

NORTH BRANFORD HIGH SCHOOL

49 Caputo Road
North Branford, CT 06471
203 484-1465

Parent and Student Handbook

2017-2018



This agenda belongs to:

NAME _____

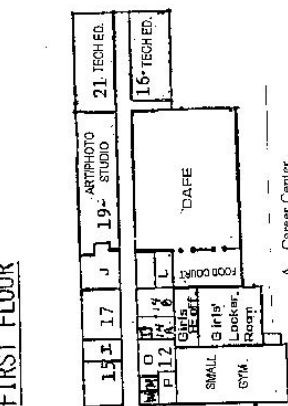
ADDRESS _____

CITY/TOWN _____

ZIP CODE _____

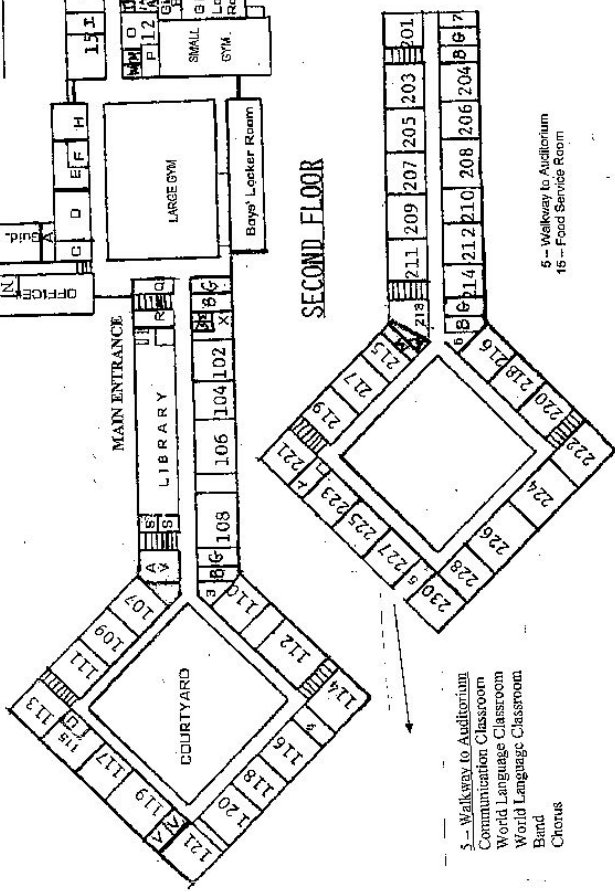
NORTH BRANFORD HIGH SCHOOL

FIRST FLOOR



- A - Career Center
- B - Boys' Lav
- C - Handicap Elevator
- D - Boiler Room
- E - Custodian's Room
- F - Storage
- G - Girls Lav
- H - T-Bird Nest Store
- I - Corner Cnlg
- J - Nurse's Office and Speech
- L - Staff Dining Room
- M - Men's Lav
- N - Mailbox & Copy Room
- O - Storage
- P - Gym Storage
- Q - Storeroom
- R - CONFERENCE ROOM
- S - Career Center
- T - Athletic Director's Office
- U - ELEVATOR
- V - Office
- W - Women's Lav
- X - Faculty Lounge
- Y - Open Choice

SECOND FLOOR



- 5 - Walkway to Auditorium
- Communications Classroom
- World Language Classroom
- World Language Classroom
- Band
- Chorus

- 5 - Walkway to Auditorium
- 15 - Food Service Room

DAILY SCHEDULE

BLOCK	TIME	1	2	3	4
1	7:30 – 8:52	Block A	Block E	Block B	Block F
X	8:52 – 9:00	X Block	X Block	X Block	X Block
2	9:03 – 10:30	Block B	Block F	Block A	Block E
3 LUNCH WAVES	10:37 – 10:55 11:00 – 11:25 11:30 – 11:55 12:00 – 12:25	Block C	Block G	Block C	Block G
4	12:30 – 1:57	Block D	Block H	Block D	Block H

EXTENDED ADVISORY SCHEDULE

BLOCK	TIME
1	7:30 – 8:45
ADVISORY	8:52 – 9:15
2	9:22 – 10:37
3 LUNCH WAVES	10:37 – 11:02 11:07 – 11:32 11:37 – 12:02 12:02 – 12:32
4	12:37 – 1:57

North Branford High School Handbook
Table of Contents

General Information- Federal, State Regulations

Age of Majority	12
Asbestos Abatement	19
Board of Education	9
Calendar	8
Code of Conduct	6
Equal Opportunity	13
Faculty	9
FERPA – Family Ed. Rights/Privacy	11
Freedom of Speech	18
Mission Statement	6
Photography	18
Sexual Harassment	14
Superintendent of Schools	9
504 Regulations/Process	16

Attendance –

Philosophy	20
Definitions	21
Early Dismissal	24
Parent Responsibilities	25
Policy	20
PowerSchool	25
Tardiness	23
Withholding of Credit/Restoration	23

