

**SHELTON HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
2018-2019**



***This Handbook belongs to:***

NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

HOMEROOM: \_\_\_\_\_

## **MESSAGE FROM THE PRINCIPAL**

Welcome to the 2018-2019 academic year. It is important for all students and parents to familiarize themselves with the contents of this handbook so that you may better understand the operation of the school. Information contained in these pages will answer many questions that you may have. Do not hesitate to contact the assistant principals or me for additional information. Students and parents will be required to sign a statement verifying that they have read, received and understand the contents of this handbook. The handbook and Awareness Statement can also be found on the school website ([sheltonhigh.sheltonpublicschools.org](http://sheltonhigh.sheltonpublicschools.org)). Throughout the year, this handbook may be electronically updated and the most current issue of the handbook will be available at all times on the school's website.

The Shelton High School community believes that a safe, respectful atmosphere must be established and maintained for all students to achieve excellence and become responsible citizens. Within this environment, we expect all students to be engaged learners and critical thinkers who demonstrate technological literacy.

We believe:

- A respectful, safe atmosphere must be established and maintained for successful teaching and learning;
- Students, staff, and parents, in cooperation with community members, must share responsibility in the teaching and learning process;
- A rigorous curriculum must be provided to accommodate and challenge students in order to prepare them to participate productively in a global society;
- Instruction must provide opportunities for all students to work independently and collaboratively.

The Shelton High School student is expected to meet academic, social and civic expectations. Shelton High School offers a variety of academic, co-curricular and athletic opportunities for all students. We encourage students to challenge themselves academically and to rise to their full potential. Students are also encouraged to participate in clubs, on teams and in school productions. Shelton High School is a place where there is a culture of respect for self and others and we are committed to offer opportunities for life-long learning.

I look forward to a productive year. Please do not hesitate to stop by the Main Office if I may be of assistance to you.

***Dr. Beth A. Smith***  
Principal

**SHELTON HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
AWARENESS STATEMENT**



My signature below indicates that I have read, received and understand the 2018-2019 Student/Parent Handbook, which contains discipline and attendance regulations, and other school and district policies and regulations.

My signature also indicates that I understand the ID policy, which states that all students must have a school picture ID in their possession at all times during the school day. Students not in possession of a school picture ID will be sent to their house offices to secure an ID. Students must pay a non-refundable \$3 fee for replacement IDs and \$2 for replacement lanyards. Temporary IDs will not be issued. Students who violate ID procedures will be logged and fees will be imposed. Students who are insubordinate or who consistently are not in compliance with the school ID policy will face disciplinary consequences assigned by their assistant principal. Students who are suspended or expelled must turn in their ID to their assistant principal during the period of suspension/expulsion. My signature further indicates that I have been issued my Shelton High School picture ID and lanyard.

I understand that I am solely responsible for the use of my locker, its combination and its contents, and that I am not to share my locker with anyone or use anyone else's locker.

I also understand that in addition to school disciplinary consequences, I will be responsible for monetary restitution for each incident of vandalism, destruction of school property or graffiti.

My signature also indicates that I have read, received and understand the Athletic Department regulations and guidelines, including concussion, cardiac arrest and return-to-play protocol.

I have read and understand the SHS Attendance Policy on pages 16-18. I understand that the administration reserves the right to revoke privileges, including, but not limited to field trips (alternate assignments will be provided), club activities, athletic contests, school dances, prom, senior picnic, senior banquet, senior exam exemptions, parking on campus, recognition awards, for those students who exceed the maximum number of school absences/tardies to school and class cuts, as well as those students not meeting academic and/or behavioral expectations.

Student House Office: \_\_\_\_\_

Homeroom Number: \_\_\_\_\_

Student Name (print): \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

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



## **TABLE OF CONTENTS**

Athletic Handbook and Regulations	<b>21</b>
Athletics	<b>19</b>
Attendance Policy	<b>16</b>
Awareness Statement	<b>3</b>
Board of Education Policies	<b>30</b>
Code of Conduct	<b>15</b>
Core Values, Beliefs, and Learning Expectations	<b>6</b>
Daily Bell Schedule	<b>7</b>
General Information	<b>10</b>
Graduation Requirements	<b>9</b>
Health Services	<b>20</b>
Message from the Principal	<b>2</b>
Opt-Out Form Regarding Military Recruiter Requests	<b>45</b>
Parent Organizations	<b>19</b>
Shelton Public Schools Calendar 2018-2019	<b>8</b>
Special Bell Schedules	<b>18</b>
Student Clubs, Organizations, and Activities	<b>18</b>

## **CORE VALUES, BELIEFS, AND LEARNING EXPECTATIONS**

### **Core Values and Beliefs**

The Shelton High School community believes that a safe, respectful atmosphere must be established and maintained for all students to achieve excellence and become responsible citizens. Within this environment, we expect all students to be engaged learners and critical thinkers who demonstrate technological literacy.

We believe:

- A respectful, safe atmosphere must be established and maintained for successful teaching and learning;
- Students, staff, and parents, in cooperation with community members, must share responsibility in the teaching and learning process;
- A rigorous curriculum must be provided to accommodate and challenge students in order to prepare them to participate productively in a global society;
- Instruction must provide opportunities for all students to work independently and collaboratively.

### **Learning Expectations**

#### Academic, Social and Civic Competencies:

- Reads and writes effectively
- Researches effectively to investigate topics
- Thinks critically to solve problems
- Presents information and ideas fluently
- Participates actively in civic life

## DAILY BELL SCHEDULE

<b>Homeroom</b>	7:25 - 7:30 4 minute passing	5 min.
<b>Period 1</b>	7:34 - 8:20 4 minute passing	46 min.
<b>Period 2</b>	8:24 - 9:10 4 minute passing	46 min.
<b>Period 3</b>	9:14 - 10:00 4 minute passing	46 min.
<b>Period 4</b>	10:04 - 10:50 4 minute passing	46 min.
<b>Period 5</b>	10:54 - 11:40 4 minute passing	46 min.
<b>Period 6</b>	11:44 - 12:30 4 minute passing	46 min.
<b>Period 7</b>	12:34 - 1:20 4 minute passing	46 min.
<b>Period 8</b>	1:24 - 2:10	46 min.

**SHELTON HIGH ALSO HAS AN ALTERNATING “A” AND “B” DAY SCHEDULE**



SHELTON PUBLIC SCHOOLS CALENDAR 2018-2019

**IMPORTANT DATES**

School begins for staff only August 28	
Professional Development Days (PD)	
Aug. 29, 30, Oct. 26, Nov. 2, 6, 20, 30	
March 8, 15, 22, 29	
<b>Early Dismissal Days</b>	
October 26	Day after Conferences
November 2, 20, 21, 30	Day after Conferences
December 21	Day before Recess
March 8, 15, 22, 29	Days after Conferences
June	Last 4 Days of School
<b>Important Days/Holidays</b>	
October 8	Columbus Day
November 6	Election Day
November 22, 23	Thanksgiving Recess
December 24-31	Holiday Recess
January 1	Holiday Recess
January 21	MLK, Jr. Day
February 15, 18	Winter Recess
February 18	Presidents' Day
April 15-19	Spring Recess
April 19	Good Friday
May 27	Memorial Day
<b>Marking Periods</b>	
<b>Grades K-4</b>	
November 30	60 Days
March 8	60 Days
June 11	61 Days
<b>Grades 5-12</b>	
November 7	45 Days
January 23	45 Days
March 29	45 Days
June 11	46 Days
<b>Parent Conferences</b>	
<b>Grades K-4</b>	
Oct. 25, Nov. 1, March 21, 28	
<b>Grades 5-12</b>	
Nov. 19, 29, March 7, 14	
<b>"Back To School Night" Schedule</b>	
PH (5) 9/25	MS 9/17
PH (6) 9/26	SS 9/24
BH 9/20	SIS 9/27
ESS 9/12	SHS 10/2
LH 9/13	
SHS Mid-terms will be scheduled in January-dates TBA	
Kindergarten registration dates TBA	

August (1)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September (19)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October (22)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

28 Convocation A.M./  
Building Meetings P.M.  
29,30 PD  
31 Teacher Workday

3 Labor Day  
4 First Day for Students

8 Columbus Day  
25 Conferences K-4  
26 Early Dismissal/PD 5-12

See "Back to School Night"  
Schedule

See "Back to School Night"  
Schedule

November (19)				
M	T	W	Th	F
			1	2
3	4	5	6	7
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December (15)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January (21)				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

1 Conferences K-4  
2 Early Dismissal K-4/PD 5-12  
6 Election Day/PD  
12 Veteran's Day  
19 Conferences 5-12  
20 Early Dismissal/PD K-4  
21 Early Dismissal  
22,23 Thanksgiving Recess  
29 Conferences 5-12  
30 Early Dismissal/PD K-4

21 Early Dismissal  
24 Christmas Eve  
25 Christmas Day  
24-31 Holiday Recess

1 New Year's Day/Holiday Recess  
21 Martin Luther King Jr. Day

\*\*TO ACCESS THE MOST CURRENT INFORMATION FOR AN INDIVIDUAL SCHOOL PLEASE VISIT OUR DISTRICT WEBSITE AT: [www.sheltonpublicschools.org](http://www.sheltonpublicschools.org)

February (18)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March (21)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April (17)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

15,18 Winter Recess  
18 Presidents' Day

7, 14 Conferences 5-12  
8, 15 Early Dismissal/PD K-4  
21, 28 Conferences K-4  
22, 29 Early Dismissal/PD 5-12

15-19 Spring Recess  
19 Good Friday

May (22)				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June (7)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

	No School
	Early Dismissal
	End of Marking Period
	Professional Development (PD)

27 Memorial Day

6, 7, 10, 11 Early Dismissal Days  
11 Tentative Last Day

Weather related cancellation days will be added to the end of the school year. Faculty, staff and students should plan to attend school on these days. "NO SCHOOL" announcements will be made on radio stations WICC, WEBE, WKISS & WPLR, as well as TV channels WTNH (8), WVIT (30), WTIC (FOX 61), and the automated emergency calling system in the case of early dismissal of students.

Approved 2/28/18



## GRADUATION REQUIREMENTS

The Board of Education established the requirement of **25.4** credits for graduation from Shelton High School. The requirements include the following:

Classes of 2019 and 2020		Class of 2021		Class of 2022	
<b>English</b>	4.0 credits	<b>English</b> (including 1.0 in English I, 1.0 in English II, 1.0 in English III, and 1 additional English credit)	4.0 credits	<b>HUMANITIES</b> <b>English, Social Studies, Fine Arts*</b>	9.0 credits
<b>Mathematics</b>	3.0 credits	<b>Mathematics</b>	3.0 credits		
<b>Social Studies</b> (including 1.0 in U.S. History I/AP U.S. History; and .5 in U.S. History II <b>and</b> .5 Civics or 1.0 in AP Government)	3.0 credits	<b>Social Studies</b> (including 1.0 in U.S. History I/AP U.S. History; and .5 in U.S. History II <b>and</b> .5 Civics or 1.0 in AP Government)	3.0 credits	<b>STEM</b> <b>Science, Technical Education, Mathematics**</b>	9.0 credits
<b>Science</b> (including at least 1.0 in General Science, 1.5 in Biology, plus an additional lab science course)	4.0 credits	<b>Science</b> (including at least 1.5 in Biology plus one additional lab science course and 1 additional credit)	4.0 credits		
<b>Physical Education</b>	1.0 credit	<b>Physical Education</b>	1.0 credit	<b>Physical Education/Wellness</b>	1.0 credit
<b>Health Education</b>	.5 credit	<b>Health Education</b>	.5 credit	<b>Health &amp; Safety Education</b>	1.0 credit
<b>Arts or Career &amp; Technical Education</b> (Courses may be chosen from Art, Music, Career & Technical Education or by taking Acting I or Acting II.)	1.0 credit	<b>Arts or Career &amp; Technical Education</b> (Courses may be chosen from Art, Music, Career & Technical Education or by taking Acting I or Acting II.)	1.0 credit		
				<b>World Languages</b>	1.0 credit
<b>Community Service</b>	.4 credit	<b>Community Service</b>	.4 credit	<b>Community Service</b>	.4 credit
<b>Electives</b>	7.5 credits	<b>Electives</b>	7.5 credits	<b>Electives</b>	3.0 credits
<b>CAPSTONE</b>	1.0 credit	<b>CAPSTONE</b>	1.0 credit	<b>CAPSTONE</b>	1.0 credit
<b>Total for Graduation</b>	<b>25.4 credits</b>	<b>Total for Graduation</b>	<b>25.4 credits</b>	<b>Total for Graduation</b>	<b>25.4 credits</b>

\* For the **Class of 2022**, the 9.0 Humanities credits must be achieved by a combination of:  
**English**—including 1.0 in English I, 1.0 in English II, 1.0 in English III and 1 additional English credit  
**Social Studies**—1.0 in U.S. History I/AP U.S. History; **and** .5 in U.S. History II and .5 Civics or 1.0 in AP Government  
**Fine Arts**

\*\* For the **Class of 2022**, the 9.0 STEM credits must be achieved by a combination of:  
**Science**—including at least two lab science courses and 1 additional credit  
**Technical Education**  
**Mathematics**

Credit is granted only upon course completion. Semester credit is not granted for full-year courses. Grades in progress may be noted on transcript. A student will earn his/her diploma and may participate in the graduation ceremony only if all academic requirements and outstanding obligations have been met.

## GENERAL INFORMATION

**ACADEMIC REGULATIONS:** Students who are athletes, cheerleaders, color guard, student council officers, and club and class officers must maintain a grade average of at least a 70. A probationary period is allowed provided that a student raises his/her grade average by the mid-point of the following marking period. (Refer to Board Policy and Administrative Regulations.) Upon graduation from Shelton High School, if a student is planning to enroll in college and wishes to participate in Division I or Division II athletics, he/she must be certified as eligible by the NCAA Clearinghouse.

**ANNOUNCEMENTS:** PA announcements are made during homeroom. Every effort is made to reduce the number of announcements made over the intercom during class time, as it interferes with the academic atmosphere.

**ARGUS:** The school's yearbook, *Argus*, is published by a staff composed of seniors and advisors. Each fall, students may order copies of *Argus*, which are distributed at the end of the school year. *Argus* contains formal and informal pictures of seniors, underclassmen, faculty, co-curricular groups, and sports as well as various school activities, and serves as a record of the school year.

**ASSEMBLIES:** Assemblies are held throughout the school year as the need arises. Students are to enter the auditorium quickly and quietly and fill in the front sections. Students are to be attentive during the program. Common courtesy dictates that everyone conducts himself/herself with politeness and consideration at all assemblies. Teachers will accompany their class to the assembly.

**ATHLETIC ELIGIBILITY RULES:** Refer to page 23 of this Handbook for athletic eligibility rules.

**BACK TO SCHOOL:** "Back to School Night" is held early in the fall. Parents simulate their child's schedule and meet the teachers and learn class expectations. Time is *not* provided for discussion of individual student progress.

**BULLETIN BOARD DISPLAYS** must be approved by the principal in advance. All signs and posters must be approved by the principal and may not be placed on walls, stairwell doors or windows.

**CAFETERIA:** The school cafeteria encourages good nutrition; a well-balanced lunch is offered at a reasonable price. Students must deposit all lunch litter into wastebaskets. Students must leave the tables and floor around his/her place in a clean condition for others. No food may be taken from the cafeteria. Littering, throwing food or removing food from the premises will be subject to disciplinary action. Students stealing food items will face disciplinary consequences, up to and including arrest. Students are not allowed to have food or drink from outside vendors delivered or dropped off during school hours.

**CANCELLATION OF SCHOOL:** Announcements of school cancellation and early dismissal due to inclement weather will be made over the following radio and television stations: WICC 60, WELI 960, WTNH Channel 8 and on the school website ([sheltonhigh.sheltonpublicschools.org](http://sheltonhigh.sheltonpublicschools.org)). An automated voice message from the district may also be sent.

**CAREER CENTER:** The Career Center is open daily from 7:25 AM to 2:30 PM to assist students in finding college and career information, interest inventories and scholarships. The guidance information program "Choices" is available in the Career Center, all school counselor offices and the Library Media Center. "Choices" has information about occupations, two- and four-year colleges, armed services and scholarships. Additional media and software programs are available for career decision-making.

**CHEATING/PLAGIARISM/ACADEMIC DISHONESTY:** Shelton High School defines cheating as unauthorized communication in testing situations that may take the form, among others, of students looking on other's papers while a test is in progress; students talking, whispering, texting one another; the passing of written notes from one student to another; use of unauthorized notes or aids; unauthorized assisting; giving one's own work to another for copying; group completion of a homework assignment that was not intended as a group project. Plagiarism is defined as the submission of work not one's own; submitting work that has been previously published by another writer; the use of term papers, essays or written answers to take-home tests previously submitted by other students; copying another student's homework or class work or any use of unauthorized notes or aids. Students caught plagiarizing and/or cheating face disciplinary consequences, a zero on the assignment or assessment, parent notification as well as possible removal from the class, removal from leadership positions, removal or ineligibility from honor societies and forfeiture of future awards.

**CLASS ADVISORS:** Class advisors are responsible for the planning and preparation of the prom, senior banquet, class picnic and any other event that the class may wish to participate in. They are responsible for the allocation of monies for each of these events, and the coordination of fundraisers. Additional senior year activities include the organization of the senior picture, senior t-shirt/sweatshirt design and ordering and graduation responsibilities.

Class of 2019:	Mrs. Del Buono, Mr. Pyrch
Class of 2020:	Mr. LaPaglia, Mrs. LaSpina
Class of 2021:	Mrs. Danielski
Class of 2022:	TBD

**CLASS RANK:** Class rank is determined by utilizing the number of quality points for each subject that is tracked. This is computed by adding all of the quality points earned and dividing by the number of courses assigned quality points. This is done for each school year. A student must complete a minimum of four concurrent semesters at Shelton High School to be determined in the top ten, valedictorian, or salutatorian.

**CLASS RINGS:** Class rings are ordered under the supervision of the class faculty advisors during the sophomore year. A deposit is required when the order is placed. The class rings are delivered in the fall of the junior year during a junior activity.

**COMPUTER ACCOUNTS:** Each student will receive a network computer account and password to use for school-related work. Students need to sign the "Acceptable Use Agreement" in order to have their account activated. Once a student's account is activated, it should be used only by the student who owns the account. Students should never share their accounts and passwords. If a student experiences a problem with his/her network account (i.e., cannot log in), he/she should notify Ms. Piccolo in the Library Media Center, who will contact the Technology Center. Students should not log on to the network system with an account that is another student's. Doing so will result in the deactivation of the student's account. If a student feels his/her account password is not secure, he/she can go to the Library Media Center to reset their password.

**COOPERATIVE WORK EXPERIENCE:** This program provides seniors with the opportunity to transfer learning to a hands-on experience. Further information is included in the Program of Studies booklet.

**COURSE LEVEL CHANGE:** Shelton High School will only accept and address requests for course level changes during defined times of the school year. These include five calendar days after quarter 1 progress reports have been issued, five calendar days after the first quarter ends, five calendar days after quarter 2 progress reports have been issued and five calendar days after the second quarter ends. Students are to download the SHS Course Level Change Application, available on the SHS school website under Forms, and follow the application procedures. The submitted application will be reviewed by a committee comprised of the student's Assistant Principal, the course's curriculum leader and the K-12 School Counselor Curriculum Leader. This committee reserves the right to deny applications. **The student's final grade in the level he/she completes the course will determine the student's weighted GPA score.**

**COURSE SELECTION:** Shelton High School is a comprehensive high school, which offers programs to meet the needs of all types of students. A Program of Studies booklet is made available to students and their parents for the purpose of selecting courses for the following year. This booklet is also available on the school website ([sheltonhigh.sheltonpublicschools.org](http://sheltonhigh.sheltonpublicschools.org)). School counselors, curriculum leaders, and teachers will assist each student in selecting those subjects which best fit his/her abilities, needs and interests. Students will register for classes online in the spring using Infinite Campus, the district's student management program.

