

**North Branford High School Handbook**  
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## **NORTH BRANFORD HIGH SCHOOL**

### **Mission Statement**

The mission of North Branford High School, a caring community committed to excellence, is to prepare all students to be knowledgeable, life-long learners who think independently and are responsible contributing members within their community and throughout the world. We will achieve this by engaging each student in relevant and challenging educational opportunities and experiences in collaboration with family and society.

### **Expectations for Student Learning**

- Write effectively
- Speak clearly and accurately
- Employ problem-solving skills
- Use technology to acquire, process, and impart information
- Demonstrate the character attributes necessary to be responsible, contributing members of society

### **SCHOOL MASCOT / SCHOOL COLORS**

Deep in local traditions, the THUNDERBIRD is known as the official mascot of North Branford High School. Purple and White are the official colors of North Branford High School.



North Branford High School

Positive Behavior Interventions and Support

# "Going Full Circle"



**SCHOOL CALENDAR – 2011-2012**

September 1st 2011 .....School Opens

June 15<sup>th</sup> 2012.....School Closes

If needed, snow days up to 18, 19, 20, 21, 22 \*

**SCHOOL WILL NOT BE IN SESSION ON THE FOLLOWING DAYS:**

**(or early dismissal as noted)**

|                      |                      |
|----------------------|----------------------|
| September 5          | Labor Day            |
| October 10           | Columbus Day         |
| November 8           | Teachers' In-service |
| November 23          | Early Dismissal      |
| November 24, 25      | Thanksgiving Recess  |
| December 23          | Early Dismissal      |
| December 26 thru 1/2 | Holiday Recess       |
| January 18           | M.L. King Birthday   |
| February 20 thru 24  | Winter Recess        |
| March 19             | Teachers' In-Service |
| April 6              | Good Friday          |
| April 16 thru 20     | Spring Recess        |
| May 28               | Memorial Day         |

(\* **NOTE:** Days beyond 5 snow days (June 22) will be made up from the end of Spring Break in April.

**EXAMINATION DATES:**

Mid-Year Examinations. Jan. 19, 20, 23, 24  
(if needed, altered based upon weather)

Final Examinations. June 11, 12, 13, 14, 15 (MU) \*

**SCHOOL DISMISSED AT 12:17:**

|          |    |                     |
|----------|----|---------------------|
| November | 23 | Thanksgiving Recess |
| December | 23 | Holiday Recess      |

**CURRICULUM NIGHT**

September 22 7pm – 9pm

**SCHEDULE OF PARENT CONFERENCES:**

|           |             |                  |
|-----------|-------------|------------------|
| Tuesday   | November 15 | 7:00 - 9:00 p.m. |
| Wednesday | November 16 | 2:05 - 3:25pm    |

**BOARD OF EDUCATION**

Mrs. Marcey Onofrio, Chairperson  
Mrs. Shannon Miscio, Vice Chairperson  
Mr. David McMahon, Secretary  
Mr. Christopher Manna  
Mrs. Deborah Prunier  
Mrs. Marie Diamond

**SUPERINTENDENT OF SCHOOLS**

Mr. Scott Schoonmaker

**PRINCIPAL**

Mr. Todd Stoeffler

**ASSISTANT PRINCIPAL**

Dr. Carter Welch

**MUSIC**

**Mr. John Tzetzio**

Mr. Carnaroli, Music

**GUIDANCE**

**Mrs. Abigail DeTour, Director**

Mrs. Lisa Dannheim

Mrs. Carrie Esposito

Ms. Melinda Balg

**ART**

**Ms. Lauren Maghini, Art**

**Mrs. Elisabeth Caplan, Art**

**Social Workers**

Mrs. Bonnie Appi

Mrs. Eve Ostrowski

Mr. Malik White

**CAREER EDUCATION**

Mr. John DeNunzio

Mr. Phil Palma

Mr. Joseph Tenczar

Mrs. Barbara Travisano

Mrs. Lynn Lanzoni

Mr. Gerald Gerlone

**HEALTH/PHYSICAL ED.**

**Ms. Nicole Lacroix**

Mr. Rick Geremia

Miss Babby Nuhn

Miss Chris Webster

Athletic Director TBD

**WORLD LANGUAGE**

**Mrs. Jen Marena**

Mrs. Marie D'Alessio

Ms. Kimberly Hardy

Mr. Brett Joly

Ms. Jennifer McGrath

Mr. Cliff Yerkes

**HISTORY**

**Mr. David Borkowski**

Ms. Stephanie Cangiano

Mr. Jeff Cronk

Mrs. Sharon DeGennaro

Mr. Peter Fappiano

Mr. Richard Young

Ms. Anne Young

**ENGLISH**

**Mr. Mark Fabrizi**

Mr. Michael Berry

Mr. Robert Darragh

Mr. John Ficocelli

Mrs. Cynthia Genzano

Mrs. Heidi Ahlstrom Miller

Ms. Stephanie Byrd

Mr. Robert Ford

Ms. Christine Noonan

**LIBRARY/MEDIA**

Mrs. Anita Ward

**LIFE SKILLS PROGRAM**

Mrs. Diane Artaiz

**BRIDGES PROGRAM**

Ms. Megan Bishop

Mr. Richard Altieri

Mrs. Ursula Pendziwater

(bold = department chairperson)

(**bold** = department chairperson)

**SCIENCE**

**Mrs. Tamre Mockus**  
Mrs. Lauren Danner  
Mrs. Liberty Page  
Mrs. Meghann Redman  
Mr. Michael Laurie  
Ms. Rebekah Polemeni  
Mr. Thomas Jaqua

**MATH**

**Mrs. Tracy Wootton**  
Ms. Lauren Lombardi  
Mrs. Lori Connolly  
Ms. Laura Labucki  
Ms. Jessica Barbato  
Ms. Kim Overlock  
Mrs. Patricia Sieviec  
Mrs. Francine Stanio  
Mrs. Mary Thurston

**SPECIAL EDUCATION**

**Mrs. Nancy Bianchi**  
Mrs. Marianne Delcos  
Mrs. Eileen Simmons  
Mrs. Kathy Mezerewski  
Mrs. Amy Maynard  
Ms. Paula Ricci (Speech/Lang. Pathologist)  
Mrs. Joan Williams (Psychologist)

**OPEN CHOICE**

Ms. Beth Bernstein

**SCHOOL NURSE**

Mrs. Joanne Palmieri

**PARAPROFESSIONALS - Library, Special Ed, Technology**

|                       |                         |
|-----------------------|-------------------------|
| Mrs. Charlene Ramsey  | Mrs. Jacqueline Folz    |
| Mrs. Barbara Girard   | Mr. Luke Gagliardi      |
| Mrs. Dolina Potter    | Mrs. Pasqualina Pannone |
| Mrs. Lisa Hunsicker   | Mrs. Angela Selmquist   |
| Mrs. Carolyn Falcigno | Ms. Diane Gonsalves     |
| Ms. Marsha Bush       | Mr. Matt Papa           |
| Mr. Kyle Murphy       |                         |

**SECRETARIAL STAFF**

Mrs. Nikki Golembieski (Principal's Office)  
Mrs. Susan Bognar (Guidance Office)  
Mrs. Marilyn Steiner (Main Office)  
Mrs. Sherry DelGaudio (Main Office)

**NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL  
RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents of enrolled students and enrolled students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. **The right to inspect and review the student’s education records maintained by the school.** Parents or eligible students should submit to the school principal a written request. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be reviewed. The school is not obligated to make copies – if a request is made for copies, the school has a right to charge a fee for the copies.
2. **The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.** Parents or eligible students have a right to ask school officials to amend a record that they believe is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, they will notify the parent or eligible student of the decision and advise them of their right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent of eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. **The right to consent to disclosure of personally identifiable information contained in the student’s records, except to the extent that FERPA authorizes disclosure without consent.**  
One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a person serving on a Board of Education committee, such as a disciplinary or grievance committee, or as a hearing officer in discipline cases, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school district may release education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by school officials to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

**NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION  
WITHOUT PRIOR CONSENT**

FERPA allows schools to release types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student except as provided below:

- The student's name
- The student's address
- The student's telephone listing
- The student's electronic mail address
- The student's photograph
- The student's place and date of birth
- The student's dates of attendance
- The student's grade level
- The student's participation in officially recognized activities and sports
- The student's weight and height as a member of an athletic team
- Honors and awards received by the student

A parent or eligible student may refuse to allow North Branford school officials to designate any or all of the above listed types of information as directory information. Any such refusal must be made in writing to and received by the Superintendent of Schools, no later than thirty (30) calendar days from the first day of school.

**CHILD FIND**

North Branford Public Schools is responsible for the identification, location, and evaluation of all children with disabilities and who are in need of special education or related services except for children who are enrolled by their parents in private schools. Referrals for spec. education or 504 may be made by school personnel, parents, or private providers with parent permission. Referrals should be in writing.

**AGE OF MAJORITY**

In view of Public Act 127 of the 1972 legislature which establishes 18 years of age as the age of majority, the following policies are adopted:

- 1) There shall be no drinking of alcoholic beverages, prior to or during any school function, regardless of location. Violation of this rule will result in suspension from school.

- 2) School regulations concerning all attendance matters (e.g. early dismissal, late admission, field trips, etc.) shall continue to be handled as they were previously. Eighteen year olds not living with parent(s)/guardian will be dealt with directly in attendance matters.
- 3) The school system recognizes its moral responsibility to the parent regardless of the age of the students in its charge. All contacts and records shall continue to be maintained with the home. Eighteen year old students may request direct communication and parents shall be notified of that action. The school may continue or resume contact with parents at any time.
- 4) The school recognizes the right of the eighteen year old to examine all personal school records.
- 5) Any student at or above the age of majority who, independent of parents or guardian, takes residence in the Town of North Branford and enrolls in the North Branford School System shall be required, by the principal of the school in which he/she enrolls, to submit a Certificate of Residence certifying that he/she is indeed in residence within the North Branford School District. Said certificate to be attested by the owner, renter or lessor of the property where he/she resides. Such certificate must be completed and placed in the hands of the principal within five calendar days from the date of entrance of the student in question.
- 6) A Certificate of Residence shall be required of any student at the age of majority or above who, independent of his/her parents or guardian, takes up residence within the North Branford School District and enrolls in the North Branford Public Schools.

The above policy regulations are adopted under the assumption that reasonable school regulations should apply to all students regardless of age and that persons 18 years of age or over will be considered students first and adults second.

#### **Non-Discrimination**

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, marital status, age, or disability, subject to the conditions and limitations established by law.

#### **Title IX: Grievance Procedure and Coordinator**

It is the policy of the North Branford Board of Education that any form of sex discrimination or sexual harassment is forbidden, whether by students, Board employees or third parties subject to the control of the board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by the Board's sex discrimination and sexual harassment policy shall be subject to disciplinary action.

### Definitions

**Sex discrimination** occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

**Sexual harassment:** In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

### Complaint Procedure

1. It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims. Timely reporting of complaints facilitates the investigation and resolution of such complaints.
2. As soon as a student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she should make a written complaint to NBHS – Eve Ostrowski or to the building principal, or his/her designee, or to a district Title IX Coordinator listed below. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.
3. The complaint should state the:

- A. Name of the complainant,
  - B. Date of the complaint,
  - C. Date(s) of the alleged harassment/discrimination,
  - D. Name(s) of the harasser(s) or discriminator(s),
  - E. Location where such harassment/discrimination occurred,
  - F. Names of any witness(es) to the harassment/discrimination, and
  - G. Detailed statement of the circumstances constituting the alleged harassment/discrimination.
4. Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.
  5. 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.
  6. All complaints are to be forwarded immediately to the building principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent of Schools. In addition, a copy of any complaint filed under this policy shall be forwarded to the Title IX Coordinator.
  7. Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence an investigation of the complaint, or shall designate a school administrator to investigate the complaint. The Title IX Coordinator or designee shall consult with all individuals reasonably believed to have relevant information, including the complainant, the alleged harasser/discriminator and any witnesses to the conduct. The investigation shall be carried on discreetly, maintaining confidentiality insofar as possible while still conducting an effective and thorough investigation.
  8. The Title IX Coordinator or designee shall make a written report summarizing the results of the investigation and proposed disposition of the matter. Consistent with state and federal law and as deemed appropriate by the Title IX Coordinator or designee, the findings of the investigation shall be shared with persons involved in the investigation.

9. If the student complainant is dissatisfied with the findings of the investigation, he or she may file a written appeal to the Title IX Coordinator, or, if he or she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee's written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination. The Title IX Coordinator or Superintendent of Schools may also investigate the complaint further. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, as soon as possible.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment or sex discrimination has occurred, the district shall take appropriate corrective action in an effort to ensure that the harassment/discrimination ceases and will not recur.

