

**Parent/Guardian & Student Sign-Off Form for  
Review and Receipt of the Rocky Hill High School  
2023-2024 Student Handbook**

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

**PARENT/GUARDIAN AND STUDENT SIGNATURES BELOW INDICATE:**

1. We have received, read, and agree to abide by all of the school policies and procedures as set forth in the 2023-2024 Rocky Hill High School Handbook, including but not limited to the policies concerning attendance, credits, grading, and disciplinary procedures.

2. We have received, read, and agree to abide by the school's Student Use of the District's Computer Systems and Internet Safety Policy. Furthermore, we have read and signed the district's Computer Systems Use Agreement, which is required for my student to gain access to the district's network system (the agreement may be downloaded at [www.rockyhillps.com](http://www.rockyhillps.com) under the "Technology" page).

3. Regarding pictures or video of my son or daughter at school and school sponsored events, please check those statements with which you agree:

- I do NOT give permission for the videotaping/broadcasting of my son/daughter while participating in school related activities.
- I do NOT give permission to publish my child's schoolwork and/or first name online.
- I do NOT give permission for photographs of my child to be published online.

4. We recognize that all students at Rocky Hill High School are held accountable for acting in accordance with the contents of this student handbook, both during regularly scheduled school hours and at all school sponsored events.

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form to your homeroom teacher  
no later than Friday, September 8, 2023**

Rocky Hill High School  
50 Chapin Avenue  
Rocky Hill, CT 06067  
(860) 258-7721

August 2023

The faculty and administration at Rocky Hill High School hope that you will enjoy a successful and rewarding school year. This handbook contains important information about our school and its goals, objectives, and policies. Your conduct in school not only reflects upon yourself, but it also reflects upon our school and the entire Rocky Hill community. It is our hope that you will dedicate yourself to your studies and involve yourself in some aspect of our athletic or extra-curricular activities.

New students will find this handbook to be an excellent resource as they begin their years at the high school. Returning students are encouraged to take the time to read the handbook and note items of interest and revised or new policies. This document is revised each year and every effort is made to include up-to-date changes in regulations and procedures recently adopted by the high school, the Rocky Hill Board of Education, and the Connecticut legislature.

All students and their parents are asked to review the sections related to attendance, tardiness, and school dismissal. These policies have resulted in improved daily attendance and decreased tardiness to school and to class, due in large part to the understanding and support of parents, as well as the cooperation of our students.

Comments, questions, and suggestions about any item in the handbook are encouraged at all times. Please do not hesitate to call or visit.

**John Fote**  
*Principal*

**Edward T. Malizia**  
*Assistant Principal*

**Joseph Horvath**  
*Director of Athletics and  
Student Affairs*

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**ROCKY HILL HIGH SCHOOL**

**MISSION STATEMENT**

Through high expectations and a challenging curriculum, all students at Rocky Hill High School will become responsible citizens who embrace learning as a lifelong process in an ever-changing world.

**VISION OF THE GRADUATE**

A Rocky Hill High School graduate is a thinker, communicator, citizen, leader, and lifelong learner. We believe...

- Our students are critical and creative thinkers
- Our students are collaborative and communicative
- Our students are civic-minded and globally aware
- Our students engage in learning as a lifelong process
- Our students are self-directed and resilient

**BELIEFS ABOUT LEARNING**

- All students have the capacity to learn through different modalities
- All students have the capacity to be effective problem solvers
- All students have the right to a safe learning environment
- All students have a right to a rigorous education that emphasizes physical and emotional wellness.

**CORE VALUES**

Respect  
Organization  
Compassion  
Knowledge

| <b>Collaborative and Communicative</b>                            |  |   |   |
|---|--|---|---|
|   | <b>Exceeds Expectation</b>   | <b>Meets Expectation</b>  | <b>Working Towards Expectation</b>  |
| <b>Communication: Expression of ideas through various mediums</b> | <ul style="list-style-type: none"> <li>Consistently maintains purpose and audience interest</li> <li>Ideas are thoroughly developed and well supported</li> <li>Employs sophisticated language and/or images to convey intended message</li> </ul> | <ul style="list-style-type: none"> <li>Maintains purpose and audience interest</li> <li>Ideas are developed and supported</li> <li>Employs language and/or images to convey intended message</li> </ul> | <ul style="list-style-type: none"> <li>Does not maintain purpose and audience interest</li> <li>Ideas lack development and/or support</li> <li>Language and/or images do not convey intended message</li> </ul> |
| <b>Collaboration: Working together with a common purpose</b>      | <ul style="list-style-type: none"> <li>Contributions to group tasks are consistent, resourceful, and meaningful</li> <li>Consistently respects different points of view and learns from others.</li> </ul>   | <ul style="list-style-type: none"> <li>Contributions to group tasks are resourceful and meaningful</li> <li>Generally respects different points of view and learns from others.</li> </ul>              | <ul style="list-style-type: none"> <li>Does not contribute to group tasks in a resourceful or meaningful manner</li> <li>Does not respect different points of view and/or learn from others.</li> </ul>         |

*Business, English, Family and Consumer Science, Math, Music, Tech Ed, World Languages*

| <b>Critical and Creative Thinkers</b>   |   |  |  |
|---|---|--|--|
|   | <b>Exceeds Expectation</b>  | <b>Meets Expectation</b>   | <b>Working Towards Expectation</b>   |
| <b>Creative and Critical Thinking: Logical and Innovative Analysis of Information</b> | <ul style="list-style-type: none"> <li>Consistently and independently define problems clearly and accurately.</li> <li>Consistently demonstrates originality and inventiveness in applying problem solving strategies.</li> <li>Consistently demonstrates inquiry through analysis of information to generate a variety of solutions or conclusions.</li> <li>Consistently evaluates the feasibility of chosen solutions or conclusions.</li> </ul> | <ul style="list-style-type: none"> <li>Independently defines problems clearly and accurately.</li> <li>Demonstrates originality and inventiveness in applying problem solving strategies.</li> <li>Demonstrates inquiry through analysis of information to generate a variety of solutions or conclusions.</li> <li>Evaluates the feasibility of chosen solutions or conclusions.</li> </ul> | <ul style="list-style-type: none"> <li>Does not define problems clearly and accurately.</li> <li>Does not demonstrate originality and inventiveness in applying problem solving strategies.</li> <li>Does not demonstrate inquiry through analysis of information to generate a variety of solutions or conclusions.</li> <li>Does not evaluate the feasibility of chosen solutions or conclusions.</li> </ul> |

*Art, English, Math, Music, Science, Social Studies*

| <b>Engage in Learning as a Lifelong Process</b>   |   |   |   |
|---|---|---|---|
|   | <b>Exceeds Expectation</b>  | <b>Meets Expectation</b>  | <b>Working Towards Expectation</b>  |
| <b>Engagement is measured by a product that demonstrates the skills of a lifelong learner</b> | <ul style="list-style-type: none"> <li>Consistently draws on and transfers prior knowledge and skills to novel situations.</li> <li>Consistently makes thorough and insightful connections</li> </ul> | <ul style="list-style-type: none"> <li>Draws on and transfers prior knowledge and skills to novel situations.</li> <li>Makes general connections</li> </ul> | <ul style="list-style-type: none"> <li>Has difficulty drawing on and transferring prior knowledge and skills to novel situations.</li> <li>Has difficulty making connections</li> </ul> |
| <i>Business, Family and Consumer Science,, PE and Health, Tech Ed</i>                         |   |   |   |

| <b>Civic-Minded and Globally Aware</b>   |   |  |  |
|--|---|--|--|
|  | <b>Exceeds Expectation</b>  | <b>Meets Expectation</b>   | <b>Working Towards Expectation</b>   |
| <b>The role and responsibilities of an individual in an interconnected world</b> | <ul style="list-style-type: none"> <li>Consistently seeks to understand others experiences, circumstances, and perspectives</li> <li>Consistently embraces diversity and recognizes the value of all persons by promoting equity and inclusivity</li> <li>Consistently makes positive contributions to the broader community</li> </ul> | <ul style="list-style-type: none"> <li>Seeks to understand others experiences, circumstances, and perspectives</li> <li>Embraces diversity and recognizes the value of all persons by promoting equity and inclusivity</li> <li>Makes positive contributions to the broader community</li> </ul> | <ul style="list-style-type: none"> <li>Does not seek to understand others experiences, circumstances, and perspectives</li> <li>Does not embrace diversity and recognizes the value of all persons by promoting equity and inclusivity</li> <li>Does not make positive contributions to the broader community</li> </ul> |
| <i>Social Studies, World Languages, Senior Seminar</i>                           |   |  |  |

| <b>Self-Directed and Resilient</b>  |   |  |  |
|---|---|--|--|
|   | <b>Exceeds Expectation</b>  | <b>Meets Expectation</b>   | <b>Working Towards Expectation</b>   |
| <b>Displays a growth mindset by taking ownership of learning and outcomes</b> | <ul style="list-style-type: none"> <li>Consistently demonstrates independence and persistence in the face of obstacles</li> <li>Consistently demonstrates strategic time management and organizational skills</li> <li>Consistently uses feedback or mistakes to adapt and improve performance</li> </ul> | <ul style="list-style-type: none"> <li>Demonstrates independence and persistence in the face of obstacles</li> <li>Demonstrates strategic time management and organizational skills</li> <li>Uses feedback or mistakes to adapt and improve performance</li> </ul> | <ul style="list-style-type: none"> <li>Does not demonstrate independence and persistence in the face of obstacles</li> <li>Does not demonstrate strategic time management and organizational skills</li> <li>Does not use feedback or mistakes to adapt and improve performance</li> </ul> |
| <i>Art, PE and Health, Science</i>  |   |  |  |



**ABSENCES: ATTENDANCE REGULATIONS**

Regular school attendance is critical. Invaluable educational experiences are available each day in each classroom. Some experiences involve the learning and understanding of factual information. Others involve the exchange of ideas and opinions among students and teachers. Both are essential to the education of the student. Attendance in class every day is the only way a student may participate and learn from these experiences.

Number of Absences Allowed

Attendance regulations stipulate that a student lose credit based on the following guidelines:

|                  | <b>Credit is lost after the:</b> |
|------------------|----------------------------------|
| Full Year Course | 16 <sup>th</sup> absence*        |
| Semester Course  | 8 <sup>th</sup> absence*         |

The above numbers are adjusted for courses that meet fewer or more than five days a week. Additionally, if a student enrolls in a class partway through the year, the numbers will also be adjusted.

Excused & Unexcused Absences

Because students are given ample numbers of days for routine absences before credit is lost, it is expected that students do not exceed these limits. However, there are certain legitimate absences that will not be charged against a student. Consult the chart below to determine which reasons are excused and which are not. This list is not all inclusive.

| <b>Reason</b>   | <b>Excused/Unexcused</b> |
|---|--------------------------|
| College Orientation & Placement Tests (after May 1 <sup>st</sup> , with administrator approval) | Excused                  |
| Court Dates   | Excused                  |
| Dentist Appointment   | Unexcused                |
| Driving School Appointments or Tests  | Unexcused                |
| Early Dismissal for Prom  | Unexcused                |
| Extended Leave  | Unexcused                |
| Illness   | Case-by-Case*            |
| Military Induction  | Excused                  |
| Nurse’s Office Visits   | Unexcused                |
| In School and Out of School Suspension  | Excused                  |
| Religious Observances   | Excused                  |
| Routine Illness or Wellness Appointment   | Unexcused                |
| School-Sponsored Field Trip   | Excused                  |
| Vacation  | Unexcused                |
| Work Schedule   | Unexcused                |

*\*Routine illnesses count as unexcused absences. In the event a student misses an extended period of time due to a specific medical issue and this threatens credit status, the Appeals Committee may take this into account when determining credit status.*

**It is expected that medical and other routine appointments be scheduled after school hours.**

Notification of Daily Absences

Board of Education policy dictates that daily contact be made to confirm that a parent or guardian is aware of the student’s absence. This is typically done through automated phone calls made each evening, but parents are to

submit the **Daily Absence Google form** which is the primary way of communicating your student's absence. If this form is not sent in on the day of the absence, then the student will be considered truant and will not be allowed to make up any missed work or assignments. It should be noted that a parent call out will **not** exempt the student from the school's attendance regulations.