**EARLY DISMISSALS:** Every attempt should be made to schedule appointments after school hours or during vacations. Early dismissals are considered as absences from classes the student misses and count toward the number of classes missed per the Shelton High School attendance policy. If a dismissal from school is necessary, a parental permission note inclusive of student name and a phone number where the parent can be reached for verification must be submitted to the house office prior to the start of the school day. Students will be given a dismissal slip which must be presented to the security desk at the time of dismissal. Students officially dismissed early from school must leave the school building and school grounds. Only students who have sanctioned activities after school may return.

**ELECTRONIC DEVICES:** Electronic devices may be used during the school day for instructional purposes only. It is the individual student's responsibility to secure these devices. Theft of prohibited or unsecured electronic devices will not be investigated.

**EXAMS:** Assessments are an integral part of student learning. Shelton High School students will be given mid-term and final exams. All exam schedules will be communicated to students prior to exam week and will also be posted on the Shelton High School website ([sheltonhigh.sheltonpublicschools.org](http://sheltonhigh.sheltonpublicschools.org)). If a student is absent the day of an exam, a parent must contact the student's house office on that day. Absences which are not verbally validated by the parent on that day will result in a failure for the exam. It is the student's responsibility to contact his or her teacher to make arrangements for make-up, if permitted. In the event that a final exam cannot be made up according to guidelines, the final exam will be made up after school concludes and during the summer. Teachers will post incompletes in the final exam, fourth quarter and final grade column. Adjustments will be made when school resumes.

**FIELD TRIPS:** Administrative approval must be received in advance for all teacher-student trips. Parental permission in writing is required. Field trips are an extension of the school day and all school rules apply. The administration reserves the right to revoke field trip privileges for any student not in good academic, behavioral or attendance standing or who is not up-to-date with Capstone requirements. The student is responsible for notifying his/her teachers BEFORE the activity. It is the student's responsibility to get the class work, notes and homework assignments. A student returning from suspension will not be allowed to attend a field trip his/her first day back to school. School work due on the day of the field trip must be submitted prior to the field trip.

**FIRE ALARMS/DRILLS** are conducted on a monthly basis. Movement of students and school personnel should be orderly. The following procedures are to be followed:

- When the alarm sounds, students should follow the posted evacuation routes.
- Students and staff must leave the building in an orderly, calm manner, walking quickly and quietly. Do not run.
- If a designated stairwell is blocked, teachers must instruct students to the next closest stairwell.
- Once outside, students must assemble where teachers instructed them to report. Students must stay off of all driveways.
- Students may not go to their cars or assemble between or sit in cars.
- Students are expected to be cooperative as the teacher takes attendance.
- Students who are immobile for any reason (crutches, wheelchairs, etc.) may wait in the designated areas of refuge.
- Students must remain in the designated area until an announcement is made from the principal or designee to return to the building.

Tampering with fire extinguishers and/or fire alarms will result in disciplinary consequences, up to and including arrest.

**THE GAEL:** The school newsmagazine, *The Gael*, is written and edited by students enrolled in Journalism I and Journalism II and is published and distributed to the student body throughout the school year.

**GRADE CALCULATIONS:**

*Full-year course:*

1 <sup>st</sup> quarter grade	20%
2 <sup>nd</sup> quarter grade	20%
Midterm Exam	10%
3 <sup>rd</sup> quarter grade	20%
4 <sup>th</sup> quarter grade	20%
Final Exam	10%

*Half-year course:*

Quarter grade	40%
Quarter grade	40%
Final Exam	20%

## GRADING SYSTEM

<i>A+</i>	<i>100 – 97</i>	<i>D+</i>	<i>69 – 68</i>	
<i>A</i>	<i>96 – 93</i>	<i>D</i>	<i>67 – 65</i>	<i>Below Average</i>
<i>A-</i>	<i>92 – 90</i>	<i>F</i>	<i>64 – 0</i>	<i>Failure</i>
<i>B+</i>	<i>89 – 87</i>	<i>P</i>		<i>Pass</i>
<i>B</i>	<i>86 – 83</i>	<i>I</i>		<i>Incomplete</i>
<i>B-</i>	<i>82 – 80</i>	<i>W</i>		<i>Withdrawn</i>
<i>C+</i>	<i>79 – 77</i>	<i>N</i>		<i>No Course Credit</i>
<i>C</i>	<i>76 – 73</i>	<i>U</i>		<i>Audit</i>
<i>C-</i>	<i>72 – 70</i>	<i>WF</i>		<i>Withdrawn/Fail</i>

**GRADUATION FEE:** A monetary fee will be charged to all students participating in the commencement ceremony. This fee will assist in offsetting the cost of the cap and gown, diploma, and diploma jacket.

**GUIDANCE DEPARTMENT:** The Guidance Department consists of six school counselors and a Guidance curriculum leader. Each student is assigned a house counselor. The purpose of Shelton High’s Developmental School Counseling Program is to provide all students with counseling activities that assist them to plan for and then monitor and manage their academic, career and personal/social development. The delivery system for this comprehensive program includes Curriculum, Individual Planning, Responsive Services and System Support. Parents and students are encouraged to meet with counselors.

**HOMEBOUND INSTRUCTION:** Homebound instruction is provided for those students who are unable to attend school for physical reasons for more than three weeks. A physician’s diagnosis and written recommendation is required before homebound instruction will be allowed. All inquiries regarding any aspect of homebound instruction should be referred to the student’s school counselor.

**HOMEWORK:** Homework is an integral part of the educational program at Shelton High School. Homework provides the opportunity to develop and reinforce skills and attitudes which encourage self-directed learning. The student is expected to spend on average 120 minutes each day doing homework and/or independent reading. In some cases, more time may be necessary as assignments dictate. Individual teachers may impose grading penalties or denial of the acceptance of late homework. Please refer to Board Policy 6154.

**HONOR ROLL:** Students must attain a 4.0 or higher average with no grade lower than “B+” to be considered for High Honors. Students with an average between 3.67 and 3.999 and no grade lower than “C” are considered for Honors. Students must be scheduled for at least the minimum course requirements (5 courses excluding P.E.) in order to be considered for the honor roll.

**HOUSE INTERVENTION TEAMS (HIT):** Each house office has a House Intervention Team that meets on a monthly basis to discuss at-risk students. Referrals are made by staff, administration or parents to a student’s assistant principal.

**IDENTIFICATION POLICY:** All students must have a school picture ID in their possession at all times during the school day. Students not in possession of a school picture ID will be sent to their house offices to secure an ID. Students must pay a non-refundable \$3 fee for replacement IDs and \$2 for replacement lanyards. Temporary IDs will not be issued. Students who violate ID procedures will be logged and fees will be imposed. Students who are insubordinate or who consistently are not in compliance with the school ID policy will face disciplinary consequences assigned by their assistant principal. Students who are suspended or expelled must turn in their ID to their assistant principal during the period of suspension/expulsion. Staff must have a school picture ID visible at all times during the school day.

**INCOMPLETE GRADES:** Incomplete grades at the end of the marking period or semester will be recorded as an “I.” All incomplete grades are to be made up within two school weeks following the last day of the marking period. If an incomplete is not made up within the two-week timeframe, the grade entered for the incomplete will be an “F.” The student’s assistant principal may grant an extension for the timeline on an individual basis due to prolonged absence from school.

**INFINITE CAMPUS:** Infinite Campus is the district’s student management system. A student portal and parent portal provide up-to-date information including but not limited to attendance, grading and biographical data.

**LABORATORY DISSECTIONS:** Students are offered alternatives to laboratory dissections. All labs that include dissection can be successfully completed by students while using models, overheads, charts, videos, and in some cases, computer programs. This information concerning choice is also restated in life science classrooms by the teachers.

**LIBRARY MEDIA CENTER (7:25 AM – 2:25 PM):** The Library Media Center (LMC) includes a library media specialist/teacher who provides instruction and assistance to students and staff. Independent use of the LMC and library website is encouraged. The library website provides access to the Destiny Online Catalog, subscription databases, tutorials and other useful links. Library passes: Students may use the LMC during study hall. Students must arrive at the media center on time, request a pass, and submit ID for electronic attendance. Circulation: Students may check out books for a period of two weeks. No food or drink is allowed in the LMC. Students that do not demonstrate appropriate behavior may be restricted from the LMC.

**LOCKDOWN:** Drills are conducted throughout the school year for external and internal lockdowns. Teachers will review procedures with students during the year.

**LOCKERS:** Ownership of lockers remains with the Shelton Board of Education. Every student is assigned a locker as a privilege for the exclusive purpose of such property and materials as needed for the fulfillment of school-related responsibilities. Students should make every effort to utilize his/her locker before and after school. In order to maintain the security of student property, students should not share lockers or locker combinations, or use a locker that is not assigned to them. If a student has a locker that does not function properly, he/she should report it to the house office. Students are reminded that school officials have the right to inspect lockers when there is reasonable suspicion that there is a violation of the Code of Conduct. Canine searches may be done periodically to assure the safety and protection of all Shelton High School students. Students are responsible for any damage done to their lockers. Lockers are emptied the last day of school. Leftover contents are held in the Main Office for two weeks. After this time, all contents will be disposed of.

**LOST AND FOUND:** If a student finds something, he/she should turn it in to the house office or Main Office and also check there for lost items. Shelton High School is not responsible for items lost or stolen at school functions.

**MOTOR VEHICLE INSPECTION:** Cars parked on Shelton High School property may be searched if reasonable suspicion exists to do so. Visible unlawful items or suspicious activity surrounding vehicles demands attention and investigation. Appropriate consequences will be assigned on a case by case basis of overall findings. Unannounced searches may involve certified trained canines.

**OBLIGATIONS:** Textbooks are paid for by the Shelton Board of Education. Lost, damaged or defaced books must be paid for by the student to which they are assigned. A student is responsible for a \$3 replacement fee for an ID and a \$2 replacement fee for a lanyard. Failure to rectify obligations (textbooks, IDs, athletic uniforms or other materials) will result in the denial of extracurricular activities, including participation in school dances and graduation.

**ONLINE COURSE CREDIT POLICY:** Shelton High School will only accept online learning requests from an approved accredited institution. A student requesting to take an online course for credit must complete the appropriate application, secure all required signatures and submit the application by the defined deadline. A maximum of two credits per year, including summer school online credit, will be allowed for online learning. Online courses will not be tracked, with the exception of Advanced Placement online coursework. Online courses will be calculated into a student's GPA as untracked courses, with the exception of Advanced Placement online coursework. The student/parent/guardian is responsible for all financial expenses or fees for online learning. The high school administration reserves the right to deny applications for online coursework and acceptance of online credits.

**PARENT CONFERENCES:** Opportunity is provided for parents to confer with teachers about individual student progress in November and March. These dates are announced in the school calendar, by phone, in the newspapers and on the school website ([sheltonhigh.sheltonpublicschools.org](http://sheltonhigh.sheltonpublicschools.org)). In addition, parents are encouraged to make appointments to discuss pupil progress any time they feel that it is necessary. If an appointment is desired, parents should contact the house office to which the teacher is assigned or contact the teacher directly for an appointment.

**PARKING PRIVILEGES:** Failure to adhere to regulations and attendance expectations will result in loss of privilege to park on school grounds. Driving a vehicle to school and parking in the school parking lot or on school property is a privilege and may be revoked at any time. All motor vehicles that are found to be in violation may result in the motor vehicle being towed at the owner's expense and a ticket issued to owner/operator of the motor vehicle. Students who drive a motor vehicle to school must know and obey the following rules:

- All student vehicles parked on the Shelton High School campus must be registered.
- Any student not in compliance with the Shelton High School attendance expectations may have their parking privileges suspended/revoked.
- Each student must register the vehicle each school year and pay the yearly parking fee. Registration blanks may be obtained in the security office or at [sheltonhigh.sheltonpublicschools.org](http://sheltonhigh.sheltonpublicschools.org) under "About/Forms."
- Each car must display a parking permit as prescribed for the current year. Cars without a parking permit are subject to towing at the owner's expense.
- Each student must park in their assigned parking spot.
- Students/parents may not transfer their parking space to another student. All transactions for parking spaces must go through Shelton High School.
- Leaving school grounds during school hours without proper documentation is not permitted.
- A parking fee will be charged on a yearly basis to park on campus. Seniors are given priority when parking spaces are assigned, followed by juniors.
- Speeding or careless driving on the school grounds and on streets bordering the school is not permitted and may result in the suspension, revocation of vehicle privilege on school property or action by the Shelton police department.
- Parking in a NO PARKING area or area designated for staff members or visitors is a direct violation.
- Sitting in cars during the school day is not permitted. Students must leave their cars within one minute after arrival at school.
- Once the school day begins no student will be allowed in the parking lot without an authorized vehicle pass from an assistant principal/house office.
- Any student arrested because of illegal narcotics, drug paraphernalia, alcohol or any illegal contraband found in their vehicle parked on school property will have their parking privileges suspended for the school year.
- Shelton High School is not responsible for items lost or stolen from cars.
- The administration reserves the right to revoke/suspend parking privileges for student misconduct without refund.

**PASSES:** All students are required to display a color-coded pass when they are using the lavatory or going to their locker during classes. The penalty for misusing a pass is placement on pass restriction. When a student is placed on pass restriction, he/she must attend each class/study hall on his/her schedule without tardiness. He/she is not allowed to have a pass to anywhere except with the approval of the assistant principal. The student should go to the lavatory or locker during passing time. If the student needs to use the Media Center or needs extra help from a teacher, arrangements must be made to do so before or after school. The length of the pass restriction will be determined by the assistant principal.

**PLANNING AND PLACEMENT TEAM:** Under Sec. 10-76 of the General Statutes, a school planning and placement team is established to service students with special needs. The team, consisting of a school psychologist, administrator, special education teacher, guidance counselor and general education teacher is responsible for gathering data, formulating plans, keeping records, informing parents and making recommendations for the student's program.

**PROGRESS REPORTS:** Progress reports are available to parents and students during the mid-point of each marking period on the Infinite Campus portal. A student's current average will be noted. Parents are encouraged to contact a student's teacher or school counselor with concerns.

**PROM:** Students must be in attendance the entire school day the Friday immediately prior to the prom in order to attend the prom. All students attending the prom must complete a prom contract. All dues and outstanding obligations must be paid in order to attend the prom. Appropriate attire for all school functions, including, but not limited to all school dances, including the prom, banquets and all club functions includes: no open midriffs; no opening below mid-back, must cover lower back; no transparent material throughout midriff, lower back or

lower chest area; no side, midriff or chest cut-outs; no front, back or side slits greater than 6 inches above the knee; no exposed chest. The administration reserves the right to keep students who are not in good academic, behavioral or attendance standing or who are not up-to-date with Capstone requirements from attending the prom. Additional regulations will be cited in the prom contract. Shelton High School is not responsible for items lost or stolen at school functions.

**PROMOTION REQUIREMENTS:** *For promotion to Grade 10* students must earn 4.6 credits through coursework. Students must pass English I and earn the required .1 credit for community service. *For promotion to Grade 11* students must earn 11.2 credits through coursework. Students must pass English II and earn .1 credit for community service. *For promotion to Grade 12* students must earn 17.3 credits through coursework. Students must pass English III and earn the required .1 credit for community service. In addition students promoted to Grade 12 must have fulfilled enough of the graduation requirements to allow the student to graduate in June. Students must also complete a CAPSTONE project requirement.

**P.S.A.T. (Preliminary Scholastic Aptitude Test)** is given once a year at Shelton High School, usually in October. This test is indicative of how well a student may do on the S.A.T.

**SAT (Scholastic Aptitude Test) and SAT SUBJECT TESTS** are given at Shelton High School. A registration fee and an additional late fee may be charged. Information is available from school counselors and in the Career Center.

**SCHOOL RECORDS:** All requests for individual student records must be on a Request Form signed by a parent or legal guardian. Request Forms may be obtained in house offices.

**SCHOOL WEBSITE:** [sheltonhigh.sheltonpublicschools.org](http://sheltonhigh.sheltonpublicschools.org)

**SEARCH OF SCHOOL LOCKERS, PERSONS AND PROPERTY:** All local and regional boards of education and all private elementary and secondary schools may authorize the search by school or law enforcement officials of lockers and other school property available for use by students for the presence of weapons, contraband or the fruits of a crime if (1) the search is justified at its inception and (2) the search as actually conducted is reasonably related in scope to the circumstances which justified the interference in the first place. A search is justified at its inception when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities. Student vehicles parked on school grounds may be searched if there is reasonable cause to search.

**SENIOR PRIVILEGES:** Certain senior privileges are granted to seniors who are in good academic, attendance and behavioral standing, and who are up-to-date with Capstone requirements. The administration reserves the right to revoke senior privileges for seniors not in good standing. **Early Release/Late Arrival** are senior privilege granted to those seniors who have a study hall first or last period. No schedule changes will be made to accommodate this privilege. To request early dismissal/late arrival, students must be in good standing and complete the "Early Dismissal/Late Arrival Form" found in their house office and obtain the required signatures from their parent/guardian, counselor and housemaster. This form should be returned to the appropriate house office for processing. Students are NOT to be on school grounds once they are released. **Exam Exemptions** for mid-term and final exams is a senior privilege granted to those seniors who hold a 90 percent average or higher in the class and teacher discretion.

**SKATEBOARDS/ROLLERBLADES:** Skateboard and rollerblade use is not permitted on school property.

**SPECIAL EDUCATION DEPARTMENT:** Shelton High School provides a special education program to serve exceptional children who are evaluated by qualified professionals as being students with specific learning disabilities, severely emotionally disturbed, deaf/hard of hearing, speech impaired, visually handicapped, mentally retarded or physically handicapped. The special education program is designed as an individualized program and is tailored to meet the specific needs of the student. School psychologists and social workers are available to deal with several aspects of student life. Counseling is available to deal with social and emotional issues related to school. Speech and language services are also available for those students whose individualized programs warrant these services.

**SPORTSMANSHIP:** Students, parents, and spectators are expected to follow the CIAC Class Act Sportsmanship standards as adopted by Shelton High School. The standards may be found on page 22 of this handbook.

**SUMMER SCHOOL:** Summer school classes are held during the summer, Monday through Thursday mornings. No more than one high school subject may be taken during the summer as all classes meet for three hours daily. Summer school credit from other school systems must be pre-approved in order to receive credit from the Shelton School System. In order for students to register for a remedial summer school course, they must be in good standing in a previously failed course as follows:

- a. minimum average of 55 attained for the year
- b. regular attendance in class throughout the year
- c. recommendation of teacher on final report card

**TECHNOLOGY:** Students must sign the "Computer Acceptable Use" agreement in order to utilize technology at school. Misuse of technology will result in suspension of technology privileges and disciplinary consequences.

**TEXTBOOKS:** Students are held accountable for the care of all school-issued books and will be assessed for damage or loss. Transcripts will be withheld until restitution is made.

**TRACKING SYSTEM:** The basic philosophy of the tracking system is to enable every student to be successful at his or her level.

- **Advanced Placement** courses are offered to students in the following areas: English, World Language, Mathematics, Science, Art, and Social Studies.
- **Level H - Honors -** Challenges the academically proficient student. Students are highly self-motivated and capable of extensive independent study.
- **Level C - College Prep -** Students with above-average ability and demonstrate the qualifications of H level students to some degree.
- **Level A - Academic Studies -** Able to handle traditional and basic fundamentals of instruction. At times, students need individual attention to reach goals for proficiency in specific areas.