General Information

Café	26
Clubs	27
Computer Use	29
Course Change Add/Drop	29
Crisis Team	31
Detentions	31
Dress Code	31
Exams	32
Extra Help	33
Field Trips	33
Graduation Requirements	34
Guidance	36
Health Policy and Regulations	36
Homework	38
Honor Roll	39
National Honor Society	39
In School Suspension Rules	39

North Branford High School Handbook
Table of Contents

General Information Continued

Library	40
Make Up Work	41
Parking	41
Plagiarism	42
RTI START	43
School Cancellation/Delay	43
School Social Worker	44
Search and Seizure	44
Senior Privileges	45
Student Council	46
Summer School	46
Telephone	46
Valuables	47
X Block	47

NBHS Athletics and Clubs 49-54

Eligibility	
Overview	
Rules	

Student Discipline 54-71

Abusive Language	54
Bullying	54
Bus Regulations	55
Café	55
Card Playing	55
Cheating	56
Cut – class/study hall	56
Definition Section	56
Prohibition Alcohol, Drugs, Tobacco	67
Electronic Devices	70
Insubordination	70
Leaving Campus w/o permission	70
Tardiness	70
Truancy	71
Saturday School	71

Mission Statement

The Mission of North Branford High School is to foster a strong learning community focused on excellence in academic rigor, school climate, and civic and social responsibility.

Academic Expectations

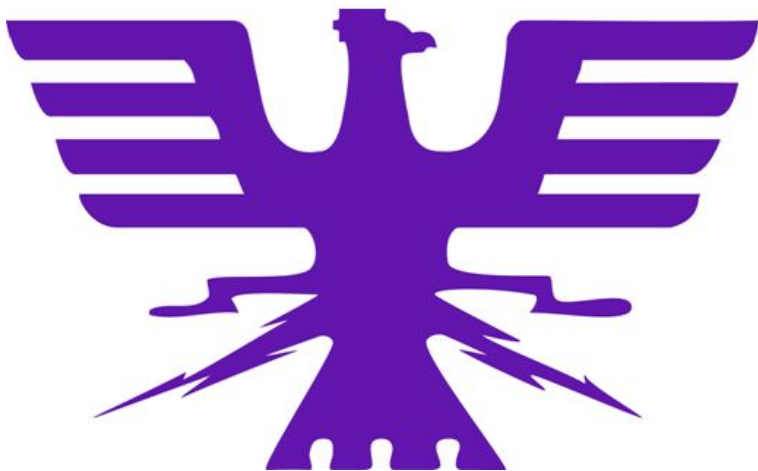
- Use literacy skills, including reading for knowledge and writing for purpose, to think critically and reason with evidence
- Apply concepts and skills to frame, analyze, and solve a range of increasingly complex problems
- Use technology responsibly to enhance inquiry, research, and communication

Civic and Social Expectations

- Demonstrate Citizenship, Integrity, Responsibility, Consideration, Leadership and Empathy (CIRCLE- see next page) expectations within the school and community
- Understand and apply skills and concepts associated with lifetime fitness and wellness for self and the community
- Demonstrate active civic participation and service within the school and community

School Mascot and School Colors

Consistent with local tradition, the thunderbird is the official mascot, and purple and white are the official colors of North Branford High School.



Positive Behavior Expectations

At North Branford High School we are dedicated to encouraging positive student behavior and interactions. Our staff and students are well-versed in our positive behavior expectations and many school events are dedicated to promoting and acknowledging these behaviors.



School Calendar

First Day of School: August 28

Anticipated * **Last Day of School:** June 6

*Snow days are added beginning June 7

School will either not be in session or will have an early dismissal on the following dates:

September 4	Labor Day
September 20 <i>Early Dismissal</i>	Teachers' Professional Development
October 9	Columbus Day
October 18 <i>Early Dismissal</i>	Teachers' Professional Development
November 6, 7	Teachers' Professional Development
November 22 <i>Early Dismissal</i>	Thanksgiving Recess
November 23, 24	Thanksgiving Recess
December 22 <i>Early Dismissal</i>	Holiday Recess
December 25 to Jan 1	Holiday Recess
January 10	Teachers' Professional Development
January 15	M.L. King Birthday
February 14 <i>Early Dismissal</i>	Teachers' Professional Development
February 19, 20	Winter Recess/Presidents' Day
March 14 <i>Early Dismissal</i>	Teachers' Professional Development
April 11 <i>Early Dismissal</i>	Teachers' Professional Development
April 14-20	Spring Recess
May 9 <i>Early Dismissal</i>	Teachers' Professional Development
May 28	Memorial Day
June 6* <i>Early Dismissal</i>	Last Day of School

EXAMINATION DATES:

All dates are anticipated and may be altered due to weather cancellations

Mid-Year Examinations: Jan 11, 12, 16, 17

Final Examinations: May 31, June 1, 4, 5, 6*
**Make up examination date*

PARENT EVENINGS:

Curriculum Night:

September 14 6:00 - 8:00 p.m

Parent Conferences:

Tuesday, November 14 6:00 - 8:00 p.m.

Wednesday, November 15 2:00 - 3:25 p.m.