### Monitoring Student Attendance

It is the responsibility of the students and parents to monitor attendance in each class so as to assess attendance issues and avoid credit loss problems. In addition to the attendance information found on quarterly report cards, parents may view student attendance through the Parent Portal. The following Parent Portal attendance codes count as absences for credit purposes:

| Code | Definition                             |
|------|--|
| A    | Absent                                 |
| AC   | Absent (parent called)                 |
| TL   | Tardy to class by 15 or more minutes   |
| ED-L | Left class early by 15 or more minutes |
| NO   | Nurse's office                         |
| NED  | Nurse's early dismissal                |

\*Please note that some of the above codes do not show up in the absence column on the Parent Portal, so attendance numbers for credit purposes may not exactly match what appears online.

If parents have a question or concern regarding their child's attendance in school or in a particular class, they should feel free to contact the main office or the teacher of that class.

### Consequences

For students found to be absent due to unacceptable reasons (truancy, cutting, etc.), the consequences set forth in the Student-Parent Handbook govern any disciplinary action that may take place. Disciplinary referrals for class cuts will be mailed home.

Excessive tardiness, dismissals, or cuts may invalidate the student's ability to retain credit.

### Make-Up Work Policy

Students will be allowed to make up any work missed due to an excused absence, except in cases of class cuts or truancy. Students have one day to make up work for each day absent. This policy does not apply to long term assignments.

### Credit Appeals Procedure

Parents and students who believe extenuating circumstances exist and wish to appeal credit loss, must complete the Credit Loss Appeals Form found on the school website, in the main office, or in guidance and submit it to the Appeals Committee. Semester 1 appeals must be received no later than 2 weeks after the last day of midterm exams. Semester 2 and Full Year appeals must be received no later than 2 weeks before the last day of final exams. If this process is not followed or if there is no response to possible loss of credit, credit loss will be automatic.

Appeals will be considered for any extenuating or unusual circumstances surrounding a student's attendance record. When appealing credit loss, the student or parent must provide:

- a) Written medical documentation from a doctor or psychological therapist detailing the specific dates and reasons for absences due to extended illnesses;
- b) Details of serious personal circumstances that caused the student's absence;
- c) Verification of religious holidays requiring the student to be absent; or
- d) Written documentation from appropriate sources regarding such required appearances in court, mandatory student college orientation or placement testing, and armed forces induction.

**The Appeals Committee will not consider routine illness or wellness appointments, driving school dates, early dismissals for prom, work schedules, or family vacations.**

An Appeals Committee made up of an administrator and faculty members will review all appeals on a monthly basis. Notification of the outcome of the appeal will be sent by mail/email. In some circumstances, the Appeals Committee may require a hearing with the student and/or parent. Such hearings will be held as soon as possible after review of the written appeal.

If another appeal is necessary later in the school year, parents and students may not appeal additional dates previous to the date of the decision related to the earlier appeal(s).

Students remain in class throughout the appeal process and are expected to meet all course requirements.

Credit Recovery Program

In order to improve attendance and hold students accountable for their absences, especially for those absences above and beyond the allowable number, students may be eligible for participation in the **Credit Recovery Program**. This program is an opportunity for identified students to attend after school recovery sessions for missed classes over the allotted number. For each class missed over the attendance limit, a student must attend an after school recovery session supervised by certified staff. There is a limit of five (5) recovery sessions **per class**. This is not for classes that a student has failed. If a student fulfills the requirements of the Credit Recovery Program and successfully earns back enough days to put them below the allowable absences threshold, credit will be restored in that particular course.

State of Connecticut Attendance Policy (BOE Policy #5210: Attendance, Truancy and Chronic Absenteeism Adopted June 27, 2012)

The following definitions are for use by Connecticut school districts and schools for the purpose of carrying out the provisions of section 10-198a of the Connecticut General Statutes (Policies and procedures concerning truants), and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions of excused and unexcused absences for their internal uses (including decisions on promotion/retention, grading, and disciplinary action).

Excused Absences

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten (10) school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

- A. For absences one (1) through nine (9), a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth (10th) absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
  2. student's observance of a religious holiday;
  3. death in the student's family or other emergency beyond the control of the student's family;
  4. mandated court appearances (additional documentation required);
  5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
  6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

Unexcused Absences

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. the absence meets the definition for an excused absence (including documentation requirements); or
- B. the absence meets the definition of a disciplinary absence.

### Disciplinary Absences

Absences that are the result of school or district disciplinary action are excluded from these definitions.

<sup>1</sup> The Connecticut State Board of Education policy states that “*A student is considered to be ‘in attendance’ if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.*” A student not meeting the definition of ‘in attendance’ is considered absent.

<sup>2</sup> Such documentation should include a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism. For example, if a student is out sick two consecutive days, that student must submit the appropriate documentation covering both sick days. If a student is out sick two nonconsecutive days, that student must submit the appropriate documentation following each absence. Schools should take steps to allow non-English speaking parents/guardians to submit documentation in their native language.

### Tardiness To School

All students are expected to be in school on time. Students who arrive late to school or after 7:35 a.m. must receive a tardy pass from the main office. After the 5th tardy each quarter, the student will receive a 30 minute detention for each subsequent tardy through the end of the marking period. This policy resets each quarter. This pass is the student’s only legitimate entry into class. **STUDENTS ARE EXPECTED IN CLASS WITHIN FOUR MINUTES AFTER THE TIME INDICATED ON THE PASS.**

### Tardiness To Class

Tardiness which causes a student to miss more than fifteen (15) minutes of a class period will be counted as a class absence tardy long (TL) with regard to class attendance regulations.

Four (4) minutes are allowed for passing between classes. Classes will begin immediately following the bell. Any student arriving to class after the class begins will be marked tardy, and the teacher will take appropriate action. Students who are late because they were detained by another teacher should secure a pass from that teacher in order to be admitted to class. Students tardy to class will be assigned consequences at the discretion of the teacher. Repeat offenders will be referred to the office where more serious action will be taken. **Note: Tardies greater than 15 minutes will not be counted in this total but will, as always, be counted as an absence to class under the attendance regulations.** However, students must still report to that class in order to be eligible to make up any work missed.

### Dismissal Requests

Dismissal from school at any time other than the regular dismissal time must be for emergencies, special medical reasons, or cases involving unusual circumstances. **We do not have an open campus policy. Students are expected to remain in school from 7:35-2:25, regardless of study halls.** **Note:** Dismissals which cause a student to miss more than fifteen (15) minutes of a class period will be counted as a class absence with regard to class attendance regulations.

**Routine appointments (e.g., medical, dental, driving lessons) should be scheduled outside school hours or during vacation periods.** When it becomes necessary to ask for early dismissal, the student should have their parent or guardian call the Main Office to request student dismissal. A dismissal form will be filled out and time-stamped before the student leaves. The dismissal request must state the specific reason for dismissal, and

should include the student's grade and a phone number where a parent can be reached. In cases of emergency dismissal, a parent must come to the school and sign the student out.

If the student returns to school the same day, he/she must again report to the office and have the dismissal form time-stamped.

NOTE: All attendance regulation guidelines are in effect for the period of time the student misses class(es) because of the dismissal.

## ACADEMIC HONESTY

Students are expected to be honest in their academic and intellectual pursuits. All teachers will make their policy regarding Academic Honesty known in writing at the start of the course, but RHHS does offer the following guidelines in regard to levels of policy violations:

### Level 1

Plagiarism or cheating on quizzes, tests, or exams result in the student failing the specific assignment with a grade of zero. The student will be referred to the office for appropriate disciplinary action – a Saturday detention for the first offense and suspension for subsequent infractions.

### Level 2

Cheating, copying, or working together when explicitly told not to on a classwork or homework assignment will result in a teacher-determined consequence. The teacher has the authority to give the student a zero on the assignment. Additionally, teachers may require students to stay after school for detention. Repeated violations may result in an office referral and further disciplinary action.

All students and parents should be familiar with our academic dishonesty information, which is distributed at the beginning of each academic year. Academic honesty violations could result in exclusion from Valedictorian and Salutatorian honors, and/or removal from the National Honor Society.

## ACADEMIC HONESTY AI

Students are expected to be honest in their academic and intellectual pursuits. With the advances in artificial intelligence (AI), including ChatGPT, it is important to clarify that turning in work that is generated totally or partially from AI is cheating and/or plagiarizing. All teachers will review their policy regarding academic honesty known in writing at the start of the course. As a result of recent technologies related to AI, the district will be handling violations in alignment with our cheating/plagiarism/academic dishonesty policy as outlined above.

## ACCIDENTS

Any student injured on school property must report any accident in which he/she is involved. Teachers or the nurse are responsible for filling out an accident report form, but must have the cooperation of the student in obtaining information. In all cases of a serious nature, parents will be notified unless they are not available. If the school is unable to contact a parent, it will take whatever steps are deemed necessary at the time. (See Insurance)

## ACTIVITIES: PARTICIPATION AND ATTENDANCE

Students must be in school for a minimum of five (5) periods in order to attend or participate in any co-curricular, extracurricular, interscholastic, or social school activity, event, or program after school or during the evening of that same day. On Early Dismissal and Late Opening schedules this will be a minimum of two instructional hours.

A student in internal school suspension (ISS) may NOT attend or participate in after school or extracurricular activities on the day of suspension. A student on outside school suspension (OSS) may NOT be on school grounds during any part of the day (full 24 hours) and, therefore, may not participate in after school or extracurricular activities.

## ADDRESSES - STUDENT INFORMATION

Students are to report any change of address or other such pertinent information to the district residency coordinator located at the BOE offices as soon as the change occurs. This information is updated in our student database.

## ADMINISTRATIVE POLICIES FOR STUDENT BEHAVIOR

The following definitions, procedures, and requirements represent a thorough revision of student discipline policies by the Rocky Hill Board of Education (STU-5: 3/16/95). These policies include recently established decisions set forth in Connecticut state law. Within the text of these policies, specific clarifying statements related to Rocky Hill High School are in *italics*. Please read the entire policy statement.

### STUDENT BEHAVIOR

#### Removal/Suspension/Expulsion

#### I. DEFINITIONS

- A. "**Exclusion**" is defined as any denial of public school privileges to a student for disciplinary purposes.
- B. "**Removal**" is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.
- C. "**Suspension**" is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- D. "**In-school suspension**" is defined as an exclusion from regular classroom activity for not more than five consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed.
- E. "**Expulsion**" is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one hundred eighty (180) consecutive school days. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
- F. "**Emergency**" is defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
- G. "**Days**" is defined as days when school is in session.
- H. "**School-sponsored activity**" is defined as any activity sponsored, recognized or authorized by the board of education and includes activities conducted on or off school property.
- I. "**Deadly weapon**" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, bill, blackjack, bludgeon, or metal knuckles.
- J. "**Dangerous instrument**" means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a motor vehicle.
- K. "**Firearm**" means any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded from which a shot may be discharged.

#### II. REMOVAL FROM CLASS

- A. Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the education process within the classroom, provided that no student shall be removed from class more than six (6) times in any year, nor more than twice in one week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in section IV C of this policy.
- B. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason therefore.

