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INTRODUCTION

Dear Students and Parents,

On behalf of the faculty and staff, I would like to welcome you to the 2016-2017 school year at Nathan Hale-Ray High School. I hope that this handbook outlines our expectations clearly and helps you understand Hale-Ray's school policies and practices. **Students and parents please read this handbook carefully and use it as a reference throughout the year so that you are aware of school rules and procedures.** There is specific information that students and parents need to be aware of regarding academic programs, attendance regulations, and Board of Education policies. Members of the faculty and staff are available to help you with questions or concerns.

The guidelines contained within the handbook are meant to promote an environment that is safe, mutually respectful, and productive. Respect, both for ourselves and others, is a necessary ingredient in creating a school where we all feel comfortable to learn and grow.

The foundation of a comprehensive high school education includes the master of core academic subjects such as reading, writing, science, math, languages, social studies, technology, and the arts. It is also imperative that we develop students' abilities to think critically, apply knowledge at high levels and use technology and other tools to access, evaluate, and communicate information. The staff of Nathan Hale-Ray High School is committed to challenging and holding every student to high expectations, creating lessons that engage personal interests and ambitions, knowing students well and providing the support they need to succeed. In the 21st century, high schools must move beyond a narrow focus on what we teach and continually reinvent how we teach it. At NHRHS both rigorous academic standards and 21st century skills are a bridge to authentic, intellectually challenging work where the basics come alive.

Sincerely,



Eric Spencer, Principal

ACCREDITATION STATEMENT

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

EAST HADDAM PUBLIC SCHOOLS MISSION STATEMENT

The mission of the East Haddam School District is to develop a community of lifelong learners who are prepared to become independent, creative and productive citizens for our diverse and ever-changing global society.

EQUAL OPPORTUNITY/TITLE IX

East Haddam Public Schools does not discriminate on the basis of: race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including but not limited to) intellectual disability, past or present history of mental disorder, physical disability or learning disability, genetic information, or any other basis prohibited by state and/or federal nondiscrimination laws; and equal access to school facilities and school premises to Boy Scouts and other designated youth programs (REF: Board Policy: 4000.1)

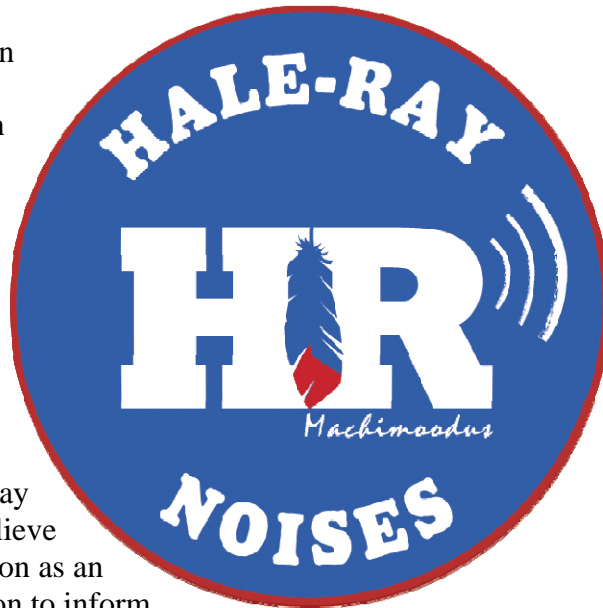
The following person has been designated as to district compliance officer who will coordinate compliance with the non-discrimination requirement of Title IX and 504.

Joshua T. Martin, Director of Pupil Services
Title IX Compliance Officer/ Title IX Coordinator and Section 504 Coordinator.
East Haddam Board of Education
26 Plains Road
Moodus, Ct. 06469
860 873-5046

Nathan Hale-Ray High School is proud of its connection to the early Revolutionary War hero Captain Nathan Hale who was famous for his quote, “I only regret that I have but one life to give for my country,” and the local entrepreneur Frederick Ray who left a significant monetary endowment to the high school for educational purposes. Nathan Hale-Ray High School is also proud of its heritage and connection to the Native Americans who once inhabited the land now referred to as East Haddam and Moodus.

The Native American word Machimoodus, from which the town of Moodus derived its name, translates into “place of noises,” which refers to the frequent earthquakes in this area.

We are the Hale-Ray NOISES, and we believe that it is our obligation as an educational institution to inform our public of the role these heroes and the Native Americans played in the history of our school and community. The use of their names and symbols is meant to serve as a reminder of our past and should be held in the highest regard at all times.



NATHAN HALE-RAY HIGH SCHOOL

CORE VALUES & BELIEFS

Nathan Hale-Ray High School prepares all students to meet 21st century expectations as self-motivated, lifelong learners in a positive environment. The school collaborates with the community to promote the development of college and career ready citizens in a diverse, global society.

LEARNING EXPECTATIONS

Collaboration

Students will work collaboratively to solve problems and accomplish goals.

Communication

Students will communicate effectively for a variety of tasks, purposes, and audiences.

Critical Thinking

Students will think critically to solve problems and guide decision making.

Creativity

Student will create original products, ideas, and solutions.

Social/Civic

Students will positively contribute to the school and community.

BOARD OF EDUCATION MEMBERS

Mr. Brian Perry	Mr. Shawn Conroy
Mrs. Tracy Gionta	Mrs. Laurie Alt
Ms. Nicole Hendry	Mr. Mark Piscioti
Mr. Michael Werner	Mr. Eric Anderson
Mrs. Karin Blaschik	

RAY SCHOOL BOARD MEMBERS

Mr. Peter Weston	Mr. Richard Parker
Mr. Peter Dean	Mr. Carmen Britt
Mr. Patrick Staffaroni	Ms. Josephine Garofalo
Mrs. Kathleen Michalski	Ms. Lisa Domorod
Mr. James Curtin	Mr. Mark

SCHOOL ADMINISTRATORS

Mr. Brian Reas	Superintendent of Schools
Mr. Ron Turner	Director of Facilities & Operations
Mrs. Cynthia R. Varricchio	Finance Director
Mr. Eric Spencer	Principal
Mr. Michael Regan	Assistant Principal
Mr. Joshua Martin	Director of Pupil Services

PUPIL PERSONNEL AND STAFF SERVICES

Mrs. Mary Little-Finnegan	School Counselor
Ms. Laura Truncali	School Counselor
Mrs. Michele Sitro	School Psychologist
Mrs. Joan Williams	School Nurse
Mr. Gary Mezzi	Library Media Specialist
Mr. Mark Knittel	Network Administrator

TELEPHONE NUMBERS

Superintendent of Schools	873 - 5090
Nathan Hale-Ray High School	873 - 5065
Nathan Hale-Ray High School Guidance	873 - 5068

NATHAN HALE-RAY FACULTY MEMBERS

Mrs. Deborah Batt
Mr. Sean Boardman
Ms. Sarah Champs
Mrs. Leslie Corey
Mrs. Margaret Dedman
Mrs. Sheila Delaney
Mrs. Bridget Erlandson
Mrs. Rose Marie Evans
Mrs. Dawn Erazmus
Mrs. Lynne Rudolph-Farrell
Mrs. Heidi Frederick
Mr. Bruce Freeman
Mr. Ryan Freeman
Mr. Richard Gable
Mrs. Laila Griffin
Ms. Kelsey Halvorson
Mr. Jeffrey Legg

Mrs. Laura LeJeune
Mrs. Jaime McNamara
Mrs. Cheryl Matthewson
Mrs. Jeanette Mazzotta
Mr. Gary Mezzi
Mrs. Deborah Olsen-MacDonald
Ms. Jennifer Parthasarthy
Mr. Robert Raines
Mrs. Heidi Pease
Mr. Martin Ryczek
Mrs. Catherine Sammann
Mrs. Paula Stevens
Ms. Cynthia Thibault
Ms. Marianna Wikarska
Mr. Noah Ventola
Mr. Christopher Veronesi

SUPPORT STAFF MEMBERS

Mr. Carl Aresco
Mr. Steven Bellantuono
Mrs. Amy Chamberlain
Mr. Jeffery Cusick-Howat
Mrs. Ruth Dill
Mrs. Michelle Friel
Mr. Mark Knittel
Mr. Christopher Lelyo
Mr. Sebastian Marino

Mrs. Kim Meyer
Mr. Paul Parkus
Mr. Walter Parkus
Mrs. Cindy Stevens
Mrs. Debbie Thibodeau
Mrs. Mary Tomasi
Mr. Chuck Warner
Mrs. Joan Williams

ADMISSION/PLACEMENT

A student seeking enrollment in Nathan Hale-Ray High School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance, or admission through a bona fide foreign exchange program, should contact the guidance office. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student. After such assessment and consultation with the parents, the principal will determine the grade placement of the child. Nonresidents may attend school on a tuition basis provided space is available. A student who has attained the age of eighteen and who has voluntarily terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination.

BELL SCHEDULE

1 & 2 Day	T.R.I.B.E.S. Day
<p style="text-align: center;">Block A/E 7:30 a.m. – 9:00 a.m.</p>	<p style="text-align: center;">Block A/E 7:30 a.m. – 8:50 a.m.</p>
<p style="text-align: center;">Block B/F 9:05 a.m. – 10:30 a.m.</p>	<p style="text-align: center;">T.R.I.B.E.S. Block 8:53 a.m. – 9:22 a.m.</p>
<p style="text-align: center;">Block C/G – Lunch 1 Lunch 10:30 a.m. – 10:55 a.m. Class 11:00 a.m. – 12:25 p.m. - - - Block C – Lunch 2 Class 10:35 a.m. – 11:15 a.m. Lunch 11:15 a.m. – 11:40 Class 11:45 a.m. – 12:25 p.m. - - - Block C – Lunch 3 Class 10:35 a.m. – 12:00 p.m. Lunch 12:00 p.m. – 12:25 p.m.</p>	<p style="text-align: center;">Block B/F Block 9:25 a.m. – 10:45 a.m.</p> <p style="text-align: center;">Block G – Lunch 1 Lunch 10:45 a.m. – 11:10 a.m. Class 11:15 a.m. – 12:35 p.m. - - - Block G – Lunch 2 Class 10:50 a.m. – 11:25 a.m. Lunch 11:25 a.m. – 11:50 Class 11:55 a.m. – 12:35 p.m. - - - Block G – Lunch 3 Class 10:50 a.m. – 12:10 p.m. Lunch 12:10 p.m. – 12:35 p.m.</p>
<p style="text-align: center;">Block D/H 12:30 p.m. – 2:00 p.m.</p>	<p style="text-align: center;">Block D/H 12:40 p.m. – 2:00 p.m.</p>

BELL SCHEDULE - SHORTENED DAY/HALF DAY

It is important that students and parents realize that these days are regular school days, and that attendance is just as important on these days as on any other school day. Lunch is not served on shortened days.

1 & 2 Days		
Warning Bell 7:20		
Block A & E 7:30-8:28		
Block B & F 8:31-9:29		
Block D & H 9:32-10:30		
Block C & G 10:30 – 12:00		
1 st Lunch Lunch 10:30 – 10:55 Class 10:58 – 12:00 Dismissal 12:00	2 nd Lunch Class 10:33 – 11:04 Lunch 11:04 – 11:29 Class 11:32 – 12:00 Dismissal 12:00	3 rd Lunch Class 10:33 – 11:34 Lunch 11:34 – 12:00 Dismissal 12:00

BELL SCHEDULE – TWO HOUR DELAY

1 / 2 Day
Block A / E 9:30 a.m. – 10:30 a.m.
Block C / G Lunch 1 Lunch 10:30 a.m. – 10:52 a.m. Class 10:56 a.m. – 11:56 a.m.
Block C / G Lunch 2 Class 10:34 a.m. – 11:04 a.m. Lunch – 11:04 a.m. – 11:26 a.m. Class– 11:30 a.m. - 11:56 a.m.
Block C / G Lunch 3 Class 10:34 a.m. – 11:34 a.m. Lunch 11:34a.m. – 11:56 a.m.
Block B / F 12:00 p.m. – 12:56 p.m.
Block D 1:00 p.m. – 2:00 p.m.

SCHOOL CANCELLATION

School cancellation or delayed opening announcements will be made over radio and TV stations:

Radio: WTIC 1080 AM, WDRC 1360 AM, FM 103, WMRD 1150 AM,
WRCH 100.5 FM, KISS 95.7 FM, WWYZ 92.5 FM, Z 93.7
TV: WFSB Ch. 3, WTNH Ch. 8, and WVIT Ch. 30

Students and parents are requested to listen for the announcement rather than to call the school. In the event of school delays, all students should report to the cafeteria from which they will be dismissed to their first block class. There the schedule for the day will be posted. Students should plan on all classes meeting in shorter blocks of time.

School cancellations, late openings, and early dismissals will also be communicated through the Everbridge System used by the East Haddam School District. The message will be sent to telephones, cell phones, and by email, depending on the modes chosen.

POLICIES and REGULATIONS

AGE OF MAJORITY

School regulations concerning all attendance matters (e.g. early dismissal, late arrival, field trips, etc.) shall continue to be handled as they were previously; however, eighteen-year-olds not living with parents/guardians will be dealt with directly in attendance matters.

The school system recognizes its moral responsibility to the parent regardless of the age of the students in its charge. All contacts and records shall continue to be maintained with the home. Eighteen-year-old students may request direct communication, and parents will be asked to acknowledge the student's request. The school recognizes the right of the eighteen-year-old to examine all personal school records.

Any student at or above the age of majority who, independent of parents or guardian, takes up residence in the Town of East Haddam and enrolls in the school district shall be required by the Superintendent of Schools to submit a Certificate of Residence with the town of East Haddam. Said certificate shall be attested to by the owner, renter or lessee of the property wherein the student resides.

ALCOHOL, TOBACCO, DRUGS

SMOKING - Smoking and/or the possession of any smoking material, including vapor cigarettes and electronic nicotine delivering system, is banned from all school buildings and grounds and all school-sponsored activities. Students in possession of tobacco products will be asked to relinquish said product so that they may be destroyed. Students found smoking on school property will be referred to the police and disciplined accordingly.