North Branford Board of Education

Mr. Philip Dahlmeyer, *Chairperson* Ms. Colby O'Rouke, *Vice Chairperson*
Mrs. Dianne Vumbach, *Secretary* Mrs. Deborah Prunier
Mrs. Marcey Onofrio Mrs. Sara Querfeld
Mrs. Elizabeth Siena

Superintendent of Schools

Mr. Scott Schoonmaker

North Branford High School Faculty and Staff

**Department Chairperson*

Principal

Mr. Todd Stoeffler

Assistant Principal

Mr. Gregory Gwudz

Career and Technology Education

Mr. Philip Palma

Mr. Christopher Reynolds

Mr. Ken Rice

Mrs. Lynn Lanzoni

Mr. Nicolas DeLizio

English

*Mr. Robert Ford

Mrs. Cindy Genzano

Mr. Robert Darragh Mrs. Heidi Ahlstrom-Miller

Ms. Megan Lee

Ms. Chelsea Dodds

Ms. Cera Orner

Ms. Amy Papantonio

Fine Arts

Music

Ms. Katherine Trainer

Mr. Nicholas Filippides

Art

*Ms. Elisabeth Caplan

Ms. Lauren Maghini

Guidance

*Mrs. Abigail DeTour

Ms. Susana Mello, *school psychologist*

Ms. Melinda Balg

Mrs. Eve Ostrowki, *school social worker*

Ms. Carrie Esposito

Health and Physical Education

Mrs. Nicole Lacroix

Mr. Rick Geremia

Ms. Chris Webster

Mr. Kory Kevorkian, *Athletic Director*

Library/Media

Mrs. Michele Eligio

Mrs. Jacqueline Folz, *library paraprofessional*

Mathematics

*Mrs. Francine Stanio

Ms. Lauren Lombardi

Ms. Lori Connelly

Mrs. Laura Lunin

Mrs. Jessica Cavallaro

Mrs. Kimberly Towle

Mr. Jon Rapport

Mrs. Mary Leapley

Science

*Mrs. Lauren Danner
Mrs. Lauren Sheehan
Mr. Nicholas Shamp
Mrs. Amy Farotti

Mrs. Meghann Redman
Mrs. Rebekah Polemeni
Mrs. Lauren Ziccardi

World Language

*Mrs. Jen Tzetzto
Mr. Cliff Yerkes
Ms. Jennifer McGrath

Mrs. Marie D'Alessio
Mr. Brett Joly

Social Studies

Mr. David Borkowski
Mrs. Sharon DeGennaro
Mr. Richard Young

*Mrs. Stephanie Cangiano-Barry
Mrs. Anne D'Agostino
Mr. Jacob Sweet

Special Education

*Mrs. Nancy Bianchi
Mrs. Marianne Delcos
Mrs. Eileen Simmons
Mrs. Kathy Mezerewski
Mrs. Kristen Eveland

Paraprofessionals
Mrs. Charlene Ramsey
Mrs. Angela Selmqvist
Mrs. Francine Bishop
Mrs. Donna O'Keefe

Bridges

Mr. Matthew Tortora
Mrs. Lauren Miller

Paraprofessionals
Mr. Richard Andreozzi
Mr. Michael Lucibello

Lifeskills

Mrs. Diane Artai

Paraprofessionals
Mrs. Pasqualina Pannone
Mrs. Denise Gonsalves
Mrs. Diane Carr

School Support Staff

Mrs. Joanne Palmeri, *school nurse*
Mrs. Beth Bernstein, *Open Choice Coordinator*
Mrs. Barbara Girard, *technology*
Mrs. Carolyn Falcigno, *job coach*
Mr. Robert Boudreau, *agriculture job coach*
Mr. Malik White, *student assistance counselor*
Mrs. Mauri Shields, *ELL/ESL teacher*

Secretarial Staff

Mrs. Nikki Golembieski, *secretary to the principal*
Mrs. Susan Bogner, *guidance*
Mrs. Gina Chironno, *main office*
Mrs. Jennifer Schmidt, *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.
 - a. 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 nondisabled 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 8th Floor
5 Post Office Square, Suite 900 Boston, MA 02109-3921
(617) 289-0111
- U.S. Department of Education Office for Civil Rights
550 12th 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; 860-807-203

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/school website/school electronic communication platform. 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/electronic communications authored by school personnel.**

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 and 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 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.

*Transfer students will have attendance prorated.

It is recognized that attendance is among the requirements for all courses.

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.

Definition

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

CATEGORY A: Unexcused Absences

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 parent notification.

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 also noted in PowerSchool as ‘C’ indicating a ‘cut’.

CATEGORY B: Excused Absences

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

These numbers are meant to include occasional absence due to...

1. 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; it is listed as 'A' in other instances.

CATEGORY S: School Excused Absences

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 total allowed per year or semester.

All Category S absences require official documentation from a licensed physician or sanctioned school. Documentation needs be submitted during the term of the indicated absence(s)

Category 'S' is noted in PowerSchool as 'S' for school excused.

Withholding 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 higher 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.**

Appealing Loss of Credit

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. A tardy to school may be excused by a parent for the same reasons with written documentation as outlined under CATEGORY B absences.