*At Rocky Hill High School, student discipline and behavior issues are dealt with as a series of levels of intervention, based on the nature, frequency, or severity of the problem. **Failure to serve a scheduled discipline will result in progressive discipline given by administration.***

#### Level One: Counseling Action

*Counseling represents a method of corrective action if, in the judgment of the teacher or counselor, a positive outcome will result. This may or may not involve discussion with the student's parent(s).*

#### Level Two: Teacher Detention

*A teacher may detain a student after school if the teacher feels the action is necessary. If a student has a prior commitment and is unable to stay when assigned, he or she must request the opportunity to serve the detention on the next date convenient for the teacher.*

#### Level Three: Administrative Detention

*The administration may detain students for specific violations of school rules. Parent contact is often involved at this level, and is required if the problem is of a recurring nature. Administrative detention is held from 2:30 p.m. to 3:00 p.m. daily, except Wednesdays for extended detention from 2:30 p.m. to 4:30 p.m. All students must be punctual and on time to serve the consequence or risk additional discipline.*

#### Level Four: Saturday Detention

The administration may assign students to Saturday detention for specific violations of school rules. Parents are notified. Saturday detention is held from 8:00 a.m. to 12:00 p.m. on designated Saturdays. Failure to serve Saturday detention or to adhere to the rules of Saturday detention will result in a one day In-School suspension as well as serving the original consequence.

#### Level Five: Suspension

### **III. STANDARDS GOVERNING SUSPENSION AND EXPULSION**

- A. The following conduct, if occurring on school property, school transportation vehicles or any school-sponsored activity shall be considered cause for suspension or expulsion:
1. Any actions leading to a severe disruption to the educational process of the school.
  2. Conduct causing a threat of injury to the student or others;
  3. Use of physical force against another person;
  4. Bullying, hazing or harassing comments or behavior;
  5. 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;
  6. Willfully causing, or attempting to cause, damage to school property;
  7. 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 then in charge of such building or facility;
  8. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
  9. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
  10. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
  11. 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;

12. Possession or transmission of any firearm, knife, explosive, deadly weapon, or other dangerous instrument;
13. Possession of any facsimile of any firearm, knife, explosive, deadly weapon, or other dangerous instrument.
14. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
15. Possessing or consuming tobacco/vaping products or possessing smoking paraphernalia, or are found smoking or vaping while on school grounds;
16. Open defiance of the authority or any teacher or person having authority over the student, including verbal abuse;
17. Intentional and successful incitement of truancy by other students;
18. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property; and;
19. Violation of any other school rule promulgated by the school administration or board policy dealing with student conduct, including that dealing with conduct on school buses.
20. Videotaping on school grounds; videotaping faculty, students and/or posting (social media) or sending videos or/photos is prohibited.
21. Any student who reaches a seventh suspension will be referred to the Superintendent of Schools for consideration for expulsion. Students whose offenses are of a serious enough nature may be referred for expulsion prior to receiving their 7<sup>th</sup> suspension.

*At Rocky Hill High School violations of any other school rule may include, but are not limited to, the following:*

- a. *Harassment, abuse, or threats of any kind.*
- b. *Racial or ethnic slurs.*
- c. *Gambling or betting in any form, including card playing.*
- d. *Tampering with a fire alarm or fire extinguisher.*
- e. *Conduct endangering persons or property (e.g., fireworks, snowballs, squirt guns).*
- f. *Cheating or plagiarism.*
- g. *Stealing or attempting to steal money or property from a person, organization, or location within the school or on school grounds.*
- h. *Repeated unwarranted absence from school.*
- i. *Repeated unwarranted tardiness to school.*
- j. *Repeated class cuts*
- k. *Repeated failure to serve detention.*
- l. *Being outside the building at any time during regular school hours.*
- m. *Leaving school grounds without permission, even if the student is not officially present in school at the time he or she is seen and reported.*
- n. *Failure to hand over electronic devices such as cell phones and audio players when requested.*
- o. *Involvement in gang-related activities.*

*All of these regulations are in force at school during regular school hours, at any school function, on school property within the community, on school buses, or while students are representing the high school on field trips or at academic or athletic competitions. Note: Repeated violations of any regulation will result in an increasing number of suspension days (e.g.; 1, 3, 5, 10).*

*Suspension may be internal or external, depending on the nature and/or frequency of the offense. The determination of the type of suspension will be made by the administrator. Students who have assigned detentions when a suspension is also assigned will still be obligated to serve those detentions after the suspension. Suspension may be invoked for a period of up to ten days for any single violation. The student involved and his/her parents will be informed of the reason for suspension, and may present their version of the particular incident. Note: In any emergency situation, a student may be suspended immediately, parents will be contacted, and a hearing will be held as soon as possible after the suspension.*

*If internal suspension is assigned, the student is to report to the suspension room with any books and materials that are needed. Assignments must be obtained by the student from all teachers and should be completed in the*



suspension room. Any quizzes or tests given in the regular classes may be taken by students assigned to internal suspension. A student on internal suspension is counted as "present" on school attendance records and is not penalized with regard to class attendance regulations. He/she may not participate in or be present at after school activities on the day of internal suspension.

If external suspension is assigned, the student is to remain out of school and may not be on school grounds during any part of the day (full 24 hours) for the number of days involved in the suspension period. External suspension is counted as a sanctioned absence from school, and the student is not penalized with regard to class attendance regulations. He/she may not participate in or be present at after school activities on the day of external suspension.

Students will be permitted to make up all work missed during the period of suspension. Students are responsible for gathering all assignments for classes. If the suspension is 5 or more days in length, assignments will be collected by the main office. This work must be made up within a reasonable period of time, not to exceed twice the number of school days missed. However, in order to be eligible to make up work missed while on external suspension, the student or his/her parent must pick up assignments during the suspension (if five or more days).

- A. In addition, the following conduct occurring off of school property may form the basis for suspension and expulsion:
  1. Conduct causing a threat of injury to the student or others;
  2. Use of physical force against another person which is not reasonably necessary for self-defense;
  3. Possession of a controlled substance as defined in subdivision (9) of Connecticut General Statutes, §21a-240 with intent to sell or transfer, or sale or transfer of such substances.
  4. Violation of any federal or state law or board policy which would indicate that the violator presents a danger to any person in the school community or to school property.

#### **IV. SUSPENSION PROCEDURES**

- A. The administration of each school shall have the authority to invoke suspension for a period of up to ten (10) days, or to invoke in-school suspension for a period of up to five (5) days, of any student for one or more of the reasons stated in Section III above, in accordance with the procedure outlined in Paragraph C of this section. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in section III, above. The administration is authorized to immediately suspend any student when there is an emergency as defined in Section I, above.  
If an emergency exists, the hearing outlined in Paragraph C of this section shall be held as soon as possible after the suspension.
- B. Any student who is suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension.
- C. Except in the case of an emergency as defined in Section I, above, a student shall be afforded the opportunity to meet with the administration and to deny the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension or expulsion.
- D. No student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in Section V C, of this policy is first granted.
- E. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V C. of this policy is first granted.
- F. **Whenever a student receives a suspension (*external*) as defined in Section I (C), notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student (1) graduates from high school or (2) is not expelled or suspension during the two year period commencing on the date of his/her return to school from the suspension.**

## Level Six: Expulsion

### **V. EXPULSION PROCEDURES**

The board of education may expel any student for one or more of the reasons stated in Section III if, in the superintendent's judgment, such disciplinary action is in the best interests of the school system. The procedures outlined in Paragraph A and B, below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in section I, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

- A. The Board of Education shall notify the student concerned and his/her parents, or the student if he/she has attained the age of eighteen (18), that expulsion is under consideration. Such notice shall contain the information required under Paragraph B of this Section. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the board members sitting in the expulsion hearing vote to expel provided that three affirmative votes shall be required for expulsion.
  1. The board shall conduct an expulsion hearing when a student is alleged to have possessed a deadly weapon or firearm on school grounds or at a school-sponsored activity and shall act to expel any student who is found to have engaged in such conduct.
- B. The procedure for any hearing conducted under this section shall be determined by the hearing officer or board chair-person, as appropriate, but shall include the right to:
  1. Notice of the proposed hearing which shall include:
    - a. a statement of the time, place, nature of the hearing;
    - b. a statement of the legal authority and jurisdiction under which the hearing is to be held;
    - c. reference to the particular sections of the Connecticut General Statutes or school policies involved;
    - d. a short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student; the statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served. Upon request from the student concerned a more definite and detailed statement of the issues shall be furnished; and
    - e. a statement, where appropriate, that the board is not required to offer an alternative educational opportunity to any student between the ages of sixteen or eighteen who (1) is found to have engaged in conduct which endangered persons and involved carrying onto school property or a school-sponsored activity a firearm, deadly weapon, or dangerous instrument, or (2) is found offering for sale or distribution on school property or at a school-sponsored activity a controlled substance as defined by law. (See Section VIII of Alternative Educational Opportunity);
  2. The opportunity to be heard;
  3. The opportunity to present witnesses and evidence;
  4. The opportunity to cross-examine adverse witnesses;
  5. The opportunity to be represented by counsel; and
  6. Prompt notification of the decision of the board of education which decision shall be in writing if adverse to the student concerned.
- C. The record of any hearing held in an expulsion case shall include the following:
  1. All evidence received or considered by the board of education, including a copy of the initial letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;
  2. Questions and offers of proof, objections and rulings on such objections;
  3. The decision of the board of education rendered after such hearing; and
  4. The official transcript, if any, of proceedings relating to the case, or, if not transcribed, any recording or stenographic record of the proceeding.
- D. Rules of evidence at expulsion hearings shall include the following:
  1. Any oral or documentary evidence may be received by the Board of Education but as a matter of policy irrelevant, immaterial or unduly repetitious evidence shall be excluded;
  2. The Board of Education shall give effect to the rules of privilege recognized by law;
  3. In order to expedite a hearing, evidence may be received in written form provided the interest of any party is not substantially prejudiced thereby;

4. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy with the original;
  5. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
  6. The Board of Education may take notice of judicially cognizable facts in addition to facts within the board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted. In determining the length of an expulsion, the board of education may receive and consider evidence of past disciplinary problems, which have led to removal from a classroom, in-school suspension or expulsion; and
  7. A record of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party.
- E. Decisions shall be written if adverse to the student and shall include findings of fact and conclusion necessary for the decision. Findings of fact made by the board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
  - F. Any student who is expelled shall be offered an alternative educational opportunity consistent with the requirements of state law as set forth in Section VIII of this policy.
  - G. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student (1) graduates from high school or (2) is not expelled again or suspended one or more times during the two-year period commencing on the date of the student's return from such expulsion.
  - H. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board of Education shall complete the expulsion hearing and render a decision.
  - I. The Board of Education may adopt the decision of a student expulsion hearing conducted by another school district provided that the board shall hold a hearing pursuant to this policy which shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of the board of education. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements and this policy.

#### **VI. NOTIFICATION TO PARENTS OR GUARDIAN**

The parents or guardian of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action within twenty-four (24) hours of the time the student was excluded.

#### **VII. SPECIAL EDUCATION STUDENTS**

- A. Students requiring special education services shall be subject to discipline consistent with state and federal law.
- B. Whenever a student requiring special education services is found to have (1) carried a firearm, deadly weapon or dangerous instrument onto school property or at a school-sponsored activity, or (2) offered for sale or distribution a controlled substance as defined in §21a-240 of the General Statutes, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intention to sell or dispense, offering, or administration is subject to criminal penalties under General Statutes, §§21a-277 and 278, the student will be referred to a planning and placement team for modification of his/her individualized educational plan in order to prevent reoccurrence of such behavior and to ensure the safety of other children in the school, provided, however, that such a modification is consistent with the team's obligations under §10-76 et seq., of the General Statutes and the Individuals With Disabilities Education Act.

#### **VIII. ALTERNATIVE EDUCATIONAL OPPORTUNITY**

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who

does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of Section 10-184 of the General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the Board of Education. Such alternatives may include, but shall not be limited to, the placement of such student in a regular classroom program of a school other than the one from which the student has been excluded. In determining the nature of the alternative educational opportunity to be offered under this section the board of education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

State statutes do not require the board to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who is expelled because of conduct which endangers persons and it was determined at the expulsion hearing that conduct for which the student was expelled involved (a) carrying on or introducing onto school property or a school-sponsored activity a firearm, deadly weapon or a dangerous instrument or (b) offering for sale or distribution on school property or at a school-sponsored activity a controlled substance as defined in subdivision (9) of C.G.S. §21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. §§21a-277 and 21a-278. If the board expels a student for the sale or distribution of such a controlled substance the board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. The board shall give the name of the student and a summary of the board's action in referring the student to the commissioner of education within thirty (30) days after the student is expelled.