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

Title IX Coordinator

The district Title IX Coordinators are: Donald A Winnicki  
Director, Personnel and Business  
1332 Middletown Avenue

**Section 504: Notification of Rights, Grievance Procedure and Coordinator**

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

For the purposes of Section 504, the term "disability" with respect to an individual means: (a) a physical or mental impairment that substantially limits one or more major life activities of such individual; (b) a record of such an impairment; or (c) being regarded as having such an impairment. "Major life activities" include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive,

bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

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

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

1. To be informed of your rights under Section 504;
2. To have your child take part in and receive benefits from the North Branford School District's education programs without discrimination based on his/her disability.
3. For your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school without discrimination based on his/her disability;
4. To be notified with respect to the Section 504 identification, evaluation, and educational placement of your child;
5. To have an evaluation, educational recommendation, and placement decision developed by a team of persons who are knowledgeable of your child, the assessment data, and any placement options;
6. If your child is eligible for services under Section 504, for your child to receive a free appropriate public education. This includes the right to receive reasonable accommodations and services to allow your child an equal opportunity to participate in school and school-related activities;
7. For your child to be educated with peers who do not have disabilities to the maximum extent appropriate;
8. To have your child educated in facilities and receive services comparable to those provided to non-disabled students;
9. To review all relevant records relating to decisions regarding your child's Section 504

- identification, evaluation, and educational placement;
10. To obtain copies of your child's educational records at a reasonable cost unless the fee would effectively deny you access to the records;
  11. To request changes in the educational program of your child;
  12. To an impartial hearing if you disagree with the school district's decisions regarding your child's Section 504 identification, evaluation or educational placement. The costs for this hearing are borne by the local school district. You and the student have the right to take part in the hearing and to have an attorney represent you at your expense.
  13. To file a court action if you are dissatisfied with the impartial hearing officer's decision or to request attorney's fees related to securing your child's rights under Section 504.
  14. To file a local grievance with the designated Section 504 Coordinator to resolve complaints of discrimination other than those involving the identification, evaluation or placement of your child.
  15. To file a formal complaint with the U.S. Department of Education, Office for Civil Rights.

The Section 504 Coordinator for this district is:

Scott Schoonmaker, Superintendent  
1332 Middletown Avenue  
Northford, CT 06472  
(203) 484-1440

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

- Boston Regional Office Office for Civil Rights  
U.S. Department of Education 8<sup>th</sup> Floor  
5 Post Office Square, Suite 900 Boston, MA 02109-3921  
(617) 289-0111
- U.S. Department of Education Office for Civil Rights  
550 12<sup>th</sup> Street, SW Washington, DC 20202-1100  
1-800-421-3481
- Connecticut State Department of Education  
Bureau of Special Education and Pupil Services  
P.O. Box 2219 Hartford CT 06145  
860-807-2030

### **STUDENT ARTWORK/STUDENT PHOTOGRAPHS,VIDEO**

During the year, school activities or student artwork may be photographed or videotaped. This information may be utilized by local newspapers, appear on local access TV, or be posted on the district's website. We assume to have parents' permission for the identified situations. Please contact the main office if you do not want your child's artwork, picture, or video to appear. Identifying photographs of individual students will NOT be posted on the website.

### **INCLUSION OF PREGNANT STUDENTS**

Pregnant students are entitled to receive an education from the North Branford Board of Education. Pregnant students shall be encouraged to remain in school and support services for them shall be made a part of their school program as appropriate. A pregnant student may remain in her regular school program as long as her physical and emotional conditions permit. Homebound and hospitalized instruction shall be provided only upon the written determination of a physician.

### **FREEDOM OF SPEECH/EXPRESSION**

It is the policy of the North Branford Board of Education to recognize and protect the rights of student expression. The Board will maintain a balance of these rights with the interests of an orderly and efficient educational process and of a school environment suitable for the healthy growth and development of all students..

**In order to protect the educational process and school environment, printed material displayed, produced or distributed on school property or at school sponsored activities, shall:**

- Not disrupt or threaten to disrupt the educational process of the school;
- Not contain libelous or obscene language;
- Not advocate illegal actions;
- Not contain false statements or innuendoes that would subject any person to hatred, ridicule, contempt or injury of reputation;
- Not advocate action that would endanger the health or safety of students, staff or others;
- Not invade the lawful rights of others, including protections against libelous or slanderous statements; and
- Bear the names of the student(s) principally involved in the promotion of such material and, when applicable, the name of the sponsoring student organization or group.

The Board of Education shall assume no responsibility for the contents of any written material produced, posted, circulated or otherwise distributed by students

Legal Reference: First Amendment to U.S. Constitution  
Connecticut Constitution, Article First, Declaration Rights, Sections 4,5  
Tinker v. Des Moines Independent Community School District, 393 U.S. 503 (1969) Grayned v. City of Rockford, 408 U.S. 104 (1972) Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81.

### **ASBESTOS NOTIFICATION**

In accordance with §19a-333-1 through 19a-333-13 of the Regulations of Connecticut State Agencies, "Asbestos Containing Materials in Schools", we are required to inform you that asbestos containing materials have been identified in various areas of the school, primarily in maintenance areas not accessible to students. Much of this material has been removed. What remains is included in an Operations and Maintenance program.

The building will be inspected every six (6) months to determine any changes in the conditions of the materials. Additionally, the buildings are thoroughly reinspected every three years by CT licensed asbestos inspectors following the same basic criteria as the original inspection.

### **PEST MANAGEMENT**

Staff, parents or guardians may register for prior notification of pesticide applications at the school. Notice will be provided by any means practicable to any person who has requested notification on or before the date that such application is to take place at the school. The notice will include: 1) The name of the active ingredient 2)The target pest 3)The location of the application on school property 4)The date of the application 5)The name of the administrator who may be contacted for additional information

### **Video Surveillance Policy, North Branford BOE**

The Board of Education recognizes district's responsibility in maintaining the safety and security of its students, employees and visitors on school grounds and in school vehicles. The BOE may use electronic surveillance equipment on school grounds and in school vehicles to protect the health, welfare and safety of its students and employees. In the event that a video surveillance reveals that any students or employees have violated BOE policies, administrative regulations, building rules or law, those persons shall be subject to appropriate disciplinary action.

### **Green Cleaning Products Notification**

This notice is in response to §10-231g of the Connecticut General Statutes, regarding our "green cleaning" plan effective July 1, 2011. This information is also available on the district website and may be updated throughout the year.

The following environmentally preferable cleaning products will be used at NBHS : Stetson PC101 neutral and glass cleaner, Stetson PC108 spray and wipe cleaner, Stetson PC116 non-acid restroom cleaner, Stetson PC117 winterclean, Stetson PC120 peroxide multi-use cleaner, Afflab Classic Touch hand soap, Clarke Boost water-based mechanical stripper, Stetson PC118 EPS stripper, Harmony stripper, and Transcend floor finish.

## Attendance

### ATTENDANCE POLICY

#### PHILOSOPHY

The North Branford Board of Education, pursuant to law (Connecticut General Statutes Section 10-184) and in an effort to provide all students with continuity of instructional experience, requires all students to attend school on scheduled days. Absenteeism is detrimental to the learning process. Attendance in assigned classes is essential to each student's education and is the responsibility of the student and the student's parent(s)/guardian(s). Therefore, the Board of Education maintains an attendance requirement for all courses offered. There are two assumptions or philosophical points upon which this Attendance Policy is based:

1. Time lost from class is irretrievable in terms of opportunity for instructional interaction.
2. For a student to receive a passing grade and subsequent credit, the student has an obligation to give as well as receive in the context of the classroom setting.

It is recognized that attendance is among the requirements for all courses. (Transfer students will have attendance prorated).  
It is important that all students assume the responsibility for keeping track of their own attendance record.

#### OBJECTIVES

By improving attendance and punctuality the board of Education seeks to achieve the following objectives:

1. Improve scholastic performance.
2. Develop an attitude of cooperation and responsibility in the students.
3. Place the responsibility for attendance and punctuality on the students and their parent(s)/guardian(s).
4. Develop habits that are beneficial to life skills and future employment.
5. It is part of the mission of the North Branford School System to prepare students to become functioning members of the work world. Excellent attendance and punctuality are two qualities which students will be expected to bring to that world. We must insist on attendance and punctuality in all high school matters as preparation for the professional world.

#### DEFINITIONS

For purposes of this policy, absences from class will be defined as belonging to one of the following three categories:

**CATEGORY A:** This category shall consist of "cuts" from class.

A class "cut" shall include the following:

1. Unauthorized absence from class when officially present in school (it is also a "cut" if a student doesn't attend one part of a class which is meeting during the lunch period).

2. Leaving class without permission.
3. Truancy (absence from school without parental consent).
4. More than ten (10) minutes tardy to class without a pass.
5. More than ten (10) minutes late to school without a pass.

CATEGORY A infractions are also subject to school discipline. (See “Rules Governing Student Conduct”). Students will receive no credit for work missed in this category of absence. Three (3) cuts in the same class results in a loss of credit for that course.

**Category ‘A’ is noted in PowerSchool as ‘C’ indicating a ‘cut’.**

**CATEGORY B:** This category shall consist of absences from school, and early dismissals (more than 15 minutes of a class period missed) These absences count toward the maximum allowable absences which can be incurred. Two unexcused tardies (10 minutes or less) to class shall constitute one absence. The maximum allowable absences are:

- 20 absences for a full year course that meets daily
- 12 absences for a full-year course
- 6 absences for a half-year course
- 4 absences for a quarter-year course

1. These numbers are meant to include occasional absence due to illness.
2. College visits
3. Doctor’s appointment
4. Death in the family
5. Mandatory court appearance
6. Family emergency that cannot be handled outside of school time.
7. Student excused early by the school nurse

**Category ‘B’ is noted in PowerSchool as ‘E’ when a parent notifies the school within the school day for the outlined list above and as ‘A’ in other instances**

**CATEGORY S:** This category shall consist of absences, tardies to school and early dismissals resulting from the following events:

1. School field trips
2. Participation in a sanctioned school activity
3. Long-term, chronic illness (3 or more consecutive/connected days)  
\*\*Medical documentation must be submitted following a doctor’s appointment or hospital stay. This includes ongoing medical conditions that are long term and/or chronic.
4. Religious observance
5. Documented college orientations following acceptance to a specific school.

These absences **do NOT** count toward the totals allowed per year, semester.

**Category ‘S’ is noted in Powerschool as ‘S’ for school excused.**

These absences require official documentation from a licensed physician or sanctioned school. Documentation needs be submitted during the term of the indicated absences.

### **WITHHOLDING OF CREDIT**

Students who have exceeded the maximum number of absences in a course will receive the academic grade earned in that course, but shall receive no credit.

A course for which a student receives no credit will not count toward the total credits required for graduation, nor will it count toward a specific number of credits needed in an individual subject area.

Students denied credit in a course will be allowed to use the course as a prerequisite to other courses in the subject area, assuming the required academic grade has been earned.

### **RESTORATION OF CREDIT**

If a student has received an academic grade of 50 or better in a course and had credit withheld, the student may have credit restored by successfully attending summer school. Regardless of the grade, a student may receive credit by successfully retaking the course in a subsequent academic year. Students who accumulate more than 18 absences are not eligible for summer school.

### **APPEALS**

If credit is being withheld due to the exceeding of maximum absences and the student/parent/guardian considers there to be extenuating circumstances an appeal may be taken to the Faculty Appeals Board. This board shall consist of the Assistant Principal and two or more classroom teachers (to be determined by the school administration). Parents/guardians may be present at this hearing in addition to the student. The student's classroom teacher (s) affected by the withholding of credit may also be present.

**The Appeals Board decision is final. The principal will only review decisions if new information is made available.** A student can initiate the appeals process by completing an ATTENDANCE APPEAL REQUEST FORM (available in the office).

### **TARDINESS TO SCHOOL**

Any student reporting to class after 7:30 a.m. shall be considered tardy to school and must sign in at the main office. Parents/guardians may excuse the tardy for the same reasons with written documentation as outlined under CATEGORY B absences. Tardies to school, in excess of 10 minutes, will remain as unexcused and classed in CATEGORY A, pages 14-15 **The cut policy in category A will apply. Category 'A' is noted in PowerSchool as 'C' indicating a 'cut'.**

### **TARDINESS TO CLASS**

Tardiness to class within the school day and not excused by a pass from a member of the school staff shall be classed in CATEGORY A. **The cut policy will apply.** Please refer to the cut policy in Category A outlined on page 14-15.

### **EARLY DISMISSAL**

A parent/guardian may ask to have his/her son/daughter excused early from school for one of the reasons outlined above under CATEGORY B. Any request for early dismissal must be received by the school in the form of a phone call **PRIOR o the time of dismissal. The student must check with the school office before leaving to ascertain if a parental call has been received, and if so, to sign out.** Under no circumstances may a student leave school grounds without a prior call being received from a parent/guardian to excuse that student. Students who leave school early without being excused by a prior call from a parent and/or without signing out in the main office shall be subject to school discipline (see “Rules Governing Student Conduct”).

### **RESPONSIBILITY OF STUDENT/PARENT/SCHOOL**

#### **EXCUSING ABSENCE/TARDY/EARLY DISMISSAL**

When a student is absent from school for one of the reasons outlined under CATEGORY B above, a parent/guardian must call the school office to excuse the absence. (Please remember, only the penalty is excused. All absences count towards the total allowable.) The student is responsible for making certain that his/her parent calls to excuse the absence. This call must be received by the office by closing time on the day following the absence. A parent/guardian wishing to have his/her son/daughter excused early from school for one of the reasons under CATEGORY B must call the school office prior to the time the student is to leave and to sign back in when/if returning.

Students who are absent during a mid-year or final examination must submit a written note of explanation related to illness only from their parents to the office seeking permission to make up the examination. In addition, a parental phone call is required no later than the morning of the examination. *A family vacation will not be considered an acceptable excuse for missing a mid-year or final examination. Students who do not complete an exam(s) due to a family vacation will receive a ‘0’ – zero. (This applies to midyear exams and final exams)*

### **POWERSCHOOL**

#### **Attendance Records and Responsibilities**

##### **Main Office**

It is the responsibility of the main office to receive and document parent calls regarding student’s absences as outline in the attendance policy. Office personnel enter daily attendance for those students called out by a parent or dismissed early. In the case of cut classes, following confirmation, office personnel enter the code (C) in PowerSchool regarding any cut class.

### **Teachers**

It is the responsibility of each classroom teacher to enter attendance for each section daily. Teachers must enter attendance by the end of the day in order to access the appropriate school day within PowerSchool. Teachers are to communicate with students, parents, and guidance personnel prior to students losing credit when concerned about a student's attendance.