**TRUANCY:** A student aged five to eighteen inclusive with four unexcused absences in one month or ten unexcused absences in a school year will be considered a truant. Absence from school without the knowledge or consent of a parent will result in disciplinary consequences. No make-up work is permitted and a student will receive a zero for all work missed, including tests and quizzes. Ongoing truancy issues will result in a conference arranged with student, parent, administrator and counselor and can include a referral to juvenile court.

**VIDEO SURVEILLANCE:** The Shelton High School facility is subject to surveillance by cameras.

**VISITORS:** All visitors to the building must enter through the main entrance. Visitors will be buzzed in. Visitors must present a photo ID upon entry to the building and in the Main Office. All visitors are expected to sign in and out and return the visitor’s pass. Student visitors must be approved by the administration prior to their arrival. As a general rule, students cannot bring guests to school. The administration reserves the right to deny visitors access to the building at any time. Any person who is not authorized to be on school grounds is in violation of the Connecticut Statutes for "Loitering in or about school grounds" and is subject to arrest.

**WEIGHTED AND UNWEIGHTED GRADE POINT VALUES:** Grade point values will be awarded at the end of each marking period for all Advanced Placement and college-credit courses and those courses which are grouped on the Honors, College Preparatory and Academic levels. Unleveled courses and those courses assessed on a pass/fail basis are not awarded grade point values. The average may be verified by using the Weighted and Unweighted Grade Point Values chart as follows:

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D
AP	5.00	4.67	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67
Honors	4.67	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.00
College Prep	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	.67
Academic	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	.33

(Set as Base Scale)

**WITHDRAWALS FROM COURSE:** Any course selected should be started with the idea of completion in mind. Trying the subject for a while and then dropping it is not allowed. A student requesting a course drop or change must continue to attend the class originally assigned until all transfer paperwork is formally completed. A student who stops attending class before the class is officially dropped will be subject to disciplinary action and academic failure for cutting class. When a student is granted a withdrawal from a course after twenty days from the commencement of a class, one of the following grades will appear on their transcript:

- “W” will indicate that the student was in “good standing” in the course at the time of withdrawal. This student has made an attempt to be successful in the class and has attended class regularly, submitted homework, etc. A “W” will appear on the student’s transcript.
- “W/F” will indicate that the student was not in “good standing” in the course at the time of withdrawal. An “W/F” will be recorded on the student’s transcript.
- For physical education, students who have missed 10 weeks or 25 class sessions due to medical excuse will be removed from class without credit and earn a “W” (withdrawal) on their transcript and report card.

**WORKING PAPERS:** Working papers are issued from the Main Office during the school year and the summer months. In order to obtain working papers, you must have a written promise of a job and supply the form “Employer's Promise of Employment” or a promise of employment on the employer’s letterhead and a copy of your birth certificate or a driver's license.

## CODE OF CONDUCT

The majority of students at Shelton High School will have little difficulty following school rules which have been implemented for the benefit of the entire school community. Each student must act in a responsible, reasonable and respectful manner. Students who fail to do so should expect appropriate disciplinary action. Any student who receives disciplinary consequences subjects himself/herself to being restricted by the administration from participating in extra- and co-curricular activities, including clubs and sports, for a period of up to one year. Restriction means that the student is not permitted to attend designated school-sponsored events on or off school grounds. On the dates of a suspension the student is not allowed to be on school grounds and is not allowed to participate in any after-school activities including athletics, dances, etc. If the suspension is assigned on a Friday or includes a Friday the student is not allowed to participate in weekend activities.

Not every specific offense can be listed in this handbook. This Code of Conduct serves as a guideline to school administrators. School administrators may assign a warning, office detention, lunch detention, extended detention, pass restriction, internal suspension, or external suspension or any other consequence they deem appropriate. School consequences take precedence over after-school activities including athletics and jobs. Parents will be notified when in-school or out-of-school suspension or expulsion from school is necessary. It is a student’s responsibility to notify parents of a detention.

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds. Such conduct includes, but is not limited to, those offenses listed in the Board of Education Student Discipline Policy 5000, which can be found at the end of this handbook.

**BEHAVIOR AT SCHOOL ACTIVITIES/DANCES:** Students who attend school activities must abide by all school rules and policies whether the activity is at Shelton High School or at another site and while traveling to another site as part of a scheduled Shelton High School trip. Students who attend a school activity under the influence of alcohol or drugs face school disciplinary consequences and arrest. Seniors who attend senior activities, including the prom, picnic and banquet, and are in possession of or under the influence of alcohol or drugs will not be allowed to attend remaining senior events, including participation in the graduation ceremony. Students may invite a guest to most school dances; the student host is responsible for his/her guest. At least one member of each couple in attendance must be a Shelton

High School student. The Shelton High School student must complete a Student Guest Form and secure permission from an assistant principal prior to the school event. Students who leave the building/area during the activity will not be readmitted. **A student must be present during the entire school day, including the Friday immediately prior to the prom, in order to attend the event.** Students are expected to dance appropriately. No “freaking” or sexually explicit dancing will be allowed. Students dancing inappropriately will be asked to leave the dance. Shelton High School is not responsible for items lost or stolen at school functions. Appropriate attire for all school functions, including, but not limited to all school dances, including the prom, banquets and all club functions includes: no open midriffs; no opening below mid-back, must cover lower back; no transparent material throughout midriff, lower back or lower chest area; no side, midriff or chest cut-outs; no front, back or side slits greater than 6 inches above the knee; no exposed chest. Additional regulations will be cited in school contracts.

**BUS CONDUCT:** Riding a school bus is a privilege. No student is to ride a school bus other than the one to which that student is assigned. Students must board the bus and exit at their regularly assigned stop. Bus drivers are required to report discipline problems immediately to one of the assistant principals. Students who are reported for misconduct and/or not obeying the established regulations will be subject to disciplinary consequences, including suspension or loss of the privilege of bus transportation. In such cases it is the responsibility of parents to provide transportation.

**CELL PHONE USAGE:** Improper use of camera phones and text messaging may result in disciplinary consequences if utilized in a manner deemed inappropriate by administration. In addition to school consequences, cell phone violations may result in:

**First Infraction:** confiscation, given to assistant principal, returned to student at the end of the day

**Second Infraction:** confiscation, given to assistant principal, returned to parent at the end of the day

**Third and Subsequent Infractions:** confiscation, given to assistant principal, returned to parent at the end of the day

**DISCIPLINE REVIEW BOARD (DRB)** is a part of our Code of Conduct that deals specifically with chronic offenders. After reviewing student records, if a student has an excessive number of disciplinary infractions he/she, along with parents, will have a hearing in front of the DRB. The student will have a chance to explain his/her behavior and the panel will make a recommendation. Possible action by the DRB may include further disciplinary action, shortened school day, and referral to Juvenile Review Board, the police or the court.

**DRESS CODE:** The Board of Education encourages students to maintain good personal hygiene and to dress in clean clothing appropriate to the school situation. Restrictions on freedom of student dress may be applied whenever the modes of dress in question are unsafe either for the student or those around the student, are disruptive of school operations and the education process in general, violate school rules and/or are contrary to law. For health and safety reason shoes must be worn at all times. Skirts and shorts must be of appropriate length. Undergarments must be appropriately covered at all times. All shirts and blouses must reach the waistline and no midriff is to be exposed. Halter tops, tube tops, strapless tops, see-through lace tops, spaghetti strap tank tops, mesh tank tops, work-out wear, spandex, cut offs (for either sex) and short mini skirts are not appropriate school attire and will not be allowed. Attire or accessories that depict logos or emblems that represent drugs, alcohol or tobacco are not allowed. No gang symbol of any type may be worn or displayed on school premises or at any school-sponsored activity. Accessories, such as spiked jewelry and long chains, which may be a danger to self or others are not allowed. Attire that conveys a message which is vulgar or hateful or promotes illegal discrimination is prohibited. Hats, bandanas, sunglasses or headgear of any kind are not allowed. Outerwear must be kept in student’s locker. Students who are in violation of the school dress code must change their clothing and are subject to disciplinary consequences, including being sent home. Appropriate attire for all school functions, including, but not limited to all school dances, including the prom, banquets and all club functions includes: no open midriffs; no opening below mid-back, must cover lower back; no transparent material throughout midriff, lower back or lower chest area; no side, midriff or chest cut-outs; no front, back or side slits greater than 6 inches above the knee; no exposed chest.

**INTERNAL SUSPENSION:** Students are responsible for completing their work and returning it to their teachers the day they return to class. Failure to do so will result in a zero. Normal classroom behavior is expected. Failure to comply could result in the student being externally suspended or referred to the police for possible arrest. Sleeping, talking or other disruptive behavior will not be permitted. In-school suspension is a serious academic setting. Students are to remain in their designated seats at all times unless permission is granted to do otherwise. Rest room privileges will be granted at the discretion of the supervisor in charge. Students will be required to complete an ISS Exit Requirement Essay for the suspension to be considered served.

**OFFICE DETENTION:** Office detention is a quiet study hall period. No passes to the bathroom, locker or classrooms will be permitted. Food, beverages and electronic devices are not allowed. It is a student’s responsibility to notify parents of a detention. Students who do not stay on their assigned day will be subject to increased disciplinary consequences.

**SMOKING:** Possession, use or transmission of any tobacco product in any form is not permitted at any time in school, on or around school grounds, including private property or town property, on any street adjacent to school property up to 1500 ft., at any school activity on or off school grounds, or on transportation provided by the school. Those students who violate this rule will face disciplinary action, up to and including suspension and fines. See Shelton Board of Education Policy.

**THREATS:** Any student who in any manner threatens harm to self, another person or damage to the property of a member of the school community, including any teacher, member of the school administration, any other employee or a fellow student, or has any knowledge thereof and fails to report it to proper school officials, shall be subject to disciplinary consequences, up to and including expulsion and police referral. A Safe Return Form will be encouraged.

## **ATTENDANCE POLICY**

Shelton Public Schools recognizes that students may occasionally miss school or class for legitimate reasons. These reasons, when documented by a parent/guardian/school administration/physician, will be reviewed and **may** be taken into consideration when a student’s absences become excessive and/or chronic. Excessive/Chronic absences will warrant appropriate follow-up action by the school and **may** lead to loss of credit and/or promotion. The Board of Education strongly believes that family vacations should not take place when school is in session. The school system will coordinate services with community agencies and referrals of truant and chronically absent students to agencies providing child and family services. Continual absences may result in a referral to the District



Attendance Review Team for further discussion. At this level, students **may** lose credit upon reaching 20 absences in a full-year (1-credit) course, 11 absences in a half-credit course. Full-year physical education courses will follow the half-credit threshold of 11 absences, as those classes do not meet every day. Absences will be considered excused/verified provided that official documentation is presented to the School/House Office within 48 hours but not more than 10 days from the student's return to school timeframe. These are examples of excused/verified absences, but are not limited to:

- Appointments with health professionals that cannot be made outside regular school hours
- Emergency family situations
- Personal illness (sick day)

These are examples of exempt absences which include but are not limited to:

- Bus failure (confirmed by the transportation provider)
- College visitations, 3 per year, for 11<sup>th</sup> and 12<sup>th</sup> graders (documentation from the college)
- Court appearances (documentation from the court clerk or attorney)
- Death in family (documentation verifying relationship)
- Excused/verified visit to school nurse
- Field trips/athletic events/school-sponsored events
- "Take Your Student To Work Day"
- Illness requiring hospitalization or prolonged stay at home for recuperation (documentation from treating physician)
- Religious observation (documentation from parent for recognized religious holiday)
- Special testing/meetings (AP, PPT/Section 504, etc.)
- Support Personnel (School Counselor, Social Worker, Psychologist, Out-Reach) -initiated visits
- Administrative (Administrator contact for school business)
- In-School suspensions
- Suspensions
- Expulsions

(SBOE Policy 5113)

Students are expected to be in homeroom at 7:25 AM. If a student is late for school, after 7:25 AM, he/she is considered tardy. Students not in homeroom by time the 7:25 bell rings must report to the Attendance Office in the main lobby to sign in. Students arriving after 8:00 AM must check in with their house office. Per semester, students arriving tardy to school five times will be issued an office detention; ten times, two office detentions; fifteen times, three office detentions; twenty times, one day of internal suspension; twenty-five times, two days of internal suspension; thirty times, three days of internal suspension. Students arriving fifteen minutes late to class without an appropriate pass will be considered absent from that class. When a student is absent for the day, parents are asked to notify their child's respective house office that day. An automated dialing service will contact parents who do not call in to report absences, as well as parents of students who do not go to homeroom or check in at the Attendance Office. Neither students nor parents should assume that any absence is "allowed." Students should not be absent from school except for serious cause. ALL absences must be substantiated and parents are expected to call the house office. Students absent from school are not allowed to participate in after-school or evening activities, including athletic games and practices.

### **PERFECT ATTENDANCE POLICY**

Shelton High School's perfect attendance policy mandates that a student is present in school and in every class every day, which includes being on time to school and every class every day (no tardies) and in school for a complete day (no early dismissals). Students who attain perfect attendance during a quarter will receive recognition.

### **APPEALS**

The parent/guardian will receive contact in writing from school staff upon a student's crossing of each attendance threshold.

- The first contact will be made upon 12 absences in a full-year (1-credit) course, 5 absences in a half-credit course.
- The second contact will be made upon 16 absences in a full-year (1-credit) course, 8 absences in a half-credit course, or 6 absences in a quarter-credit course.
- The third contact may be made when a student reaches the limit of 20 absences in a full-year (1-credit) course, 11 absences in a half-credit course, or 8 absences in a quarter-credit course, which will result in a loss of credit for the course.

There will be an Appeals Board in secondary schools. The Appeals Board will have five members made up of administration (school & Central) and support personnel which could be a school counselor, psychologist, and social worker. This Appeals Board will review submitted documents and if appropriate forward to the District Attendance Review Team for a final decision. A decision will be based on submitted evidence and pertinent supplemental documents for credit recovery. It is the responsibility of the student/parent/guardian to provide in writing, a convincing level of evidence to prove there was an overwhelming reason for the great majority of the student's absences. (SBOE Policy 5113)

### **MAXIMUM ALLOWED ABSENCES/TARDIES**

At Shelton High School we believe regular and timely school and class attendance supports students in meeting the mission, academic, social and civic expectations of Shelton High School. **The administration reserves the right to revoke privileges, including, but not limited to field trips (alternate assignments will be provided), club activities, school dances, prom, senior picnic, senior banquet, senior exam exemptions, parking on campus, recognition awards, for those students who exceed the maximum number of school absences/tardies to school and class cuts.** In addition, parents/guardians and students may be asked to provide written documentation/attend a mandatory Appeals Board hearing and/or a truancy hearing for those students who exceed the maximum number of absences/tardies.

### CREDIT LOSS/Maximum School Absences

Semester (half-year)/PE	10 (credit loss at 11)
Full-year	19 (credit loss at 20)

### **CLASS CUTS**

Students are expected to be on time and in class. Those students who cut class face the following disciplinary consequences:

	<b>Half-Year Class</b>	<b>Full-Year Class</b>
1 <sup>st</sup> offense	1 office detention	1 office detention
2 <sup>nd</sup> offense	1 day internal suspension	1 day internal suspension
3 <sup>rd</sup> offense	2 days internal suspension	2 days internal suspension
4 <sup>th</sup> offense	Removal from course/credit and privilege loss	1 day external suspension and privilege loss
5 <sup>th</sup> offense	-----	2 days external suspension
6 <sup>th</sup> offense	-----	2 days external suspension/removal from course/credit and privilege loss

### **CLASSWORK MAKE-UP POLICY WHEN ABSENT FROM CLASS**

It is the student’s responsibility to get the class work, notes, and homework assignments from the teacher when he/she has been absent. The student is allotted one additional day for each day absent to make up work, when there has been an absence from class. If the absence is a class cut, then the student will not be allowed to make up the classwork or assessments from that day and will receive a zero. If the student is absent the day before an assessment or the day a presentation is due, he/she will be expected to take the assessment or make the presentation on the day it is given. If the student is absent on the day the assessment is given or presentation is due, he/she must take the assessment or make the presentation upon return to class.

### SPECIAL BELL SCHEDULES

Special bell schedules are available on the school website ([sheltonhigh.sheltonpublicschools.org](http://sheltonhigh.sheltonpublicschools.org)) under “About/Bell Schedules.”

### STUDENT CLUBS, ORGANIZATIONS, AND ACTIVITIES

Students participating in these activities must be full-time Shelton High School students.

<u>CLUB</u>	<u>ADVISOR(S)</u>
After-Hours Chorus	Kidder
American Patriots Club	Trevetten
Art Club	Tyma/Dyke
Band	Heidemann
Best Buddies	Lee/Vancil
Chess Club	Goddard
Color Guard	Zern
Dance Club	Pittman
Distributive Education Clubs of America (DECA)	Garrett
Diversity Team	Cayer/Caporale
Drama Club	Sedlock
E. Asian Club	Howell
Extraordinary Changes Club	Rogers
Fed Challenge	Vancil
French Club	Haddon
Future Business Leaders of America (FBLA)	TBD
Italian Club	Snell/Finley/Mortali
Junior Statesmen of America (JSA)	Allan
National Honor Society (NHS)	Kelley/Little
Polish Club	M. Piccirillo
Robotics	Niski/Pontbriant/Spoldi
SAGA (Sexuality & Gender Alliance) Club	Caporale

Science Club  
Spanish Club  
Student Council  
World Language NHS  
Youth 2 Youth

Presutto  
Caporale/Yaglowksi  
Kelley  
Giordano/L. Snell/Pawlyk  
Rodriguez

**A copy of each club's constitution is on file with the Student Council advisor and the principal. Students wishing to create a new club must see the Student Council advisor for information regarding submitting a proposal and securing an advisor. No new clubs will be approved after the end of the first quarter.** Disciplinary consequences for misconduct vary among clubs and are stated in individual club constitutions. Students absent from school are not allowed to participate in club activities on that day. On the day after an evening event the student is expected to be in school and on time. On the dates of a suspension the student is not allowed to participate in any after-school activities including athletics, dances, etc. If the suspension is assigned on a Friday or includes a Friday, the student is not allowed to participate in weekend activities. Appropriate attire for all school functions, including, but not limited to all school dances, including the prom, banquets and all club functions includes: no open midriffs; no opening below mid-back, must cover lower back; no transparent material throughout midriff, lower back or lower chest area; no side, midriff or chest cut-outs; no front, back or side slits greater than 6 inches above the knee; no exposed chest.

**STUDENT COUNCIL:** The Student Council is an organization through which students may express their opinions, assist in the administration of the school and participate in the management of school enterprises. The council tries to promote leadership, initiative and school spirit among its members. A president, vice-president, secretary and treasurer are elected to carry on the work of the Council. An executive board is also chosen. Homeroom representatives from the junior, sophomore and freshman classes are selected to serve on the Student Council. It is the duty of the representatives to bring to the council's attention concerns and suggestions from their classmates and to take to their classes the action of the council.

**CLASS OFFICERS/LEADERSHIP POSITIONS:** The Student Council determines the criteria, procedures and campaign guidelines for class officer elections. Students failing to meet criteria or violating guidelines will not be allowed to hold office for the year. The administration reserves the right to revoke students not in good standing from running for or remaining in a leadership position.

## ATHLETICS

Participation in athletics is a privilege which will enable students to develop skills and experiences that will lead to life-long positive achievement. The Shelton High School athletic program is one that reflects the needs and purposes of our student body and community by maintaining a strong sense of pride, tradition, excellence and overall student development. This is done through a balance of healthy competition, physical training and educational scholarship. In pursuit of this objective, we recognize the importance of academic responsibility, community service and the ideals of good sportsmanship. Students may be suspended or removed from teams for misconduct in school or in the community. Refer to the Shelton High School Athletic Handbook, which is found on page 21 of this handbook.

