



**LEWIS S. MILLS
HIGH SCHOOL
2011-2012**

STUDENT HANDBOOK

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Dean of Students

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Coordinator of Athletics

26 Lyon Road
Burlington, CT 06013
860-673-0423
www.region10ct.org

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Lewis S. Mills – The Man, The School

Lewis Sprague Mills, Sr. was born the son of a frugal farmer, Deacon Archibald Mills, in Canton Center, Connecticut, on September 5, 1874. Due to an injury at age three, his left leg became impaired and he wore a heavy steel brace for the rest of his life. He attended a one-room school in Canton Center, and subsequently graduated from both Collinsville High School and the Willimantic Normal School. His first job was teaching at the one-room Quasset School in Woodstock, where he had 40 pupils, ages 3-18. Using his photography skills, he was later able to put himself through Columbia University in New York City, where he was awarded a bachelor's degree in education in 1908 and master's degree in school administration in 1912. Mr. Mills married May Edith Wilder from Canton on October 4, 1908. They had three children: Charles, Lewis Jr., and Louise.

Lewis Mills served Rural Supervisor of Schools in Burlington from 1916-1928 and Rural Supervisor of Harwinton from 1927 until he retired in 1939. He was also a Justice of the Peace from 1914-1928 in Plainville and was a director of the Plainville Chamber of Commerce. From 1933-1935 he served as State Education Chairman of the George Washington Bicentennial Committee for which he received the George Washington Bicentennial Medal.

Mr. Mills exerted tremendous influence on school programs. In 1919, he asked the townspeople for free textbooks for the students, and urged that students be required to complete the 7th grade or reach the age of 16 before leaving school. He was opposed to having students drop out of school. In 1921, he asked for students to be examined by a school nurse. He also introduced art and music into the school programs. Dorothy Mills, his daughter-in-law, said, "He loved children, especially younger ones, and they loved him. In the schools that he visited regularly, he always seemed to know them by name. He was soft spoken, and a gentleman who seemed to command respect. He was also a disciplinarian, but fair to all. He had a keen sense of humor, a dry wit and enjoyed a chuckle especially if he could outsmart a politician."

Mr. Mills was an avid photographer throughout his life. He was especially known for capturing Connecticut rural scenes, railroad pictures, one-room school houses, and also pictures of historical interest. His files contain more than 16,000 negatives accumulated over some 60 years. The Mills Collection of one-room school houses contains over 500 pictures and is displayed in the Connecticut State Library in Hartford. It is nationally famous. Mr. Mills was also a lay preacher in country churches which were without a pastor in such towns as Burlington,

Canton, and Barkhamsted. Following his retirement at age 65 from public services, he became an editor and publisher of a magazine called "The Lure of the Litchfield Hills." He also authored many books, including, "The Story of Connecticut."

On November 1, 1960, the District No. 10 School Board announced an intensive search to find a name for the new high school that was under construction. Several names had been considered involving syllable combinations such as "Burlwin", "Har-Bur", "Burwin", "Burlin", "Harburton" and "Barburl". All the students in grades seven through twelve were asked to submit name suggestions as well as their preference for school colors. Finally, on November 23, 1960, Lewis S. Mills Regional High School was selected as the name of the new school. A few weeks later on a Sunday afternoon, about 600 people attended the dedication ceremonies at the new school. Mr. Mills, although confined to a wheelchair, expressed his "great delight to be present." He also said, "I feel that this honor which has been bestowed on me by the towns of Harwinton and Burlington should be shared with the thousands of people including pupils and parents, who have worked with me through the years." Mr. Mills also commended the committee which provided incentive to students through the establishment of the Lewis S. Mills Scholarship Fund.

After leading a full and dedicated life in education and editorial works, Mr. Mills passed away at age 90, on March 7, 1965.

ACCREDITATION STATEMENT

Lewis S. Mills High School is accredited by the New England Association of Schools and Colleges, Inc.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purpose through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation. Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association at www.neasc.org.

Dear Students and Parents,

On behalf of the staff and administration of Lewis S. Mills High School, we would like to welcome you all to the 2011-2012 school year. This handbook is intended for the students and parents to use and refer to throughout the school year. It is an easy reference to many of the Region #10 Board of Education and Lewis Mills policies and procedures. It is critical that you read the information contained in this handbook in order to understand school programs and student responsibilities. If this handbook does not clearly address an issue that you're concerned with, or if you have any questions about the information in this handbook, please contact your teachers, school counselor, or a building administrator for help.

This planner can also serve as an organizational tool; you are encouraged to use the calendar pages to note assignments, projects and tests you should be prepared for. **The handbook serves as our high school hall pass, so it is essential that you carry it with you throughout the day. Students are not allowed to use Xeroxed pages or another student's handbook for hall pass purposes.**

We are proud of the reputation that Lewis Mills has earned- a reputation of academic, artistic, and athletic excellence, and quality conduct in a positive environment. This has come from the tremendous effort and hard work of our students, parents, faculty and staff.

Students, we encourage you to continue to pursue these goals of excellence throughout this school year. Look upon your classmates and teachers with kindness and respect. Study hard. Participate in activities and clubs and lend your support to the activities of others. Hold yourself to the highest standards of conduct.

Parents, we earnestly solicit your support and cooperation in our partnership to help students achieve personal excellence. We urge you to become actively involved in your child's studies and co-curricular activities, and to share in the pride that we feel about our students and our school.

Have a great school year - WE'RE GLAD YOU'RE HERE!

Pamela Lazaroski

William Silva

Non-Discrimination and Unlawful Harassment Policies

(Board Policy 5150 and Regulation 5150A)

Notice of Non-Discrimination

The Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age, religion or sexual orientation in any of its programs, activities and employment practices.

Any student who feels he/she has been denied an equal opportunity to participate in or benefit from the activities, programs or courses of study offered by the school district in violation of this policy should immediately bring his or her complaint to the attention of a School Counselor, Assistant Principal, Building Principal or the Assistant Superintendent.

Prohibition of Unlawful Harassment

Harassment is a form of discrimination. Is the policy of the Board of Education to maintain a working and learning environment that is free from all forms of unlawful harassment based upon a student's race, color, national origin, sex, disability, religion, sexual orientation, or any other basis prohibited by law.

Students are also prohibited from harassing teachers, administrators or other school personnel on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, marital status, ancestry, genetic information or any other basis prohibited by law.

Definition of Unlawful Harassment

Unlawful harassment means unwelcome and offensive conduct that has the purpose or effect of unreasonably interfering with a student's performance and/or learning opportunities or that is sufficiently severe, pervasive or persistent so as to create an intimidating, hostile or offensive educational environment. All forms of harassment are prohibited whether verbal, written, visual or physical and regardless of the medium through which it occurs.

Definition of Sexual Harassment

Unwelcome conduct of a sexual nature including physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education;
- Submission to or rejection of such conduct by a student is used as a basis for educational decisions affecting that student's education;
- Such conduct has the purpose or effect of substantially interfering with a student's educational performance, and/or is sufficiently severe, pervasive or persistent that it creates an intimidating, hostile or offensive educational environment.

A harasser may be a student, school employee, or any other person involved in or present for school-sponsored events or programs. All members of the school community are responsible for helping to assure that sexual, racial and other unlawful harassment is avoided. Any student who feels that he/she has been harassed should immediately report it to any of the following: School Counselor, Assistant Principal, Building Principal, or Assistant Superintendent. Any person who has observed or otherwise become aware of conduct prohibited by this policy should bring the matter to the immediate attention of the building principal and Assistant Superintendent.

Complaints of Discrimination and/or Unlawful Harassment

The following individual has been designated to handle inquiries and receive complaints regarding discrimination and unlawful harassment:

Mr. Michael Landry
Assistant Superintendent
860-673-2538
Regional School District No. 10
24 Lyon Road, Burlington, CT 06013

All complaints will be promptly investigated in as confidential a manner as practical and appropriate corrective action will be taken when warranted. Any employee, student, volunteer or other individual under the control of the school system who is determined after an investigation to have engaged in harassment in violation of this policy will be subject to discipline, including possible dismissal or expulsion.

This is a summary of Board Policies and Administrative Procedures 5150 and 5150A. Copies of these policies and procedures are available on the district's website and Board of Education offices.

SCHOOL ORGANIZATION

CENTRAL OFFICE

Superintendent of Schools..... 860-673-2538
Mr. Alan Beitman
Title IX Compliance Officer
Assistant Superintendent of Schools 860-673-2538
Michael Landry
Business Manager..... 860-673-2538
David Lenihan
Director of Special Services
ADA, 504 Compliance Review Office 860-673-6195
Linda Carabis
HIGH SCHOOL
Principal..... 860-673-0423
Pamela Lazaroski
Assistant Principal 860-673-0423
William Silva, Ph.D.
Dean of Students 860-673-0423
Francis Amara
School Counseling Department..... 860-673-0423
Coordinator of Athletics 860-673-9657
David Tanner
Nurse..... 860-673-0423
Kathy Wasseluk and Cathy Wesoly

President , Vice-Pres., Secretary, Treasurer

**Student Council – Advisors, Mr. Czuchta/
Mrs. Vassar**

**12th Grade – Advisor, Mr. Vecchitto and
Mrs. Angelicola-Manzoli**

Nick Gnitzcavich Tyler Markert Paige Marinelli Shannon Larkin

11th Grade – Advisor, Ms. Johnson

Matt DiSorbo Sinclair Bush Callie Lanning Jeff Molgano

10th Grade – Advisor, Miss Plosky

Kristen Mazzini Sean Gnitzcavich Taylor Anderson
Mackenzie Bergstrom

9th Grade – Advisor, - To Be Determined

TBD

TBD

TBD

TBD

Daily Schedule

		Day 1	Day 2	Day 3	Day 4	Day 5
Block 1	7:25-8:17	1	2	1	2	1 7:25-8:05
Block 2	8:21-9:31	2	1	3	4	2 8:09-8:49
Block 3	9:35-10:27	3	4	4	3	3 8:53-9:33
Block 4	10:31-12:08	5 <u>Lunches</u> 10:31 - 10:55 10:55 - 11:19 11:19 - 11:43 11:43 - 12:08	6	8	7	4 9:37-10:17
Block 5	12:12-1:04	6	5	5	6	5 10:21-11:01
Block 6	1:08-2:00	7	8	7	8	6 <u>Lunches</u> 11:03-11:25 11:25 -11:47 11:47 - 12:09 12:09 - 12:32
						7 12:36-1:16
		Drop 4, 8	Drop 3, 7	Drop 2, 6	Drop 1, 5	8 1:20-2:00

1 ½ HOUR DELAY

DAY	1	2	3	4	5
TIME	PERIOD	PERIOD	PERIOD	PERIOD	TIME/ PERIOD
8:55-9:31	1 36 min.	2	1	2	8:55-9:24 1 29 min.
9:35-10:35	2 60 min.	1	3	4	9:27-9:56 2 29 min.
10:39-11:15	3 36 min.	4	4	3	9:59-10:28 3 29 min.
11:19-11:39					10:31-11:00 4 29 min.
11:39-11:59					11:03-11:32 5 29 min.
11:59-12:19	5 60 min.	6	8	7	6A 11:35-11:55 6B 11:55-12:15 6C 12:15-12:35 6D 12:35-12:55
12:19-12:39					7 29 min.
12:43-1:19	6 36 min.	5	5	6	12:58-1:27 7 29 min.
1:23-2:00	7 37 min.	8	7	8	1:30-2:00 8 30 min.
DROP	4, 8	3, 7	2, 6	1, 5	NO DROPS

REGIONAL SCHOOL DISTRICT #10
 Serving The Towns of Harwinton and Burlington
2011-2012 CALENDAR

AUGUST (3)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER (21)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER (19)						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER (18)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER (17)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY (20)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY (19)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH (21)						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL (15)						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY (22)						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE (5)						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

IMPORTANT DATES	
Aug. 22 & 23	New Teachers' Orientation
Aug. 24 & 25	Teachers' In-Service Days
Aug. 29	First Day of School
Sept. 5	Labor Day
Oct. 10	Columbus Day
Oct. 11	Teachers' In-Service Day
Nov. 10	Teachers' In-Service Day
Nov. 11	Veterans Day
Nov. 23	Early Dismissal
Nov. 24 & 25	Thanksgiving Recess
Dec. 26 - Jan. 2	Holiday Recess
Jan. 3	School Resumes
Jan. 16	Martin Luther King, Jr. Day
Feb. 20	Presidents Day
Feb. 21	No School
Feb. 22	School Resumes
March 16	Teachers' In-Service Day
April 6	Good Friday
April 16 - 20	Spring Recess
April 23	School Resumes
May 28	Memorial Day
June 7	Last Day of School if NO Snow Days
June 15	Last Day of School if 6 Snow Days

Make up days which cause RSD 10 schools to be closed will be scheduled as needed beginning June 8. If there are more than 6 cancellations, days will be added in June beginning with 6/18. The Board of Education reserves the right, under unusual circumstances, to consider scheduling a regular school day on Feb. 21, March 16, and/or April 16-20, beginning with Monday, April 16.

Approved 1/12/09
 Revised March 14, 2011

3/15/11

**PART I
ACADEMIC GUIDELINES**

LEWIS S. MILLS MISSION STATEMENT

“The mission of Lewis S. Mills High School is to foster academic excellence, personal growth, and respect for diversity. Within a safe learning environment, we share the collective responsibility with students, parents, and the community to cultivate the skills, knowledge and attitudes that help our students to realize their full potential as learners and responsible citizens, and to experience success beyond high school.”

ACADEMIC EXPECTATIONS FOR STUDENT LEARNING

Academic Expectations

The LSM graduate comprehends written, visual and auditory texts and communicates with clarity in a variety of modes.

The LSM graduate effectively employs critical thinking in the problem solving process.

The LSM graduate demonstrates effective use of information and technology to enhance learning.

The LSM graduate demonstrates knowledge and skills to improve personal wellness.

The LSM graduate acquires and applies knowledge to develop multiple perspectives on events and issues.

The LSM graduate is aware of the importance of the arts in expressing the human experience.

Civic/Social Expectations

The LSM graduate is a responsible member of the community demonstrating respect for self and others.

The LSM graduate demonstrates ethical behavior and assumes responsibility for his/her actions.

Revised June 2010

1. The LSM graduate comprehends written, visual, and auditory texts and communicates with clarity in a variety of modes.

DEFINITIONS	
Advanced (Superior)	<p>The student demonstrates an understanding of the material communicated by:</p> <ul style="list-style-type: none"> • a sophisticated position or original idea that demonstrates outstanding critical thinking. • insightful support for the position/idea. • a thoroughly developed position/idea. • a thoughtfully organized and coherent work. • a work free of errors in grammar, usage, and mechanics.
Goal (Comprehensive)	<p>The student demonstrates an understanding of the material communicated by:</p> <ul style="list-style-type: none"> • a clear position or idea that demonstrates strong critical thinking. • appropriate support for the position/idea. • a well-developed position/idea. • a well-organized and coherent work. • a work mostly free of errors in grammar, usage, and mechanics.
Proficient (Competent)	<p>The student demonstrates an understanding of the material communicated by:</p> <ul style="list-style-type: none"> • a position or idea that demonstrates critical thinking. • adequate support for the position/idea. • a developed position/idea. • an organized and coherent work. • a work free of distracting errors in grammar, usage, and mechanics.
Basic (Partial)	<p>The student demonstrates an understanding of the material communicated by:</p> <ul style="list-style-type: none"> • a position or idea that demonstrates basic comprehension. • weak support for the position/idea. • a minimally developed position/idea. • a loosely organized work lacking coherence. • a work that contains distracting errors in grammar, usage, and mechanics.
Below Basic (Little to no)	<p>The student demonstrates little to no understanding of the material communicated by:</p> <ul style="list-style-type: none"> • an unclear position or idea. • little to no support for the position/idea. • an underdeveloped position/idea. • a disorganized and incoherent work. • a work that contains many distracting errors in grammar, usage, and mechanics.