Tardiness to school - excused or unexcused - under 10 minutes will be noted in PowerSchool as a "T" and considered ½ of a class absence.

Unexcused tardiness to school, in excess of 10 minutes, will be classified as unexcused and classed in CATEGORY A, page 21. The cut policy in category A will apply. Category 'A' is noted in PowerSchool as 'C' indicating a 'cut'.

Students who accumulate unexcused tardies to school in excess of 10 minutes will be assigned the following progressive discipline outcomes:

- **1st offense**, written warning
- **2nd offense**, written warning
- **3rd offense**, lunch block detention
- **4th offense**, two lunch block detentions
- **5th offense**, 1 block ISD (in-school detention)
- **6th offense**, 2 blocks ISD
- **7th offense**, 2 blocks ISD
- **8th offense**, 2-hour Saturday school
- **9th offense and beyond**, as determined by school administration

Unexcused Tardiness to Class (within the school day)

Unexcused tardiness to class is defined as the late arrival to class within the school day without excusal by a pass from a member of the school staff.

Less than 10 minutes: noted in PowerSchool as a “T” and considered ½ of a class absence.

More than 10 minutes: classed as a **CATEGORY A** and the cut policy will apply. Please refer to the cut policy in Category A outlined on page 14-15.

Early Dismissal With Parent Permission

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 to the time of dismissal. The student must check with the school office before leaving to determine 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. It is the student’s responsibility to ensure that they have been excused from school. 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*”.

North Branford High School does not officially condone students leaving the building during the school day during a study hall period.

Leaving School Without Permission

Students are not permitted to leave the building without permission from a parent or guardian. Students who leave school grounds without permission will receive an absence under **CATEGORY A**; the following consequences will apply:

- **1st offense**, 4-hour Saturday School
- **2nd offense**, 2 days in-school suspension
- **3rd offense**, loss of driving privileges

Attendance Responsibility of the Students, Parents, and the School

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 a midterm or final exam(s) due to a family vacation will receive a ‘0’ – zero.

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 outlined in the attendance policy. Office personnel enter daily attendance for those students excused 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 are to communicate with students, parents, and guidance personnel prior to students losing credit*

Parents/Students

Parents will receive PowerSchool information at the beginning of the school year to access 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 this information and monitor attendance.

MISCELLANEOUS

1. Students excused from school (CATEGORY 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 scheduled while school is in session are strongly discouraged. Absences incurred during family vacations will count toward a student's total allowable absences for their courses. *See page 32 regarding vacations and midterm/final examinations.*

GENERAL POLICIES AND SCHOOL REGULATIONS

Advanced Placement Scholars (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 10:37 a.m. and 12:25 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.

Class Organizations

As a practical lesson in the democratic process, members of each class are encouraged 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 in accordance with the teacher's union by-laws.

Art Club: Open to students of all grade levels and artistic abilities. Students participating in the art club work on a variety of tasks, from creating decorations for school events, student-led art technique workshops and school beautification.

Best Buddies Program: A national program organization founded in 1989, that creates opportunities for friendships and employment for students with developmental disabilities. Best Buddies helps break through social barriers at an important time in a young person's life. This is a student run program with a special education advisor and a general education advisor.

Color Guard: A accoutrement to NBHS's marching band, members of the Color Guard swing flags in the Memorial Day Parade.

Crescendo: This singer-songwriter club provides a forum for musicians and songwriters of any experience level to hone their musical and lyrical talents in a collaborative environment. Members of the club prepare songs that are performed at the weekly meetings as well as at various events throughout the academic year.

Diversity Club: A club dedicated to reducing prejudice and celebrating diversity. The Diversity Club promotes awareness of various cultures found across America and throughout the world.

Drama Club: The Drama Club presents an annual musical production each spring. Membership is open to all students. Students may audition to act, sing and dance or they may assist with the play's production, by working backstage in a variety of capacities.

Environmental Club: The Environmental Club's mission is to raise awareness regarding safety and our environment. Members take part in a variety of activities including the annual environmental fair, hosting after-school environmental movie viewings, awareness campaigns, current events, and ecology walks.

The Garden Club: The Garden Club provides hands-on learning opportunities and programs which teach students to develop a "wise use" of the environment and existing materials. Members of this club meet regularly and work in the NBHS Green House and adjacent field. The club participates in efforts to

beautify the campus and to contribute to the efforts of other clubs such as the Environmental Club.

The Gay/Straight Alliance (GSA): The GSA provides education, advocacy, and raises awareness among staff and students about topics related to LGBTQ (Lesbian, Gay, Bisexual, Transgender and Queer/Questioning) community. The GSA's objective is to reduce prejudice among all populations. In conjunction with the school's moral code, students' efforts are focused upon fostering respect.

The High School Bowl Team: An academic club comprised of students interested in all the major disciplines. Students practice throughout the year after school and compete against other high schools in the Shoreline League.

The Interact Club: The Interact Club is a service club that works in conjunction with the North Branford Rotary Club to provide volunteer services to the school and local community.

Kaleidoscope: Kaleidoscope is student-run literary magazine that publishes original fiction, nonfiction, poetry, and artwork from NBHS students. The club also hosts a 'Kaleidoscope Café' night that celebrates their annual publication.