- Fall sports include: football, boys' and girls' soccer, boys' and girls' cross-country, girls' volleyball, girls' swimming, and field hockey
- Winter sports include: boys' and girls' basketball, boys' swimming, cheerleading, indoor track, wrestling, and unified basketball
- Spring sports include: baseball, softball, golf, boys' and girls' track, boys' and girls' tennis, boys' volleyball, boys' and girls' lacrosse, and unified track

Intramural fitness and conditioning programs include intramural weightlifting and exercise that are available for all students after school.

## PARENT ORGANIZATIONS

**ALUMNI ASSOCIATION:** The Shelton High School Alumni Association is a non-profit organization representing all graduates of Shelton High School. Members are involved in raising funds for scholarships for students in the current graduating class.

**BAND PARENTS' ASSOCIATION:** Shelton High School Band Parents' Association is made up of parents and friends who have children who participate in the school band. The association's primary concern is to raise funds to pay for uniforms, instruments and repairs for the instruments. The parents also help by chaperoning all events the band participates in. The Band Parents meet the second Monday of every month. It is open to everyone who would like to help with the band and organization.

**DIAMOND CLUB:** This club is composed of the boys' baseball team parents and other interested people. The club's primary concern is to raise funds to support the team.

**FATHERS' CLUB:** The Shelton High School Fathers' Club is a group of dedicated men and women committed to the growth and benefit of all students at Shelton High School. The group currently offers twenty scholarships and awards. The Fathers' Club also supports school and sports groups with direct financial aid. Its main fund-raising activity is the operation of the refreshment stand at Finn Stadium.

**GOAL CLUB:** This organization supports team activities and raises funds for awards and scholarships, which support the boys' soccer program at Shelton High School.

**PTSO:** The Shelton High School Parent Teacher Student Organization (PTSO) promotes the educational interest and welfare of all the students of Shelton High School. The PTSO supports various school activities and programs, awards scholarship funds and sponsors programs pertinent to high school students and parents. See the PTSO link on the school's website ([sheltonhigh.sheltonpublicschools.org](http://sheltonhigh.sheltonpublicschools.org)) for activities and updated information.

**PAUL PECYLAK BASKETBALL COMMITTEE:** The Paul Pecylak Basketball Committee helps to support and give recognition to the boys' basketball teams through its various fund-raising activities.

**QUARTERBACK CLUB:** The Quarterback Club works to provide financial aid and support for the Shelton High School football teams, and to promote goodwill and sportsmanship among members of the football teams and fans of Shelton High School. Its major fundraiser is the program book, which is distributed at home games. Regular meetings are at 8:00 PM on the first Wednesday of each month at the high school, and anyone who is interested in supporting Shelton football is encouraged to join.

Other parent organizations include booster clubs for: swim teams, girls' soccer, wrestling, boys' volleyball, cheerleading, cross-country, and outdoor track. Anyone interested in helping the above organizations should contact the Main Office/Athletic Office for the contact person of each group.

## HEALTH SERVICES

School nurses are in the building from the beginning of the school day until the end of the school day. They see students who become ill during that time and are available in case of injury during the school hours. Their primary functions are to provide First Aid for illness or injury, to arrange for sports physical examinations by the school doctor, to keep health records and to assist the school in preventing illness or injury to students and school personnel. Any accident occurring on school property must be reported to the nurse, who will complete and file a report. Accident insurance forms are furnished to all students at the beginning of the school year. In the event a student becomes ill during the school day, he/she should obtain a pass from his/her classroom teacher to see the nurse.

### **PHYSICAL EXAMINATIONS**

**Sports Physicals:** Any student trying out for a team must have a current physical examination. This examination is **valid for 13 months**. Examinations may be done by your own physician at your expense or by the school medical advisor free of charge. A sports physical is not acceptable for the required freshman physical.

All athletes must have a current valid physical form on file with the nurses' office prior to trying out or practicing with any sports team. It is our policy that an athlete's physical **must be valid for the ENTIRE season they are participating in.** Athletes will not be allowed to try out or be placed on a team roster if their physical expires any time during the season including post-season competitions. Physicals are valid for 13 months from the date of exam. Athletes must renew their physical every year. Please contact the Athletic Office for assistance if necessary.

**Freshman Physicals:** State law requires that all freshmen must have a health assessment and immunization update. Physicals given from January 1 of the student's 8<sup>th</sup> grade year to December 31 of the freshman year are accepted. Without this documentation students will not be allowed to attend school. This exam will be acceptable as a sports physical.

**AUTHORIZATION FOR THE ADMINISTRATION OF MEDICINES BY SCHOOL PERSONNEL:** Connecticut State Law and Regulations require a physician's or dentist's written order and parent or guardian's authorization for a nurse to administer medications. Medications must be in pharmacy-prepared containers and labeled with name of child, name of drug, strength, dosage, frequency, physician's or dentist's name and date of original prescription. The act prohibits school nurses, teachers, principals and other staff members from giving aspirin, ibuprofen or aspirin substitutes to students without the written order of a licensed physician or dentist and the written authorization of the child's parents.

# 2018-2019

## Shelton High School Athletic Handbook and Regulations



### MISSION STATEMENT

The Shelton High School Athletic program is one that reflects the needs and purposes of our student body and community by maintaining a strong sense of **pride, tradition, excellence, and overall student development**. This is done through a balance of healthy competition, physical training and educational scholarship. In pursuit of this objective, we recognize the importance of **academic responsibility, community service**, and the ideals of **good sportsmanship**.

In partnership with coaches, teachers, parents and administrators, student-athletes strive for excellence in an environment which is safe, positive, and an integral part of the entire school culture. Lifelong values such as leadership skills, empathy for others, and positive social interaction are the results of participation in our programs. We are committed to providing our student-athletes with a wide variety of well-organized programs which meet their needs for physical and emotional well-being while developing positive moral and social values in a highly competitive arena.

**Participation in athletics is a privilege** which will enable students to develop skills and experiences that will lead to life-long positive achievement. Any student who possesses athletic ability, a competitive spirit and a desire to represent our school in a positive way is encouraged to participate. Coaches may establish reasonable rules in the areas of academics, citizenship and sportsmanship. You should be aware that like other privileges, your athletic participation privileges can be revoked if you fail to adhere to those rules and regulations.

### GENERAL CONTACT INFORMATION

Shelton High School  
120 Meadow Street  
Shelton, CT 06484

John Niski, Athletic Director  
Brenda Hansen, Athletic Secretary  
Office Phone: 203-922-3004, x5  
Athletic FAX No.: 203-567-8534

**Athletic Department Website:** [sheltonhigh.sheltonpublicschools.org](http://sheltonhigh.sheltonpublicschools.org)

*Follow to the Athletics tab.*

Our website has schedules, directions to schools, and many other interesting and important information.

### ATHLETIC DEPARTMENT OVERVIEW

Shelton High School offers its students a challenging interscholastic athletic program consisting of twenty-five varsity and eighteen sub-varsity teams. The school has some of the finest athletic facilities in the state, including one of the largest gymnasiums and an all-purpose stadium with seating for 6,000 spectators.

The community of Shelton is extremely proud of the high school's athletic teams. Their achievements include several state championships, numerous league titles, and several all-state players. The majority of our athletes continue their education after graduation and many continue their involvement in athletics on the college level. Former Shelton High School athletes have earned varsity letters at Yale, Harvard, Columbia, and the University of Connecticut, to name but a few.

**Shelton High School Sports**

**FALL**

Football V/JV/FR  
 Cross Country (Boys)  
 Cross Country (Girls)  
 Soccer (Boys) V/JV/FR  
 Soccer (Girls) V/JV/FR  
 Swimming (Girls)  
 Volleyball (Girls) V/JV/FR  
 Field Hockey V/JV

**WINTER**

Basketball (Boys) V/JV/FR  
 Basketball (Girls) V/JV/FR  
 Indoor Track (Boys)  
 Indoor Track (Girls)  
 Swimming (Boys)  
 Wrestling  
 Unified Basketball  
 Cheerleading

**SPRING**

Baseball V/JV/FR  
 Golf  
 Lacrosse (Boys) V/JV  
 Lacrosse (Girls) V/JV  
 Softball V/JV  
 Tennis (Boys)  
 Tennis (Girls)  
 Track & Field (Boys)  
 Track & Field (Girls)  
 Unified Track  
 Volleyball (Boys) V/JV

**Conference Affiliations**

Shelton High School is a member of the Connecticut Interscholastic Athletic Conference (CIAC). Shelton High School and its athletic teams are governed by the rules and regulations of the CIAC to provide equity and fair standards to interscholastic athletics.

Shelton High School is committed to following the **CIAC Class Act School** standards and promotes sound sportsmanship principles in our school. The following is an established set of guidelines for behavior at sporting events for players, coaches, and spectators:

- Will accept the responsibility and privilege the student-athlete has in representing their school and community by learning and **showing teamwork, sportsmanship and discipline** in all aspects of the game.
- Will **demonstrate respect** for self, coach, teammates, opponents, officials and spectators by exhibiting good character and conducting themselves as a positive role model.
- Will win and lose graciously.
- Will cheer for our team, not against our opponent.
- Will congratulate opponents in a sincere manner following either victory or defeat.
- Will adhere to the host school’s **acceptable dress code** at all home and away contests.
- Any signs displayed must be positive in nature, reference only the school supported by the sign maker.
- During outdoor sports, **no air horns or horns of any kind** or whistles will be used, and any other noisemakers will be allowed with the host athletic director’s approval. During indoor sports, **no noisemakers** will be used.
- Will **cheer positively** to support their team, will not cheer negatively against the opponent.
- Will **show respect** for the game **officials** and their decisions.
- Will **show respect** for the playing of the **National Anthem**.

Shelton High School is a member of the Southern Connecticut Conference (SCC), which was formed in 1994 and has 23 member schools. The SCC is comprised of four divisions—Housatonic, Hammonasset, Oronoque, and Quinnipiac. Division members include:

<b>HOUSATONIC</b>	<b>HAMMONASSET</b>	<b>ORONOQUE</b>	<b>QUINNIPIAC</b>
Amity	Daniel Hand	Branford	Fairfield Prep
Cheshire	Foran	Career	Hamden
Lyman Hall	Guilford	East Haven	Lauralton Hall
Shelton	Hillhouse	North Haven	Mercy
Sheehan	Jonathan Law	Wilbur Cross	Notre Dame
			Sacred Heart Academy
			West Haven
			Xavier

## **REQUIREMENTS FOR PARTICIPATION**

### **Scholastic Eligibility**

In order to participate on an interscholastic athletic team, an athlete must have satisfied all of the scholastic eligibility requirements prior to participation.

### **“C” Rule**

Upon issuance of each marking period report card, students in any of the designated groups whose combined average is less than “C” will be notified in writing that they are being placed on probation. They will be informed that in order to continue to participate after four weeks of probation, the grade average must be raised to a “C” or above.

### **Minimum Athletic Regulations**

- You are eligible if you have taken and passed four (4) units of academic work (excluding physical education) in the marking period immediately preceding participation.
- You are not eligible if you are nineteen years of age prior to July of this school year.
- You are not eligible if you have transferred into our school without a legal change of residence from another city into Shelton.
- You are not eligible if you play or practice with an outside team in the same sport while you are a member of one of our high school teams.
- Drinking alcohol, drug use, and the use of tobacco products are prohibited.
- If you are ejected from a contest, you are automatically suspended from the next contest.
- **If you are suspended from school (ISS or OSS)**, you are also suspended from all athletic participation for the duration of that suspension. Further athletic consequences may be applicable.
- You may not participate in athletics on any day that you are absent, tardy, or dismissed from school.

### **CIAC Eligibility Rules**

#### **ATTENTION ATHLETES – YOU ARE NOT ELIGIBLE IF YOU:**

1. Are not taking at least four (4) units of work or the equivalent. (A unit is a class that meets five (5) periods per week.)
2. Have not passed at least four (4) units or the equivalent at the end of the last marking period as of the official day grades are issued.  
NOTE: For fall sports’ eligibility, the student must be a continuing student or have received four (4) units or its equivalent towards graduation at the conclusion of the school year preceding the contest. The final academic grade average determines fall eligibility.
3. Have changed schools without a change of legal residence.
4. Have played the same sport for more than three (3) seasons in grade 10, 11, and 12.
5. Play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season. (Rule 11.E)
6. Received personal economic gain for participation in any CIAC sport.
7. Have not been in membership in a school for at least 12 weeks immediately preceding the time of participation (end of last year for fall athletes)
8. Only eligible for four (4) consecutive years upon entering 9<sup>th</sup> grade.

Official eligibility for all students is determined on the date that official grades are posted for all students (whole-school eligibility) or on the fourteenth (14th) calendar day (whichever comes first) following the end of the marking period. NOTE: Marking period grades (not semester grades) are to be used in determining scholastic eligibility to participate in interscholastic athletics during any given marking period. Final grades determine Fall eligibility.

### **Attendance Requirement**

Athletes are NOT allowed to be dismissed from school on days of athletic contests and expect to be allowed to play. Any athlete who is absent or dismissed from school on the day of a contest is NOT allowed to participate on that day. Students must be on time and in school for the entire day in order to be eligible for participation in athletic contests and practices. *This does not include entire teams dismissed early for transportation reasons.*

### **Behavior Policy**

Any student who has been identified as displaying inappropriate behavior at any extra-curricular activity, including home and away athletic events, will be subject to disciplinary action. Spectators at activities should be mindful that activities are conducted for the enjoyment of participants and spectators. Criticism of players, coaches and officials will not be allowed. Inappropriate behavior such as the use of profane language and attempting to distract players will also not be allowed. In addition to these standards, the following also applies:

- Drinking alcohol, drug use and the use of tobacco products (including electronic smoking/vaping devices) are prohibited.
- If you are ejected from a contest you are automatically suspended from the next contest.
- If you are suspended from school you are also suspended from all athletic participation for the duration of that suspension.
- You may not participate in athletics on any day that you are absent, tardy or dismissed from school.

### **Athletic Discipline Code of Conduct**

Participation in athletics at Shelton High School is a privilege. As a student-athlete you are held to a higher standard serving in the spotlight as public figures in your school community. Therefore you are expected to conduct yourself before, during and after school hours as a responsible young adult. Any student-athlete who engages in conduct on or off school grounds or at a school sponsored activity that is

unbecoming of a Shelton High School athlete will be subject to disciplinary consequences by the athletic director and/or the school administration. This includes conduct that is in violation of the Shelton Board of Education Discipline Policy (#5000) and the Shelton High School Code of Conduct on or off school grounds or at a school-sponsored activity.

**The following consequences will be imposed for in-season or out-of-season violations:**

- **1st offense** for any student-athlete who is suspended or arrested for the **sale, use or possession of alcohol or drugs on or off school grounds or at a school sponsored activity:**

The student-athlete will be **immediately dismissed** from their team for the remainder of the season, or if out-of-season, will not be allowed to play their upcoming season.

- **1st offense with the consequence of in-school suspension:**

The student-athlete will not be allowed to participate in the equivalent of **10% of the total regular season contests**; however, if the consequence is for the **sale, use or possession of alcohol or drugs on or off school grounds or at a school sponsored activity**, the student-athlete will be **immediately dismissed** from their team for the remainder of the season, or if out-of-season, will not be allowed to play their upcoming season.

- **1st offense with the consequence of out-of-school suspension:**

The student-athlete will not be allowed to participate in the equivalent of **20% of the total regular season contests**; however, if the consequence is for the **sale, use or possession of alcohol or drugs on or off school grounds or at a school sponsored activity**, the student-athlete will be **immediately dismissed** from their team for the remainder of the season, or if out-of-season, will not be allowed to play their upcoming season.

- **1st offense with the consequence of violation(s) of the law:**

The student-athlete will be **dismissed from the team**.

Consequences will begin at the start of the next regular season contest. *If the offense occurs at or near the end of current season, then the athlete will serve the consequence for the remainder of their current season, including post-season games, and will carry over into the next season (fall, winter, spring) or school year.*

- **2nd offense with the consequence of in-school suspension:**

The student-athlete will not be allowed to participate in the equivalent of **20% of the total regular season contests**.

- **2nd offense with the consequence of out-of-school suspension:**

The student-athlete will not be allowed to participate in the equivalent of **50% of the total regular season contests**.

Consequences will begin at the start of the next regular season contest. *If the offense occurs at or near the end of current season, then the athlete will serve the consequence for the remainder of their current season, including post-season games, and will carry over into the next season (fall, winter, spring) or school year.*

- **3rd offense with the consequence of in-school or out-of-school suspension:**

The student-athlete will be **dismissed from the team** for the remainder of the season and will not be allowed to participate on any other Shelton High School athletic team for one calendar year beginning the date the consequence was assigned.

#### Appeal Process

All appeals will be made through the Shelton High School principal. Any athlete or parent/guardian of an athlete must submit a request of appeal in writing to the Shelton High School principal. The Shelton High School principal will meet with the student- athlete and the student's parent/guardian. The Shelton High School principal will then review all relevant material to the case. A decision of the appeal will be made in writing to the student's parent/guardian after the meeting and review. The decision of the Shelton High School principal is final.

#### Captain's Commitment

All newly appointed sport captains must sign the additional "Captain's Contract," which holds them accountable for their actions in a leadership position throughout their tenure as a captain. Captains are considered under contract from the time that they are officially appointed by their coach until their season is completed.

#### Captain's Practices/Rules

The CIAC Board of Control has issued the following statement concerning captain's practices:

*The CIAC does not in any way sanction, encourage, or condone "Captain's Practice" in any sport. "Captain's Practice," depending upon the member school's involvement, may be a clear violation of eligibility Rule II D (season limitations) or certainly a violation of the spirit of Rule II D.*

The Shelton High School Athletic Department clearly warns all coaches and captains that they are in no way to condone, encourage, or sanction captain's practices. Disciplinary consequences will be given to those who plan or participate in captain's practices.



### Tryouts and Requirements for Participation

Your interest in athletics does not in itself qualify you to be a member of one of our teams. Prior to tryouts, you and your parents should discuss the possibility of your not being selected as a team member. You should also discuss the fact that making a team does not assure you of a certain amount of playing time. How well you have done as a member of another team has nothing to do with your participation on our high school teams. Shelton High School coaches are solely responsible for selecting team members and determining playing time.

### Uniforms and Equipment

1. Uniforms – Will be provided by the school. Students are responsible for the uniforms once they have been issued. Students will be required to pay for the replacement cost of any lost uniforms.
2. Equipment – All athletes are responsible for the proper care and security of equipment issued to them. School-furnished equipment should be worn only for contests and practices. Student-athletes who do not return equipment in good condition at the end of the season will be subject to a financial obligation and withholding of report card.

### Physical Examination

Any student trying out for a team must have a current physical examination. This examination is **valid for 13 months**. Examinations may be done by your own physician at your expense or by the school medical advisor free of charge. A sports physical is not acceptable for the required freshman physical.

All athletes must have a current valid physical form on file with the nurses' office prior to trying out or practicing with any sports team. It is our policy that an athlete's physical **must be valid for the ENTIRE season they are participating in.** Athletes will not be allowed to try out or be placed on a team roster if their physical expires any time during the season including post-season competitions. Physicals are valid for 13 months from the date of exam. Athletes must renew their physical every year. Please contact the Athletic Office for assistance if necessary.

### Physical Requirements

If a student participating in SHS athletics goes to a physician for an injury or ailment which may affect his/her ability to be actively involved with the team, **a note of release from a physician must be presented to the coach and/or athletic trainer** before the athlete can return to practice or play. Unfortunately, a note or verbal clearance from a parent/guardian will not suffice due to liability issues.