### **Parents/Students**

Parents will receive PowerSchool information from the school at the onset of the school year regarding access to their child's academic information including grades and attendance. The information sent to parents includes the PowerSchool web address, a user ID number, and a password. **It is the responsibility of the parent and child/student to access the information in order to keep track of totals regarding absences.**

### **MISCELLANEOUS**

1. Students excused from school (CATEGORIES B) or students suspended from school are not allowed on school grounds. Excused students who violate the above will be reclassified as unexcused (CATEGORY A). Students suspended who are found on school grounds are subject to arrest.
2. Parents/guardians may discuss their student's attendance status with his/her teachers, guidance counselor or the school administration.
3. A student may not participate in any school activity if he/she is absent on the day of the event.
4. The high school does not sanction "Senior Skip Day". Parents take full responsibility for any student that they excuse for any school day.
5. **Family Vacations** (see page 19 regarding exams) are strongly discouraged during the school year when school is in session – absences related to vacations occurring when school is in session are counted toward the maximum allowable totals as outlined on page 17.

## General Procedures/School Regulations

### ADVANCED PLACEMENT SCOLARS (AP)

Students who successfully complete three Advanced Placement courses and the corresponding tests by the close of their senior year are considered 'AP Scholars'.

### CAFETERIA

Lunch is served in the cafeteria between 10:49 a.m. and 12:35 p.m. Students are responsible for the cleanliness of the table they are sitting at, and are expected to clean up the area before they leave. Any student who abuses the cafeteria privileges will be assigned to a supervised study, and must provide his/her own lunch.

### CAPT SCHOLARS

Students who exceed the State Goal of Level 4 and score Level 5 on all four areas of the CAPT test are considered CAPT Scholars.

### CLASS ORGANIZATION

As a practical lesson in the democratic process, members of each class are required to organize into an activity, elect officers, levy dues and conduct grade level activities. The teachers assigned to each class (grade) as advisors are responsible for all activities of the class and no class activity will be permitted without approval of faculty advisors and administration, particularly money raising activities. See Student Council

### CLUBS

The North Branford High School Club program consists of a variety of clubs. All clubs are chartered by the Student Council and new clubs may be added whenever there is sufficient student interest and a faculty advisor is available.

#### ART CLUB

The Art club has been an individual interest area where those students who come can work and have help in any area they would like to explore, whether they have done it in class or have never done it before.

#### BEST BUDDIES PROGRAM

The Best Buddies Program, founded nationally in 1989, is a volunteer program that creates opportunities for friendships and employment for students with developmental disabilities.

#### DANCE TEAM

The Dance Team conducts tryouts, practices, and performs as determined by the coach in accordance with the expectations set forth by the Athletic Director and school administration. Participants typically perform during events associated with CIAC team competitions and school-wide events such as the Pep Rally.

#### DRAMA CLUB

The Drama Club presents an annual production each spring. The musical or play, generally runs for three nights and is open to the community. Membership is open to all students. However, it should be noted that selection for the various acting roles is based on an audition.

### **ENVIRONMENTAL CLUB**

The Environmental Club's mission is to raise awareness regarding safety and our environment. The club meets after school and individuals may work independently during study halls. Recycling has become one activity lead by the members of this club.

### **GSA**

The GSA's objectives are to raise awareness among staff and students regarding diversity and to reduce prejudice among all populations. In conjunction with the school's moral code, students' efforts are focused upon respect and citizenship.

### **HELPING HANDS**

The Helping Hands club's objective is to assist citizens in need. With guidance from the club advisor, the projects each year are determined by local and international events (i.e. disaster relief) that affect large populations and by specific situations affecting local citizens. Members also volunteer during senior citizen events at the school and at the Senior Center located in North Branford.

### **HIGH SCHOOL BOWL TEAM**

An academic club comprised of students interested in all the major disciplines. Students compete throughout the year after school. The team competes against other high schools in the Shoreline League.

### **INTERACT CLUB**

The Interact Club is a club that works in conjunction with the North Branford Rotary Club. The club's focus is local and international community service projects that serve citizens and provide students with opportunities to develop service and leadership skills.

### **KALEIDOSCOPE**

Kaleidoscope is an art and literary club that focus's upon the publication of a collection of student composed works (artworks, short stories, poetry, lyrics) that is released during the spring semester. The club hosts an annual 'Kaleidoscope Café' night that celebrates their annual publication.

### **NBHS PRESS**

Students who are enrolled within the Journalism class (Journalism and Advanced Journalism) participate in classroom activities and have responsibilities beyond the scheduled class time in order to publish the school newspaper (print and on-line) throughout the school year

### **STUDENT COUNCIL**

Each grade elects class officers (President, Vice President, Secretary, Historian, and Treasurer) that are members of the Student Council. Student Council also includes representatives from each grade in addition to the class officers. Officers for the Student Council are also determined in accordance with council protocol. The Student Council is responsible for organizing many school-wide events throughout the year with the Advisor and officers meeting regularly with the principal.

### **UNIFIED SPORTS**

Unified Sports are a registered program of the Special Olympics. In 1992, The Connecticut Special Olympics partnered with the Connecticut Interscholastic Athletic Conference (CIAC) to bring Unified Sports to Connecticut. Unified Sports combines approximately the same number of students with and without Intellectual Disabilities on the same sports teams. Students are matched in competitions with other Unified Sports Teams (i.e. Branford High) based upon age and skill level. The CIAC sponsors a number of competitions throughout the school year.

### **YEARBOOK**

The Yearbook is produced by the Yearbook Club that is led by a faculty advisor who works with a local agency in planning the layout for the yearbook. The yearbook is an annual publication that focuses upon the graduating class, athletics and clubs, and school-wide events throughout the year.

### **CLASS FUNDS**

In order to offset graduation expenses, i.e. caps and gowns, proms, picnic, etc. each class may raise funds through a variety of activities and class dues.

### **COMPUTER ACCEPTABLE USE POLICY**

Upon entering the school system, students and parents are required to review and sign the Acceptable Use Policy.

### **COURSE CHANGE/WITHDRAWAL POLICY**

North Branford High School recognizes the importance of proper course placement for each of its students. Course selection is one of the most important decisions students can make with respect to their future aspirations. It is critical, therefore, that students give careful consideration to choosing appropriate courses and/or levels to best suit their needs.

Because of this importance, the Guidance Department meets periodically with students to advise them before final selections are made. Students should also consult with their teachers for advice on proper course placement. With this in mind, the following are the guidelines for course placement and withdrawal for students:

### **COURSE CHANGE CRITERIA**

During the schedule planning process, a student can modify his/her schedule as is necessary in consultation with a Guidance Counselor. Once the schedule planning process is completed, the schedule is set.

### **WITHDRAWAL FROM A COURSE (Adopted 6/05, modified 6/09)**

#### ***Student Initiated Course withdrawal***

- Students have two weeks once a course has begun to drop the course. Students must have the teacher of the course being dropped initial a withdrawal sheet to acknowledge that he/she is aware, but approval is not required.

- If a student requests to withdraw from a course after the first two weeks of the course beginning, but before the course has reached the mid-way point, the student must complete a *Student Initiated Course Withdrawal Form* (see guidance department for copies). This form must be completed and signed by the parent, student, teacher (indicating awareness of the request, NOT approval nor disapproval), and the department leader. The student should be aware that a WD will appear on the report card and the final transcript. The student will NOT be withdrawn from the course until the completed form (including all signatures) is submitted. The student is required to attend the class until notified by his/her school counselor of the change.
- If a student requests to withdraw from a course after the mid-way point, the student must complete a *Student Initiated Course Withdrawal Form* (see guidance department for copies). This form must be completed and signed by the parent, student, teacher (indicating awareness of the request, NOT approval nor disapproval), and the department leader. The student should be aware that a WF (Withdraw – Failing) will appear on the report card and the final transcript regardless of the current grade in the class. The student will NOT be withdrawn from the course until the completed form (including all signatures) is submitted. The student is required to attend the class until notified by his/her school counselor of the change. The WF is calculated into the student's GPA.

**Teacher Initiated Course Withdrawal**

- A student may be withdrawn from a course with no penalty if the withdrawal is initiated by the teacher. The teacher must complete the *Teacher Initiated Withdrawal Form* (see Faculty Handbook). This form must be completed and signed by the parent, student, teacher (indicating awareness of the request, NOT approval nor disapproval), and the department leader. The student will NOT be withdrawn from the course until the completed form (including all signatures) is submitted. The student is required to attend the class until notified by his/her school counselor of the change.

**Level Change Request**

- If a student or teacher would like to change a level of the course that the student is enrolled in, the *Level Change Request Form* (see Faculty Handbook or Guidance Department). This form must be signed by the parent, student, teacher, and department chair. If the request is initiated by the teacher, there will be no penalty. If the student requests the change, then a WD or WF will be indicated on

the report card and transcript as outlined previously within the student initiated course change/withdrawal.

#### **ADDING A COURSE**

- Students have two weeks from the beginning of a course to add it to their schedule. Students will not be able to add a new course after the course has been running for two weeks.\*\* Students adding a new course within the two weeks will be required to complete all work that was missed before they added the course.

\*\*Does not apply to students who are switching to a new course level based upon a teacher initiated recommendation or the determination of a PPT.

Every student is required to carry a minimum of Six (6) credits in their freshman, sophomore, junior and senior years.

#### **CRISIS INTERVENTION TEAM**

The purpose of the Crisis Team is to facilitate intervention in the event of a critical or tragic experience. The Crisis Intervention team includes faculty, administration and the school nurse.

#### **DETENTION, OFFICE**

##### **(Lunch Detention may be utilized in place of office detention)**

Office Detentions are held on any days Mondays – Thursdays.

**WEDNESDAY Detention is scheduled for 2:15 -3:45pm. Class cuts, study hall cuts will result in a WEDNESDAY detention. Cutting a detention on a Monday, Tuesday, or Thursday will result in a WEDNESDAY detention.**

#### **DRESS CODE**

Each student at North Branford High School has the responsibility of dressing in appropriate attire to the best of his/her ability in accordance with neatness, modesty, health and safety. (sample pamphlet is posted on the NBHS Website)

##### **NOT ALLOWED:**

- **Clothing that includes any reference to alcohol products and/or use, or drug use, not allowed**
- Beach Ware of any sort, not allowed
- Midriff Blouses, not allowed
- Tank Tops, not allowed
- Spaghetti Straps, not allowed
- Hats, head coverings, not allowed
- Offensive (determined by school administration) text, pictures, or graphics

Shorts or skirts -the top of the short must not be less than the finger tips when the arm is extended down the side of the leg. Students who violate

this policy will be required to change into other clothing or be dismissed from school.

### **EXAMINATIONS**

Examinations will be given in all one semester and full year courses at the end of each semester. For one semester courses, the examination grade will count as 20% and each marking period grade will count as 40% in determining the final grade.

For full year courses, each examination grade will count as 10% and each marking period grade will count as 20% in determining the final grade.

Students who are absent during an examination must submit a written note of explanation from their parents to the office seeking permission to make up the examination. Also, a parental call is required no later than the morning of the examination.

**Students who have an unexcused absence from an examination will receive a grade of "F".**

Final Exam Exemptions: (June for full year courses, Jan or June for semester courses)

- Seniors who maintain a 90 average during the course shall be granted an exemption from the final exam.
- Juniors who maintain an 87 average and who have obtained or exceeded goal (level 4 or 5) in the corresponding CAPT test during the grade 10 year, shall be exempt from the final exam in the corresponding course (CAPT Science – Science, CAPT Math- Math, CAPT Writing – Social Studies, CAPT Reading - English - Lit Courses)

**DURING MID-YEAR AND FINAL EXAMINATION PERIODS  
STUDENTS CANNOT BE EXCUSED FOR FAMILY VACATIONS (See Attendance procedures).**

### **EXPULSION**

See.....Rules Governing Student Conduct.

### **EXTRA HELP**

Teachers are available for extra help after school. Students who are having difficulties or who have work to make up are urged to take advantage of the opportunity. It is the STUDENT'S RESPONSIBILITY TO MAKE AN APPOINTMENT WITH HIS/HER TEACHER FOR EXTRA HELP. **Students should see their teachers during X Block to arrange for extra help**

### **FIELD TRIPS**

The purpose of any field trip is educational. We feel it is our responsibility to see that the trips run smoothly and allow for the maximum benefit for all participants. Therefore, the following rules will be followed:

1. Students must use the transportation provided by the school. Students will not be excused from school for the event unless they use school transportation.
2. Students are to use the front door of the bus only (unless an emergency develops).
3. Food or drinks are not allowed on the bus.
4. Smoking is not allowed on the bus.
5. Students must stay with their chaperone at all times.
6. Use or possession of alcohol, drugs, or other contraband will result in immediate suspension and ban the students from future field trips.
7. Any action by a student judged inappropriate by the head chaperone will be dealt with by the administration and may result in being banned from future field trips. (Example: profanity, rowdiness, insubordination, vandalism, disrespect, etc.).
8. A field trip is considered an extension of the classroom and all policies pertaining to behavior within the school shall apply while on a field trip.
9. Students must make up the work they have missed while on a field trip.
10. No student will be allowed to go on a field trip unless a field trip permission form has been signed by the parent/guardian and given to the teacher two days before the scheduled field trip.
11. Appropriate dress is required for field trips.

**FIRE DRILL**

Students will leave their rooms in a single file and follow the posted directions. Students will leave books, papers, etc., except for personal belongings, on the desks. No running, talking, or disorderly conduct will be tolerated. If an exit is blocked, follow the directions of the person in charge.

**GRADUATION REQUIREMENTS**

Listed below are all of the requirements necessary to qualify for a North Branford High School diploma. All requirements, including those of PA166, must be met in order to participate in the graduation ceremony.