2. The **LSM** graduate effectively employs critical thinking in the problem solving process.

DEFINITIONS	
Advanced (Superior)	<p>As evidenced by</p> <ul style="list-style-type: none"> Clearly interpreting, summarizing, or defining the given information. Evaluating and communicating an efficient, possibly unique, strategy or procedure. Completing the task expertly or efficiently. Exceptional communication of well-reasoned, connected, possibly unique conclusions.
Goal (Comprehensive)	<p>As evidenced by</p> <ul style="list-style-type: none"> Clearly interpreting, summarizing, or defining the given information. Evaluating and communicating an appropriate strategy or procedure. Completing the task with no omissions or errors. Clear communication of well-reasoned, adequately supported conclusions.
Proficient (Competent)	<p>As evidenced by</p> <ul style="list-style-type: none"> Interpreting, summarizing, or defining the given information with only minor errors. Communicating a workable strategy or procedure. Completing the task with only minor omissions or errors. Drawing reasonable conclusions with some support.
Basic (Partial)	<p>As evidenced by</p> <ul style="list-style-type: none"> Interpreting, summarizing, or defining the given information with significant errors. Communicating an ineffective strategy or procedure. Completing the task with significant omissions or errors. Drawing conclusions with limited support and analysis.
Below Basic (Little to no)	<p>As evidenced by</p> <ul style="list-style-type: none"> Demonstrating little or no understanding of the given information. Not communicating a strategy. Not completing the task. Drawing conclusions that are incorrect, unsupported, or failing to draw conclusions.

3. The LSM graduate demonstrates effective use of information and technology to enhance learning.

DEFINITIONS	
Advanced (Superior)	<p>The student demonstrates understanding of the use of information and technology to enhance learning evidenced by</p> <ul style="list-style-type: none"> • Exceptional knowledge of how to efficiently locate and use technology resources. • Mastering digital devices to produce an original and creative product. • Responsible and ethical use of technology – always follows the district guidelines for the Acceptable Use Policy (AUP).
Goal (Comprehensive)	<p>The student demonstrates understanding of the use of information and technology to enhance learning evidenced by</p> <ul style="list-style-type: none"> • Knowledge of how to locate and use technology resources. • Mastering digital devices to produce an original and creative product. • Responsible and ethical use of technology – always follows the district guidelines for the AUP.
Proficient (Competent)	<p>The student demonstrates understanding of the use of information and technology to enhance learning evidenced by</p> <ul style="list-style-type: none"> • Adequate knowledge of how to locate and use technology resources. • Acceptable knowledge of digital devices to produce a product. • Responsible and ethical use of technology – usually follows the district guidelines for the AUP.
Basic (Partial)	<p>The student demonstrates understanding of the use of information and technology to enhance learning evidenced by</p> <ul style="list-style-type: none"> • Limited knowledge of how to locate and use technology resources. • Sufficient knowledge of digital devices to produce a product. • Responsible and ethical use of technology – sometimes follows the district guidelines for the AUP.
Below Basic (Little to no)	<p>The student demonstrates little to no understanding of the use of information and technology to enhance learning evidenced by</p> <ul style="list-style-type: none"> • Inadequate knowledge of how to locate and use technology resources. • Insufficient knowledge of digital devices to produce a product. • Irresponsible and unethical use of technology – does not follow the district guidelines for the AUP.

4. The LSM graduate demonstrates knowledge and skills to improve personal wellness

DEFINITIONS	
Advanced (Superior)	<ul style="list-style-type: none"> • Makes connection between physical, mental, social and emotional health not only with self but with others and family; demonstrates and articulates this through written, oral, and authentic assessments • Goes out of personal way to create a caring, nurturing environment • Accurate analysis of personal choices and how these decisions affect his/her life and contribute to health and wellbeing. • Locates appropriate sources on own by evaluating reliability and validity of information and consistently applies that information to make healthy decisions.
Goal (Comprehensive)	<ul style="list-style-type: none"> • Able to demonstrate connections between physical, mental, social, and emotional health through a specific assignment; written, oral or authentic assessment • Respects individual differences, involves all members of group, cares about group success • Analysis of personal choices and how these decisions affect his/her life and contribute to health and wellbeing. • Locates appropriate sources on own by evaluating reliability and validity of information and has applied that information to make healthy decisions.
Proficient (Competent)	<ul style="list-style-type: none"> • Demonstrates connections between physical, mental, social and emotional health to self but does not make connections to others and family • Aware of individual differences, cares about personal rather than group success, uses appropriate language and social skills • With adult guidance, analysis of personal choices and how these decisions affect his/her life that contribute to health and wellbeing. • With adult guidance, locates appropriate sources by evaluating reliability and validity of information.
Basic (Partial)	<ul style="list-style-type: none"> • Knows basic knowledge of physical, mental, social and emotional health but does not apply this knowledge to self or others • With adult guidance, uses appropriate language and social skills, cares mostly about personal success, uninterested in group dynamics • With adult guidance, inconsistent analysis of personal choices and how these decisions affect his/her life that contribute to health and wellbeing. • With adult guidance, inconsistently locates appropriate sources by evaluating reliability and validity.
Below Basic (Little to no)	<ul style="list-style-type: none"> • Sees no connection between choices and how this affects self and others • Inappropriate language, not involved in group discussion/activity, does not care about personal or group success • With adult guidance, little or no analysis of personal choices and how these decisions affect his/her life that contribute to health and wellbeing. • With adult guidance fails to locate appropriate sources by evaluating reliability and validity.

5. The LSM graduate acquires and applies knowledge to develop multiple perspectives on events and issues.

DEFINITIONS	
Advanced (Superior)	<p>The student:</p> <ul style="list-style-type: none"> • Clearly identifies and demonstrates extensive knowledge of the event or issue • Richly supports the event or issue with accurate and relevant evidence • Offers a sophisticated analysis of multiple perspectives
Goal (Comprehensive)	<p>The student:</p> <ul style="list-style-type: none"> • Clearly identifies and demonstrates significant knowledge of the event or issue • Strongly supports the event or issue with accurate and relevant evidence • Offers a thorough analysis of multiple perspectives
Proficient (Competent)	<p>The student:</p> <ul style="list-style-type: none"> • Clearly identifies and demonstrates adequate knowledge of the event or issue • Supports the event or issue with accurate and relevant evidence • Identifies multiple perspectives
Basic (Partial)	<p>The student:</p> <ul style="list-style-type: none"> • Identifies the issue • Offers limited supporting evidence on the event or issue • Identifies few perspectives on the event or issue
Below Basic (Little to no)	<p>The student:</p> <ul style="list-style-type: none"> • Fails to identify the event or issue • Lacks supporting evidence on the event or issue • Identifies one perspective or fails to identify any perspective

6. The LSM graduate is aware of the importance of the arts in expressing the human experience.

DEFINITIONS	
Advanced (Superior)	<p>The student demonstrates an awareness of the importance of the arts in expressing the human experience through superior performances (90% or higher) on subject area assessments that address the arts, evidenced by any of the following:</p> <ul style="list-style-type: none"> • The generation of artistic works that show an exceptional level of control and sophistication • The ability to make sophisticated judgments about the quality of artistic works • The making of highly perceptive connections to the cultural context of artistic works
Goal (Comprehensive)	<p>The student demonstrates an awareness of the importance of the arts in expressing the human experience through above average performances (80%-89%) on subject area assessments that address the arts, evidenced by any of the following:</p> <ul style="list-style-type: none"> • The generation of artistic works that show a high level of control and sophistication • The ability to make perceptive judgments about the quality of artistic works • The making of perceptive connections to the cultural context of artistic works
Proficient (Competent)	<p>The student demonstrates an awareness of the importance of the arts in expressing the human experience through competent performances (70%-79%) on subject area assessments that address the arts, evidenced by any of the following:</p> <ul style="list-style-type: none"> • The generation of artistic works that show an adequate level of control and sophistication • The ability to make informed judgments about the quality of artistic works • Making moderately perceptive connections to the cultural context of artistic works
Basic (Partial)	<p>The student demonstrates a partial awareness of the importance of the arts in expressing the human experience through limited performances (60%-69%) on subject area assessments that address the arts, evidenced by any of the following:</p> <ul style="list-style-type: none"> • The generation of artistic works that show a low level of control and sophistication • An inconsistent ability to make judgments about the quality of artistic works • The making of minimally perceptive connections to the cultural context of artistic works
Below Basic (Little to no)	<p>The student demonstrates little or no awareness of the importance of the arts in expressing the human experience through inadequate performances (59% or lower) on subject area assessments that address the arts, evidenced by any of the following:</p> <ul style="list-style-type: none"> • The generation of artistic works that show a minimal level of control and sophistication • The inability to make judgments about the quality of artistic works • The inability to make perceptive connections to the cultural context of artistic works

7. The LSM graduate is a responsible member of the community demonstrating respect for self and others.

DEFINITIONS	
Advanced and Goal	<p>The student demonstrates an understanding of personal responsibility in a variety of school and community settings as evidenced by:</p> <ul style="list-style-type: none"> • 8-12 hours of engagement in community service (in or out of the Region 10 community) • Zero (0) referrals for disrespectful/destructive behavior in school • Complies with rules and regulations printed in LSM Handbook and no infractions of community, state and federal law • Exhibits respect for material and intellectual property by having zero (0) referrals for damaged district or personal property and no loss of credit for cheating
Proficient	<p>The student demonstrates an understanding of personal responsibility in a variety of school and community settings as evidenced by:</p> <ul style="list-style-type: none"> • 2-8 hours of engagement in community service (in and out of the Region 10 community) • No more than 1 referral for disrespect/destructive behavior in school • Complies with rules and regulations printed in LSM Handbook and no infractions of community, state and federal law • Exhibits respect for material and intellectual property by having no more than one (1) referral for damaged personal or district property and no loss of credit for cheating
Below Basic	<p>The student demonstrates little to no understanding of personal responsibility in a variety of school and community settings as evidenced by achieving of the following:</p> <ul style="list-style-type: none"> • Less than 2 hours of engagement in community service (in and out of the Region 10 community) • 2 or more referrals for disrespect/destructive behavior in school • Does not comply with rules and regulations printed in LSM Handbook and has 1 or more infractions of community, state and federal law • Does not exhibit respect for material and intellectual property by having more than two (2) referrals for damaged personal or district property and/or loss of credit for cheating

Students have the opportunity to clear negative referrals infractions with two additional hours of school based community service per referral.

8. The LSM graduate demonstrates ethical behavior and assumes responsibility for his/her actions.

DEFINITIONS	
Advanced and Goal	<p>The student demonstrates ethical behavior and personal responsibility evidenced by</p> <ul style="list-style-type: none"> • Acting in ways that are consistent with following the rules of the school and in the classroom • Taking responsibility for one's actions and any consequences associated with those actions • Verbalizing importance of responsibilities and rules in public forums • Frequent recognition and address of disrespectful or destructive behaviors in others • Conscientious performance and willing acceptance of tasks • Willingly assuming a leadership role when working with a group or actively participates in groups
Proficient	<p>The student demonstrates an understanding of ethical behavior and personal responsibility evidenced by</p> <ul style="list-style-type: none"> • Acting in ways that are consistent with following the rules of the school and in the classroom • Taking responsibility for one's actions and any consequences associated with those actions • Adherence to responsibilities and rules when in public forums • Recognition and occasional address of disrespectful or destructive behaviors in others • Conscientious performance and willing acceptance of tasks • Positive participation when working with a group
Below Basic	<p>The student demonstrates little to no understanding of ethical behavior and personal responsibility evidenced by</p> <ul style="list-style-type: none"> • Not acting in ways that are consistent with following the rules of the school and in the classroom: not engaged in respectful and positive behaviors • Unwilling to take responsibility for one's actions, words, and any associated consequences; denying wrongdoing • Not verbalizing importance of responsibilities and rules; disrespectful in public forums • No recognition of disrespectful or destructive behaviors in others • Resistance to assigned tasks • Not cooperative when working with a group

GRADUATION REQUIREMENTS

The following table indicates the total number of credits and required courses necessary for graduation. All students should confer with their school counselor to make sure they are on track to graduate with their class.

CREDIT REQUIRED FOR ALL STUDENTS

(1)Language Arts	4
Math	3
(2)Science	3
(3)Social Studies	3
Wellness/Physical Education/Health	2.5
Arts/Vocational Education	1
Civics/American Government	.5
Electives	may balance minimum
TOTAL CREDITS	22

***Board of Education has established basic graduation criteria according to Public Act 10-66.**

- (1) Students must pass English 9, English 10, and American Literature.
- (2) One of the Science credits must be Biology.
- (3) One of the Social Studies credits must be United States History. This course is taken in the 11th or 12th grade.
- (4) Students must pass Civics

The students entering 12th grade are to register for 5 ½ credits plus Physical Education for the entire year. All other students and grades are to register for six (6) courses plus Wellness/Physical Education for **each** semester. Students who graduate in three (3) or three and one-half (3 ½) years in accordance with the Board of Education Policies, must pass three (3) or three and one-half (3 ½) years of Wellness/Physical Education.

LANGUAGE ARTS AND MATHEMATICS PERFORMANCE STANDARDS (for greater details see Policy 6146A)

Students must demonstrate completion of the district performance standard in Language Arts by meeting at least one of the following criteria:

- Score in band 3 or band 4 on the Connecticut Academic Performance Test (Note: Scoring in band 3 or band 4 on Reading Across the Disciplines or Writing Across the Disciplines will be accepted for Language Arts)
- Achieve a score equivalent to the national average on the SAT
II in writing
- Meet the district performance standard in Language Arts as evidenced through performance on district assessments administered in the junior year

- Pass a writing course in the senior year with a C or better

Students must demonstrate completion of the district performance standard in Mathematics by meeting at least one of the following criteria:

- Score in band 3 or band 4 on the Connecticut Academic Performance Test
- Achieve a score equivalent to the national average on the SAT II in mathematics
- Meet the district performance standard in Mathematics as evidenced through performance on district assessments administered in the junior year
- Pass a mathematics course in the senior year with a C or better

GRADE PLACEMENT

Student grade placement is based on the total number of credits students have earned and the number of English courses passed. For the present sophomore through senior classes, in order to become tenth graders, students must earn 5.50 units, 1 unit of which must be in English. To be considered an eleventh grader, students must have earned 11.0 units, 2 units of which must be in English. Students will be considered as seniors if they are candidates for graduation. Students must accumulate 22 credits for graduation.

EARLY GRADUATION

According to Board policy, students may graduate after three years or in January of their fourth year provided they have met all graduation requirements, have maintained a “B” average, and have the approval of the high school principal. A student who plans to graduate early must submit a completed application to his/her school counselor before beginning the second semester of junior year. See a counselor for an application.

LEVELS OF STUDY

All courses at Lewis S. Mills High School are rigorous, intellectually stimulating, challenging and provide rich experiences and excellent preparation for college study. While students will discover common factors in both Level 1 and 2 courses, relative to work, homework, projects, tests, quizzes, etc., the main differences between the levels are the following: in Level 1, homework assignments tend to be longer and more comprehensive; the course itself is fast-paced, more complex in material, and has more critical and extensive reading and writing assignments; students enrolled in Level 1 courses soon realize that more time, independent work, and self motivation are expected and required. In summary, courses at Level 1 are

basically different in quantity of material and work from Level 2 courses, not in quality of course content.

ADVANCED PLACEMENT

The Advanced Placement program is a cooperative educational endeavor between secondary schools, colleges and universities. It gives high school students exposure to college level material and responsibilities. AP level courses follow the guidelines as put forth by the College Board. In addition to the requirements determined by the high school, the student is required to take the AP exam.