### Injury

All injuries which occur while participating in scheduled activities should be immediately reported to the trainer/coach. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed within 24 hours. Once a physician treats athletes, the athletes must obtain the doctor's permission to return to the activity. Please refer to the "Return to Play policy" found on the Shelton High Athletics website, and/or contact the trainer for a copy.

### ImPACT Test

All Shelton High School student-athletes are now required to take the ImPACT concussion management baseline test before participating in athletics. The ImPACT Test is a baseline computer test that measures reaction time, memory and cognitive assessment. The test is given to athletes before participating in a sport. There is no cost for the test. The results of the test are confidentially stored on a secure computer server and are only released to a student's doctor or the SHS athletic trainer in the event that an athlete sustains a concussion during play.

### Insurance

Athletes are covered by school insurance that is designed to supplement any insurance coverage that their parents might have. This policy does not cover any out-of-season activity.

### Transportation To and From Practices

Athletes wishing to participate in a Shelton High School athletic program must make arrangements with parents or relatives to secure transportation to and from practice. Athletes should inform the person who is to pick them up the time that the practice session will end. Athletes who live within walking distance of the school may use this method of transportation to and from practice. Athletes must plan to arrive for practice on time.

### Transportation To and From Games

Transportation to and from away games is provided by Shelton High School. Athletes are required to travel by that mode of transportation to away games only. Athletes are not allowed to use their own transportation or that of a friend or relative. Once again, the athlete must travel by bus or other carrier prescribed by the athletic director. Further, all athletes traveling by bus or any other transportation as sanctioned by the Athletic Department to away games will return by the same carrier.

All students participating in field trips, away games and other official, school-sponsored, group events for which transportation is provided, are expected to travel to the event and return to school together, on school transportation. All participants are to remain under the supervision of the teacher(s), coach(s), other school officials(s), or designated chaperone(s) at all times, until they return to school. When school transportation is provided, participating students must ride it both ways; parents, chaperones, and others must not drive students to or from the site of the event by private transportation. **Exceptions to this rule may be allowed only with advance written permission from the athletic director or principal, who will grant exceptions only for emergencies, extreme hardships, or other unusual, extenuating circumstances.**

### Varsity Awards

Varsity letters are participation awards presented to athletes who complete the season, are in good academic standing, and satisfy the minimum requirements listed below. Athletes who have qualified for two varsity letters in the same sport are eligible to receive a varsity jacket. The Board of Education does not provide funding for varsity awards. Awards are provided by the various clubs that support our athletic programs, provided ample funds are available.

### Specific Sports Letter Requirements

- Baseball/Softball: play in fifty percent of varsity games
- Basketball: play in fifty percent of varsity games
- Cross Country: place seventh or better in one-half of the dual meets; in the top 20 in a Housatonic Division meet; or in the top 30 in a Conference meet
- Field Hockey: play in fifty percent of varsity games
- Football: play in fifty percent of varsity games
- Golf: play in fifty percent of varsity matches
- Indoor Track: qualify for Class “LL” standard
- Lacrosse: play in fifty percent of varsity games
- Soccer: play in fifty percent of varsity games
- Swimming: earn a total of 25 points
- Tennis: play in fifty percent of varsity matches
- Track: earn a total of 20 points or qualify for Class “LL” standard
- Volleyball: play in fifty percent of varsity games
- Wrestling: play in sixty percent of varsity matches

### Varsity Jacket Policy

Student-athletes who earn a varsity letter and are at least a member of the Junior Class are eligible for a varsity jacket. Student-athletes who earn two varsity letters in the same sport are also eligible for a varsity jacket, regardless of grade. The Shelton Board of Education is not responsible for the purchase of varsity jackets. Individual team booster clubs and the SHS Fathers’ Club may be able to help offset the cost of jackets, provided funds are available; however, students are ultimately responsible for the purchase of their own jacket.

### Home Games - Live Video Feed

Live Video Feed is available for all HOME games held in Finn Stadium and Murray Gymnasium. Parents, friends, and fans of SHS Athletics can subscribe for a minimal fee to the NFHS Network to watch all home games streamed live to their computer, tablet, or mobile phone through the NFHS Network. Details can be found on the Athletic page of the SHS website and at [www.nfhsnetwork.com](http://www.nfhsnetwork.com) (search for Shelton High School).

---

## SHELTON HIGH SCHOOL

### Concussion

### **Student and Parent Informed Consent Form 2018-19**

This consent form was developed to provide students and parents with current and relevant information regarding concussions and to comply with Connecticut General Statutes (C.G.S.) Chapter 163, Section 149b: *Concussions: Training courses for coaches. Education plan. Informed consent form. Development or approval by the State Board of Education* and Section 10-149c: *Student-athletes and concussions. Removal from athletic activities. Notification of parent or legal guardian. Revocation of coaching permit.*

#### What is a Concussion?

**National Athletic Trainers Association (NATA)** - *A concussion is a “trauma induced alteration in mental status that may or may not involve loss of consciousness.”*

**Centers for Disease Control and Prevention (CDC)** - *“A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth.”* -CDC, Heads Up: Concussion

[http://www.cdc.gov/headsup/basics/concussion\\_what.html](http://www.cdc.gov/headsup/basics/concussion_what.html)

*Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious”* -CDC, Heads Up: Concussion Fact Sheet for Coaches [http://www.cdc.gov/concussion/HeadsUp/pdf/Fact\\_Sheet\\_Coaches-a.pdf](http://www.cdc.gov/concussion/HeadsUp/pdf/Fact_Sheet_Coaches-a.pdf)

#### Section 1. Concussion Education Plan Summary

The Concussion Education Plan and Guidelines for Connecticut Schools was approved by the Connecticut State Board of Education in January 2015. Below is an outline of the requirements of the Plan. The complete document is accessible on the CSDE Web site:

<http://www.sde.ct.gov/sde/cwp/view.asp?a=2663&q=335572>

State law requires that each local and regional board of education must approve and then implement a concussion education plan by using written materials, online training or videos, or in-person training that addresses, at a minimum the following:

1. The recognition of signs or symptoms of concussion.
2. The means of obtaining proper medical treatment for a person suspected of sustaining a concussion.
3. The nature and risks of concussions, including the danger of continuing to engage in athletic activity after sustaining a concussion.
4. The proper procedures for allowing a student-athlete who has sustained a concussion to return to athletic activity.
5. Current best practices in the prevention and treatment of a concussion.

## **Section 2. Signs and Symptoms of a Concussion: Overview**

**A concussion should be suspected if any one or more of the following signs or symptoms are present, or if the coach/evaluator is unsure, following an impact or suspected impact as described in the CDC definition above.**

**Signs of a concussion may include (i.e. what the athlete displays/looks like to an observer):**

- Confusion/disorientation/irritability
- Trouble resting/getting comfortable
- Lack of concentration
- Slow response/drowsiness
- Incoherent/ slurred speech
- Slow/clumsy movements
- Loses consciousness
- Amnesia/memory problems
- Acts silly/combative/aggressive
- Repeatedly ask same questions
- Dazed appearance
- Restless/irritable
- Constant attempts to return to play
- Constant motion
- Disproportionate/inappropriate reactions
- Balance problems

**Symptoms of a concussion may include (i.e. what the athlete reports):**

- Headache or dizziness
- Nausea or vomiting
- Blurred or double vision
- Oversensitivity to sound/light/touch
- Ringing in ears
- Feeling foggy or groggy

State law requires that a coach **MUST** immediately remove a student-athlete from participating in any intramural or interscholastic athletic activity who: a) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following a suspected blow to the head or body, or b) is diagnosed with a concussion, regardless of when such concussion or head injury may have occurred. **Upon removal of the athlete, a qualified school employee must notify the parent or legal guardian within 24 hours that the student-athlete has exhibited signs and symptoms of a concussion.**

**Section 3. Return to Play (RTP) Protocol Overview**

Currently, it is impossible to accurately predict how long an individual’s concussion will last. There must be full recovery before a student-athlete is allowed to resume participating in athletic activity. Connecticut law now requires that no athlete may resume participation until they have received written medical clearance from a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.

**Concussion Management Requirements:**

1. No athlete SHALL return to participation in the athletic activity on the same day of concussion.
2. If there is any loss of consciousness, vomiting or seizures, the athlete MUST be immediately transported to the hospital.
3. Close observation of an athlete MUST continue following a concussion. The athlete should be monitored for an appropriate amount of time following the injury to ensure that there is no worsening/escalation of symptoms.
4. Any athlete with signs or symptoms related to a concussion MUST be evaluated by a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.
5. The athlete MUST obtain an initial written clearance from one of the licensed health care professionals identified above directing her/him into a well-defined RTP stepped protocol similar to the one outlined below. If at any time signs or symptoms return during the RTP progression, the athlete should cease activity\*.
6. After the RTP protocol has been successfully administered (no longer exhibits any signs or symptoms or behaviors consistent with concussions), final written medical clearance is required by one of the licensed health care professionals identified above for the athlete to fully return to unrestricted participation in practices and competitions.

**Medical Clearance RTP protocol (Recommended one full day between steps)**

Rehabilitation stage	Functional exercise at each stage of rehabilitation	Objective of each stage
1. No activity	Complete physical and cognitive rest until asymptomatic. School may need to be modified.	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling maintaining intensity ,<70% of maximal exertion; no resistance training	Increase Heart Rate
3. Sport specific exercise No contact	Skating drills in ice hockey, running drills in soccer; no head impact activities	Add Movement
4. Non-contact sport drills	Progression to more complex training drills, ie. passing drills in football and ice hockey; may start progressive resistance training	Exercise, coordination and cognitive load
5. Full contact sport drills	Following final medical clearance, participate in normal training activities	Restore confidence and assess functional skills by coaching staff
6. Full activity	No restrictions	Return to full athletic participation

\* If at any time signs or symptoms should worsen during the RTP progression the athlete should stop activity that day. If the athlete’s symptoms are gone the next day, she/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and don’t resolve, the athlete should be referred back to her/his medical provider.

**References:**

1. NFHS. Concussions. 2008 NFHS Sports Medicine Handbook (Third Edition). 2008: 77-82.<http://www.nfhs.org>.  
[http://journals.lww.com/cjsportsmed/Fulltext/2009/05000/Consensus\\_Statement\\_on\\_Concussion\\_in\\_Sport\\_3rd.1.aspx](http://journals.lww.com/cjsportsmed/Fulltext/2009/05000/Consensus_Statement_on_Concussion_in_Sport_3rd.1.aspx).
2. Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports*.  
[http://www.cdc.gov/NCIPC/tbi/Coaches\\_Tool\\_Kit.htm](http://www.cdc.gov/NCIPC/tbi/Coaches_Tool_Kit.htm).
3. CIAC Concussion Central - <http://concussioncentral.ciacsports.com/>

**Resources:**

- Centers for Disease Control and Prevention. *Injury Prevention & Control: Traumatic Brain Injury*. Retrieved on June 16, 2010.

- Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports Guide for Coaches*. Retrieved on June 16, 2014.

**SHELTON HIGH SCHOOL**  
**Sudden Cardiac Arrest**  
**Student & Parent Informed Consent Form**  
**2018-19**

**NOTE: This document was developed to provide student-athletes and parents/guardians with current and relevant information regarding sudden cardiac arrest. A new form is required to be read, signed, dated and kept on file by the student-athlete's associated school district annually to comply with Connecticut General Statutes Chapter 163, Section 10-149f: SUDDEN CARDIAC ARREST AWARENESS EDUCATION PROGRAM.**

**Part I – SUDDEN CARDIAC ARREST - What is sudden cardiac arrest?**

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn't just happen to adults; it takes the lives of students, too. However, the causes of sudden cardiac arrest in students and adults can be different. A student's SCA will likely result from an inherited condition, while an adult's SCA may be caused by either inherited or lifestyle issues.

SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart's electrical system, causing the heart to suddenly stop beating.

**PART II - HOW COMMON IS SUDDEN CARDIAC ARREST IN THE UNITED STATES?**

SCA is the #1 cause of death for adults in this country. There are about 300,000 cardiac arrests outside hospitals each year. It is a leading cause of death for student-athletes.

According to an April 2014 study for PubMed the incidence was

- 0.63 per 100,000 in all students (6 in one million)
- 1.14 per 100,000 athletes (10 in one million)
- 0.31 per student non-athletes (3 in one million)
- The relative risk of SCA in student-athletes vs non-athletes was 0.65
- There is a significantly higher risk of SCA for boys than girls

Leading causes of sudden death among high school and college athletes, according to the NCAA (on CBS News, June 28, 2012)\* are heart stroke, heart disease and traits associated with sickle cell anemia. Prevention of sudden death, the same study concludes, is associated with more advanced cardiac screening with attention to medical histories and birth records, improved emergency procedures, and good coaching and conditioning practices.

**PART III - WHAT ARE THE WARNING SIGNS AND SYMPTOMS?**

Although SCA happens unexpectedly, some people may have signs or symptoms, such as: fainting or seizures during exercise; unexplained shortness of breath; dizziness; extreme fatigue; chest pains; or racing heart.

These symptoms can be unclear in athletes, since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

Sudden cardiac arrest is a medical emergency. If not treated immediately, it causes sudden cardiac death. With fast, appropriate medical care, survival is possible. Administering cardiopulmonary resuscitation (CPR) — or even just compressions to the chest — can improve the chances of survival until emergency personnel arrive. (<http://www.mayoclinic.org/diseases-conditions/sudden-cardiac-arrest/basics/>)

**WHAT ARE THE RISKS OF PRACTICING OR PLAYING AFTER EXPERIENCING THESE SYMPTOMS?**

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.

**REMOVAL FROM PLAY**

Any student-athlete who shows signs or symptoms of SCA must be removed from athletic activity and referred to a licensed health care professional trained specifically in the treatment of cardiac care. The symptoms can happen before, during or after activity.

**RETURN TO PLAY**

Before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing. The evaluation must be performed and written clearance be provided by a licensed medical provider.

***To summarize:***

- SCA is, by definition, sudden and unexpected.
- SCA can happen in individuals who appear healthy and have no known heart disease.
- Most people who have SCA die from it, usually within minutes.

- Rapid treatment of SCA with a defibrillator can be lifesaving.
- Training in recognition of signs of cardiac arrest and SCA, and the availability of AEDs and personnel who possess the skills to use one, may save the life of someone who has had an SCA.

(National Heart, Lung, and Blood Institute)

**Sources:**

**Simons Fund** - <http://www.simonsfund.org/>

**Pennsylvania Department of Health** - <http://www.simonsfund.org/wp-content/uploads/2012/06/Parent-Handout-SCA.pdf>

**SHELTON HIGH SCHOOL**  
**Athlete Return to Play Policy**

In response to contemporary issues of health, safety and liability, the following policy has been placed in effect for all students wishing to participate in Shelton High School (SHS) athletics at any level.

If a student participating in SHS athletics goes to a physician for an injury or ailment which may affect his/her ability to be actively involved with the team, **a note of release from a physician must be presented to the coach and/or Athletic Trainer** before the athlete can return to practice or play.

This must be done if doctor says, “Yes” to returning or “No”. To make things easier, ask the doctor who says “No” to specify in the note the amount of time for which the athlete is to be withheld from participation. For clarification, a physician would include those in general practice (internist, pediatrician), orthopedic, chiropractor, neurologist, physician assistant, and nurse practitioner, as a few examples. The note does not have to be obtained from the same doctor originally seen. **Unfortunately, a note or verbal clearance from a parent/guardian will not suffice due to liability issues.**

This withholding of participation will continue from one season to another. For example, an athlete injured during basketball and seen by a physician must have a note for return to play if he is to participate in baseball the next season.

To avoid any conflicts or unexpected withholdings, **it is best to get a note of clearance anytime an athlete sees a doctor.** The doctor should never refuse this request. Be careful if the doctor offers to fax the note instead of writing it on the spot. As we all know, doctors are very busy. It has been my experience that these notes, if sent at all, take several days to be faxed. This means more time out for athlete.

Lastly, if you ever have a doubt as to whether a note is needed, either get one anyway or contact me and I will help you. Thank you in advance for your cooperation in this matter and good luck in your upcoming season.

Sincerely,

*Anthony Simoes*  
*Certified Athletic Trainer - Shelton High School*  
*203-922-3014, ext 1541 (Cell: 203-482-7351)*

If an athlete sustains a concussion during a game or practice any time during their high school career, they will then be re-tested and the scores will be compared to their initial baseline. The results will be shared with the Athletic Trainer and your doctor. If you would like more information regarding the ImPACT test, please contact the Athletic Trainer or athletic director.

-----

**SHELTON BOARD OF EDUCATION**  
**POLICIES & REGULATIONS**

**INFORMATION REGARDING SECTION 504  
OF THE REHABILITATION ACT OF 1973  
POLICY 5145.2 – JULY 1, 2006**

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Shelton Public Schools recognize a responsibility to avoid discrimination in policies and practices regarding its personnel, students, parents and members of the public who participate in school sponsored programs. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system. Persons who feel that they may have been discriminated against on the basis of disability should contact the Shelton Public Schools’ Section 504 Coordinator.

The school district also has specific responsibilities under the Act with respect to providing access to appropriate educational services for students who qualify under Section 504. These responsibilities include the obligation to identify, to evaluate, and to afford access to appropriate educational services. If the parent or guardian

disagrees with the decisions made by the professional staff of the school district with respect to the identification, evaluation, or placement of their child, he/she has a right to an impartial hearing.

If there are questions, please feel free to contact Elizabeth Hannaway, § 504 Coordinator for the Shelton Public Schools, at phone number (203) 924-1023 x350.

Legal References: 29 U.S.C. § 794; 34 C.F.R. § 104 et seq.

**BULLYING BEHAVIOR IN THE SCHOOLS  
SHELTON BOARD OF EDUCATION  
POLICY 5131.911 – JUNE 25, 2008**

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

The Superintendent or his/her designee shall be responsible for developing and implementing administrative regulations in furtherance of this policy. As provided by statute, such regulations shall: (1) enable students to anonymously report acts of bullying to teachers and school administrators and require that students be notified annually of the process by which they may make such anonymous reports, (2) enable the parents or guardians of students to file written reports of suspected bullying, (3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators, (4) require school administrators to investigate any written reports filed pursuant to subdivision (2) and to review any anonymous reports, (5) include an intervention strategy for school staff to deal with bullying, (6) provide for the inclusion of language in student codes of conduct concerning bullying, (7) require school administrators to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and (8) require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and (9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline. The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

For purposes of this policy, "**Bullying**" shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated against the same student over time.

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

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

Legal References:

Public Act No. 02-119

Connecticut General Statutes Sections 10-233a through 10-233f

**STUDENT DISCIPLINE  
SHELTON BOARD OF EDUCATION  
POLICY 5000 – DECEMBER 16, 2009**

**I. Definitions**

A. Dangerous Instrument means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a "vehicle" or a dog that has been commanded to attack.

B. Deadly Weapon means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A deadly weapon is one which is designed for violence and which is capable of inflicting death or serious bodily harm and may include pellet guns and/or air soft pistols.

C. Electronic Defense Weapon means a weapon which by electronic impulse or current is capable of immobilizing a person temporarily, but is not capable of inflicting death or serious physical injury.

D. Emergency means a situation in which the continued presence of the student in school poses such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

E. Exclusion means any denial of public school privileges to a student for disciplinary purposes.

F. Expulsion means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one calendar year.

G. Firearm, as defined in 18 U.S.C § 921, means (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a firearm muffler or silencer, or (d) any destructive device. As used in this definition, a "destructive device" includes any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, or any other similar device; or any weapon (other than a shotgun or shotgun shell particularly suited for sporting purposes) that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½ " in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm; a rifle intended to be used by the owner solely for sporting, recreational, or cultural purposes; or any device which is neither designed nor redesigned for use as a weapon.