**ENGLISH:**

|                            |           |           |
|----------------------------|-----------|-----------|
| English I, II, III         | 9-10-11-- | 3 Credits |
| 2 semesters of Sr. English | -----12   | 1 Credit  |

**SOCIAL STUDIES**

|                              |           |          |
|------------------------------|-----------|----------|
| Required 9th Grade History   | 9-----    | 1 Credit |
| Required American History    | --10----- | 1 Credit |
| Required Contemporary Issues | -----12   | 1 Credit |

**MATHEMATICS:**

|            |           |
|------------|-----------|
| 9-10-11-12 | 3 Credits |
|------------|-----------|

**SCIENCE:**

|                 |        |          |
|-----------------|--------|----------|
| General Science | 9----- | 1 Credit |
|-----------------|--------|----------|

|   |              |               |
|---|--------------|---------------|
| General Biology or Biology                      | --10-----    | 1 Credit      |
| Plus Physical Science                           | --10-11-12   | 1 Credit      |
| <b><u>PHYSICAL EDUCATION:</u></b>               | 9-10-11----  | 1 1/2 Credits |
| <b><u>VOCATIONAL EDUCATION OR FINE ARTS</u></b> | 9-10-11-12   | 1 Credit      |
| <b><u>HEALTH EDUCATION:</u></b>                 | 10-----12    | 3/4 Credits   |
| <b><u>CON.EC./STUDY SKILLS</u></b>              | 9-10--11---- | 1/2 Credit    |
| <b><u>ADDITIONAL ELECTIVES:</u></b>             | 9-10-11-12   | 5 3/4 Credits |

|  |    |         |
|--|----|---------|
| <b><u>PROMOTION:</u></b>                           |    |         |
| For promotion to Grade 10                          | 6  | Credits |
| For promotion to Grade 11                          | 12 | Credits |
| For promotion to Grade 12                          | 18 | Credits |
| <b>TO GRADUATE FROM HIGH SCHOOL.....24 CREDITS</b> |    |         |

**GRADUATING WITH DISTINCTION**

In order to qualify, seniors must have a Q.P.A. (class rank) of 135.00 and must have a total grade average of 87 or above after 15 complete marking periods. For the class of 2011 and beyond, seniors must have a QPA of 135.00 and must have a total grade average of 87 or above, and must complete ¼ credit of IPP (Independent Performance Project). A student who receives an “F” for a final grade (Year End Grade) will not be eligible.

**GUIDANCE**

Our Guidance staff is here to provide a complete developmental program for all our students. We counsel students regarding personal issues and course selection, and provide guidance in career planning.

To make an appointment with a counselor a student needs only to sign up in the guidance office between classes or before or after school.

**HEALTH POLICY**

All Boards of Education require each pupil enrolled in the Public Schools to have a Medical Examination at least once in 3 years by his/her own physician to ascertain whether such pupil is suffering from any physical disability tending to prevent him/her from receiving the full benefits of school work. Pupils in 10th grade must meet this REQUIREMENT BY FEBRUARY 1ST... A REQUIREMENT MANDATED BY STATE STATUTES.

It is recommended that a pupil also be referred for health examination upon admission to a new school system.

It is also recommended that a pupil in a special education class be examined annually.

Any students participating in interscholastic athletics must be examined by their physician just before the beginning of the sports program in which he/she is to participate. (See Athletic Physicals).

Any medication (including aspirin or bufferin) cannot be administered without a written order from the physician. Students cannot be excused from school until the nurse is able to contact a parent. Parents are responsible for their transportation.

Any student absent from school 3-5 days or more is to be seen by the school nurse the day he/she returns to school.

Any student with a temperature of 100 degrees or more will be excluded from the classroom. The nurse may exclude any student at any time for health reasons.

Students with Pediculosis are to be excluded. Those with nits will be excluded unless they are under treatment.

Students with SCABIES, untreated RINGWORM or exposed areas of IMPETIGO are to be excluded from school.

Students who have been exposed to Diphtheria, Epidemic Encephalitis, or Infantile Paralysis must be excluded. These students may be readmitted only on a certificate by the Health Officer.

Parents are to notify the school nurse when a communicable disease is diagnosed. The school nurse will counsel with pupils to develop self-reliance in dealing with personal health problems.

The preceding and following regulations concerning communicable disease have been recommended by the Health Officer and will be followed in the school system.

#### **REPORTABLE COMMUNICABLE DISEASES - SCHOOL GUIDE**

NOTE: For other reportable communicable diseases consult the Health Department.

| <b><u>DISEASE</u></b> | <b><u>PATIENT EXCLUSION</u></b> | <b><u>CONTACTS EXCLUSION</u></b>                                     |
|-----------------------|---------------------------------|--|
| <u>Chickenpox</u>     | 6 days after appearance         | NONE   |
| 13 - 17 days          | of rash                         |  |
| <u>German Measles</u> | 4 days after onset              | NONE   |
| 14 - 21 days          |                                 |  |
| <u>Measles</u>        | 5 days after appearance         | NONE   |
| 13 - 15 days          | of rash                         |  |
| <u>Mumps</u>          | Until swelling subsided,        | NONE   |
| <u>Poliomyelitis</u>  | 14 days from onset              | 14 days for non-immune children who have<br>Received 3 oral types of |

|   |  |  |
|---|--|--|
|   |  | Vaccine will be considered immune.   |
| <u>Scalp Ringworm</u>   | NONE, if under proper treatment  | NONE   |
| <u>Streptococcal Infection - Scarlet Fever - Respiratory Infections (Strep) Sore Throat (etc)</u> | No special time - under Drs.' Orders   | ADULTS: None unless food or handler who must abide by requirements of CHILDREN: NONE but keep under observation for signs/symptoms of illness. |
| <u>Diphtheria</u>   | Until 2 successive negative Nose/throat cultures taken not less than 24 hrs. apart are obtained. | **Same as under Exclusion of Patient   |
| <u>Smallpox</u>   | Scabs/crusts disappeared Readmit on Cert. From Health Dept.                                      | 16 days from last exposure and readmit on Cert. Health Dept.   |
| <u>Whooping Cough</u>   | 21 days after onset of "whoop"   | 14 days for non-immune children who have received cough Prophylaxis vaccine will Be considered immune.   |
| <u>Hepatitis</u>  | Under doctor's orders  | NONE   |
| <u>Mononucleosis</u>  | Under doctor's orders  | NONE   |

It is the responsibility of the parents to keep a student emergency card up to date. In the event of an emergency when a parent cannot be reached or is not available, the nurse will call the family physician. If the physician is not available and circumstances warrant it, the child may be taken to the Emergency Room at the hospital. When the nurse is not available, the principal, teacher or designated person for First Aid will follow through.

### HOMEWORK

Since North Branford High School emphasizes quality education in a rapidly changing world, homework assignments become necessary as well as beneficial. The homework assignment can breathe life into learning confined to the time and space of classrooms. Homework assignments that motivate and challenge help students to understand and appreciate the value of life-long

learning. Individual creativity and prudent use of resources can enrich and reward student efforts.

1. Homework keeps parents in touch with the school program and their youngster's progress, thus creating a closer bond between home and school.

2. Homework teaches the student to follow directions and to organize time.

3. Homework teaches the student to accept responsibility and develop self-reliance. It improves study skills and work habits.

4. Homework reinforces school learning and gives needed drill on topics presented in class.

5. The amount of knowledge required by the curriculum simply cannot be imparted during school hours alone.

#### PARENTS REGARDING HOMEWORK

1. Parents should arrange a quiet suitable place, with adequate work- space, for the youngster to work.

2. Parents should cooperate by encouraging their youngster to complete homework assignments.

3. Parents should understand the value of various types of homework, since the value differs under different circumstances and conditions.

#### HONOR ROLL

High Honors recognition is given to those students whose grades average 92 or above with no grade lower than a 74. Honors recognition is given to those students whose grade average is 87 or above and no grade lower than a 74. An incomplete will exclude a student from the honor roll for the marking period. An extra 5 points is added to the average for AP Courses.

#### HONOR SOCIETY (NATIONAL) SELECTION PROCEDURES

1. The selection procedure will be determined by a faculty council with input from other faculty members.

2. A junior must have a cumulative average of at least 87 for grades 9 and 10 and the first two quarters of grade 11 and a Quality Point Average of 150. Seniors must have a cumulative average of at least 87 through the first two quarters of grade 12 and a Q.P.A. of 150. Membership will not be considered on the basis of grades alone. Students must meet all four criteria; scholarship, service, leadership and character, which are all equally important.

3. Students who are eligible scholastically, will be notified and told that for further consideration for selection to The National Honor Society they must complete the Student Activity Information Form and turn it in to the advisor on the due date published.

4. The Student Activity Information Form will be reviewed by the faculty council, along with any other verifiable information about each candidate. The

Activity Form will include information regarding student's leadership, character and service, which are the three areas, other than scholarship, which are required by the National Honor Society Charter. Candidates receiving a majority vote of the faculty council will be inducted into the Totoket Chapter of the National Honor Society.

5. Any student who has had any Out of School Suspensions will not be eligible.

6. All Students are required to complete 50 hours of Community Service Hours verified by documentation. Forms are available in the Guidance Office.

NOTE: Although students are commended for maintaining a high scholastic average, please understand that membership is not guaranteed to anyone.

### **IN-SCHOOL SUSPENSION**

Students may be assigned to ISS by the school administration in accordance with state law as outlined on pages 47 -49 of this handbook.

#### **Additionally, Rules Governing ISS at NBHS:**

1. Students must arrive at the start of the school day 7:30am and report to ISS. Students must complete the entire day in ISS. Failure to adhere to either (on time & remain entire day), will result in the student being reassigned upon their return the next school day or upon the next available spot.
2. ISS monitor will assign writing modules that are aligned with the offense leading to the ISS being assigned. These reflective writing tasks must be completed during the ISS day. Failure to complete the writing module or failure to complete in an acceptable fashion, as determined by the monitor and/or school administration, will cause the student to be reassigned to ISS.
3. Following completion of the writing modules, students assigned to ISS are to complete school work. Teachers and the ISS monitor will provide the students with school work/assignments to be completed during the ISS day(s).
4. Students are to remain on task during the ISS. There is no sleeping in ISS.
5. Students will take 'A' lunch (10:49 – 11:15am) and will consume their lunch in ISS.
6. At the discretion of the school administration, a student(s) who follows all of the rules outlined above, may 'earn out' for the last period of the day. That is, at the discretion of the school administration with input from the ISS monitor, student(s) may attend their last period class if all rules are followed and the student(s) have remained on task.

### **INSURANCE**

There is no school accident insurance for which the school pays EXCEPT for all interscholastic sports and cheerleading. IT IS HIGHLY RECOMMENDED

THAT PARENTS TAKE ADVANTAGE OF THE LOW COST STUDENT INSURANCE THAT IS OFFERED AT THE BEGINNING OF EACH SCHOOL YEAR.

#### **LIBRARY MEDIA CENTER**

The Library Media Center serves as the instructional backbone of the school. Students are assisted in utilizing library resources through individualized and formal class instruction by the school library media specialist. Students may utilize the facility before and after school and during their study periods. However, prior to borrowing materials and using the library media center, students must pay any delinquent fines for books or periodicals that were overdue or lost the previous school year.

The School Library Media Specialist teaches instructional classes throughout the school year to assist students in completing assignments and to instruct students in utilizing the library properly and efficiently. A Xerox copier is available for students to make copies of library materials that do not circulate and/or any materials pertaining to class assignments. Any student using the copier for non-school related activities will lose their library privilege.

The Library Media Center is open from 7:20 a.m. - 2:30 p.m. Monday through Friday. Students are encouraged to utilize all print and non-print materials throughout their high school years.

There are a few simple rules which students are asked to follow:

- All books except reference and reserved books may be borrowed for two weeks.
- A fine of 5 cents per day on each book is charged when overdue.
- Students are responsible for materials which have been borrowed.
- Reference and reserved books circulate overnight only.
- A fine of 35 cents per day is charged on these materials when overdue.
- Back issues of magazines may circulate for one week only and cannot be renewed.
- Students who wish to use the Media Center during their study periods must report to the Media Center at the beginning of the period (including lunch period.)
- Prior to borrowing materials and using the Media Center, students must have paid all delinquent fines for books/periodicals overdue or lost the previous school year.

#### **MAKE-UP**

Students who are absent must make up work that has been missed. For absences of five days or less, 48 hours will be allowed for each day's absence to make up the work. For extended absences arrangements must be made with the individual teacher. The student assumes the responsibility of remaining after school with teachers for make-up work whenever necessary. In the case of an extended illness, homebound instruction may be provided if a doctor's

note is filed with the Guidance Department with appropriate documentation. In the case of an absence of two or more days, the Guidance office should be contacted by the student or parent, so that homework assignments can be collected from teachers.

#### **MARKING SYSTEM**

The school uses letter grades to report and to record your progress.

|                  |                          |              |              |
|------------------|--------------------------|--------------|--------------|
| A+...97 or above | B+...87 - 89             | C+...77 - 79 | D+...67 - 69 |
| A...94 - 96      | B...84 - 86              | C...74 - 76  | D...64 - 66  |
| A-...90 - 93     | B-...80 - 83             | C-...70 - 73 | D-...60 - 63 |
|                  | F....Below 60 is failing |              |              |
|                  | I.....Incomplete         |              |              |

#### **NURSE**

The school nurse is located in the office across from the cafeteria. She is available to accommodate students for First Aid and the care of sudden illness. She is also available to students on a consultation basis upon request.

#### **PARKING/DRIVING**

**PARKING PRIVILEGES ARE LIMITED TO SENIORS and JUNIORS.**

The speed limit on school grounds is 15 mph. All state motor vehicle rules must be followed. Students are not allowed in the parking lot without prior permission from the office. Automobiles must be properly parked and locked. The cost of a obtaining a parking permit is \$5 per year. The permit must be affixed to the rearview mirror. Automobiles improperly parked i.e. on the grass, along the curb, in fire lanes, on sidewalk, in more than one space, in a faculty space, in a space other than the assigned, etc., may be towed at the owner's expense. Students who violate the above parking regulations may lose their driving privilege and may also be suspended from school. Students who receive a police summons for a moving violation on school property will lose their parking/driving privileges for the school year.