WEIGHTED CLASS RANK

A weighted system of grading will be used in calculating the class rank. In determining this rank, we use the recommendation of the National Association of Secondary School Principals. Since courses differ in their levels of academic challenge, the weighted system of grading will provide a more accurate representation of student's academic achievements. This weighted system will not affect honor roll calculations. It will only be used for class rank purposes. All courses have been assigned on one of the following levels: Advanced Placement, Level 1 (Honors) and Level 2 (College Preparatory).

NUMERICAL VALUE OF MARKS BY LEVEL

	<u>AP</u>	<u>1</u>	<u>2</u>
A+	5.3	4.8	4.3
A	5.0	4.5	4.0
A-	4.7	4.2	3.7
B+	4.3	3.8	3.3
B	4.0	3.5	3.0
B-	3.7	3.2	2.7
C+	3.3	2.8	2.3
C	3.0	2.5	2.0
C-	2.7	2.2	1.7
D+	2.3	1.8	1.3
D	2.0	1.5	1.0
D-	1.7	1.2	0.7
F	0.0	0.0	0.0

In order to determine the weighted rank in class, the quality point average for each student is calculated by multiplying the quality points of each grade (see chart above) by the number of credits, summing this product over all courses, and dividing the results by the total number of credits.

Sample Calculation:

AP English Literature	A-	4.7 x 1.0	4.700
Civics L2	B+	3.3 x .5	1.650
Calculus L1	B	3.5 x 1.0	3.500
Physics L1	B-	3.2 x 1.0	3.200
Clay L2	A	4.0 x .5	2.000
Symphonic Band L2	A-	3.7 x 1.0	3.700
Computer App. L2	A+	4.3 x .5	2.150
Phys. Ed. 11/12 L2	A	4.0 x .25	1.000
Phys. Ed. 11/12 L2	A-	3.7 x .25	.925
Wellness/CPR L2	A	<u>4.0 x .125</u>	<u>.500</u>
Total		6.125 cr.	23.325/6.125=3.808

GRADING PHILOSOPHY

Grading policies should be consistent with the philosophy and objectives of Lewis S. Mills High School. A grade should represent the teacher's best and fairest judgment of all the factors that constitute a student's progress.

GRADING GUIDELINES

The grading system is based on the following scale:

A+	97-100	D+	67-69
A	93-96 Excellent	D	63-66 Passing
A-	90-92	D-	60-62
B+	87-89	F	Below 60 Failing
B	83-86 Good	I	*Incomplete
B-	80-82	E	Excused no credit granted
C+	77-79	P	Passing
C	73-76 Satisfactory	WP	Withdrew Passing
C-	70-72	WF	Withdrew Failing

INCOMPLETES

***Incompletes must be made up within 10 school days of the close of the marking period, not the issuance of report cards.**

HONOR ROLL

Students with excellent academic records are placed on the honor roll. This list is computed for grades in the first, second, third, and fourth marking periods. To be placed on the honor roll, a student must have attained the quality points in the chart that follows with no C-, D, F, or I (Incomplete) grades. In order to determine eligibility for the honor roll, the quality point average for each student is calculated by multiplying the quality points of each grade by the number of potential credits, summing this product over all courses, and dividing the result by the total number of credits. Each student's report card average is also figured by using the chart that follows. Students who achieve Honors or High Honors status for each marking period of the school year will be invited to the Scholars Breakfast held in May.

QUALITY POINT AVERAGE

High Honors	Honors	Honorable Mention
10 average	9 average	8 average

QUALITY POINTS FOR GRADES

A+ = 12	B+ = 9	C+ = 6	D+ = 3	
A = 11	B = 8	C = 5	D = 2	
A- = 10	B- = 7	C- = 4	D- = 1	F = 0

Sample Honor Roll Calculation:

AP English Literature	A-	10 x 1.0	10.0
Civics L2	B+	9 x .5	4.5
Calculus L1	B+	9 x 1.0	9.0
Physics L1	A	11 x 1.0	11.0
Clay L2	A+	12 x .5	6.0
Symphonic Band L2	A+	12 x 1.0	12.0
Computer App. L2	A-	10 x .5	5.0
Phys. Ed. 11/12 L2	A	<u>11 x .25</u>	<u>2.75</u>
		5.75 cr.	60.25/5.75=10.478=
			(High Honors)

ACADEMIC PROGRESS REPORTS

During the school year, teachers send academic progress reports to parents to inform them of a student's achievement and attitude in class. Both strengths and recommendations are included. Students who are doing outstanding work, are showing significant improvement, or are having academic difficulty may receive a report. If parents need additional information, they should call the appropriate teacher.

Interims issued:

9/28/11 12/7/11 2/24/12 5/3/12

End of marking periods:

11/2/11 1/23/12 3/28/12 TBA

Report cards issued:

11/8/11 1/27/12 4/3/12 Mailed Home

ACADEMIC INTEGRITY

The school expects all students to be academically honest. All assignments including exams, tests, quizzes, papers, projects, homework, etc. are expected to be the student's independent work and any sharing of that work through any medium i.e. paper, social media, text message, photographs, etc. will be considered cheating. All students involved in cheating incidents will receive a score of zero. If work is to be completed collaboratively, the instructor will give explicit instructions to the students.

CHEATING is defined as:

- "To take an examination or test in a dishonest way, as by improper access to answers."
- "To defraud or to practice deceit; to violate rules or regulations."

PLAGIARISM is defined as:

- "The unauthorized use or close imitation of the language or thoughts of another author and the representation of them as one's own original work."

Definitions from *Random House Dictionary of the English Language*

All forms of cheating and plagiarism are prohibited. The following behaviors are considered unacceptable but do not represent every form of cheating or plagiarizing:

- copying or submitting another students' homework as your own;
- completing independent projects with other individuals;
- comparing or using another student's responses to

- tests or quizzes;
- allowing another student to compare or use responses to tests or quizzes;
- obtaining responses to tests or quizzes by any other means;
- copying or taking information from a source without giving credit;
- falsifying the results of a study or using another student's results.

In the event that a student cheats or plagiarizes, the procedure/consequences for a first offense will be:

- The student will receive a failing grade.
- The teacher will notify the parent.
- The teacher may notify the administration who may take further action.

The policy applies to any student who cheats or plagiarizes and/or any student who willingly assists another student in cheating or plagiarizing.

EXAMINATIONS PROCEDURE

Midterm and final examinations are given to all students in January and June. There will be a four-day midterm examination period, January 17-20; all students will follow an abbreviated schedule. Students are only required to attend the periods they have scheduled exams.

Mid-term and final examinations are given using a special examination schedule. Students take a maximum of two exams each day. For a full year course the midterm and final exam grades combined count for 20% of the final course grade. For a half year course the final exam is worth 10% of the final course grade.

Illness and emergencies are the only valid excuses for missing an exam. Parents need to call the school the morning of the exam to report the illness and students must bring a note to the school secretary upon their return. They must consult their teacher and school administration for immediate makeup of exams. No makeup will be permitted exclusive of the reasons listed above.

ADVANCED PLACEMENT EXAMINATIONS

Students taking Advanced Placement (AP) courses must take an Advanced Placement (AP) examination in May. Based on a student's score, college credit may be awarded for the course by a college. Exams are offered in English, U.S. History, European History, Psychology, Calculus, Statistics, Chemistry, Biology, Physics, Spanish, and French. Students enrolling in an AP course will be asked to pay the exam fee in September.

EXAMINATION & TEST DATES

PSAT October 15, 2011
SAT I & II October 1, November 5, December 3, 2011
 January 28, March 10, May 5, June 2, 2012

AP Exams

May 7, 2012	Chemistry/Psychology
May 8, 2012	Spanish Language
May 9, 2012	Calculus AB/BC
May 10, 2012	English Literature
May 11, 2012	U.S. History
May 14, 2012	Biology/Physics
May 15, 2012	French Language
May 16, 2012	English Language/Statistics

CAPT March 2012 CAPT Administration

PARENT PORTAL

The Parent Portal feature of our data management system allows parents to log in to the system via a private password and view their child's academic progress. The Parent Portal enhances not only parent awareness of their child's academic progress, but also student awareness, and subsequently the degree to which students demonstrate responsibility for their performance.

Using the Parent Portal, parents and students can review academic progress together and, if necessary, discuss how a student can demonstrate initiative in an effort to improve. For example, if a student is earning a grade of concern, parents can speak with their child about the grade, and determine what he/she can do at school and at home to increase achievement. It may be tempting to contact the school directly, especially if a student "doesn't know why" their grade is lower than expected. In these situations, we ask that parents put the responsibility for exploring the grade on the student; encourage the student to work with the teacher to clarify the specifics behind the grade and how it can be improved. Of course, services provided through special education and/or unique learning arrangements will not be compromised.

The Parent Portal is accessible at any time of day. We appreciate your consideration as our teachers do their best to correct and post grades for a variety of assessments in a timely manner. Teachers are responsible for up to 125 students, so the thoughtful grading of tests, essays, labs and research papers can be quite a challenge. With this in mind, please allow approximately two weeks for updates to be posted.

VALEDICTORIAN AND SALUTATORIAN

The valedictorian and salutatorian of the graduating class will be determined by the seventh semester class rank. This calculation includes final grades from grades 9-11 and for one-half of grade 12 (using the semester grades).

SUMMER SCHOOL

In order to be eligible for summer school, a student must have a 50 average in the class for the year.

SCHEDULE CHANGES AND WITHDRAWAL POLICY

Students may drop or add a course without penalty, within the first 5 day cycle of the semester. Before the close of the 1st marking period, students may withdraw from an elective, full-year course, without penalty, with their parent's written permission. In such a case their enrollment in and grade for the course do not show on their transcript. After this time period, a "WF", withdrawal failure, will be recorded on the permanent transcript. Students must be carrying the required number of classes/credits plus Physical Education.

SCHOOL RECORDS AND CONFIDENTIALITY

The Region No. 10 Board of Education has adopted a written policy concerning the confidentiality and accessibility of student records. Copies of the board policy are available at the school counseling office. Consistent with the Family Educational Rights and Privacy Act (FERPA), the student records policy affords parents of students and students over 18 years of age ("eligible students") certain rights with respect to education records. They are:

1. The right to inspect and review the student's education records. Parents of minor or dependent children and eligible students are entitled to review educational records upon request made to the school principal.
2. The right to request the amendment of the student's education records when the parent or eligible student believes such records are inaccurate, misleading or otherwise in violation of the student's privacy rights. A request for an amendment to educational records should be made in writing to the school principal and identify the record(s) at issue and the reason for the request.
3. The right to consent to disclosure of personally identifiable information contained in the student's education

records except to the extent that the law authorizes disclosure without consent. For example, written consent prior to disclosure is not required in the following circumstances:

- To other school officials within the school system who have legitimate educational interest. 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, bus contractor, medical or educational consultant or therapist); or a person serving on a Board of Education 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 to officials of another school district in which a student seeks or intends to enroll.
- To comply with a judicial order or lawfully issued subpoena, provided that the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena prior to compliance therewith.
- To parties in health or safety emergency.

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, D.C. 20202-5920**

Notice of Intent to Release Directory Information without Prior Consent

Federal law enables the school district to release “directory” information about its students to the public without the prior written consent of parents or guardians. The term “directory information” refers to information that would not generally be considered harmful or an invasion of privacy if disclosed. Although the district uses its discretion and exercises caution when releasing directory information about its students, it is

possible that information regarding your child may be released to parties such as the media, colleges, civic or school-related organizations, employment and military recruiters, as well as to the public via school district websites or in published programs for athletic, music, theater and other school sponsored presentations.

Directory information includes the following categories of information: (1) Name of student; (2) Address; (3) Telephone number; (4) Electronic mail address; (5) Photograph; (6) Date and place of birth; (7) Major field of study; (8) Grade level; (9) Dates of attendance; (10) Participation in officially recognized activities and sports; (11) Weight and height of members of athletic teams; (12) Degrees, honors and awards received (including publication of honor roll); (13) Most recent school previously attended.

Pursuant to federal law (the No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002), the school district is required to provide, upon a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings. In addition, the school district is required to provide military recruiters with the same access to secondary school students and on-campus recruiting opportunities, as well as to directory information as is provided generally to post-secondary educational institutions or to prospective employers of those students.

A parent, guardian or eligible student (age 18 or older) may object to the disclosure of any or all of the categories of directory information without prior written consent. A parent, guardian or student may also refuse to allow school officials to release the student's name, address, and telephone listing to military recruiters or an institution of higher education without prior written consent. To prevent the release of directory information in any of these situations, a parent, guardian or eligible student must file a notice of objection in the Main Office of the school in which the student attends.

NOTIFICATION OF VIDEOTAPING, PHOTOGRAPHS, AND WEBSITE PICTURES

During the course of the year, teachers may be videotaping and photographing classroom lessons for the purpose of teacher training, action research and student recognition. The reasons include district and school classroom projects such as student teaching, teacher participation in state certification program, teacher (peer) observation and coaching using cameras or video cameras for professional development discussions. The focus and purpose of some of these photos and videos is for teacher training. At other times during the year student pictures may be taken by newspapers, television stations or posted on our website. The purpose of these photographs and/or video would be to publicize and to recognize student achievement and work. The student's name, school attended and participation in officially recognized school activities, sports, degrees, awards and depictions of student work may be publicized. Other student data will not be included.

Unless you file a written objection annually with the principal's office your child may be photographed or videotaped.

VIDEO SURVEILLANCE

Having carefully weighed and balanced the privacy rights of students and staff with the district's duty to ensure discipline, health, welfare and safety of staff and students, the Regional School District No. 10 Board of Education has authorized the use of video surveillance on school grounds and transportation vehicles.

Video cameras may be used to monitor student behavior on school transportation vehicles transporting students to and from school and extracurricular activities. Surveillance cameras may also be located in and outside of school buildings provided that they will be placed only in common areas and not in areas where students or school personnel have a reasonable expectation of privacy, such as locker rooms, restrooms and lounges. Any evidence of student or staff misconduct obtained from surveillance cameras may be used in disciplinary proceedings and, in appropriate cases, shared with law enforcement officials where there is evidence of criminal activity.

PART II ATTENDANCE

ATTENDANCE (Administrative Policy 6115.A)

Connecticut state law requires parents and persons having control of children between the ages of 5 and 18 must ensure that such children attend school regularly unless the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools.

A parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school by personally appearing at the school district office and signing a withdrawal form.

COURSE CREDIT

In order to gain credit for high school courses, there are specific attendance requirements. Success earned in any course shall reflect student daily participation and attendance as well as fulfillment of other academic requirements as established by the teacher.

ADMINISTRATIVE PROCEDURES AND RESPONSIBILITIES FOR ATTENDANCE AT THE HIGH SCHOOL

PROCEDURES FOR APPRISING THE SCHOOL OF A STUDENT'S ABSENCE

When a student is absent from school for any reason, the parents or guardians must notify the school. A parent or guardian must call the school's Attendance Secretary—860-673-0423, press 1 (ext. 5300), before 9:30 a.m. on the day of the absence.

A student whose absence has been verified with the parent by telephone with the appropriate secretary **must** still present a note explaining the reason for the absence and follow readmit procedures. Absences not verified by a note will be considered as an unexcused absence, and students will have forfeited the right to make up missed work.

It is the student's responsibility to:

- report to class on time;
- obtain a pass to be admitted to any class after the bell has rung;
- follow the procedure for absences from class for religious holidays, death in the family, participation on field trips, interscholastic athletic events, and disciplinary suspensions;
- obtain a note from his/her parent/guardian explaining the absence.