Model UN: Students become members of The World Affairs Council and take on the role of UN ambassadors from countries around the world, representing them at a UN simulation at the University of Hartford. Here the students debate resolutions drafted by themselves and other students in CT. The Model UN's premiere activity is a visit to the United Nations in NYC, where the students are given the privilege to meet with the ambassadors for their represented countries.

National Honor Society: This club serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. The Totoket Valley chapter of NHS hosts various events and participates in a number of community service projects throughout the year. Students must be eligible for and selected by a faculty council for admission. *See page 39 for additional information.*

SADD (Students Against Destructive Decisions): A club dedicated to promoting positive peer pressure, role modeling and safe strategies to prevent destructive decisions. SADD is a peer-to-peer education, prevention, and activism focused on eliminating underage drinking, drug use, distracted and impaired driving, domestic violence, suicide; SADD is also committed to promoting positive digital citizenship and a safe online community.

Student Council: The Student Council is responsible for organizing many school-wide events throughout the year. Each grade elects class officers and representatives who are responsible for planning class events. *See page 46 for additional information*

Unified Sports: The Unified Sports team is a registered program of the Special Olympics. Unified Sports combines students with and without disabilities on the same sports teams and competes against other schools within the state at CIAC sponsored tournaments throughout the year. .

Wounded Warriors: This club is committed to honoring our nation's veterans. Wounded Warriors works to raise funds to support local veterans organizations and help to support the school-wide Veteran's Day assembly in November.

Yearbook: The Yearbook is planned, produced, and printed annually with aid from a local agency. The yearbook highlights the senior graduating class, underclassmen, athletics and clubs, and school-wide events throughout the year.

Class Funds

In order to offset graduation expenses, (e.g., caps and gowns, proms, senior picnic) 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 and 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.

Withdrawing from a Course

Student Initiated Course Withdrawal

Within first two weeks: Students have two weeks once a course has begun to drop the course. Students must have the course's teacher initial a withdrawal sheet to acknowledge that he/she is aware, but approval is not required.

After two weeks: If a student requests to withdraw from a course after the first two weeks of the course, but before the course has reached the midpoint, 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.**

After the midpoint: If a student requests to withdraw from a course after the midpoint, 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 (Withdrawal – 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

Students who violate school policies may be given detentions. These detentions may occur during their lunch period, their study hall or academic block, after school, or on Saturday.

Dress Code

The purpose of the dress code is to prepare all students to present themselves in a professional and socially appropriate manner.

All students at North Branford High School are responsible for dressing in appropriate attire to the best of his/her ability in accordance with neatness, modesty, health and safety. *Please see the Dress Code pamphlet for additional information.*

The following clothing items are not permitted:

- Midriiffs
- Hats or head coverings
- Sheer clothing
- Beachwear

- Clothing with offensive (*as determined by school administration*) text or graphics and/or references to drug or alcohol products and/or their use.

Shorts or skirts should be of an *acceptable* length. As a general rule the top of the short should not be less than the fingertips 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 courses unless otherwise specified by the course teacher and after consultation with the department leader and administration.

Examinations will count for 20% of a student's final grade.

*Full year courses have two examinations:
one midterm and one final, each worth 10%*

Missed Examinations: Students who are absent during an examination must have a parent call the office no later than the morning of the examination AND submit a written note of explanation.

Students who have an unexcused absence from an examination will receive a grade of “F”.

Please note: Students **cannot** be excused from examinations due to family vacations. *See attendance procedures.*

Final Exam Exemptions:

June for full year courses; January 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 85 average and who have met standard or exceeded standard (level 4 or 5) on the school administered SAT or demonstrated the expected measured growth as determined by the College Board (PSAT score to SAT score), will be exempt from the corresponding course final exam. .

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, unless there is an emergency.
3. Food or drinks are not allowed on the bus, unless otherwise specified.
4. Smoking is not allowed on the bus.
5. Students must stay with their assigned 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 Drills

Students will leave their rooms in a single file and follow the posted directions. Students are permitted to take their personal belongings but should leave other items (e.g., books, papers) in their classroom. No running, talking, or disorderly conduct will be tolerated. If an exit is blocked, follow the directions of the person in charge.

Graduation Requirements: *Classes of 2018 and 2019*

English (4)	English 9	1
	English 10	1
	Language and Composition	1
	Senior English Electives (<i>2 semester courses</i>)	1
Social Studies (3)	World History	1
	American History	1
	Contemporary Issues/Civics	1
Mathematics (3/4)	Freshman Math (Algebra I or Geometry)	2 or 1
	Sophomore Math (Geometry or Algebra II)	1
	Junior Math (Algebra II or PreCalculus)	1
Science (3)	General Science	1
	Biology	1
	Science Electives <i>½ credit must be a physical science</i>	1
Business and Careers (.75)	Freshman Seminar	.25
	Consumer Economics	.5
Health and Physical Education (1.5)	Physical Education 10	.5
	Additional Physical Education course	.5
	Health 10	.5
Vocational/Fine Arts (1)	Elective	1
Additional Elective, in any department		7.75