Use, possession, sale or distribution of drugs, including prescription drugs, drug paraphernalia and/or alcoholic beverages in violation of state law or Board of

Education policy is prohibited at any time on school premises or at any school-sponsored activity. If a student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the police will be notified, his/her parent(s)/guardian will be contacted, he/she will be suspended from school and considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, students will be referred to the appropriate law enforcement authorities. If a student is arrested and is awaiting trial for possession of, or possession of with intent to sell drugs in or on school property or at a school-sponsored event, the student will not be allowed to attend school without the permission of the Superintendent, per the guidelines set forth in Policy #5114.

Disciplinary Action

Students who violate this policy will be subject to disciplinary action which includes, but is not limited to, suspension or expulsion. Student athletes who violate this policy, participating in CIAC-controlled activities shall also be declared ineligible for such activities in accordance with CIAC policy and regulation. Any disciplinary actions imposed will ensure that similar violations will be treated consistently.

The following guidelines for reporting alleged violations are to be followed:

1. If an employee suspects student possession, use, abuse, distribution or sale of controlled substances, other illegal drugs, performance-enhancing drugs, alcohol, or tobacco/tobacco products the employee shall refer the matter to the Principal or his/her designee. The Principal or designee will notify the student's parent/guardian, determine the appropriateness of involving the school nurse for emergency medical intervention, and contact law enforcement personnel as appropriate.
2. If an employee obtains physical evidence of a controlled substance, other illegal drug, drug paraphernalia, performance-enhancing drugs, alcohol, tobacco products or tobacco paraphernalia from a student in school, on school grounds, on school provided transportation or at a school sponsored event, the employee shall turn the student and the controlled substance over to the school principal or designee. The Principal will notify the student's parent/guardian, notify law enforcement personnel, and shall surrender possession of the controlled substance to the proper authorities within the time period required by state law.

Cause for suspicion and justification for action includes, but is not limited to, the following:

1. Boisterous or uncharacteristic behavior
2. Smell of alcohol or drugs on student
3. Erratic behavior
4. Loss of consciousness
5. Nausea or vomiting
6. Possession or rumored possession

Reference Board of Education Policy:
BOE Policy 5131.6

ATTENDANCE

Philosophy

Regular attendance is essential to the educational process. Time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between students, and between student and teacher. There is a positive correlation between regular attendance and academic achievement. In addition, regular attendance reinforces habits that students may carry beyond school to their vocations and avocations.

It is expected that parents will see to it that their children attend school and receive the advantage of the educational opportunities provided. Legally, regular attendance at school is a parental responsibility. A student should not be absent from school without the parents' knowledge and consent. Therefore, a parent or guardian must write a verification of absence each time their student is absent from school.

Procedure

- Parent/Guardian **shall notify the school by phone the morning of the absence.**
- Within two days of an absence, the student will submit to the assistant principal's office proper documentation for that absence.
- In ordinary circumstances, failure to bring in a note within two days of an absence will result in that absence being regarded as unexcused.

Truancy

On June 27, 2012, the State Board of Education adopted "Definition of Excused and Unexcused Absences." These definitions provide that the first nine absences in a school year **MAY** be considered excused when the parent/guardian approves the absence and submits appropriate documentation. Thereafter, for an absence to excused, the State Board of Education **requires** that the absence fall into one of the following categories:

- Student illness or injury (note: all student illness must be verified by appropriately licensed medical professional to be deemed excused, regardless of the length of the absence);
- Student's observance of a religious holiday;
- Death in the student's family or other emergency beyond the control of the student's family;
- Mandated court appearances (additional documentation required);
- The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
- Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

The definition of "truant" is now "a child age five to eighteen, inclusive, who is enrolled in a public or private school and has four or more unexcused absences in any one month or ten unexcused absences from school in any one school year."

Connecticut General Statute 10-198a requires that students/parents are made aware that two unexcused absences in a month and/or five unexcused absences in a year *may*

result in the superintendent filing a family with service needs petition, even though a student is not actually “truant” until he/she has been absent without excuse at least four times in a month or ten times during the school year.

Documentation for Excused Absences

Written documentation should explain the nature of, reason for and length of the absence. Such documentation may be in the form of a signed note from a parent/guardian, a signed note from a school official who spoke in person with the parent/guardian about the absence, or a note confirming the absence by the school nurse or licensed medical professional. Separate documentation must be submitted for each incidence of absenteeism.

Unexcused Absences

A student’s absence from school will be considered unexcused unless the absence meets the criteria of an excused absence (including proper documentation), or the absence is the result of a disciplinary action by the school or district.

Disciplinary Absences

When a student is not attending due to a disciplinary action (out-of-school suspension, expulsion), the absence shall not be recorded as “excused” or “unexcused,” but rather as a “disciplinary” absence.

Loss of Credit

Since class periods are 90 minutes in length and students attend classes on an every other day basis, absence from any class will be extremely detrimental to a student’s learning process. Therefore, it is imperative that students attend every class unless excused for unavoidable or emergency situations.

School attendance is traditionally based on the “Carnegie Unit” or “seat time”. That is, one credit is awarded based on attending approximately ninety (90) 86-minute blocks in a full year course. Since absenteeism affects the amount of “seat time” in a given class, it can result in a student not reaching the minimum time required for awarding of credit in a course. For that reason, the school administration retains the prerogative to withhold credit from a student for excessive absenteeism. The following absences may result in a loss of credit:

MAXIMUM ABSENCE LIMITS/LOSS OF CREDIT

- Ten (10) absences in a full year course = Loss of Credit
- Five (5) absences in a half-year course = Loss of Credit
- Two (2) cuts in a semester in any course*

*A class cut will be defined as:

- An unauthorized absence from class when the student is officially in school
- Leaving class without permission
- More than twenty minutes tardy without a pass

Please Note: The school does not support or condone family/student vacations while school is in session because they are contradictory to our emphasis on higher

expectations and the importance of good attendance to academic success. Please be advised, absences for vacationing students will be counted toward the class limits unless excused through the school administration by previous arrangement.

The office of the assistant principal will send warning notices to the student, parent, guidance counselor, and administration after:

- 3 absences from a half-year course
- 5 absences from a full year course

When the limit of five unexcused absences in a half-year course or 10 unexcused absences in a full year course) is exceeded, a letter with an appeal form will be sent home informing the student and parent of the appeal process.

A loss of credit will have the following results:

- The student may have to repeat the course or take its equivalent, if needed for graduation.
- The student may have to take additional courses to acquire the needed credits for graduation.
- The student will be required to remain in the course for the remainder of the semester.

Students who lose credit based upon this policy will continue to earn points and a grade, yet credit will not be awarded. Receiving an acceptable grade in these circumstances will constitute having met the prerequisite for subsequent courses, despite the loss of credit.

Appeals Appeals

An Attendance Appeals Committee consisting of school faculty and staff exists for the purpose of monitoring the procedures and acting on appeals for the reinstatement of credit. The Attendance Appeals Committee will meet near the end of each semester to review any appeals for credit restoration (waiver of policy). The Attendance Appeals Committee may consider unusual or extraordinary circumstances in rendering their decision. The Committee will:

- Review proper documentation from parents and/or students who are appealing their loss of credit.
- Notify teachers, guidance, parents and student of any absences that will not be included in the 5/10 limit and of any resulting credit loss.

Absences During Exams

There will be no “excused” absences during mid-term and final exams except in cases of extreme emergency or medical conditions.” **A parent or guardian must call in these situations prior to the exam block in order for the exam to be made up.** In extraordinary circumstances, arrangements may be made for students in good standing to take exams before or after the exam period with the permission of the administration.

Transfers

When a student enters from another school, the number of days allowed for absences will be pro-rated. For example, a transfer at mid-year will be given a limit of 5 unexcused absences in a full year course.

Tardiness to School

Any student who arrives to school after 7:30 a.m. is considered tardy. If a student is to be late for school, parent/guardian is expected to notify the Attendance Office to inform the school. Tardies may be excused for the following reasons and must be accompanied by a note:

- Verified by a doctor, dentist or clinician
- Verified court appearance
- Religious observance
- Verified by Department of Motor Vehicle appointment
- Other emergencies approved by the administration

Students who arrive tardy without a note will be considered unexcused and are subject to disciplinary action. Tardies will be dealt with as follows, per semester:

- 1st Tardy Pass issued from Attendance Office
- 2nd Tardy Student meets with Assistant Principal, afterschool detention assigned.
Parent/Guardian contacted
- 3rd Tardy Afterschool detention assigned, Parent/Guardian contacted
- 4th Tardy Saturday School Detention assigned, Parent/Guardian contacted
- Continued Tardiness will result in further Saturday School Detentions, and possibly suspension if the situation is not corrected.

Tardiness to Class

Excessive tardiness (three or more) will result in administrative referral. Teachers maintain prerogative of providing a disciplinary action for any/all tardies to class.

Cuts

1. First Cut - The student will be referred to the administration and a disciplinary action may be assigned. A form letter will be sent to the parents of any student who cuts a class and a copy will be placed in the student's file.
2. Second Cut – The student will be referred to the administration for disciplinary action. Parents will be advised by letter that credit has been withheld in that course and that each additional cut will result in a suspension from school.

Leaving School Grounds without Permission

Students who leave school grounds without permission from an administrator will be issued a Saturday School Detention. Second and subsequent infractions may result in suspension and a loss of driving privileges (if applicable) for an extended period of time.

Early Dismissal

If a student must be dismissed before the close of school, a written note from the parent or guardian stating the reason for dismissal must be presented to the Assistant Principal's Office by 7:30AM on the day of the dismissal. Dismissals other than medical must be approved by an administrator. The student must present the note to the office and receive a pass that will be presented to the teacher of the class from which he/she will be dismissed. Students must report to the Assistant Principal's Office to sign out prior to leaving. The administration reserves the right to confirm any early dismissal with parent/guardian or physician, if deemed necessary. **Doctor, dentist, and business appointments should be made after school hours whenever possible.**

The nurse will notify the Assistant Principal's Office of students being dismissed from the Health Office because of illness. The nurse will determine if a student shall be dismissed due to an illness; students are not to contact parents to pick them up without first seeing the nurse. Students are to wait in the Health Office until the person providing the transportation arrives.

Parental Responsibilities

- Stress the importance of regular school attendance with students.
- Notify the school by phone the morning of the absence.
- Follow up with written notification for absence no later than the second day of the student's return; include name of student, date(s) of absence and the reason(s) for absence, date and signature of parent/guardian.
- Schedule appointments after school hours.
- Limit vacations to regularly scheduled school vacations.

Teacher Responsibilities

- Keep accurate attendance records.
- Provide a schedule of assignments and make-up work for all absences that are not cuts.
- Follow attendance procedures.

Student Responsibilities

- Attend all classes.
- Obtain and retain proper documentation for all absences (example: doctor's notes).
- Follow attendance procedures.
- Initiate appeals process when notified of loss of credit.
- Approach teacher for make-up work, and complete work in a timely manner.

Counselor Responsibilities

- Advise student and parents/guardians of the academic consequences of loss of credit and provide academic counseling and program adjustments as necessary.

Administration Responsibilities

- Follow attendance procedures.
- Maintain a file of all excuses for possible presentation to the Appeals Board.
- Confer with the student, parent, guidance counselor and teacher, as needed.
- Enforce disciplinary measures

AUTOMOBILES

In accordance with Board policy and State statutes, the Board of Education provides bus transportation for Nathan Hale-Ray High School students. The majority of students are expected to use this transportation. Certain students have a specific reason and need for driving a car to school. A student who has a job after school or one who remains at school for athletic practices are examples of students who have a definite need, and these students will be allowed the use of the school parking facilities as long as the regulations are followed. Parking on school grounds is a privilege that can be revoked for any incident of endangerment with a vehicle. Reckless driving/endangerment will result in parent notification and a possible loss of privilege (based on the infraction), as well as police referral (if warranted). Subsequent violations will result in parent notification, and an automatic revocation of privilege for the school year, and police referral (if warranted).

Students wishing to park on school grounds must apply for a permit in the Assistant Principal's Office. Students who qualify must display their parking sticker on the inside lower right corner of the windshield.

Students park only in the front portion of the student parking lot, farthest from the basketball hoops.

Parking lot rules are as follows:

- Parking by permit only.
- Parking in proper spaces only.
- Speed limit is 10 miles per hour.
- Obey all traffic and parking signs.
- Proceed directly from cars to school upon arrival.
- Visitors must register with the main office.
- Students are not allowed to go to their car during school for any reason without an escort by the hall monitor or administrator.

BUS TRANSPORTATION

Bus transportation is provided to all eligible students in accordance with Connecticut laws and Board of Education policy. Proper conduct on the bus is expected of all students. For the student's safety:

GENERAL RULES

- Follow directions when (the first time) they are given.
- Remain in your seat with feet on the floor, facing forward while bus is in motion.
- Keep hands, feet, and objects to yourself.
- No name-calling, teasing, swearing, or loud and disruptive noises.
- Keep hands, arms, and all objects inside the bus.

SPECIFIC RULES

- Students must cross in front of the bus (not the rear).
- **Emergency doors** are not to be used as an entrance or exit, except in case of emergency.
- No smoking on the bus.
- No gum chewing on the bus.
- **Aisles, emergency exits and normal entrance** are to be clear at all times. (Gym bags or instruments are not to be left in the **aisle** of the bus or in front of the **exit** or **entrance**.)
- Only assigned students are allowed on a bus.
- Food or beverages are not to be consumed on the bus.
- Pets of any kind are not allowed on the bus.
- Students must get on and off at their designated bus stop. Drivers will not discharge students at alternative locations without an Official Bus Pass (note from the school administration).
- Unauthorized adults are not allowed on the bus.
- Loud or boisterous behavior is distracting to the bus driver is not allowed.

The bus driver is in charge at all times and will enforce the observance of the regulations required of all students. Failure to comply with bus regulations will result in the suspension of bus privileges. If a student is denied bus privileges due to violation of the above-mentioned regulations, the parent will be required to furnish transportation to and from school during the entire suspension of bus privileges.