It is the parents/guardians' responsibility to:

- stress the importance of regular school attendance with their children;
- call the appropriate school office to indicate that a child will be absent in order to avoid the legal ramifications of truancy;
- provide a written note the next school day, explaining the absence;
- schedule appointments after school hours;
- communicate in a forthright manner with the school regarding the notification of your child's absence;
- limit vacations to scheduled school vacations;
- have their children complete all missed work;
- contact the Assistant Principal to initiate a review of the student's absence

It is the teacher's responsibility to:

- keep accurate class attendance records;
- notify the office of student tardiness, cuts, and absences;
- provide a schedule of assignments and make-up work, when appropriate;
- provide a reasonable length of time for assignment completion.

It is the school counselor's responsibility to:

- counsel student concerning absences and tardiness;
- explain ramification of loss of credit;
- call the parents/guardians and inquire about a meeting to discuss the absences.

It is the administration's responsibility to:

- keep accurate attendance records;
- mail notification to the family of students whose absences accrue to the numbers specified in the policy;

- send notification of loss of credit by mail to the family of students whose absences reach the numbers specified in the policy;
- convene an appeals committee, comprised of teachers and the nurse, and the Assistant Principal, to review the files of each student who wants to appeal the lost course credit. This committee will meet near the end of the fall and spring semesters;
- mail notification to the family of students whose course credit has been reinstated by the review committee;
- inform the school counseling office in cases when the course credit has been reinstated.

IMPLEMENTATION OF THE ATTENDANCE POLICY

The following procedure will be in effect for students who are absent from classes for any of the identified excused absences.

The student will:

- report to the teacher(s) prior to the absence, when possible, to discuss work and submit homework; further, students will be responsible for work due the day following the absence;
- be responsible for all work missed during the class;
- make arrangements in advance, when possible, to make up quizzes or missed tests.

DEFINITIONS

1. An absence occurs when a student is not present in class, or when arrival to class is 15 minutes or more after the bell has rung signaling the start of a class period.
2. "Excused absence" is an absence from a regularly scheduled school day which, as determined by the building principal (or his/her designee), is for:
 - a. Reasons of health, including extended illness, incapacity, or doctor's visits. The administration reserves the right to require physician or other appropriate certification for health-related absences.
 - b. Religious holidays.
 - c. Funeral or death in the family.
 - d. Court appearance.
 - e. Documented college visits.
 - f. Approved school activities, including field trips and sporting events.
 - g. Suspension or expulsion.
 - h. Failure of Region #10 to provide transportation

- i. In limited circumstances, special activities or emergencies with the consent of the parent or other person having control of the child.
 - j. An extraordinary circumstance with the approval of the appropriate administrator.
3. "Unexcused absence"—any absence including a brief illness which does not fall under the definition of an excused absence.

The following are the limits for unexcused absences in high school classes:

- Full year course loss of credit at 8th absence
- Half year course loss of credit at 4th absence
- Quarter year course loss of credit at 2nd absence
- Wellness/P.E. loss of credit at 2nd absence

If credit is denied due to unexcused absences, a passing grade in the course will not meet the distribution requirement, i.e. 4 years of English, 1 year of American History, for graduation.

CLASS CUTS

When a student misses a class period assignment without authorization, the student is considered to have cut class. A cut will result in disciplinary action. No make-up privileges will be allowed for students who cut class. Any unauthorized absence from class that is 15 minutes or more in duration is considered to be a class cut. Three class cuts will result in a loss of credit.

EARLY DISMISSAL

If a student is dismissed early due to illness occurring during the school day, he or she must see the nurse first; if the situation is one for which the nurse is obligated to dismiss the student (e.g., infectious conditions), the nurse must contact the student's parent or guardian to inform them of the situation and to arrange for the student to be picked up. The student must follow the required sign-out procedure in the Main Office. This type of dismissal is an excused absence.

If the situation is not one for which the nurse is obligated to dismiss the student, the nurse must contact the student's parent or guardian to authorize the dismissal. When the decision to dismiss the student is made by the student and parent or guardian, the student must follow the required sign-out procedure in the Main Office. This type of dismissal **may not** be an excused absence.

Parents or guardians must notify the administration if a student is to leave the school grounds. Students must sign out in the log located in the Main Office, and they must indicate their time of departure. Any early dismissal resulting in a student's missing

15 minutes or more of a class will be considered an absence.

EARLY DISMISSAL FOR WORK-RELATED REASONS

It is possible for eleventh and twelfth grade students to qualify for early dismissal from study halls only for work related reasons as a part of their participation in a cooperative work experience program. To maintain this privilege, students must have a "C" average overall with no "F's".

DISMISSALS DURING EXAMINATIONS

Students must follow the normal dismissal policy during midterm examinations and final examinations. Students will be dismissed only at the end of each examination period. Students may not leave during the examination period unless a parent calls the principal or assistant principal to explain the details of the emergency situation.

TARDINESS

Students are expected to be present in their first period class by 7:25 a.m. and are expected to stay for the entire school day until 2:00 P.M. Extenuating circumstances might cause a student to be late to school. The student must bring a parental note and must report directly to the Main Office to sign in to school. Failure to do so may result in an office detention, extended detention or a suspension. Unexcused and excused tardies to school and class are determined by the administration. Students who are tardy to school and do not present a note from a parent will automatically be marked "tardy unexcused."

Tardiness to school:

- 1st unexcused tardy – warning by administration
- 2nd unexcused tardy – warning by administration
- 3rd unexcused tardy – 1 hour office detention, call home
- 4th unexcused tardy – 1 hour office detention, call home
- 5th unexcused tardy – 2 hour office detention, call home
- 6th unexcused tardy – 2 hour office detention, loss of driving privilege, call home
- 7th unexcused tardy – 2 two-hour office detentions, loss of driving privilege, call home
- 8th unexcused tardy – 2 two-hour office detentions, loss of driving privilege, call home
- 9th unexcused tardy – In school suspension

Cumulative tardies to school reset at the start of each semester.

Tardiness to class:

- 1st unexcused tardy – warning by teacher
- 2nd unexcused tardy – detention by teacher
- 3rd unexcused tardy – one-hour office detention/unexcused absence
- 6th unexcused late – 1 two-hour office detention/unexcused absence
- 9th unexcused late – 2 two-hour office detentions/unexcused absence

Lates are cumulative and discipline will increase with each subsequent offense up to suspensions. A 12th unexcused late for a half year course and a 24th unexcused late for a full year course will result in denial of course credit.

Cumulative lates to class **do not** restart at the end of each semester.

MAKE-UP FOR EXCUSED ABSENCES

Make-up for class work missed because of an excused absence is the responsibility of the student. Except for extended illness or special emergencies as designated by the administration, a student will have three (3) days for each day absent to complete make-up work in order to receive credit for work missed (to a maximum of nine days). Work already assigned prior to the absence is due the day a student returns to class. All make-up work due to vacations is due upon the student's return to school. Students must see administration if they need an extension to complete their work. Extensions are only given for lengthy illnesses. A student must obtain a make-up permit and present it to his/her teacher(s) before make-up work will be accepted. These permits may be obtained from the office. Following a missed class or brief absence, a student is expected to submit work due and to make up exams by the next class period. Incompletes must be made up by the end of the second week of the following marking period.

TRUANCY

Truancy is defined as 4 unexcused absences from school in any one month or 10 unexcused absences from school in any school year. When a student is identified as a truant, the Principal will hold a meeting with the parent and appropriate school personnel to review and evaluate the reasons for the student's truancy. If the parent of a child who is truant fails to attend the meeting or fails to otherwise cooperate with the school in attempting to solve the truancy problem, the school will file a complaint with the Superior Court alleging that the child's family is a family with service needs. A truancy referral to the court is appropriate only when the school has exhausted all administrative and social service remedies and has reasonable cause to believe that the absenteeism constitutes truancy. (See Regional School District No. 10 Policy and Regulations 5115 and 5115A)

LOSS OF CREDIT POLICY NOTIFICATION PROCEDURE

The school administration will notify the student's parents or guardians by mail when the student's number of absences in a class has reached the intervals cited that follow. Notification concerning loss of course credit will also be sent to the student's parents or guardians via mail.

For **full year courses** – notification at four unexcused absences; loss of credit at eight unexcused absences.

For **half year courses** – notification at two unexcused absences; loss of credit at four unexcused absences.

For **quarter year courses** – notification at one unexcused absence; loss of credit at two unexcused absences.

APPEALS

If a student has received notification of loss of credit due to unexcused absences, he or she may pursue the appeals process. Appeals must be made in writing to the principal or designee, who will review them with an Appeals Board.

In considering appeals, the principal or designee and/or Appeals Board will be inclined to consider absences for the following reasons as favorable:

- Medically verified extended illnesses;
- Death in the family;
- Religious observances;
- School-sponsored field trips and activities;
- Court appearances;
- Emergency in-school appointments (counselors, nurse, etc.).

If the parents, guardians, or students choose not to appeal or if the appeal is denied, the parents, guardians, or students should contact the student's school counselor to determine a plan for making up lost credits.

The principal may review the appeal committee's notes, and given important considerations, may overturn the committee's decision.

If credit is denied due to absences, a passing grade in the course will NOT meet the distribution requirement, i.e., 4 years of English, 1 year of American History, for graduation.

PART III

STUDENT BEHAVIOR AND RESPONSIBILITIES

In order to ensure a safe and healthy community, students, faculty and administration all play a part in discipline at Lewis S. Mills. Discipline is not seen as a list of punishments, but as the teaching and learning of accepted behaviors. In order to create an atmosphere of mutual respect and respect for the learning process, all students, faculty, and administration need to be respectful of the learning processes of others.

DEMERIT SYSTEM

The intent of the demerit system is to encourage upperclassmen to maintain good behavioral standing in order to earn senior privileges. If a senior earns 40 demerits during a marking period, he or she will be ineligible for senior privileges for the remainder of the quarter. If a junior earns 40 demerits during the fourth marking period of the

junior year, he or she will be ineligible for privileges during the first marking period of the senior year. Demerits will be assigned as follows:

Late to class	1 demerit
Tardy to school	2 demerits
Cell phone, IPOD brought to office	5 demerits
Dress code referral to office	5 demerits
Office detention	10 demerits
Additional office detention	10 demerits
In-school suspension	20 demerits
External suspension	Automatic loss of privileges

POLICIES

CONDUCT ON SCHOOL BUSES (Policy 5131.1)

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students will be advised that they may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school that endangers persons or property or violates a board policy or administrative regulation.

The following specific rules apply:

1. Students may not ride buses other than those for their assigned route unless a new regular permanent schedule is obtained from LSM. Written notification from parents/guardians must be submitted to the principal three weeks in advance.
2. Students should be on time at the designated school bus stops and should wait until the bus comes to a complete stop before attempting to board.
3. Students should keep hands and heads inside the bus at all times.
4. Standing, kneeling on seat, excessive noise, unacceptable language, roughhousing, smoking, or fighting will not be tolerated. These are considered to be distractions to the bus driver and place the health and safety of the passengers at risk.
5. Students should not leave personal belongings on the bus.
6. Students must never throw objects inside the bus or out the window.

7. Students may not leave their seats while the bus is in motion.
8. Students are expected to be courteous to other students and to the bus driver at all times.
9. No articles of an injurious or objectionable nature are allowed on the bus.
10. Students will not be allowed to ride the Har-Bur bus.

Students violating these rules are to be reported by the driver to the school principal, who will, depending on the seriousness and/or frequency of the violations, notify the parents as to the child's behavior. If the violations continue, the principal may suspend the student's riding privilege for a period of time, depending on the seriousness of the violations, and the parents will be notified, other disciplinary consequences may also be applied. Buses in Region #10 are equipped with video and audio taping equipment, which is used to monitor conduct. These tapes may be reviewed by administration. The transportation policy is available in the Main Office, Central Office or on-line at www.region10ct.org.

DRESS GUIDELINES (Bd. of Education policy 5132)

Dress guidelines are based on the premise that a student's attire should be appropriate for the business of school. Dress styles and/or accessories that are distracting or disruptive to the classroom-learning environment, are considered to pose a health or safety threat, impede progress in the hallways, or damage school property cannot be worn. Appropriate dress, including shirts and shoes, must be worn at all times. Cooperation of the students and their families is essential to ensure a respectful, positive, and safe learning environment. The dress code guidelines apply for all school functions, including sporting events, awards assemblies, and any other event where you are representing the school.

The following articles of clothing **may not** be worn in school:

- articles of clothing and accessories displaying obscenities, profanity, or derogatory messages relating to race, religion, or gender
- clothing which advertises tobacco products, alcohol, or other drugs
- accessories which could damage property or create a safety hazard
- inappropriate clothing
 - shorts and skirts which do not fall to mid thigh or below when standing

- baggy pants which are not belted at the waist to allow safe movement
- shirts and tops which do not lie over the waist band of pants (if you can tuck it in you are okay)
 - tank tops of any kind, midriffs and/or halter tops, spaghetti straps, strapless tops, revealing tank tops, sleeveless undershirts, one shoulder tops, low cut tops or other tops that show excessive skin – save bare backs and midriffs for the beach
 - articles of clothing that reveal undergarments
 - transparent, mesh clothing, or clothing with holes
 - leggings under short skirts, long shirts or short dresses are not allowed
 - on team dress-up days, sweat pants, skirts or shorts must be worn in lieu of excessively short team uniform attire

Removal of hats is at the discretion of the classroom teacher. Hoods may not be worn in school.

If there is a question about appropriate dress, a decision will be made by the administrator. Students will be asked to conceal or remove inappropriate articles of dress on the first occasion. Failure to comply will result in further disciplinary action. On subsequent occasions, students will be assigned detentions and will be sent home when their dress is not appropriate.

DRUG, ALCOHOL, AND TOBACCO POLICY (5131.6)

Drug and Alcohol

The Board of Education prohibits student possession, use, purchase, manufacture, and/or distribution of any restricted drug, alcohol, or drug paraphernalia or being under the influence of any drug, drug-like substance, or over the counter medication taken without a parent's and physician's permission. This prohibition includes any activities sponsored by a school on or off school premises. Any student found to be violating this student conduct policy will be dealt with in accordance with the regulations set by the school system in the student code of conduct. The consequences of such violations may ultimately result in the expulsion from school and/or criminal prosecution.

Recognizing the potential of each student and that drug and alcohol abuse and dependency can seriously impair a student's ability to learn, it is the policy of the schools to take positive actions to prevent drug and alcohol abuse. These actions will be through education, school intervention, parental involvement,

medical assessment/referral, and police referral in the handling of incidents in the schools involving the possession, sale, and/or use of behavior-affecting substances. These substances shall include but not be limited to marijuana, cocaine, LSD, inhalants (which have behavior affecting, ingredients), alcohol, and barbiturates. {Cf.6164.11-Drugs, Tobacco, Alcohol}

School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspections for the location of restricted drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. {Cf.5145.12-Search and Seizure}

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind. Personal privacy rights of students shall be protected as provided by law.

Tobacco

Smoking and possession of tobacco products is prohibited on school grounds. Disciplinary actions will be in accordance with regulations approved by the Board of Education (See 5131.6A-Student Code of Conduct, section 6, page 10) including recommendation for arrest and fines provided by CT Statutes Sec. 1-21b.)

Policy adopted: December 21, 1992

Policy revised: January, 2003

STUDENT CODE OF CONDUCT/DISCIPLINE CODE

A student on school grounds, during a school session, or any where at a school-sponsored activity who shows signs of being under the influence, possesses, uses, dispenses, sells or aids in the procurement of a controlled substance or alcohol shall be subject to discipline pursuant to the procedure outlined below:

Drug and Alcohol Distribution in the School:

All students suspected of drug or alcohol possession or distribution on school property or at a school-sponsored activity must be reported to the principal, who, after making an initial determination that distribution may have occurred, will call law enforcement officials.

