day)

1. Parking application (including the parking fee of \$100 per year or \$50.00 per semester) must be completed and filed with the High School Office by **Friday, September 18, 2009**. Make checks payable to Canton High School.
2. Unauthorized leaving of campus is not permitted.
3. Always drive in a safe and responsible manner.
4. Students are not to park on campus if under loss of parking privilege.
5. For the rare occasion when a student needs to drive to school, he/she should park at Millennium Field.
6. Drive only in the direction of posted signs.
7. Drive at speeds of 10 miles per hour or less while in the parking lot.
8. Parking is permitted only in the yellow lined areas designated for students.
9. Parking permits must remain within the issuing vehicle.
10. Parking permits must be displayed in full view from the outside of the vehicle.
11. Unauthorized visits to your vehicle or sitting in your vehicle is not permitted.

Consequences for violations of Parking Privilege may include any combination of the following:

- Movement of vehicle to Millennium Field
- Contact with parent/guardian
- Suspension of parking privileges for a period of time ranging from three days to one year
- Night detention and/or suspension

J. Telephones

Office telephones are for use by the professional staff for the conducting of school-related business. Office phones may be used by students in an emergency situation with permission. Toll calls are not to be made without permission of the administration.

K. Guests/Visitors

Students who wish to bring a guest to school must see the assistant principal at least 2 days in advance for permission to do so. The student will be given an application form to complete prior to the guest's visit. Visitors/guests may be in the building without the permission of the administration.

L. Use of Canton High School Symbol: The Native American

Prior approval of the use of the school symbol is necessary in order to preserve and maintain the dignity of the Native American. Failure to obtain prior approval may result in the forfeiture of items featuring the school symbol. The **ONLY** symbol to be used is the one shown below- no changes can be made to this symbol without prior approval of the Principal.

ATHLETICS

1. Use on School Sponsored Athletic Uniforms, Warm-ups, and Other Clothing Items, and Athletic Fundraising items.
 - a. Get the approval of the varsity coach
 - b. The coach should then get the approval of the athletic director
2. Use of a Symbol by Athletic Booster Club
 - a. Get the approval of the president of the Booster Club
 - b. Get the approval of the athletic director

CLUBS, CLASSES, AND ALL OTHER ORGANIZATIONS

Use of school symbol by class, club, or other Organizations

- a. Get approval of class/club/organization advisor
- b. The advisor should get the approval of the principal



M. Policies and Procedures for Use of CMS/CHS Auditorium

1. Theater Tech Manager: Tom Moran (693-7707)
To reserve time in the auditorium you must fill out an "APPLICATION FOR USE OF CANTON SCHOOL FACILITIES" (green sheet). This application must be turned in to Nan Bartlett in the Canton Middle School office.
2. Please complete the stage map for placement of microphones, tables, podiums, etc. that is provided in the last page of this document.
3. Hours requested for an event should include time before and after the event for production setup and breakdown. How much time is needed depends upon the amount of production. If you require rehearsal time in the auditorium, that should be included in your reservation. Plays, talent shows, etc., should reserve the auditorium for at least three days prior to the event to allow for dress rehearsals and final adjustments in production. Example: Monday – dress rehearsal; Tuesday – tech adjustment; Wednesday – final rehearsal; Thursday – performance.
4. All requests for special lighting, special sound reinforcement or special music requirements must go through the Theater Tech Management. These requests must be made, at a minimum, one week prior to the event. Two weeks prior is recommended. The earlier the request is made the better the chances are of having the request fulfilled.
5. Use of school sound equipment or school lighting equipment is allowed only under the supervision of the Theater Tech Management. A fee will be applied for the supervisor's time required outside of school hours. The rate is \$30 per hour with a three (3) hour minimum. If you intend to operate the lighting system or the sound system yourself, you will still need to pay for supervision by the Theater Tech Management or designee. Please refer to the following Audio and Lighting sections of this document. There are general presets for assemblies, etc. which may not require the presence of a theater tech supervisor. Talk to the Theater Tech Management to see if a preset is applicable to your event. Custodians have access to the presets.
6. Access to other rooms is not included with auditorium reservations. Each room is a separate entity and must be requested on the "Green Sheet"

application. Example: Instrument lesson classrooms / practice rooms are not automatically available as dressing rooms or storage rooms. Keep in mind that every room in the school is used every school day. The Band room is not available for rental. It can be used as a walk through only and must have an adult supervisor.

7. Conduct/Safety: Each applicant is responsible for the conduct of all participants and/or guests. Each applicant will be held financially responsible for any damage done by participants and/or guests. Adult representatives from the applicant organization must remain on the premises throughout the function and must maintain control at all times. Every room must have an adult supervisor. The directors of the event do not qualify as supervisors, they are busy directing. Supervisors are to do just that, supervise those in attendance. **THE CUSTODIAN IS NOT A SUPERVISOR.**
8. Theater Tech Management must be notified of cancellations as soon as possible.
 - A PRE-SHOW ANNOUNCEMENT IS REQUIRED TO POINT OUT FIRE EXITS.
 - NO FOOD OR DRINK IS ALLOWED IN THE AUDITORIUM AT ANY TIME.
 - DO NOT HANG ANYTHING ON THE CURTAINS.
 - DO NOT PULL OR HANG ON CURTAINS.
 - ONLY GAFFER'S TAPE SHOULD BE USED TO SECURE WIRES, ETC. No duct tape or masking tape allowed.
 - DO NOT PAINT OR CONSTRUCT PROPS ON THE STAGE. This must be done off the premises.
 - **PIANOS:** Do not use the pianos as tables. Do not sit on the pianos. Pianos may not be moved without the approval of the school Music Department Chairman. Only maintenance staff members may move a piano. When a piano is moved, it is done with understanding that the group making the request assumes the responsibility for any tuning or repairs which may result from the move. The need for such tuning or repairs will be determined by the school Music Department Chairman.
 - All equipment used during the activity by the public must be returned to the original location immediately following each activity and checked off by the Theater Tech Management or designee.