Students who ride buses to games and field trips must ride the same bus back unless given permission by the teacher or staff member in charge. **Administrative approval of a parental request is required if an exception is to be made.**

Reference Board of Education Policy:
BOE POLICY 3541.5

CAFETERIA

Students will conduct themselves in the cafeteria in a manner that will reflect consideration for others. Students are expected to clean up after themselves once they have eaten. All trays, containers, utensils, and rubbish should be taken to the station designated and deposited in the containers supplied. Failure to follow these rules will result in disciplinary action.

CARD PLAYING/GAMBLING

Students are not allowed to engage in any form of gambling.

CHILD ABUSE

Teachers, principals, paraprofessionals, and other professional school staff are obligated by law (C.G.S. 17a-101) to report suspected child abuse or neglect to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment, or neglect are also considered child abuse.

COPYRIGHTED MATERIALS

It is the intent of the East Haddam Board of Education to adhere to the provisions of current copyright laws and congressional guidelines. Employees and students are to adhere to all provisions of Title 17 of the United States Code, entitled "Copyrights", and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials.

Specifically:

- Copyrighted materials may not be unlawfully produced on district-owned equipment.
- Unlawfully copied copyrighted material may not be used with district-owned equipment, within district-owned facilities, or at district-sponsored functions.
- The legal and insurance protection of the district will not be extended to employees who unlawfully copy and use copyrighted materials.
- Employees who make copies and/or use copyrighted materials in their jobs are expected to be familiar with published provisions regarding fair use and public display, and are further expected to be able to provide their supervisor, upon request, the justification under sections 107 or 110 of USC 17 for materials that have been used or copied.

DECISION-MAKING AUTHORITY FOR NATHAN HALE-RAY HIGH SCHOOL

The orderly functioning of a public high school requires that all persons recognize the several layers of responsibility for delivery of educational services.

- A. The East Haddam Board of Education, the public's elected representative body, meets regularly (monthly and by specially posted notices, including committee meetings) and makes broad policies for the operation of local schools consistent with federal, state, and local statutes. The Board is responsible for the approval and allocation of public funds for education. It is the approving authority for programs and personnel for the district.
- B. The Superintendent of Schools administers the school district as directed by Board policies, federal, and state statutes. Approval of all expenditures is required at this level.
- C. District administrators, including the Superintendent, Principals, and Assistant Principals, meet regularly to carry out policies, plan for the future, and allocate resources in the interests of all the district's students.

- D. The Principal and Assistant Principal are certified administrators responsible for carrying out all policies and procedures to accomplish the objectives of the High School.
- E. The Instructional Team (building administrators, guidance counselors, and instructional facilitators) meets regularly to coordinate all efforts affecting the primary mission of the school, that of providing the educational program to meet the needs of our student population. Members serve as key communicators with other staff and to one another.
- F. The Student Council consists of representatives of each class and has authority to set priorities and make rules governing student activities and class functions within the total school program. This group has important advisory functions to all other decision-making levels through its resolutions and membership on various committees.
- G. The professional staff consists of teachers certified by the State of Connecticut as qualified to teach in their assigned content areas. The staff is highly qualified and by design consists of a number of individuals who utilize a variety of approaches to meet different learning styles. Within the classroom the teacher has the discretion to select the materials, methods, and assessment devices to achieve the objectives for each course.
- H. In addition, specialized groups address student needs and include the Pupil Services Team (administrators, guidance, special education, school psychologist, and others as appropriate).
- I. The support staff (secretaries, paraprofessionals, monitors, tutors, custodians, and cafeteria personnel) performs valuable services during the day-to-day operations of the school. They may refer any problems with which they are presented to the Principal or Assistant Principal.

DETENTION PROCEDURES

- Teachers may assign **after-school detention** to students whose behavior has not met expected guidelines or for other reasons, such as tardiness and completing make-up work. Twenty-four hours advanced notice is required. Transportation in such cases is to be arranged by the parent or guardian.
- An administrator may assign an after-school detention (2:15 p.m.-3:15 p.m.) to students whose behavior has not met appropriate expectations. Lateness for detention is not excusable. Absolute silence is to be maintained in detention at all times.
- Students who cut an after-school detention will be assigned an additional disciplinary action based on a progressive context e.g. Saturday School Detention.
- Attendance will be taken immediately upon commencement of detention.

After-School Detention

After-school detentions take place on Tuesdays and Thursdays from 2:15 p.m. to 3:15 p.m. Students are to arrive promptly to the designated room, remain for the full hour, and are expected to cooperate/comply with teacher directives.

DISCIPLINE

In general, an assigned disciplinary action is authorized whenever a student's conduct violates school rules, endangers persons or property, or is seriously disruptive of the educational process. The offenses for which discipline may be the appropriate response include, but are not limited to, the offenses enumerated in the body of this student/parent handbook. **The administration reserves the right to use discretion in applying consequences for offenses not specifically cited herein.**

DISCIPLINARY PROCEDURE

Learning to live successfully in a society, respecting the rights of others, and taking responsibility are as important in the student's development as a young adult as the academic skills or knowledge the student will gain in school. In the vast majority of cases, students conduct themselves in a manner that reflects appreciation of fellow students, the faculty, and the school.

School personnel will treat discipline issues as part of the educational process; school personnel will involve all stakeholders in finding plausible solutions to conflicts.

School responses may include some or all of the following:

- Making students aware of the responsibility and regulations that they must observe while in school
- Counseling by teachers, guidance personnel, and administration
- Involvement of parents in counseling and administrative meetings to gain parental support and understanding
- Detentions: Teacher Detention: At the discretion of the teacher a student may be requested to serve a detention in that teacher's room after school. Failure to honor such a request will result in the student being referred to the Assistant Principal for further disciplinary action.
- Saturday School: Students may be assigned one or more Saturday School Detentions due to the seriousness of an infraction. Saturday School Detentions may be 1½ hours or 3 hours, depending on the infraction. Saturday School Detention is held every Saturday (unless cancelled for holidays, etc.) from 8:00 a.m. to 9:30 and from 8:00 a.m. to 11:00 a.m. respectively in room 148. Students are required to arrive on time, to bring school work to complete during the detention, and to be cooperative with the supervising teacher throughout the session. Failure to report for an assigned Saturday School Detention will result in an additional disciplinary response based on a progressive context e.g. in-school suspension. At the discretion of the Assistant Principal, students are sometimes allowed to perform community service (usually working after school) in lieu of serving the Saturday School. Parents will be informed when a Saturday School Detention has been assigned.

- In-School Suspension: Students may be assigned one or more days of in-school suspension based on the seriousness of the infraction. In-school suspension guidelines include the following:
 - Student will wait in the main office until 7:30 a.m. and report to the ISS room for the start of the school day and check in with the ISS supervisor thereafter.
 - Students must bring textbooks and necessary study materials when reporting to ISS and work only on school assignments or supplemental learning materials assigned by the ISS supervisor.
 - Student is ineligible to return to regular classes until all ISS is complete; if absent on assigned ISS day, student will report to ISS the day he/she returns. An excused tardy will incur make-up time in ISS on the next available day. An unexcused tardy will also incur penalty per NHRHS Student Handbook section – ATTENDANCE pp.15-17.
 - Student must remain in ISS until the end of the school day or make up a full day of ISS thereafter.
 - Participation in or attendance at any extracurricular activity from the time the ISS is assigned until the end of the school day or completion may not be permitted. No student shall participate in or attend any school related activity during school hours while assigned to ISS. (example: meetings, assemblies, pep rallies, field trips, etc.)
 - There will be no use of electronic devices unless necessary to complete school work. Listening to music is not permitted.
 - Violation of ISS rules and misbehavior will result in an additional response e.g. out-of-school suspension. If a student is dismissed from ISS for inappropriate behavior, he/she will be suspended from school for the remainder of the ISS period and responsible for the work assigned.

- Suspension: For serious disciplinary infractions (please see “Standards Governing Suspension and Expulsion” under Suspension/Expulsion) students may be suspended from school for 1 to 10 days. Suspensions may also be assigned as a result of a student continuing to commit a relatively serious infraction even after interventions by the administration such as Saturday School have been attempted (for example: the second time a student leaves school without permission may result in a suspension; continued use of foul language in school may result in a suspension). During the period of suspension, the student is not allowed on school property for any reason other than a scheduled meeting.

- Expulsion: Please see detailed “Expulsion Procedures” under “Suspension/Expulsion”.

Reference Board of Education Policy:
BOE POLICY 5114
BOE POLICY 5114.1
BOE POLICY 4118.233/BOE POLICY 4218.233
BOE POLICY 5131.1

DRESS GUIDELINES

While the decision regarding dress and grooming of students is one that should be made in the home, it is expected that standards of good taste appropriate for school will be maintained. However, the administration reserves the right to decide what is appropriate. The administration will personally contact parents in cases where appropriate standards are not maintained. Failure to abide by this policy will result in disciplinary action.

The following guidelines encourage students to behave, dress, and groom themselves in a manner that is in keeping with the academic atmosphere of the school and reflects respect for others; and thus, are not permitted:

- Articles having or implying indecent or inflammatory writing, pictures, slogans or displaying alcohol or other illegal substances.
- Clothing or accessories that symbolize membership in a group which could be construed as disruptive to the educational process.
- An article of clothing that could cause damage to other students or property e.g. chain belts, cleats, studded accessories or belts, wristbands, etc.
- Clothing that is excessively torn, ragged, or has holes.
- Bare feet.
- Short shorts and halter tops – short shorts can be defined as gym length or less; halter tops include half shirts.
- An article of clothing that covers any part of the face or head, including hats, bandannas, and all other types of head coverings.
- All nonprescription eyewear.
- Underclothing worn as outerwear.
- Transparent clothing, visible underwear, or underwear worn as outerwear.
- Garments designed to be worn out-of-doors.
- Bra straps should not be visible outside clothing. Clothing that reveals bra straps is therefore inappropriate for school.
- Reasonable length shorts and skirts are permissible. Skirt hems that are measured at more than six inches from the top of the knee should not be worn in school.
- Pajamas or sleepwear.

Reference Board of Education Policy:
BOE Policy 5132

EARLY DISMISSAL

Board of Education policy stipulates that dismissals of students by their parents before the end of the regular school day, except in emergency circumstances, are to be requested by the parent in writing before the dismissal. Phone calls from parents requesting dismissal of their child should be rare and should occur only when the parent was unable to provide prior written notice. Except for medical dismissals, emergency situations, or other circumstances deemed necessary by an administrator, students are not allowed to call a parent to request that they be dismissed.

ELECTRONIC DEVICES

The Board adopts this policy in order to maintain/promote an educational environment that is safe and secure for district students and employees. The Board establishes that

the acceptable use of electronic devices is to support instruction and as a means of communication under approved circumstances.

Electronic devices shall include all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, filtered or unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, Walkmans, CD players, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular or mobile telephones, Blackberries, and laptop computers, as well as any new technology developed with similar capabilities.

The Board prohibits the use of these and other electronic devices by students in locker rooms, bathrooms, health suites and other changing areas at any time.

The Board prohibits possession of laser pointers and attachments by students in District buildings, on District property, on District busses and vehicles, and at school-sponsored activities. The District shall not be liable for the loss, damage or misuse of any electronic device.

The Board prohibits the taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to, texting and e-mailing. Such violations may constitute a crime under state and/or federal law. Therefore, the district may report such conduct to state and/or federal law enforcement agencies.

Disciplinary action may be taken against any student for using a cellular telephone, or other electronic device that is otherwise not banned by this policy, in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violates student conduct rules. Unless otherwise banned under this policy, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission, (b) use of the device is provided in a student's IEP, or (c) it is needed in an emergency that threatens the safety of students, staff or other individuals. Devices shall not be used in a manner that disrupts the educational process, including but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be using any electronic communications device in violation of these rules shall be subject to disciplinary action.

EXEMPTION FROM AIDS INSTRUCTION

Reference Board of Education Policy:
BOE POLICY 6164.12

FEES

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pens, pencils, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

1. Club dues.
2. Security deposits.
3. Materials for a class project that the student will keep.
4. Personal physical education and athletic equipment and apparel.
5. Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
6. Student accident insurance.
7. Fees for damaged library books, text books, and school-owned equipment.
8. Membership dues in voluntary clubs or student organizations and admission fees to extra-curricular activities.
9. Class dues.

All payments for such material(s)/equipment shall be by check and payable to Nathan Hale-Ray High School.

Staff will promptly report (to the Main Office) materials, books, and items the student has failed to return, or returned damaged. Coaches will also report missing uniforms and equipment at the end of each season. A letter will be mailed to the student's home and a copy provided to the Main Office.

FIELD TRIPS

All in-state field trips must be approved by the administration. Overnight field trips must be approved by the Board of Education. Before participating in any field trip, students are required to submit a permission slip complete with teachers' recommendations and signed by a parent/guardian.

Student participation in school-sponsored field trips is considered a privilege. **All school rules apply for the duration of any field trip.**

FIRE DRILLS

By state law, schools must hold frequent fire and emergency drills to be able to evacuate the building quickly in time of emergency. All students must take the drill seriously and follow the teachers' instructions quickly and quietly. Talking should be kept to a minimum. Once outside the building, students should continue to walk to the classes' designated area. Classes should be a minimum of 300 feet from the building and should not block the access of fire apparatus. Attendance will be taken. If the alarm sounds while buses are in the driveway, students and teachers should not cross the driveway but walk down the sidewalk away from the building. Students may reenter the building only under teacher supervision once an all-clear signal has been given. Under no circumstances should a student attempt to extinguish a fire in the building. Should the fire alarm sound during lunch or during passing, students should exit the building through the nearest door and report to their next block teacher for attendance. Failure to follow fire drill procedures will result in disciplinary action.

FOOD IN THE CLASSROOM

No food of any kind is to be consumed in the classroom during class except for special occasions as identified by the teacher. Only water is allowed to be consumed in classrooms. All other drinks are forbidden. Absolutely no food or drink is to be consumed in a computer lab.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the office of the Assistant Principal at least two weeks before the event. A school calendar delineating ALL fundraising events will be maintained by the office of the Assistant Principal.

GRIEVANCE PROCEDURE AND RIGHTS

The best resolution of any situation is between the parties immediately involved, for example the student and the teacher. If the situation is not settled satisfactorily, any party may appeal through the following channels, in order:

1. Athletic Director (for athletic matters)
2. Instructional Facilitator (for academic matters)
3. Building Administrator
4. Superintendent of Schools

Requests should be made by appointment to review specific decisions.