The provisions of this section shall not apply to students requiring special education who are described in subdivision (1) of sub-section (e) of Connecticut General Statutes §10-76a.

#### Statutory references:

Connecticut General Statutes  
§§4-176e through 4-180a  
§4-181a  
§10-76a  
§§10-233a through  
10-233g  
§21a-240  
§21a-277  
§21a278  
Public Act 94-221

#### **AFTER-SCHOOL TIME**

While school is regularly dismissed at 2:25 p.m., students directed to stay after school by a faculty member must do so at the time assigned unless there are extenuating circumstances approved by an administrator. Students are encouraged to make appointments with teachers after school to seek additional help or to explore ways to improve performance and achievement.

**Students who do not have official school-related business to attend to must leave school grounds upon dismissal.**

#### **AGE OF MAJORITY**

Rocky Hill High School recognizes its responsibility to parents regardless of the age of the students in its charge. All contacts shall continue to be made with parents.

Eighteen-year-old students may request direct communication. Parents will be notified of such requests, and the school will continue to contact parents in matters involving students who reside in their home. Eighteen-year-olds living independently will be communicated with directly. Parents of eighteen-year-old students may request that the school stop contacting them in matters involving their sons or daughters.

#### AIDS INSTRUCTION - EXEMPTION

In accordance with Connecticut State Statutes 10-19(b), it is the policy of the Rocky Hill Board of Education that NO student is required to participate in the section of the health curriculum on Acquired Immune Deficiency Syndrome (AIDS). A student may be excused from participation in the AIDS education portion of the curriculum upon written notification to the superintendent of schools by the student's parent or guardian.

At Rocky Hill High School, AIDS instruction is included in the curriculum for Health, a required semester course which is usually taken in the sophomore year. Parents and guardians are encouraged to contact the teacher if there are concerns about AIDS instruction issues.

#### ARRIVAL AND DEPARTURE

**Students are to leave school grounds immediately after dismissal unless they are participating in authorized extracurricular programs, are seeking extra help, or have been placed in detention.** In these instances, a teacher, advisor, or coach assumes the responsibility for the student until that student leaves school grounds or until the late bus leaves.

#### ASSEMBLY PROGRAMS

Assembly programs are held periodically as an integral part of the regular school program. It is important that students' conduct during the assembly periods be completely proper at all times. Students may not be dismissed from school to avoid attending an assembly program. Any necessary and valid dismissal must be approved by an administrator. The student may be charged with an absence from class(es) in the case of a dismissal.

#### BULLETIN BOARDS

Bulletin boards are placed in every classroom and in the corridors, and are to be used for legitimate school purposes only. Notices or posters to be placed on class bulletin boards must be approved by the teacher. Notices or posters to be placed in the halls on walls or bulletin boards must be approved by an administrator.

#### BULLYING/SAFE SCHOOL CLIMATE PLAN

Bullying behavior and teen dating violence by any student in the Rocky Hill Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same district that:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical

appearance, gender identity, or physical mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

1. creates a hostile environment at school for the victim,
2. infringes on the rights of the victim at school, or
3. substantially disrupts the education process or the orderly operation of a school,

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

Please refer to our website: [www.rockyhillps.com](http://www.rockyhillps.com) to view the entire Bullying Policy (5131.911) and The Rocky Hill Safe School Climate Plan (#5131.912). These policies and regulations are available to students and their parents/guardians upon request.

### **BUS RULES AND REGULATIONS**

Transportation is provided for all students living two or more miles from the high school. Proper conduct is expected of passengers at all times. Any student who acts in an unruly, dangerous, or disruptive manner while being transported by the Rocky Hill Board of Education or one of its contractors to or from school or any school activity shall be subject to appropriate disciplinary action, which may include temporary or permanent denial of transportation services. Listed below are the rules and regulations that are in effect while students are being transported on school buses.

- 1.
2. The bus driver is in full charge of the bus and of all students therein. The bus driver is empowered to enforce all rules.
3. Students must take a seat as soon as they enter the bus, and must remain seated until the bus has reached its designated stop.
4. Students may not change their seats while the bus is in transit.
5. Keep aisles clear at all times.
6. The behavior of the students on the bus should be substantially the same as that in the classroom. Reasonable conversation is permitted. Abusive or indecent language is absolutely forbidden.
7. Be courteous to your bus driver and fellow passengers.
8. Fighting or shoving is absolutely forbidden.
9. Unnecessary conversation with the bus driver is to be discouraged.
10. Students must assist the drivers in every way possible by keeping the bus clean.
11. On entering or leaving the bus, all students are to proceed in an orderly fashion. Crowding or tripping is not permitted.
12. Students are not permitted to leave the bus without permission from the bus drivers, except at the school or home stop.
13. Students must assist the drivers to keep the schedule by being on time at their stops.
14. Students who wish to ride a bus other than the one to which they are assigned may do so only in case of emergency and must have a written note from home giving the reason,
15. Students must not stand or play on the roadway while waiting for the bus.
16. After being discharged from the bus, students will cross the road, if necessary, in front of the bus while the traffic is stopped in both directions. The bus driver will keep his red lights flashing and not start the bus until students are safely across the road and off the roadway.
17. Students must not at any time extend parts of the body out of an opened window.
18. Students are not to mar or deface the inside or outside of the buses. Students who violate this rule shall be held liable for the damage.

19. Students are to keep away from buses on which they do not ride.
20. Students may be given assigned seats by the driver if deemed necessary to maintain discipline and order.
21. Smoking, vaping or use of any illegal substance is not permitted at any time.
22. Boarding of buses at the middle school for the trip home or leaving the buses at the middle school in the morning is not permitted for high school students.
23. Emergency evacuation drills will be conducted periodically.

### **CAFETERIA BEHAVIOR**

The same standards of behavior which apply in the classroom also apply in the cafeteria. Good table manners, courtesy, and cleanliness are required. In addition, the following should be observed:

1. Each student must help by keeping his/her area clean and orderly at all times.
2. Students asked to clean their area should do so in a cooperative manner.
3. Students who spill any food or other materials are responsible for cleaning up.
4. All paper articles should be placed in the large receptacles provided. Please recycle where indicated.
5. Food and beverages cannot be ordered for delivery to the high school during school hours.
6. Students who do not follow these rules will be referred to an administrator for disciplinary action.

### **CLASS CUTS**

Class cutting is a concern to all those in the educational community as it interferes with the student's education, is disruptive to the functioning of the overall class, and is disrespectful to the teacher who has prepared to teach the student. The following will be the standard consequences for cumulative class cuts within an academic year:

|   |   |                           |
|---|---|---------------------------|
| 1 <sup>st</sup> offense                 | - | Office detention          |
| 2 <sup>nd</sup> offense                 | - | Extended detention        |
| 3 <sup>rd</sup> offense                 | - | Saturday detention        |
| 4 <sup>th</sup> and subsequent offenses | - | Administrative discretion |

### **CLASS DUES**

Class dues are used to help defray expenses incurred during grades 9-12. Students regardless of years attending RHHS are accountable to pay the full amount. All students are afforded the opportunity to fundraise to reduce these dues. All monies are placed in the Student Activity Fund, and receipts are issued upon payment of dues. Receipts are required as proof of payment. Information regarding collection of dues and each year's activities will be distributed to students.

### **CLASS OFFICERS**

#### Titles and Duties

#### President

- Presides at class meetings.
- Appoints committee chairpersons and committees.
- Coordinates and oversees class activities.
- Serves as liaison between the class and the class advisors, faculty, and administration.

#### Vice President

- Assumes the President's duties in his/her absence.
- Assists the President in above duties.
- Accepts whatever other duties the President may assign.

#### Secretary

- Records minutes of class and officers' meetings.
- Maintains a permanent file of all minutes.

- Accepts whatever other duties the President may assign.
- Maintains a permanent file of all correspondence.

#### Treasurer

Under the supervision of the class advisors:

- Issues statements of dues to class members.
- Prepares and posts a list of delinquent dues.

#### Eligibility

A candidate for Class Office must:

- Be taking the required number of credits.
- Have all past/present class dues paid.
- Have no grade below 70 in full-time courses for the most recently completed semester, or any failing grade during the third quarter, prior to the election process.
- Have demonstrated good citizenship by making a positive contribution to Rocky Hill High School or the Rocky Hill community during the current school year. Such positive contributions could be in the form of an activity or volunteer work outside the regular school day (e.g., church and community activities).
- Have not been suspended during their candidacy.

#### Recall

An elected Class Officer shall forfeit the position if he/she is:

- No longer taking the required number of credits.
- Misconduct during the term of office.
- Failing to perform the duties of the office to which elected.

### **CLUBS**

Student groups are organized under the sponsorship of the school. New clubs may be organized by petitioning the administration for the creation of a particular activity. If the club can be sponsored, an advisor will be appointed and the organization will be sanctioned by the school. Students are encouraged to find an activity they enjoy and to participate in it.

### **COMPLAINTS**

Any parent who has a complaint against any staff member or school policy should first bring such a matter to the individual staff member against whom the complaint is made or, in the case of a school policy, to an administrator of the school. If these two parties cannot resolve the matter, the complainant may then bring the complaint to the next highest authority in the district. The Board of Education is recognized as the highest authority in the Rocky Hill School District and may be approached by any member of the general public for a hearing only after all other persons in line of authority are contacted and have failed to resolve the complaint. (See Grievance Procedures, Supplement I)

### **CONTROVERSIAL ISSUES**

The Board of Education encourages intelligent, impartial pursuit of full information, alternative points of view on critical issues, and thorough examination of pertinent and appropriate materials required to conduct enlightened scholarship. Such information will be treated within the context of responsible, appropriate, and well-designed curricula, with skills, attitudes, and concepts suitable for the age and maturity of the students. Should questions arise, parents are requested to contact the teacher or school administrator to clarify the particular curriculum area as to its purpose and reasonableness.



## COURSE CHANGES/WITHDRAWALS

The Board of Education reserves the right to cancel any course due to lack of adequate enrollment, limitation of facilities, scheduling problems, or lack of staff. Every effort will be made to schedule elected courses, but other considerations may result in the modification of courses selected.

Students are required to be enrolled in at least 7 credits. Students may not make any changes to their schedule after the last day of school, without administrative approval. If unusual circumstances are involved in any situation, the school counselor will report the circumstances to the principal for a final decision on a course withdrawal.

NOTE: Any student who withdraws from a course will receive a WF (Withdraw/Fail) on their final transcript.

AUDITS: Any student who audits a course is expected to do all of the assigned work for that course.

## DAILY BULLETIN

The daily bulletin is read or posted each morning during homeroom to keep everyone informed of activities within the school.

