

**East Windsor High School  
Parent / Student Handbook  
2008 – 2009**

**MISSION:**

East Windsor High School is a learning community composed of students, parents, faculty, support staff, and administrators who are in a partnership with caregivers and the community at large. This diverse and changing community will provide a safe and secure learning environment that promotes life long learning for all students. East Windsor High School will facilitate academic achievement and acquisition of knowledge and skills for future endeavors and develop an appreciation of the arts. Students will respect themselves and others, lead healthy lifestyles, become responsible citizens, problem solvers, and effective communicators while making positive contributions to society.



**This agenda belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ A period: \_\_\_\_\_

**HIGH SCHOOL STUDENT HANDBOOK**

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Timothy S. Howes

**PRINCIPAL**

David L. Chambers

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Kathleen P. Barmak

**BOARD OF EDUCATION**

John Pica - Chairperson

JoAnne Holigan	William Schultz
Leslie Jane Hunt	Wade Signor
William Raber	Lynn Stanley
Judith Rajala	Terri Willingham

\*Regular meetings of the School Board are held at the High School in Room N-4 on the first and third Thursday of each month at 7:30 p.m.

**ACCREDITATION STATEMENT**

East Windsor High School is accredited by the New England Association of Schools & Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of opportunities available to students who attend the institution. Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association.

Commission of Public Schools  
New England Association of Schools and Colleges  
209 Burlington Road  
Bedford, MA 01730 (781-271-0022)

**FORWARD**

This handbook has been prepared to create a better understanding among students, parents, and teachers and to ensure awareness of high school policies and student

expectations. The administration hopes that students and parents will find information that will guide smooth passage through the school year. We ask parents to help in maintaining a school that all of us can be proud of, as their children become adult citizens in today's world.

East Windsor High School is a comprehensive four-year school offering students an opportunity for preparation for advanced study in colleges, universities, and business, technical, nursing, and trade schools, as well as a basic foundation in skills for a useful and purposeful life.

During the year, the Student Council will have the opportunity to recommend changes to this handbook where appropriate.

### **EXPECTATIONS FOR STUDENT LEARNING**

The students of East Windsor High School will:

#### Academic Expectations

- A. demonstrate a strong knowledge base, exhibit an understanding of the content presented in each course, and apply enduring understanding in multiple ways;
- B. communicate effectively by writing and speaking in narrative, informative, persuasive, and analytical modes and by reading, listening and viewing to interact with texts and to support interpretation, connection, and critical stances that extend beyond the text;
- C. assess a problem, compile data through experimentation and outside resources, identify and apply a problem solving strategy to draw viable conclusions;
- D. Utilize educational integration; and
- E. demonstrate an awareness of cross-cultural appreciation, and recognition of multiple and diverse perspectives.

#### Civic Expectations

- A. demonstrate civic responsibility by participating in class activities, which may include community service, to develop responsible and active citizenship within the school and the larger community; and
- B. demonstrate an understanding of the importance of an individual's actions to generate change in East Windsor High School's learning environment and the community at large.

#### Social Expectations

- A. contribute positively to the culture and climate of East Windsor High School's learning environment by using their interpersonal and intrapersonal skills to interact appropriately with teachers, students, and other school personnel; and
- B. demonstrate respect for themselves, others, and school property.

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**STUDENT COUNCIL OFFICERS  
2008-2009**

President	Derek Briggs
Vice President	Eric Kebschull
Recording Secretary	Alexandra Griffin
Corresponding Secretary	Kristie Jarvis
Treasurer	Chara Cummings
Historian	Lafee Mingboupha
Board of Education Reps.	Nichole DeSousa, Alexavier Estrada, Jessica Francis, Elizabeth Hoang, Stephanie Piekos, Kristen Waltiere

**CLASS OFFICERS**

**Class of 2009**

President	Karen Ladany
Vice-President	Christopher Hayes
Corresponding Secretary	Alexandra Griffin
Recording Secretary	Elizabeth Hoang
Treasurer	Derek Briggs
Historian	Stephanie Piekos

**Class of 2010**

President	Elizabeth Lachat
Vice-President	Jacob Pelletier
Corresponding Secretary	Sara Quesnel
Recording Secretary	Safwan Shaikh
Treasurer	Angelina Rocca
Historian	D'Vonya Ramsey

**Class of 2011**

President	Ryan Briggs
Vice-President	Stephanie Berardi
Corresponding Secretary	Nicholas Parker
Recording Secretary	Jaime Kessler
Treasurer	Marisa Prior
Historian	Kelly Lemay

**NATIONAL HONOR SOCIETY**

President	Stephanie Piekos
Vice President	Victoria Lezon
Corresponding Secretary	Patricia Turmenne
Recording Secretary	Alexandra Griffin

Treasurer

Alexavier Estrada

### **STUDENT DIRECTIVES AND GENERAL INFORMATION**

#### GENERAL INFORMATION

East Windsor High School strives to be a community of learners that conscientiously upholds high standards of academic excellence, moral and ethical behavior, and social consciousness. Respect for ones self, respect for others and respect for our school must serve as a guide for our students in all areas of conduct and moral responsibility. Certainly the conduct of members of the EWHS community positively or negatively affect the atmosphere. Offensive conduct and irresponsible behavior will not be tolerated. Positive behavior is the expectation and is reinforced through recognition.

#### **Student Involvement in Decision Making**

The board acknowledges the value of the insights, opinions and information that can be provided by members of the student body. To this end:

1. The Board encourages students to attend regular Board of Education meetings and will review the order of business to address areas of specific students' interest through its Student Body to the earliest possible time.
2. Representative(s) of the Board will meet during the day with the Student Council Presidents and Vice Presidents at least once per school year if requested by the respective Student Council. The meetings will be used to discuss areas of common interest. Each meeting will be followed by a report to the Board of Education.
3. The Administrator of each school shall make the Board meeting agenda available to students and publicize the Board's invitation to any student to attend any Board of Education public session and to speak during the public participation period on any matter whether on the agenda for the meeting or not.
4. This policy will be published annually in the school handbooks.

Bylaw adopted by the Board: March 21, 2000

### CLASS SCHEDULE 2008 – 2009

#### **Time**

**7:25 – Warning Bell**

<b>A</b>	7:30 – 8:22
<b>B</b>	8:26 – 9:15 Friday 9:05 – 9:15
<b>C</b>	9:19 – 10:07
<b>D</b>	10:11 – 10:57
<b>E</b>	11:01 – 12:25
<b>F</b>	12:29 – 1:15
<b>G</b>	1:19 – 2:05

**Lunch**

<b><u>Wave</u></b>	<b><u>Time</u></b>
1	10:57 – 11:21
2	11:29 – 11:53
3	12:01 – 12:25

**Class**

<b><u>Class time</u></b>
11:25 – 12:25
11:01 – 11:29
11:57 – 12:25
11:01 – 12:01

**SHORTENED DAY**

Warning Bell	7:25
A Period	7:30 – 8:05
B Period	8:09 – 8:43
C Period	8:47 – 9:22
D Period	9:26 – 10:00
E Period	10:04 – 10:39
F Period	10:43 – 11:17
G Period	11:20 – 11:55

**ONE-HOUR DELAY**

Warning Bell	8:25
A Period	8:30 – 9:15
B Period	Eliminated
C, D, E, F, G Periods	– Regular Schedule

**TWO HOUR DELAY SCHEDULES**

<b>Time</b>	<b>Schedule 1</b>	<b>Schedule 2</b>	<b>Schedule 3</b>
9:30-9:49	A	F	C
9:53-10:12	B	G	D
10:16-10:35	C	A	F
10:39-10:57	D	B	G
11:01-12:25	E	E	E
12:29-1:15	F	C	A
1:19-2:05	G	D	B

**ATTENDANCE**

The development of desirable habits, such as respect, responsibility, punctuality and regular attendance serve the student in the fulfillment of responsibilities to school and to future employers.

Regular school attendance is essential and is required of all students. Students are expected to be in attendance every day when school is in session. Time lost from

class adversely affects the student's educational progress. Excessive absences diminish the effect of the class presentation and divert school resources from the classroom program. Developing good habits regarding attendance and punctuality will prepare the student for meeting career expectations.

#### **STATE DEFINITION OF ATTENDANCE**

A student is considered to be 'in attendance' if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

#### **ATTENDANCE AND EXCUSES, GRADES 9-12**

A student who exceeds seven (7) unexcused absences in a semester course or fourteen (14) unexcused absences in a year course will be subject to a reduction of his/her grade due to lack of class participation due to absences. Teachers will count non-attendance and the resulting lack of participation as 10% of the student's total semester/year grade. Students who exceed seven (7) unexcused absences in a semester course or fourteen (14) unexcused absences in a one year course will be subject to further disciplinary action including Office Detention, Saturday School and/or suspension.

Absences from class and/or school will only be excused for the following reasons:

1. Long-term or chronic illness verified by the school nurse or a physician
2. Death in the immediate family
3. Emergency family situations
4. Religious holidays
5. Legal obligations (court appearance)
6. \*School sponsored activities (field trips, assembly programs, etc.)
7. Other situations that are approved by the building administrator(s)

It is the responsibility of the student and the parent(s)/guardian(s) to complete the Excused Absence Form and provide documentation to support the request to the school administration and teacher(s). The Excused Absence Form will be available in the main office and must be completed within five (5) school days following the student's return to school.

Any consideration of absences beyond the defined limit in this policy will be made by the administration in consultation with the individual teacher(s) at the request of the student and parent.

\*Students participating in school sponsored activities are not required to complete the excused absence form.

#### **ATTENDANCE CALL BOX/EXCUSED ABSENCE DOCUMENTATION**

The absence of all students **MUST** be called into the school by a parent. The attendance call box can be reached at 623-6071 Ext. 405. If the reason for absence fits the parameters listed in the Board Policy (above), the student should come to the office to get an excused absence form upon return to school. This form must be returned with documentation **within five days of the absence**. Forms are available in the Main Office, the Nurse's Office and the Guidance Office.

### **CLASSROOM ATTENDANCE**

In an effort to develop a sense of responsibility and maturity on the part of the students, the administration and staff of EWHs consider punctual attendance, positive participation and responsible behavior in class as necessary parts of classroom decorum.

Therefore, class cuts are not accepted for any reason. Consequences will include the following:

- A. Classroom work, quizzes or tests given on the day must be completed and assessed, but may not be given full credit.
- B. Any student who cuts 3 times in any course will not receive credits in that course even if a passing grade is earned.
- C. Any further cuts after loss of credit will result in Office Detention and may lead to suspension.

When a student is tardy (unexcused) to class, it will be handled in the following manner:

- A. The teacher will meet with the student to discuss the problem and find a solution.
- B. The teacher will assign a personal detention on the first, second, and third tardy to class.
- C. Subsequent tardies to class will be reported to the administration and an Office Detention will be assigned to the student.

### **DISCIPLINE RANGE**

The following is a list of possible discipline and other interventions, if necessary, when a student breaks the school's student expectations:

- |                             |                      |
|-----------------------------|----------------------|
| √ Warning                   | √ Mediation          |
| √ Teacher Detention         | √ Social Sanction    |
| √ Office Detention          | √ Police Fine        |
| √ In-School Suspension      | √ Police Involvement |
| √ Out-of- school Suspension | √ Restitution        |
| √ Saturday School           | √ Social Probation   |
| √ Expulsion                 | √ Community Service  |

### **TARDINESS TO CLASS**

Students who are tardy to class will receive the following consequences:

- 1<sup>st</sup> offense - verbal warning from the teacher
- 2<sup>nd</sup> offense - teacher assigned detention
- 3<sup>rd</sup> offense - teacher assigned detention and parent notified by the teacher
- 4<sup>th</sup> offense - teacher will refer student to the administration for the possible assignment of Office Detention

Any further offenses of tardiness will result in other disciplinary action including assignment to suspension. A student who is tardy to class more than 15 minutes without a pass from an administrator, nurse, faculty member, or authorized staff member will be assigned a class cut by the teacher.

### **CLASS CUTS**

Any student who is present in school, but absent from class without permission from an administrator, the nurse, a faculty member or an authorized staff member will be issued a cut. The student's classroom teacher for that period must see the pass and agree to the student's absence prior to the missed class. For example, if a

student is missing a science class to make up a test for another teacher, the science teacher must agree prior the event. Also, if a student leaves school without permission, classes missed will be considered cut classes.