Whenever a student is expelled for the sale or distribution of drugs or alcohol, the student will be referred to a certified drug

counselor/agency for evaluation and recommendation for rehabilitation. The name of the student will be sent to the commissioner of education within thirty days after the student is expelled. Whenever the Board of Education notifies students between the ages of sixteen and eighteen or the parents or guardians of such students that an expulsion hearing will be held, the notification will include a statement that the board is not required to offer an alternative educational opportunity to any student who is found guilty of offering for sale or distribution of drugs on school property or at a school sponsored activity.

Emergencies:

If a student's condition or behavior creates an emergency situation, which may be due to drug or alcohol activity, the actions toward that student should be channeled through the school nurse under the direction of the principal.

A professional staff person perceiving a student to be under the influence of alcohol, drugs, or other substances will immediately notify the principal and the school nurse giving all pertinent information. Written records of the incident will be kept in the principal's confidential file.

The school nurse will advise the school principal of the severity of the emergency.

If it is determined that a student is under the influence of drugs or alcohol and is in need of immediate medical attention, the student will be transported to an area hospital and the parent will be notified. If immediate medical attention is not required, the parent or guardian will be called and asked to take the student home.

Students treated for emergencies related to alcohol or drug abuse will be suspended from school.

The administration will notify Central Office.

Suspensions

Upon return to school, students suspended for possession and/or use of a controlled drug or alcoholic beverage are required to meet with the student's parent or guardian, the student assistance team, a school counselor, department of student services mental health professional, and school nurse. Corrective plans will be recommended and the parents notified in writing at

the time of suspension. Arrangements for further follow-up contact will be made.

All suspensions will be conducted in accordance with due process requirements.

Search and Seizure

No Expectation of Privacy in Use of School Property:

Desks, lockers and other such property owned by the Board of Education are provided for use by students solely to support the educational experience. Although students are given use of these items, the Board retains access and control of all school property and may inspect the interior condition of desks and lockers for proper maintenance, health, safety and other administrative purposes. Inspections of school property may be accomplished with or without advance notice to students.

Students should have no expectation of privacy in the use of desks, lockers and other similar school property. School officials may not use periodic inspections of school property as a pretense to search an individual student's locker or desk.

When and How School Officials May Conduct Searches:

School officials may search an individual student, the student's personal belongings or the student's locker or desk in situations when there is reasonable suspicion that the student has violated a law or the rules of the school. The search must be **justified at its inception** in that there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. In other words, the information giving cause for the search should be sufficient and reliable to the extent that there is a moderate chance of finding evidence of wrongdoing. In addition, the search must be **reasonable in scope** so that the manner in which the search is conducted is reasonably related to the objective of the search and not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

Tobacco Use and Possession

No student will be permitted to possess or use tobacco anywhere on school property. This board policy is in accordance with Connecticut's Clean Indoor Air Act, which bans the use of tobacco products in public schools. Violation of this policy and law will result in:

1st Offense Smoking and/or possession of Tobacco Products
Three extended detentions

2nd Offense Smoking
Referred to the police for violation of Sec. 19a-342(\$60.00 fine)

2nd Offense Possession of Tobacco Products
Three extended detentions

3rd Offense Smoking
Referred to police for 2nd violation of Sec. 19a-342
10 day external suspension

3rd Offense Possession of Tobacco Products
5 day External Suspension, Parent Conference upon return to school

4th Offense Possession of Tobacco Products
10 day External Suspension

DETERMINATION OF WHAT CONSTITUTES "PROOF" OF SMOKING: Fresh smoke which allows any of the following observations:

- Student has smoke breath
- Student in possession of a lit cigarette
- Student observed to throw a lit cigarette
- Student standing next to a lit cigarette
- In addition, all of these issues will warrant a search of students in the area at the time.

Students Voluntarily Participating In Athletic and Other Extra-Curricular Activities

A separate drug policy may be established for students in extra-curricular/athletic activities. Based on the premise that such students are important role models and that drug use may impair athletic or extra-curricular performance, additional behavioral standards may be set. Most commonly this includes the expectation that students will be drug free, i.e., they will not use, or knowingly be in the presence of alcohol, tobacco or other drugs on their personal time. Sanctions/consequences usually include probation, suspension or removal from the extra-curricular/athletic activity. The most effective programs of this type utilize a contract which is signed by the student and his/her parents. The contract specifies the expected behavioral standards and the consequences for violating them.

Referral for Drug Evaluation

Referral of a non-classified student to a certified drug counselor/agency does not obligate the school to pay for such referral. The

choice of the counselor/agency is left to the student and family, although the school will provide them with a list of certified drug counselors/agencies. Fees for services rendered by the counselor/ agency are the responsibility of the student and family. When making such referrals, school personnel should request that the student and family sign a "release of information" form, which will allow the school to share information with the counselor/agency and will allow the counselor/agency to share information with the school. The limits of information to be shared should be specified in the release.

BULLYING (BOE Policy 5152)

Bullying means any overt act, by a student or a group of students, directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school sponsored activity or on a school bus which acts are committed more than once against any student during the school year. The term 'bullying' may also include acts that occur outside the school setting if such acts have a direct and negative impact on a student's academic performance or safety in school. In order for acts of bullying that take place outside the school setting to be subject to disciplinary action, they must violate a school policy and seriously disrupt the educational process.

Bullying activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Any individual who engages in bullying as defined in this policy may be subject to disciplinary action including suspension and expulsion.

A student who believes he or she has been the victim of bullying should report the matter orally or in writing to any teacher or member of the school administration. Students may also make anonymous reports. A copy of the board of education policy #5152 on bullying is available at the Main Office in every school.

HAZING (BOE Policy 4118.15, 5151)

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

General Statement of Policy

A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence.

D. A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Definitions

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a risk of physical or emotional harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

Reporting Procedures

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.

B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Superintendent or his/her designee.

C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to the possible situations, circumstances or events, which might include hazing. Any such person who receives a report of, observes, or has knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

School District Action

A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

C. Upon completion of the investigation the school district will take appropriate action. Such action may include, but is not limited to, warning, detention, suspension, exclusion, expulsion, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including school district policies and regulations.

Reprisal

The School district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or

against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

SUSPENSION AND EXPULSION / REMOVAL (POLICY 5114)

One or more of the following infractions, if occurring on school property, school transportation vehicles, at any school-sponsored activity, or off school grounds if any serious impact on the educational process exists, shall be considered cause for suspension or expulsion:

The following conduct is prohibited and will be considered cause for suspension and/or expulsion:

1. Threatening in any manner, including orally, in writing, or via electronic communication, injury to a member of the school community, including any teacher, member of the school administration or any other employee, or a fellow student;
2. Use of physical force against another person which is not reasonably necessary for self-defense;
3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
4. Willfully causing, or attempting to cause, damage to school property;
5. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, performance enhancing drug, amphetamine, barbiturate, marijuana, cocaine, alcoholic beverage, or intoxicant of any kind including prescription drugs for which the possessor, user or transmitter has no legal prescription, or drug paraphernalia;
6. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;
7. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
8. Possession or transmission of any weapon, including, but not limited to, any firearm, deadly weapon, dangerous instrument, martial arts weapon, knife, blade, chemical sprays, stun guns or facsimile of any weapon or instrument;

9. Any violation of the Board's policies prohibiting sexual, racial and other unlawful harassment including any act of harassment based on an individuals' race, color, national origin, gender, sexual orientation, religion, or disability;
10. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
11. Possessing or consuming tobacco products if other than a high school student, or consuming such products if a high school student;
12. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
13. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person in charge of such building or facility;
14. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
15. Intentional and successful incitement of truancy by other students;
16. Bullying, which includes any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, harass or intimidate the other student while on school grounds or at a school-sponsored activity which acts are committed more than once against any student during the school year. Bullying also includes conduct outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school;
17. Making false bomb threats or other threats to the safety of students, staff members and/or other persons;

APPEAL PROCEDURES

Any student who has a question regarding a rule or procedure and its enforcement should thoroughly discuss the decision with the assistant principal. Should there still remain a concern; the student should make an appointment to see the principal. The next level would be at the superintendent's office.

POLICE INVOLVEMENT

Police may be called on certain infractions including, but not limited to, fighting, theft, vandalism, out of control behavior, and substance abuse issues.

REQUIRED RECOMMENDATIONS FOR EXPULSION

The Superintendent of Schools shall recommend expulsion proceedings whenever there is reason to believe that any student

1) On school grounds or at a school-sponsored activity was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon;

2) Off school grounds, did possess a firearm or did possess and use such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime;

3) On or off school grounds, offered for sale or distribution a controlled substance as defined by Connecticut law, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Connecticut law.

STANDARDS GOVERNING SUSPENSION AND EXPULSION

CONCERNING CONDUCT OCCURRING OFF SCHOOL PROPERTY (BOARD OF EDUCATION POLICY5114)

Certain conduct occurring off school property involving possession of a controlled substance as defined in subdivision (9) of C.G.S. section 21a-240 with intent to sell or transfer or possession of weapons may form the basis for suspension and/or expulsion.

ACCEPTABLE USE POLICY (Policy 6165)

We are pleased to offer the students and staff of Regional School District #10 access to the school's computer network, including access to electronic mail (E-Mail) and the Internet. Access to the school's network will enable students and staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages with others throughout the world. In addition to Internet and E-Mail access, the school's local area network will make word processing software, database and spreadsheet software, and other curriculum and research related resources available throughout the school.

Regional School District #10 believes in the educational value of such electronic services and recognizes their potential to support our curriculum by expanding resources available for staff and student use. The tools and resources provided by computing equipment, networks, and the Internet support the goals and objectives identified in the district technology plan. The Region #10 Public Schools support their use by students and staff for productivity, information access, communication, and problem-solving. Our goal in providing this service is to promote

educational excellence by facilitating resource sharing, innovation and communication.

However, the opportunities presented by the technology raise concerns as well. Sadly, abuse of these systems can and does occur. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, access to other materials is also possible. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. While we make every effort to ensure proper use of the network by students, no monitoring system is foolproof. With this in mind, Regional School District #10 supports and respects each family's right to decide whether or not to apply for Internet access.

Furthermore, these technologies are expensive to purchase, install and maintain. As the property of Regional School District #10 they must be carefully handled and their integrity preserved for the benefit of all. Therefore, Regional School District #10 will be treating access to the Internet as a privilege and not a right. It is expected that users will comply with district procedures and guidelines and will act in a responsible and legal manner in accordance with district procedures and guidelines and state and federal laws.

Staff and Student Guidelines for Use

- A. Staff and students will use computers, networks, and the Internet, including e-mail, only for school-related purposes. The use of technology should not detract from professional responsibilities.
- B. The data, files, e-mail, and Internet use of all users are considered to be the property of the school district. Administration reserves the right to access, monitor and review all use of district computer resources, including the overriding of passwords where necessary. Users should not have any expectation of privacy in the use of district computer resources.
- C. Staff will plan the use of electronic resources in ways that closely guide student experiences. Activities that require the thoughtful use of technology to construct knowledge and understanding will be emphasized. Strategies such as room arrangements that aid in supervision will be encouraged.
- D. Staff will provide students with instruction in the skills needed to effectively use resources.
- E. Staff will supervise student use of technology equipment, networks, and the Internet as closely as possible.

F. The following student activities always require advance planning by staff:

1. Use of Internet chat or real time conferencing. This type of forum should be accessed only to connect with other classes or individuals for prearranged dialogue for a specific school related purpose that is supervised by staff.
2. Subscription to an electronic mailing list (listserv).
3. Access to newsgroups (use nets).
4. Downloading of files from outside sources. Students must always ask for permission from staff before downloading files.
5. E-mail. Student use of e-mail accounts set up for school purposes must be limited to communication only with identifiable individuals or organizations with a recognized role in the school-related activity. The district may set up accounts for co-curricular groups, class projects, or other school purposes. As stated previously, all use of e-mail must adhere to requirements outlined in these guidelines.

G. In order to ensure that technology use is effective, safe, and responsible, certain activities and behaviors **are not permitted**. These are:

1. Use of computing equipment, networks, and the Internet for purposes that are not school-related.
2. Bulk postings of e-mail that do not have direct relevance to all recipients. Such postings place an unnecessary load on the system.
3. E-mail with individuals or organizations that cannot be identified. E-mail, including attachments, from unknown sources should be deleted or forwarded to technology support staff.
4. Creating, communicating, using, or knowingly accessing images or text that are obscene, pornographic, inflammatory, harassing, threatening, degrading, or that are harmful to minors. Materials that promote illegal activities are also not permitted.
5. Vandalism of equipment.
6. Attempts to disrupt the performance of equipment, software, or networks.
7. Tampering or unauthorized modification of hardware, software, or networks including the uploading, creation, and spread of computer viruses.
8. Tampering or unauthorized access to, or modification of data.
and files belonging to or being used by others.
9. Installation of software that has not been acquired by the district and approved by a site administrator or the district Information Systems Specialist.

10. Sharing of personal data about students such as street address, phone number, or home e-mail address through e-mail or other Internet communications.
 11. Sharing of passwords or other activities that compromise the security of the computer systems.
 12. Access of the Internet or e-mail using accounts other than those provided by the district for school purposes.
 13. Use of school technology for commercial purposes or financial gain.
 14. Use or transmission of any resource that constitutes a violation of copyright laws.
 15. Use of school technology for any form of illegal behavior.
- H. All users are responsible for following acceptable use guidelines during all times in which they use the computing resources of the district. Users are to report security or technical problems as well as other violations of guidelines to an appropriate staff member. Students will be instructed that if they inadvertently access objectionable materials on the Internet or other locations, they should report this immediately to the staff member in charge.

Role of Parents

Parents will be informed on an annual basis about the acceptable use policy. Parents will be encouraged to discuss responsible use with the children in order to help create a safe, appropriate, and productive learning environment.

Please see the last page of this handbook section for the Acceptable Use Agreement which should be signed and returned.

Student Disciplinary Action

Students are expected to follow these procedures and guidelines at all times when using computers, networks, and the Internet. Failure to follow acceptable use procedures and guidelines will lead to disciplinary action up to and including suspension and expulsion. Illegal activity will also be reported to appropriate authorities.

ADMINISTRATIVE REGULATIONS

CARDS

Card playing of any kind is not allowed in school.

CELLPHONES AND ELECTRONIC DEVICES

Students may not wear, carry or make visible any telecommunication devices of any kind during school hours. Any

exception must be approved by the school administration. Electronic devices will be confiscated and returned to parents. Seniors may use cell phones in the senior courtyard; all students may use cell phones in the Main Office only. Students are reminded to keep their possessions locked when not in use.

*After the second offense, students will be assigned an office detention.

*Refusal to give an electronic device or cell phone to a teacher or administrator will result in detention and/or suspension.

DANCE RULES

- Students must arrive within the first half hour of the starting time for the dance or have received prior permission from the principal or assistant principal.
- Only Lewis S. Mills High School students and guests are allowed to attend school dances. Students who wish to bring a guest must have an administrator's prior approval and must register the guest in the office. Students are responsible for the behavior of guests and must accompany them to the dance.
- No Har-Bur Middle School students will be allowed.
- Guests may not be over twenty years of age. Students may be asked to show an I.D. at the door.
- Once a student leaves the dance, he / she may not return.
- Students suspended from school will not be able to attend dances while their suspension is in effect.
- All school rules, including dress guidelines, apply.
- For proms, if student wants to bring a guest who is over twenty, they must have prior approval from administration.
- No mosh pits.
- Breathalyzers will be used.

FIELD TRIPS

Field trips enrich a student's learning experience and participation is encouraged. A student's participation in field trips may be limited based on attendance and/or disciplinary concerns. All school rules governing student conduct apply to field trips. Students must ride the bus when such transportation is provided. Students who are on school property and drive their cars or drive their cars from home to the field trip will be considered truant and will be subject to suspension. Students whose behavior is unacceptable or who violate the above procedures might be barred from future participation and will be subject to disciplinary action. Students attending a field trip are responsible for all missed work and are not excused from any assignments or deadlines. All assignments due on the day of the field trip must be turned in before the student leaves on the trip. Work from all classes, including Physical Education, must be made up to avoid a grade penalty.