H. In-School Suspension means an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. 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.

I. Martial Arts Weapon means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star.

J. Removal is the exclusion of a student for a class period of ninety (90) minutes or less.

K. School Days shall mean days when school is in session for students.

L. School-Sponsored Activity means any activity sponsored, recognized or authorized by the Board and includes activities conducted on or off school property.

M. Seriously Disruptive of the Educational Process means any conduct that markedly interrupts or severely impedes the day-to-day operation of a school.

N. Suspension means the exclusion of a student from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the school year in which such suspension is imposed; and further provided 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 such student is granted a formal hearing as provided below.

O. Weapon means any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which if four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes.

P. Notwithstanding the foregoing, the reassignment of a student from one regular education classroom program in the district to another regular education classroom program in the district shall not constitute a suspension or expulsion.

**II. Scope of the Student Discipline Policy**

A. *Conduct on School Grounds or at a School-Sponsored Activity:* Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board.

B. *Conduct off School Grounds:* Students may be suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process and violative of a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or the Board of Education may also consider whether such off-campus conduct involved the use of drugs.

### III. Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the unauthorized possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or instrument. The possession and/or use of any object or device that has been converted or modified for use as a weapon.
12. Possession of any ammunition for any weapon described above in paragraph 11.
13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
14. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
15. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, performance enhancing drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages). For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
16. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.
17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
18. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
20. Trespassing on school grounds while on out-of-school suspension or expulsion.
21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
23. Throwing snowballs, rocks, sticks and/or similar objects, except as specifically authorized by school staff.
24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
25. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution.
27. Use of a cellular telephone, radio, walkman, CD player, blackberry, personal data assistant, Walkie-talkie or similar electronic device on school grounds, during the school day or at an academic school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices except when such instrument is being used as an instructional tool with the permission of, and/or under the, a teacher or other educational professional.
28. Possession and/or use of a beeper or paging device on school grounds, during the school day or at an academic school-sponsored activity, without the written permission of the principal or his/her designee.
29. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.
31. Hazing.
32. Bullying, defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, on a school bus, or at a school sponsored activity, which acts are committed more than once against any student during the school year.
33. Cyberbullying, defined as use of computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to commit acts of bullying.
34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
35. Engaging in a plan to stage or create a violent situation or sexual activity for purposes of recording it by electronic means; or recording by electronic means acts of violence or sexual acts for purposes of later publication to persons other than school officials.
36. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
37. Any action prohibited by any Federal or State law.

### IV. Procedures Governing Removal From Class

A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.

B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of such removal from class.



#### V. Procedures Governing Suspension

A. The principal of a school, or designee on the administrative staff of the school, shall have the right to suspend any student for breach of conduct as noted in Section II of this policy for not more than ten (10) consecutive school days. In such cases, the following procedures shall be followed.

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
2. If suspended, such suspensions shall be an in-school suspension unless, during the informal hearing, the principal or designee determines that the student: (a) poses such a danger to persons or property; or (b) is so disruptive of the educational process that he or she must serve the suspension out of school.
3. Evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
6. In all cases, the parent or guardian or any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.
8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
9. The school administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an administration-specified program and meets any other conditions required by the administration. Such administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.
10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived in accordance with Section V.A (9), above, the administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the administration-specified program and meets any other conditions required by the administration.
11. If the student has not previously been suspended or expelled, and the administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.
12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
13. During the period of suspension, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to participate in a particular school-sponsored activity.

B. In cases where the student has previously been suspended, or where such suspension will result in the student's being suspended more than ten (10) times or for fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible.

#### VI. Procedures Governing In-School Suspension

- A. The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, seriously disrupts the educational process or in other appropriate circumstances as determined by the principal or designee.
- B. In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.
- C. Suspensions shall be considered served in-school unless the principal or designee determines through the informal hearing process that the student (1) poses such a danger to persons or property or (2) is so disruptive of the educational process that he or she must serve the suspension out of school.
- D. In school suspensions may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.
- 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.
- F. The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

#### VII. Procedures Governing Expulsion Recommendation

- A. A principal may consider recommendation of expulsion of a student in a case where he/she has reason to believe the student has engaged in conduct described at sections II.A. and II.B., above.
- B. A principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:
1. was in possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 U.S.C. § 921 as amended from time to time; or
  2. off school grounds, possessed a firearm as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or possessed and used a firearm as defined in 18 U.S.C. § 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under chapter 952 of the Connecticut General Statutes; or
  3. was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

The terms "dangerous instrument", "deadly weapon," "electronic defense weapon," "firearm," and "martial arts weapon," are defined above in Section I.

- C. Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation. If the Superintendent or his/her designee determines that a student should or must be expelled, he or she shall forward his/her recommendation to the Board of Education so that the Board can consider and act upon this recommendation.
- D. In keeping with Conn. Gen. Stat. § 10-233d and the Gun-Free Schools Act, it shall be the policy of the Board to expel a student for one (1) calendar year for the conduct described above in Section VII (B) (1), (2) and (3) of this policy. For any mandatory expulsion offense, the Board may modify the terms of expulsion on a case-by-case basis.

#### VIII. Procedures Governing Expulsion Hearing

##### A. Emergency Exception:

Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d and the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.

##### B. Hearing Panel:

1. Expulsion hearings conducted by the Board will be heard by any three or more Board members. A decision to expel a student must be supported by a majority of the Board members present, provided that no less than three affirmative votes to expel are cast.
2. Alternatively, the Board may appoint an impartial hearing board composed of one or more persons to hear and decide the expulsion matter, provided that no member of the Board may serve on such panel.

##### C. Hearing Notice:

1. Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) within a reasonable time prior to the time of the hearing.
2. A copy of this Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened.

3. The written notice of the expulsion hearing shall inform the student of the following:

- a. The date, time, place and nature of the hearing.
- b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
- c. A short, plain description of the conduct alleged by the administration.
- d. The student may present as evidence, testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion, as well as notice that the expulsion hearing will be the student's sole opportunity to present such evidence.
- e. The student may cross-examine witnesses called by the Administration.
- f. The student may be represented by any third party of his/her choice, including an attorney, at his/her expense or at the expense of his/her parents.
- g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) do(es) not speak the English language or is handicapped.
- h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).
- i. Information about free or reduced-rate legal services and how to access such services.

**D. Hearing Procedures:**

1. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, board members and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the administration or the student.
2. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices and documents relating to the case and all evidence received or considered at hearing.
3. Formal rules of evidence will not be followed. The Board has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Presiding Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
4. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Board will receive and consider evidence regarding the conduct alleged by the Administration.
5. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
6. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel and by Board members.
7. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Board. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Board. Concluding statements will be made by the administration and then by the student and/or his or her representative.
8. In cases where the respondent has denied the allegation, the Board must determine whether the respondent committed the offense(s) as charged by the Superintendent.
9. If the Board determines that the student has committed the conduct as alleged, then the Board shall proceed with the second portion of the hearing, during which the Board will receive and consider evidence regarding the length and conditions of expulsion.
10. When considering the length and conditions of expulsion, the Board may review the student's attendance, academic and past disciplinary records. The Board may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record, except as so provided in Section V.A (9), (10), (11), above, and Section X, below. The Board may ask the Superintendent for a recommendation as to the discipline to be imposed.
11. Evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Board is considering length of expulsion and nature of alternative educational opportunity to be offered.
12. Where administrators presented the case in support of the charges against the student, such administrative staff shall not be present during the deliberations of the Board either on questions of evidence or on the final discipline to be imposed. The Superintendent may, after reviewing the incident with administrators, and reviewing the student's records, make a recommendation to the Board as to the appropriate discipline to be applied.
13. The Board shall make findings as to the truth of the charges, if the student has denied them, and, in all cases, the disciplinary action, if any, to be imposed. While the hearing itself is conducted in executive session, the vote regarding expulsion must be made in open session and in a manner that preserves the confidentiality of the student's name and other personally identifiable information.
14. The Board may, in its discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a Board-specified program and meets any other conditions required by the Board. The board-specified program shall not require the student and/or the student's parents to pay for participation in the program.
15. The Board shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or guardian of any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.

**E. Presence on School Grounds and Participation in School-sponsored Activities During Expulsion:** During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational program provided by the district in accordance with this policy, unless the Superintendent specifically authorizes the student to participate in a particular school-sponsored activity.

**F. Stipulated Agreements:**

In lieu of the procedures used in this section, the Administration and the parents (or legal guardians) of a student facing expulsion may choose to enter into a Joint Stipulation of the Facts and a Joint Recommendation to the Board concerning the length and conditions of expulsion. Such Joint Stipulation and Recommendation shall include language indicating that the parents (or legal guardians) understand their right to have an expulsion hearing held pursuant to these procedures, and language indicating that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts and Recommendation. If the Board rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on his or her own behalf.

If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Board in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Board, in its discretion, has the right to accept or reject the Joint Stipulation of Facts. If the board rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

**IX. Alternative Educational Programs for Expelled Students**

**A. *Students under sixteen (16) years of age:***

Whenever the Board of Education expels a student under sixteen years of age, it shall offer any such student an alternative educational program.

**B. *Students sixteen (16) to eighteen (18) years of age:***

The Board of Education will provide an alternative education to a sixteen to eighteen year old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education, except as follows. The Board of Education is not required to offer an alternative program to any student between the ages of sixteen and eighteen who is expelled for the second time, or if it is determined at the hearing that (1) the student possessed a dangerous instrument, deadly weapon, firearm or martial arts weapon on school property or at a school-sponsored activity, or (2) the student offered a controlled substance for sale or distribution on school property or at a school-sponsored activity.

**C. *Students eighteen (18) years of age or older:***

The Board of Education is not required to offer an alternative educational program to expelled students eighteen years of age or older.

**D. *Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):***

Notwithstanding Sections X.A. through C. above, if the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational program to such student in accordance with the requirements of IDEA, as it may be amended from time to time.

#### X. Notice of Student Expulsion on Cumulative Record

A. Notice of expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

B. In cases where the student's period of expulsion is shortened or waived in accordance with Section VIII>D (14), above the Board may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

C. If the student has not previously been suspended or expelled, and the administration chooses to expunge the expulsion notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

#### XI. Change of Residence During Expulsion Proceedings

##### *A. Student moving into the school district:*

1. If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined above. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing.

2. Where a student enrolls in the district during the period of expulsion from another public school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. 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. The Board shall make its determination based upon a hearing held by the Board, which shall be limited to a determination of whether the conduct which was the basis of the previous public school district's expulsion would also warrant expulsion by the Board.

##### *B. Student moving out of the school district:*

Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered by the Board, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the Board shall complete the expulsion hearing and render a decision. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

#### XII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

##### *A. Suspension of IDEA students:*

Notwithstanding the foregoing, if the administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.

2. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.

##### *B. Expulsion and Suspensions that Constitute Changes in Placement for IDEA students:*

Notwithstanding any provision to the contrary, if the administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in placement:

1. The parents of the student must be notified of the decision to recommend for expulsion (or to suspend if a change in placement) on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to recommend for expulsion (or to suspend if a change in placement) was made.

2. The school district shall immediately convene the IEP team, but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's IEP team shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.

3. If the IEP team finds that the behavior was a manifestation of the student's disability, the administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement. The IEP team shall consider the student's misconduct and revise the IEP to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.

4. If the IEP team finds that the behavior was not a manifestation of the student's disability, the administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.

5. During any period of expulsion, or suspension of greater than ten (10) days per school year, the administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.

6. The special education records and disciplinary records of the student must be transmitted to the individual(s) who will make the final determination regarding a recommendation for expulsion or a suspension that results in a change in placement.

##### *C. Transfer of IDEA students for Certain Offenses:*

School personnel may transfer an IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) calendar days if the student:

1. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity, or

2. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity.

The following definitions shall be used for this subsection XII.C.:

1. Dangerous weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2.5 inches in length.

2. Controlled Substance means a drug or other substance identified under schedules I, II, III, IV, or V in section 202 (c) of the Controlled Substances Act, 21 U.S.C. 812 (c).

3. Illegal drug means a controlled substance but does not include a substance that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision of federal law.

4. Serious bodily injury means a bodily injury which involves: (A) a substantial risk of death; (B) extreme physical pain; (C) protracted and obvious disfigurement; or (D) protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

#### XIII. Procedures Governing Expulsions for Students Identified as Eligible for Educational Accommodations under Section 504 of the Rehabilitation Act of 1973

Notwithstanding any provision to the contrary, if the administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973 (a "Section 504 Student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.

2. The district shall immediately convene the student's Section 504 team ("504 team") for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student's behavior was a manifestation of his/her disability.

3. If the 504 team finds that the behavior was a manifestation of the student's disability, the administration shall not proceed with the recommended expulsion. The 504 team shall consider the student's misconduct and revise the 504 plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.

4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the administration may proceed with the recommended expulsion.

#### XIV. Procedures Governing Expulsions for Students Seeking to Return to the School District After Juvenile Detention:

If a student seeks to return to the school district after committing an expellable offense for which he/she served a period of one year or more in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement, the district shall allow the student to return and may not expel the student for additional time for such offense.

#### XV. Early Readmission to School

An expelled student may apply for early readmission to school. The Board delegates the authority to make decisions on readmission requests to the Superintendent. Students desiring readmission to school shall direct such readmission requests to the Superintendent. The Superintendent has the discretion to approve or deny such readmission requests, and may condition readmission on specified criteria.

#### XVI. Dissemination of Policy

The Board of Education shall, at the beginning of each school year and at such other times as it may deem appropriate, provide for an effective means of informing all students, parent(s) and/or guardian(s) of this policy.

#### XVII. Compliance with Reporting Requirements

A. The Board of Education shall report all suspensions and expulsions to the State Department of Education.

B. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.

C. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in Conn. Gen. Stat. § 53a-3, the violation shall be reported to the local police.

#### Legal References:

Connecticut General Statutes:

§§ 4-176e through 4-180a and § 4-181a, Uniform Administrative Procedures Act

§§ 10-233a through 10-233e, Suspension and expulsion of students.

§ 10-233f, In-school suspension of students.

§29-38, Weapons in vehicles

§53a-3, Definitions

Packer v. Board of Educ. of the Town of Thomaston, 246 Conn. 89 (1998).

Public Act 09-82 "An Act Concerning Readmission of Students"

Federal law:

Honig v. Doe, 484 U.S. 305 (1988)

Individuals with Disabilities Act, 20 U.S.C. 1400 *et seq.*, as amended by the Individuals with Disabilities Education Act Amendments of 1997, Pub. L. 105-17.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a).

18 U.S.C. § 921 (definition of "firearm")

18 U.S.C. § 930(g)(2) (definition of "dangerous weapon")

Gun-Free Schools Act, Pub. L. 107-110, Sec. 401, 115 Stat. 1762 (codified at 20 U.S.C. § 7151)

### HAZING SHELTON BOARD OF EDUCATION POLICY 5131.91 – JULY 1, 2006

#### I. **Purpose**

The purpose of this policy is to promote an educational environment free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited.

#### II. **General Statement of Policy**

The Board of Education strictly prohibits any form of hazing of students; whether on or off school grounds. As used in this policy, the term "hazing" includes any activity in which any student humiliates, degrades, physically or mentally abuses any other student, or engages in any behavior likely to have a detrimental effect on a student's physical or emotional health, for the purpose of initiation into or membership in or affiliation with any organization which is in any manner related to school or to a school-sponsored activity, regardless of the subject's willingness to participate. Such conduct includes, but is not limited to, the following: whipping; beating; branding; forced calisthenics; coerced consumption of any food, liquor, beverage, drug, or other substance; or any coerced treatment or activity that is likely to adversely affect the physical health or emotional health and safety of any student, or that subjects such student to emotional distress, including extended isolation and any deprivation of sleep or rest.

#### III. **Disciplinary Consequences**

Any student who engages in any form of hazing will be subject to exclusion from all school-sponsored activities (including athletic programs and other extracurricular activities). In addition, any student who engages in any form of hazing will be subject to disciplinary action, including suspension and/or expulsion from school, in accordance with the Board's Policy on Student Discipline.

#### IV. **Reporting Procedures**

The reporting procedure for any hazing incident will be:

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief or conduct, which may constitute hazing, should report the alleged acts immediately to the building principal or to an assistant principal for investigation and other appropriate action.
- B. Any other employee of the Shelton Board who receives a report of alleged hazing shall inform the building principal or assistant principal immediately for investigation and other appropriate action.

#### V. **Retaliation**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or any employee of the school district who retaliates against any person who makes a good faith report of alleged hazing, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### VI. **Dissemination of Policy**

Reference to this policy will appear in each school's parent and/or student handbook and in each school's staff handbook. Prior to participation in any school-sponsored extracurricular activity (including all extracurricular athletic activities), any participating student must sign and date an activity participation statement that includes information about the Hazing Policy. It is the responsibility of the athletic coach, marching band and musical director to share the policy yearly with student participants, and to obtain their signature on the statement form (Appendix A) and to maintain a record of such signature.

### CONFIDENTIALITY AND ACCESS TO STUDENT RECORDS SHELTON BOARD OF EDUCATION POLICY 5125 – JULY 1, 2006

#### I. **POLICY**

The Board of Education ("Board") complies with the state and federal regulations regarding confidentiality, access to and amendment of student records. The Board shall implement procedures that protect the privacy of parents and students while providing proper access to records. Availability of these procedures shall be made known annually to parents of students currently in attendance and eligible students currently in attendance.

#### II. **DEFINITIONS**

- A. Access is defined as the right to inspect or review a student's educational records or any part thereof. Access may include the right to receive copies of records under limited circumstances.
- B. Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent's name and/or e-mail address, the student's name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

- C. Eligible Student is a student or former student who has reached 18 years of age or is attending an institution of post-secondary education or is an emancipated minor.
- D. Law Enforcement Unit is an individual, office, department, division, or other component of an educational agency or institution, that is officially authorized or designated by that agency or institution to 1) enforce laws or refer matters of law enforcement to appropriate authorities or 2) maintain the physical security and safety of the agency or institution.
- E. Legitimate Educational Interest means the need for a school official to review an educational record in order to fulfill his or her professional responsibilities.
- F. Parent is defined as a parent or parents of a student, including a natural parent, a guardian, or surrogate parent, or an individual acting as a parent in the absence of a parent or guardian. The rights of a parent shall transfer to an eligible student, however, a parent of a student who claims that student as a dependent under Section 152 of the Internal Revenue Code of 1954 is entitled to access to the student's records without the eligible student's consent.
- G. Personally Identifiable Information includes, but is not limited to, the name and address of the student, student's parent, or other family member, the student's personal identifier, such as social security number or student identification number, or a list of characteristics or other information that would make the student's identity easily traceable.
- H. School Official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- I. Signed and Dated Written Consent to disclose personally identifiable student information from a student's records must specify the records to be disclosed, the purpose of disclosure and the party to whom such records should be provided. Consent may include a record and signature in electronic form provided that the consent identifies and authenticates a particular person as the source of consent.
- J. Student Records
  - 1. "Student records" shall include any information directly related to a student that is recorded in any manner (e.g., in writing, on film, or on tape or disk) and that is maintained by the school system or persons acting for the school system.
  - 2. "Student records" shall not include:
    - a) private, personal, or working notes in the sole possession of the maker thereof, and which are not accessible or revealed to any other individual except a "substitute";
    - b) employment records used only in relation to the student's employment by the school district;
    - c) alumni records that contain information about the student after he/she is no longer in attendance at the school;
    - d) records on an eligible student that are maintained by a physician, psychologist, professional or paraprofessional made in connection with the treatment of the student and disclosed only to individuals providing such treatment; and
    - e) records maintained by a law enforcement unit of an educational agency or institution that were created by that unit for the purpose of law enforcement.