## DAILY SCHEDULE

The following is a listing of the time schedule for a regular day, a legal day, and a delayed opening. Schedules are posted daily on the RHHS Home Page.

|          | Regular Schedule | Early Dismissal | Late Opening | Advisory    |
|----------|------------------|-----------------|--------------|-------------|
| Period 1 | 7:35-8:16        | 7:35-7:57       | 9:35-10:03   | 7:35-8:12   |
| Homeroom | 8:20-8:25        | 8:01-8:06       | 10:07-10:12  | 8:16-8:57   |
| Period 2 | 8:29-9:10        | 8:10-8:32       | 10:16-10:44  | 9:01-9:38   |
| Period 3 | 9:14-9:55        | 8:36-8:58       | 10:48-11:16  | 9:42-10:19  |
| Period 4 | 9:59-10:40       | 9:02-9:24       | 11:20-11:48  | 10:23-11:00 |
| Period 5 | 10:44-11:25      | 9:28-9:50       | 11:52-12:20  | 11:04-11:41 |
| Period 6 | 11:29-12:10      | 9:54-10:15      | 12:24-12:52  | 11:45-12:22 |
| Period 7 | 12:14-12:55      | 10:19-10:40     | 12:56-1:23   | 12:26-1:03  |
| Period 8 | 12:59-1:40       | 10:44-11:05     | 1:27-1:54    | 1:07-1:44   |
| Period 9 | 1:44-2:25        | 11:09-11:30     | 1:58-2:25    | 1:48-2:25   |

## DANCES

Throughout the school year, various student groups sponsor dances. All regular school rules and regulations are in order for such occasions, even if the dance is not on school grounds. Special rules (e.g. dress code, guest policies) may be established for some types of dances by the school administration. "Club dancing," or "back-to-front dancing" or other suggestive dancing styles are prohibited. Before any members of an organization may sponsor a school dance, they must request permission to use the school facilities. Students must be in school for five (5) periods on the day a dance is held if they plan to attend. Students who leave a dance may not return at a later time.

## **DELAYED OPENING**

If weather or other emergency conditions cause the delayed opening of school, announcements will be made on local radio and television stations and through the district's *Alert Now* phone system and website. On delayed opening days, all classes will be held and all periods will be shortened. Lunch will be served. (See Daily Schedule)

## **DETENTION**

Students may be assigned detentions as a disciplinary measure in a teacher's classroom (teacher detention) or in the school detention room (administrative detention). If a student has a prior commitment, and is unable to stay for teacher detention when assigned, he or she must request the opportunity to serve the detention on the next date convenient for the teacher.

Failure to report for detention is a serious violation, and may result in suspension. Administrative detention will be held four days per week, with Wednesdays being an extended detention from 2:30-4:30 pm.

## **DISASTER PLAN**

In case of any extreme emergency, the school will immediately follow the School Disaster Plan. Students are to remain quiet and follow the appropriate instructions from the faculty or instructions given over the public address system.

## **DRESS CODE**

The community and general public often judge the quality of education by the behavior, appearance, and activities of its student body. The results of one's dress, appearance, and behavior generally go far beyond the individual student.

In general, attire and grooming of individual students in this school system are the responsibility of the students and their parents. There are, however, general principles of appropriateness and modesty which must and shall be observed.

Students' overall appearance shall fall within the generally accepted definitions of neatness and cleanliness. Generally, the students are expected to dress and groom themselves for the business of school so as to neither distract other students nor teachers, disrupt the education process, or pose a health or safety threat to anyone.

Clothing should be clean, free from promotion or reference to drugs, alcohol and tobacco and of slogans, names, titles or the like which are defamatory toward person(s), group(s), the school or other organizations of which they are likely to incite or inflame.

Students whose dress or grooming is judged by the staff to be distracting, disruptive, or dangerous to personal safety will be subject to administrative action. The intent of this policy is to encourage all concerned to dress, groom, and conduct themselves in keeping with the atmosphere which reflects a sensitivity to and respect for self and others and the overall functions of the school.

The following are specifically prohibited:

1. Carbon content, black soled, lug-type shoes and/or boots which can leave black marks on the floors or walls or any type of footwear which can damage school property.
2. Garments that expose the chest, midriff, and/or buttocks.
3. All clothing, jewelry and tattoos shall be free of the following: profanity, violent images or weapons, sexually suggestive phrases or images, gang related symbols or colors, alcohol, drugs or advertisements of such products.
4. Hats, hoods and any other head coverings may not be worn or visible during the school day unless they fall under religious or medical exemptions.

Clothing which is worn in physical education shall not be worn in regular classes or other parts of the school, nor shall clothing worn in regular classes be worn in physical education. Physical education teachers will specify the kind of clothing appropriate for their activity and their guidelines may restrict clothing which is otherwise allowed in school. Students must change for gym class.

### **EARLY DISMISSAL/LATE ARRIVAL**

The high school offers the privileges of early dismissal or late arrival to seniors with NO failing grades for the previous quarter, and who regularly adhere to all school rules and regulations. **Students will only be granted EITHER late arrival or early dismissal.** This privilege is limited and subject to approval each semester. Seniors are required to fill out an appropriate application and follow all designated rules. These privileges may be revoked upon review by the administration if the student's grades or behavior are called into question. Underclassmen are not eligible for early dismissal or late arrival.

### **ELECTRONIC DEVICES**

The use of cell phones and other electronic devices is regulated. The use of electronic devices is NOT allowed during any class time unless teacher permission has been granted. Devices must be turned off and stored out of sight during that time. They will be confiscated if seen or heard. **Students may use cell phones and electronic devices in study halls, lunch, and during passing time (TEXTING ONLY). Traditional and Face time calls are NOT PERMITTED.** In general, violations of the Board of Education Use of Private Technology Devices by Students policy will result in the following consequences:

- 1<sup>st</sup> Offense: Phone Violation: The device will be confiscated until the end of the school day. The student will receive an office detention.
- 2<sup>nd</sup> Offense: Parent Pickup: The device will be confiscated until the end of the school day. The parent must come in to retrieve the device. The student will receive Saturday Detention.
- 3<sup>rd</sup> Offense: Suspension: The device will be confiscated until the end of the school day. The parent must come in to retrieve the device. Internal Suspension will follow.

### **ELEVATOR**

The elevator is only for the use of handicapped or disabled staff, students, and members of the public as well as for the moving of heavy equipment.

### **EXAM EXEMPTION**

Exam exemptions should only be available for seniors and only for the **final exam**. The seniors eligible for exemption to any final exam are those who have an average of 90%\* or higher in the course. The individual teacher in the course will make the final decision as to whether seniors with such an average will be exempted from the exam. No other students are exempt under any circumstances.

\*The 90% exemption average should be determined by calculating the student's cumulative grade to date without a final exam.

### **FIELD TRIPS**

Teachers may sponsor class or group trips to various places of educational interest. Please note that transportation to and from the activity must be by a school-provided bus. A sponsoring teacher has the right to refuse attendance on a field trip to any student for specific behavioral reasons. Students are reminded that all school rules are in effect during field trips.

## **FINAL EXAMINATIONS**

Comprehensive examinations are given in all courses at the end of each semester. School cancellation days will force the rescheduling of exams to the next school day. The examination days are critical times for students and teachers. Valid medical absences are the only acceptable reason to reschedule an examination if a student is to be absent from an examination.

It is necessary that the school be notified by a parent prior to 7:45 a.m. on the day of the examination if a student is to be absent.

Exam grades play a significant role in determining the final grade in each course. In all courses, exams will count for 20% of the semester grade.

## **FIRE ALARMS AND FIRE EXTINGUISHERS**

Any student seen tampering with a fire alarm or fire extinguisher will be subject to suspension or expulsion as well as prosecution.

## **FIRE DRILLS**

The purpose of a fire drill is to reinforce the precautions necessary in the case of an emergency. Students are to move quickly in an orderly fashion as directed by the teacher. Everyone must evacuate the building. The procedure for the drill is posted in every room, and all exits are labeled. All doors must be closed before leaving any room in the building, and all power sources and gas valves must be turned off. Teachers will inform students of any changes in the procedure. Under no circumstances is the elevator to be used. Students must maintain proper decorum. Harsh disciplinary action will be imposed upon violation.

## **FUNDRAISING**

Fundraising activities sponsored by high school classes, clubs, and teams must have the support of appropriate adult advisors and the permission of administration. Students are not allowed to raise funds for any "outside" groups or organizations during the school day.

## **GRADUATION REQUIREMENTS**

Students and parents are advised to consult the Program of Studies which contains specific information about course and credit requirements.

## **GUIDANCE DEPARTMENT**

School counselors are assigned to the high school to work with students in preparing educational and vocational plans. School counselors work with students in a variety of ways, including scheduling, planning programs, testing, course selection, financial aid information, job information, and general counseling.

Students may make appointments with the school counselors ahead of time, or may be called by the school counselors for a specific purpose. Students are urged to get to know their school counselor and to use the resources of the guidance office, including job postings, career guides, college catalogs, and college planning software.

## **HEALTH SERVICES**

The health and safety of our students requires close cooperation between parents, teachers, and the school nurse. Communication between the home and school is necessary for the well-being of students.

### Parents Are Asked to Call/Contact the School

- A. If a student will be absent
- B. To designate a responsible adult who is to be notified in case of an emergency should a parent be unavailable
- C. If the school is unaware that a student has:
  - 1. been diagnosed with a long-term disorder (i.e., convulsions, diabetes, etc.)
  - 2. been placed on daily medications
  - 3. had severe, known reactions to allergens (i.e., bee stings, food stuffs, animal fur, etc.)
  - 4. had surgery
  - 5. had a physical examination (forms are available for the examining doctor to complete in order to bring school records up to date)
  - 6. had hearing or sight tested, and to report the results of test
  - 7. a communicable disease (i.e., strep throat, chicken pox)

*Parents are asked to call Mr. Tom Kennison at Central Office to notify the school of any address changes. Other changes can be made through the Parent Portal.*

### Exclusion For Health Reasons

Students will be excluded from school for the following reasons:

- communicable diseases: i.e., chicken pox, head lice
- undiagnosed rashes
- untreated eye infections
- temperature of 100 degrees or higher
- vomiting

We appreciate your cooperation in these important matters. Please do not hesitate to call the nurse if you have questions.

### Lengthy Illness

Parents must secure their doctor's approval for their child's readmission to school if their child has been absent for a period of ten (10) school days or more.

### Medication

Students who are required to receive medication (including over-the-counter medication) during school hours may do so provided they have a written order from a physician or dentist which includes the following:

- date of document
- student's name, address, and birth date
- condition for which the medication is being administered
- name of the medication, amount to be taken, time of administration, relevant side-effects to be observed (if any), and duration (from \_\_\_\_\_ to \_\_\_\_\_) **Note:** Any medication ordered one, two or three times a day is to be given at home unless specifically need and so ordered by the doctor.
- doctor's signature

This certificate, along with a parent's written authorization and a supply of the medication must be presented to the nurse prior to any drug being administered according to Connecticut State Law.

Students who are able to self-administer their asthma inhalers and/or medication for the emergency treatment of severe allergic reactions and/or medication while on a field trip may do so provided:

- 1) They present a physician/dentist/advanced practice RN/physician's assistant's written order for "Authorization for Self-Administration."
- 2) There is a written authorization from the student's parent including an agreement to supply the school nurse with back-up medications.

- 3) There is a signed statement of understanding from the student.
- 4) The school nurse has evaluated the situation and deemed it to be safe and appropriate. If the nurse determines that the medication cannot be safely administered, the physician and parent will be notified. If the situation cannot be resolved, the school medical advisor will determine if the student can self-administer medication.

Any medication must be in a properly labeled bottle from the pharmacy. It is to include the student's name, date, medication name, frequency of administration, and the doctor's name. The medication, except those approved for transporting by students for self-administration, must be delivered to the nurse by a parent, guardian, or other responsible adult. No more than a 90 day supply of medication may be brought in.

### Student Emergency Information

All students are required to have complete, accurate, and up-to-date emergency information on file in the student database. The data needed include the following:

- Home address
- Home phone number
- Email address
- Business address and phone number of parent(s)
- Name, address, and phone number of two (2) neighbors or nearby relatives who will assume temporary care of a student if the parent cannot be reached
- Current health information
- Doctor's name and phone number
- Preferred hospital name and phone number

Be certain to immediately update any changes in this information through the office secretaries or nurse.

### Nurse

A school nurse is on duty during the school day. Any student who is ill should obtain a pass from their classroom teacher and then report directly to the nurse's office. If the nurse is not present, students should immediately report to the main office. Students are requested to share medical information with the nurse so that records are accurate.