**STUDENTS WHO ARE CAUGHT LEAVING CAMPUS WITHOUT PERMISSION WILL HAVE THEIR PARKING PERMIT SUSPENDED. SCHOOL ADMINISTRATION RESERVES THE RIGHT TO SUSPEND STUDENTS' PARKING PRIVILEGE IN ACCORDANCE WITH DISCIPLINARY OFFENSES.**

**School Administration reserves the right to search a vehicle parked on school property.**

**Under no circumstances shall any student use any motor vehicle, including, but not limited to, mini-bikes, motorcycles, lawn tractors and snowmobiles for recreational purposes on school grounds.**

#### **PASSES**

No pupil should be out of any class, study hall or homeroom while school is in session without a pass. If a teacher needs to see a pupil, he/she should give the student a pass. Only one student is allowed on a single pass.

#### **PHYSICAL EDUCATION DRESS REGULATIONS**

Refer to the department Contract provided to each student at the onset of the class.

#### **PLAGIARISM**

Students need to be reminded that the writer of research is *supposed* to share information with the reader and incorporate it into his/her paper. Putting this information together and recognizing how it can help the writer to prove the thesis is an exercise in critical thinking.

Borrowing ideas, quoting sources and summarizing the work of others is required of the research writer and will enhance a paper *if* and *only if* the source is documented.

Plagiarism is taking the ideas or words of another without acknowledgment. any time the writer creates the impression that a work is his/her own, either in part or entirety, plagiarism has been committed. Even though plagiarism may not be intentional, the consequences are serious.

It is the position of the North Branford School system that plagiarism is a very serious academic offense which may result in:

- failing the paper
- failing the course
- dismissal from the National Honor Society
- suspension from school

Plagiarism includes:

1. Incorporating ideas, words, information from sources without documenting. These sources include: written sources, including books, journal articles, magazine or newspaper stories, notes to literature (cliff Notes, Monarch Notes, Barnes and Noble Notes, etc.) unpublished papers, reports, advertising or public relations materials, etc.
2. using a paper that someone else wrote
3. not documenting your sources properly
4. citing authorities that do not exist
5. citing interviews that never took place
6. using information from electronic sources without documentation
7. using audio or video footage that comes from another source (including work done by another student) without permission acknowledgment of that source
8. collaborating with another person on a paper or project without giving him/her acknowledgment
9. padding a bibliography/works cited

The following should be documented:

1. direct quotes from any written, visual, auditory or electronic sources
2. paraphrases or summaries of another's ideas, theories or premises
3. all statistics
4. facts not commonly known

#### **REPORT CARDS**

Report cards will be prepared via computer and will be issued approximately seven school days after the end of the marking period.

#### **RTI – Response to Intervention**

RTI is a school based early intervention team whose purpose is to provide help for students who experience academic, behavioral and/or social problems. The goal of RTI is to consult and develop recommendations, strategies, and techniques that would improve the identified student's academic and/or behavioral functioning.

#### **SCHOOL CANCELLATION**

##### **OR**

#### **DELAYED OPENING**

In the event of severe or unusual weather conditions information will be given to the STORM CENTERS - TV Channels 8 and 30.

The message will be given that:

- a. school is closed
- b. delayed opening (they will specify length of delay).

Under the delayed opening plan, school will close at the regular time.

**WHEN SCHOOL IS DISMISSED EARLY OR CANCELED BECAUSE OF INCLEMENT WEATHER, ALL EXTRACURRICULAR ACTIVITIES WILL BE CANCELLED.**

#### **SCHOOL SOCIAL WORKERS**

The School Social Worker provides individual and group counseling to students and works with the students on the problems in students' living situation, home and/or school that affect the student's academic and social functioning in school.

The School Social Worker consults with the school's staff and student's parents to ensure teachers' and parents' understanding of the problems affecting the student. An assessment of the student's social and emotional functioning is part of the School Social Worker's services. The School Social Worker identifies school and community resources appropriate to the special needs of students and families and makes appropriate referrals. Mrs. Eve Ostrowski and Mrs. Bonnie Appi the School Social Workers and can be reached in the Guidance Office.

#### **SCHOOL STORE**

The parents of the North Branford Booster Club and the students of the Life Skill's Program operate the School Store. The School Store is located in the hallway between the large and small gyms.

#### **SEARCH AND SEIZURE**

School officials are authorized to search school lockers as well as other property available for use by students and to conduct student searches to safeguard students, their property (including student vehicles located on school property) and school property with reasonable care for the rights of such students.

#### **DESKS AND SCHOOL LOCKERS**

Desks and school lockers are the property of the North Branford School System. A school administrator or designee may search a locker or desk when, as of the time of the search, the following conditions are present::

1. There is reason to believe that the student's desk or locker contains contraband material or the fruits of a crime.
2. The probable presence of contraband material poses a threat to the maintenance of discipline, order, safety and health in the school.
3. The search as actually conducted is reasonable related in scope to the circumstances which justified the search.

In addition, random inspections of students' desks and lockers may be undertaken at such times and places as the administration determines to be reasonable and necessary. Students shall be informed in advance that Board policy permits the random inspection of desks and lockers. A student's receipt of the student handbook, informing him/her of this right, constitutes such notice.

#### **SECURITY**

1. All outside doors to the building will be locked at 7:30 am. except the front entrance.
2. Students are not to bring guests into the building at any time. Guests are not allowed on school grounds at any time unless approved by the Administration.
3. Anyone coming into the school for school business, who is not associated with the school, should report to the Main Office immediately and sign in and obtain a visitors pass.

#### **SENIOR PRIVILEGES - CONDITIONS FOR**

1. Seniors are allowed to have study in the cafe. **THEY MUST SIGN THE ATTENDANCE SHEET. SENIORS ARE NOT ALLOWED TO BE IN THE HALLS AT ANY TIME.** Continued problems in the cafe will result in loss of the cafe privilege for all seniors and assignment to an alternative study hall.
2. The area will be policed by the seniors and it is their sole responsibility to clean up after themselves. **FOOD WILL NOT BE ALLOWED OUTSIDE THE CAFE.**
3. Seniors may leave school early, after their last class. Seniors may also come to school late **PROVIDING** they do not miss a class or **X-BLOCK**. To exercise this privilege seniors must have study halls at the end or the beginning

of the day. They will be required to sign in and sign out in the office. It will be up to the office to deal with those who abuse the privilege of signing in and signing out. This privilege CANNOT be exercised for more than ONE period at the onset of the day and no more than two periods at the end of the day **SENIORS NEED TO ARRIVE TO SCHOOL BY X-BLOCK** and must be on time to homeroom/Advisory on Fridays.

4. If a senior receives an "F" on his/her report card he/she will lose his/her senior privileges for the following marking period. The senior will be assigned to a classroom study hall. This will be based on marking period grades for full year courses and for semester courses for term 1 and term 3. Semester grades for semester courses at the close of the first semester will be used in determining privileges for the second semester.

#### **SMOKING**

Smoking is prohibited in the school building and on school buses. AT NO TIME IS SMOKING PERMITTED ANYWHERE ON THE SCHOOL GROUNDS, INCLUDING THE FRONT OF THE BUILDING AND THE PARKING LOTS.

Smoking /carrying of smoking paraphernalia i.e. (matches, lighters, cigarettes in the school building or on the school grounds is not allowed.

#### **STUDENT COUNCIL**

The Student Council is an elected body of students which aids in the administration of the high school. The council's chief purposes include promoting school spirit, creating a close harmony between students and faculty.

The Student Council assists in the administration of the school by encouraging good conduct, by promoting proper respect for the school, town and community, and by helping in the organization of school activities.

#### **STUDY HABITS**

Many people do not know how to study. This is a major cause of failure in school. If students do not know how to study, they probably neither organize their time well, nor concentrate adequately. Perhaps these suggestions may prove helpful:

1. Find a quiet place to study by yourself.
2. Make a time schedule. Everyone, no matter how important his job, needs a schedule.
3. Improve your reading skills. (No one can read enough. Learn to skim and scan when this most effectively completes your assignment).
4. Improve your vocabulary.

Try the above suggestions....you may be surprised by the results!

#### **STUDY HALLS**

Study hall attendance is treated in the same way as classroom attendance. Students with a pass from another teacher excusing them from a study hall for make-up work, extra help etc., must first report to the study hall teacher. Cuts

from study halls will result in the same discipline as class cuts, one WEDNESDAY detention for each cut. In School Suspension and /or Saturday School will result for subsequent cuts.

#### **SUMMER SCHOOL**

North Branford High School students attend summer school at North Haven High School or Branford High. Information is available in the main office and in the guidance office. Any student who has obtained at least a 50 average may enroll in a course to make up credit. Students who have more than 18 absences in a class may not take it in summer school. Students may take no more than two credits during summer school. A tuition fee is required.

#### **SUSPENSION**

See.....Rules Governing Student Conduct.

#### **TELEPHONE**

**There is a telephone in the main office for student use. This should be used only for emergencies and during homeroom, X-Block, or during lunch time.**

#### **TEXTBOOKS**

Students are responsible for all books issued to them. No student should write in books or deface them in any way. Damage or loss should be reported at once to the teacher who issued them. The student must pay the cost of the book before he/she receives another one. When changing a course, or upon completion of a course, textbooks should be returned to the teacher who issued them.

#### **TRESPASS**

Any student who enters or remains in any of the North Branford school buildings beyond school closing time, unless authorized by an after-school activity with appropriate supervision, shall be guilty of trespass. Anyone guilty of trespass shall be liable to the legal limits of the law and may also be liable for disciplinary action up to and including suspension/expulsion.

#### **VALUABLES**

The school cannot accept the responsibility for money or other valuables. School lockers are for the storage of books and clothing and DO NOT provide satisfactory protection against the loss of valuables.

**THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOSSES.**

#### **VISITING OTHER SCHOOLS**

High School students MAY NOT visit elementary or intermediate schools (including building and grounds) unless permission has been received in advance, by phone or otherwise, from the Principal of the school for which the visit is planned.

#### **X-BLOCK**

X Block is a time that exists between first period and second period each day. Students are to attend their assigned homeroom on Fridays. Meetings for various teams and clubs meet on designated days as outlined below. Specific dates for meetings are determined by the advisor/coach and are communicated via the announcements. Students may access the café area during X-Block. Food and beverage (except clear water) is to be consumed only in the CAFÉ.

Meetings:

Monday – Student Council/Class Officers

Tuesday- Clubs/Activities

Wednesday- Clubs/Activities

Thursday- Athletics/Sport Teams

**STUDENTS WHO HAVE BEEN ABSENT a prior day (s) are expected to check in with their teachers during X-Block upon their return to school to receive information and/or make-up work.**

**VISITORS**

North Branford High School allows **visitors only at the discretion of the building principal.**

**WEIGHTING OF GRADES**

Class rank places the emphasis on quality of work rather than on quantity of credits. Although all phases of a student’s record in high school are considered, his scholastic achievement is the most important single item. College admissions personnel have learned through years of study that the best predictor of success on the college level is the quality of work done on the high school level.

Class rank is calculated by taking a weighted average of a student’s grades. It is computed by taking the average of their final marks received in all subjects taken from grades 9-12. All subjects are given credit and all students in each grade are included. Students should refer to the “Course Catalog” to determine the appropriate weight for their courses.

The quality points used in class rank are listed below:

**LEVEL 5    LEVEL 4    LEVEL 3    LEVEL 2    LEVEL 1**

|    |    |    |    |    |    |
|----|----|----|----|----|----|
| A+ | 24 | 21 | 18 | 16 | 12 |
| A  | 23 | 20 | 17 | 15 | 11 |
| A- | 22 | 19 | 16 | 14 | 10 |
| B+ | 21 | 18 | 15 | 13 | 9  |
| B  | 20 | 17 | 14 | 12 | 8  |
| B- | 19 | 16 | 13 | 11 | 7  |
| C+ | 18 | 15 | 12 | 10 | 6  |
| C  | 17 | 14 | 11 | 9  | 5  |
| C- | 16 | 13 | 10 | 8  | 4  |
| D+ | 15 | 12 | 9  | 7  | 3  |
| D  | 14 | 11 | 8  | 6  | 2  |
| D- | 13 | 10 | 7  | 5  | 1  |
| F  | 0  | 0  | 0  | 0  | 0  |

All students will be ranked according to quality point average. The student having the highest quality point average will be number one, etc.

Since class rank is used by colleges as one of the most important criteria in admissions, class rank is officially computed at the end of six semesters, or at the end of the Junior year.

**WORKING PAPERS**

Persons between the ages of 16 and 18 must have working papers. You may apply for them in the main office. PARENTS MAY NOT APPLY FOR WORKING PAPERS FOR THEIR CHILD. By State Law the student must apply in person. Applicants must bring a completed PROMISE TO EMPLOY form and a birth certificate preferably, or a driver's license.

**NORTH BRANFORD HIGH SCHOOL ATHLETICS**

**MASCOT...THUNDERBIRD**  
**COLORS...PURPLE AND WHITE**

North Branford High School is very proud of its competitive athletic teams. Students can exhibit their sense of school pride by supporting their teams and their members who represent this school in competition throughout the State of Connecticut.

The Administration encourages each and every student, parent and faculty member to attend the various athletic events. North Branford High School students are expected to treat visiting teams and fans in a courteous and respectful manner.