Total Credits Required: 24

Class of 2020 and beyond Graduation Requirements

Humanities 9 credits

English (4)	English 9	1
	English 10	1
	Language & Composition	1
	Senior English Electives	1
Social Studies (3)	World History	1
	American History	1
	Contemporary Issues/Civics	1
Fine Arts (1)	Any course in Art or Music	1
Humanities (1)	Any additional course in Art, Music, English or Social Studies	1

STEM 8 credits

Mathematics (4/5)	Freshman Math	1 or 2
	Sophomore Math	1
	Junior Math	1
	Senior Math	1
Science (3)	General Science	1
	Biology	1
	Physical Science	1
STEM Elective (1)	Any additional Science, Technology, Engineering or Mathematics course	1

Career/Lifestyle 3.5 credits

Physical Education (1)	Phys. Ed 10	.5
	One additional PE course	.5
Health (0.5)	Health 10	.5
Business (0.75)	Freshman Seminar	.25
	Consumer Economics	.5
Vocational, Career & Lifestyle Elective (1.25)	Includes any Tech. Ed., Family & Consumer Science, or Business course	1.25
Senior Capstone Project (1)		1
Additional Electives (3.5)		3.5

Total: 25 credits

Graduating with Distinction

In order to qualify, seniors must have total grade average of 87 or above after 15 complete marking periods. Seniors must exceed the expectation for their Capstone Project by completing **40 hours**. A student who receives an “F” for a final grade (Year End Grade) will not be eligible.

Guidance Department

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 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

Please note: For other reportable communicable diseases consult the Health Department.

Disease	Patient Exclusion	Contacts Exclusion
Chickenpox <i>13-17 days</i>	6 days after appearance of rash	None
German Measles <i>14-21 days</i>	4 days after onset	None
Measles <i>13-15 days</i>	5 days after appearance of rash	None
Mumps	Until swelling subsides	None
Poliomyelitis	14 days from onset; 14 days for non-immune children	Received 3 oral types of vaccine will be considered immune
Scalp Ringworm	None, if under proper treatment	None
Streptococcal Infection Scarlet Fever Respiratory Infections Strep/Sore Throat	No special time; under doctor's orders	<i>Adults:</i> None, unless food or handler who must abide by requirements <i>Children:</i> None, but keep under observation for signs/symptoms of illness
Diphtheria	Until two successive negative nose/throat cultures taken not less than 24 hours apart	Until two successive negative nose/throat cultures taken not less than 24 hours apart
Smallpox	Scabs/crusts disappeared; readmit	16 days from last exposure; readmit on

	on certificate from health department	certificate from health department
Whooping Cough	21 days after onset	14 days for non-immune children who received the Prophylaxis vaccine
Hepatitis	Under doctor's orders	None
Mononucleosis	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 lifelong 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.

The Parents'/Guardians' role in Homework

- Parents should arrange a quiet suitable place, with adequate workspace, for the youngster to work.
- Parents should cooperate by encouraging their youngster to complete homework assignments.
- 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.

National Honor Society

Selection Procedures

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

1. 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 are in the top 15% of their own grade.. Seniors must have a cumulative average of at least 87 through the first two quarters of grade 12 and in the top 15% of their own grade. 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.
2. Scholastically eligible students will be notified that that for further consideration they must complete the Student Activity Information Form and submit this to the advisor by the due date published.
3. 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.
4. All discipline records of applicants are subject to review by the members of faculty selection committee for the NBHS NHS.
5. All Students are required to complete **50 hours of Community Service** Hours must be 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 57-58 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 may 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.
4. Students are to remain on task during the ISS. There is no sleeping.
5. Students will take 'A' lunch (10:37 – 10:55 a.m.) 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. - 3:30 p.m. Monday through Thursday and Friday from 7:20 a.m. – 2:30 p.m. Students are encouraged to utilize all print and non-print materials throughout their high school years.

Make-up Work

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 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 59 and below is failing **P** 60 or above is passing **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 and 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.

Parking Permits: All students **MUST** obtain a parking permit annually; the cost is \$5 per year. The permit must be affixed to the rearview mirror.

Parking: 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.

Parking is a Privilege: 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 leave school without permission may have their parking privileges revoked. Please see pages 24-25 for more detailed information. 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, 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 Requirements

Refer to the physical education department contract provided to each student at the onset of the class.

Plagiarism

Writers are supposed to utilize the works of others to convey their ideas. In fact, borrowing ideas, quoting sources, and summarizing the work of others is a hallmark of a good writer and researcher.

What is Plagiarism?

- Taking the ideas or words of another without acknowledgement.
- Any time a writer creates the false impression that a work is their own, in part or in its entirety, intentionally or not.

Example Offenses Include:

- Incorporating ideas, words or information from published works without documenting. *This includes books, journals, magazines,*

newspapers, literature notes (SparkNotes, Cliff Notes, etc.), advertising, and audio/video footage.

- Incorporating ideas, words or information from unpublished works without documenting. *This includes another student's work (homework, papers, etc.) in any capacity.*
- Improperly documenting sources.
- Citing a source that does not exist.
- Collaborating with another person or persons without giving acknowledgement.