When a student cuts a class, the teacher will submit a class cut form to the administration. A letter will be sent to parents by the administration to notify them of the cut.

The consequences by course are as follows:

1st cut	one day in-school suspension	loss of 10% of the quarterly average
2nd cut	one day suspension	loss of 20% of the quarterly average
3rd cut	two day suspension	loss of credit for the course

### **LOSS OF CREDIT**

Loss of credit due to class cutting is not subject to appeal by the student unless administration determines that extraordinary extenuating circumstances occurred in a particular case.

### **ARRIVAL AT SCHOOL**

Students should plan to arrive at school between 7:15 and 7:20 AM allowing time to go to the locker, lavatory and take care of necessary errands such as requests for passes. All students are expected to be in class and seated when the bell rings at 7:30AM to begin the day. Failure to be inside the classroom will result in the student being counted late to school.

Once a student arrives on school grounds, whether by bus, driving or walking, the student must remain on the grounds for the entire school day except for those seniors on early dismissal. Leaving school without permission and without following proper procedures is a serious offense of school rules and expectations, and will not be tolerated. Consequences include assigning of class cuts from all missed classes, in-school suspension, Saturday School and suspension from school.

### **LATE TO SCHOOL**

Late to school occurs when a student is not in the assigned classroom at the bell to begin the day. All students are expected to arrive to school early enough to prepare themselves for morning classes. Late students must report to the office to sign in and receive a pass to their classroom.

Three occurrences comprise a set of Late to Schools. The consequences are as follows:

- 1<sup>st</sup> set of lates – 1 day of Office Detention
- 2<sup>nd</sup> set of lates – 2<sup>nd</sup> day of Office Detention
- 3<sup>rd</sup> set of lates – 3<sup>rd</sup> and 4<sup>th</sup> day of Office Detention
- 4<sup>th</sup> set of lates – 5<sup>th</sup> and 6<sup>th</sup> day of Office Detention
- 5<sup>th</sup> set of lates – 1 day of suspension

### **EARLY DISMISSAL / LATE ARRIVAL (SENIORS ONLY)**

During the first month of school, senior students who meet the eligibility requirements may request Early Dismissal / Late Arrival Forms.

Senior students granted early dismissal must leave the grounds at the designated time. Likewise late arrival students should arrive at their designated times. Should unforeseen circumstances arise for a student on late arrival or early dismissal status, the students must report to the office for a pass to a supervised area. Failure to do so will result in loss of the late arrival/early dismissal status.

### **TRUANCY**

Any student who is truant will be subject to the class absence policy as outlined. In addition, the student will be assigned an Office Detention for each day truant. Habitual truancy will also result in further disciplinary action including parent conference, suspension, and court action.

Connecticut General Statutes define a truant as a child who fails to attend school from age seven (7) to eighteen (18) inclusive. The school administration will make a concerted effort to prevent and remedy truancy in its early stages for students who are found to be truant. These efforts will include sending written notification of unexcused absences to parent(s)/guardian(s) after the child's fourth (4th) unexcused absence (truancy) within a month or tenth (10th) unexcused absence (truancy) in a school year. The superintendent is required to bring a truant child's case to the Superior Court under the Family with Service Needs Law (FWSN) if the parent(s)/guardian(s) fail to respond to the written notification or meet with appropriate school personnel in trying to solve the child's truancy problem. A referral may be made to the Child Study Team to determine whether or not an educational evaluation is appropriate dependent on the needs of the student.

#### **Students – Truancy BP 5113**

**NOTE:** Written notification of unexcused absences is sent to parent(s) guardian(s) on a monthly basis. Parents are asked to call the guidance department (623-4426) or the administration (623-3361) in order to arrange a meeting regarding attendance issues, truancy reports and academic progress. If warranted a CST may be convened.

#### **OFFICE DETENTION / SATURDAY SCHOOL**

An Office Detention will be given at the discretion of the administration. The student will be supervised in an area that does not have access to other students. The student will remain in this area for the entire period. Office Detention is a penalty issued to students for serious or repeated infractions of school rules.

Guidelines for Office Detention / Saturday School:

- A. The detention supervisor is in charge of detention. All school rules, as summarized by the concept of RESPECT, RESPONSIBILITY AND INTEGRITY, are in effect and will be enforced.
- B. The detention room is a quiet place to do academic work, including homework, reading, planning, etc. Socializing is not permitted.
- C. Students are responsible for bringing enough homework and/or reading material to occupy their time during the detention. Students must also bring any necessary materials such as notebooks, pens, rulers, calculators, etc. The detention supervisor is not obliged to allow students to leave during detention.
- D. Food, beverages, games, radios are not allowed in Office Detention.
- E. Students who disrupt the detention will be removed and assigned to at least two additional detentions and/or suspended from school.
- F. Students are to report to detention on the day(s) assigned. No student will be excused for athletics, extra-curricular activities, work, etc.
- G. Parents / students are responsible to provide their own transportation home after serving the detention.

#### **CLASSROOM DETENTIONS**

Any disturbance in class or study hall may be handled by a classroom detention assigned by a teacher. Students failing to report for a classroom detention will be assigned an office detention and will continue to receive detentions until it is served or the student is suspended. Advance notice of 24 hours will be given for each classroom detention.

#### **LUNCH DETENTION**

Teachers may impose lunch detention after consultation with administration. All students will have the opportunity to eat lunch every day that lunch is served. However, at times, students may be required to eat lunch in an alternate location due to inappropriate behavior in the cafeteria or in the classroom.

#### **SOCIAL PROBATION**

At times students continue to disrupt the school atmosphere even after the assignment of detentions and suspensions. In addition, some offenses, especially those occurring after school hours, need to be treated outside the traditional consequences. In such cases, the administration may require the student to leave the grounds at dismissal and not return until the next school day for an appropriate period of time.

#### **VIOLATION OF PASS PRIVILEGE**

Violation of pass privilege, i.e., gross overstaying of a time limit of a pass, or forgery of a pass, will be reviewed by the administration and may result in Office Detention, pass restriction, and parent contact. Repeated violations will be subject to further discipline including suspension.

East Windsor Public Schools

BP 5131.911

Bullying

#### **BULLYING BEHAVIOR IN THE SCHOOLS**

The following sets forth the procedures to implement Board Policy 5131.911 concerning the prohibition against bullying in the East Windsor Public Schools. Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or staff.

It is imperative that bullying be identified only when the specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as bullying, however, will result in appropriate disciplinary consequences for the perpetrator.

Definition: In accordance with state law and Board policy, "bullying" means any overt acts by a student or a 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.

Bullying Report Forms are available in the office, the Media Center and the Guidance Office. A student may file incidents of bullying anonymously. In addition, a student may seek help from the administration or guidance to help with the process.

### **MAJOR DISCIPLINE**

Students will be sent to the office for major breaches of discipline. These major offenses include but are not limited to bullying, stealing, inappropriate, or profane language, fighting, destruction of school property, insubordination, gambling, possession and/or concealment of weapons and/or knives, possession, use or distribution of drugs or alcohol, hazing, sexual harassment, leaving school grounds without permission, and any conduct which disrupts the educational process. All of these are possible reasons for suspension up to 10 days.

### **SUSPENSION AND/OR OFFICE DETENTIONS**

Disciplinary consequences for offenses are incrementally given, particularly if offenses are repeated. Office Detention will be used for such infractions as tardiness to school, truancy, classroom disruption and/or accumulated offenses. For repeated infractions and for some more serious first time offenses, such as defiance to authority, suspension is generally the consequence, as determined by the administration.

### **OUT-OF-SCHOOL SUSPENSIONS**

Students will be considered for detention or suspension if they:

1. Violate written school rules or Board of Education policies.
2. Engage in activities which interfere with or threaten the orderly functioning of school, including classroom, extra curricular, and athletic activities
3. Engage in activities including, but not limited to, harassment, assault, possession of a weapon, arson or destruction of school property, active leadership in school disruption, possession, distribution and/or use of alcohol and drugs, and/or refusal follow a direct order from a teacher.

If the administration determines that grounds for suspension do exist, the following procedures will take effect:

1. The student will be informed of the reasons for the disciplinary action and will be given an opportunity to be heard with respect to the alleged offense.
2. Administrators will determine the starting date of the suspension. Except in cases of disruption, where circumstances make it vital that one or several students be removed from the school property immediately, no student shall be released from school during the school day without notifying the parent or guardian.
3. Written notice will be given to the student and parents of the reason(s) for suspension and its duration.
4. The student and parents may have an informal hearing prior to the beginning of the suspension period.
  - **Students who are suspended may not participate in any school activities or be on school property unless invited to a meeting connected to their progress in school such as a PPT or CST.**

### **EXPULSION - BP 5114**

Students may be removed, suspended or expelled 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. Students may be removed, suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process, or has the potential to endanger students, or staff, or that violates state law. Unless an

emergency exists, no pupil shall be expelled without a formal hearing before the Board of Education pursuant to the Uniform Administrative Procedures Act, Sections 4-177 to 4-180, of the General Statutes. If an emergency exists, such hearing shall be held as soon after the expulsion as possible. The authority to expel students rests solely with the Board of Education.

**Controlled Drugs, Alcohol, and Tobacco BP 5131.6**

**A. Controlled Drugs and Alcohol**

**1. Possession and Use of Drugs and Alcohol**

Possession and use of controlled drugs is forbidden except as modified by BP 5146, "Administration of Medicines by School Personnel", and by educationally sound use of volatile chemicals.

The use and possession by students of any alcohol or drugs, except those explained in section A.1. above, is expressly forbidden during all school sponsored activities both on and off school property.

**2. Limits on Faculty Involvement**

A certified employee shall not be required to disclose any information acquired through a professional communication with a student, when such information concerns alcohol or drug abuse or any alcoholic or drug problem involving the student. However, if the employee obtains physical evidence from a student indicating that a crime has been or is being committed by a student, the employee shall be required to turn such evidence over to a building administrator or law enforcement official within two school days after receipt of such physical evidence. If such evidence is obtained less than two days before a school vacation or the end of a school year, such evidence shall be turned over within two calendar days after receipt thereof, excluding Saturdays, Sundays and holidays, provided further in no such case shall the employee be required to disclose the name of the student from whom he/she obtained such evidence. Any such employee shall be immune from arrest and prosecution for the possession of such evidence obtained from the student.

**3. Procedures for Use with Students**

Any student suspected of manufacturing or possessing, with intent to transmit or use, or under the influence of controlled drugs or alcohol shall be referred to the building administrator. The building administrator shall attempt to determine if the student is involved in the use of controlled drugs or alcohol. If the administrator determines that there is any type of involvement:

a. In the event of suspected drug or alcohol involvement, parents/guardians will be contacted to discuss the problem.

b. The administrator in charge of the school will give the parent/guardian and/or student a list of

agencies, names and phone numbers to contact for referral. The student may also be provided with counseling within the school setting.

- c. The parents/guardian will be required to come to the school immediately. The student will be placed under the care of the school nurse or other designated staff member until the parent/guardian arrives.
- d. Any student who possesses, uses, manufactures, transmits or is under the influence of a controlled drug or alcohol will be suspended for up to ten (10) days and will also be considered for expulsion.
- e. The administrator will contact the East Windsor Police Department. The Police department will make the final determination on a course of action to be followed based on the information supplied by school officials and previous experience with the student.

**B. Tobacco**

1. **Use of Tobacco on Buses**

The use, on school buses, of any tobacco substance by students is expressly forbidden.

2. **Use of Tobacco by Students**

The use, on school property of any tobacco substance by students is expressly forbidden.

**C. Education Programs**

The school administration shall be responsible for developing drug and alcohol education programs as a function of the total health curriculum.

**D. Involvement**

Due to the fact that drug and alcohol usage are cultural problems, public school responsibility and participation shall be limited to that of an agency of the community, cooperating with representatives of other agencies.

**Smoking Restriction**

**A. Introduction**

Because the East Windsor Board of Education is committed to maintaining and improving the health and well-being of students; because medical research shows that smoking poses a significant risk to the health of the smoker and the non-smoker, and because the Board of Education accepts the educational principles that one teaches best by example, the Board of Education adopts the following policy for all students and visitors:

1. Smoking of any kind is not permitted in any building or transportation vehicle under the direction of the Board of Education at any time by anyone.
2. Smoking of any kind is not permitted on school property by any one at any time.
3. No student is permitted to bring smoking material\* into a school building or into any vehicle under the direction of the Board of Education at any time.
4. Students may not use tobacco or tobacco products at any time when the student is at any school function, extra-curricula event, field trip, or school related activity supervised by East Windsor personnel away from the school campus.