### Immunizations

Connecticut State Law requires that all children entering school be protected against diphtheria, pertussis (whooping cough), tetanus (D.P.T.), polio, measles, mumps, and rubella (German measles). The Rocky Hill Board of Education requires written proof of immunization prior to school attendance.

### Medical Excuses

In the case of extended absence from school, or when requested by the school nurse, a written statement from a physician or dentist may be required before the student is permitted to re-enter the school.

Students who cannot participate in Physical Education for medical reasons must submit to the school nurse a statement from a physician giving the reason for exclusion. In addition, these students must participate in an alternate program to receive Physical Education credits to satisfy state requirements for graduation.

### Physical Examinations

#### Tenth-Grade Physical

Current State of Connecticut Statutes impose regulations that require all students in grade 10 to have a complete health assessment. Students not in compliance with the law cannot enter school in grade 11 until all requirements are met.

### Sports Physicals

Regulations also require the following before a student may participate in athletic programs, including practice:

- physical exam - a sports physical is valid for 13 months, but must include the entire sports season the student is trying out for or participating in
- parental authorization to participate in any sport
- academic achievement approval and insurance coverage

### New Enrollee

Transfer students must meet state immunization and physical requirements prior to enrollment.

## **HOMEBOUND INSTRUCTION**

Students who are unable to attend school for reasons of temporary medical, physical, or personal disability may be granted home instruction upon certification by a physician. Please contact the guidance department for further information.

## **HOMEWORK**

The Board of Education recognizes that homework is a necessary and integral component of the teaching-learning process. Homework suitable to the level of each course will be assigned as a regular part of the curricula. At the high school level, students should plan on one to three hours of homework each day. Homework may take the form of specific daily assignments, the review of previously taught material, or the on-going preparation of a long-term paper or project.

Note: Teachers are not required to prepare extended assignments of any kind prior to the absence of students who plan to be away from home on days other than those officially recognized as school holidays or school vacations.

## **HONOR ROLL**

High Honors designation is awarded to students who achieve an overall average of 90% or higher for the marking period when a minimum of six full-time subjects are averaged, provided no single mark in such courses is below 75% .

General Honors designation is awarded to students who achieve an average of 85% or higher for the marking period when all full-time subjects are averaged, provided no single mark is below 70%.

There will be no rounding off of averages for either General or High Honors.

## **INCOMPLETE GRADES**

Students who receive an Incomplete ("INC") in a subject for a marking period will be allowed a limited number of days to make up incomplete work after the quarterly grades have been closed. This number shall not exceed the number of days missed due to legitimate absences or emergencies during the final 10 days of the marking period. Any work not made up within the time limit shall be graded as a zero, and the student's grade for the marking period will be determined on that basis.

In special circumstances as determined by an administrator, a longer period of time may be granted.

## INDEBTEDNESS

Any school property that is damaged, vandalized, or lost will result in the assessment of a fee to cover the expense of the item. This includes the return of fundraising items or their sale cost and team uniforms. The high school will withhold report cards and transcripts until the indebtedness is paid. To clear indebtedness, students must pay for or return the damaged or lost property to the office, who will then notify the teacher. Seniors on the indebtedness list will not be permitted to participate in graduation.

## INDEPENDENT STUDY

A program for Independent Study by a student may be requested, providing the teacher involved approves of advanced or additional study in a subject area not offered within the regular school program. Any student interested must have the approval of the teacher involved and must consult that teacher for specific details of the program. Such courses may be taken in addition to a regular program. Students may engage in only one independent study program per semester, and all such programs must be approved by the principal. Requests for Independent Study must be made within the first 10 days of each semester.

## INSURANCE

Early in the school year, a basic accident insurance plan is offered to the parents of all students. The regular school plan covers a student in normal transit to or from school and while in attendance. The twenty-four-hour plan is more inclusive, offering protection on a whole-day basis. Any student who is injured during any athletic practice or game is required to notify the supervising coach. The students will be required to complete an insurance claim form in accordance with athletic department procedures. Note: Both plans cover only the expenses above those provided for under the parent's primary insurance program.

## INTERNAL SUSPENSION

Students who are assigned to internal suspension must bring all necessary homework and materials with them to the ISS room in the morning. Students must be on time to suspension, and must behave appropriately throughout the entire suspension. Students may not: eat or drink, sleep, talk, use electronic devices, or misbehave in any way. It is important to note that ISS is assigned as a consequence for the student's previous infraction of a school rule. Therefore, if the student does not serve internal suspension appropriately, he/she will be assigned additional consequences.

Note: Electronic devices will be collected by the ISS coordinator upon entering the room.

## INTERSCHOLASTIC ATHLETICS

Teams are represented at the varsity and junior varsity levels in most interscholastic sports. Offerings are as follows:

|               |               |                       |
|---------------|---------------|-----------------------|
| <u>Boys</u>   | <u>Girls</u>  | <u>Co-educational</u> |
| Baseball      | Basketball    | Cheerleading          |
| Basketball    | Lacrosse      | Cross Country         |
| Football      | Soccer        | Golf                  |
| Ice Hockey    | Softball      | Indoor Track          |
| Lacrosse      | Swimming      | Unified               |
| Soccer        | Tennis        | Wrestling             |
| Swimming      | Track & Field |                       |
| Tennis        | Volleyball    |                       |
| Track & Field |               |                       |



Students may also petition the Board of Education through the high school administration for a new athletic activity if reasonable interest is demonstrated for that sport and if a qualified coach is willing to give of his or her time, and if the necessary funds are available.

REGULATIONS PERTAINING TO THE USE OF DRUGS AND/OR ALCOHOL BY TEAM MEMBERS ARE PUBLISHED BY THE SCHOOL AND DISTRIBUTED TO ALL TEAM MEMBERS. VIOLATION OF THESE REGULATIONS WILL RESULT IN DISCIPLINE OF THE STUDENT INCLUDING, BUT NOT LIMITED TO, REMOVAL FROM THE TEAM.

#### **LATE BUS**

The late bus leaves the high school Monday through Thursday, and is provided for bus students **who are participating in after school activities.**

#### **LIBRARY/MEDIA CENTER SERVICES**

The library/media center is an active facility that has taken on the more complex nature of a learning resource center. The library is open daily unless otherwise posted. Students are free to use the facility for study purposes or for pleasure reading.

#### **LOCKERS**

Every student is assigned a locker and lock to use at school, and should keep it closed and locked at all times. Lockers are also assigned for use during physical education classes. Students should not share lockers or give their combination to anyone else. The locking mechanism should be kept clear at all times to allow for proper locking of lockers. Lockers must be kept clean and orderly. It is inadvisable to store valuable personal items or money in lockers. Students will be charged a \$5.00 replacement fee for missing locks.

All lockers assigned to students are the property of the school, and are subject to control by the administration of the school. The lockers are the property of the Board of Education, and are loaned to the student for their materials and legitimate personal items such as clothing. Lockers may be opened by school authorities at any time.

#### **LOITERING AND TRESPASSING**

Students are not to loiter in or around the building either before or after school. At dismissal, all students are to leave the school building and grounds unless they are engaged in a school-sponsored activity or are seeking additional help from a teacher. During the passing of classes, students are asked not to congregate in groups but to proceed directly to their next class.

Any unauthorized presence in or around the school building is subject to arrest and prosecution under the laws regarding loitering and criminal trespass.

#### **MAKE-UP WORK**

Students are allowed to make up all work missed due to class or school absence unless the absence is the result of class cutting or truancy. The general rule is to allow one day for every day missed unless there are special circumstances which require a longer period of time. Long-term assignments are exempt from this regulation.

#### **MOMENT OF SILENCE**

State law requires that an opportunity be provided each school day to allow those students and teachers who wish to do so the opportunity to observe a moment for silent meditation. This will be offered during the homeroom period.

### MORNING ARRIVAL

Students are not permitted in the building before 7:15 AM. Should a student wish to meet with a teacher prior to 7:15 AM, he or she must make arrangements with that teacher to let them in the building in advance

### PARENT PORTAL

In an effort to facilitate communications between school and home, parents and students can now access the Parent Portal

- Enter the PowerSchool Parent Portal at the Rocky Hill Public School Home Page, [www.rockyhillps.com](http://www.rockyhillps.com), by clicking on PowerSchool Parent Portal on the right side of the page.
- Click on the PowerSchool Parent Portal. If you have never created an account you will then need to "Create an Account" by clicking on that button on the bottom of the page. You will only need to create an account the first time that you enter the site. After that you will be able to log in with your personal information.
- To create your account, you will need to complete the parent/student information on that page. You will also need to enter a student access ID and access password for each child in your family.

Please keep your password(s) and student access ID confidential so only you can access this information.

### PARKING

Parking at RHHS is a privilege reserved for seniors only. All students must register their vehicle with the school and must have the parking tag, issued at the time of registration, displayed in its proper location before they are allowed to park. Spaces will be numbered and will be assigned on a first-come basis. Rules and regulations regarding parking will be issued at the time of registration. **Failure to comply with school rules may result in the loss of parking privileges.**

### PASS SYSTEM

Students must have a pass to leave an assigned area. Teachers will grant passes to students who need to leave class at any time other than normal passing time. Teachers have the right to refuse students a pass when it is not appropriate. Students are responsible for obtaining a pass when required, and must adhere to the time granted by the teacher for that particular type of pass.

### PUBLIC DISPLAYS OF AFFECTION

Students are expected to behave appropriately in regard to the public display of affection for others taking into consideration the uncomfortable nature of such displays and the message it sends to observers, particularly younger peers and visitors on campus. Any display of affection exceeding hand-holding is inappropriate for our school. These inappropriate actions include sitting on, hanging on, extended hugging, reclining, and kissing another student.

### PUBLICATIONS - PUBLICITY

Any magazine, pamphlet, or other type of publication within the school must be authorized for release. No other publications may be distributed in school or on school property without permission of school authorities. Posters, banners, signs, or any other type of notice publicizing any event or attraction may only be displayed if approved by school authorities.

## REPORT CARDS

Report cards are issued four times each year. The following is a listing of the official grade designations used by teachers to rate student achievement.

|        |   |
|--------|---|
| 90-100 | Outstanding Achievement                       |
| 80-89  | Very Good Work                                |
| 70-79  | Average Work, meets the requirements of class |
| 60-69  | Below Average Achievement, improvement needed |
| 0-59   | Failure in the Course                         |

## REPORTING TO TEACHERS

Under regular circumstances, students should return after school to any teacher who requests them to do so. Willful failure to report will result in the assignment of detention. If a student has a prior commitment and is unable to stay, he/she must report to the teacher by 2:30 p.m. and request the opportunity to stay for the teacher on the next date convenient to the teacher.

## RESTRICTED AREAS

Restricted areas for students include faculty workrooms and copy rooms (unless accompanied by a faculty or staff member), private offices, unoccupied classrooms, gym, or locker rooms when no classes are scheduled, the pool (unless accompanied by a faculty or staff member), department storage areas, opposite sex bathrooms, and adjacent school grounds areas. Students in restricted areas will be referred to the school administration.

## SAFETY GLASSES

Safety glasses must be worn in all areas of concern for eye safety as directed by teachers (e.g., Technology Education, Art, and Science).

## SCHEDULING

Students select programs of study for the following year by working out a proposed program with their school counselor. Parents should be involved in this process, and information is given so that they will have knowledge of the selection of subjects. Once committed, the program will be initiated for the following year. Students may not change their schedule of courses after they have met with their counselor at the end of the previous school year, unless they receive administrative approval.

## SEARCH OF STUDENTS

By Board of Education policy, the search of a student by an administrator or a designee of an administrator will be conducted when there is 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.

The administrator conducting the search should do so in the presence of another adult witness. Either the administrator (or his/her designee) 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 dictates 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 achieve the legitimate end of preserving order in the school.

In the event a student refuses to be searched or in the event a search may prove to be dangerous, the administrator in charge should enlist the assistance of the police department. Any student who fails to comply with a search request may also be subject to suspension and/or other disciplinary action.