IPODS, RADIOS, TAPE, AND CD PLAYERS

IPODs may be used in cafeteria study and senior courtyard only.

LASER POINTERS

Laser pointers may not be used or brought to school.

LIBRARY MEDIA SERVICES

Open Monday and Friday from 7:00 a.m. until 2:30 p.m. and Tuesday, Wednesday and Thursday from 7:00 a.m. until 4:00 p.m., the Learning Center provides a welcoming environment for students, faculty, and staff that encourages the enjoyment of reading along with the development of information literary skills and technology competencies.

The Learning Center Student Behavior Guidelines

- Students must arrive with a purpose and spend the time productively.
- Students must follow the appropriate sign-in/sign-out procedures.
- Students must be respectful of and not interfere with the learning activities of others.
- Students are expected to use common sense when choosing their language.
- Socializing between middle school and high school students is not permitted.
- Students are expected to be polite and cooperative to staff and other students at all times.
- Students are expected to comply immediately with all requests made of them by a library staff member.
- Each student is expected to do his/her part to help keep the Learning Center clean.
- Students must follow the guidelines outlined in the Region #10 Acceptable Use Policy (AUP) when using the computer network.
- Vandalism, of any sort and to any degree, is never O.K.
- Gum, food and beverages are not permitted in the Learning Center. (Medical exceptions may apply.)

LOCKERS

Students are advised not to jam their lockers in any way so as to prevent them from locking, since books or personal items may be stolen.

Students are not allowed to lock lockers with their own personal locks. Any personal lock will be subject to removal.

All personal belongings of a student should be kept in his/her locked locker. It is important that students do not leave money or valuables unlocked in the hallway locker or in the locker room area.

Lockers may be inspected if the administrators have reason to suspect that materials injurious to the best interest of the school are being kept on school property. (See Search and Seizure.)

SEARCH AND SEIZURE

(FOR FULL BOE POLICY, REFER TO REGION 10 WEBSITE)

I. Searches of Student's Lockers/Desks/Other Property Available for Student Use (Bd. of Education Policy 5114.2)

The Superintendent of Schools, school administrators, and, at the Superintendent's discretion, law enforcement officials, are authorized to search student lockers, desks, and any other school property available for use by students for weapons, contraband or the fruits of a crime to safeguard students, their property and school property. Desks and school lockers are property of the schools.

An authorized school administrator and/or authorized law enforcement official may search a student's locker/desk/other property available for student use under the following conditions:

1. There is reason to believe that the student's desk/locker/other property available for student use contains contraband material.
2. The search is likely to turn up evidence that the student has violated or is violating either the law or school rules.

In an emergency and/or in cooperation with law enforcement officials and where the Superintendent of Schools has determined that the best interest of the school community will be served, a search of all lockers/desks/other property available for student use may be conducted.

II. Student Search

A student may be searched by school officials if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

A search of a student by an administrator will be conducted when there is a reasonable ground for suspecting that the search will turn up evidence that the student has violated or is violating either the law or a rule of the school. In this regard, whenever a member of the staff reasonably believes that there is a reasonable ground for suspecting that a search will turn up such evidence, the staff member should accompany the student to an appropriate administrator for the purpose of conducting a search.

The administrator conducting the search should do so in the presence of another adult witness. The administrator and the witness should be of the same sex as the student being searched.

The scope of the search and the methods adopted by the administrator conducting the search are to be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. The administrator conducting the search should be guided by the dictate of reason and common sense and should be careful to ensure that the interests of the student being searched will be invaded no more than is necessary to preserve order in the school. The search shall be made in the presence of at least one staff witness, after which each participant in the search shall sign a dated register attesting to what each found.

In the event a search may prove to be dangerous, the administrator in charge should enlist the assistance of the local police department. Any student who fails to comply with a search request may be subject to suspension, expulsion and/or other disciplinary proceedings. Discovery of illegal or dangerous materials shall be reported to the office of the Superintendent.

PORTABLE DVD'S, LAPTOPS, AND E-READERS

DVD players may not be used. Laptops and E-Readers may only be used with permission of the teacher, the administration and the system administrator. Laptops and E-Readers may not be used for games, etc.

SKATEBOARDS, WHEELIES & ROLLERBLADES

Skateboards, wheelies and rollerblades are not allowed.

PASSES

Students must have a passbook signed by a staff member when they are in the corridors or lavatory during class time. Loaning or forging a pass is a serious offense.

- **SPECIAL AREAS:** Students must sign up for passes to The Learning Center, computer lab, music, art, physical education, and the technology education areas sometime before the period requested.
- **NO-PASS LIST:** Students violating pass procedures on a consistent basis will be placed on the no-pass list.
- **LATE PASSES:** A student late for the first period must first report to the Main Office. For subsequent periods, the student reports directly to class.
- Students who need to go to Har-Bur Middle School must come to the Main Office for permission.

STUDY HALL STUDENTS USING THE COMPUTER LAB

- Students must obtain a pass from the teacher with whom they have an assignment, not the study hall proctor.
- The pass is presented to the study hall teacher who approves it. The student then goes to the computer lab. The computer room monitor will sign the passbook back to the teacher if the student wants to return to the study hall.
- Students will not be returned to study halls in the last 10 minutes.
- Students must behave in a productive fashion or they will be referred to the office.

TEXTBOOKS

All textbooks are the property of Regional School District #10 and we encourage that they be covered and treated with care. If a textbook is damaged, a student is responsible for replacement or repair cost.

VANDALISM

Students vandalizing or unintentionally damaging school property, including lockers, will be subject to suspension and/or expulsion and will be responsible for the remuneration for the damage.

ADMINISTRATIVE ACTION

CLASS REMOVAL

Students who are sent to the office must report to the Main Office immediately. Failure to do so is insubordination, and students will be subject to suspension. A discipline slip will be written before the end of the day by the sending teacher.

DETENTION (BY OFFICE OR TEACHER)

Either teachers or administrators may issue detentions to students who violate rules and procedures. In any case, students will receive twenty-four hour notice, unless a parent waives this notification. If a teacher assigns a detention, he/she will notify the parent by telephone. The student will be expected to attend the detention at the designated time and place. Failure to do so will result in a greater penalty. Only administrators or their designee will assign office detentions. Parents will be notified. Students will report on time to the supervisor in the designated detention area. Students are expected to study or read during the period of detention. No talking, eating, sleeping or use of electronic devices is permitted. Tardiness to detention, failure to attend, or misbehavior will result in additional detentions, being placed on the no pass list or suspension. If detention is cancelled due to inclement weather, students will

automatically be scheduled for the next day's detention.

SUSPENSION

An authorized member of the administrative staff may suspend a student from school privileges or from transportation services when the student's conduct endangers persons or property or is seriously disruptive of the education process, or whose conduct violates a publicized policy of the Board of Education.

For any one incident a student shall not be suspended for more than ten consecutive school days. No student shall be suspended more than ten times or a total of fifty days in one school year, whichever results in fewer days of exclusion, unless the student is granted a formal hearing as specified in C.G.S. 4-177-4-180.

Students may not be suspended without an information hearing before the building principal or the principal's designee unless the principal determines that an emergency situation exists. In the informal hearing, the student shall be informed of the reasons for the disciplinary action and be given an opportunity to explain the situation. Nothing in the informal hearing shall be taken to prevent a more formal hearing from being held if the circumstances warrant. The principal or designee may receive and consider evidence of past disciplinary problems, which have led to removal from a classroom, suspension or expulsion of the student.

Suspensions shall be in-school suspensions unless during the suspension hearing, the administration determines that the student facing suspension poses such a danger to persons or property or such a disruption of the educational process that the student must receive an out-of-school suspension. "In-school suspension" is defined as an exclusion from regular classroom activity, but not an exclusion from school. An in-school suspension may be served in the school that the pupil attends, or in any school building under the jurisdiction of the board of education.

Whenever the authorized member of the administrative staff suspends a student, that person shall inform the superintendent or the superintendent's designee of the name of the student, the disciplinary action taken, and the reason for it within twenty-four hours.

A suspended student must be given an opportunity to complete any class work, including examinations, which are missed during the suspension. Any work not made up will become a zero. Students who are suspended may not attend any after-school activities during the period of their suspension.

PART IV SENIOR RESPONSIBILITIES AND PRIVILEGES

Student parking spaces are available for assignment to seniors and work study students only. There will be a non-reimbursable fee of \$60/year payable upon approval of application. All profits will benefit the senior class and yearbook. In order to apply for driving privileges the student must have a "C" average and no "F's for the past quarter. To determine driver eligibility, averages are calculated from report card letter grades. Midpoint grades are not considered.

Parking privileges will be revoked or suspended for the following reasons:

- Speed in excess of 15 m.p.h.
- Suspension or expulsion from school.
- Failure to follow rules regarding school buses and/or any driving act that endangers the safety of others or is damaging to school property.
- Parking in other than student parking area.
- Parking in a spot not assigned to them.
- Parking in fire lanes or handicap parking spaces.
- Leaving school without permission.
- Sitting in car during school hours.
- Going out to car without permission from administration.
- Failure to maintain satisfactory driving and/or parking responsibilities otherwise not listed here.
- Failure to maintain satisfactory grades.
- Fifth tardy to the first class of the day.
- In addition, students are reminded that school policies regarding tobacco, drugs, and alcohol prohibit these substances on school property. Parking privileges will be revoked for these policy violations or other disciplinary violations.

Students parking without administrative permission are subject to 2 two-hour detentions on the first offense. For subsequent offenses, the car may be towed at the owner's expense and parking privileges may be revoked. The school is not responsible for vandalism to student cars.

All students parking on school property must complete an application form and post a parking sticker in their car. Unregistered vehicles may not be driven on school property. Connecticut General Statute 14-279 states that any vehicle must stop not less than ten feet from a school bus on any highway or private road or in any parking area or on any school property when such bus is displaying flashing red signal lights. Police

department, upon written report from a school bus operator, will issue written warning or summons to the owners of reported vehicles. Given that the buses must come back to do the Har-Bur bus run, they must be allowed to exit the parking lot before students driving themselves.

CLASS SKIP DAYS

The school does not authorize absence from school for camping, outings to the beach (skip days), etc. The school does not condone these activities and we cannot take responsibility for student welfare. We ask for parental cooperation.

COURTYARD GUIDELINES

The senior courtyard is a senior privilege and is to be used by seniors only.

1. The senior courtyard will be open during the lunch period and at other times with administrative approval.
2. The senior courtyard may be closed due to rule violations. Administration will determine when this is necessary.
3. The senior courtyard may be closed on any day due to inclement weather. The decision for closing will be made by administration.
4. Screaming, shouting, yelling, or use of profane language will not be allowed.
5. The areas must be kept clean; this will be the responsibility of the senior class.
6. No student may climb on the roof.
7. Students may not write on the picnic tables.
8. Students who cause excessive noise may cause the area to be closed and may also lose senior privileges.
9. No balls allowed in courtyard.
10. No throwing, kicking, launching of any material will be allowed.
11. If a senior breaks something while out in the courtyard, he/she will pay for replacement.

EXAM EXEMPTIONS

Seniors who maintain a 90% average or higher in year-long and semester courses may be exempt from end-of-the-course final examinations at the discretion of the instructor. The qualifying student has the option of taking the final if so desired, however, once the decision is made, it is final. The student cannot take the exam and then eliminate the grade.

LATE ARRIVAL AND EARLY DISMISSAL FOR SENIORS

All students must sign out in the Main Office for any type of dismissal. Failure to sign out at the Main Office will result in disciplinary action. Early dismissal applications, which are for use during end of the day study halls by twelfth graders, may be obtained in the Main Office.

In order to apply for early dismissal or late arrival privileges, seniors must have a C average and no F's. First quarter privilege will be based on the fourth quarter grades from junior year. All other quarters will be based on the previous quarter's grades. Seniors must only apply each semester for senior privilege.

Students may not be dismissed and return to school. Students who sign out of school by using an early dismissal card will be subject to detentions, suspension, grade reductions, and loss of privilege if this occurs during a regularly scheduled class. Students may not be dismissed and remain in the building or on school property. If students are dismissed and wish to return to Mills before 2:00 p.m. for sports they must sign in at the Main Office and report to a designated area. Students who misuse late arrival or early dismissal privileges will have them revoked.

SCHOLARSHIP/FINANCIAL AID

Seniors will have an opportunity to apply for scholarships and financial aid from a listing that is posted on the school counseling bulletin board in the late fall through early spring. It is the responsibility of the student to review these postings.

PART V CO-CURRICULAR PROGRAM

The co-curricular program at Lewis S. Mills High School consists of a host of challenging activities designed to appeal to diverse interest and talents. Participation in these activities is a privilege, not a right, and at the discretion of administration. From the artist to the athlete, the student may seek to participate in activities where he/she can further develop academically, socially, emotionally, and physically. Opportunities also exist for service within the school and community.

ACADEMIC AND ATTENDANCE REQUIREMENTS

Students in grades 9 to 12 participating in interscholastic sports must maintain passing grades in 4 major subjects. Major subjects meet four days a week on a five day rotation. Grades are reviewed each quarter. All student athletes must attend at

least four hours of school to be eligible to participate in a practice or contest on that day. Extenuating reasons may allow exceptions to this rule if documentation exists and is presented to the Coordinator of Athletics prior to the practice or contest.

ATHLETIC PROGRAM

Lewis S. Mills High School offers opportunities for athletic participation to all members of the school including:

Basketball (Freshmen boys, Junior Varsity, Varsity boys and girls)
Baseball (Freshmen, Junior Varsity, Varsity)
Cheerleading
Crew (Junior Varsity, Varsity boys and girls) fall & spring
Cross Country (boys and girls)
Field Hockey (Junior Varsity, Varsity)
Football (Varsity boys)
Golf (Varsity)
Indoor Track (boys and girls)
Lacrosse (Varsity boys and Junior Varsity girls)
Soccer (Junior Varsity, Varsity boys and girls)
Softball (Junior Varsity, Varsity)
Swimming (coed)
Tennis (boys and girls)
Track (boys and girls)
Volleyball (Junior Varsity, Varsity boys and girls)

ATHLETIC CODE

1. All students planning to participate in interscholastic sports must have passed a physical examination, within the past 13 months, prior to participation in any practice or contest. Physical examinations are acceptable for 13 months.
2. All coaches should have a player examined by a physician before he/she can return to active competition after an injury requiring medical attention has occurred.
3. If, for any reason, students have to miss an academic class due to interscholastic competition, they must obtain assignments prior to leaving.
4. Managers of athletic teams shall follow the standard eligibility rules.
5. Students arriving late to school on a game day must have a note from the Coordinator of Athletics before they can play.
6. All students who are members of athletic teams representing the school will go and return to school by the players' bus unless an immediate member of the family wishes to drive them home. The Director of Athletics must approve any exceptions.
7. A pupil shall not participate in or represent his or her school in more than one sport after the date of the first contest in that sport season, nor may that pupil represent more than

- one school during a season unless the pupil satisfies the conditions of Eligibility Rule II.C.
8. All students will be responsible for all equipment issued to them.
 9. A student who is a member of a school team after the first scheduled tournament, meet or game in any season shall not participate with an outside team, or participate as an individual in non-CIAC tournaments, meets, **tryouts, skills assessment** or games in the same branch of athletics.

ATHLETES RIGHT TO DUE PROCESS

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

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

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

Step 3: The CIAC Eligibility Committee will examine the facts of the case at its next regular meeting. If the situation is such that the matter must be resolved before the next regular meeting, an emergency meeting will be called. The Committee has the right to require that medical reports and/or other relevant documentation be provided.