HALL PASSES

Hall Passes are not used at Nathan Hale-Ray High School; rather a sign-in/sign-out log is located in all classrooms. Students who abuse this privilege will not be allowed to sign out of classes for a designated period of time.

HARASSMENT/HAZING/BULLYING

The Board strives to provide a safe, positive learning environment in the schools. Therefore, harassment, in any form, will not be tolerated in this district. This policy applies to all students on school grounds or on property within the jurisdiction of the district; on buses operated by or for the district; while attending or engaged in district activities; and while away from district grounds if the misconduct directly affects the good order, efficient management, welfare of the district, and educational process.

Students are expected to adhere to a standard of conduct that is respectful and courteous to all. The principle of freedom of expression that might otherwise protect the most offensive public speech does not protect or encompass a right to threaten the dignity and privacy of an individual. Such personally directed behavior will not be tolerated. It is contrary to academic values, debilitates its victims, compromises the offenders, and undermines the district's fundamental commitment to individual freedom and respect for all its members. Furthermore, acts of intolerance may destroy the very atmosphere in which freedom of expression is otherwise tolerated and cherished.

For purposes of this policy, harassment consists of verbal, written, graphic, or physical conduct relating to an individual's race, color, religion, sex, national origin, ethnicity, physical attributes or disability, parental or marital status, gender identity, or sexual orientation when such conduct/harassment:

1. is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive education environment;
2. has the purpose or effect of substantially or unreasonably interfering with a student's work performance; or
3. otherwise adversely affects a student's learning opportunities.

Harassment as set forth above may include, but is not limited to:

- Verbal, physical, or written intimidation or abuse;
- Repeated remarks of a demeaning or condescending nature; and
- Repeated demeaning jokes, stories, or activities directed at the individual.

Should harassment be alleged, it is the policy of this Board that it shall be thoroughly investigated, that there shall be no retaliation against the complainant and/or the victim of the alleged harassment, and that the problem/concern shall be appropriately addressed.

The district shall annually inform students that unlawful harassment of any kind will not be tolerated within the school system.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

1. verbal harassment or abuse;
2. pressure for sexual activity;
3. repeated remarks to a person with sexual or demeaning implications;
4. unwelcome touching;
5. suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grade, etc.

Examples of conduct that may constitute sexual harassment include, but are not limited to, sexual flirtations, advances, touching or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual, jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendos, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonably interfering with a student's ability to work or creates an intimidating, hostile, or offensive learning environment.

Each student shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

In order to maintain a learning environment that discourages and prohibits unlawful harassment, the Board designates the Director of Pupil Services as the District's Compliance Officer.

The Compliance Officer shall publish and disseminate this policy and the complaint procedure annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address, and telephone number of the District's Compliance Officer.

The Board directs that complaints of harassment shall be investigated promptly and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained consistent with the District's legal and investigative obligations.

The building principal or his/her designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. inform the student or third party of the right to file a complaint and the complaint procedure;
2. notify the complainant and the accused of the progress at appropriate stages of the procedure; and
3. refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

"Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

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

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

Incident Report Forms for reporting acts of bullying are available in the main office, the office of the Assistant Principal, the attendance office and in Guidance. An anonymous reporting system is available on the student information system. These forms may be filled out by students, parents, or teachers.

Role of the District Title IX Compliance Officer

The District Title IX Compliance Officer shall immediately institute an inquiry into the allegations which shall include, but not limited, to:

- A. Advising the Superintendent of Schools that a complaint of alleged sexual harassment has been filed.
- B. Interviewing the complaining adult or student in a confidential setting. In the case of a student, the parent/guardian shall be notified (unless the parent/guardian is the subject of the allegations) and invited to be present for the interview.
- C. Conducting interviews with all parties named as perpetrators of and witnesses to the alleged sexual harassment.
- D. Filing a report of findings with the Superintendent of Schools. If the findings confirm that sexual harassment did exist, and that it was to a degree that may constitute sexual abuse of a minor, the District Title IX Compliance Officer shall also file a report with the State of Connecticut Department of Children and Families (DCF).

The inquiry shall be conducted in a timely manner. If the findings of the District Title IX Compliance Officer reject the allegations of sexual harassment, the accused and charging parties shall be so advised in writing by the Compliance Officer. Any and all material in the matter shall be removed from the file of the exonerated party, unless the exonerated party requests that a certification of the finding of insufficient evidence be placed in his/her file.

General Policy Administration and Monitoring

The District Title IX Compliance Officer shall maintain a comprehensive record of all filings of sexual harassment and their disposition. An annual report shall be made to the Superintendent of Schools at the end of each school year.

Harassment Complaint Procedure

➤ Step 1 – Reporting

A student or third party who believes he/she has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the

incident to the building principal, compliance officer, guidance counselor, or staff member. If the building principal is the subject of the complaint, the incident shall be reported directly to the district's Compliance Officer.

The complainant is encouraged to use the report form available from the building principal, but oral reports are acceptable.

➤ Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer or the Superintendent who shall then authorize the building Principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

This investigation may consist of individual interviews with the complainant, the accused and others with knowledge relative to the incident. Other information and materials relevant to the investigation may also be evaluated.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation is pending or has been concluded.

➤ Step 3 – Investigative Report

The District shall take prompt, corrective action to ensure that such conduct ceases and will not reoccur if the investigation results in a finding that the complaint is factual and is a violation of Board policy.

Disciplinary actions shall be consistent with Board policies and district procedures.

Students knowingly making a false complaint under this policy shall be subject to disciplinary action including suspension/expulsion.

➤ Step 4 – Appeal

1. The complainant, if not satisfied with a finding of no violation of the policy or with the corrective action, may submit a written appeal to the Compliance Officer within fifteen (15) calendar days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct an investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused, and the building principal who conducted the initial investigation.

Withdrawal

A complaint may be withdrawn by the complainant at any level.

Hearings and Decisions

The complainant shall be given the opportunity to be present and to be heard. All decisions at each level shall be in writing and shall include supporting rationale. Copies of all decisions and recommendations shall be furnished promptly to all parties.

Reprisals

No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the complaint procedure by reason of such participation.

EAST HADDAM PUBLIC SCHOOLS
Moodus, Connecticut
REPORT FORM FOR COMPLAINTS OF HARASSMENT

Complainant:
Home Address:
Home Phone:
School building:
Date & Approximate Time of Alleged Incident(s):
Alleged harassment was based on: (Check all that apply.)

- | | | | |
|-----------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Race | <input type="checkbox"/> Color | <input type="checkbox"/> National Origin | <input type="checkbox"/> Gender Identity |
| <input type="checkbox"/> Gender | <input type="checkbox"/> Disability | <input type="checkbox"/> Religion | <input type="checkbox"/> Sex |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Age | <input type="checkbox"/> Sexual Identity | <input type="checkbox"/> Other |

Name of person you believe violated the District's harassment policy:

If the alleged harassment was directed against another person, identify the other person:

Describe the incident as clearly as possible, including any verbal statements (i.e., threats, derogatory remarks, demands, etc.) and any actions or activities. Attach additional pages if necessary:

When and where incident occurred:

List any witnesses who were present:

This complaint is based on my honest belief that _____
has discriminated against me or another person. I certify that the information
provided in this complaint is true, correct and complete to the best of my
knowledge.

Complainant's Signature

Date

Received by

Date

Decision rendered: Unfounded Exonerated Unsustained Sustained

Recommended action/action taken:

Signatures (acknowledgments)

Complaint: _____ Date: _____

Subject of Investigation: _____ Date: _____

Superintendent of Schools: _____ Date: _____

**Nathan Hale-Ray High School
BULLYING/HARASSMENT COMPLAINT
INVESTIGATIVE REPORT
(To be filled out by the investigating administrator)**

Name of Complainant: _____ Telephone: _____

Home Address: _____

School: **Nathan Hale-Ray High School**

Date of Incident: ___/___/___ Time of Incident: _____ Date of Report: ___/___/___

Location of Incident: _____

Complaint filed against (person/position): _____

Details (description) of investigation: _____

Witnesses:

Name/Position Address Telephone

Name/Position Address Telephone

Name/Position Address Telephone

Decision Rendered: () Unfounded () Exonerated () Unsustained () Sustained

Recommended Action/Action Taken: _____

Signatures:

Complainant: _____ Date: ___/___/___

School Official: _____ Date: ___/___/___

Title: _____

The East Haddam Board of Education believes that a school climate that is conducive to teaching and learning must be free from threat, harassment and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited and will not be tolerated.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying.

Definitions

“Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

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

Examples of bullying include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. *(The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

**Reference Board of Education Policy:
BOE POLICY 5131.911
BOE POLICY 1545.5**

LOCK-DOWN DRILLS

Lock-down drills occur three times per year at a minimum. These drills are held so that both students and staff know the procedures to be followed in the event of an unwanted intruder or other occurrence requiring that the school be secured. Upon hearing a specific announcement, teachers are to check the halls outside their classroom and immediately bring any student found in the hall into their room. They are then to lock the door, turn out the lights, and make sure the blinds are in the down position. Students are to move to the corner of the room away from the doors and the windows; they are to remain silent. No one is to venture into the halls until the “all clear” signal is given.

LOST AND FOUND

The school is not responsible for articles or money lost or stolen. Students should avoid bringing large sums of money and valuables to school. If you must do so, leave the valuables in the office. Any articles found should be taken to the Main Office where the owners may claim them. **Students should lock up their belongings when left in the locker room.** Students are encouraged to use their lockers to keep valuables safe during school.

LUNCH WAVES

During regularly scheduled days, there are three lunch waves at Hale-Ray. 1st lunch runs from 10:30 a.m. to 10:55 a.m., 2nd lunch runs from 11:15 a.m. to 11:40 a.m., and 3rd lunch runs from 12:00 p.m. to 12:25 p.m. Lunch waves are assigned by floor and will switch at the change of semester.

All 9th and 10th graders will eat in the cafeteria. 11th and 12th graders will have the privilege of eating in the courtyard and the classroom where a teacher is present. Students may eat in the cafeteria, at picnic tables outside the cafeteria, main office courtyard, or any classroom where the teacher is present. Students are expected to clean up after themselves; all trays, containers, utensils, and rubbish should be disposed of properly.

MILITARY RECRUITMENT POLICY

Reference Board of Education Policy:
BOE POLICY 5145.14

TITLE IX, VI, VII AND ADA

The East Haddam Board of Education agrees to comply with Title IX of the Education Amendments of 1972 and its Regulations. The Board designates the Director of Pupil Services, as Title IX, VI, VII, ADA Coordinator/Compliance Officer. The Board shall, at least annually, notify all students, parents, employees and labor organizations with which it deals of the name, address and phone number of the Compliance Officer and the procedure for processing grievances.

Grievance Procedure for Complaint Alleging a Violation of Title IX, Section 504 and ADA:

Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of sex, including sexual harassment, also included would be a violation of a person's race, religion, ethnicity, disability, sexual orientation, gender identity or expression and disability. An individual may use this grievance procedure to file a complaint alleging a violation of the preceding protected classes.

1. An individual may file a grievance with the Title IX Coordinator if the complainant believes there was prohibited discrimination. The complaint should be filed as soon as possible and preferably within 180 days after the alleged unlawful discriminatory practice. To file the complaint, the individual should contact the District Title IX Coordinator verbally and/or make a written statement detailing the violation of the law. It is important that the complainant explain how he or she would prefer the complaint to be resolved.

2. Written forms can be found on the District's Web site:
REPORT FORM FOR COMPLAINTS OF HARASSMENT: Form 1
HARASSMENT STUDENT INVESTIGATIVE REPORT: Form 2

The complaint should be filed with the following individuals:
Director of Pupil Services unless the Superintendent designates otherwise.
(For Title IX, 504, ADA, Title VI, VII, PA 11 55)
East Haddam Public Schools
26 Plains Road:
Moodus, Ct 06469
860 873-5046

Reference Board of Education Policy: 4000.1

OUTSIDE JOBS

Students who have jobs while attending school must not let this interfere with their educational program. School classes and detentions take precedence over outside work responsibilities.

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school, based on communications and interactions. Parents/guardians are urged to encourage their children to place a high priority on education and to make the most of the educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the district's academic programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at Board of Education meetings and being a school volunteer are strongly encouraged. Parents are encouraged to use the student information system, a web-based portal, as a tool to access information about the school, their child's courses, homework assignments, etc. It is also an excellent method for communicating with teachers.

PARKING LOT

Students are not allowed in the parking lots during the day unless they have permission from an administrator and are accompanied to their vehicles by the security personnel and/or the assistant principal or designee.

PESTICIDE APPLICATION

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact the business manager.

PLEDGE OF ALLEGIANCE

Reference Board of Education Policy:
BOE POLICY 6115

PROFANITY

Profane language will not be tolerated in school or at any school-related event and will result in a corrective admonition and parental notification of disciplinary action. **Foul or abusive language directed towards a staff member will result in an appropriate disciplinary response.**

PROPERTY, LOCKERS, AND EQUIPMENT

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Each student has use of a desk, hall locker, and/or other equipment. These items are the property of the school, loaned to student for their convenience during the school year, should be kept in good order and not abused, and may be opened and subject to inspection from time to time by school officials.

These assigned items are school property and subject to search without cause and students should have no expectation of privacy.

Students should not attempt to repair school equipment but should notify the Main Office immediately if it is not functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. **Students are warned not to bring large sums of money or valuables to school; liability for these items remains with the student.**

PUBLICATIONS AND PUBLICITY

Any student magazine, pamphlet, or other type of publication must be authorized for release by the school administration. The Assistant Principal or designee must approve all posters, banners, signs, and other notices publicizing an event. In reviewing publications, such factors as freedom of speech, social acceptability, and accuracy will be considered.

PUBLIC DISPLAYS OF AFFECTION

Part of our job as a school is to prepare our students for life beyond high school and to teach them the need to conform personal behavior to what is appropriate in a variety of settings. We therefore expect students to maintain an acceptable standard of public behavior, appropriate to a learning environment. **Consequently, public displays of**

affection which can be characterized as acting in a manner which embarrasses others, are not allowed, and will result in disciplinary consequences.