Plagiarism is stealing. Therefore, North Branford High School - in alignment with our civic and social expectations - takes this academic offense with the utmost seriousness.

Consequences of plagiarism may include any and all of the following:

- Failing the assignment
- Disciplinary action
- Dismissal from or ineligibility for the National Honor Society.
- If repeated plagiarism occurs, a student may be subject to failing a course.

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. 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 Cancellations or Delayed Openings

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 Worker

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. He/she consults with the school's staff and student's parents to ensure teachers' and parents' understanding of the problems affecting the student. The school social worker identifies school and community resources appropriate to the special needs of students and families and makes appropriate referrals. The social worker, Mrs. Ostrowski, can be reached through the guidance office.

NBHS School Store

The students of the Life Skills 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.

Student 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 a.m.
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 entering the building for school business, who is not associated with the school, should report to the Main Office immediately to sign in and obtain a visitor's pass.

Senior Privileges

Study Hall in Cafeteria and Senior Courtyard:

Seniors are allowed to have study hall in the cafe or courtyard (weather permitting). THEY MUST SIGN THE ATTENDANCE SHEET in the cafeteria before going to another location. SENIORS ARE NOT ALLOWED TO LINGER IN THE HALLS AT ANY TIME. **Continued problems in the cafeteria or courtyard will result in loss of the cafe privilege for all seniors and assignment to an alternative study hall.** The seniors are responsible for keeping these areas clean.

Senior Study:

To exercise this privilege seniors must have study halls at the end or the beginning of the day. Seniors are still required to sign in and sign out in the office. Seniors may leave school only after their last class.

Seniors may also come to school late PROVIDING they do not miss a class or **X-BLOCK**. 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.

Removal of Privileges:

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

AT NO TIME IS SMOKING/ELECTRONIC NICOTINE Devices PERMITTED ANYWHERE ON THE SCHOOL GROUNDS, INCLUDING THE FRONT OF THE BUILDING AND THE PARKING LOTS.

Smoking/Vaping is prohibited in the school building and on school buses. Smoking/carrying of smoking paraphernalia (matches, lighters, cigarettes,

electronic 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 and 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.

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. North Branford High School does not condone students leaving the building during the school day during a study hall period.

Summer School

North Branford High School students attend summer school via the ACES Summer School Program. Information is available each spring via the main office or guidance office or through the ACES website. Students may take no more than two credits during summer school. A tuition fee is required and is due at time of registration via the ACES Website.

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.

Trespassing

Any student who enters or remains in any of the North Branford school buildings beyond school closing time, unless authorized by an afterschool 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 with the District

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 occurs on non-advisory days between first period and second period. Students are to attend their assigned advisory on advisory days. 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.

Monday – Student Council/Class Officers

Tuesday- Clubs/Activities

Wednesday- National Honor Society

Thursday- No Scheduled Meetings

Friday - Advisory or Extended Advisory

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.

Weighted 5.0 GPA Scale				
Grade	AP/UCONN	Honors	CP & Electives	General
A+	5.00	4.67	4.33	4.00
A	4.67	4.33	4.00	3.67
A-	4.33	4.00	3.67	3.33
B+	4.00	3.67	3.33	3.00
B	3.67	3.33	3.00	2.67
B-	3.33	3.00	2.67	2.33
C+	3.00	2.67	2.33	2.00
C	2.67	2.33	2.00	1.67
C-	2.33	2.00	1.67	1.33
D+	2.00	1.67	1.33	1.00
D	1.67	1.33	1.00	0.67
D-	1.33	1.00	0.67	0.33
F	0	0	0	0

Unweighted 4.0 GPA Scale	
Grade	Points
A+/A	4.00
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0

C-	1.7
D+	1.3
D	1.0
D-	0.7
F	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 who apply for a job 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

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:

GIRLS

Field Hockey
 Volleyball
 Swimming
 Basketball
 Indoor Track
 Tennis
 Softball
 Track
 Cheerleading
 Ice Hockey
 Soccer
 Lacrosse

BOYS

Football
 Soccer
 Swimming
 Basketball
 Indoor Track
 Tennis
 Baseball
 Track
 Lacrosse
 Ice Hockey
 Golf

Co-Ed Activities: Ultimate Frisbee, Fencing

An Overview of NBHS Athletics

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.

Rules for Students Participating in Athletics and School Clubs

Student athletes and members of school organizations shall be subject to the same disciplinary consequences regarding the use, possession and/or distribution of nicotine 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 nicotine 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 postseason 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 nicotine 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 nicotine 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.

Captain Status

Clear expectations and protocol will be distributed to each Head Coach for distribution to each team. School Administration and Head Coaches reserve the right to appoint Captains and reserve the right to dismiss Captains.

Academic Eligibility to Participate – Athletics and School Organizations

Participation in athletics at NBHS and representing our school's extracurricular 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 extracurricular 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.