North Branford High School competes in the following interscholastic sports:

| <u>GIRLS</u> | <u>BOYS</u>  |
|--------------|--------------|
| Field Hockey | Football     |
| Volleyball   | Soccer       |
| Swimming     | Swimming     |
| Basketball   | Basketball   |
| Indoor Track | Indoor Track |
| Tennis       | Tennis       |
| Softball     | Baseball     |
| Track        | Track        |
| Cheerleading | Ice Hockey   |
| Soccer       | Golf         |
| Lacrosse     | Fencing      |

**NBHS ATHLETICS - OVERVIEW**

It is important for students and parents to realize that participation in the North Branford interscholastic athletic program is not a right, but a privilege which is afforded to those individuals who possess the ability, attitude, disposition, cooperative spirit, and desire to represent the student body, the school district, and the North Branford community in a manner which reflects favorably upon

their school. Athletics are completely voluntary and no student is obligated to take part. Athletics are not a requirement for graduation or a prerequisite for college admission. There are some special standards and expectations in the areas of academics, citizenship, training rules, and sportsmanship with which participants must comply. It is essential that student athletes and parents must be familiar with all rules and regulations governing athletic participation in the North Branford schools. It is important to remember that the school reserves the right to revoke the privilege of participation if a team member does not conduct himself or herself in an acceptable manner.

Each and every season a copy of the Athletic Rules will be provided for each student athlete and his/her parent (s). The rules will outline expectations and outcomes for violations pertaining to certain rules and guidelines. In order to participate, each student-athlete and parent will be required to sign an acknowledgement following review of the rules and guidelines. This will be done prior to each season beginning

**NBHS RULES FOR STUDENTS PARTICIPATING IN ATHLETICS  
AND SCHOOL CLUBS/ORGANIZATIONS**

Student athletes and members of school organizations shall be subject to the same disciplinary consequences regarding the use, possession and/or distribution of *tobacco products*, alcohol or controlled substances or illegal performance enhancing drugs on school grounds or at a school function, as set forth in the policies of the North Branford Board of Education and the Student Handbook. In addition, following an investigation by the principal or the principal's designee, a student athlete who is participating on an athletic team or a school organization and who is found to use, possess and/or distribute alcohol or any controlled substance including performance enhancing drugs on or off school grounds in or out of season and/or is arrested for any of the above or any related offense during the team's season shall be immediately removed from any school athletic team or organization for a period of time outlined below and consequences will be given as outlined below. These consequences will also be given if a student athlete is found by a staff member using tobacco products on campus or at any school related event.

When a student participating in school athletics or school organizations attends a party or social gathering (including in a car) off school grounds at any time of the year at which there is underage drinking or illegal drug use and that student knows- or should have known given the surrounding circumstances, as determined by the principal or the principal's designee based upon his/her investigation that such drinking or drug usage is occurring, the student shall leave that event immediately. Failure to do so will result in the following:

- a. The student will be referred to the principal or the principal's designee.
- b. The student will be informed of the charges.

- c. The student will be provided with the opportunity to give his/her side of the story to the principal or the principal's designee.
- d. The principal or the principal's designee shall make a decision within a reasonable period of time as to whether a violation of these rules has occurred.
- e. The student will be notified of that decision in writing.
- f. If the principal or the principal's designee determines that a violation exists, then the discipline shall be as follows:

#### **FIRST OFFENSE**

##### **For alcohol, drug or steroid use or in the presence of its use on or off school grounds or at a school function; or for tobacco product use on school grounds or at a school function**

- Suspension from the team or organization for two weeks, *if the student cooperates with the administration in their investigation of the incident, then the suspension from the team may be for one week*; if the end of the season occurs prior to the end of this *suspension* period, the remainder of the suspension will apply to the next athletic season that the student plays in. The suspension shall include a suspension from all practices, celebrations, meetings, and/or other related events; and
- Suspension from games for the greater of two weeks or two games, including but not limited to post season games; and
- After the suspension is over, the student may return to the team or organization and practice for one week and attend games, but the student will not be allowed to play in the next game(s) or scrimmages played by the team against another school team for one week following his/her return after the suspension ; and
- If the violation for which the student was suspended was for use or possession of drugs or alcohol, that student, in addition to the above, will not be permitted to play unless he/she shows proof of attendance for no less than three hours at a legitimate drug and alcohol counseling, or awareness program. It shall be the responsibility of the family to pay for any such counseling or program. The principal or the principal's designee shall determine whether the documentation provided by the student is acceptable and the student must provide it to the principal or the principal's designee no later than 3 days prior to the game day.
- Before returning to a team practice or organization meeting, the student and the student's parent/guardian shall

meet with the coach/advisor to discuss the transition back to the team or organization.

- The administrators and staff, including coaching staff, shall maintain the confidentiality of any arrest report received by the school, except as is necessary to discipline the student in accordance with these rules.

#### **SECOND OFFENSE**

**For alcohol, drug or steroid use or in the presence of its use on or off school grounds or at a school function or for tobacco product use on school grounds or at a school function**

- Dismissal from any team or organization for 365 calendar days; and
- If the violation for which constituted the second offense was for use of tobacco products or use or possession of, drugs or alcohol, that student, will not be permitted to play on an athletic team or participate in the organization the following year unless he/she shows proof of attendance for no less than three hours at a legitimate drug and alcohol counseling, or awareness program. It shall be the responsibility of the family to pay for any such counseling or program. The principal or the principal's designee shall determine whether the documentation provided by the student is acceptable and the student must provide it to the principal or the principal's designee no later than 3 days prior to the beginning of the next season in which the student is eligible to play.

#### **THIRD OFFENSE (within athletic career at NBHS)**

- The Student is no longer eligible to play athletics or participate in an organization at NBHS.

The decision of the principal or the principal's designee shall be final so long as the procedures set forth above are followed.

**A Captain's pledge** will be taken and signed by all team captains upon their appointment. The pledge shall include an agreement that the captain shall immediately resign from the captaincy if at any time he or she is found to be in violation of these rules or the Board policies. No appeals or reconsideration shall be available and the captaincy cannot be regained at any time during the season.

#### **Academic Eligibility to Participate – Athletics and School Organizations** **NBHS RULES FOR STUDENTS PARTICIPATING** **IN ATHLETICS AND SCHOOL ORGANIZATIONS**

Participation in athletics at NBHS and representing our school's extra curricular activities (e.g., student council, clubs and organizations) is an honor and a privilege. Any student who chooses to participate in activities outside of the classroom must maintain academic standards. In the past we have held our athletes to the CIAC academic standard. The following plan raises this standard because we want to ensure our students have an appropriate focus on academics and continued success throughout their high school career. The following plan also includes all students in extra-curricular activities such as theater events, clubs, and programs. It is important to note this plan includes mandatory participation in a support program to help students who are struggling to meet this standard.

**To be eligible to participate as an NBHS athlete or remain in any role in our school's organizations, a student must have no Fs in any courses in their schedule when report cards are issued. If at the mid-marking period, the F has changed to passing, then the student will be allowed to participate again.**

**If at the mid-marking period, a participating student has more than one D or an F, then to continue participating he/she must attend three after school study halls per week until the next report card is issued. If when the report cards are issued and a student has more than one D, then to continue participation he/she must attend three after school study halls per week until the next mid-marking period date.**

**FALL Eligibility –**

**If a student receives an 'F' for a year end grade for a course, the student is not eligible to participate during the following fall season. The student must attend the study halls and at the mid-marking period, all grades must be passing grades to become eligible**

**If a student receives two or more 'Ds' for a year end grades, the student must attend study hall and is eligible at the onset of the fall season.**

#### **CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE** **ELIGIBILITY RULES**

*See NBHS academic eligibility rules listed prior – the NBHS academic eligibility rules are in addition to the CIAC Eligibility rules for participation at NBHS.*

A digest of the (CIAC) Rules for Student Athletics:

**You ARE NOT ELIGIBLE:**

1. If you are not taking at least four (4) units of work.
2. If you have not passed at least four (4) required units at the end of the last marking period as of the official day grades are issued.
3. If you are nineteen (19) years of age before September 1st.
4. If you have changed schools without a change of residence.
5. If you have played the same sport for more than three (3) sessions in Grades 10, 11, and 12.

6. If you play or practice with an outside team in the same sport while a member of the school team.
  7. If you play under an assumed name on an outside team.
- Consult your Principal or Athletic Director for other rules effecting athletic eligibility.

#### **ATHLETIC PHYSICALS**

Any student participating in any sport must have a complete physical by his/her physician. No student will be allowed to participate without a physical. All physicals must be turned in to the school nurse prior to the start of practice. All physicals will be valid for one school year and in all sports for the duration of that year. The required forms are available at the high school's main office. Victor R. Sawicki, MD, School Medical Advisor.

#### **ATHLETIC AWARDS**

An athlete receives an actual cloth NB letter award only once. For each additional letter award a patch will be given to the athlete. To qualify for a jacket, an athlete must earn two varsity letter.

#### **RULES GOVERNING STUDENT CONDUCT**

Every student has the right to a free public education commensurate with his/her ability, interest and need. To protect this right, a student has the obligation and the responsibility to see that his/her conduct does not interfere with his/her own educational process, nor with the right of any other student seeking an education.

The following are listed to help all students clearly understand what offenses may be considered serious enough to interfere with the learning process. Again, these rules and listed penalties are intended as guidelines that may be modified pending individual circumstances. A student guilty of any of the following acts of misconduct will be liable for disciplinary action that might include suspension or expulsion:

#### **ABUSIVE LANGUAGE AND/OR GESTURE to a staff member**

Abusive language to staff member. 3- 5ay suspension

Abusive Gesture to a staff member 1-3 day suspension

#### **BULLYING**

*Definition-* Bullying is defined as any overacts 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 anyone student during the school year.

*Reporting* – Any student may make anonymous reports alleging bullying to teachers and administrators in writing. However, per state statue, no disciplinary action shall be taken solely on the basis on an anonymous report. Students who witness bullying should notify a teacher, guidance counselor, administrator, or the school nurse. School staff members who witness bullying or receive student

reports of bullying are to report this information, in writing, to a building administrator by the close of the school day.  
Procedures/Interventions – Cases of suspected bullying will be immediately investigated by a building administrator. The investigating administrator will but is not limited to, interviewing witnesses, the reporter of the incident(s), and meeting with the involved students. Verified acts of bullying warrant progressive disciplinary action as determined by the school administration. Mental Health school staff (guidance, school social worker, student assistance counselor) will also be utilized to support the students and to assist the students in preventing further incidents.

**BUS DISCIPLINE POLICY**

The time while students are riding a school bus is considered to be part of the school day. Therefore, infractions committed by a student while on the school bus will, as a rule, be handled in the same way as if the infraction were committed in school with the possible addition of the student being suspended from riding the bus.

The following guidelines will apply:

**GENERAL DISRUPTION ON THE BUS:**

- 1st. Offense.....Infraction – 1 Wednesday Detention.
- 2nd. Offense and subsequent offenses..... ISS, Saturday School or OSS depending upon the nature of the infraction

**SMOKING ON BUS/CHEWING OF TOBACCO:**

See rules governing tobacco /possession/use school grounds/in buildings

**INSUBORDINATION TO BUS DRIVER:**

- Wednesday Detention 1<sup>st</sup> offense
- Subsequent offenses 1 day of ISS

**CAFETERIA - DISRUPTIVE IN**

Determined by school administration

**CARD PLAYING**

Card playing is not permitted in school at any time

**CHEATING**

Zero on the assignment...1 day ISS or Saturday detention

**CLASS DISRUPTION**

- Sent from class to office..class exclusion..
- 1 30 MINUTE DETENTION
- 2<sup>nd</sup> Offense from the same class
- 1 90 MINUTE DETENTION

**CUT...CLASS/STUDY HALL**

- 1st. offense...WEDNESDAY DETENTION – 90 minutes
- 2<sup>nd</sup> offense....WEDNESAY DETENTION – 90 minutes
- 3<sup>rd</sup> and subsequest. offenses..1 ISS or Saturday Detention

**CUT...CLASSROOM/TEACHER DETENTION**

Srved as 30 MINUTE office detention

**CUT 30 Minute OFFICE DETENTION (Mon. Tues, or Thur)**

1 90 minute detention (Wednesday)

**CUT 90 Minute OFFICE DETENTION (Wed.)**

1 ISS

**DETENTION...BEING SENT OUT OF**

90 Minute Detention

**DEFINITIONS, state law and regulations regarding suspension, expulsion and NBBOE Policy on Alcohol, Drugs, and Tobacco**

**SUSPENSION/EXPULSION: DUE PROCESS**

All employees in the school system shall have an obligation to monitor the behavior of students and to report student misbehavior in accordance with the terms of this policy.

**SECTION I – DEFINITIONS**

- A. “Expulsion” is any denial of public school privileges to a student for disciplinary purposes.
- B. “Removal” is the exclusion from a classroom for all or part of a single class period, provided the exclusion does not extend beyond ninety (90) minutes.
- C. “In-School Suspension” is the exclusion from regular classroom activity for no more than five (5) consecutive school days, but not exclusion from school, provided the exclusion does not extend beyond the end of the school year in which the in-school suspension was imposed.
- D. “Suspension” is the exclusion from **ALL** school privileges, or from transportation services only, for no more than ten (10) consecutive school days, provided the exclusion does not extend beyond the end of the school year in which the suspension was imposed.
- E. “Expulsion” is the exclusion from school privileges for more than ten (10) consecutive school days, and is deemed to include, but not be limited to, exclusion from the school to which the student was assigned at the time the disciplinary action was taken, provided the exclusion does not extend beyond a period of one calendar year.
- F. “Emergency” is a situation under which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of the student as possible.
- G. “Firearm” is any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any ammunition for such a device, any firearm muffler or firearm silencer, or any explosive, incendiary, or poison gas such as a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any similar device, and excluding an antique firearm, as defined in 18 U.S.C. 921, as amended.