SEARCH AND SEIZURE

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property, and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

- There is reason to believe that the student's desk or locker contains contraband material.
- The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety, and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of student and the school are contained therein.

Use of Canine to Search /Detect Illegal Substances/Explosive Devices

The Board shall permit the administration to invite law enforcement agencies to search all school property with dogs trained for the purpose of detecting the presence of illegal substances or to permit the use of trained canines by police to search for and detect explosive devices. The use of the trained sniffing canine is subject to the following:

- The administration shall authorize the use of trained sniffing dogs and the principal or his/her designee shall be present.
- All school property, both inside and outside school buildings, such as lockers and their contents, desks and their contents, other areas used for storage of property, classrooms, parking areas, and vehicles on school property may be inspected.
- Except in the case of searches conducted by police and trained canines for explosive devices, canine searches for illegal substances will be conducted before and after the school day only or at other times when there is a reasonable expectation that students are not present in the building. Once notification
- Has been given to parents and students through the student/parent handbook, the school district will have met its obligation to advertise the use of trained sniffing dogs.
- Only the dog's handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the person having the use of that item or place or responsibility for it shall be informed of the search. If a dog alerts on a vehicle, the person who brought it onto district property or the person who is responsible for the vehicle shall be asked to open it for inspection. If a minor student does not cooperate in a search, efforts will be made to contact the parents/guardians, and the search will be completed.

Under special circumstances, school officials may search students and their possessions, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Parents will be notified when such a search has taken place.

SEXUAL HARASSMENT

It is the policy of the East Haddam Board of Education to maintain a learning and working environment for students that is free from sexual harassment.

It shall be a violation of this policy for any staff member or any individual subject to the control of the Board of Education to harass a student through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students through conduct or communication of a sexual nature as defined below.

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, etc.

Any person who alleges sexual harassment occurring in the district may use the district's complaint procedure or may complain directly to the building principal, assistant principal, guidance counselor, or other individual designated to receive such complaints.

FILING OF A COMPLAINT OR OTHERWISE REPORTING SEXUAL HARASSMENT WILL NOT REFLECT UPON THE INDIVIDUAL'S STATUS NOR WILL IT AFFECT FUTURE GRADES OR ACADEMIC ASSIGNMENTS.

STUDENT RECORDS

A student's school records are confidential and are protected by law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights

have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

A student over 18 and parents of a minor student may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the Principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

The District will release to the Parent Teacher Association, Project Graduation, or school photographer the names, addresses, telephone numbers and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTA/Project Graduation for its own school activities or school business.

The District, when a student moves to a new school system, will send the student's records to the new district within ten business days of receiving written notice of the move to the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending district is required to send them a notice when the records are sent to the new district.

**Notification of Rights
Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student’s parent(s);
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents;
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of* –
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The East Haddam School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The East Haddam School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The East Haddam School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of

participation of the specific activity or survey. The East Haddam School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Notification of 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 student’s educational records. The 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 of 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 advise them of that decision and 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 identified information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests
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

Reference Board of Education Policy:
BOE POLICY 5125
BOE POLICY 5125.1

Notice of Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that East Haddam Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, East Haddam Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the East Haddam Public Schools to the contrary in accordance with East Haddam Public Schools procedures. The primary purpose of directory information is to allow the East Haddam Public Schools to include information from your child's education records in certain school publications. Examples include (but not limited to):

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).] If you do not want East Haddam Public Schools to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the East Haddam Public Schools in writing by September 15th of each school year. East Haddam Public Schools has designated the following information as directory information: [Note: an LEA may, but does not have to, include all the information listed below.]

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study

- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

SUBSTANCE USE AND ABUSE POLICY

**Reference Board of Education Policy:
BOE POLICY 6164.11**

SUSPENSION/EXPULSION

1) Definitions

- a) Saturday School is a consequence assigned as a result of a significant infraction. Saturday School is supervised by a teacher and takes place on Saturday mornings from 8:00 to 11:00 at the high school. Students are expected to bring school work sufficient to fill the three hour time-slot; work will be provided in the event that the student does not bring his or her own work. Failure to attend an assigned Saturday School will result in a further disciplinary response.
- b) "Exclusion" is defined as any denial of public school privileges to a student for disciplinary purposes.
- c) "Removal" is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion should not extend beyond 90 minutes.
- d) "Suspension" is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- e) "Expulsion" is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.

- f) "Emergency" is defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
 - g) "Days" is defined as days when school is in session.
 - h) "School sponsored activity" is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
 - i) "Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged or a switchblade knife, gravity knife, billy club, blackjack, bludgeon, or metal knuckles.
 - j) "Dangerous instrument" means any instrument, article or substance, which under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury and includes a motor vehicle.
 - k) "Firearm" means any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded, from which a shot may be discharged.
- 2) Removal from Class
- a) Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom.
 - b) Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason thereof. The teacher will also communicate with the student's parent/guardian thereafter.
- 3) Standards Governing Suspension and Expulsion
The following conduct shall be considered cause for suspension or expulsion and possible police referral:
- a) Using or copying the academic work of another and presenting it as his/her own without proper attribution; plagiarism
 - b) Bullying or conduct causing a threat of injury to the student or others;
 - c) Use of physical force against another person which is not reasonably necessary for self-defense;
 - d) Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
 - e) Willfully causing, or attempting to cause, damage to school property;
 - f) Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district, and failure to leave such school premises or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
 - g) Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;

- h) Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
 - i) Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or drug paraphernalia;
 - j) Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
 - k) Possession or transmission of any firearm, knife, explosive, deadly weapon, or other dangerous instruments;
 - l) Possession of a facsimile of any firearm or knife;
 - m) Possessing or consuming tobacco products, electronic nicotine delivery system, or vapor product;
 - n) Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
 - o) Intentional and successful incitement of truancy by other students;
 - p) Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
 - q) Unauthorized use, misuse or abuse of school computers, school computer hardware, software or network facilities;
 - r) Violation of any other board policy or rule dealing with student conduct, including that dealing with conduct on school buses. (BOE Policy 5114)
- 4) Suspension Procedure
- a) The administration authorized to invoke suspension for a period of up to ten (10) days of any student for one (1) or more of the reasons stated in Section III, above, in accordance with the procedure outlined in Paragraph C of this section. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in Section III above. The administration is authorized to immediately suspend any student when there is an emergency as defined in Section I above. If an emergency exists, the hearing outlined in Paragraph C of this section shall be held as soon as possible after the suspension.
 - b) In the case of suspension, the administration shall notify the superintendent of schools within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason for suspension. Any student who is suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension.
 - c) Except in the case of an emergency as defined in Section I above, a student shall be afforded due process to include being informed of the actions the student is accused of and the opportunity to confirm, deny, or explain the circumstances. A student's refusal to participate in this process does not impede disciplinary actions. If at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence

of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

- d) No student shall be suspended more than ten (10) times for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in Section V.B. of this policy is first granted.

TELEPHONE

The office phones are available for student use with permission. Classroom phones are for teacher use only.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. There will be an assessment of damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book, or other educational materials.

VIDEO RECORDING

Reference Board of Education Policy: BOE Policy 5131.111
BOE Policy 5131.8 BOE Policy 6141.322

The use of video recording devices on school grounds is strictly prohibited unless permission is granted by a teacher or administrator.

VISITORS

Parents and other visitors are welcome to visit Nathan Hale-Ray High School. The main entrance is locked each morning at 8 a.m. Visitors after this time are expected to follow the posted instructions:

1. Push and release the button located on the right side of the front entry way as clearly marked.
2. School personnel will ask you for your full name and the reason for your visit.
3. Upon your verbal response, you will be allowed access to the school building through a buzzer system, as monitored by school personnel.
4. You will be required to report to the main office to sign in and receive a visitor's pass.

Visits to individual classrooms during instructional time shall be permitted only with the Principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Students who are interested in enrolling at Nathan Hale-Ray High School may schedule a visit after initially meeting with a member of the guidance office. Subsequently, the following conditions must be met:

1. Permission for a visit is to be obtained from an administrator at least three (3) days before the visit. Students and parents must meet with school counselor before the visit.

2. On the morning of the visit the signed permission form (including teacher signatures, and both parent signature and visitor's parent signature) must be turned into the office personnel.
3. Visitors must be in the same age range as our pupils (attending high school) and must have permission from their parent or guardian approving the visit.
4. Visitors must attend all classes with their host student.
5. The visitor and the host student must report to the Main Office before reporting to class on the day of the visit to obtain a guest pass.
6. The number of visitors on a given day may be restricted.
7. No visitors will be permitted during exam periods and the last week of classes prior to exams.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School Principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

ACADEMICS

ACADEMIC HONESTY

Honesty in schoolwork requires that students do their own work. Students should give credit for any ideas, language, or thoughts which are not their own. To take the ideas, writing, or thoughts of someone else and pass them off as one's own is noted as plagiarism. It is also dishonest, of course, to cheat on a test or to copy someone's homework.

It is dishonest to:

- copy from a book without acknowledgment
- **paraphrase without giving credit to the source**
- rewrite someone's paper
- use another's ideas, pretending that they are original
- use all or part of someone's paper word-for-word
- use an idea or a clever expression by someone without crediting the original author
- copy another's work or homework and present it as one's own

Teachers will review with students their policies on homework, joint student projects, forms of footnoting or crediting of sources, and clear expectations. Decisions on academic honesty will be made by the classroom teacher and referred to the Assistant Principal's Office for the purpose of record keeping.

Offense

- Cheating on a quiz or test
- Dishonesty in homework or other small assignment
- Dishonesty in preparing a long-range project
- Using or copying the academic work of another and presenting it as his/her own without proper attribution.

Penalty

- “0” grade, no opportunity for make-up
- Possible denial of Honor Roll status
- Possible removal from National Honor Society
- Teacher disciplinary action

CLASS RANK/LEVELS OF COURSES/GPA

Class rank is determined by a Quality Point Ratio (QPR). All coursework taken during the high school program is labeled as Academic, Accelerated, or Advanced Placement/College coursework. Academic courses are assigned a 12-point system. Accelerated courses are assigned a 13 point system and Advanced Placement/College courses are assigned a 14-point system.

The FINAL GRADE of each course taken by the student during high school is combined with the TYPE OF COURSE taken (Academic, Accelerated, or Advanced Placement/College) to determine the CLASS RANK of each student.

Nathan Hale-Ray High School class ranking is determined on a 12-point scale and the three-level system listed below:

Grade	0 – Academic	1 – Accelerated	2 – College/A.P.
A+	12	13	14
A	11	12	13
A-	10	11	12
B+	9	10	11
B	8	9	10
B-	7	8	9
C+	6	7	8
C	5	6	7
C-	4	5	6
D+	3	4	5
D	2	3	4
D-	1	2	3
F	0	0	0

Levels have been determined by the faculty and administration. Averages are computed using the grade and level values. Those who are more comfortable with a 4 point scale simply add one to the weighted average and divide by 3.

COMMUNITY SERVICE

The East Haddam Board of Education believes that a quality educational program provides learning opportunities beyond the classroom. It also believes that students have an obligation to their community for the education that it has provided to them.

Although Nathan Hale-Ray High School does not currently require community service to meet graduation requirements, all students are strongly encouraged to perform at least ten hours of planned community service on a voluntary basis each year.

Necessary forms to document a student’s community service hours can be access through the counseling office website or a hard copy can be picked up in the guidance office. If community service takes place in more than one venue, a form needs to be filled out for each.

Senior Service Award

Students who fulfill the service requirements listed below will be honored with a service cord at graduation.

Requirements:

1. 100 service hours completed during the junior year (including the previous summer) and documented through Nathan Hale Ray's guidance department, and
2. 100 service hours completed during the senior year (including the previous summer) AND documented through Nathan Hale Ray's guidance department

Required Procedures

1. All service hours must be documented with the appropriate community service form and submitted to guidance department completed

Students are required to turn their forms in when their volunteer work is completed for each activity. Forms must be submitted by the deadline dates stated below or the forms will not be accepted:

- JUNIORS- COMPLETED forms must be submitted before June
- SENIORS- COMPLETED forms must be submitted no later than the last day of the 3rd quarter

PLEASE NOTE – Student may not submit hours for community service for which they are already receiving credit (i.e. Senior Project)

COURSE WITHDRAWALS

All course drops and adds must occur during the first five (5) meetings of a class. (The minimum numbers of credits must be carried.)

Courses may be dropped for the following reasons:

- Schedule conflict
- Improper placement
- Administrative recommendation
- Excessive course load

Courses dropped after the initial five (5) class meeting period will be graded with a W (withdrawn) and an F. No credit will be given.

EARLY GRADUATION

For the purpose of beginning post-secondary education, it is possible for a student to graduate before the end of a four-year period **provided Board of Education approval is granted and the following requirements are met:**

1. A letter of intent is written to the school principal by January of the junior year.
2. A meeting of the administration, guidance, and the parent(s)/guardian(s) is held to review the reasons and the student's record.
3. The principal and guidance counselor each submit a letter of recommendation to the Superintendent of Schools.

4. The Superintendent considers final approval of the early graduation of the student and makes his recommendation to the Board of Education for final action.
5. The request fulfills conditions set forth in the board's policy for graduation.
6. Previous to the completion of a student's final semester, he/she must report to the guidance office to verify that all obligations and requirements, including a letter of acceptance to the spring term at an accredited school, have been fulfilled.

EXAMS

Examinations will be administered in **all classes**. Final exams or mid-year exams will be administered at the end of each semester. These examinations will count 10% of each semester. All students are required to take course examinations. If, however, a student is unable to take an exam due to a legitimate reason, an "Incomplete" will be given in the subject until the examination is taken. **Any absence from an examination must be reported the day of the exam** to the Main Office and given administrative approval for make-up exams. Students with "Incomplete" for exams must make arrangements with the teacher to take the examinations within a reasonable time to receive course credit. Students who have an unexcused absence from an exam will not be allowed to make-up the exam and will receive a grade of "0" for that exam.

Seniors enrolled in full year courses with a 90 or higher in the course for the year may have the final exam waived at the discretion of the classroom teacher.