Report Cards if more than one D or any F

Must attend After School Study Hall until mid marking point and next grade check

- *Ineligible* to participate - Any F
- *Eligible* to participate - More than one D

Mid-Marking Period if more than one D or any F

Must attend After School Study Hall until close of marking period and grade check

- *Ineligible* to participate - F in a course where an F was previously reported on Report Card
- *Eligible* to participate - More than one D or any F

Eligibility for Fall Sports

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 (CIAC Rule). Students who successfully complete a summer course (receive a passing grade) for the corresponding course, may be eligible in the fall if all other grades are passing. If a student receives two or more 'Ds' for a year end grades, the student must attend study hall to be eligible at the onset of the fall season.

Connecticut Interscholastic Athletic Conference Eligibility Rules

See NBHS academic eligibility rules listed above. The NBHS academic eligibility rules are in addition to the CIAC Eligibility rules for participation at NBHS.

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 affecting 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.

Athletic Awards

An athlete receives their varsity letter (NB) the first time the athlete letters in a specific sport. The athlete also receives a sport specific patch, graduation year numerals, and jersey number. Each additional time the athlete letters, a bar patch for each sport is presented.

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 as outline below. Please note: *These guidelines provide the framework for consequences but do not define or prescribe final decisions made by administration.*

Abusive language and/or gesture to a staff member

Abusive language to staff member: 3-5 day suspension

Abusive gesture to a staff member: 1-3 day suspension

Bullying

Definition as presented in Public Act 11-232:

"Bullying" means (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v)

substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Reporting:

Any student may make anonymous reports alleging bullying to teachers and administrators in writing. However, per state statute, 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 and/or Insubordination to Driver:

Progressive discipline including ISD, ISS, Sat School, OSS and/or suspension from the bus as determined by school administration

Smoking/chewing tobacco/use of e-cigarette on bus:

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

Cafeteria Disruptions: As determined by school administration

Card Playing: Card playing is not permitted in school at any time

Cheating: Student will receive a zero on the assignment
1 day ISS or Saturday detention

Classroom Disruptions: Progressive discipline (including but not limited to:
lunch detention, in-school detentions, in-school suspensions, Saturday School).

Class Cut: Consequences are determined by the total cuts accumulated by a student in a given school year. **Should a student cut the same class three times they will lose credit for that course.**

1st offense: 2 blocks ISD

2nd offense: 1 day ISS

3rd offense: 2-hour Saturday School

4th offense: 4-hour Saturday School

5th offense and subsequent: as determined by administration

****The third cut in a class will result in a loss of credit****

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 device) 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.

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 in violation 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 violation 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 violation 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 violation 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 violation 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 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 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.

B. **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

Misconduct off School Grounds

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, in possession of tobacco products, smoking paraphernalia, nicotine delivery system including products**

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

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

Electronic Cigarettes: see page 45 tobacco and nicotine delivery systems/products

Sale of Drugs: Immediate 10 day OSS and arrest. Mandatory recommendation for expulsion.

Failure to Sign in/out

1st offense: Warning

2nd offense: ISD 1 block

3rd offense: ISD 2 blocks

4th offense: ISS

5+ offense: At the discretion of administration

Fighting: Suspend student for up to ten days, OSS. Police may be notified.

Fireworks *Possession, selling or use of fireworks on school grounds:* Up to 10 day suspension from school. Police will be notified.

Electronic Devices: Cell phones are not to be used during school hours except for educational purposes as directed by staff members. 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. Music listening devices may only be used during study hall time/class at the discretion of the supervising study hall teacher.

Hallways - misuse of a pass: Progressive discipline including Lunch Detention, ISD, ISS/Saturday School

Hallways - disruptive behavior: Progressive discipline including Lunch Detention, ISD, ISS/Saturday School

Insubordination: Progressive discipline including Lunch Detention, ISD, ISS/Saturday School, OSS

Laser Pointers: Not allowed, collected and returned to parent only

Leaving school without permission: *See page 24*

Misbehavior by a Senior in the Cafeteria or Courtyard: Assignment to underclass study hall resulting in loss of senior privilege.

Parking Privileges/Driving to School: Seniors and Juniors are allowed to drive to school. (*See pages 24-25 and 42*) 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. Progressive discipline including Lunch Detention, ISD, ISS/Sat School will occur should students fail to adhere to this expectation.

Snowballs (throwing of): Progressive discipline including Lunch Detention, ISD, ISS/Saturday School

Tardiness: *See pages 23-24*

Theft or illegal possession of school or personal property: Up to a 10 day suspension with compensation for damages

Threatening or harassing a student or staff member: Suspension from school and expulsion may result.

Truancy: Consequences in accordance with state law

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 other beverages are allowed outside of the café.

Weapons: defined by the state definition under ‘danger instruments’ and ‘firearms’ Weapons are not allowed in school at any time. Up to 10 day suspension from school. Expulsion may result. Police will be notified.

Saturday School

Students may be assigned a Saturday School as a consequence for a discipline infraction. Saturday School is conducted in the high school cafeteria on alternate Saturdays from 7:30 a.m. to 11:30 a.m. Students may receive either a 2-hour or 4-hour suspension, dependent on the infraction. 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 serve two days of ISS. Students are expected to bring school work to complete during this time. 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

Refer to the North Branford Public Schools Website.