**B. Disciplinary Action**

If any of the aforementioned are violated, the disciplinary action is as follows:

If Section A.1. is violated a \$75.00 fine will be imposed as described in PA 93-304, Section 1-21b.

If Section A.2. is violated by a non-East Windsor student, he/she will be warned to cease. If he/she persists, he/she will be prohibited from East Windsor school property for 10 (ten) days. See 5131.6 (d) of this policy for student discipline.

**Student Discipline**

If Sections A.2., A.3. or A.4. are violated by an East Windsor student, the following discipline will be imposed:

1. On the first offense, students will receive an out of school suspension of one day or provide comparable community service and must remove the materials from the school premises.
2. The suspension will be voided if the student enrolls and completes a smoking cessation program.
3. On the second offense, students will receive three days of suspension or provide comparable community service. If the student enrolls in and completes a smoking cessation program, the suspension will be voided.
4. For any subsequent violations, the student will receive five days of suspension or provide comparable community service. If the student voluntarily enrolls in and completes a smoking cessation program, three days of the suspension will be voided.
5. Any student who inadvertently brings smoking materials into the building may turn in such material to the office and pick it up after school, with no punishment, provided the material is turned in before the student is apprehended by a school official.

**C. Probable Cause**

When it is reasonable to assume that a student has been smoking and/or is in possession of smoking materials on school property or on transportation vehicles under the direction of the Board of Education as specified in Section A above, school administrators are authorized to search students for smoking materials.

Before beginning a search, the student will be given the opportunity to empty pockets, handbags, etc. If the student refuses, an attempt will be made to contact the parent or guardian. If a search is necessary, it will be limited to pockets, purses, handbags, etc., and clothing not being worn.

**\*Smoking material includes any tobacco or tobacco-like substance which is smoked or chewed. Equipment such as pipes or other implements used in the smoking process are also banned.**

Legal Reference: Connecticut General Statutes  
1-21b Smoking prohibited in certain places.  
10a-18 Programs to be offered on effects of drugs and alcohol.  
10-221(d) boards of education to prescribe rules re use, sale of possession.  
21a-240 Definitions, dependency producing drugs.  
21a-243 Regulation re schedules of controlled substances.

Policy adopted: April 3, 2001 EAST WINDSOR PUBLIC SCHOOLS  
Revised: Oct. 9, 2001 East Windsor, Connecticut

**DRESS AND SAFETY CODE - BP 5132**

**Students - Dress and Grooming**

- A. The Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school, and their community. To promote a positive learning environment, proper attire should be worn.
1. Restrictions on freedom of student dress may be applied whenever the mode of dress in question:
    - a. Is not modest and appropriate to the school situation;
    - b. Disrupts the educational process;
    - c. Constitutes a safety or health hazard for the student or those around the student;
    - d. Damages school property;
    - e. Is contrary to law.
  2. Restrictions on freedom of dress and adornment may not:
    - a. Reflect discrimination as to civil rights;
    - b. Enforce particular codes of morality or religious tenets.

Policy adopted: June 15, 2006 EAST WINDSOR PUBLIC SCHOOLS  
East Windsor, Connecticut

**Students AR 5132**

**Dress and Grooming**

- A. The Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school and their community. To promote a positive, safe and non-disruptive learning environment, proper attire should be worn. Therefore, the following attire is prohibited from wear in the East Windsor Public Schools during the designated school hours:
1. Coats, jackets or other attire normally worn as outerwear during the academic day. Outerwear includes coats and other bulky clothing the administration deems inappropriate. Outerwear shall not be worn, carried or kept in the classroom during regular school hours
  2. Head coverings of any kind including, but not limited to, scarves, bandanas, masks, kerchiefs, athletic headbands, visors, hats, caps, or hoods during the school day and at any other school function with the exception of athletic events. Approved coverings worn as part of a student's religious practice shall not be prohibited under this policy.
  3. Footwear which mars/damages floors or is a safety hazard during the school day;
  4. Sunglasses (unless required by a doctor's order) during the school day and at other school functions;
  5. Spiked bracelets, multi-finger rings, belts, or any other article of attire with spikes attached, during the school day and at other school functions;
  6. Attire or accessories which portray disruptive writing or pictures during the school day and at other school functions;
  7. Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages during the school day and at other school functions;
  8. Any clothing that, due to its design or fit, is in any way disruptive to the educational process during the school day and at other school functions. This disruptive clothing includes see-through or revealing clothing, exposed underwear or underwear used as outerwear.
  9. Shirts or garments which reveal the abdomen (i.e. tops exposing the midriff; tube tops), back, chest, shoulders or undergarments.
  10. Shorts, skirts or pants which reveal the upper thigh (shorter than finger-tip length) Pants, skirts and shorts must be worn above the hip bone at all times.
  11. Sleepwear such as pajamas and slippers.

12. For students in grades K-8, backpacks and/or book bags should be viewed as a means of carrying books to and from school. Backpacks and/or book bags must be left in lockers during the school day.
13. Use of backpacks and/or book bags is permitted throughout the day for students in grades 9-12 but should not pose an obstruction to safe passage in the classroom or in the corridors.

**Appeal Process**

Students or parents may appeal administrative decisions regarding dress code by first discussing the decision with the administrator who made the decision. Any further appeal must be made in writing to the principal and the appeal must demonstrate:

1. A rule being unfairly applied; or
2. A violation or misinterpretation of a policy or rule.

The principal will hear the appeal informally in a timely manner which he/she deems appropriate to the situation. The principal's decision will be final unless the decision is appealed. Any appeal beyond the principal will be conducted at the superintendent's level. The superintendent's decision shall be final.

Regulation approved: June 15, 2006

EAST WINDSOR PUBLIC SCHOOLS  
East Windsor, Connecticut

**Electronic Devices Students BP 5131.81**

**Use of beepers, Paging Devices, Cellular Telephones**

Students are not allowed to possess or use paging devices, beepers, laser pointers, or cellular or portable phones inside of any East Windsor Public School during the regular school day or before the school day begins. These electronic devices disrupt and interfere with the educational process during the academic day. The following describes the limitation of these devices on school property:

1. Paging Devices and Laser Pointers: Paging devices (including beepers) and laser pointers and attachments not part of the instructional program will not be allowed in school. Students shall not possess or use a laser pointer and attachments, unless under teacher supervision and with prior teacher permission for instructional purposes. A "paging device" is defined as a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. Laser pointers and attachments used or possessed without teacher supervision or without prior teacher permission for instructional purposes will be confiscated and returned only to a parent or guardian.

2. Cell Phones: The use of cell phones (of any type including any personal communication device which has the capability to take photographs of any kind or has the capability of text-messaging) or two-way communication devices during the academic day disrupts and interferes with the educational process and will not be allowed. Students will be subject to disciplinary procedures and confiscation of the device if it is either visible and/or used or if it is “on” during regular school hours. Parents/Guardians, upon appearing at school, will be given the confiscated devices.
3. Students are not allowed to use, wear or carry cellular telephones, communication beepers, other electronic communication devices, including all “look a-likes,” at school during the regular school day. Any student found in violation of this policy shall be subject to disciplinary action up to and including suspension.
4. If a parent requests that his/her son or daughter be allowed to possess a cell phone or paging device, then the following must be adhered to:
  - a. The parent/guardian must obtain a “cell phone/paging device permission form” which may be obtained from the main office of the school.
  - b. The form must be signed by the parent/guardian, the student, and by the principal.
  - c. The student and parent must agree to adhere to all rules stated on the cell phone/paging device permission form.
  - d. If there are any violations to the cell phone/paging device permission form, the student will immediately lose the privilege of possessing a cell phone and/or a paging device in school.
5. A staff member who discovers a student in possession of a laser pointer, a beeper, a paging device or a cellular telephone or any other electronic communication devices during the regular school day shall report the violation to a school administrator who shall confiscate the device and contact the parent/guardian. Repeated violation of this policy shall result in confiscation of the device and its forfeiture to the District.
6. Students violating this policy shall be subject to disciplinary action, up to and including suspension and/or expulsion.
7. Student visitors to the schools will not be permitted to carry or possess a cell phone or paging device or any other electronic communication device.
8. The administration shall implement and enforce this policy at the building level.
9. A “portable telephone” is defined as a cellular phone or comparable communication device that is not connected to a standard telephone outlet or permanent connector.

Legal Reference: Connecticut General Statutes  
 10-233j Student possession and use of  
 telecommunications devices  
 PA 95-304 An Act Concerning School Safety

PA 96-108 An Act Concerning Student Use of  
Telecommunication Devices and the Establishment  
of Graduation Dates  
PA 99-256 An Act Concerning AAC Laser Pointers

**The Cell Phone/Paging Device Permission Form is located on page 53  
Please return the first week of school.**

**Cameras and Image Taking Devices**

No cameras or other image taking devices may be carried or used by students in school without permission from school administration.

**LUNCH PROGRAM**

- The cafeteria is a safe and comfortable place to eat, relax and socialize. Students are expected to be responsible for their actions, including cleaning up after themselves and recycling appropriately. Students must also respect the rights of others to a peaceful cafeteria. Faculty supervisors are on duty to assist students in monitoring a clean and comfortable cafeteria. The responsibility to maintain order and cleanliness is jointly shared by all students sitting at the table. Students may be asked to clean a mess left by a tablemate. The student must comply to such a request.
  
- Food and drink, other than bottled water, are limited to the cafeteria. Food and drink may not be taken from the cafeteria or consumed in other areas of the building unless it is directly related to a planned class activity. A water machine is located in the south C wing area for students' convenience. Water may be carried and consumed by students in the commercial bottle in which it is purchased only. However, students' consumption of water may be denied by the classroom instructor due to computer, tool, instrumental or other equipment-based concerns.

**MEDIA CENTER**

**A. GENERAL INFORMATION**

The school media center serves as a resource center for student and faculty use. These books/materials are used to provide research and recreational readings for the students and to provide materials for classes. The normal operating hours for the media center are 7:15 am - 2:45 pm.

**B. GENERAL LIBRARY PROCEDURES**

Materials may be borrowed for a period of four weeks. Renewals are available if needed. Current issues of magazines, reference books and recent encyclopedias must remain in the library.

1. Lost or damaged books must be replaced or purchased.
2. No food or beverages are allowed in the library.
3. Students may not cut through the library.
4. Students who do not adhere to the library rules may lose their library privilege.
5. Students must report to the library before the late bell rings.

**C. ELECTRONIC INFORMATION RESOURCES**

1. Computers are available for student use in classrooms, in the media center, and in computer labs.

2. Computers are equipped with programs and information resources including the Internet. Computer labs may only be used for school-related work. In the media center, electronic resources are primarily for class work and projects, but students in good academic standing may explore their personal interests.
3. After the 1st quarter, only those students who are eligible will have earned the privilege of using the media center computers to pursue their personal interests. Ineligible students will only be allowed to use computers for school-related work.
4. Students and parents must review and sign an Electronic Information Resources Access Form and abide by its provisions in order to use the computer resources.
5. Computer use privileges will be denied and disciplinary action may be taken for computer infractions.
6. Students may obtain computer passwords in the media center.

**C. MEDIA ACCESS TO STUDENTS**

School Administrators shall be authorized to grant permission and set parameters for media access to students in school. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be duly disruptive and shall comply with Board of Education policies and district goals. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. Media representatives wishing to photograph and identify particular students, must obtain parental or guardian approval as well. Such permission shall not be required before photographs, videotapes, and/or articles referring to students involved in athletic events. Parents who do not want their students interviewed, photographed or videotaped by the media shall inform the School Administrator accordingly. District employees may release information to the media only in accordance with applicable provisions of the education records law and Board of Education policies governing directory information and personally identifiable information. Please return the Media Access permission slip is located on page 55, the first week of school.

**GENERAL OPERATING PROCEDURES**

**STUDY HALLS**

Most study halls will be assigned to the cafeteria. Whenever possible, freshmen and sophomores will be assigned to classrooms for study hall.

Study halls, both in the classroom and the cafeteria, are intended to give students time to work on homework, prepare for class, study for test and quizzes or simply read. Students may obtain passes to the computer lab, the media center, or to a teacher's room to work on projects. All study halls will maintain a climate conducive to study and work production. Students must bring appropriate materials with them and plan to keep busy with school related tasks for the entire period.