There are some occasions when students have valid reasons for asking permission to take final exams early in June. Students wishing to take exams early must apply to the administration. **Teachers retain all final exams taken by students for a minimum of one year.**

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, Family Life, and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian.

GRADING SYSTEM

Excellent achievement for the grade level:

(Truly Outstanding Performance)

100 - 97 = A+

96 - 93 = A

92 - 90 = A-

High quality achievement for the grade level:

(Good Performance)

89-87=B+

86-83=B

82-80=B-

Adequate achievement for the grade level:

(Meets Expectations)

79 - 77 = C+

76 - 73 = C

72 - 70 = C-

Below normal expected achievement for grade level:

(Lacking in Some Understanding)

69 - 67 = D+

66 - 63 = D

62 - 60 = D-

Failing: 59 or below = F

Incomplete = I

A student receiving an incomplete in any subject must complete the required work within a period not longer than twice the length of the absence. Failure to do so will result in a final grade of "F" for the course. **Exceptions to this rule will be considered on the recommendation of the teacher and the student's school counselor to the administration.**

REQUIREMENTS FOR GRADUATION/COURSE LOAD

Class of 2016		Class of 2017 and Beyond	
Graduation Requirements		Graduation Requirements	
Total Credits = 28		Total Credits = 28	
English	4 Credits	English	4 Credits
Mathematics	3 Credits	Mathematics	3 Credits
Science	3 Credits	Science	3 Credits
Social Studies - including U.S. History & Civics	3.5 Credits	Social Studies – includes U. S. History, and American Government/Civics	3.5 Credits
Physical Education	1 Credit	Physical Education	1 Credit
Health	1 Credit	Health	1 Credit
Art and/or Music (Fine Arts)	.5 Credit	Art and/or Music (Fine Arts)	.5 Credit
Agriculture Education	.5 Credit	Agriculture Education	.5 Credit
Business and Finance	.5 Credit	Business and Finance	.5 Credit
Engineering Technology	.5 Credit	Engineering Technology	.5 Credit
Electives	8.5 Credits	Electives	9 Credits
Senior Project	1 Credit	Senior Project	1 Credit
Freshman Transition	1 Credit	Freshman Academy	.5 Credit
<hr/>		<hr/>	
Total	28 Credits	Total	28 Credits

HOMEBOUND INSTRUCTION

See HEALTH SERVICES p. 68.

HOMEWORK/LATEWORK

The East Haddam Board of Education recognizes that a reasonable amount of study and preparation outside of the regular classroom is necessary for the scholastic growth of the student. Worthwhile homework benefits students and should be an extension of the class lesson, be clearly understood by students, be well planned and meaningful, and be evaluated, corrected, and count for class credit. We at Hale-Ray believe that an important habit students need to develop for academic success is handing in schoolwork, including homework and projects, by their assigned due date. Therefore, late work is not acceptable. Specific student plans developed in review of learning disabilities during IEP or 504 meetings may affect due dates, but those plans will also have deadlines. On occasion, circumstances arise that disrupt a student's ability to follow through with meeting homework or project deadlines. Students may request alternative arrangements with teachers, however, all alternative arrangements will be subject to teacher discretion.

Reference Board of Education Policy:

BOE POLICY 6154

HONOR ROLL

The Honor Roll is published four times a year for students in grades 9-12 after report cards are issued. Any student receiving an "F" is ineligible for the Honor Roll. The Honor Roll is based on an average of all grades. In an effort to reflect our school mission statement as it pertains to increased rigor, student achievement, and learning opportunities for all students, the following criteria will be used to determine honors and high honors. To attain "honors" status, students will need to have no grade on their report card lower than a B-. In order to achieve "high honors" a student may have no grade lower than an A- in any course.

MAKE-UP WORK

Students who are absent and excused are required to make-up work missed in each class. **It is the student's responsibility to obtain all make-up work from his teachers immediately upon return to school.** The time allowed to submit make-up work is one day for each day of excused absence beginning immediately after the student returns to school.

MLA GUIDELINES

Recommended Web Site for further Questions:

<http://owl.english.purdue.edu/owl/resource/747/01/>

Sample Entries: Books

Author's last name, first name. Book title. Additional information. City of publication: Publisher, publication date.

A Book by One Author

Light, Richard J. Making the Most of College: Students Speak Their Minds. Cambridge: Harvard UP, 2001.

Two or More Books by the same Author

Garreau, Joel. Edge City: Life on the New Frontier. New York: Doubleday, 1991.

---. The Nine Nations of North America. Boston: Houghton, 1981.

A Book with an Editor

Jackson, Kenneth T. Ed. The Encyclopedia of New York City. New Haven: Yale UP, 1995.

An Anthology or Compilation

Valdez, Luis, and Stan Steiner, eds. *Aztlan: an Anthology of Mexican American Literature*. New York: Vintage-Knopf, 1972.

Sample Entries: Internet and Web Sources

Author's last name, first name. "Article title" or Book Title. Publication information for any printed version. Or subject line of forum or discussion group. Indication of online posting or home page. Title of electronic journal. Date of electronic publication. Page numbers or the number of paragraphs or sections. Name of institution or organization sponsoring Web site. Day Month Year of access to the source <URL>.

A Professional Site (No Author)

MLA Style. 4 April 2002. Modern Language Association of America. 26 Mar. 2003
<<http://www.mla.org>>.

A Personal Site

Hawisher, Gail. Home page. University of Illinois Urbana-Champaign. 26 Mar. 2003
<<http://www.english.uiuc.edu/facepages/Hawisher.htm>>.

A Book

Conrad, Joseph. Lord Jim. London: Blackwood, 1900. Oxford Text Archive. 12 July 1993. Oxford University Computing Services. 20 Feb. 1998
<<ftp://ota.ox.ac.uk/pub/ota/public/english/conrad/lordjim.1824>>.

A Poem

Roethke, Theodore. "My Papa's Waltz," Favorite Poem Project
<<http://www.favoritepoem.org/poems/roethke/waltz.html>>.
Art, Washington.

An Image

Ridgewood, Mike. "Catriona Le May Doan of Saskatoon skates to the gold." 2002. Online image. Canadian Olympians. 23 March 2005.
<[http://www.collectionscanada.ca/Olympians/024004-199.01-e.php?iud=3055 238-v2.jpg&uidc=Filename](http://www.collectionscanada.ca/Olympians/024004-199.01-e.php?iud=3055%2038-v2.jpg&uidc=Filename)>.

Documenting Sources (Direct, Partial, Paraphrase, Summary)

The purpose of parenthetical reference is to document a source briefly, clearly, and accurately.

1. Cite the author's last name and the page number(s) of the source in parentheses.
 - a. Example: One historian argues, "our politics, religion and news have been transformed" (Postman 3-4).
2. Use the author's last name in your sentence, and place only the page number(s) of the source in parentheses.
 - a. Example: Postman points out, "our politics, religion and news have been transformed" (3-4).
3. Give the author's last name in your sentence when you are citing the entire work rather than a specific section or passage, and omit the parenthetical reference.
 - a. Example: Postman argues that television has changed virtually every aspect of our culture into a form of show business.

Directly Quoting

Although quoting an author's text **word for word** (direct quotations) is the easiest way to record information, use this method selectively and quote only the passages that deal directly with your subject in memorable language.

1. Work the quoted passage into the syntax of your sentence.
 - a. Example: Morrison points out that social context prevented the authors of slave narratives, "from dwelling too long or too carefully on the more sordid details of their experiences" (109).
2. Introduce the quoted passage with a sentence and a colon.
 - a. Example: Commentators have tried to account for the decorum of most slave narratives by discussing social context: "Popular taste discourages the writers from dwelling too long or too carefully on the more sordid details of their experience" (Morrison 109).

3. Set off the quoted passage with an introductory sentence followed by a colon. (This is used for long quotations that are four or more lines of prose; three or more lines of poetry). Double-space the quotation and indent it ten spaces from the left margin.
 - a. Example:

Steinbeck uses imagery to provoke the reader's senses:

The water is warm too, for it has slipped twinkling over the yellow sands in the sunlight before reaching the narrow pool. On one side of the river the golden foothill slopes curve up to the strong and rocky Gabilan mountains, but on the valley side the water is lined with trees--willows fresh and green with every spring, carrying in their lower leaf junctures the debris of the winter's flooding; and sycamores with mottled, white, recumbent limbs and branches that arch over the pool. (3)

Partial Quotations

A Partial quotation is exactly that: **part of the quotation** (think one to three words) used to liven up your writing and make it easier for the reader to follow. Place the reference within your sentence to clarify its relationship to the part of the sentence it documents.

- a. Example: Margaret Reardon mentions that today's cars are "designed with dual airbags" to protect both driver and passenger (346).
- b. Example: Graff suggests "reviewing violations or rules" (25), before coming to a judgment.

Summarizing Sources

A **Summary** condenses the content of a lengthy passage (you reformulate the main idea and outline the main points that support it.) Use Internal citation in the same format as if it were a quotation

- a. Example: Postman points out that the politics, religion and news of the nation have been transformed (3-4).

Paraphrasing Sources

A **Paraphrase** restates the content of a short passage (you reconstruct the passage phrase by phrase recasting the author's words in your own.) Present the information from a source (author's name and page numbers) in parentheses at the end of the sentence.

- a. Example: It is recommended to review all violations and exceptions to the rules before coming to a judgment (Graff 25).

Sample Research Paper

Medical Researchers do seem to agree that caffeine has a negative effect on unborn babies. In *Fitness World*, it is advised that pregnant women "avoid caffeine because it may increase rates of miscarriage and low birth weight" (Brehn). Unborn babies "lack the liver enzyme to break down caffeine" (Pendergrast 415). In a study in *Physical and Sports Medicine*, Nancy Clark summarizes these side effects:

A woman who wants to start a family should be aware that

- consuming over 300 milligrams of caffeine a day might increase
- the time it takes to get pregnant, as well as the risk of
- miscarriage or low-birth-weight baby. The U.S. Food and Drug Administration recommends that pregnant women avoid caffeine-containing foods. (110)

Sample Works Cited

Works Cited

Brehn, Barbara A. "Caffeine and Health: Is Coffee Your Cup of Tea?" *Fitness World* July 1994. 1 Dec. 1999

<<http://www.fitnessworld.com/library/labnotes0794.html>>

Clark, Nancy. "Caffeine: A User's Guide." *Physical and Sports Medicine* Nov. 1999: 19-10.

Pendergrast, Mark. *Uncommon Grounds: The History of Coffee and How It Transformed Our World*. New York: Basic, 1999.

Information Summarized from: Trimmer, Joseph F. *A Guide to MLA Documentation*. 6th ed. Boston: Houghton, 2004.

NATIONAL HONOR SOCIETY

The Dean MacDermott Chapter of the National Honor Society, chartered in 1962, was named to honor an English teacher who was well respected and had taught at Nathan Hale-Ray School for twenty-seven years.

Prospective members are rated in the four major areas of scholarship, character, service, and leadership. Juniors and seniors are eligible for National Honor Society selection according to the following criteria.

I. Scholarship - Students must have at least a 10.0 cumulative scholastic standing. In addition, students must have at least a C- for any final grade.

II. Character - Character is measured by exhibiting the highest standards of integrity, behavior, ethics, and cooperation with students and faculty. Teacher recommendation is an important part of ratings for this characteristic. Student character will be judged according to rubric which follows.

III. *Leadership – Students must have held at least one position of leadership during their high school career. Leadership positions can include holding an office, being captain of a team, chairing a large event or committee as well as exhibiting qualities of leadership. Leadership roles in other activities, such as Boy Scouts or 4-H organizations also count toward Honor Society eligibility.

IV. *Service – All candidates for National Honor Society must actively participate in activities, whether they are school and/or community based. Candidates must have been involved in at least 25 hours of service for the school and/or community.

*According to the rules adopted in 2003, candidates for National Honor Society must earn a total of twenty-five community service hours and have held at least one leadership position while in their high school career. A Faculty Council under the guidance of the National Honor Society advisor considers and verifies the leadership qualities of all eligible students for membership selection. The Faculty Council and advisor shall monitor members' progress in adhering to all standards of the National Honor Society.

Consideration for selection for candidates is determined by their GPA two times during their high school career. Eligible students will be reviewed at the end of their sophomore year and at the end of their junior year. At the end of the school year, all application materials are shredded.

The teacher's ratings and comments are sound and based on professional interaction with the candidates. The student must have an overall faculty rating of 3.0 in order to be considered a candidate for induction.

Overall rating for a student based on the "Six Pillars of Character" rubric:

I. Trustworthiness

Honest

Does not deceive, cheat, or steal

Reliable
Has the courage to do the right thing
Loyal; stands by family, friends and country

II. Respect

Treats others with respect
Is tolerant of differences
Uses good manners
Does not use bad language
Is considerate of the feelings of others
Does not threaten, hit or hurt anyone
Deals peacefully with anger, insults and disagreements

III. Responsibility

Does what he/she is supposed to do
Always does his/her best
Uses self-control
Is self-disciplined
Thinks before he/she acts; considers the consequences

IV. Fairness

Shares in cooperative spirit
Open-minded
Listens to others
Does not take advantage of others
Does not blame others carelessly

V. Caring

Kind
Compassionate
Expresses gratitude
Forgives others
Helps people in need

VI. Citizenship

Does his/her share to make school and community better
Cooperates
Stays informed
Good neighbor
Obeys laws and rules
Respects authority
Protects the environment

Service is an important component of NHS membership. National Honor Society members are required to complete community service hours as part of their membership obligations. Students who are inducted into the chapter during their junior year must complete at least twenty-five hours of service. 15 hours of community service is required to be completed BEFORE the end of the third quarter of their junior year. Ten (10) hours of community service is required to be completed BEFORE the end of their senior year. Fulfillment of membership obligations, including service, is required to be a member in good standing. Members who are

deficient will be warned in writing and notified of their membership standing. Members who continue to be deficient after the warning period may be considered for dismissal. Those seniors who have not been dismissed but are not members in good standing at graduation will not be able to wear the NHS cord at commencement, in accordance with Article 15 of the NHS Constitution.