### **SMOKING & VAPING**

In accordance with Rocky Hill Board of Education policy, there will be no smoking, possession, or use of any tobacco or vaping related products at Rocky Hill High School, at any school events, or on any school grounds in the town of Rocky Hill at any time. (Note: This rule is still in effect for school-sponsored events off campus – e.g., hockey games, proms, etc.)

Smoking or possession of tobacco or vaping products in the building, at school events, or on school grounds will result in severe consequences as follows: 1st offense – five days external suspension; 2nd offense – ten days external suspension; subsequent offenses -- ten days external suspension. Nicotine use/possession is subject to a five (5) day external suspension; Marijuana use/possession is subject to a ten (10) day external suspension.

### **SPECIAL EDUCATION**

In compliance with federal, state, and local regulations, programs in special education are offered to students diagnosed as needing such supportive assistance. Any student or parent interested in obtaining additional information related to special education or handicapped students should contact a guidance counselor or the principal.

### **SPORTS ELIGIBILITY - PHYSICALS - INSURANCE**

Members of the athletic teams and the cheerleading squad must meet the eligibility criteria established by this high school as well as the Connecticut Interscholastic Athletic Conference (CIAC). Team members must be in good standing academically, good school citizens, not over 19 years of age, meet residency requirements, and not be a member of any other team during the season of participation. Specific rules and regulations are provided in the athletic handbook. Failure to comply with these regulations will result in the forfeiture of the athletic contest.

The CIAC requires that all student athletes maintain a passing grade (i.e., 60 or above) in a minimum of four (4) full-time courses (i.e., meeting daily) to be eligible to participate. Eligibility for fall sports is determined by the student's final grades the previous June. Eligibility for winter and spring sports is determined by the most recent quarterly report card.

All athletes are required to have a physical examination prior to engaging in any interscholastic sport including practice. Athletic physicals are valid for 13 months and must include the entire season in which the athlete is participating. Physical forms are available in the office or can be downloaded from the school website.

Insurance is provided for every student participating in the athletic program. This insurance is a secondary carrier, and the regular primary insurance plan of the family covers the normal medical expenses.

**ANY VIOLATION OF THE SCHOOL DISTRICT'S POLICIES RELATED TO THE POSSESSION OR USE OF DRUGS AND/OR ALCOHOL WILL RESULT IN DISCIPLINE INCLUDING, BUT NOT LIMITED TO, REMOVAL FROM THE TEAM.**

### **STUDENT IDENTIFICATION CARDS**

Students are required to wear identification cards at all times during the school day. Upon entering the school, students will be required to swipe in to verify their daily attendance. The ability to identify students, staff and visitors is essential in order to maintain a safe environment. ID cards must be visible and worn around the neck on the provided lanyards.

Students are provided with an ID at the beginning of the school year and will receive a second ID when school pictures are taken. In the event a student does not have his/her ID, he/she will report to the office for a new student ID. Every time this occurs there is a \$5 charge to the student. Replacement lanyards will cost \$1.

Failure to properly wear Rocky Hill High School IDs may result in a consequence.

### **STUDENT RECORDS**

The Rocky Hill Public School system complies with the state and federal regulations regarding confidentiality and access to student records. The school system has established procedures that ensure strict confidentiality of student records while providing proper parental access to records. Availability of these policies and procedures is made known annually to parents of children receiving special education and to the public.

As a result of “No Child Left Behind” Legislation, military recruiters are allowed access to the name, addresses and telephone numbers of our junior and senior classes each year. If parents do not want this information released, please write a letter to the principal.

### **STUDY HALL**

Study halls are organized for the purpose of completing homework or meeting with teachers for extra help.

Any student who is assigned to a study hall must remain in the study hall unless they have permission to go see a teacher, go to the library, or to guidance. Passes will not be written at student request.

If a student is to be in any other location (other than library) during an assigned study hall, the student must first report to the study hall and present a pass from the teacher to whom the student is going. The pass must state the location at which the student may be found if it is necessary to reach the student. These passes must be obtained in advance of the study hall in question. Spontaneous passes may only be written for lavatory, locker, or, in an emergency, the guidance department or nurse’s office.

### **SUBSTANCE ABUSE POLICIES**

The use of smoking materials or any other tobacco product, any type of alcoholic beverage, or any narcotic or drug is absolutely forbidden. The possession of alcoholic beverages, any narcotics, or any drugs (except as noted under Medication) is also forbidden. This rule applies not only during school time but also during any school-sponsored activity held regardless of the time or place. It applies not only to the high school but all town-owned school property, and during travel on the school bus. Failure to comply with the above-stated rule will result in suspension or expulsion, and will be reported to law enforcement agencies when applicable.

The obligation of the school with reference to any of the above-stated concerns is to the student and his/her parents and to any authorities having jurisdiction within that area. In all cases, the student will be remanded to his/her parents while awaiting further disposition of the particular case.

The CIAC has an established chemical health policy. Violation of this policy has far-reaching consequences to students both in **and** out of season. Additional information regarding CIAC rules and regulations for athletes can be found in the RHHS Athletic Handbook and the CIAC website. All policies should be reviewed carefully by athletes, prospective athletes and their parent(s).

## **Drugs and Alcohol**

### **Statement of Policy**

It is the intent of the Board of Education to operate schools that are free of drug abuse. The Board will hold students accountable to abide by the rules and regulations of this policy, and will discipline violators accordingly.

Through the use of a revised curriculum, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the administration and staff of the Rocky Hill School System, in cooperation with the students' parents, will work to educate, prevent, and intervene in the abuse of all drug, alcohol, and mood-altering substances by the entire student population in accordance with state law.

As an extension of this policy, the rules, regulations, and guidelines shall be used by all school district personnel when responding to drug, mood-altering substance, and alcohol-related situations.

The Board of Education, complying with all state statutes on illicit use of controlled drugs and establishment of an educational program to inform students about drugs and their potential dangers, directs its administration as follows:

- The principal of each school is responsible for establishing, publishing, and enforcing all regulations and correct observance of statutes.
- All desks and lockers are school property. As such, they are subject to search by an administrator when there is reasonable suspicion according to law. When drugs are suspected, police, after contact from the school, may conduct searches in keeping with accepted police procedure, in the presence of an administrator. The vehicles of students that are on school grounds may likewise be searched.
- Study of drugs and alcohol shall be incorporated into the school curriculum, K-12, as required by Sec. 10-19 of Connecticut General Statutes.
- Professional school personnel, as specified in Sec. 10-220a of the Connecticut General Statutes, shall be provided with information of the nature and relationship of drugs (as defined in subdivision [17] of section 19-433) and alcohol to health and development of personality, including procedures for discouraging their abuse.
- Prescription medications are to be construed as exceptions to this policy when used by the individual for whom they are prescribed in the manner and amount prescribed.
- The parent(s)/guardian(s) of any student who is required to take medication (prescribed by a physician) during the school day shall inform the school nurse or the person designated to act in the absence of a nurse. Such medication will then be administered in accordance with district policy.

### **Rules and Regulations**

A student on school grounds while school is in session, on school transportation, or at a school-sponsored activity, provides, attempts to sell or sells narcotics, restricted drugs, mood-altering substances, or any substance purported to be a restricted substance, shall be suspended and recommended to the Rocky Hill Board of Education for expulsion.

A student on school grounds while school is in session, on school transportation, or at a school-sponsored activity, is under the influence of alcohol, drugs or mood-altering substances or possesses, uses alcohol, narcotics, restricted drugs, mood-altering substances or any substance purported to be a restricted substance, shall be subjected to disciplinary action, which can include expulsion. See and read the paragraphs entitled "Expulsion."

### **Discipline Levels (applicable only to those in possession or under the influence)**

Students who violate this policy will be disciplined as follows:

1. **First Violation**  
The student will receive a suspension of ten (10) days. The police will be notified in the case of possession or sale. The student will be referred to the TIP Team.

As a result of the first violation, the students must:

- a. Seek and complete an assessment by the school-approved physician and a designated agency licensed to evaluate drug, including alcohol problems;
- b. Demonstrate compliance with the treatment program as recommended after the assessment;
- c. Present written evidence to the principal of having successfully completed the treatment program.

**NOTE:** REGULATIONS PERTAINING TO THE POSSESSION AND USE OF DRUGS AND/OR ALCOHOL BY STUDENT ATHLETES ARE PUBLISHED BY THE SCHOOL AND DISTRIBUTED TO ALL TEAM MEMBERS. VIOLATION OF THESE REGULATIONS WILL RESULT IN DISCIPLINE OF THE STUDENT INCLUDING, BUT NOT LIMITED TO REMOVAL FROM THE TEAM.

2. **Second Violation**

The student will be suspended and recommended to the Board of Education for expulsion from the Rocky Hill School System. The police will be notified in the case of possession or sale.

**Expulsion**

Notwithstanding the general procedures for disciplinary action as described above, expulsion from school pursuant to Connecticut General Statutes Sec. 10-233d (a)-(e) may occur upon the first or second violation of this policy if there are compelling reasons for such action based upon the circumstances surrounding the violation, the student's past disciplinary record, or the failure to conform to requirements as set forth under the Rules and Regulations.

Students under the age of 16 (except for those who require special education) who are expelled will be offered alternative education in accordance with section 10-233d of the statutes. Students between the ages of sixteen and eighteen (except for those who require special education) will be offered an alternative educational opportunity if they comply with the conditions established by the Board of Education in accordance with the cited statute.

Students who require special education shall be referred to the Planning and Placement Team. Should expulsion of a student aged sixteen to eighteen years occur as the result of the sale or distribution of a controlled substance on school property, in a school vehicle, or at a school-sponsored affair, students shall be referred to a state or local agency for rehabilitation, intervention, job training, or any combination thereof. The Commissioner of Education shall be informed of the Board's action within thirty days of the expulsion.

The Board of Education is not required to offer an alternative educational opportunity to students aged sixteen to eighteen years who are expelled as the result of the sale or distribution of a controlled substance on school property, in a school vehicle, or at a school-sponsored affair.

**Readmission Following Expulsion**

A student who is readmitted following expulsion must present evidence that he/she has successfully completed a program that includes treatment and counseling. A behavioral contract between the student, school administration, and a representative of the counseling group must be completed upon readmission.

Subsequent offenses will result in immediate expulsion.

The readmission process will be initiated administratively by the building principal through the Superintendent to the Board.

**Student Enrollment in Non-Public or Public Education During the Period of Rules Enforcement**

Any student who elects to enroll in any non-public education during the period of time affected by these rules and then chooses to re-enroll in the Rocky Hill School system, may be enrolled only under the conditions specified by the Board of Education after consideration of recommendations by the school principal and the Superintendent of Schools.

## SUMMER SCHOOL

Rocky Hill High School DOES NOT offer a traditional summer school. Students who are eligible may register for summer school. Students can make up a maximum of two classes in summer programs. To be eligible, a student must have earned a final grade of at least 50-59. All summer school registration must be approved by a guidance counselor or administration prior to the beginning of the program.

The summer school grade will appear on the student record along with the original grades in any subject area.

Since summer school make-ups are review of courses failed during the most recent academic year and are not full courses of study, all failures must be made up in the school year that the student fails the course.

## TARGETED INTERVENTION PROGRAM (TIP)

The Rocky Hill High School TIP Team consists of administrators, counselors, the school nurse, teachers, and student services professionals who work together to address the needs of students who may be experiencing personal, family, social, or school difficulties. Referral to the team may be made by staff members, parents, or individual students. Parents and students are encouraged to contact a team member if help is needed.