**ACTIVITY PERIOD**

A specific period is designated each month, on a rotating basis, as a period that activity groups are scheduled to meet. (National Honor Society will meet by request - advance notice will be provided.)

Students reporting to an activity will be responsible for making up work given in class during the activity period.

Activity 1 - Grade 9-12 Class Executive Board\*\*

Activity 2 - Executive Boards of Student Council, Student Newspaper, SADD\*\*\* and World Language Clubs

Activity 3 - Full membership of SADD and Student Council

Activity 4 – Interact Club and Leo Club

\*\*All class executive boards will meet after school on the months they are not scheduled to meet during school.

\*\*\*if required \*\*\*\* Thursday

\*Activity Period Schedule – subject to change during the school year

Date	Activity	Period	Date	Activity	Period
September 2	2	A	January 27	3	C
September 9	1	B			
September 16	3	C	February 3	4	D
September 23	4	D	February 10	1	F
			February 24	2	G
October 7	1	F			
October 16****	2	G	March 17	3	A
October 21	3	A	March 24	4	B
October 28	4	B	March 31	1	C
November 4	1	C	April 7	2	D
November 18	2	D	April 14	3	F
November 25	3	F	April 28	4	G
December 2	4	G	May 5	1	A
December 9	1	A	May 12	2	B
December 16	2	B	May 19	3	C
			May 26	4	D

Students not involved in an activity will report to their regularly assigned classes. Class work for the day will be assigned and completed. However, tests and quizzes are not to be assigned, nor should tests and quizzes be assigned on the following day if they are based upon work given during the activity period

**EXTRA CURRICULAR ACTIVITIES**

Students planning to participate in an after school activity must be in full attendance on the day of the activity and also in school on the last school day of the week preceding a scheduled event on Saturday. Circumstances beyond the control of the student that result in an absence or tardiness on the day of the activity must be reviewed by an administrator if the student is seeking permission to participate in the event.

East Windsor High School is a member of the C.I.A.C. As a member, it competes in soccer, cross-country, baseball, basketball, track and field, hockey, golf, football, and softball.

East Windsor High School is also a member of the North Central Connecticut Conference, (NCCC). This conference includes the following high schools: Avon, Bolton, Canton, Coventry, East Granby, Ellington, Enfield, Granby, Somers, Stafford, Suffield, Tolland, and Windsor Locks. Leagues are set up within the conference for all boys’ and girls’ sports.

The following are activities sponsored by the school: Student Council, National Honor Society, Yearbook, Dramatics, Band, Chorus, Stage Band, and S.A.D.D., French Club, Spanish Club, Interact Club, Dance Club, and Leo Club.

Students interested in other after school activities may establish a club with the consent of the administration (i.e., Table Tennis Club, Pep Club, and Poetry Club).

#### **INSURANCE**

The East Windsor District makes possible a group insurance policy for all school students. For a small fee, a student is insured during school hours, to and from school, and during school sponsored events. A 24-hour protection plan is also available. All students participating in interscholastic sports are covered by group insurance to the extent of expenses above and beyond what their own personal insurance policies will cover.

#### **E. WINDSOR HIGH SCHOOL ELIGIBILITY REQUIREMENTS -BP 6145.1**

A. Introduction - Schools exist for the purpose of educating students. The students' primary responsibility is educational growth and high academic achievement. In order to insure that students recognize their academic responsibilities, the following criteria must be met in order for students to participate in extra curricular activities at East Windsor High School.

B. Definitions/Clarifications –

1. Extra curricular activities shall be school-sponsored activities that require student involvement. Activities covered by this policy include the following:
  - a. All sports teams and activities, including freshman, junior varsity and varsity;
  - b. All intramural sports teams and programs;
  - c. All dramatic activities, including plays, musicals, etc.
  - d. Club activities, including but not limited to, stage band, pep band, jazz band, student council, class executive boards, National Honor Society, yearbook committee, newspaper club, computer club, SADD and other academic or subject clubs.
  - e. Regular scheduled activities which one must attend in order to obtain credit toward graduation are not covered by this policy.
2. A unit of work shall be defined as one that requires that a class meet for a minimum of 7200 minutes per year with classes meeting for a minimum of 40 minutes per class.
3. During the school year marking period grades (not semester grades) are to be used in determining scholastic eligibility to participate in extra-curricular activities during any given marking period.
4. At the start of the school year, to be eligible for fall activities, a pupil must have received credit for successfully completing 5 units of work for which he/she has not previously received credit. The final academic grade average from the previous school year determines fall eligibility.
5. At the start of a school year, eligibility may be maintained or re-established if year-end course failures were made up through successful completion of summer school work in courses failed.

C. Requirements

1. In order to participate in extra-curricular activities, a student must be enrolled in at least five (5) units of work or its equivalent in grades 9, 10, and 11 and at least four (4) units of work in grade 12.
2. To be eligible for fall extra-curricular activities, a student must have earned at least five (5) units of work or its equivalent toward graduation.
3. To be eligible for activities during the second, third, or fourth marking periods, students in grades 9, 10 or 11 must have received a passing grade in at least five (5) units of work or its equivalent in the marking period preceding the activity. Students in grade 12 must pass at least four (4) units of work in the marking period preceding the activity.
4. For eligibility purposes, the end of the marking period shall be established as the official date on which the school requires report cards to be distributed following the closing of grades. No more than ten (10) school days shall pass between the day the marking period closes and report cards are distributed. No unit for which the student has already received credit shall be included in those required by this rule.
5. Failing grades cannot be made up for eligibility purposes in any manner until the end of the next marking period, except that credits earned during the summer by any regularly approved Board of Education procedure will be accepted for the purpose of determining the eligibility of students desiring to participate in an extra-curricular activity in September.
6. Scholastic grades of incomplete must be made up within ten (10) school days following the end of the marking period as defined in #4 and converted to passing grades in order to re-establish eligibility.
7. Incomplete grades shall be considered failing grades.
8. During the time a student is ineligible, he/she may not participate in any way, either formally or informally, in the activity.
9. During the time a student is ineligible, he/she shall not be issued any uniform, equipment, or special clothing, associated with the activity. In the event such material has already been issued to the student, it shall be returned to the coach or advisor during the period of ineligibility.
10. During the time a student is ineligible, he/she shall not practice or be involved in any way with the activity, including tryouts.
  - a. At the close of a marking period if it is reasonable to assume a student will re-establish eligibility for the next marking period, he/she may begin to participate in practices only until report cards are issued, provided no warning notices were received prior to the close of the marking period and the practice period does not exceed ten (10) calendar days.

#### D. Appeal Procedures

1. If a student or his/her parents believe that he/she was wrongfully declared ineligible, the decision may be appealed to the principal in writing on forms provided by the school.

2. At the written request of the parent, guardian or adult student, the decision of the principal may be submitted to the superintendent of schools for review.

#### **ATHLETIC PROGRAM**

Our goal is to give every student an opportunity to participate. We engage in competition from the 9th grade through the 12th grade. All athletes are:

1. Required to receive a physical examination by a medical doctor prior to participating in the athletic program. Physical Exams are invalid if received before June 15<sup>th</sup> of the previous school year.
2. Financially responsible for any lost or destroyed equipment which they were issued.
3. Expected to dress appropriately while traveling away from home. The coaches and the athletic department will specify clothing requirements.
4. For further clarification, consult the "Athlete/Parent Handbook" which is located on the East Windsor Public Schools website at [www.eastwindsorschools.org](http://www.eastwindsorschools.org).

The Connecticut Interscholastic Athletic Conference Code of Eligibility:

The CIAC is the state governing body that controls the athletic program for all high schools in the state. This organization sets standards for the eligibility of each athlete participating in sports.

Any eligible student may try out for the various athletic teams. CIAC Policy states that YOU ARE NOT ELIGIBLE:

- A. If you are 19 years of age before July 1.
- B. If you have changed schools without a change of residence.
- C. If you have played the same sport for more than 3 seasons in Grades 10, 11, & 12.
- D. If you play under an assumed name on an outside team.
- E. If you receive payment for participation in any CIAC sport.

#### **EAST WINDSOR HIGH SCHOOL INTERSCHOLASTIC TEAM RULES AND REGULATIONS:**

In conducting the interscholastic athletic program at East Windsor High School, the administration and athletic department feel that there are certain rules and regulations for its athletes and coaches to conform to so that the program will be successful and have uniformity in its operation. A violation of any one of the interscholastic team rules as shown below may result in the athlete's being suspended or removed from the team.

- A. Smoking - An athlete must abstain from smoking while participating on an interscholastic team during the season as specified by the CIAC guidelines.
- B. Drinking of alcoholic beverages or taking of drugs without a medical prescription - An athlete must abstain from both while participating on an interscholastic team.
- C. Team Conduct - All athletes are expected to show respect to their opponents, teammates, officials, coaches, and spectators during the season as specified by CIAC guidelines.
- D. Practice Sessions - In order to be fair to his/her teammates and coaches, an athlete must make every effort to attend all practices and games as directed by the coach. If an athlete is unable to attend a practice or game, the coach should be notified in advance.

- E. Equipment and School Facilities - All issued equipment must be properly cared for and returned at the end of each season. An athlete will be responsible for the upkeep of his/her personal locker, and must not deface the locker room, gymnasium, athletic equipment, school buses, and other school facilities being used by a team.
- F. Injuries - All injuries must be reported to the athlete's coach or trainer. No athlete should handle first aid equipment without the permission of the coach. Any student injury that results in hospitalization or the placement in the care of a doctor will require a release from the attending doctor indicating the specific beginning date that the student will be eligible to participate again.

**DANCES, PLAYS, CONCERTS, FIELD TRIPS, CLASS OUTINGS, ETC.**

Each class/club is permitted to sponsor an activity or entertainment with the approval of the EWHs administration. The administration has the right to reject an idea or a date. Upper classes have the first choice of dates.

- A. Students must attend school on banquet / prom day in order to be eligible to attend the evening's festivities. Any student who wishes to leave early to prepare for the event must submit a parental permission note to the office upon arrival to school. Students with a note will be allowed to leave no earlier than 12:00. Students need to sign out in the office and are reminded that this is not an excused dismissal.
- B. Attendance is restricted to EWHs students and their high school age guests only, unless authorization to invite another school is given by the administration.
- C. Students must immediately enter the building and may not leave unless they plan to leave school property.
- D. Other school board policies concerning drinking, smoking, etc., apply at all activities under the sponsorship of EWHs whether they take place on school property or on related facilities.
- E. No student will be permitted to enter a dance later than one hour from the start of the dance unless an administrator or teacher in charge gives approval.
- F. No student will be permitted to go beyond the front entranceway at a school dance except with permission of the teacher in charge. Failure to comply will result in immediate exclusion from the dance.

**STUDENT PARKING**

A limited number of parking spaces will be available for student parking. Parking permits will be issued to eligible students who have earned 10.5 credits or more on a priority basis, with seniors and students with afternoon employment receiving the higher priority. Interested students may apply for a permit in the main office.

**REGISTRATION OF AUTOMOBILES AND PARKING REGULATIONS**

All students who intend to drive a vehicle to school must register the vehicle in the office. Each registered vehicle will be issued a permit. Each permit will have a number and the permit will be valid only for the car assigned. Permits will be for the academic year only. Any car found in the school parking lot without a permit, and/or in violation of parking rules, will be towed away at the owner's expense.

Students must exercise careful judgment while operating a vehicle in the parking area. Speed limit on school grounds is 10 mph. To receive a parking permit, a student must maintain academic eligibility. **YOU WILL NEED YOUR LICENSE**

AND REGISTRATION. Forms are available in the office and must be signed by a parent/guardian.

Note: The student parking area is limited to the parking lot **behind** the high school building. The two rows closest to the building and the curbside parking closest to the tennis courts are reserved for faculty and staff. Students are to leave their vehicle locked in the parking lot as soon as they arrive at school and are not to return to it until they are ready to leave school grounds. At dismissal, all drivers must wait until the school buses exit before proceeding from the student parking lot.