Students who are inducted into the chapter during their senior year must complete at least ten hours of service before the end of the third quarter of their senior year.

Students are required to complete and submit community service hour forms before the end of the third quarter of their junior/senior year to the National Honor Society advisor and the guidance department.

Probation/Dismissal

Membership in the Society is more than an honor. It carries with it certain privileges and responsibilities. Once selected for membership, students have the responsibility to continue to demonstrate the qualities of scholarship, leadership, service, and character. Deficiencies that develop in any category, after a review of the Faculty Council, could be grounds for probation and/or dismissal.

Discipline Procedures

1. Notify parent(s)/guardian(s) and student of a conference. A letter confirming the conference will be sent. The conference will be held in confidence until parent/guardian is notified.
2. Student (may be accompanied by parent/guardian) meets with Faculty Council to review concern(s).
3. The Faculty Council decides on consequences and notifies student and parent/guardian of consequences.

Possible Consequences

- Written Warning
- Suspension of Privilege(s)
- Probationary Period
 - The membership of a student placed on probation remains intact. However, a student who has been placed on probation and commits another violation may be dismissed from the National Honor Society. The length of the probationary period will be determined on an individual basis.
 - Students placed on probation will subsequently be removed from any office that they hold.
 - Students on probation during the fourth quarter may not run for office.
- Community Service
- Relieved of Office Duty
- Dismissal

A majority vote of the Faculty Council shall determine any consequence(s). Written notification of consequence(s) will be sent to student and parent/guardian via registered mail. A copy of all correspondence will be kept at Nathan Hale-Ray High School. Where deemed appropriate, a referral to the school's Student Assistance Team may be made by the Faculty Council.

If the Faculty Council's action(s) include POSSIBLE DISMISSAL, the following procedures will be followed:

1. Student and parent/guardian receive written notice of a pre-dismissal hearing to review violation(s)/concern(s) and discuss consequences.
2. A hearing is held to formally dismiss the student from the National Honor Society.

Possible Violations (Non-inclusive list)

- Cumulative Average Below 10.0
- Midyear or Year-End Report Grade below C-
- School Disciplinary Action (Out-Of-School Suspension)
- Academic Dishonesty
- Failure to attend meetings or service functions
- Behavior that violates any of the four critical areas of scholarship, service, leadership, and character.

A HEARING WILL BE HELD TO ADDRESS ANY OFFENSE WHICH IS A GROSS VIOLATION OF SCHOOL POLICY OR VIOLATES CIVIL LAW. AN OFFENSE AT THIS LEVEL COULD BE GROUNDS FOR AUTOMATIC DISMISSAL WITHOUT WARNING.

The student's role at all the conferences and/or hearings is to provide information and feedback about the offense(s). A member who has been dismissed may appeal the decision of the Faculty Council to the principal in writing.

A student who is dismissed or who resigns is not eligible for future membership in the National Honor Society.

National Honor Society Officer Position

The NHS officer positions are President, Vice President, Secretary, and Treasurer. Students may nominate themselves or another NHS member. National Honor Society members then vote on each position. Officers elections will be held once per year in the fourth quarter. The duties and responsibilities of the NHS officers are on file with the advisor.

POWERSCHOOL

The high school uses *PowerSchool*, a web-based portal (<http://ehps.powerschool.com>) to increase communication between school and home. All students and parents are provided with activation codes which allow them to create *PowerSchool* accounts. Through the use of *PowerSchool*, students and their parents can view posted homework assignments, grades, and messages from the teacher. Also on *PowerSchool* is a main high school page with pertinent information for the entire school community. It is expected that each student activate his *PowerSchool* account and check it regularly.

PowerSchool is a convenient and effective way of providing students and parents with valuable information to help ensure student success in all of their courses. Parents/guardians of students in the East Haddam School System should view PowerSchool as a direct line of communication to their child's school and teachers. Using PowerSchool, parents are able to email their child's teachers directly, and to

receive responses from them. Gaining as much information as possible helps to allay parental concerns and to answer questions parents have, often before they arise.

Parents and students should consult PowerSchool in order to stay up to date with grades, assignments, work due, etc. Parents may expect that grades will be updated no less than every two weeks, and that homework will be updated weekly. For each course, parents should expect to find a course description, a syllabus, classroom rules/expectations, required materials, and other general information. Major or long-term assignments such as research papers, project, etc., with due dates, should be published on PowerSchool. Other information such as upcoming field trips, class activities, or interesting class news items may also be provided.

REPORT CARDS

Report cards are issued to students four times a year. Progress reports are also published to PowerSchool each quarter mid-way between report cards.

Dates of Progress Reports, Quarters, and Semesters

	<u>Quarter 1</u>	<u>Quarter 2</u>	<u>Quarter 3</u>	<u>Quarter 4</u>
Progress reports	10/04/16	12/08/16	02/23/17	05/04/17
Marking Period Ends	11/04/16	01/13/17	03/28/17	06/06/17
Semester Ends		01/20/17		06/13/17
Grades to Guidance	11/11/16	01/25/17	04/04/17	06/13/17
	By 3:00 p.m.			
Open House	September 15, 2016			
Mid -Year Exams:	January 17, 18, 19, 20, 2017			
New Quarters:	11/05/16, 01/23/17, and 03/29/17			
Final Exams	June 7, 8, 9, 12, 13, 2017			

SCHOLASTIC APTITUDE TEST (SAT) Anticipated Dates

SAT	<u>Registration Deadline</u>	<u>Test Date</u>
	September 1, 2016	October 1, 2016
	October 7, 2016	November 5, 2016
	November 3, 2016	December 3, 2016
	December 21, 2016	January 21, 2017
	February 10, 2017	March 11, 2017
	April 7, 2017	May 6, 2017
	May 9, 2107	June 3, 2017
PSAT	October 19, 2016	
Advanced Placement Testing:	May 2017	

SUMMER SCHOOL

Summer school sessions are usually held in Middletown and Colchester for high school students. Registration forms and information can be obtained from these schools in the latter part of May. The student should return the registration forms to the respective schools before the summer sessions begin. **Each student who attends the summer session must request that a**

transcript of work completed and credits earned be sent to the Nathan Hale-Ray Guidance Office so courses can be credited.

Students who have failed a course may attend an approved Summer School to make up the credit.

1. To be eligible to attend summer school, a student must pass at least two of the four quarters in a full year class.
2. A student may not take more than three credits of his/her high school program in summer school.
3. If a student earns a passing grade in summer school, that grade will be posted on the student's transcript and credit will be issued. The F for the failed course will still remain on the student transcript.
4. Summer school courses may be offered at Nathan Hale-Ray High School for credit recovery.

TRANSFER STUDENTS

Students who transfer to NHRHS prior to their senior year will have their grades computed in this ranking system. Those who transfer to NHRHS during their senior year will have the rank which they were assigned by their previous high school. Only students who have been registered at NHRHS since the beginning of their junior year can be named Valedictorian or Salutatorian.

VALEDICTORIAN/SALUTATORIAN

To be eligible for senior honors (valedictorian, salutatorian), a student must be registered as a Hale-Ray student since the beginning of their junior year. Final calculations of cumulative grade point averages for senior honor positions at graduation (valedictorian, salutatorian) are made at the end of the third marking period of the senior year. Any student who chooses the early graduation option is not eligible for a senior honor position.

WORK-STUDY PROGRAM

A work-study program is available to students in Grades 11 and 12 who are enrolled in the required academic courses to graduate from Nathan Hale-Ray. This learning opportunity allows students to gain experience in a place of employment. Academic credit will be applied depending upon the amount of time given to the work-study program, with up to one credit allowed toward meeting the graduation requirements.

ACADEMIC AWARDS BANQUET

The East Haddam Board of Education supports underclassmen and senior academic award programs every spring to recognize students who achieve academic excellence. Students who meet specific criteria are invited to the award ceremonies which are held at the end of the school year.

REQUIRED PARENTAL NOTIFICATION

State and Federal regulations require that the following policies be listed for parental notification:

Policy Title	Policy Number
Green Cleaning Program	3524.2
Healthy, Hunger Free Act 2010	6142.101
McKinney Vento Act (Homeless Students)	5118.1
Migrant Students	6141.312
Parent-Teacher Communications/Parental Involvement	1110.1
Reporting to Parents/Progress Reports/Report Cards	5124
Psychotropic Drug Use	5141.231
Child Abuse Reporting Policies	5141.4
Homeless Students	5118.1
Nondiscrimination/Grievance Procedures	(Title IX)5145.6 and 4000.1
Harassment/Bullying	4118.113
Smoke Free Environment	1331
Intra-District Choice/Open Enrollment	6121.1
Limited English Proficient Programs	6141.311
Comparability of Services	(Title I)6161.3
Surveys of Students/Privacy	6162.51
Teacher/Paraprofessional Qualifications Notification	4222/4222.1
Title I Parental Involvement	6172.4
Transportation Safety Complaint	3541.5

Copies of these policies can be obtained by contacting the Superintendent's office at 873-5090 or via the school district's website at www.easthaddamschools.org and clicking on the link labeled Policy Manual. If you have any questions about any of the aforementioned policies, please contact your child's principal or call Mr. Brian Reas, Superintendent of Schools, at 873-5090.

STUDENT SERVICES

ACADEMIC HELP

Teachers are available during and after the school day to provide students additional academic support.

BREAKFAST/LUNCH PROGRAM

Students qualifying under Federal and State Guidelines for family income will be awarded reduced breakfast/lunch prices or free breakfast/lunches. Details will be sent to parents at the beginning of each year by the Superintendent. Reduced or free breakfast/lunch will be available the first day of school. Applications are available on high school website or upon request.

COMPUTER SERVICES

We are pleased to offer students of Nathan Hale-Ray High School access to the district computer network. To gain access to these resources, all students under the age of 18 and their parents must sign and return the Computer Resources Agreement form to the school office. Students 18 and over may sign their own forms. Access to the computer and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain

items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other material as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

As outlined in Board policy and procedures on student rights and responsibilities (copies of which are available in school offices) the following are not permitted:

- Use of media not belonging to the school system, including CD-ROMs
- Bypassing the network's filter
- Violating any state or federal laws, including copyright
- Sending or displaying of offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- Moving files and/or programs to/from the network
- Using passwords or network accounts that belong to someone else
- Trespassing in folders, work, or files that belong to someone else
- Intentionally wasting limited resources
- Employing the network for commercial purposes

behaviors. Individual and group training takes place in school as well as at the Moodus office. The number there is 873-3296.

DRIVER EDUCATION

Driver education is presently contracted to a private driving school whose curriculum and instructors meet state certification. Forms to apply are located in the Main Office.

GUIDANCE

Guidance services are a resource for the school community. The main purpose of guidance services is to provide a systematic process to help students increase their understanding of themselves, their aptitude, interests, and potential. The goal is for each student to enter a specific career and/or school upon graduation from high school.

A guidance counselor is available to discuss academic, personal, or social problems and to help students discuss their specific academic program.

The following guidance services are available:

- A computerized career and college information system;
- College and trade school catalogs, applications, scholarship, and financial aid information;
- College representative visits arranged through the Guidance department;
- Brochures for the Armed Forces; military representatives make periodic visits;
- S.A.T., P.S.A.T., and A.C.T. schedules, applications, and study booklets.

Academic Records -- All academic records are kept in the Guidance Office. A signed release form from parents /guardians /majority age students must accompany any request to transfer student records.

New Registration and Orientation -- All new students are registered through the Guidance department. Early in the second semester, a series of orientation sessions for incoming freshmen are held for students and parents.

Appointments -- Students are encouraged to meet with their Guidance Counselor for assistance and support. An appointment will be arranged upon request. Discussion content with the counselor is strictly confidential.

Schedule Change -- **Consideration of any change will be given only after completion of the schedule change form available in the Guidance Office. Guidance and administration approval is required. Students must continue to attend classes until written notification of a change is received.**

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

Administration of Medication

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in its original container with proper labels. Per Connecticut state law, NO prescription medication can be administered in school without a signed "medication authorization" form from both physician and parent.

In cases where a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statement must be renewed at the beginning of each school year.

Field Trips

The school nurse's license is valid for the State of Connecticut. Field trips that go outside the State of Connecticut must follow medication regulations for that state or country. Therefore, any student who needs to take prescription or over-the-counter medications during an out-of-state field trip must bring the medication properly labeled with a doctor's order for administration. If self-administration is not appropriate, then the doctor's order must state who may administer the medication to the student. The medication permission form may be found on the school's website.

Communicable/Infectious Diseases

Students with any medical condition which within the school setting may expose others to disease or contagious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that the student has recovered sufficiently to prevent exposing others.

Concussions

What to expect if your child has a head injury that results in a concussion.

1. If your child is injured at a sporting event, in gym class or during the school day, they will be evaluated by the Athletic Trainer, their coach, their gym teacher or the School Nurse. If symptoms indicate the possibility of a concussion, parents

will be notified by a phone call as soon as possible. If necessary, EMS will be summoned to transport child to the emergency room to be evaluated. Otherwise, the parent will be notified and asked to have their child evaluated by their physician to determine if they have suffered a concussion.

2. Once the physician has made a diagnosis of concussion s/he will fax or send by mail their diagnosis to the School Nurse with a completed ACE form indicating what symptoms the student elicits that will impede their learning. The doctor will write an order stating what limitations need to be in place while the student recovers. The Athletic Trainer will conduct Impact Testing for athletes and will share findings with the doctor and the parents.
3. Based upon the doctors' orders, the School Nurse will write a care plan for the student to return to school with the limitations the doctor has put in place. The School Counselor, based upon the symptoms identified by the School Nurse, the Athletic Trainer or a physician, will create accommodations.
4. Copies of this care plan will be given to the parents, the teachers, and the School Counselor. The student will meet with the School Nurse to understand how the care plan will support them during their recovery.
5. Students are to check in with the School Nurse and/or School Counselor every day and whenever student experiences changes in symptoms. The purpose is to monitor academic as well as health progress and to address any problems encountered during recovery period. Adjustments to the student's academic accommodations are to be communicated to the School Counselor. School Counselors will communicate changes to the student's teachers.
6. When the doctor has diagnosed that the concussion has been resolved s/he will notify the School Nurse in writing that the concussion is resolved and the student may return to sports and his/her regular course of study.
7. Once the doctor's order is received, then the care plan accommodations will end. Teachers, School Counselor, coaches, Athletic trainer and Athletic Director will be notified that the concussion is resolved and the student may return to their regular activities.
8. The doctor may order that the Athletic Trainer follow the "return to play evaluation procedure". When the Athletic Trainer finds the student able to return to play, she may clear the student for sports activity. She will notify the School Nurse and the Athletic Director that the student is cleared for sports participation.
9. If signs and symptoms of concussion extend beyond two weeks or require a change to the student's schedule, a 504 Meeting will be scheduled to design an explicit course of action to follow.