### III. GENERAL PROCEDURES

The following procedures shall apply regarding access to student records:

- A. Parents and/or eligible students have the right to inspect and review all education records of their child (or, in the case of an eligible student, all education records pertaining to himself/herself). A request to inspect and review records shall be in writing. The Board shall respond to all requests for student records in a prompt manner.
- B. For the records of regular education students, the Board will make records available for inspection and review by parents or eligible students within a reasonable period of time, but in any event, no more than forty-five (45) calendar days from the receipt of a written request.
- C. For students requiring special education, the Board will comply with a request to inspect and review a student's records within ten (10) days of the request, or within three (3) days of the request if the request is in order to prepare for a meeting regarding an IEP or any due process proceeding.
- D. Parents of students eligible to receive special education and related services (or the eligible student) have the right to receive one free copy of their child's (his/her) educational records. The request for the free copy must be in writing and the Board shall comply with the written request within five (5) school days of the request.
- E. The school district will appoint an individual to be responsible for the care and upkeep of all student records. Educational records are kept by categories, each of which encompasses a specific type of data collected during a student's education career. These categories also determine how long the school district must maintain the records. The school district will provide to parents, on request, a list of the categories and locations of education records collected, maintained, or used by the school district.
- F. On an annual basis, the school district will notify parents of students or eligible students currently in attendance of their rights regarding a student's education records. This notice will be published in all student handbooks in the District and will also be published in the school district's guide to Pupil Personnel Services and will be published in any other manner "reasonably likely" to inform such parents and eligible students of their rights. The school district will take steps to ensure that parents or eligible students whose primary or home language is not English or who are disabled will also be notified of their rights regarding a student's education records.

### IV. CONFIDENTIALITY OF EDUCATION RECORDS

- A. All school staff must understand that personally identifiable information in student records is confidential. Each person who has access to student records is responsible for ensuring personally identifiable information is protected from disclosure at collection, storage, disclosure, and destruction stages.
- B. Student records are not public records and any disclosure other than to persons authorized to receive the records without prior parent consent violates the law and Board policy, except as provided in federal and state statutes.

### V. ACCESSIBILITY TO STUDENT RECORDS

- A. A parent or eligible student has the right to inspect and review specific confidential information about the student unless such rights have been waived under Section IX, below.
- B. Aside from a parent or eligible student, only staff members who have been determined by the school system to have a legitimate educational need, and the other exemptions as set forth in Section VI, may have access to a student's records. Pursuant to the procedures set forth in Section V(E), below, the district maintains a record of parties that have requested access to education records, including information found in computer memory banks.
- C. Parents' rights of inspection and review are restricted to information dealing with their own child. In the case of an eligible student, the right to inspect and review is restricted to information concerning himself/herself. All requests for access to student records must be in writing. A parent does not lose his or her right to access to records upon divorce. Non-custodial parents retain their rights to review their child's education records unless otherwise ordered by a court.
  - 1. When requesting inspection or review, a parent or eligible student must submit a written request that identifies the record or records being sought. The school district will notify the parent or eligible student of the date, time, and location where the records may be inspected and reviewed. Requests will be accommodated within a reasonable period of time, but in no case more than forty-five (45) calendar days after the receipt of such requests.
  - 2. The parents or eligible students may designate in writing a representative to inspect and review the records. Consent for disclosure of student records to a designated representative must be signed and dated by the parent or eligible student.
  - 3. A school professional shall be present at all such inspections and reviews and shall explain and interpret data in the records whenever access is granted.
- D. A fee cannot be charged by the system to search for or to retrieve the educational records of a student. If a student has been identified as requiring special education and related services, the parents' right to inspect and review the child's records shall include the right to receive one free copy of those records. An eligible student who is identified as requiring special education and related services is entitled to one free copy of his/her records. A request for the free copy shall be made in writing. The board of education shall comply with such request as stated above. A charge will be levied for additional copies; in no case will the charge exceed 50¢ per page.

- E. Except as provided below, a record (log) will be kept documenting each request for, and disclosure of, personally identifiable information from the education records of each student, including information found in computer memory banks.
  1. The record (log) shall indicate the name of any individual, agency, or organization that requested or obtained access to the student's records, the date of the request for access, whether access was given, and the purpose for which the party was granted access to the records, including the names of additional parties to whom the receiving party may disclose the information on behalf of the school district, and the legitimate educational interest in obtaining the information.
  2. The record (log) requirement does not apply to requests from, or disclosure to:
    - a) a parent or eligible student;
    - b) a party seeking directory information;
    - c) a party who has signed and dated written consent from the parent and/or eligible student;
    - d) school officials from the school district in which the student is currently enrolled who have a legitimate educational interest in the information contained in the student's record;
    - e) persons seeking or receiving the information as directed by a Federal grand jury or other law enforcement subpoena (provided that the information requested is not to be redisclosed).
  3. The record (log) is a permanent part of the student's records and must be available to the parent or eligible student upon request.

## VI. THE RELEASE OF RECORDS OR PERSONAL DATA

- A. The school system or its designated agent(s) may not permit release of personally identifiable records or files of any student to any outside individual, agency, or organization without the signed and dated written consent of the parents or eligible student, except as indicated in Section VI.D below. Personally identifiable information contained in the student record, other than directory information, will not be furnished in any form (i.e., written, taped, person-to-person, statement over the telephone, on computer disk, e-mailed, etc.) to any person other than those listed below, unless written consent has been obtained.
- B. To be effective, the written consent must be signed and dated and must specify the records that may be disclosed, note the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.
- C. If circumstances effectively prevent the parent or eligible student from exercising their right to inspect and review educational records, the board of education shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the inspection and/or review of the requested information.
- D. Personally identifiable information may be released without consent of the parents, or the eligible student, only if the disclosure is:
  1. To other school officials who have been determined by such agency or institution to have legitimate educational interests in the records.
  2. To officials of another public school, including a public charter school, in which the student seeks or intends to enroll. Disclosure of personally identifiable information will be made only upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record pursuant to Section VIII.
  3. To authorized representatives of the Comptroller General of the United States; the Attorney General of the United States; the Secretary of Education; or State and local educational authorities, under the following conditions: the school shall provide such authorized representatives access to student or other records that may be necessary in connection with the audit, evaluation, or enforcement of state and federally supported education programs, but shall not permit such representatives to collect personally identifiable information unless specifically authorized to do so by state and federal law or if the parent or eligible student has given written consent for the disclosure.
  4. In connection with a student's application for, or receipt of, financial aid, if such information is necessary to determine eligibility for, the amount of, or the conditions for financial aid, or to enforce the terms and conditions of financial aid.
  5. To state and local officials or authorities to whom such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974, if the disclosure concerns the juvenile justice system and its ability effectively to serve the student whose records are released. If reporting or disclosure is permitted pursuant to a state statute concerning the juvenile justice system adopted after November 19, 1974, such disclosure may be made without consent only if the officials and authorities to whom the records are disclosed certify in writing to the school district that the information will not be disclosed to any other party without the prior, written consent of the parent of the student, except as provided under State law.
  6. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, so long as the study does not permit personal identification of parents or students by individuals other than representatives of the organization and the information is destroyed after it is no longer needed for the purposes for which the study was conducted.
  7. To accrediting organizations in order to carry out their accrediting functions.
  8. To parents of an eligible student who claim that student as a dependent student as defined in Section 152 of the Internal Revenue Code of 1986.
  9. To comply with a judicial order or lawfully issued subpoena, provided that the educational agency makes a reasonable effort to notify the parent or the eligible student in advance of compliance, unless such disclosure is in compliance with (a) a federal grand jury subpoena and the court has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed; or (b) any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.
  10. In connection with a health and safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.
  11. Between two or more public schools in which the student is enrolled or receiving services.
  12. If the school district initiates legal action against a parent or student, the school district may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as plaintiff.
  13. If a parent or eligible student initiates legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's educational records that are relevant for the school district to defend itself.
  14. To the Attorney General of the United States or his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code. When producing information or permitting access to student records pursuant to this subsection, the school district is not required to record its disclosure in the record (log) referred to in Section V(E).
- E. Directory Information
  1. The school district will notify parents (of students currently enrolled within the district) or eligible students (currently enrolled in the district) annually of any categories of information designated as directory information. This notice will provide such individuals with an opportunity to object to such disclosure. An objection to the disclosure of directory information shall be good for only one year.
  2. School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one year.
  3. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.
- F. Nothing in this policy shall prevent the school district from:
  1. Including in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

2. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials who have been determined to have legitimate educational interests in the behavior of the student.
  3. Disclosing appropriate information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community, to teachers and school officials in other schools who have been determined to have legitimate educational interests in the behavior of the student.
- G. The District will also facilitate the transfer of a student's disciplinary records to officials of any private school in which the student seeks or intends to enroll.

## **VII. AMENDMENT OF STUDENT RECORDS**

- A. If a parent or an eligible student believes that information in the student's records is inaccurate or misleading or in violation the student's right to privacy, he/she is entitled to:
1. Request in writing that the school district amend the records;
  2. Receive within a reasonable period of time a decision from the school district with respect to its decision on the amendment(s) requested by the parent or eligible student.
- B. If the school district decides to amend the records, the school district shall promptly take such steps as may be necessary to put the decision into effect with respect to the requested amendments.
- C. If the school district decides that an amendment of the records in accordance with the request is not warranted, it shall so inform the parent or eligible student and advise him/her of the right to a hearing.

## **VIII. HEARING RIGHTS AND PROCEDURES**

- A. Rights
1. Upon written request of a parent or eligible student to the Superintendent, an opportunity for a hearing shall be provided to challenge the content of a student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or otherwise in violation of the privacy rights of the student.
  2. If, as a result of the hearing, the school district decides that information contained in the education records of a student is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the records shall be amended, and the parent or eligible student shall be informed in writing.
  3. If, as a result of the hearing, the school district decides that information contained in the education records of a student is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the parent or eligible student shall be informed of the right to place in the student's records a statement setting forth the reasons for disagreement with the decision.
    - a. Any explanation placed in the records of the student shall be maintained by the school system as part of the records of the student as long as the record or contested portion is maintained by the school system.
    - b. If the records of the student or the contested portion are disclosed by the school system, the statement of disagreement by the parents and/or eligible student shall also be disclosed.
- B. Procedures
1. The hearing shall be held within a reasonable time after the school system has received the request, unless the parent or eligible student requests a delay.
  2. The parent or eligible student shall be given notice of the date, place, and time of the hearing, within a reasonable time in advance of the hearing.
  3. The hearing will be conducted by a person or persons appointed by the Superintendent of Schools. This person(s) shall be knowledgeable of the policies relating to confidentiality and shall not have a direct interest in the outcome of the hearing.
  4. The parent or eligible student and the school system shall have the right to be represented by person(s) of their choosing at their own expense, to cross-examine witnesses, to present evidence, and to receive a written decision of the hearing.
  5. The decision reached through the hearing shall be made in writing within a reasonable period of time after the hearing. The decision will be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decision.

## **IX. WAIVER OF RIGHTS**

- A. A student who is an applicant for admission to an institution of post-secondary education or is in attendance at an institution of post-secondary education, may waive his or her right to inspect and review confidential letters and confidential statements of recommendations with the following limitations:
1. The student is notified, upon request, of the names of all individuals providing the letters or statements.
  2. The letters or statements are used only for the purpose for which they were originally intended.
  3. The waiver is not required by the agency as a condition of admission to or receipt of any other service or benefit from the agency.
  4. The waiver is in writing and executed by the student, regardless of age, rather than by the parent.
- B. A waiver may be revoked with respect to any actions occurring after the revocation.
- C. Revocation of a waiver must be in writing.
- D. If a parent of a student executes a waiver, that waiver may be revoked by the student at any time after he/she reaches the age of 18.

## **X. SPECIAL CONFIDENTIALITY PROCEDURES FOR HIV-RELATED INFORMATION**

- A. The following definitions shall apply to Section X of this policy:
1. Confidential HIV-Related Information  
"Confidential HIV-related information" means any information pertaining to the protected individual or obtained pursuant to a release of confidential HIV-related information, concerning whether a person has been counseled regarding HIV infection, has been the subject of an HIV-related test, or has HIV infection, HIV-related illness or AIDS, or information which identifies or reasonably could identify a person as having one or more of such conditions, including information pertaining to such individual's partners.
  2. Health Care Provider  
"Health Care Provider" means any physician, dentist, nurse, provider of services for the mentally ill or persons with mental retardation, or other person involved in providing medical, nursing, counseling, or other health care, substance abuse or mental health service, including such services associated with, or under contract to, a health maintenance organization or medical services plan.
  3. Protected Individual  
"Protected individual" means a person who has been counseled regarding HIV infection, is the subject of an HIV-related test or who has been diagnosed as having HIV infection, AIDS or HIV-related illness.
  4. Release of confidential HIV-related information  
"Release of confidential HIV-related information" means a written authorization for disclosure of confidential HIV-related information which is signed by the protected individual, if an eligible student, or a person authorized to consent to health care for the individual and which is dated and specifies to whom disclosure is authorized, the purpose for such disclosure and the time period during which the release is to be effective. A general authorization for the release of medical or other information is not a release of confidential HIV-related information, unless such authorization specifically indicates its dual purpose as a general authorization and an authorization for the release of confidential HIV-related information.
  5. School Medical Personnel  
"School medical personnel" means an employee of the Board who is a school nurse or the school district medical adviser.
- B. Confidentiality of HIV-related Information
1. All school staff must understand that no person who obtains confidential HIV-related information regarding a protected individual may disclose or be compelled to disclose such information. Each person who has access to confidential HIV-related information is responsible for ensuring that confidential HIV-related information is protected from disclosure and/or redisclosure.
  2. Confidential HIV-related information is not public information and any disclosure, other than to persons pursuant to a legally sufficient release or to persons authorized by law to receive such information without a legally sufficient release, violates the law and Board policy.

- C. Accessibility of Confidential HIV-related Information
1. No school staff member who obtains confidential HIV-related information may disclose or be compelled to disclose such information, except to the following:
    - a. the protected individual, his/her legal guardian or a person authorized to consent to health care for such individual;
    - b. any person who secures a release of confidential HIV-related information;
    - c. a federal, state or local health law officer when such disclosure is mandated or authorized by federal or state law;
    - d. a health care provider or health facility when knowledge of the HIV-related information is necessary to provide appropriate care or treatment to the protected individual or when confidential HIV-related information is already recorded in a medical chart or record and a health care provider has access to such record for the purpose of providing medical care to the protected individual;
    - e. a medical examiner to assist in determining cause of death; or
    - f. any person allowed access to such information by a court order.
- D. Procedures
1. If a school staff member, other than school medical personnel, is given confidential HIV-related information regarding a protected individual who is also a student from the student's legal guardian or the student, the school staff member shall attempt to secure a release of confidential HIV-related information for the sole purpose of disclosing such information to school medical personnel.
  2. If a school medical personnel member is given confidential HIV-related information regarding a protected individual, who is also a student, by a student's legal guardian, or by the student, and the legal guardian or the student requests accommodations to the student's program for reasons related thereto, the school medical personnel member shall inform the legal guardian or the student, if an eligible student, that a release of confidential HIV-related information is necessary before such information may be disclosed to other educational personnel capable of assessing the need for and implementing appropriate accommodations to the student's program.
  3. Any school staff member who obtains confidential HIV-related information from a source other than the protected individual or his/her legal guardian, shall keep such information confidential and shall not disclose such information.
  4. No school staff member may disclose confidential HIV-related information to other school staff members without first obtaining a release of confidential HIV-related information.
  5. Any record containing confidential HIV-related information shall be maintained in a separate file, and shall not be subject to the provisions of this policy regarding accessibility of general student records.
  6. If school medical personnel determine that the health and safety of the student and/or others would be threatened if a release of confidential HIV-related information is not obtained, the school medical personnel may seek a court order authorizing disclosure. In such cases, such confidential HIV-related information may be disclosed as set forth in and subject to any limitation of such court order.
- E. Disclosures Pursuant to a Release
1. Any disclosure pursuant to a release shall be accompanied by a notice in writing stating, "This information has been disclosed to you from records whose confidentiality is protected by state law. State law prohibits you from making any further disclosure of it without the specific written consent of the person to whom it pertains, or as otherwise permitted by said law. A general authorization for the release of medical or other information is NOT sufficient for this purpose."
  2. Oral disclosures must be accompanied or followed by the above notice within ten (10) days.
  3. Except for disclosures made to a federal, state or local health officer when such disclosure is mandated or authorized by federal or state law, a notation of all disclosures shall be placed in the medical record or with any HIV-related test result of a protected individual, who shall be informed of such disclosures on request.

## XI. CHILD ABUSE REPORTING

Nothing in this policy shall limit a mandated reporter's responsibility to report suspected child abuse or neglect under the Board's Child Abuse and Neglect Reporting Policy #4000.3.

## XII. RIGHT TO FILE A COMPLAINT

FERPA affords parents and eligible students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Compliance Office / U.S. Department of Education / 400 Maryland Avenue, S.W. / Washington, DC 20202-4605

### Legal References

#### State Law:

Conn. Gen. Stat. § 1-210 *et seq.*

Conn. Gen. Stat. § 10-15b

Conn. Gen. Stat. § 19a-581 *et seq.*

Regs. Conn. State Agencies § 10-76d-18

Office of the Public Records Administrator, Retention Schedule M8-Education Records, available at <http://www.cslib.org/retschedules.htm>

#### Federal Law:

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §§ 1232g *et seq.*

USA Patriot Act of 2001, Pub. L. 107-56

No Child Left Behind Act of 2001, Pub. L. No. 107-110

34 CFR 99.1 - 99.67

34 CFR 300.560-300.576

## POLICY REGARDING PESTICIDE APPLICATION ON SCHOOL PROPERTY SHELTON BOARD OF EDUCATION POLICY 1331.1 – JULY 1, 2006

It is the policy of the Shelton Board of Education to implement an integrated pest management plan that uses available pest control techniques to reduce the amounts of pesticides applied in any building, or the grounds of any Shelton public school by using alternative methods of pest control, that may include structural maintenance, proper sanitation practices, appropriate solid waste management and alternative mechanical or biological control, along with pesticides.

The decision to apply pesticide in any building, or the grounds of any Shelton public school is dependent on results of periodic monitoring for pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building, or the grounds of any Shelton public school during regular school hours or during planned activities at any school except as provided by Connecticut statute or regulation.

Parents or guardians of children in any school and/or staff members in any school may register for prior notice of pesticide application at their school. Each school shall maintain a registry of persons requesting such notice, and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Board may make an emergency application of pesticide without prior notice to parents or guardians of children in any school and/or staff members in the event of an immediate threat to human health, subject to the notice provisions of applicable Connecticut statutory and regulatory provisions.

Legal References: Conn. Gen. Stat. 20-231a ; Conn. Gen. Stat. 10-231d



The Office of Civil Rights enforces several Federal Civil Rights laws that prohibit discrimination in programs or activities that receive federal/financial assistance from the Department of Education. This department has jurisdiction over Title IX, Civil Rights Act of 1964, Title VI, the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Boy Scouts of American Equal Access Act, and No Child Left Behind.

United States Department of Education  
Office for Civil Rights, Region 1  
33 Arch Street, Suite 900  
Boston, MA 02110-1491  
Telephone: 617-289-0111 / Email: OCR.Boston@ed.gov

**STATEMENT OF NON-DISCRIMINATION  
SHELTON BOARD OF EDUCATION**

In compliance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, the Shelton Board of Education does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status, sexual orientation, or handicap/disability in establishing and implementing hiring and employment practices and establishing and providing school activities and educational programs.