#### **REVOCAION OF PERMITS**

1. Loss of academic eligibility.
2. Driving at an excessive speed on school grounds.
3. Reckless or dangerous driving on school grounds.
4. Leaving school grounds without permission.
5. Violation of parking rules.
6. Providing transportation for any other student not authorized to leave school grounds.
7. Request of the student's parent.
8. Tardies to school.
9. As determined by administration

#### **BUS INFORMATION / BEHAVIOR ON BUSES**

1. Orderly behavior on school buses is essential for the safety and health of passengers and driver. Conduct, which annoys others and is disruptive or distracting to the driver, is forbidden.
2. Smoking is forbidden on school buses.
3. Students shall remain seated while buses are in motion.
4. Students whose conduct is unacceptable or unusual will be reported as soon as possible to the appropriate building administrator.
5. Administrators are authorized to suspend a student for unacceptable behavior on the school bus.
6. Offenses may include but are not limited to: disruptive behavior, bullying harassment, stealing, inappropriate or profane language, fighting, destruction of school property, insubordination, possession and/or concealment of weapons and/or knives and possession and/or concealment of illegal substances.
7. Transportation is between school and home only. Changes in bus stops must be made in writing 3 days prior to the change with the reason for the request, i.e. address change, out of town student staying with another, and approved by the transportation company.

#### **PHYSICAL EDUCATION**

Physical Education (PE) is a required course for all students in Grades 9-12. A variety of individual skills and team sports are taught during the school year. Recreational attire must be worn during PE classes, including sneakers that do not mark the floor. Shower facilities are provided and all participants are expected to shower at the completion of each gym period. Students are required to lock their valuables in their assigned gym locker during class.

#### **NURSE**

The School nurse maintains an office in the high school. Students who are not feeling well should report to the nurse's office with a pass from the classroom/study hall teacher. To speak with the nurse, please call 627-0169.

## **HEALTH IMMUNIZATIONS/PHYSICALS**

State law requires that all students receive immunizations against the following diseases: Diphtheria, Pertussis, Tetanus, Mumps, Measles, Rubella, and Polio. Students will not be allowed to attend school if not properly immunized. The school nurse should be notified whenever a child receives new immunizations.

### **Exceptions: Physician's certificate, religious beliefs will be honored.**

East Windsor Schools also require that a Mantoux (PPD) tuberculin test be done prior to entry into school (unless done within the preceding 12 months) and as part of the grade 10 health assessment.

A complete health assessment must be done **no earlier than 12 months prior to school entry from out of state and in grade 10.** State of Connecticut forms must be used. A complete health assessment consists of a physical, hemoglobin/hematocrit and a Mantoux (PPD) tuberculin test, postural screening vision, hearing screening and chronic disease assessment.

It is important that the school be notified of any treatment prescribed for any illness, injury, or chronic condition for our Health Records.

### 1. HEALTH SCREENINGS

Students in **grade 9 and 10** receive vision screenings. All special education students are offered annual vision and hearing screenings. Scoliosis (postural) screenings are done in **grade 9**. If a child receives a vision, hearing or scoliosis referral from school, it must be returned to the school following the requested examination.

### 2. COMMUNICABLE DISEASES

The State Department of Health Services has revised the communicable reporting system for Connecticut to improve infectious disease surveillance. The school has been asked to make reports stating the number of students absent for various communicable diseases-i.e. streptococcal infections, chicken pox, infectious mononucleosis, etc. Therefore, please call to let us know when your child is out with above stated illness.

### 3. MEDICATIONS

According to Connecticut State Law, prescription or non-prescription drugs may not be given in school unless the proper request is filled out by the parent and the prescribing physician. Forms for this purpose are available in the nurse's office, or a signed note from a doctor may be brought to school. We discourage the administration of medication during school hours unless it is absolutely necessary and requested by the prescribing physician for the physical well being of the student. Please do not send prescription or over the counter medications to school with your child on the bus. Any medication that needs to be given must be brought to school by the parent with the appropriate medication administration form.

The following conditions necessitate exclusion from school:

### **COMMUNICABLE DISEASES OR CONDITIONS**

<b><u>Disease</u></b>	<b><u>Status of Pupil</u></b>
Chickenpox (Varicella)	Exclude from school for one (1) week after appearance of first crop of vesicles or until all

	lesions are scabbed and no new lesions are erupting.
Fever	The child should be free of fever (less than 100 degrees) for 24 hours before returning to school.
Impetigo	Exclude from school for 24 hours after institution of specific therapy.
Infectious Mononucleosis	Exclude from school only on doctor's certificate
Influenza	Exclude from school until fever is absent and symptoms disappear
Measles	Exclude from school for five (5) days from time rash appeared
Mumps	Exclude from school as long as glands remain swollen
Pediculosis (Lice)	Exclude from school for 24 hours after treatment is carried out. In addition, all nits or egg cases must be removed within 7 days.
Pink eye	Exclude from school for 24 hours after institution of specific therapy.
Ring worm	Cover the area of infection with dressing after institution of specific therapy.
Rubella (German Measles)	Exclude from school for five (5) days from onset of rash
Scabies	Exclude from school for 24 hours after treatment is carried out and until certification that the child is no longer contagious.
Streptococcal Infections And/or Scarlet Fever	Child must be on antibiotics for a minimum of 24 hours, free of fever and clinically improving.
Whooping Cough (Pertussis)	Exclude from school until certification that child is no longer contagious.
Acute Intestinal Symptoms	Vomiting and diarrhea.
Cold	With running or inflamed eyes, runny nose, frequent coughing or sore throat
Rash of unknown origin	At the nurse's discretion

**OFFICE TELEPHONES**

East Windsor High School

623-3361

East Windsor High Nurses' Office	627-0169
Superintendent's Office	623-3346
East Windsor Guidance Office	623-4426
Parent Link Voice Mail System	623-6071 (24 hours)

The office telephone is for official business. Students may use it only in cases of emergency during school hours. **Secretaries can not forward messages to students except in emergency situations.**

#### **DISSECTION OF ANIMALS – BP 6163.31**

Dissecting animals in the classroom is part of an approved program of studies/curriculum for which:

1. The teacher thoroughly explains the learning objectives of the lesson and utilizes additional worksheet/audio-visual materials to maximize the educational benefit of the experience.
2. All specimens are treated in a scientific manner.
3. All students shall be informed, prior to the dissection, that they have the option of discussing individual objections to dissection with the appropriate teacher/administrator. Objections to dissection can be initiated by the parent or student, in writing, and may be based on religious grounds, ethical grounds, or if the process is repulsive to the student. The teacher shall give students raising an objection to dissection an alternative assignment and the grade will be used in lieu of dissection grade(s).

#### **LOCKERS**

Combination padlocks will be issued to all students. The padlock is to be returned at the end of the school year or upon termination from school. **A replacement fee for a lost padlock is \$5.00.**

Lockers are provided for students. It is the responsibility of each student to maintain the appropriate condition of the locker. Students' lockers must be locked at all times in order to prevent damage. The locker must be cleaned of all writing and other display materials.

Any repairs due to abuse of the locker will be the responsibility of the student assigned to the locker.

#### **SEARCH OF STUDENTS AND LOCKERS - BP 5145.12**

##### **Justification for Student Searches**

Students possess the right to be free of unreasonable searches and seizures under the Fourth Amendment of the Constitution of the United States. Balanced against this right is the school officials' responsibility to create and maintain an environment consistent with school's educational mission. School officials have a duty to protect the health, safety and welfare of all students under their authority.

##### **Prohibited Items**

Students are requested not to bring to school items or substances that would disrupt the educational function of the school or which are prohibited by school board regulations or by law. Examples of items or substances in this category are weapons, clubs, explosives, firecrackers, alcoholic beverages and nonprescription drugs or drug paraphernalia.

##### **Lockers and Other School Property**

Lockers and other storage spaces are provided to students for their convenience. These storage areas remain school property, and as such, are subject to periodic inspections by school authorities. The purpose of such inspections is not to collect evidence of wrongdoing on the part of a single student, but rather to allow school authorities responsible for the appropriate use of school property the opportunity to confirm that lockers are being used in a manner consistent with the health and safety of all students.

#### **Emergencies**

Circumstances that put the safety of students or school staff at risk or could result in substantial property damage also will constitute sufficient reasons for school or police officials to conduct a thorough search of all school property. A bomb scare is an example of such an emergency.

#### **Student Searches**

School authorities are authorized to conduct searches of students or their property when reasonable suspicion indicates that a particular student is in possession of an item or a substance that represents a material threat to school routine or is prohibited by school board regulations or by law. Student property shall include, but not be limited to, purses, book bags and cars. If students don't have access to their cars during school hours, the justification for searching student-driven cars is removed. School authorities in cooperation with the local police department reserve the right to conduct sniff searches with dogs of school property and student-driven cars.

#### **Police Notification**

With regard to possession of items that constitute a violation of law, school authorities shall cooperate with the appropriate law enforcement agencies in the interest of preserving the integrity of the school's educational mission.

#### **Lockers and Other School Property (Desks)**

1. The School Principal or his/her designee shall maintain an accurate list of all locker assignments and either a master key or combinations to all lockers.
2. At the time a student is assigned a locker or other storage space, he or she shall be informed that school authorities are empowered to conduct random periodic inspections of school lockers.
3. Students also will be informed of the following locker regulations:
  - a. Students are responsible for the contents of the locker assigned to them.
  - b. Students are to keep their lockers locked.
  - c. Students are not to give other students access to their locker.
4. The exercise of that right to inspect also requires protection of each student's personal privacy and protection from coercion. An authorized school administrator may search a student's desk or locker under the following conditions:
  - a. There is reason to believe that the students' desk or locker contains contraband material and the presence of said material poses a serious threat to the maintenance of discipline, order, safety or health in the school.
  - b. The search of a group of students' desks or a group of students' lockers where no particular student within the group is suspected may be conducted only if there is a reasonable suspicion of



Special circumstances such as loss of power and major snowstorms may require an emergency closing of school. In an emergency closing the high school will dismiss at 12:00 noon.

### **GUIDANCE**

East Windsor High School has two full-time guidance counselors and a career counselor. The guidance program offers students assistance in making appropriate choices of an academic, vocational, or personal nature. With this objective in mind, the Guidance Department maintains individual cumulative record folders containing such items as: geographical data, health records, grades, test scores, etc.; assists the faculty in administering a comprehensive testing program, provides sources of information on schools, occupations, financial aid, and military service; assists students in selecting courses, occupations, and further education relative to their abilities and interests; counsels students individually and in groups concerning personal, academic, or vocational issues.

### **COUNSELOR ASSIGNMENTS**

Grades 9-12

A-K Ms. Orefice

L-Z Mrs. Blanchet

Career Counselor 9-12 Mrs. Palenscar

School Psychologist Mr. Butler

### **GRADE REPORTING**

Report cards are sent home four times during the school year. Marking periods are approximately 9 weeks.

### **INTERIM REPORTS**

Progress reports will be issued for all students during the second marking period. Students receiving grades lower than C- will be issued progress reports each marking period.

### **EAST WINDSOR HIGH SCHOOL GRADING SYSTEM**

<u>Letter Grade</u>	<u>Numerical Equivalent</u>	<u>Letter</u>	<u>N. Eqiv.</u>
A+	97-100	C	73-76
A	93-96	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F+	50-59
C+	77-79	F	0-49

F – Unsatisfactory – Refused or failed to perform and achieve at a level consistent with his / her ability level.

I – Incomplete – Has not completed term's academic due to circumstances beyond student's control. Incompletes will only be given with administrative approval.

P – Pass – Has performed satisfactory work in a course which receives grades of pass or fail.

M – Medical - A student has been excused from Physical Education by a doctor.

W – Withdrawn – Has dropped course before completion.

F+ - Failure – Failure of course with eligibility to make up in summer school.

F – Failure – Failure of course – unable to make up in summer school.

### **PASS-FAIL GRADING**

A student may elect a level 3 course on a pass/fail basis if it is a scheduled 6<sup>th</sup> course. A student requesting to take a course on a Pass/Fail basis must make the request in writing to his/her counselor. Parents must give written permission.

### **GRADING OF WITHDRAWALS FROM CLASS**

The following grading procedure will be used when a student withdraws from a course:

- A. If a student withdraws from a course prior to completing half of the course, the student will receive the grade earned to date, followed by a "W" for each successive quarter grade and final grade column with no course credit for work completed.
- B. If a student withdraws from a course after completing half of the course, the student will receive the grade earned to date, followed by a "W" for each successive quarter grade and a grade of "F" for the final grade with no credit for work completed.
- C. A student who withdraws from a course prior to its completion cannot make up course (failed) in a summer school program.