All facilities must be left as they were found. The Board of Education is not responsible for property left overnight.

- Organizations that plan to set up decorations or stage scenery must have the approval of the school principals to avoid a conflict with school activities. The applicant organization is responsible for removal of all decorations and return of stage scenery to its proper place. The applicant will be billed for labor/maintenance necessary to return any rooms used to their original condition. This will include, but not be limited to, cleanup, repairs, etc.
- Smoking is not permitted anywhere on school grounds.

Auditorium – Audio

- Use of auditorium sound equipment is allowed only under the supervision of the Theater Tech Management or designee. Equipment operators may be required to show competent knowledge in the use of the equipment, at the discretion of the Theater Tech Management or designee.
- No movement of equipment or change to wiring should be made without the knowledge and consent of the Theater Tech Management or designee.
- Do not make any adjustments to anything in the amp rack or the effects rack without the knowledge and consent of the Theater Tech Management or designee.
- Patching and/or addition of any outside equipment into the sound system must be reviewed with the Theater Tech Management or designee prior to implementation.
- The auditorium is used during the school day for school activities and classes. For multiple day events, any changes made which are not returned to default and you wish for them to stay untouched for the duration of your event should be described in writing and presented to the Theater Tech Management or designee.
- All equipment (microphones, wires, etc.) should be returned to their place of secure storage and all settings and changes are to be returned to default before the next school day unless other prior arrangements are made.
- Do not untie the snake from the strain relief
- Clean hands are needed to operate the equipment in the auditorium control room.

- **No food or drink is allowed in the auditorium control room or the auditorium at any time.**
- **No students are to be unsupervised.**

Auditorium – Lighting

- Use of auditorium lighting equipment is allowed only under the supervision of the Theater Tech Management or designee.
- There are general presets for assemblies, etc. which may not require the presence of a theater tech supervisor. Talk to the Theater Tech Management to see if a preset is applicable to your event. Custodians have access to the presets.
- Requests for special lighting must be made, at a minimum, one week prior to the event. Two weeks prior is recommended. It takes days to properly set up the auditorium lights. The earlier the request is made the better the chances are of having the request fulfilled.
- After the event all equipment (gel frames, wires, etc.) should be returned to their place of secure storage and all lighting instruments are to be returned to the default setting before the next school day unless other prior arrangements are made.
- **No students are allowed on the lift.** Use of the lift is limited to qualified staff. Moving the lift must be done under adult supervision.
- **No one is allowed in the projection window area.** (This is above the control room, sometimes called "Area 51".) There is not a proper fire escape route and therefore has been made off limits by the fire marshal.
- **Battery backup for the dimmer control computer must stay plugged in the AC outlet.**
- **Clean hands are needed to operate the equipment in the auditorium control room.**
- **No food or drink is allowed in the auditorium control room or the auditorium at any time.**
- **No students are to be unsupervised.**

Lighting Instruments:

22	Fresnels	7	Ellipsoidal Spots
3	Cyc Lights	3	Follow Spots

N. Instruction/School Calendar/Graduation Date

The Superintendent of Schools shall recommend school calendars which meet all statutory requirements to the Board of Education for its review, modification as it believes appropriate, and approval.

The calendars recommended to the Board may include the operation of schools on state holidays providing a suitable nonsectarian educational program is held to observe the holiday, except for those holidays that occur in December and January.

The school calendar shall show school days in each school month, the number of school days in each month, legal and local holidays, staff development days, early closing days, vacation periods, and other pertinent dates, including tentative graduation for students in grade twelve.

When the 183rd day of the school year falls on a Monday, Tuesday, Wednesday, then every effort will be made to schedule graduation on the previous Friday. If the 183rd school day falls on a Thursday or Friday, then graduation will be scheduled for that Friday. The graduation date will be set by the Board of Education after April 1st in the school year providing for at least 180 days of school.

To benefit children, families, and school staff in their planning, multiple year school calendars are preferable to single year school calendars.

(cf. 6146 - Graduation Requirements)

Legal Reference:

- * Connecticut General Statutes
- * 1-4 Days designated as legal holidays
- * 10-15 Towns to maintain schools
- * 10-29a Certain days to be proclaimed by governor. Distribution and number of proclamations
- * 10-261 Definitions
- * PA 95-182 An Act Concerning Reduction of Education Mandates
- * PA 96-108 An Act Concerning Student Use of Telecommunication Devices and the Establishment of Graduation Dates