The Title VI and Title IX Compliance Officer is Carole Panno. She can be reached at (203) 924-1023, extension 339.

**POLICY REGARDING SEXUAL DISCRIMINATION AND SEXUAL HARASSMENT  
SHELTON BOARD OF EDUCATION  
POLICY 5145.5 – JULY 1, 2006**

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

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy.

**Definitions**

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

**Sexual harassment:** While it is difficult to define sexual harassment precisely, it includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such conduct by an individual is used and/or threatened to be used as a basis for making any educational decision affecting a student; or
2. such conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the educational program, or to create a hostile or abusive educational environment.

Although not an exhaustive list, the following are examples of the type of conduct prohibited by the policy against sexual harassment:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering, and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene comments, invitations, letters, notes, slurs, jokes, pictures, cartoons, epithets, or gestures.

**Procedure**

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to report such claims. Students are encouraged to promptly report complaints of sex discrimination or sexual harassment to the appropriate personnel, as set forth in the Administrative Regulations implementing this Policy. The district will investigate such complaints promptly and will take corrective action where appropriate. The district will maintain confidentiality to the extent possible. The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

The school district will periodically provide staff development for district administrators and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual harassment and sex discrimination.

Affirmative Action Officer: Carole Panno

Legal References:

United States Constitution, Article XIV

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, *et seq.*

Title IX of the Education Amendments of 1972, 34 C.F.R. § 106.1, *et seq.*

Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

Office for Civil Rights, U.S. Department of Education, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, 66 Fed. Reg. 5512 (Jan. 19, 2001).

Constitution of the State of Connecticut, Article I, Section 20.

**STUDENT DRESS  
SHELTON BOARD OF EDUCATION  
POLICY 5132 – JULY 1, 2006; REVISED DECEMBER 16, 2015**

In order to maintain an environment conducive to the educational process, the Board of Education prohibits the following from wear during the academic school day and at all school functions, including, but not limited to all school dances, including the prom, sports banquets and all club functions includes:

- a. Coats, jackets or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. Outerwear shall not be worn, carried or kept in the classroom during regular school hours.
- b. Head coverings of any kind, including but not limited to scarves, bandannas, masks, headbands covering forehead, visors, kerchiefs, athletic sweatbands, hats, caps or hoods. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom during regular school hours.
- c. Items a. and b. above must be secured in the student's locker before school starts. Items not stored will be confiscated by Principal or his designee.
- d. Footwear which mars floors or is a safety hazard.
- e. Sunglasses, whether worn or carried.
- f. "Name" or other oversized metal belt buckles and all metal belts or combination of metal and leather belts.
- g. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- h. Attire or accessories which contain overly offensive or disruptive writing or pictures likely to unduly disrupt the educational environment, or which constitute "fighting words".
- i. Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- j. Shirts and/or blouses which reveal the abdomen, chest, or undergarments. No open backs, midriffs and exposed chest.
- k. See-through clothing, tank tops or sleeveless shirts. No side or chest cut-outs.
- l. Shorts, miniskirts, or pants which reveal the upper thigh or undergarments. No front, back or side slits greater than 6 inches above the knee. Spandex garments are allowed only if they are covered by shorts or skirts.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

### **HOMEWORK POLICY 6154—JULY 1, 2006**

It is the policy of the Board of Education to ensure that all students comply with the homework requirements imposed by the school in which the child is enrolled. It is also the policy of the Board of Education that any imposition of homework should be related to the curriculum goals and standards recognized as appropriate for the student's grade.

The Superintendent or his/her designee shall be responsible for developing procedures in furtherance of this policy.

Legal References: Connecticut General Statutes § 10-221(b)

### **BRING YOUR OWN DEVICE (B.Y.O.D.) POLICY 6141.322—AUGUST 28, 2013**

#### Guidelines for the Use of Personal Technology on Campus

Technology has changed the way we approach education as we prepare our students for future opportunities. We understand the many positive educational benefits of using technology in the classroom and importance of the integration of technology in our curriculum. In an effort to encourage our students and continue to develop their technology skills, students in the Shelton Public Schools may use their own technology at school for educational purposes.

#### Definition of Personal Technology

For purposes of this policy, "personal technology" means a privately owned, wireless, and portable electronic hand-held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants (PDAs), hand held entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

#### Use of Technology for Instructional Purposes

Use of technology in school is a privilege which comes with great responsibility. Students will only be allowed to use their laptops, tablets, cell phones or other electronic devices for educational purposes at school. Checking personal email, socializing via texts or instant messages, or otherwise engaging in personal pursuits is prohibited during the instructional day. Students are responsible for charging and maintaining their own devices. The school system is not responsible for providing "charging stations".

#### Internet Access on School Grounds

Only the internet gateway provided by the school may be accessed while on campus. Personal technology, including cell phones and cell network adapters are not permitted to be used to access outside internet sources at any time.

#### Compliance with other Board Policies

When participating in B.Y.O.D., students must adhere to the Student Code of Conduct, as well as all Board policies, particularly the Shelton Public School District's Acceptable Use Policy. This means that students who use their personal technology at school must abide by the established policies regarding acceptable use of the Internet, bullying, harassment, cheating, threats, student confidentiality and other misconduct that violates school rules or causes a disruption of educational activities.

#### Additional Guidelines

- Teachers have the discretion to determine when students may use personal technology in the classroom. Students must immediately comply with their teachers' requests to shut down or put away personal technology. All personal technology must be in silent mode.
- Students may not use personal technology during any assessments or tests unless otherwise directed by school personnel.
- Students shall not transmit, post, or otherwise publicly share photographs or videos that they have taken of any person on school grounds or in a school vehicle.

#### Security and Damages

Responsibility to keep a student's personal technology secure rests with the individual owner. Shelton Public School District, including its staff or employees, is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the administrative office in a manner similar to the loss or damage of other personal property. It is recommended that students personalize their devices for easy identification and utilize protective cases. The Shelton Public School District Technology Department will not service any non-district owned technology, which includes troubleshooting, software and/or hardware issues. Students are responsible for securing their devices and making sure that they have up-to-date anti-virus software installed, if applicable.

#### Failure to Follow B.Y.O.D. Guidelines

Misuse of personal technology in violation of these guidelines may result in the loss of access privileges, a prohibition on the use or possession of personal technology on school grounds, or other disciplinary consequences up to and including suspension and expulsion.

### **SCHOOL ATTENDANCE/LOSS/RESTORATION OF CREDIT POLICY 5113—SUMMER 2018**

#### **Policy Statement**

The Shelton Board of Education believes that regular school attendance is essential for an effective and productive learning experience. The sequential presentation of school learning requires a continuity of instruction. The maximum benefits for each individual child can be achieved only from participation and interaction in daily activity.

Regular school attendance is both encouraged and mandated. The primary responsibility for adherence to regular attendance rests with the student's parents/guardians and the individual student. The District will comply with Connecticut State Statutes related to compulsory school attendance.

The Connecticut General Statutes requires students over five and less than eighteen years of age to attend school on a regular basis, unless (1) they graduate from high school or (2) their parents/guardians consent to the student leaving school at age seventeen. The student's parent/guardian must appear at their home school to sign a form for withdrawing the student from school. The District will provide the parent/guardian with information about educational options available outside of the school system and in the community. This policy applies to all students attending the Shelton Public School System.

Shelton Public Schools recognizes that students may occasionally miss school or class for legitimate reasons. These reasons, when documented by a parent/guardian/school administration/physician, will be reviewed and **may** be taken into consideration when a student's absences become excessive and/or chronic. Excessive/Chronic absences will warrant appropriate follow-up action by the school and **may** lead to loss of credit and/or promotion.

*Note: The use of the state approved definitions of "excused" and "unexcused" absences are for state purposes in reporting of truancy. Districts are not precluded from using separate definitions of such when involving decisions on areas such as class credit, promotion, and grading.*

The Board of Education strongly believes that family vacations should not take place when school is in session.

## References

- Connecticut Public Act 17-14, “An Act Implementing the Recommendations of the Department of Education”
- Connecticut General Statutes §10-184, 10-186, 10-198a, 10-198b, 10-198c, 10-198d, 10-210, 46b-149
- Connecticut State Department of Education, “Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention”
- Shelton Board of Education Policy Code 5131: Student Standard of Conduct
- Shelton Board of Education Policy Code 6173: Homebound and Hospitalized Instruction

## Protocols

The Shelton Public Schools attendance policy follows the Response to Intervention (RTI) formula to offer a multi-tiered approach to attendance monitoring and behavior correction. Each time a student reaches the next attendance threshold, more faculty/school personnel become involved in informing the student and the student’s family of the upcoming consequences and changing the student’s behavior. The formal notification process will be supplemented with daily calls through an automated calling system to the homes of absent students. In addition, a pattern of absenteeism may trigger a referral to an individual school’s Attendance Team.

Annually at the beginning of the school year, and upon any enrollment during the school year, parents/guardians will be notified of their obligations pursuant to student attendance. (Please see individual school’s Student Handbook or Board of Education Policy Book on the district website at [www.sheltonpublicschools.org](http://www.sheltonpublicschools.org).)

### A. **General Principles:**

- Attendance will be taken every day in every school.
- Attendance will be recorded electronically every day.
- Students/Parents/Guardians are responsible to communicate with his/her teacher when he/she will/was absent from class and arrange to complete missed work.
- Communication is essential for success in teaching and learning.
- Student seat time is important to learning but not the only determining factor related to academic credit.
- Students who intentionally arrive late or miss class will incur attendance penalties that may affect their grades and/or participation in school activities.
- Attendance issues need to be resolved as soon as possible, but no later than 48 hours from the student’s return to school.

### B. **Parent/Guardian Responsibility:**

- It is the responsibility of the parent/guardian to monitor his/her child’s attendance via the District parent portal at [www.sheltonpublicschools.org](http://www.sheltonpublicschools.org), student report card, and/or contacting the student’s School or House Office to report an absence.
- It is the responsibility of the parent/guardian to report his/her child’s absence to the school each day.
- Absences are to be reported to the student’s School or House Office between 7:00 a.m. – 10:00 a.m. depending on the length of the school day of the student’s school.
- A note must also be provided to the School/ House Office within 48 hours of the student’s return.
- Notes must be received within 48 hours and must include the following:
  - student’s name
  - date(s) of absence
  - reason for the absence

### C. **Student Attendance Reporting:**

Student attendance reporting will consist of a total calculation of excused/verified and unexcused / unverified absences. Once a student reaches a certain level of absenteeism a multi-tiered intervention response will begin. Communication between the school and student/parent/guardian will be the first level of intervention.

Additional absences will prompt formal school based team meetings where attendance concerns will be addressed and strategies outlined. The school system will coordinate services with community agencies and referrals of truant and chronically absent students to agencies providing child and family services.

Continual absences may result in a referral to the District Attendance Review Team for further discussion. At this level, students **may** lose credit upon reaching 20 absences in a full-year (1-credit) course, 11 absences in a half-credit course. Full-year physical education courses will follow the half-credit threshold of 11 absences, as those classes do not meet every day. School-approved trips/activities (field trips, school sports, in-school events), medical exemptions, and suspensions/expulsions do not count towards the accrual of absences. For students who do not earn credits promotion may be effected in accordance with Policy 6146.2

#### **\*Note: Medical /504/IEP Exemptions:**

A student with profound medical issues will be exempt from this policy if it is so noted on the student’s IEP, Section 504, or Individualized Health Care Plans. (A student qualifies for Section 504 protection if he/she has a physical or mental impairment which substantially limits one or more major life activities and exhibits such. An Individualized Health Care Plan is a temporary accommodation to assist a student during that period of time the student needs support.)

#### **\*Note: Additional Information:**

Absences for students who have severe illnesses, whereby a physician requires/verifies them to be absent for five (5) or more consecutive days, will have those absences exempted from the accrued absence totals. Those illnesses must be documented by a note from the treating physician verifying that the absence was medically necessary. These notes must also be submitted to the School/House Office and school nurse within 48 hours but not more than 10 days from the student’s return to school.

#### **1. Excused/Verified/Exempt Absences from School/Class**

\*Absences will be considered excused/verified provided that official documentation is presented to the School/House Office within the previously mentioned 48 hours but not more than 10 days from the student’s return to school. timeframe.

These are examples of excused/verified absences, but are not limited to:

- Appointments with health professionals that cannot be made outside regular school hours
- Emergency family situations

- Personal illness (sick day)

These are examples of exempt absences which include but are not limited to:

- Bus failure (confirmed by the transportation provider)
- College visitations, 3 per year, for 11<sup>th</sup> and 12<sup>th</sup> graders (documentation from the college)
- Court appearances (documentation from the court clerk or attorney)
- Death in family (documentation verifying relationship)
- Excused/verified visit to school nurse
- Field trips/athletic events/school-sponsored events
- “Take Your Student To Work Day”
- Illness requiring hospitalization or prolonged stay at home for recuperation (documentation from treating physician)
- Religious observation (documentation from parent for recognized religious holiday)
- Special testing/meetings (AP, PPT/Section 504, etc.)
- Support Personnel (School Counselor, Social Worker, Psychologist, Out-Reach) -initiated visits
- Administrative (Administrator contact for school business)
- In-School Suspensions
- Suspensions
- Expulsions

Students with excused/verified/exempt absences from school or class will be given appropriate opportunity within a reasonable timeframe to make up class work they have missed in order to complete curriculum requirements. Failure on the part of the student to complete his/her responsibility in making up missed work may impact his/her grade.

## 2. Unexcused/Unverified Absences from School/Class

Unexcused/unverified absences are those which are not reconciled within 48 hours of the absence.

The following will constitute unexcused/unverified absences:

- An absence which is not reported by a parent/guardian either by phone or note will be considered unexcused/unverified.
- Class cuts will also count as unexcused/unverified absences. (A class cut is defined as any time a student has reported to school but does not report to his/her designated class, and does not have staff permission to be in any other location.)
- All unexcused/unverified absences will be counted towards a student’s absence accrual.
- Incomplete student work due to unexcused/unverified absences may be considered for submission by the classroom teacher for classroom credit.

\*Note: Excessive Accrual of absences may result in loss of credit.

### D. Absences and Participation In Extra-Curricular Activities:

Students must be in school for the entire day in order to be eligible for participation in those athletics or after school activities. Students involved in athletic or after school activities are not allowed to be dismissed from school on those days. This includes being on time for the school day.

### E. Tardiness to Class:

A student is considered tardy to class when they report to class without a pass or written excuse by school official after said class begins.

### F. Loss of Credit/Promotion/Appeals:

- Full year Courses: Once a student reaches 20 absences in a full-year (1-credit) course, they are subject to loss of credit and/or promotion
- Half-year credit course: Once a student reaches 11 absences in a half-credit course, they are subject to loss of credit and/or promotion. Full-year physical education courses will follow the half-credit threshold of 11 absences, as those classes do not meet every day.
- For Grades K-8 loss of promotion in accordance with Policy 6146.2

School-approved trips/activities (field trips, school sports, in-school events), medical exemptions, and suspensions/expulsions do not count towards the accrual of absences.

### G. Protocol for Loss of Credit/Promotion/Appeals:

The parent/guardian will receive contact in writing from school staff upon a student’s crossing of each attendance threshold.

- The first contact will be made upon 12 absences in a full-year (1-credit) course, 5 absences in a half-credit course.
- The second contact will be made upon 16 absences in a full-year (1-credit) course, 8 absences in a half-credit course, or 6 absences in a quarter-credit course.
- The third contact may be made when a student reaches the limit of 20 absences in a full-year (1-credit) course, 11 absences in a half-credit course, or 8 absences in a quarter-credit course, which will result in a loss of credit for the course.

\*Note: Physical education courses will be viewed as half-credit courses

\*Note: Outcomes in accordance with Policy 6146.2

Once a student is in danger of losing credit or is being considered for retention in a grade level, he/she will have the opportunity to provide evidence demonstrating that his/her excessive absences were medically or socially (documented religious holidays, death in family, legal, etc.) necessary. Whatever is submitted at this time should be supplemental to any documents that were required as per the current policy of reporting absences within a 48-hour time period after the student has returned from his/her absence. The completed appeals packet must be received no later than the last class day of the semester in which credit has been lost, unless otherwise notified.

There will be an Appeals Board in secondary schools. The Appeals Board will have five members made up of administration (school & central) and support personnel which could be a school counselor, psychologist, and social worker. This Appeals Board will review submitted documents and if appropriate forward to the District Attendance Review Team for a final decision. A decision will be based on submitted evidence and pertinent supplemental documents for credit recovery. It is the

responsibility of the student/parent/guardian to provide in writing, a convincing level of evidence to prove there was an overwhelming reason for the great majority of the student's absences.

Students may have an opportunity to participate in coursework assessments, mid-terms, and final exams if students provide evidence that they can pass those evaluations even though attendance in those courses is excessive.

A student who loses credit for a particular course, due to excessive absences, may not be eligible to retake said course in summer school. If the total of class cuts (unexcused/unverified) amount to more than 50% of a student's total absences, he/she will automatically be disqualified for credit recovery.

\*Note: Forms to support the implementation of this policy will be developed and reviewed periodically by the Assistant Superintendent or his/her designee.

**H. Determining Truancy:**

Solely for determining truancy, in accordance with Connecticut General Statutes, "absence" means an excused absence, unexcused absence, or disciplinary absence, as those terms are defined by the Connecticut State Board of Education. For purposes of this definition, a student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., a field trip), for at least half of the school day.

Based on the definition above, a "truant" is a child age five to eighteen, inclusive, who has four (4) unexcused absences in one month or ten (10) unexcused absences in one year.

The Shelton Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior, and for that purpose distinguishes between "excused absences" and unexcused absences" as follows:

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) in a school year, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation;
- b. For the tenth (10th) absence and all absences thereafter in a school year, a student's absences from school are considered excused for the following reasons: student illness if verified by an appropriately licensed medical professional; student's observance of a religious holiday; death in the student's family or other emergency beyond the control of the student's family; mandated court appearance if supported by appropriate additional documentation; the lack of transportation that is normally provided by a district other than the one the student attends; or extraordinary educational opportunities pre-approved by District administrators in accordance with Connecticut State Department of Education guidelines.
- c. Legitimate medical documentation can be submitted at any time for exemption in order to maintain accurate individual student attendance records.

In accordance with State statute, the Board of Education shall annually report to the Connecticut State Department of Education, on a school-by-school basis, data pertaining to students enrolled in grades K - 12, inclusive, in schools under its jurisdiction who are truant or chronically absent.

---

**OPT-OUT FORM REGARDING MILITARY RECRUITER REQUESTS FOR SHELTON HIGH SCHOOL STUDENT NAMES, ADDRESSES AND HOME TELEPHONE NUMBERS**

The "No Child Left Behind" federal law requires public school systems to release to military recruiters the names, addresses, and telephone listings of secondary school students, unless a student's parent or guardian has signed a form requesting the information be withheld. If you do **not** want this information released to military recruiters, please fill out the form below and return to Shelton High School: Attn.: Career Center. The form must be completed and submitted by the **student, parent, or both** to the student's school each year for which nondisclosure is requested. In order to ensure that the form is received before the District is required to release the student information to military recruiters, it must be submitted to the student's school no later than October 1st of each school year.

BY SIGNING BELOW, I/WE ARE REQUESTING THAT THE NAME, ADDRESS AND/OR HOME TELEPHONE NUMBER OF THE STUDENT IDENTIFIED BELOW **NOT** BE RELEASED TO ANY UNITED STATES MILITARY RECRUITERS:

\_\_\_\_\_  
Student Name                      Grade                      House Number  
(Please Print)

\_\_\_\_\_  
Parent/Guardian Signature                      Date

**AND/OR**

\_\_\_\_\_  
Student Signature                      Date

---