### **PLAGIARISM: STATEMENT AND POLICY**

We at East Windsor High School strive to meet our mission of high academic success, and expect our students to be respectful, responsible, cooperative, and ethical citizens (EWHs Mission Statement). In an effort to insure the integrity of our students' work, the English and Social Studies Departments have developed the policy regarding plagiarism, which is located on page 54. **Please sign and return the form the first week of school.**

### **SCHEDULE CHANGES**

Students desiring schedule changes should make those changes the week before school in accordance with the conditions described below. No changes will be made during the first three days of school other than changes noted below.

No additional classes can be added after the Friday of the first full week of classes. Dropping a course must occur before the end of the second marking period for a full year course and before the end of the first marking period for a half-year course. All students must be carrying at least five courses NOT including partial credit courses, gym, chorus, or stage band at all times. Any exception from this requires prior administrative approval.

Schedule changes will only be allowed in the following situations:

- A. Error in scheduling
- B. Having the same teacher for a course previously failed.

No changes in schedule will be made for teacher preference.

### **PROMOTION**

Students are promoted to a higher grade as follows:

For Graduating Classes of 2009 and 2010:

Promotion to Grade 10 -	4 1/4 credits
Promotion to Grade 11 -	10 1/2 credits
Promotion to Grade 12 -	15 3/4 credits
Graduation requirements -	22 Total Credits

For Graduating Classes of 2011 and 2012:	
Promotion to Grade 10 -	5 1/4 credits
Promotion to Grade 11 -	11 1/2 credits
Promotion to Grade 12 -	17 3/4 credits
Graduation requirements -	24 Total Credits

All students are required to take a minimum of five courses per semester plus Physical Education.

Students will not be promoted to the next grade level unless the minimum number of credits has been earned. Homeroom assignments will be made corresponding to the number of earned credits.

**High School Graduation – BP 5127**

**A. Requirements for Graduation**

In order to graduate from East Windsor High School, all students in the graduating classes of **2009 and 2010** must successfully complete a minimum of twenty-two (22) units of credit as follows:

English	4	
Social Studies*	3	
Math	3	
Science	3	
Physical Education** 1		
Vocational or Arts Elective	1	
Electives	7	Total Credits = 22

\*In order to graduate from East Windsor High School, all students in the graduating classes of **2011 and 2012** must successfully complete a minimum of twenty-four (24) units of credit as follows:

English	4	
Social Studies*	3	
Math	4	
Science	3	
Physical Education** 1		
Vocational or Arts Elective	1	
Electives	7	
Community Svc. / Sr. Project •	1	Total Credits = 24

\*Selections must include US History and American Government or American Affairs

\*\*1/4 credit each year

\*\*\*Family and Consumer Science, Business, Technology, Art, Music

• Pending Board of Education approval for the Classes of 2011 and beyond - details of the community service and senior project will be provided by addendum to this book.

All students graduating from East Windsor Public Schools must earn a minimum of 22 / 24 credits, meet the credit distribution requirements as outlined above, and demonstrate competency in Language Arts and Mathematics through one of the following criteria:

1. Language Arts
  - a. CAPT score within band 3, 4 or 5 in both Writing Across the Disciplines and Reading Across the Disciplines; or
  - b. Score of 475 or higher in critical reading and writing on SAT; or

- c. Achieve IEP goals for language arts (pertains to special education students only); or
  - d. Meet standard requirement on language arts performance assessment task.
2. Mathematics
- a. CAPT score within band 3, 4 or 5 in Mathematics; or
  - b. Score of 475 or higher on SAT mathematics; or
  - c. Achieve IEP goals for mathematics (pertains to special education students only); or
  - d. Meet standard requirement on mathematics performance assessment task.

While it is our goal to have each student score within band 3, 4, or 5 on the CAPT assessments, students will have the opportunity to prove competency in mathematics and language arts through IEP goals, SAT scores, or alternative performance assessment tasks. Opportunities for performance assessment tasks will be provided six times during the course of a student's senior year. Parents will be kept abreast of their student's progress in meeting these additional graduation requirements.

**B. Definition of Unit of Credit**

A unit of credit shall be earned for successful completion of a course that meets for a minimum of 120 classroom hours (7200 minutes) provided classes are scheduled for a minimum of forty (40) minutes.

Fractional units of credit may be earned as follows:

½ credit – 60 classroom hours, (3600 minutes)

¼ credit – 30 classroom hours, (1800 minutes)

**C. Advance Standing**

Students who successfully complete high school level courses prior to entering grade 9 shall have met the prerequisite for the next sequential course. Such courses must meet requirements established in Section C. above and be academically equivalent to courses offered at East Windsor High School. In addition, students receiving such advance standing must still meet all course requirements as outlined in Section B. while in grades 9, 10, 11 and 12.

**D. Early Graduation**

Students who successfully complete all requirements for graduation in fewer than eight (8) semesters may qualify for early graduation. No student may qualify for graduation in less than six (6) semesters. The administration shall establish specific guidelines and procedures to be followed in order to make decisions on requests for early graduation.

**F. Exception**

Students whose programs are planned and designed by a Planning and Placement Team (PPT) shall be required to earn twenty-two (22) units of credit in grades 9, 10, 11 and 12. However, exceptions to course requirements as outlined in Section B may be made by the Planning and Placement Team, if such exceptions are deemed to be necessary. All

such exceptions must be jointly approved by the Principal and the Director of Special Education.

G. **Annual Report**

The administration shall provide a report annually to the Board of Education containing facts and information that relate to student participation in an early graduation program.

H. **This policy will be reviewed annually by the administration.**

Policy adopted: January 16, 2001

Revised: May 7, 2002

**Administrative Regulation - High School Graduation**

A. **Requirement for Graduation**

A minimum of twenty-two (22) units of credit is required for graduation from East Windsor High School. All students must meet course requirements as specified in board policy 6146.

B. **Enrollment and Attendance**

Each student shall enroll yearly in at least five courses per semester. Excessive absences may jeopardize meeting course requirements. (Refer to BP 5113, Attendance.)

C. **Transfers**

Transferees who enroll in East Windsor High School will receive credit for all courses successfully completed prior to entering East Windsor High School, provided that the credits earned meet the minimum requirements as specified in board policy 6146.

D. **Exceptions**

In cases requiring special consideration, the final decision shall be made by the Superintendent of Schools, after consultation with the High School Principal. In cases involving appeals of an administrative decision concerning early graduation, the Board of Education shall review the administrative decision upon written request of an adult student or his or her parents if not an adult student.

E. **Early Graduation**

1. A student who successfully completes all requirements for graduation in less than eight (8) semesters may apply for early graduation approval. All of the following requirements and criteria must be met in order for a student to be considered for early graduation:
2. All application forms for early graduation must be completed by the end of four (4) semesters for students who plan to graduate after six (6) semesters.
3. All application forms for early graduation must be completed by the end of six (6) semesters for students who plan to graduate after seven (7) semesters.
4. A written statement must be submitted to the Principal explaining in detail why the student wishes to graduate early.

5. The student must complete a form providing details concerning future vocational and/or academic plans and discuss such plans with his or her guidance counselor.
6. The student must secure written permission for early graduation from:
  - a. his or her parents, if not an adult student,
  - b. his or her guidance counselor,
  - c. the Principal of the school.

Such things as college placement, vocational plans, job placement, and maturity of the student will be taken into consideration in making decisions concerning requests for early graduation. The actual graduation date for a student will be dependent upon successful completion of all graduation requirements.

Regulation approved: January 16, 2001

#### **SUMMER SCHOOL**

A student who fails a course during the school year may be eligible for summer school credit based upon the following criteria:

1. Maintained satisfactory attendance and participation in the failed course throughout the duration of the course.
2. Attained a minimum numerical grade of 50 at the end of the school year in the failed course.
3. Successfully completed an appropriate summer school program in the failed subject area (enrollment must have prior written approval of a school counselor or administrator).

#### **HONOR ROLL**

The honor roll will be published at the end of each quarter. Courses are not weighted as they are for class rank. All courses are considered for honor roll. The following criteria is used for the honor roll:

High Honors - All A's with no more than one grade of B (B+, B, B-).

Honors - All A's and/or B's with no more than one grade of C (C+, C, C-).

NOTE: Students will be recognized for attaining all A's.

#### **AWARDS NIGHT**

An Awards Night is held at the end of the school year. This is a night that honors students for various achievements. Awards are offered for academic achievement, citizenship, and various other achievements.

#### **GRADE POINT AVERAGE (G.P.A.)**

LETTER GRADE	LEVEL 1	LEVEL 2	LEVEL3	LEVEL 4* (classes 2009, 2010)
A+	7.33	6.33	5.33	4.33
A	7.00	6.00	5.00	4.00
A-	6.67	5.67	4.67	3.67
B+	6.33	5.33	4.33	3.33
B	6.00	5.00	4.00	3.00
B-	5.67	4.67	3.67	2.67
C+	5.33	4.33	3.33	2.33
C	5.00	4.00	3.00	2.00
C-	4.67	3.67	2.67	1.67
D+	4.33	3.33	2.33	1.33
D	4.00	3.00	2.00	1.00
D-	3.67	2.67	1.67	0.67
F	0.00	0.00	0.00	0.00

Consult the "Program of Studies" for a complete listing of courses.

\*Beginning with the Academic Year 2007 – 2008, these point values will no longer be available except for transcript history

1. In order to provide a program of courses suited to each student's individual needs, East Windsor High School's faculty has separated subject areas into divisions according to level of difficulty. Since class rank is an important factor in gaining admission to college, grades reflect the level of course difficulty. Therefore, courses are classified as shown below. Grades (A,B,C, etc.) are given different weight values in each level.
2. LEVEL 1 (Honors) - All Honors and advanced standing courses are for the most able students where the achievement expectancy level is the highest.  
LEVEL 2 (Academic) - Courses are designed for those students who plan to continue their formal education on a college level after graduation.  
LEVEL 3 (Vocational) - Courses are structured to meet the needs of students whose future plans may or may not include post-secondary school education. They will provide preparation for immediate employment or preparation for business or vocational schools.

#### **NATIONAL HONOR SOCIETY**

The National Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, leadership, service and character. In order to be eligible for the William J. Belcher Chapter of the National Honor Society at East Windsor High School, one must be a junior or a senior and have a B+ average or a 5.25 (on a 6.0 scale). Students who have achieved this criterion will then be evaluated on the basis of service, leadership and character. Nominees will be given a "student activity form" in which they must list co-curricular activities (clubs, teams, musical groups, etc.), leadership positions (class or club officers, etc.), community activities (community service, volunteer groups, boy/girl scouts, etc.) and any special recognition awards. A faculty council will review

these forms. Students who have sufficient activities in each of these categories will be selected to be a member of the William J. Belcher Chapter of the National Honor Society. In order to be selected to the National Honor Society, it is important to be continuously involved with one's school and community beginning freshman year. One should also have high academic standards, take on leadership roles, and possess outstanding character to be considered as a National Honor Society member. Membership requires commitment and this commitment is taken very seriously. It is a privilege and an honor to be a member of the William J. Belcher Chapter of the National Honor Society at East Windsor High School.

### **STUDENT AIDES**

A teacher may request to have a specific student assigned as a classroom aide. No more than one student will be assigned to a teacher at a given time unless an administrator gives prior approval.

Upon request by the teacher, guidance personnel will schedule the student. The student aide class will be assigned as a sixth (6) class.

Assignments will be scheduled as follows:

1. Full Year, 1 period/day, 5 days/week (student will receive .50 credit)
2. Full Year, 1 period/day, 3 days/week (student will receive .25 credit)
3. One Semester, 1 period/day, 5 days/week (student will receive .25 credit)

Students will be graded on a pass/fail basis. Student aide assignments will not meet requirements for eligibility.

The teacher will be responsible for daily attendance and continued satisfactory performance. If attendance and performance by the student become unsatisfactory, it will be the responsibility of the teacher to request the student be removed from the aide position.

### **INDEPENDENT STUDY and ALTERNATE CREDIT EXPERIENCE (ACE)**

#### **1. Definition:**

Students working independently under a teacher's guidance to pursue their educational objectives and earning credit according to Board of Education policies. A student may initiate independent study or an ACE project by arranging it with a teacher and following appropriate approval procedures.