## TERM WEIGHTS

In order to determine the final grade in a particular course, the quarterly grades and semester exams are given certain weights as described below:

| <u>FULL-YEAR COURSES</u> |     | <u>SEMESTER COURSES</u> |     |
|--------------------------|-----|-------------------------|-----|
| Quarter 1                | 20% | Quarter 1               | 40% |
| Quarter 2                | 20% | Quarter 2               | 40% |
| Midterm Exam             | 10% | Semester Exam           | 20% |
| Quarter 3                | 20% |                         |     |
| Quarter 4                | 20% |                         |     |
| Final Exam               | 10% |                         |     |

## THREATS

Any person who threatens the safety of the school or any member of the school either in person or by telephone, internet, mail, or other means is in violation of federal law and shall be subject to prosecution as well as school disciplinary measures.

## TRANSFER

Any student who intends to transfer from Rocky Hill to some other school must first see their guidance counselor. Notice in writing must be given by a parent, and the student must check out and return materials with all teachers of courses in which he/she is involved, plus the librarian, counselor, and principal. Students transferring during the school year or incoming seniors should consult with the school principal about special policies.

## TRUANCY

Definitions and general in-school procedures are in effect at all grade levels throughout the district. Items 5 and 7, which are italicized below, are not required at the high school level.



In the Rocky Hill School System, "truant" means a child who has four (4) unexcused absences from school in one month or ten (10) unexcused absences in one year. A "habitual truant" means a child who has twenty (20) unexcused absences from school within a school year. An unexcused absence is an absence that is not for an illness, hospitalization, homebound instruction, death in the family, religious holidays requiring absence, suspension from school, field trips, or other valid educational reasons if permission is obtained in advance of the activity. "Parent" means the parent, guardian or other person having control of a child.

Although the high school's attendance regulations do not distinguish between excused or unexcused absences for the purpose of granting course credit, the high school will remain consistent with all aspects of this truancy policy, including daily communication with parents to determine the reason for school absence. These reasons will be recorded and applied to the definition of truancy indicated above.

1. When a student is identified as a truant or habitual truant, the principal will conduct a meeting with the parent, the student, if appropriate, and with such school personnel where involvement is determined appropriate by the principal. The meeting will occur not later than ten (10) school days after the child's fourth (4th) unexcused absence in a month or tenth (10th) unexcused absence in a school year and will be for the purpose of reviewing and evaluating the reasons for truancy. The principal will inform the Superintendent of Schools of the meeting and its outcome.
2. Where there is evidence of need, the principal shall ensure that referrals are made to agencies providing child and family services and shall designate a staff member to follow up on the referral.
3. The parents of each child enrolled in the school district will be notified in writing annually at the beginning of the school year of their statutory obligation to ensure that their child attends school. Parents of children enrolling during the school year will be similarly notified. Annually at the beginning of the school year and upon enrollment during the school year, parents will be asked to provide the principal of the school in which their child is enrolled with a telephone number or some other means of contacting them during the school day.
4. Parents will be informed by the school principal or his/her designee that it is their responsibility to contact the school office when it is necessary for their child to be absent from school. If a child is absent and no notification has been received from the parent, the school principal will designate a staff member to notify the parent of the child's absence.
5. *If, upon information supplied by the principal, the Superintendent determines that further assistance is required for a truant child and his/her family, he/she may file a written complaint with the Superior Court pursuant to Connecticut General Statutes Sec. 46b-149, alleging that the acts or omissions of the child are such that his/her family is a family with service needs. When a child has been identified as a habitual truant in grades K-8, a written complaint pursuant to Sec. 46b-149 shall be filed.*
6. Prior to the written complaint to Superior Court, a referral will be made to the Planning and Placement Team (PPT) to determine whether or not an educational evaluation is appropriate.
7. *After the close of each school year, the principal shall submit to the Superintendent a report of the number of students who were habitual truants during that school year. The Superintendent, in turn, will report such information to the State Department of Education for students in grades K-8.*

Legal reference:  
Connecticut General Statutes  
P.A. 91-303, Sec. 46b-149

## VACATIONS

School holidays and school vacations are the only acceptable times for students and their families to plan vacations, with regard to the high school's class attendance regulations.

All other absences due to vacation or travel will be recorded against the student and can result in the loss of class credit if the number of allowable absences is exceeded. (See Absences: Attendance Regulations)

Note: Teachers are NOT required to prepare extended assignments of any kind prior to the absence of students who plan to be away from home on days other than those officially recognized as school holidays or school vacations.

## VANDALISM

Any action on the part of a student that either causes or leads toward any physical damage to the school facility or equipment will not be tolerated. Action taken will include payment for the cost associated with any damage as well as possible suspension and expulsion.

## VISITORS TO SCHOOL

Any person visiting the school must first check in at the main office and state the reason. Every courtesy will be given to guests of the school, but violators of this rule will be informed to leave immediately. Students may NOT bring guests to the school.

## WEAPONS

No weapon or device which may be used as a weapon may be brought to or kept in school at any time. This includes items which, while primarily decorative in nature, may be used as weapons. The penalty for any infraction is immediate suspension for a time period to be determined by the administrator. The use of any device to cause or attempt to cause bodily harm shall result in immediate suspension, referral for expulsion, and notification of the police for possible criminal action.

## WEIGHTING FOR CLASS RANK

Class rank is based on a quality point system which is assigned according to the curriculum level of each course. A student's quality point ratio is calculated at the end of the second, fourth, and sixth semesters, and a final ranking at the end of the senior year. Class rank will determine valedictorian and salutatorian and is calculated after the first semester of senior year. Transfer credits from other school districts will not count in determining class rank. Transfer students will be included in class rank only after attending five semesters at Rocky Hill High School.

### Course Weighting Chart

| Scale  | Grade | AP/ECE | Honors | Academic | General |
|--------|-------|--------|--------|----------|---------|
| 93-100 | A     | 4.5    | 4      | 3.5      | 3       |
| 90-92  | A-    | 4.33   | 3.83   | 3.33     | 2.83    |
| 87-89  | B+    | 4.17   | 3.67   | 3.17     | 2.67    |
| 83-86  | B     | 4      | 3.5    | 3        | 2.5     |
| 80-82  | B-    | 3.83   | 3.33   | 2.83     | 2.33    |
| 77-79  | C+    | 3.67   | 3.17   | 2.67     | 2.17    |
| 73-76  | C     | 3.5    | 3      | 2.5      | 2       |
| 70-72  | C-    | 3.33   | 2.83   | 2.33     | 1.83    |
| 67-69  | D+    | 3.17   | 2.67   | 2.17     | 1.67    |
| 63-66  | D     | 3      | 2.5    | 2        | 1.5     |
| 60-62  | D-    | 2.83   | 2.33   | 1.83     | 1.33    |
| 0-59   | F     | 0      | 0      | 0        | 0       |

## WITHDRAWAL FROM SCHOOL

Any student who withdraws from school for any reason other than transfer must inform their guidance counselor of the intention and present written evidence from a parent declaring that the student is going to withdraw. A student under the age of 17 may not withdraw from school without parental consent and the parent must appear in person to sign the withdrawal form. A student under the age of 16 may not withdraw from school.

## WORK

Working after school hours is a responsibility of the student and parents. Obligations to teachers and to the school take preference over any work involving students. Work on the part of any student is not considered a reason for not completing commitments to the school. Violations of this rule will result in further loss of time on the part of the student. Students who work are urged to complete all obligations to the school to ensure dismissal at the normal time.

## WORKING PAPERS

Working papers may be obtained in the high school main office. A promise of employment is required prior to issuance under state law. The applicant must appear in person to request working papers. Applicants not enrolled need to provide proof of age.

SUPPLEMENT I: GRIEVANCE PROCEDURES  
ROCKY HILL BOARD OF EDUCATION/  
SEXUAL HARASSMENT POLICY AND PROCEDURES

Non-discrimination on the Basis of Handicap, Race, Color, Sex, or National Origin - Rehabilitation Act of 1973 - Section 504 - Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1973.

### A. EQUAL OPPORTUNITY FOR EMPLOYMENT, EDUCATIONAL PROGRAMS AND SERVICES

PURPOSES: In order to provide for prompt and equitable resolution of student and employee complaints concerning the implementation of the provisions of Section 504, Title IX, and Title VI, the following procedures have been established:

PROCEDURE: Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each of the levels should be considered maximum and every effort should be made to expedite the process.

LEVEL I Principal/Assistant Principal

It is intended that a grievance be resolved at the individual school level. If a student or employee has a complaint it shall first be discussed with the principal/assistant principal with the objective of resolving the matter. A record should be made at the time of the grievance with the proposed solution thereof.

LEVEL II Assistant Superintendent or Director of Special Education and Pupil Services (Depending Upon Nature of Grievance)

A. In the event that a student or employee is not satisfied with the disposition of the grievance at Level I, or in the event that no decision was rendered within five (5) school days after presentation of the grievance, the grievance may be filed by the student or employee with the Assistant Superintendent or Director of Special Education and Pupil Services.

B. Within five (5) school days after receipt of the written grievance by the Assistant Superintendent or Director of Special Education and Pupil Services, a meeting shall be arranged with the aggrieved person in an effort to resolve the grievance.

LEVEL III Superintendent

In the event that the aggrieved student or employee is not satisfied with the disposition of the grievance at Level II, or in the event no decision has been rendered within ten (10) school days after the conclusion of the meeting with the Assistant Superintendent or Director of Special Education and Pupil Services, such grievance may be presented to the Superintendent. The Superintendent shall meet with the student or employee within ten (10) days for the purpose of resolving the grievance. The decision thereon shall be rendered by the Superintendent within ten (10) school days.

LEVEL IV Board of Education

If the student or employee determines that the matter should be submitted to the Board of Education and so notifies the Board, in writing, the Board of Education shall meet with the aggrieved person within ten (10) school days, after that meeting.

**B. SEXUAL HARASSMENT POLICY and PROCEDURES**

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment.

It shall be a violation of this policy for any student, employee, individual under contract or volunteer subject to the control of the Board to harass a student, employee, individual under contract or volunteer through conduct or communication of a sexual nature as defined by this policy.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that person's employment or education or that it will interfere in any way with that person's employment or educational performance or create an intimidating, hostile, or offensive work or educational environment.

Sexual harassment by a student, employee, individual under contract or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Any person who believes he or she has been the victim of sexual harassment by a student, employee, individual under contract or volunteer of the Board of Education is encouraged to promptly report such complaint to the Title IX Compliance Officer or, in the case of a complaint against such officer, to the Superintendent of Schools. Complaints will be investigated promptly and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

2/25/93

**Legal References:**

- 42 U.S.C. S2000(e) (Title VII)
- 29 C.F.R. S1504.11 (EEOC Guidelines on Sexual Harassment)
- 20 U.S.C. S1681-1688 (Title IX)
- Connecticut General Statutes S46a-60 (a) (8)

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**NOTICE OF NON-DISCRIMINATION**

The Rocky Hill Board of Education prohibits discrimination or harassment on the basis of race, color, religious creed, age, marital status, military or veteran's status, national origin, ancestry, sexual orientation and past or present learning disability, physical disability or mental disorder. The Rocky Hill Board of Education provides equal access to the Boy Scouts and other designated youth groups. The Rocky Hill Board of Education guarantees compliance under Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Acts of 1973, section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1991 and Connecticut General Statutes 46a-60. The following person has been designated to handle inquiries regarding the non-discrimination policies: Amy Stevenson, Director of Special Education and Pupil Personnel Services, 761 Old Main St., Rocky Hill, CT 06067, 860-258-7705. For further information on non-discrimination, visit: <http://www.hhs.gov/ocr/office/about/rgn-hqaddresses.html> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

**SUPPLEMENT II: ASBESTOS MANAGEMENT PLAN**

State statutes require that school districts maintain a complete copy of the Asbestos Management Plan in the files of the Environmental Compliance Officer (Facilities Management Office, Center School building). This management plan is available during regular business hours without cost or restriction, for inspection by representatives of the Environmental Protection Agency (EPA) and the state of Connecticut, as well as by the public (including school faculty and staff and/or their representatives, and parents.) Also, the management plan is available, without cost or restriction, to workers before work begins in any area of a school building. A reasonable charge may be requested to make copies of the Asbestos Management Plan.