Step 4: If the Eligibility Committee decides that the circumstances of the case merit an exception, it will be granted and the athlete's eligibility must be restored subject to the approval of the Board of Control. If, in the judgment of the Committee, no exception is warranted, it will be denied and the student's ineligibility will continue in force for the period required in the regulations. In no case of denial of an exception is the decision of the Committee communicated to the CIAC Board of Control, so that should the athlete decide to take his case further in the procedure of due process, no information concerning the case will have been made available to the next higher authority in the due process procedure. This protects the athlete's right to a full, unprejudiced hearing.

Step 5: In the case where a request for an exception is denied by the Committee, the athlete has the right, through the high school principal, to request that an appeal of the committee's

decision be made to the CIAC Board of Control. The principal then initiates such request, addressed to the Executive Director, CIAC, 30 Realty Drive, Cheshire, CT 06410. This request must be made within fourteen (14) days of the ruling of the Eligibility Committee.

Step 6: The CIAC Board of Control will hold a full hearing on the matter in a timely fashion. At that time, the athlete, his/her parents, representatives of the school and any other person the athlete feels may help to present his/her case may appear and present evidence before the CIAC Board. The Board has the right to require presentation of medical reports or other relevant documentation.

Step 7: The CIAC Board of Control will, after a full hearing and proper consideration of the facts of the case, render its decision, either to grant the requested exception or to uphold the ruling of the Eligibility Committee. If the exception is granted, the athlete's eligibility is restored immediately and retroactively. If it is denied, the student's ineligibility remains in force for the period required in the regulations.

In all matters of athletic eligibility, the decision of the CIAC Board of Control is final and binding on all parties.

RULES AND REGULATIONS FOR THE CONTROL OF INTERSCHOLASTIC SPORTS

The athletic program is an important and integral part of the total school program and is open to participation by all students enrolled at Lewis S. Mills High School. Athletics serve as a base for the development of positive self-image for all participants, encourage individual and group excellence, dedication, and commitment in working toward team goals, contribute to the participant's growth in physical fitness and skills, foster mental alertness, emotional maturity, and social interaction.

While the high school athletic program serves as an arena for student athletes to display their talents, student athletes must, in turn, be willing to assume certain responsibilities.

In addition to the regular Rules and Regulations for students in Lewis S. Mills High School, as stated in this handbook, athletic program participants are also governed by the Connecticut Interscholastic Conference policies (C.I.A.C.) and Lewis Mills High School's athletic policies as follows:

ATHLETIC SMOKING, DRINKING, AND SUBSTANCE ABUSE POLICY

- No student athlete will be permitted to use or possess tobacco (smoke, chew, or snuff), steroids, alcohol or illicit drugs on or off school grounds.

- No student may knowingly be in the presence of those who are in possession of, using, transmitting, or under the influence any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on or off campus.
- It is understood that action taken against a student athlete will be taken only if it is confirmed that the athlete is using or possessing tobacco, steroids, alcohol or illicit drugs or is seen in the presence of others that are using or are under the influence of alcohol or illicit drugs. Action will be taken if the student athlete is determined by police to have used or was in the presence of someone who had or had used these substances.
- Any athlete that breaks the above training rules will receive a consequence ranging from a two game suspension to 180 school days suspension from participation in athletics as per CIAC policy. The second time this offense occurs, the athlete will be suspended from participation in the sport for the remainder of the season.
- Any athlete who is determined to be selling steroids, illicit drugs, or alcohol on or off school grounds will be subject to consequences as defined in Board of Ed policy.
- All athletes are subject to the school policies, which means that if you are serving an in school or out of school suspension, you cannot attend practices or games. When your suspension is over and you are waiting for your two game suspension to be completed, you may attend practice, but only at the discretion of the coach.

BERKSHIRE LEAGUE RULES FOR SPECTATOR DECORUM AT ATHLETIC EVENTS

We believe that athletic excellence and sportsmanship are achieved through respect, honor, and fair play, and that sportsmanship is everyone's responsibility. Spectators and participants in athletic contests must:

- Be courteous toward the opposing players, coaches and students. These people are the guests of the school.
- Maintain their composure and positive personal decorum throughout the contest.
- Show respect for the property of the school in which the contest occurs.
- Show respect for the referees.
- Create a playing environment that allows participants to perform without any serious distractions.

- Allow opposing cheerleaders to complete their cheers and show courtesy toward them.

Spectators and participants must not:

- Throw any object.
- Harass a participant for any reason.
- Use profanity.
- Undertake to distract a player taking a penalty try.
- Use any noisemakers.

GUIDELINES REGARDING STUDENT CONDUCT AT INDOOR GAMES

- Children of elementary school age must be accompanied by an adult or older brother/sister of high school age.
- Students must be seated in the stands at all times. No standing allowed.
- Students on suspension or whose after-school activities have been restricted are not allowed to attend games.
- Students are not allowed in any other area of the building including the auxiliary gymnasium and locker rooms.
- Noisemakers, sirens, and confetti are forbidden from all games. Signs may be posted on the walls of the gymnasium with prior approval of the Athletic Director.
- All students must purchase a ticket or show evidence of a season pass.
- Once students leave the building and go to the parking lot, they may not reenter the building.

A complete copy of the rules of eligibility and control for boys and girls high school athletics in Connecticut (Article IX - CIAC by-laws) as adopted by the Connecticut Interscholastic Athletic Conference, Inc. is available in the Main Office, from the athletic director or at www.casciac.org.

CLUBS AND ORGANIZATIONS

NATIONAL HONOR SOCIETY

Induction into the National Honor Society is an honor that is recognized throughout the nation as public recognition of accomplishment and the private commitment to continued excellence on the part of the members. Students do not apply for membership; rather, the Faculty Council selects students who demonstrate outstanding performance in the criteria of scholarship, leadership, service and character. A brief

description of the four pillars of the National Honor Society follows:

1. Scholarship- The scholarship requirement is a 3.5 GPA. Juniors are evaluated on their first five semesters in school and seniors are evaluated on their first six semesters.

2. Leadership- The number of offices a student has held in school or community organizations, also including effective participation in other co-curricular activities.

The student who exercises leadership:

- Exercises positive influence on peers in upholding school ideals
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community actions
- Is thoroughly dependable in any responsibility accepted

3. Service- Actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service.

The student who serves:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Shows courtesy by assisting visitors, teachers and students

4. Character- A candidate will be able to demonstrate an outstanding record of conduct and behavior with regard to school and community rules, guidelines, and policies or be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

In addition, it can also be said that the student of character:

- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others

Selection of Membership-

- Eligible students are notified and informed that for further consideration for selection to the chapter they must complete the Student Activity Information Form.
- All faculty members are invited to make comments on eligible candidates relative to the four criteria for membership.
- The Student Activity Information Forms are reviewed by the Faculty Council along with any other verifiable information about each candidate.
- Candidates receiving a majority vote of the Faculty Council are selected for induction into the school chapter of the NHS.
- Selected students and their parents are notified personally or by letter and invited to attend an induction ceremony.

Non Selection of Members-

- In cases of non-selection, special efforts should be made to explain the selection process to those students who are unhappy about the results of the selection process.
- Chapters are not legally or constitutionally obligated to share with parents and students information concerning specific students not selected for membership in the Society.
- Students or parents still not satisfied should take their discussion to the principal.
- The principal may hear appeals and overturn decisions only in cases of technical or procedural mistake. The professional and objective manner of the Faculty Council decision is otherwise final.
- The National Association of Secondary School Principals has no authority to review or overturn the judgment of the Faculty Council regarding selection of individual members to local chapters.

STUDENT COUNCIL

The Lewis S. Mills High School Student Council exists to promote civic responsibility, leadership, scholarship, and human relations. The Student Council serves two distinctive functions- a legislative role and a service role.

The legislative purpose of the Student Council is for the individual council members to represent the interests of the student body. Members review and respond to feedback from the student body and serve as liaisons with the administration if student issues

need to be discussed. Student feedback is welcome and is to be discussed at formal Student Council meetings, which are held weekly before school.

Providing service to the students, the school and the community is the primary purpose of the Lewis S. Mills High School Student Council. The Student Council is at the heart of many high school and community activities sponsoring a wide variety of services and activities throughout the year to promote citizenship, scholarship, leadership, human relations and cultural values. The council also represents the student body at many special educational functions.

Members: Faculty advisor(s)

Four officers: President, Vice-President, Secretary, Treasurer- these students can represent any grade 9-12. Officers must be elected through a school-wide election process in the spring of the previous school year.

Student representatives- four per grade level for all grades 9-12. Representatives will serve as liaisons to the Advisor/Advisee groups in all grades. Representatives will be elected by their grade level peers in the fall of the school year.

Class officers are considered members of the Student Council

Student Council Officer Qualifications

Student Council Candidates and Elected Officers:

1. Must have served as Student Council/Class Officer/Class Representative for a minimum of one (1) year.
2. Must meet academic eligibility requirements for extra-curricular activity participation as indicated in the student handbook.
3. Uphold fundamentals of morality and ethics.
4. Demonstrate honesty and reliability.
5. Show courtesy, concern, and respect for others.
6. Take criticism willingly and accept recommendations graciously.
7. Exemplify desirable qualities of behavior such as positive attitude, poise, and stability.

If an executive officer or grade level representative misses three meetings without an accepted excuse, he/she will be dismissed from the council. (If a member is going to be absent from a meeting, he/she must notify an officer or the advisor).

Any student who violates one or more of the above qualifications may be dismissed from the Student Council and/or class office at the discretion of the administration. The student has the right to pursue an appeals process. Following this process, the decision of the school administration is final.

ORPHEUS

Orpheus is the Lewis S. Mills literary magazine consisting of student writing and artwork. *Orpheus* is published once a year.

Student interested in being on the *Orpheus* staff will be asked to solicit writing, edit, type, and collate for each issue as well as contribute work of their own for the magazine.

Participating on the *Orpheus* staff is encouraged for students particularly interested in writing and in being involved in the production of a literary magazine.

THE SPARTAN SCROLL

The objective of *The Spartan Scroll* is to put out three to four issues a year. Enrollment in *Print and Broadcast Journalism* is not mandatory for membership on the paper. Students will be expected to write articles and present them in newspaper form. Students will learn proofreading skills, layout, format, and advertising techniques. Students will be expected to meet deadlines and accept full responsibility for the accuracy and quality of their work. In the event a staff member fails to perform his or her duties in a satisfactory manner, the advisor reserves the right to suspend the student from the staff either temporarily or for the duration of the school year.

YEARBOOK

The yearbook staff produces the yearbook for the students of Lewis S. Mills High School. The staff is comprised primarily of students in the Desktop Publishing classes but other students are encouraged to participate.

OTHER SCHOOL ACTIVITIES

There are many other activities available at Mills including the following: Academic Bowl, Agora, Art Club, Cheerleading, Color Guard, Concert Band, Dance Team, Diversity Club, Drama Club, EcoAction, FBLA, FTA, History Day Club, Jazz Band, Link Crew, Marching Band, Math Team, M.I.L.L.S. Club, Model United

Nations, Peer Mediation, Photography Club, Tri-M, United Way Youth Board and Yearbook. New clubs form each year with the support of a faculty advisor.

SCHOOL POLICY FOR SCHOOL ACTIVITIES ON/OFF SCHOOL GROUNDS

Any student who attends any school-approved activity, on or off school property (i.e., field trips, dances, athletic contests, etc.) outside the normal school day, is subject to all school regulations. Students are subject to suspension and/or restriction (even though they are not on school property) and may be restricted from other after-school activities if they do not follow regulations. Students who are suspended from school may not participate in any school activity or practice.

PART VI GENERAL INFORMATION AND STUDENT SERVICES

ADDITIONAL HELP

Teachers are available to give extra help during scheduled weekly after-school tutoring periods. Students in need of extra assistance should see their teacher or appropriate department coordinator.

FIRE DRILLS

Fire drills are held regularly as required by state law. Students should exit with their class and follow the directions, which are posted over the door in each room. Students are to stand 200 feet from the building in an orderly manner. All students may return to the building when the directions to do so are given.

SCHOOL COUNSELING SERVICES

The primary services of the Lewis S. Mills School Counseling Department are aimed at promoting the academic, personal, social, and career development of each student. The school counseling program supports high standards of academic excellence for all students and is dedicated to the development of responsible and contributing members of society.

The counselor's role is multi-faceted. Counselors meet with students individually and in small groups to address personal, social, and academic growth. As a teacher, the counselor uses the classroom environment to deliver a planned developmental guidance curriculum. As a consultant, the counselor meets with students, parents, teachers, administration, and community members to disseminate and coordinate information related to educational, social/emotional, and post-secondary planning.

In addition to the services listed above, the school counseling department maintains a library of literature for student use. Resources include college catalogs, information on college majors, career and vocational handbooks, SAT preparation books, and various college pamphlets and programs of studies. Students may also use the computers in the school counseling department to access electronic resources for college and career planning. Such programs include: bridges.com (college and career), Choices (college and career), Do What You Are (personality and career), collegeboard.com (college), and connectedu.net (college). The school counseling website (<https://studentweb.region10ct.org/groups/lsmcounselingoffice/>) is another useful source of information for parents and students.

All students are invited to come to the school counseling office with any questions or problems, and they are urged to make frequent use of the many available resources. Parents are invited to contact the counselors at any time for information regarding any aspect of their son's/daughter's progress. The following are members of the School Counseling Department:

Mrs. Christine Bronson	School Counseling Secretary
Mr. Lucio DeMarco	School Counselor
Mr. Alfred McGunnigle	School Counselor
Ms. Brianna Plosky	School Counselor
Mrs. Angela Villadolid	School Counselor

LOST OR DAMAGED TEXTBOOKS, LIBRARY BOOKS, SCHOOL MATERIALS

Students are expected to treat and use textbooks, library books and school materials with care. If students lose or damage any of the above, they are responsible for paying for the replacement. Failure to do so may result in disciplinary action and/or the withholding of grades, report cards or transcripts, until the pupil pays for or returns the lost item.

LOST AND FOUND

Articles that are found in the school area are turned in at the Main Office. Students who lose any personal item should check with the secretary. All articles not claimed are given to charity.

LUNCH PROGRAM

Students are required to remain in the cafeteria area during their assigned lunch period. Food is not to be eaten in any area other than the cafeteria unless the student is a senior. Seniors may eat in the courtyard. No student may leave the grounds to eat lunch elsewhere.

The Regional District #10 Board of Education has agreed to participate in the National School Lunch Program and the Special Milk Program and accepts responsibility for providing free or reduced price meals to eligible students in the school under its jurisdiction. In order to apply for the free or reduced price meals, students should get an application in the Main Office and return it to the principal. Students may apply for this program any time during the school year.

STUDENT ASSISTANCE MODEL (S.A.M.)

The Student Assistance Model (S.A.M.) at Lewis S. Mills High School is a program designed to identify students at risk for academic, emotional, and/or social problems, and then to provide assistance and ongoing support for these students. Any teacher, counselor, administrator, staff member, student or parent who has a concern about any high school student can bring this concern to a member of the team. The student assistance program approach is to promote early identification of these students and to work with them to provide assistance. Hopefully, as a result of this program, student's grades, attendance, and behavior will improve.

MEMBERS OF S.A.M. TEAM

School Counselors, Nurse, Psychologist, Assistant Principal, Dean of Students, Teacher Representatives

TRANSFER / WITHDRAWAL FROM SCHOOL

When a student transfers from Mills to another school or when a student withdraws from school, the student must contact the school counseling office to obtain a transfer/withdrawal form that must be signed by all the student's teachers, the librarian, and the student's parent. In the case of a student transferring to another school, the student will also be given an unofficial transcript to take to the new school.