#### **2. Procedures:**

\*Students wishing to pursue an independent study project should get the form from the teacher with whom they plan to work and fill it out. The proposal will then be presented to the appropriate department head that will approve or disapprove based on the following criteria:

- a. Does the proposal meet the academic objectives and teach the desired skills of the department?
- b. Do the student's study habits, self-discipline, and grades show evidence of the ability to work on a long-term in-depth project?

After departmental approval is given, the proposal will go to the principal for final approval.

NOTE: Students wishing to design an ACE project must find a teacher to guide the student through the process and assist in arranging the project components. The student must follow the procedures outlined in the ACE booklet.

The student will then obtain the guidance counselor's signature; the counselor will be responsible for keeping it on record. The teacher in charge sees that the grade is recorded on the student's report card. Once approval is granted, the same grading procedures apply with other subjects.

3. Guidelines:

- a. Independent study and ACE credit will be on the student's permanent record.
- b. Independent study credit and ACE are included in determining class rank. Material relating to the weighting of independent study courses will be determined by the administrative supervisor in advance.
- c. Students will be allowed to take an independent study up to one-third of the total courses for the year.
- d. Independent study during sophomore and junior years should be a sixth course; a fifth course for seniors.
- e. A student will be allowed to take four credits of independent study toward the total credits required for graduation.
- f. In general, a student will not be allowed to take an independent study project in a currently offered course.
- g. ACE eligibility and guidelines are published in the ACE booklet.

**Students - Work Permits - Student In-School Employment - 5113.1**

Part-time school jobs shall be open to students ages fifteen and over in keeping with their abilities and needs of the school for student help.

**Student After-School Employment**

Students shall be cautioned against assuming work commitments that will interfere with their studies and achievements in school. Personal detentions and Office Detentions must be served on the assigned day regardless of after-school employment. Failure to serve detentions will escalate consequences.

**Working Papers for Minors**

**Minors (15-18) receive employment certificates from the Superintendent of Schools or his designated agent in the town or city in which they live.** The High School Administrator is the designated agent in the district. Working papers are processed in the high school office. The high school issues working papers only to resident students in the town. If a Connecticut resident secures employment in another state, that state issues the papers. If a resident of another state works in Connecticut, that person may obtain the Connecticut certificate with the "promise to work" paper and proof of residency.

**Evidence of Age**

Applicants must appear in person, have evidence of age, and a written promise of employment. Satisfactory evidence of age can be shown by a Birth Certificate, Driver's License, Baptismal Certificate, or a Service I.D.

**Written Promise of Employment**

The written promise of employment is issued by the employer and must state exactly and specifically what the job is and must be signed by an officer of the employer. This form

should be examined very carefully and if any changes or alterations appear, they should be verified with the employer. A state "promise of employment" form is generally used, but a written promise of employment on letterhead paper or regular stationery from an employer is acceptable.

#### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) is a federal law that affords certain rights to parents of minor students with regard to surveys that ask questions of a personal nature. Briefly, the law requires that schools obtain written consent from parents before minor students are required to participate in any U.S. Department of Education funded survey, analysis, or evaluation that reveals information concerning the following areas:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.)

#### **RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the students education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures

will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate education interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School 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. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

#### **SEXUAL HARASSMENT**

Sexual harassment is unwanted and unwelcome behavior of a sexual nature, which interferes with a student's right to learn, study, work, achieve, or participate in activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings.

Students are legally protected against sex discrimination and sexual harassment by Title IX of the Education Amendments of 1972, a federal law prohibiting discrimination in schools on the basis of sex. Sex discrimination is also covered under Connecticut State law. Students have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. All students have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others. All incidents of sexual harassment should be reported to a teacher, counselor, Title IX coordinator, or school administrator.

#### **EQUITY STATEMENT**

It is the policy of the East Windsor Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, because of race, color, religious

creed, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation and past/present history of mental disorder, learning disability and physical disability.

#### Grievance Procedure

##### A. Purpose

1. Should any employee of East Windsor Public Schools feel his/her rights were violated under Title VI Civil Rights Act of 1964, Title IX Educational Amendments of 1972, Section 504 and Rehabilitation Act of 1973 or Age Discrimination Act of 1975, the following grievance procedures should be followed. It is the purpose of the procedure to secure, at the lowest possible administrative level, equitable solutions to problems, which may arise.

##### B. Definitions

1. "Grievance" shall mean a dispute between an employee, prospective employee, student or parent and the Board or administration over the interpretation or application of a specific provision of the Title IX guidelines based upon an event or condition, which affects the employee, prospective employee, student or parent.
2. "Party of Interest" shall mean the aggrieved person or persons and the Board of Education or their designated representative as provided herein.
3. "Days" shall mean days when school is in session.

##### C. Time Limits

1. The number of days indicated at each step shall be considered as a maximum. The time limit specified may, however, be extended by written agreement of the parties in interest.
2. If the aggrieved person does not file a grievance in writing within twenty (20) days after the person knew, or should have known, of the act or condition on which the grievance is based, then the grievance shall be considered to have been waived.
3. Failure by the aggrieved person at any level to appeal a grievance to the next level within the specified time limits shall be deemed to be acceptance of the decision rendered at that level.
4. Failure by the administrator involved to render a decision within the specified time limits shall be deemed to be a denial of the grievance submitted.

##### D. Informal Procedure

If a person feels that he/she may have a grievance, he/she will first discuss the matter with the appropriate administrator in an effort to resolve the problem informally.

##### E. Formal Procedure

###### 1. Level One

- a. If the aggrieved person is not satisfied with the outcome of the informal procedures, the person shall submit such a claim as a written grievance to Mrs. Carol Fox, Equity Coordinator, c/o East Windsor Public Schools, East Windsor, CT 06088 (860-623-3347). The written statement of the grievance shall

contain a statement of the facts, the remedy requested and reference to the provision of Equity guidelines which the person claims has been violated.

- b. The Equity Coordinator shall, within five (5) days after receipt of the written grievance, render a decision and the reason therefore in writing to the aggrieved person.

2. Level Two - Superintendent of Schools

- a. If the aggrieved person is not satisfied with the disposition of such grievance at Level One, the person shall, within three (3) days after the formal presentation, file such written grievance with the superintendent of schools.
- b. The superintendent, or designee, shall within ten (10) days after receipt of the referral, meet with the aggrieved person for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept by the superintendent and made available to any parties in interest upon written request.
- c. The superintendent shall, within five (5) days after the hearing, render a decision and the reasons in writing to the aggrieved person.

3. Level Three – Board of Education

- a. If the aggrieved person is not satisfied with the disposition of such grievance at Level Two, the person shall, within three (3) days after the decision, or within five days after the final hearing, file the grievance with the Board of Education.
- b. The Board of Education shall, within ten (10) days after receipt of the appeal, meet with the aggrieved person for the purpose of resolving the grievance. A full and accurate record of such hearing shall be kept by the superintendent and made available to any parties in interest upon written request.
- c. The Board shall, within five (5) days after such meeting render its decision and the reason therefore in writing to the aggrieved person.

4. Level Four – Appeal

- a. If the aggrieved person is not satisfied with the disposition of the grievance, the person may appeal to the Office of Civil Rights, U.S. Department of Health, Education and Welfare, John W. McCormack Post Office and Courthouse, Room # 222, Post Office Sq., Boston, MA 02109

F. Rights of Persons to Representation

1. Either party or any member of the administration against any participant shall take no reprisal of any kind.
2. A person of his/her own choosing may represent any party in interest at any level of the formal grievance procedure.
3. All documents, communications and records dealing with processing of a grievance shall be filed separately from the personnel file of the participants.

**NON-DISCRIMINATION VOCATIONAL EDUCATION**

All vocational education courses are offered in the 20095-2006 school year without regard to race, color, national origin, sex, or handicap. Any questions concerning inequities or grievances dealing with Vocational Education should be directed to: Carol Fox, Director of Special Education, 74 South Main St., East Windsor, CT 06088 (623-3347).

#### **FIRE DRILLS AND EVACUATION**

1. Procedure

When the fire signal is initiated, all are to proceed toward the building exits according to directions posted in each room. Students are to proceed through the exits to a point where the last person in the line IS NOT LESS THAN ONE HUNDRED (100) FEET FROM THE BUILDING.

2. All Clear

The all clear signal will be two rings from the outside bell.

3. Directions

Each room will proceed, as listed below, to a point NOT LESS THAN 100 FEET FROM THE EXIT USED and remain there until the all clear signal sounds.

#### A - WING

A-1 - Turn Left

A-2 - Turn Left

A-3 - Turn Left

A-4 - Turn Left

A-9 (copy room) - Turn Right

Proceed through exit at north entrance of A Wing, one column on the left.

#### B - WING

B-1 - Turn Left

B-2 - Turn Right

B-3 - Turn Left

B-4 - Turn Right

B-5 - Turn Left

B-6 - Turn Right

B-7 - Turn Left

B-8 - Turn Right

Proceed to end of corridor, turn right and exit using entrance to the side of the wing.

B-9 and B-10 - Turn left and exit using entrance to the side of the wing.

#### C - WING

C-1 - Turn Left

C-2 - Turn Left

C-3 - Turn Left

Boys' Gym & Locker Room - Turn Right

Proceed down corridor, turn left - exit through hallway to Receiving Room.

Stage - Exit back door of stage

Library (C Wing Exit) - Turn Left

Chorus Room - Turn Right

C-6 - Turn Left

Proceed through exit between C-3 and Receiving Room.

Band Room - Exit through side door of Band Room, cut through D-wing to tennis courts

C-7 - Turn Left

C-9 - Turn Left

Proceed into A Wing, keep left and exit through north entrance of A Wing.

C-8 - Turn Right

Proceed into A Wing, keep right and exit through north entrance of A Wing.

D - WING

D-1 - Turn right as you leave the room and proceed to the foyer at the end of the corridor and then turn right to exit the building.

D-2 - Turn left as you leave the room and proceed to the foyer at the end of the corridor and then turn right to exit the building.

D-3 - Turn right as you leave the room and proceed to the foyer at the end of the corridor and then turn right to exit the building.

D-4 - Turn left as you leave the room and proceed to the foyer at the end of the corridor and then turn right to exit the building.

D-5 - Turn left as you leave the room and proceed to the foyer at the end of the corridor and then turn left to exit the building.

D-6 - Turn right as you leave the room and proceed to the foyer at the end of the corridor and then turn left to exit the building.

N-WING

Conference Room - Turn Right

Coordinators' Office - Turn Left

Library (N Wing Exit) - Turn Right

N-1 - Turn Right

Health Room - Turn Left-then Right

Faculty Room - Turn Left

Proceed down corridor through lobby and exit using the Main Entrance, crossing grass to front parking lot.

N-4 - Turn Right

N-5 - Turn Left

N-3 - Turn Left

N-2 - Turn Right

N-7 - Turn Left

Proceed through exit in end of N Wing. One column on the right and one on left.

Auditorium - Exit through double doors in rear of auditorium

Turn right - proceed down corridor through lobby and exit using the main entrance, crossing to front parking lot.

S - WING

Graphic Arts Area/Dark Room

Distributive Education Room

Exit South side door of Graphic Room to outside of building & proceed to tennis court.

C-2 (Power Mechanics Area and Hot Metals Area)

Exit West door in Power Mechanics Area to tennis court. Arts and Crafts Rooms

South Side exit in Arts and Crafts and go to tennis court area.

Faculty room - Turn Left

S-4 - Turn Right

S-3 (computer art) - Turn Left

Exit double doors into lobby, turn right proceed to parking area East of the S-Wing.

S-6 - Turn Left exit through East door to S-8

S-7 - Turn Left, exit through South door to S-8

S-9 - Turn left, exit through South door to S-8

Proceed to parking area at South End of school property.

W - WING

W-1 - Turn Right

W-2 - Turn Right

W-3 - Turn Left

W-4 - Turn Right  
W-5 - Turn Left  
W-6 - Turn Right  
W-7 - Turn Left  
W-8 - Turn Right  
W-9 - Turn Left  
W-10 - Turn Right - Proceed through exit at end of W Wing, one column on the right and one on the left.

Girls' Gym- Turn Left. Proceed through corridor, turn right and exit using the main entrance, crossing grass to front parking lot.

Girls' Locker Room - Exit east door and proceed to front of building.

#### CAFETERIA

Students should exit the nearest of three doors:

East exit - cross grass strip into parking lot.

West exit - left, once outside go left into front parking lot

North exits - right, out main doors, cross grass strip into parking lot.