- H. “Deadly weapon” is any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles, as defined in C.G.S. §53a-3(6).
- I. Dangerous Instruments. The Board of Education, concerned for the safety and welfare of all students and school personnel in school and at school sponsored activities, prohibits carrying of a weapon, firearm, dangerous instrument or any instrument which is either intended or threatened to be used to cause physical injury, or is intrinsically designed and constructed in such a way that it is capable of causing such physical injury (such as a knife, razor or any sharpened or pointed metal devise) on, or introducing such an instrument onto, school grounds or at school sponsored events or on any school vehicle.  
Possession and/or use of such dangerous instrument by a student shall result in an expulsion hearing, as required under Board Policy.
- J. For purposes of determining the availability of an alternative educational opportunity, or a statutorily mandated expulsion, a “dangerous instrument” means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, including a vehicle, as defined in C.G.S. §53a-3(7).
- K. “Martial arts weapon” is a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star, as defined in C.G.S. §53a-3(21).
- L. The term “seriously disruptive of the educational process” means a marked interruption or severe impediment of the day to day operation of the school. In making such a determination the administrator may consider, but shall not be limited to: whether the incident occurred within close proximity of a school; whether other students from the school were involved, or whether there was any gang involvement; whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in C.G.S. §29-38, and whether any injuries occurred; and whether the conduct involved the use of alcohol or drugs. This definition of “seriously disruptive of the educational process” shall apply to all portions of this Policy.
  - 1. “Bullying” is defined ‘any overt acts by a student or groups of students directed towards another student with the intent to ridicule, harass, humiliate, or intimidate the other student or group of students while at school, at a school sponsored activity or on a bus, which acts are committed on more than one occasion during the school year’.

**SECTION II - REMOVAL OF STUDENTS FROM CLASS**

- A. All teachers are authorized to remove a student from class when the student deliberately causes a serious disruption of the educational process within the classroom.
- B. Whenever a teacher removes a student from the classroom, the teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee of the name of the student and the reason for the removal.

- C. No student shall be removed from class more than six (6) times in Any school year nor more than twice in one (1) week unless the student is referred to the building principal or his/her designee and granted an informal hearing by the administration.

**SECTION III – PHYSICAL RESTRAINT**

The use of corporal punishment is prohibited. Corporal punishment is defined as using physical force or inflicting bodily pain in order to punish a student for unacceptable behavior. No employee or agent of the North Branford Board of Education may use physical force as a disciplinary measure. Reasonable physical force may be used upon a student to the extent that a teacher or other person entrusted with the care and supervision of such student for school purposes, reasonable believes it necessary to:

- Protect himself/herself or others from immediate physical injury, including the student against whom force is used;
- Obtain possession of a dangerous instrument or controlled substance, upon or within the control of such student;
- Protect property from physical damage;
- Restrain such student or remove such student to another area to maintain order.

**SECTION IV – IN-SCHOOL SUSPENSION OF STUDENTS;**

**REASSIGNMENT**

- A. All members of the administrative staff are authorized to impose an in-school suspension on any student whose conduct endangers persons or property, is seriously disruptive of the educational process, or is violative of a publicized policy of the Board of Education, including the standards set forth in this policy.
- B. No student shall be given an in-school suspension without an Informal hearing before the building principal or his/her designee at which the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. No student shall be given an in-school suspension more than Fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
- D. A student may be reassigned to a regular classroom program in a Different school in the School District and such reassignment shall not constitute a suspension or an expulsion.

**SECTION V – SUSPENSION OF STUDENTS**

- A. All members of the administrative staff are authorized to suspend from school privileges any student whose conduct on school grounds or at a school-sponsored activity endangers persons or property, is seriously disruptive of the educational process, or is violative of a publicized policy of the Board of Education, including the standards set forth in this policy.
- B. All members of the administrative staff are authorized to suspend from school privileges any student whose conduct off school grounds is seriously disruptive of the educational process and is violative of a

publicized policy of the Board of Education, including the standards set forth in this policy.

- C. All members of the administrative staff are authorized to suspend transportation services for any student whose conduct while awaiting or receiving transportation to and from school or a school sponsored activity endangers persons or property or is violative of a publicized policy of the Board of Education, including the standards set forth in this policy.
- D. Unless an emergency exists, no student shall be suspended without an informal hearing by the administration, at which the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- E. No student shall be suspended more than ten (10) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion, unless the student is granted a formal hearing pursuant to C.G.S. §§4-176e to 4-180a, inclusive, and §4-181a. If an emergency exists, a hearing shall be held as soon after the suspension as possible.
- F. In determining the length of a suspension, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of the student and any other information relevant to such a determination.
- G. Whenever a member of the administrative staff suspends a student, the administrator shall inform the superintendent or his/her designee and the student's parents/guardians both orally and in writing of the name of the student and the reason(s) for the disciplinary action. Such parental notice shall be issued as soon as possible, but in no case shall such notice be sent more than 24 hours after commencement of such suspension.
- H. A suspended student shall be given an opportunity to complete any class work including, but not limited to, examinations which were missed during the suspension period.
- I. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record by the Board of Education upon graduation of the student from high school.

#### **SECTION VI – EXPULSION OF STUDENTS**

##### **A. Procedure**

1. The Board of Education or a subcommittee of the Board which shall consist of three or more Board members, may expel any student whose conduct **on school grounds or at a school-sponsored activity** endangers persons or property, is seriously disruptive of the educational process, or is violative of a publicized policy of the Board of Education, including the standards set forth in this policy.
2. The Board of Education or such a subcommittee of the Board may expel any student whose conduct **off school grounds** is seriously disruptive of the educational process and is violative of a publicized

- policy of the Board of Education, including the standards set forth in this policy.
3. Three (3) members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may only be expelled at a meeting at which three or more members of the Board are present, provided a majority of the Board members sitting in the expulsion hearing vote to expel and at least three affirmative votes for expulsion are cast.
  4. Unless an emergency exists, no student will be expelled without a formal hearing held pursuant to C.G.S. §§4-176e to 4-180a, inclusive, and §4-181a, provided whenever the student is a minor, notice shall also be given to the parent/guardian of the student. If an emergency exists, a hearing shall be held as soon after the expulsion as possible.
  5. The procedures for a formal hearing shall include the right of the student to:
    - (a) Reasonable advance notice which shall include a statement of the time, place and nature of the hearing; a statement of the legal jurisdiction under which the hearing is to be held; a reference to the particular section of the statutes involved; a short and plain statement of the matters asserted; and, in the case of notice to a student between the ages of sixteen and eighteen, a statement that the Board is not required to offer an alternative educational opportunity to such student who was previously expelled or who is found to have engaged in conduct endangering persons which involved possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, or offering for sale or distribution a controlled substance, on school grounds or at a school-sponsored activity, or upon a second expulsion;
    - (b) The opportunity to be heard in his/her own defense;
    - (c) The opportunity to present witnesses and evidence in his/her defense;
    - (d) The opportunity to cross-examine adverse witnesses;
    - (e) The opportunity to be represented by counsel at his/her own expense;
    - (f) Oral notice of the decision of the Board of Education Within twenty-four (24) hours, followed promptly by written notice of the decision, including Findings of Fact and Conclusions of Law, if adverse to the student concerned.
  6. In determining the length of an expulsion and the nature of Of the alternative educational opportunity to be offered, the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of the student and any other information relevant to making such a determination.

7. If a student is expelled for possession of a firearm or deadly Weapon the Board of Education shall report the violation to the local police department. If a student is expelled for the sale or distribution of such a controlled substance, the Board of Education shall report the violation to the local police department and shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action.
8. The Board of Education shall report annually to the Commissioner of Education, as prescribed by the Gun-Free Schools Act of 1994, information on expulsions for the possession of firearms.

B. **Alternative Educational Opportunity**

1. Any student under sixteen years of age who is expelled shall Shall be offered an alternative educational opportunity during that portion of the expulsion in which the student remains under sixteen years of age, provided the parent/guardian of the student who does not choose to have his/her child enrolled in the alternative program shall not be subject to the provisions of C.G.S. §10-184. Any student between the ages of sixteen and eighteen who is expelled for the first time and who wishes to continue his/her education shall be offered an alternative educational opportunity if he/she complies with conditions established by the Board of Education. Such alternative may include the placement of a student who is at least sixteen years of age in an adult education program. The Board of Education shall count the expulsion of such student when he/she was under sixteen years of age for purposes of determining whether an alternative educational opportunity is required for the student.
2. Notwithstanding the provision of Subsection B.1. hereof concerning the provision of an alternative educational opportunity for students who are between the ages of sixteen and eighteen during any portion of their expulsion, the Board of Education shall not be required to offer such alternative to any student between the ages of sixteen and eighteen (a) who was previously expelled, or (b) who is expelled for conduct endangering persons which involved (1) possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon on school property or at a school-sponsored activity or (2) offering for sale or distribution on school property or at a school-sponsored activity a controlled substance, as defined in C.G.S. §21a-240(9), 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. §§21a-277 and 21a-278.
3. Any student who attains the age of eighteen years during any

portion of his/her expulsion may be denied an alternative educational opportunity, regardless of the reason for the expulsion (subject to any applicable special education requirements).

C. **Special Education**

1. School personnel may unilaterally order, without Board action, a change in the placement of a student requiring special education and related services to an appropriate interim alternative educational setting determined by the planning and placement team, for the same amount of time that a student without a disability would be subject to discipline but for not more than forty-five (45) days. Such order may only be made if the student (a) carried a weapon to school or to a school sponsored activity, or (b) knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance on school grounds or at a school-sponsored activity. Such change in placement may be made regardless of the outcome of a manifestation determination review. For this purpose, a weapon means a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except such term does not include a pocket knife with a blade of less than 2 ½ inches in length.
2. Prior to conducting an expulsion hearing for a student requiring special education and related services, a planning and placement team (P.P.T.) shall convene to review the relationship between the student's disability and the misconduct and to determine whether the misconduct was caused by the student's disability.
3. If it is determined that the misconduct was caused by the student's disability, the student shall not be expelled. The planning and placement team shall reevaluate the student for the purpose of modifying the student's individualized education program (I.E.P.) to address the misconduct and to ensure the safety of other students and staff in the school.
4. If it is determined that the misconduct was not caused by the student's disability, the student may be expelled. If a student requiring such special education and related services is expelled, an alternative educational opportunity consistent with such student's educational needs shall be provided during the period of expulsion.

D. **Student Records, Transfers and Withdrawals**

1. Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based on possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record upon the student's graduation from high school.

2. The Board of Education may adopt a decision of a student expulsion hearing conducted by another school district provided the Board of Education holds a hearing limited to a determination of whether the conduct which was the basis for the expulsion would also warrant exclusion under the policies of the Board. The student shall be excluded from school pending such hearing and shall be offered an alternative educational opportunity in accordance with the provisions of Subsections B.1. and 2. hereof.
3. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, notice of the pending expulsion hearing shall be included on the student's cumulative educational record, and the Board of Education shall complete the expulsion hearing and render a decision.
4. If a student against whom an expulsion hearing is pending in another school district withdraws from that school district and enrolls in the North Branford Public Schools, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, but the Board of Education may suspend the student or conduct its own expulsion hearing.

**E. Readmission**

1. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Board of Education, who may delegate such authority to the Superintendent of Schools, and may be conditioned on specified criteria.
2. Readmission decisions shall not be subject to appeal to the Board of Education or to Superior Court

**SECTION VII – STANDARDS GOVERNING SUSPENSION AND EXPULSION**

**A. Statutorily Required Expulsion Proceedings**

The Board of Education shall expel a student for one calendar year if the Board finds that the student:

1. On school grounds or at a school sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. §53a-3,
2. Off school grounds, did possess such a firearm in violation of C.G.S. §29-35, or did possess and use such a firearm, deadly weapon, dangerous instrument or martial arts weapon in the commission of a crime under chapter 952, or
3. On or off school grounds, offered for sale or distribution a controlled substance, as defined in C.G.S. §21a-240(9), whose manufacture, distribution, sale offering, or administering is subject to criminal penalties under C.G.S. §§21a-277 and 21a-278.

However, the Board of Education may modify the period of expulsion for a student on a case by case basis.

**B. Administratively Required Expulsion Proceedings**

The administration shall request that an expulsion hearing be conducted by the board of Education, and the board of Education may expel a student, for the following actions which take place on school grounds or at school sponsored activities, or which take place off school grounds and which seriously disrupt the educational process in the North Branford Public Schools.

1. Possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon on school grounds or at a school-sponsored activity.
2. Illegal possession of a firearm or the possession or use of such a firearm, deadly weapon, dangerous instrument or martial arts weapon in the commission of a crime off school grounds.
3. Offering for sale or distribution a controlled substance, as defined in C.G.S. §21a-240, including but not limited to, marijuana, cocaine and heroin.
4. Any willful physical assault resulting in serious injury occurring on school grounds or at a school-sponsored activity.
5. Multiple suspensions, as defined by C.G.S. §10-233c and 10-233a-(d).
6. Any offense described in paragraph A of this Section.

**C. Discretionary Proceedings for Suspension and/or Expulsion**

Actions which may lead to in-school or out-of-school suspension and/or expulsion shall include, but not be limited to:

1. Conduct threatening or endangering the physical safety and well-being of the student, other students, and/or members of the school staff on or off school grounds.
2. The unauthorized possession, consumption or being under the influence of dangerous drugs, narcotics, mind altering substances or alcoholic beverages on school grounds or at a school-sponsored activity.
3. Willful physical assault of a student or member of the school staff.
4. Taking or attempted taking of school property, personal property or money from the possession or presence of a student or a member of the school staff without consent, or the willful receipt and/or possession of any such property.
5. Willful destruction or defacing of school property. The cost of repairing or replacing any damaged school property shall be paid to the Board of Education by the student or his/her parents or guardians.
6. Participation in or intentional incitement of a walk out from or sit in within any part of any school building or school premises.