VALUABLES

Money and valuables must be locked in regular lockers. When students are in physical education, money and valuables must be locked in locker or left with the instructors. The school is not responsible for any lost money or valuables.

VISITORS

The following regulations will be the conditions upon which student guests will be allowed to visit Lewis S. Mills during a school day:

- Requests must be made at least three days prior to the visit, with the proper paperwork presented at that time.
- A guest may not visit more than once a year.
- There will be no visitations during the months of August, September, May and June or the day before a vacation.
- Guests must follow all school rules and procedures.
- Visitors must register at the front desk and have an educationally sound reason for remaining in the building.
- The Mills student must have a note from his/her parent/guardian indicating that the student would like to host a guest.
- Guests must be currently enrolled in another high school, have a note from their parent about the visit, and have an educationally sound reason.
- Acceptance will be based on:
 - The number of visitors on the requested day (maximum of 2).
 - The academic and discipline record of the host student.
 - A letter of confirmation from the guest's school indicating that school is not being missed that day.

WORKING PAPERS

Students who need working papers may obtain them in the Main Office between the hours of 8:00 a.m. and 3:00 p.m. during a school day and in the summer between 8:00 a.m. and 2:00 p.m. Before papers are issued, students must have a promise of employment from an employer and furnish a birth certificate, driver's license, or baptismal certificate as a proof of age which is required by law.

HEALTH SERVICES ACCIDENT REPORTING: INSURANCE CLAIMS

All accidents occurring on school property must be reported to the nurse immediately and proper forms completed. If the injury resulted from interscholastic sports activity (varsity, J.V. or freshman), the student must report to the nurse or the athletic trainer immediately so a claim may be processed. The student must then submit all bills to his/her private insurance company, not to the school or its insurance company. The balance of the bills not paid by the insurer should then be sent to the school insurance carrier. The reason for this procedure is that the interscholastic sports insurance provided by the Regional School District #10 Board of Education is secondary coverage only.

COMMUNICABLE DISEASES

A student with a communicable type condition will be excluded from school and directed to see his/her family physician.

Examples of such conditions are: head lice, scabies, conjunctivitis, impetigo and ringworm. The student may return to school only with a physician's written statement that he/she is free of the condition or is receiving treatment for it.

EMERGENCY PROCEDURES

When a student becomes seriously ill or injured, the parent will be notified immediately. If the parent cannot be reached, the nurse will act according to the information on the student's emergency medical data card. For this reason, every student must take responsibility to have an updated emergency card on file with the nurse as well as with the Main Office.

EXEMPTION FROM INSTRUCTION

The board of education may offer programs of instruction regarding family life that may include family planning, human sexuality, parenting, nutrition, and the emotional, physical, psychological, hygienic, economic and social aspects of family life. When family life programs are offered in the curriculum, a student shall be exempt from any portion of the instruction upon the written notification by the student's parent or guardian to the building principal or to the Superintendent of Schools. Parents and guardians may also request, in writing, to the Superintendent that his/her child be exempt from instruction of AIDS. Students who are exempt from instruction shall be assigned to a supervised study period.

A request for exemption from the dissection of animals should be made to the teacher and/or school principal. If the request is granted, the student will be given an alternative assignment to complete.

EXTENDED ILLNESS - HOMEBOUND TUTORING

If it appears that a student will be absent for at least three weeks due to illness, the parent should contact the student's school counselor concerning homebound tutoring. The counselor will provide parents with information to make the necessary arrangements.

HEALTH ROOM PROCEDURES

The health room is located across from the Main Office. A professional registered nurse staffs this office from 7:25 a.m. to 2:00 p.m. If the nurse is not available, do not wait in the corridor, but instead go to the Main Office. First aid will be administered for minor injuries received at school and in transit to and from school.

HOMELESS STUDENTS

Enrolled students who become homeless (lacking a fixed, regular and adequate nighttime residence) and homeless students

seeking enrollment in Region No. 10 schools should contact the district's homelessness liaison, Mrs. Linda Carabis, Director of Special Services, at 673-2538. Homeless students may be entitled to transportation to the student's school or origin, immediate enrollment despite the lack of certain records (e.g., immunization history) and other services that the district provides.

ILLNESS IN SCHOOL

If a student becomes ill in school, he/she must report to the school nurse. The student should report to his/her class or study hall and obtain a pass before going to the health room. Students will not be permitted in the health room without a pass except in an emergency situation. If an emergency situation does occur, the student should notify the nearest teacher and go directly to the nurse with the assistance of a reliable person.

Minor illness is not an excuse for class absence or tardiness.

IMMUNIZATIONS

Connecticut law mandates that all students be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type B, hepatitis B, varicella and any other vaccine required by the schedule for active immunization adopted pursuant to state law. Students who have not been immunized will not be admitted to school except in cases where the parent/guardian has provided a certificate from a physician stating that such immunization is medically contradicted or the parent/guardian presents a statement that such immunization would be contrary to the religious beliefs of the child. Homeless children are entitled to immediate enrollment even if the documentation of immunization is not immediately available. Students transferring to Lewis S. Mills High School must submit written proof of the required immunization to the nurse prior to attending school.

MEDICATIONS

Connecticut state law requires a written order by an authorized prescriber and the written authorization of the student's parent or guardian for school personnel to administer any medicinal preparation including over-the-counter, prescription and controlled drugs. This includes inhalers, epi-pens, and medications such as Tylenol or ibuprofen. Students are not allowed to carry or have medication in their possession unless the student self-administers the medication in accordance with a

medication administration plan developed by school personnel in conjunction with the student's parents and prescriber. All medications, except those approved for self-administration, shall be delivered by the parent or other responsible adult to the school nurse or other qualified personnel trained in medication administration. All medications will be administered by the school nurse, or in the absence of such nurse, other qualified personnel.

Additional policies to reference:

MANAGEMENT OF LIFE-THREATENING FOOD ALLERGIES

Some students have serious, life-threatening food allergies. If a student in your child's class has such an allergy, you will receive notification of restrictions and special procedures that will be put into place. It is important that you follow any guidelines provided to you. For more information, please refer to the district's *Guidelines for Food Allergy Management* posted on the district's website.

NUTRITION PROGRAMS

The Regional School District No. 10 Board of Education participates in the National School Lunch Program and the Special Milk Program. Parents/guardians or students may apply for the free or reduced price meals by obtaining an application from the Main Office and returning the completed form to the principal. Student may apply for this program at any time during the school year.

PESTICIDE USE POLICY

The Regional School District No. 10 Board of Education has an integrated pest management plan. Specific guidelines for the implementation of the pest management plan are provided to staff and parents/guardians of students at the beginning of each school year. Staff and parents/guardians may register for prior notice of pesticide applications within school buildings or on school grounds. Persons who have registered for prior notice will be notified by any means practicable on or before the day that any pesticide is to take place at a school.

PHYSICAL EXAMINATIONS

School health legislation requires that all sophomores have a complete physical exam within the time period of the completion of their freshman and the completion of their sophomore year. If written proof of a physical exam is not submitted by the end of their sophomore year, they will not be allowed to reenter school the following September. These examinations will be waived only for religious or medical reasons.

It is the parent's responsibility to obtain this examination from his/her own physician. The school medical advisor will do the examination only for children eligible for free or reduced lunch.

RELEASE DUE TO ILLNESS

When a student becomes ill in school and must be sent home, a parent or responsible person designated on the student's emergency medical card must be notified and provide transportation to the home.

All students being dismissed from school due to illness must see the nurse before going to the Main Office and signing out of school.

PART VII PARENT INFORMATION

This section contains information we hope will help parents understand and participate in the life of Lewis S. Mills High School. Parents are urged to become familiar with the student section as well.

STANDARD PROCEDURES FOR CONTACT

Although most of the time students, teachers, and parents are in agreement about the learning process, occasionally concerns arise between students and teachers. On occasion such problems spread beyond the classroom to involve parents. It is good for everyone to be aware of the best way of handling such disputes for the benefit of all concerned. Here are the steps which should be followed:

1. Call the teacher at school. Leave a message if necessary and the teacher will return the call. If you discuss the situation with the teacher directly, you will be able to address the entire issue. Situations can generally be resolved at this most important level.
2. If this contact does not settle the problem to your satisfaction, then contact the student's school counselor in the case of a disciplinary problem, or the department coordinator, in the case of a curriculum problem.
3. If this second level does not provide a satisfactory solution, then contact the assistant principal with regard to disciplinary matters. A curriculum question should be addressed to the principal.

PROTOCOL FOR ADDRESSING ACADEMIC CONCERNS

In the event that concerns arise specific to academic performance, the following steps should be taken:

- 1 - Parent-student discussion based on Power School Parent Portal data and/or grade reports
- 2 - Student requests a meeting with the teacher to discuss academic performance
- 3 - Student schedules an appointment with his/her school counselor to discuss support strategies- i.e. tutoring, group referrals, Homework Club
- 4 - If student continues to struggle and has not contacted the teacher, the teacher calls home at the next grade report ("This is what student has/has not done...")
- 5 - Parent contacts the school counselor to see if student has seen them to discuss support service options:
 - Tutoring
 - Homework Club
 - Extra help
 - Counseling
 - Mentoring
 - Move to silent study halls
 - Group referrals
- 6 - SAM referral (Student Assistance Model team)
 - The teams considers referral for Special Education and/or Student Support Center
 - The student meets with SAM Team representative to reflect on academic status
 - SAM team schedules a Care & Concern meeting (meeting between teachers, parent(s), student, school counselor)
- 7 - If determined that the above steps have not been followed and/or student is still struggling academically, any of the following interventions/consequences may occur:
 - Parent/teacher/counselor conference
 - Loss of senior privileges
 - No Pass list
 - Summer school
 - Repeat class the following year
 - Drug testing, if appropriate
 - Loss of social/academic privileges (sporting events, field trips)
 - Increased parental involvement

WHOM DO I CALL IF...

1. I have a question or comment about...

- my son's/daughter's academic progress in class
- expectations of my son/daughter by a teacher
- treatment of my son/daughter by a teacher
- appropriateness of placement of my son/daughter in a current course

Answer: The teacher.

2. I have a question or comment about...

- curriculum or policy of a department
- consistency among different sections of a department
- answers a teacher has given me about expectations, placement or performance of my son/daughter

Answer: The department coordinator.

3. I have a question or comment about...

- disciplining of my son/daughter
- answer a teacher has given me about treatment of my son/daughter
- answer a department coordinator has given me about the performance or expectations of my son/daughter

Answer: The principal or assistant principal.

4. I have a question or comment about...

- post-high school planning for my son/daughter
- course selections for the following year
- general concerns about my son's/daughter's overall performance or behavior
- answers from teachers or department coordinators regarding current placement of my son/daughter

Answer: The school counselor.

5. I am dissatisfied with answers I have received from other school personnel or I have a question or comment about general school policy

Answer: The principal.

If you are not sure who can help you, call the principal's office at 860-673-0423 and your call will be referred to the appropriate person. You should expect a call back within two school days from any person on this list.

WHERE TO GET HELP

Info Line – 24 hrs. a day, 7 days a week.....	211
Emergency Medical Service/Police/Fire.....	911
Community Services-Primarily Health & Human Services.....	211
Referral/Assistance Line, Info. Of State.....	860-622-2200
Crisis Hotline, Info Line.....	211
Drug & Alcohol 24-Hour Help Line.....	1-800-252-6465
Abused Women Shelter.....	860-527-0550
Help Line/ 24 Hour Crisis Line.....	860-524-1182
National Runaway Switchboard.....	211 or 1-800-RUN-AWAY
Poison Control.....	1-800-343-2722
Rape Crisis.....	211
Sexual Assault Crisis Service Hotline.....	860-223-1787
Suicide Prevention.....	211 or 524-1182

Self Help Groups

AA.....	211
Adult Children of Alcoholics Info Line.....	860-568-2876
AIDS Hotline.....	1-800-CDC-Info
Al-Anon Alateen.....	211
Alcohol & Drug Hotline.....	1-800-662-4357
Department of Health-Bristol/Burlington.....	860-584-7682
Domestic Violence Hotline.....	211
Eating Disorders.....	211
Just Say No.....	211
National Mental Health Info. Association.....	1-800-789-2647
Narcotics Anonymous.....	1-800-627-3543
National Institute Drug Abuse.....	1-800-662-4357
Planned Parenthood.....	860-489-5500
STD Hotline.....	1-800-227-8922
Stop Smoking.....	1-800-QUIT-NOW or 211
Victim's Rights.....	1-800-822-8428
V.D. Screening.....	860-757-4830

Services

Catholic Charities.....	860-522-8241
Connecticut Legal Services.....	1-800-413-7797
Department of Children and Families.....	1-800-842-2288
Farmington Community Services.....	860-675-2390
Infoline (for Cell Phones).....	1-800-203-1234 or 211
Information about Homosexuality: Hartford YMCA.....	211
Bridge Youth Shelter (Emergency Housing for 11-17 yr. Olds - 30 days).....	860-521-6890
McCalls Foundation.....	860-496-2100
Prudence Crandall Center (domestic violence).....	860-225-5187
Rape Counseling (Hartford YMCA).....	211
Runaway Hotline.....	211 or 1-800-RUN-AWAY
Susan B. Anthony.....	860-482-7133
Torrington Sex. Assault & Domestic Violence.....	860-482-7133
UConn Health Center.....	860-679-2000
Wheeler Clinic Help Line.....	860-747-3434 or 860-524-1182
Wheeler Clinic.....	860-793-3500

Regional School District #10 Acceptable Use Agreement

Internet access is available to students and staff in the Regional School District #10 system schools. The Board of Education believes the Internet offers vast, diverse and unique resources to both students and staff. To the greatest extent possible, the Board seeks to filter out objectionable services on the Internet. Total elimination of access to objectionable content is not possible. Individual student users must take responsibility for their own activities when navigating the Internet, whether through the school's network or another device. Anyone with security/technical violations or who inadvertently accesses objectionable materials should report this immediately to the staff member in charge. Our goal in providing this service to staff and students is to promote educational excellence in the schools by facilitating resource sharing, innovation, and communication.

Student

I understand and will abide by the Regional School District #10 Acceptable Use Agreement Policy and the corresponding procedures and guidelines. I understand that this access is designed for educational purposes. I further understand that any violation of the policy or corresponding procedures and guidelines is unethical and may constitute a criminal offense. Should I commit any violation, of said policy or corresponding procedures and guidelines, my access privileges may be revoked, and school disciplinary action as deemed appropriate by the administration and/or appropriate legal action may be taken.

Name of Student _____ Signature of Student _____
Date _____ School _____ Grade _____

Parent or Guardian (Student under age 18)

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for Regional School District #10 to restrict access to all controversial materials and I will not hold the school system responsible for materials students may acquire on the network. I hereby give permission for my child to access the Internet, be issued an account if necessary and also certify that the information on this form is correct. I understand that any violation of the schools' policy, procedures and guidelines by my child may result in loss of access privileges, disciplinary action as deemed appropriate by the administration and/or appropriate legal action may be taken.

Name _____ of _____ Parent _____ or _____ Guardian _____

(Please print)

Signature _____ of _____ Parent _____ or _____
Guardian _____ Date _____

Valid for Grades 6-12
Must be completed annually

Lewis S. Mills
Student Handbook Acknowledgement

In an effort to promote ongoing communication with all parents/guardians, the Region #10 School System distributes information, including school resources, important dates to remember, hours of operation, rules and regulations, and staff contacts in the form of the student handbook. Parents, guardians and students are asked to review this information. Please take the time to become familiar with the material contained in this document.

I have read and reviewed the information contained in the Student Handbook with the members of my family.

_____ Student Name (please print)	_____ Grade
_____ Student Signature	_____ Date
_____ Parent/Guardian Signature	_____ Date