EVACUATION PROCEDURE - In the event that the building must be evacuated, the building administrator will issue instructions over the public address system for the evacuation of the building.

#### **DIRECTIONS TO OTHER NCCC SCHOOLS**

##### AVON

I-91 South to the Bradley Field Exit. Take Rt. 20 (Granby-East Granby Exit). Stay on Rt. 20 to the center of Granby. (Intersections of Rts. 10 & 202) Left on 10 & 202. Stay on this route until you come to Rt. 44 - right on Rt. 44. You will come to an intersection with 3 gas stations and a grocery store. Take a left (this will be West Avon Rd.), Go through a set of lights past the fire station -school will be on your left. This will be approximately 2 miles from Rt.44. (510 West Avon Rd.)

##### BOLTON

I-84 east to I-384 east. Take Exit 5. Turn right on Rt. 85 So. (pass Highland St.) Turn left on Loomis Rd. (72 Brady St.)

##### CANTON

I-91 south to the Bradley Field Exit. Take Rt. 20 (Granby-East Granby Exit). Stay on Rt. 20 to the center of Granby. (Intersection of Rts. 10 & 202.) Take a left on Rt. 10 & 202. Stay on this route until you come to Rt. 44 - Take a right on Rt. 44. Stay on Rt. 44 until you come to Canton. At the third set of lights in Canton, take a left on East Hill Road Ext. Go approximately 1/4 mile and take a right on Symonds Ave. (76 Symonds Ave., Collinsville)

##### COVENTRY

I-84 east to I-384 east to Rt. 44 east. Turn right on Rt. 31 South. Turn left on Ripley Hill Rd. Rt. 66 east to Rt. 6 east to Rt. 32 north to Rt. 31 north. Turn right on Ripley Hill Road. (78 Ripley Hill Road)

##### EAST GRANBY

Take I-91 south and then take the Bradley Field Exit. Take Rt. 20 Granby-East Granby Exit). At the third set of lights take a left on Rt. 187. The school is one mile from the intersection on the left.

- ELLINGTON Take Depot Street in Broad Brook to the end. (This will be Rt. 140) At the stop sign, take a right and keep on Rt. 140 until you come to the center of Ellington. Bear to the left: the school is on the left.
- ENFIELD Follow Route 5 North, through the intersection of South Road and Route 5. Enfield High School will be on the left side of the road, just past the intersection. For athletic field parking, take your 1st left past the High School on Nutmeg Street. Go down the hill and take your first left. This leads directly into the parking area.
- GRANBY Take I-91 south and then take the Bradley field Exit. Take Rt. 20 (Granby-East Granby Exit). Stay on Rt. 20 to the center of Granby, (Rt. 10 & 202) Take a right on Rt. 10 north. The school is on the left about 1/8 mile from the intersection (Salmon Brook Street)
- SOMERS Follow North Road through Broad Brook (Rt. 191) until you come to Rt. 190. Take a right onto Rt. 190 and continue through until you come to the lights at Ninth District Road. Take a right and the school is on the left.
- STAFFORD Follow directions to Somers High, except at the light (Ninth District Road) proceed straight. At the fork in the road, (amusement center) bear left. Proceed straight over railroad tracks and then at an intersection (Rt. 32) proceed straight. The school will be on the right.
- SUFFIELD Cross the Windsor Locks Bridge and take a right on Main Street. When you come to a fork in the road, (blinking light) bear left and follow this road until you reach the center of Suffield. (A bank and the Suffield Village is on the right). At the light, take a left and the school is on the right about 1/2 mile from the light.
- TOLLAND Follow Rt.140 through Ellington to Rt. 30 (near Crystal Lake). At this 4-way stop sign, take a right. Go to next traffic light. Take a left - the school is approximately four (4) miles on right side of road. (56 Old Cathole Road)
- WINDSOR LOCKS Cross the Windsor Locks Bridge and take a left onto Main St. At your second light take a right onto Elm St. Proceed on Elm St. to your third light. Take a left onto South Center St. The school is on your left about 1/3 mile up the street.

**Cell Phone/Paging Device Permission Form – please return first week of school:**

I request that my son/daughter be allowed to bring a cell phone to school and I agree that he/she must adhere to the following rules:

- The cell phone may be carried into the school by my son/daughter and that he/she must immediately bring the cell phone to his/her locker. The cell phone must be turned off during the entire school day. When the regular school day is over, my son/daughter may obtain the cell phone from the locker and use it. Lockers must be locked during the school day. The school is not responsible for any loss of an electronic device.
- Cell phones must not be used inside of the school from the time the student enters the building until the end of the regular school day. Students are not allowed to use a cell phone in the building prior to the start of the school day. Cell phones must be turned off when students enter the building.
- During the regular school day, the only place the cell phone may be stored (in the off position) is in my son/daughter's locker. If, during the school day, the cell phone is carried (in any way) by my son/daughter or by another student or if a staff member sees the cell phone during the regular school day, that cell phone will be confiscated by a school administrator. Later, it may be returned to the parent.
- The phone must be turned off in the locker. If the phone is on or rings, the phone will be confiscated by a school administrator. Later, it may be returned to the parent/guardian.
- Cell phones may be used by students after the regular school day (both inside and outside of the building). Cell phones may be used by students during transportation both to and from school.
- It is understood that the first opportunity students may use a cell phone (via this form) is after the conclusion of the regular school day. In order to allow for this privilege, this form must be signed by the student, the parent, and the principal and returned to the main office.
- Students who request to bring a cell phone to school for medical reasons or for volunteer ambulance reasons must follow the procedures outlined on this form.

- Students violating this policy shall be subject to disciplinary action, up to and including suspension and/or expulsion.

Agreed upon by:

_____	_____	_____
Student	Parent	Principal
_____	_____	_____
Date	School	School Year

**Parent Acknowledgment Form**

**It is the parents' responsibility to review the contents of the East Windsor Student/Parent Handbook. Please sign this pull-out page and return the signed page to the homeroom teacher during the first week of school.**

I understand the responsibilities outlined in the Student Handbook. I also understand and agree that my student shall be held accountable for the behavior and consequences outlined in the Student Handbook at school during the regular school day, at any school-related activity regardless of time or location and while being transported on district provided transportation. I understand that should my student violate the Student Code of Conduct he/she shall be subject to disciplinary action, up to and including expulsion from school and/or referral to law enforcement officials, for violations of the law.

\_\_\_\_\_

**Student Name**

\_\_\_\_\_

**Parent Signature**

\_\_\_\_\_

**Date**

**Plagiarism Statement**

To plagiarize is “to steal and pass off (the ideas or words of another) as one’s own: [to] present as new and original an idea or product derived from an existing source” (Webster’s Ninth New Collegiate Dictionary, 898)

Plagiarism includes, but is not limited to: copying of homework, not citing sources (including Internet sources), not citing a paraphrased section of a text, not citing another’s ideas, not citing direct quotations, and stealing of anyone else’s work. When in doubt cite a source.

- As a student of EWHS I have read the above statement, and have further asked any teacher any questions I may have to clarify what is considered plagiarism.
- I am aware that plagiarism will result in an automatic zero for the assignment, and may result in additional disciplinary measures (to be determined by administration and the teacher).
- I am aware that plagiarism not only includes not citing sources, but also includes the stealing of another’s ideas and/or work.
- I understand that a good rule to follow is when in doubt cite a source.

- I understand that no matter who else might type and/or proofread my papers or projects, I alone am responsible for the content and any plagiarism in it.
- I am aware that not properly citing Internet sources is considered plagiarism.
- I am aware that plagiarized work may be logged into a database that will be open for guidance, National Honor Society, and any faculty member to access.
- I am aware that my parents will be contacted and requested to attend a parent/teacher conference if I am caught plagiarizing.
- I am aware that plagiarism jeopardizes my standing in all extracurricular activities.
- I am aware that the signed plagiarism policy will be kept on file in the media center.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**EAST WINDSOR HIGH SCHOOL**

**Media Access to Students**

Periodically, the media will ask to do a feature about our school. At times these stories will include pictures of our students. When such positive articles are proposed, we wish to cooperate. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Please note that information obtained by media representatives directly from students does not require parental approval prior to publication by the media. Parents who do not want their student interviewed or photographed by the media may direct their student accordingly.

Please indicate below if you give permission for your child to be interviewed or have his / her picture taken and **return this form to school the first week of school.**

I give permission for my child \_\_\_\_\_ to appear in photographs and / or be interviewed during school.

I do not give permission for my child \_\_\_\_\_ to appear in photographs and / or be interviewed during school.

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

PARENTAL INVOLVEMENT OPPORTUNITIES

Research indicates that students perform best at school when their parents are involved in school initiatives. Below are listed opportunities for parent involvement. Please check your areas of interest.

- \_\_\_ 1. Booster Club  
The Booster Club supports a variety of programs in the school. The Boosters focus on fundraising to enhance school initiatives and provide scholarships.
  
- \_\_\_ 2. Graduate and Celebrate  
Graduate and Celebrate plans the post-graduation substance free party on graduation night. Parents of students in grades 9 through 12 are encouraged to take part in this effort to keep our graduates safe. Additionally, Graduate and Celebrate provides a scholarship based on good character.
  
- \_\_\_ 3. Committee Work  
Throughout the year committees may be seeking parent representation.
  
- \_\_\_ 4. Chaperone  
Teachers sometimes seek parent volunteers to chaperone day long field trips.

Contact Information:

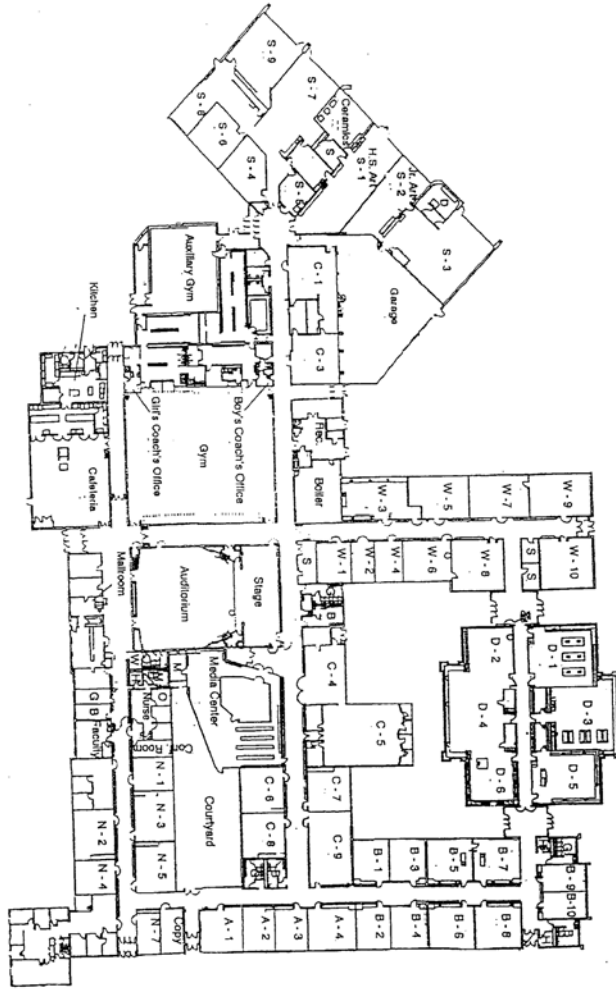
Students Name: \_\_\_\_\_

Parents Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Map of East Windsor High School



**NO CHILD LEFT BEHIND ACT OF 2001**

In January 2002, President Bush signed the No Child Left Behind Act of 2001. This is a massive educational reform package, which is designed to deal with many aspects of education, most importantly improving student achievement, and stronger accountability for results. One of the other provisions of the law provides armed forces recruiters access to names, addresses, and telephone numbers of secondary school students. I have received requests from local Air Force and Marine recruiters for this information and must comply with the request. I also expect to receive similar requests from other branches of the armed services. However, a secondary student or the parent of a secondary student may request in writing that this information not be disclosed. The citation from the law is given below:

**"SEC.9528. ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION.**

"(A) POLICY.-

**"(1) ACCESS TO STUDENT RECRUITING INFORMATION.** - Notwithstanding section 444(a)(5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.

**"(2) CONSENT.** - A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.

If you do not want your son/daughter's name, address, and telephone number released to armed forces recruiters, please notify me in writing by October 1, 2008. Otherwise, I must release the required information.

David L. Chambers  
Principal