7. Using or copying academic work of another and presenting it as his/her own without proper attribution.
  8. Possession or use of smoking and/or chewing tobacco products on school grounds or at a school-sponsored activity.
  9. Offering alcohol for sale or distribution on or off school grounds.
  10. Use of obscene or profane language or gestures on school grounds or at a school-sponsored activity.
  11. Deliberate refusal to obey the direction or orders of a member of the school staff.
  12. Blackmail, threat, or intimidation of a member of the school staff or other students.
  13. Presence in an unauthorized area on school grounds or at a school sponsored activity.
  14. Repeated unauthorized absence from school.
  15. Intentional and successful incitement of truancy by other students.
  16. Conduct leading to the arrest of a student for a Class A misdemeanor or felony.
  17. Sexual harassment or any other form of harassment of other students or a member of the school staff on school grounds or at a school-sponsored activity.
  18. Any violation of school policies or rules.
  19. Any conduct on or off school grounds by a student which endangers other students, members of the school staff, or property, or which is seriously disruptive of the educational process.
  20. Verbal taunts, ethnically or gender based verbal abuse.
  21. Bullying.
  22. Possession, distribution or display of offensive or sexually explicit material on school grounds or at a school-sponsored activity.
- D. For students in grades K through 5, the Superintendent of Schools, or his/her designee, shall evaluate the administrator's request to determine whether or not the matter will be referred to the board of Education or be disposed of through a Superintendent's Conference except as expulsion may be mandated by applicable statute.

**SECTION VIII-NOTICE OF DISCIPLINARY POLICIES AND ACTION**

- A. At the beginning of each school year and at other appropriate times during the year, the School Administration shall inform all students and their parents/guardians of the policies governing student conduct and school discipline.
- B. The Board of Education or its designee shall notify the parents/guardians of a minor student against whom disciplinary action has been taken, either orally or in writing, within twenty-four (24) hours.

**SECTION IX-STATUTORY MODIFICATION**

Should any portion of this policy be rendered unlawful or should any additional substantive or procedural requirement be imposed by a change in State or Federal law following adoption of this Policy, the Board of Education is authorized to interpret this Policy in such a way as to conform to any such change in State or Federal law.

Statutory References:

C.G.S. § 10-233a - Definitions  
C.G.S. § 10-233b - Removal  
C.G.S. § 10-233c - Suspension  
C.G.S. § 10-233d - Expulsion  
C.G.S. § 10-233e - Notice as to Policy and Action  
C.G.S. § 10-233f - In-School Suspension  
C.G.S. § 10-233h - Arrested Students  
C.G.S. §§ 4-176e-4-180a, 4-181a - Administrative Procedures Act  
C.G.S. §§ 21a-240, 21a-277, 21a-278 – Controlled Substance  
C.G.S. § 29-35 – Pistol or Revolver  
C.G.S. § 53a-3 – Penal code Definitions  
C.G.S. § 10-76a – Special Education  
C.G.S. Chapter 952  
18 U.S.C. 921  
20 U.S.C. 8921 et. Seq. – Gun-Free Schools Act of 1994  
Honig v. Doe, 484 U.S. 305

### **OFF-SCHOOL GROUNDS MISCONDUCT**

Students are subject to discipline, up to and including suspension and expulsion, for misconduct, even if such misconduct occurs off-school property and during non-school time (including school vacations and summer recess.)

Such discipline may result if:

- The incident occurred on school grounds, or
- The incident occurred off-school grounds; there is credible evidence that the misconduct had the potential to seriously disrupt the educational process by threatening:
  - a) The school's orderly operations;
  - b) The safety of school property; or
  - c) The safety and welfare of students and/or staff

In making a determination as to whether conduct is seriously disruptive of the educational process, the administration may consider, but such consideration shall not be limited to:

- Whether the incident occurred within close proximity of a school;
- Whether other students from the school were involved or whether there was any gang involvement;
- Whether the conduct involved violence, threats of violence or the unlawful use of a weapon, as defined in C.G.S. §29-38, and whether any injuries occurred; and
- Whether the conduct involved the use, possession or distribution of alcohol or drugs.

**PROHIBITION OF ALCOHOL, ILLICIT DRUGS AND TOBACCO**

The North Branford Board of Education strictly prohibits the use, possession distribution and intended distribution of any alcoholic beverages, illicit drugs, or substances containing tobacco, or any facsimile thereof, on or near school grounds, at a school sponsored activity, including transportation to or from any school or school related activity. This policy also strictly prohibits representation by a student to that he/she has, or intends to procure or distribute any alcoholic beverage, illicit drug, or tobacco substance, on or near school grounds, at a school sponsored activity, or on school buses.

For the purposes of this Policy:

1) "Illicit drug" shall be defined as any mind altering substance, including any prescription drug (except as permitted by Board Policy regarding Administration of Medication Policy No. 1260), as well as any substance which has the potential of affecting the cognitive abilities of its user, and any controlled substance as defined in subdivision (9) of C.G.S. §21a-240 whose manufacture, distribution, sale or intended sale is prohibited by C.G.S. §§21a-277 and 21a-278.

2) "Use" shall be defined as the consumption of any such substance on or near school grounds or at a school sponsored activity, as well as attendance at school or any school related activity while under the influence of alcohol or any illicit drug.

3) "Facsimile" shall be defined as any item with a likeness to, or represented to be alcohol, an illicit drug, or any item containing tobacco.

**A. The following disciplinary action will be taken if any student is found smoking or in possession of tobacco products or smoking paraphernalia.**

- First offense: 1 Day In School Suspension and fine in accordance with Connecticut State Statute.
- Second offense: 2 Days of In School Suspension and fine in accordance with Connecticut State Statute. School Administration may also consider loss of present or future parking privileges.
- Third and subsequent offenses: 3 Days of In School Suspension and fine in accordance with Connecticut State Statute. School Administration may recommend expulsion.

Any offense shall include a referral of the student to a counselor for mandatory smoking cessation program.

**B. The following disciplinary action will be taken if any student is found to be in possession of alcohol or an illicit drug on school grounds:**

First offense: 10 Day suspension and referral to an appropriate agency licensed to evaluate and assist drug/alcohol involved individuals. If the student voluntarily agrees to be evaluated by the licensed drug/alcohol agency and completes the program recommended as the result of the evaluation, the suspension will be reduced to 5 days. IF the student does not complete the program in a reasonable period of time determined by an administrator, then the additional 5 suspension days will be reinstated.

Second and subsequent offenses: The student is suspended from school and the School Administration shall recommend expulsion.

- C. The following disciplinary action will be taken if any student is found to have **distributed or attempted or intended to distribute alcohol or an illicit drug** on school grounds:

First and subsequent Offenses: Ten day suspension and mandatory recommendation for expulsion.

- D. Off-campus misconduct shall be governed by Policy No. P1110.

Legal Reference: C.G.S. §1-21b (Smoking prohibited in certain places. Signs required. Penalties)  
C.G.S. §53-198 (Smoking in motor buses, railroad Cars and school buses)  
C.G.S. §10-154a (Professional communications Between teacher or nurse and student)  
C.G.S. §10-233a – Definitions  
C.G.S. §10-233b – Removal  
C.G.S. §10-233c – Suspension  
C.G.S. §10-233d – Expulsion  
C.G.S. §10-233e – Notice as to Policy and Action  
C.G.S. §10-233f – In-School Suspension  
C.G.S. §10-233h – Arrested Students  
C.G.S. §§4-176e-4-180a, 4-181a – Administrative Procedures Act  
C.G.S. §§21a-240, 21a-277, 21a-278 – Controlled Substance  
C.G.S. §29-35 – Pistol or Revolver  
C.G.S. §53a-3 – Penal Code Definitions  
C.G.S. §10-76a – Special Education  
C.G.S. Chapter 952

**DRUGS....SALE OF, see above**

Immediate 10 day suspension and arrest. Mandatory recommendation for expulsion.

**FAILURE TO SIGN IN/OUT**

When entering or leaving the building during class time, students must report to the office and SIGN IN OR OUT. Students who fail to do so will be given a detention.

**FIGHTING**

Call parents and send home immediately. Suspend student for ten days. Police may be notified.

**FIREWORKS**

Possession, selling or use of fireworks on school grounds: Up to 10 day suspension from school. Compensation for any damages. Police will be notified.

**ELECTRONIC DEVICES**

**Cell phones are not to be used during school hours and need to be in the turned off position and stored out of sight. Cell phones may be confiscated at the discretion of the teacher. Cell phones will then be turned into the main office. Confiscated cell phones will only be returned to a parent at the close of the school day. FAILURE to turnover a cell phone is insubordination that will result in Progressive discipline as determined by school administration including: 90 minute detention, 1-3 days of ISS.** Music listening devices may only be used during study hall time/class at the discretion of the supervising study hall teacher.

**HALLS...IN THE, WITHOUT A PASS/MISUSE OF A PASS**

Student will be given 2 detentions

**HALLWAY DISRUPTION**

Sent to the office...2 nights detention. Physical abuse in the hallway (or classroom) may lead to a Saturday Suspension to a 2 day suspension from school. (example..pushing, etc.)

**INSUBORDINATION**

Minor Insubordination (not involving safety) – 90 minute detention  
Gross Insubordination (involving safety and/or repeated insubordination) - 1 day ISS – 3 days ISS

**LASER POINTER**

Not allowed, collected and returned to parent only

**LEAVING SCHOOL Without permission**

2 Days of ISS

**LUNCH PRIVILEGE**

ALL STUDENTS MUST REPORT TO THE CAFETERIA.  
Students are not allowed to leave the building during lunchtime.

Students may use the lavatories while passing to and from the cafeteria at the end of each lunch. FOOD IS NOT ALLOWED OUT OF THE CAFETERIA.

**MISBEHAVIOR BY A SENIOR IN SENIOR CAFE**

Assignment to underclass study hall resulting in loss of senior privilege.

**PARKING/DRIVING**

Seniors and Juniors are allowed to drive to school. (See SECTION UNDER "PARKING/DRIVING"). Be certain to read this section for more details. Abuses will lead to the loss of privileges as determined by the administration.

**PARKING LOT**

Students are not allowed in the parking lot during the school day unless they have permission from the office.

1 Day of ISS

**SNOWBALLS...THROWING OF**

Not allowed, 1 day of ISS as determined by school administration

**TARDINESS TO CLASS (Under 10 Minutes)**

Detention issued by the teacher

**TARDINESS TO SCHOOL (Under 10 Minutes)**

1 office detention (30 minute detention)

**THEFT OR ILLEGAL POSSESSION OF SCHOOL PROPERTY OR PERSONAL PROPERTY**

Up to a 10 day suspension with compensation for damages

**THREATENING BULLYING, HARASSING ANOTHER STUDENT OR STAFF MEMBER**

Suspension from school and expulsion may result.

**TRUANCY**

1st offense...2 hour Saturday School

2nd offense...4 hour Saturday School

**VANDALISM TO SCHOOL OR PERSONAL PROPERTY**

Any student who willfully cuts, defaces, removes, destroys or otherwise injures in any way any real or personal property belonging to the school district shall be liable to the legal limits of the law for all such damages. If the student is a minor, the parent or guardian of the student shall be liable to the legal limits of the law for all such damages. The student may also face disciplinary action up to and including suspension and/or expulsion. Any adult student, or the parent or guardian of any minor student shall also be liable for all property belonging to the school district, loaned to the student and not returned upon demand of the district.

**WATER**

ONLY clear water in closed water bottles is allowed in the hallways/classrooms outside of the café. NO FOOD, NO other beverages are allowed outside of the cafe

**WEAPONS**

Weapons of any kind (knives, etc.) are not allowed in school at any time. Up to 10 day suspension from school. Expulsion may result. Police will be notified.

**NOTE:** Students may be suspended for activities which interfere with or threaten the orderly functioning of school activities including classroom/extracurricular/athletics.

The number of days suspension will increase as the number of offenses increase. The offenses do not have to be the same. If a student is already on a suspension level the number of days may increase:

**Students found guilty of committing repeated offenses may face additional disciplinary action, including (but not limited to):**

- a. **loss of parking privileges**
- b. **loss of senior privileges**
- c. **denial of the opportunity to attend class trips, proms, etc.**

#### **SATURDAY SCHOOL**

Students committing certain infractions may be given Saturday School rather than in-school-suspension/out of school suspension as determined by the high school administration. Saturday School is conducted in the high school cafeteria on alternate Saturdays from 7:30 a.m. to 11:30 a.m. Certain disciplinary offenses call for a two hour detention and others require a four hour session as determined by the handbook and/or high school administration. After a suspendable offense has been determined, the school administration will decide if Saturday School is an appropriate alternative. Parents will then be contacted. Failure to serve an assigned 2 hour Saturday School will result in a 4 hour Saturday School. Students who do not serve a 4 hour Saturday School will be serving two days of ISS. Students are expected to bring plenty of work to Saturday School. They are expected to work and or read for the entire session. Sleeping during Saturday School is not allowed.

#### **EXEMPTION FROM INSTRUCTION**

##### **AIDS INSTRUCTION/FAMILY LIFE/SEX EDUCATION**

Students may not be exempt from any curricular instruction. The student may only be exempt from the identified areas of instruction upon a written request from his/her parent. This written request must be made with the building principal. (BOE Policy P3045)

#### **GIFTED AND TALENTED INSTRUCTION**

For the 2011-12 school year, please refer to the North Branford Public Schools Website

**NORTH BRANFORD HIGH SCHOOL**  
**49 Caputo Road**  
**North Branford, CT 06471**  
**(203) 484-1465**

**PARENT/STUDENT HANDBOOK 2011 - 12**