Disabilities

Nathan Hale-Ray High School does not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

Dismissal Due to Illness

Students may be dismissed from school due to illness by the nurse for the following reasons: temperature 100.4° or higher, vomiting, diarrhea, contagious disease/disorder such as chicken pox, pink eye, head lice, strep throat, impetigo, or continuous bronchial coughing with head cold, or if after conferring with student's parent, you

mutually decide to send the student home. Dismissals that do not go through the nurse or an administrator will be unexcused absences.

Emergency Medical Treatment

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

Homebound

Homebound instruction is available to students who are unable to attend school due to a verified medical reason as diagnosed by a medical doctor, and who expect to be absent for 10 consecutive school days, or a substantial frequency so as to prevent the student from receiving educational benefit. Parents must complete the district's Homebound and Hospitalization Instruction Verified Medical Reason Form prior to these services being provided.

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physician or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis B, Varicella (Chickenpox), Rubella, and Haemophilus Influenza Type B. For further information regarding immunizations, contact the school nurse.

Insurance

A basic insurance plan from an authorized insurance company is offered to parents for students attending the high school. The student's family pays the cost of the insurance. No student is required to purchase the insurance. However, students and parents are reminded that the school offers no personal insurance for the student except for interscholastic sports.

Physical Examinations

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required in Grade 10. Students who have not turned in a completed 10th grade physical form will not be allowed to attend school as an 11th grader until the form is received.

**Reference Board of Education Policy:
BOE POLICY 5141.21**

LIBRARY MEDIA CENTER

The Nathan Hale-Ray High School Library Media Center (LMC) serves to support and enrich our school's mission of preparing all students to meet 21st century learning expectations as self-motivated, lifelong learners in a positive environment. This is done through promoting the effective use of information and communications technology, fostering literacy and a love of reading, and providing a welcoming space for students and teachers to work and interact both collaboratively and individually.

LMC services include assistance in locating materials, instruction in the use of the media center and its collection, and providing a congenial place to work on school assignments or pursue individual interests. Students have access to a wide variety of materials, both print and non-print, which support all curricula. During the school day, teachers may reserve full or half blocks of time to bring their students to the library for reading or research in one of our several learning areas. Students can use the LMC during class time with permission from their teachers, and will have free access to the library before and after school as well as during lunch. It is open from 7:00 to 3:00 with later after-school hours by appointment.

The LMC also supports a fully-equipped television studio, and we encourage and assist students and teachers who wish to use this technology for class projects, senior project, promoting school events and the like. We also offer a one-semester course which trains students to operate the studio. Students enrolled in this course produce the Hale-Ray Morning Announcements daily, as well as other television journalism projects.

While all students are welcome throughout the day, appropriate behavior is expected in the LMC. Food and drink are not allowed.

PUPIL SERVICES

Pupil Services are designed to support those students experiencing some difficulties in the social and academic areas of their education. The services of the following are provided:

1. School Psychologist
2. Guidance Counselor

Through the PPT process:

- 1) Occupational Therapist
- 2) Physical Therapist
- 3) Social Worker
- 4) Speech Therapist

STUDENT ACTIVITIES

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES (INCLUDING ATHLETICS)

Participation in extra-curricular activities is a privilege, not a right. As such, the right to participate in such activities is reserved for students in good standing and may be denied to students whose conduct or absenteeism indicates a pattern of disregard for school rules.

Students who participate in extra-curricular activities for which eligibility requirements have been set by sponsoring groups such as the Connecticut Interscholastic Athletic Conference, will honor such eligibility requirements, but in addition may be subject to more stringent requirements according to school policy.

A high school administrator, a coach, or a faculty advisor may deny a student the right of participating in any extra-curricular activity when such action, in his/her opinion, is in the best interest of the school and/or the student affected. This regulation supersedes all prior regulations on eligibility, but does not prohibit the constitutions of student organizations, or the athletic director or individual athletic coaches from including eligibility requirements for their members in addition to those stated in this regulation. Students who have been suspended from school on three separate occasions, or who have accrued five or more days of suspension in any semester, may be prohibited from participation. In addition, students who have accrued four or more unexcused absences in any quarter, or who have accrued ten or more unexcused tardies in any semester, may also be denied the right to participate.

Please be aware that all Nathan Hale-Ray students participating in athletics or other activities may have their photographs taken for the purpose of posting in local newspapers, publishing on-line, or for school or district publication.

Any parents/guardians who object to their child being photographed as noted above should contact Nathan Hale-Ray High School office at 860-873-5065. Forms are also available on the school website.

ACTIVITIES

A major portion of the school's social life centers around class activities, such as bake sales, candy sales, magazine drives, dances, and other fundraising activities. Class elections are held in the spring for offices. All official class activities must be chaperoned by faculty members. Parents may assist the faculty members as chaperones. All class and social activities scheduled for after-school hours must be approved and scheduled by the Assistant Principal's office. The teacher in charge will obtain approval on an activity form and use-of-facilities form.

All activities held on school property must be scheduled **at least two weeks in advance** and have an appropriate number of chaperones. In addition, there must be at least one constable at all high school dances. No class dance will be scheduled without proof that teachers, constables, and a member of the administration have been scheduled for supervision. As well, at least two weeks' notice is required in order to schedule constables.

DANCES

Senior High Activities: (9 - 12) 7:00 p.m. - 10:00 p.m.
Junior/Senior Prom: (9 - 12) 6:00 p.m. - 11:00 p.m.

No student will be admitted after 8:30 p.m. without express permission of the administrator present.

Guests wishing to attend school affairs must receive a pass from the Assistant Principal's Office prior to the end of school on the day of the dance. One member of each couple at a senior high dance must be a Nathan Hale-Ray High School student who is responsible

for his or her guest's conduct. No student will be permitted to return after leaving the dance. Senior high students are not allowed at Middle School dances (and vice-versa) under any circumstances.

Students must be in attendance at school for two academic classes on the day of a scheduled after-school activity in order to participate unless approved in advance by administration. This includes athletic practices and contests, either as a participant or observer.

ATHLETICS

Philosophy

The goal of the athletic department is to conduct a comprehensive program which is consistent with the philosophy of the East Haddam School System. As a part of the total education process, our athletic program makes a significant contribution to the personal growth and development of the participants. We strive to increase the student's knowledge as well as to contribute to their maturity, teach ethical and moral values, and motivate them in the pursuit of excellence so we can produce individuals who realize their self-worth and reach their full potential.

Objectives:

1. To develop good citizenship and respect for rules and authority;
2. To develop an opportunity to exemplify and observe good sportsmanship;
3. To teach fundamental skills of the various sports as an ingredient in achieving individual and team success for lifetime skills;
4. To emphasize a maximum effort for a desirable outcome of competition;
5. To stress the importance of fitness, conditioning, health habits, and safety in athletics;
6. To develop a rapport with teammates, coaches, officials, and opponents that will relate to lifetime skills.

Statement of Athletics

It is important for students and parents to realize that participation in the Nathan Hale-Ray High School athletic program is not a right, but rather a privilege which is afforded to those selected individuals who possess the ability, attitude, disposition, cooperative spirit, and desire to represent the student body, the school district, and the East Haddam community in a manner which reflects favorably upon the school. Athletics are completely voluntary and no student is obligated to take part. Athletics are not a requirement for graduation or a prerequisite for college admission. There are some special standards and expectations in the areas of academics, citizenship, training rules, and sportsmanship with which participants must comply. It is essential that student athletes and parents must be familiar with all rules and regulations governing athletic participation at Nathan Hale-Ray High School. It is important to remember that the school reserves the right to revoke the privilege of participation if a team member does not conduct himself or herself in an acceptable manner.

We take great pride in our athletic programs and invite all students willing to accept the Nathan Hale-Ray High philosophy to be candidates for our athletic teams. In addition,

academics are a prime concern of our school, but the entire community knows there are many benefits to be gained from a sound athletic program.

League Affiliation

Nathan Hale-Ray High School is a member of the Connecticut Interscholastic Athletic Conference (C.I.A.C.) which is affiliated with the National Federation of State High School Associations. Hale-Ray is also a member of the Shoreline Conference and will compete with league members on Varsity and J.V. levels with its members.

Shoreline Conference Members:

Nathan Hale-Ray High School (Moodus-East Haddam)
Lyme-Old Lyme High School (Old Lyme)
Old Saybrook High School
Cromwell High School
Portland High School
East Hampton High School
Westbrook High School
Hyde School (New Haven)
Conginchaug Regional High School (Durham)
Haddam-Killingworth High School (Higganum)
The Morgan School (Clinton)
North Branford High School
Valley Regional High School (Deep River)

Board Approved Athletic Programs

<u>Sport</u>	<u>Teams</u>	<u>Sport</u>	<u>Teams</u>
Boys' Baseball	J.V. and Varsity	Boys' Soccer	J.V. and Varsity
Girls' Softball	J.V. and Varsity	Girls' Soccer	J.V. and Varsity
Boys' Basketball	J.V. and Varsity	Girls' Volleyball	J.V. and Varsity
Girls' Basketball	J.V. and Varsity	Cheerleading	J.V. and Varsity
Boys'/Girls' Golf	J.V. and Varsity	Boys'/Girls' Cross-Country	J.V. and Varsity

Rules/Regulations

The student/athlete is governed by three sets of rules. As a member of the CIAC, Hale-Ray is obligated to follow the rules of this state association, which is similar in nature to the NCAA in college. The rules set forth by the CIAC are available at www.casciac.org and also through the manual on file in the Athletic Director's office.

The second set of rules governing not only athletes but participants in club activities is located in this handbook. All students AND parents are required to sign a form attesting to their having read and are in agreement in abiding by the rules set forth. Questions concerning these rules should be addressed to the Assistant Principal's office.

Finally, in athletics, each athlete falls under the jurisdiction of team rules, set down by the individual coaches. These rules will be written, handed out and discussed at the mandatory pre-season meeting held before the first games. At his time, the coaching staff will outline their coaching philosophy and specific rules concerning playing time,

missed practices, conflict resolution, etc. It is at this meeting that parents are encouraged to speak to the coach about any issues specifically pertaining to their child.

When conflicts do arise, it is the expectation that the issue will be addressed at the lowest level possible. (Parents do NOT contact the Athletic Director or Principal because of playing time issues.)

Eligibility Rules

The East Haddam Public Schools offers its students a variety of extracurricular activities, athletic and non-athletic, at the secondary level. While realizing the importance of these activities in the development of the whole child, the district believes that a student's primary focus should be within the classroom.

Students who are not succeeding in the classroom must concentrate their efforts at improving their academic performance and should not be distracted by the requirements of extracurricular activities.

To be eligible to participate in any school sponsored extracurricular activity, the following conditions must pertain:

1. A student must be registered for seven (7) full-time courses or their equivalent each quarter.
2. If a student has received any grades below a C-, he/she will be placed on academic probation. Parents will be notified and a comprehensive academic probation plan will be developed by school professionals (which may include meeting with school counselor, meeting with academic teacher or National Honor Society peer tutors after school for support, attending after school and Saturday School study sessions, and teacher updates). The focus of the academic probation plan will be on academic progress and continued student success.
3. Scholastic failures cannot be made up for eligibility purposes in any manner until the next report, 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 the extracurricular program of the school in September. Scholastic incompletes must be made up within ten (10) school days following the date that student eligibility was determined for the respective marking period as defined above. Incomplete grades are not to be considered as passing grades.
4. Any student participating in extracurricular activities must comply with all attendance policies as outlined in the Student Handbook, and have no outstanding disciplinary referrals.
5. At the conclusion of each quarter, the principal shall notify each ineligible student of his or her status.
6. A student may appeal declaration of ineligibility to a committee composed of an administrator, appropriate department coordinators (who, wherever possible, do not teach the failed course), a representative of the pupil services staff, who shall serve as the student's advocate, and a student council representative.

7. Decisions of the committee may be appealed to the Superintendent of Schools.
8. Notwithstanding any of the above, all student athletes will conform, as a minimum, to the requirements of the Connecticut Interscholastic Athletic Conference.

In addition, Nathan Hale-Ray High School follows C.I.A.C. rules of eligibility except where East Haddam Board of Education Policy may be more stringent. The following are key points that will make a student not eligible:

1. If you have failed more than one subject
2. If you are not taking at least four (4) units of work or the equivalent
3. If you have not passed at least four (4) units or the equivalent at the end of the last regular marking period
4. If you are nineteen (19) years of age before July 1 of the current school year
5. If you have changed schools without a legal change of residence
6. If you have played the sport for more than three seasons in Grades 10, 11, 12
7. If you play or practice with an outside team in the same sport while a member of the school team after the first scheduled game of any season.
8. If you play under an assumed name on an outside team
9. If you receive personal economic gain for participation in any C.I.A.C. sport

NOTE: Eligibility is based on grades received at the end of each marking period (not semester grades).

NOTE *for Fall Sports Only*: Eligibility will be determined based on the final grades for the regular school year, not the 4th quarter grades. If a course is not a semester long, the final grade for the class will determine eligibility.

NOTE *for Winter Sports Only*: the grade determining eligibility for semester classes ending at mid-year will be the final average.

NOTE: Students planning on playing sports in college should contact their coach or the Director of Athletics as to N.C.A.A. regulations and requirements.

Player Rules

The following rules apply to the students in Grades 9-12 participating in any interscholastic team or individual sports as a team member or player. The following rules are a supplement to all school rules and rules in the school handbook.

REPORT CARDS

GRADES	WEEKLY REPORTS	ATTENDS PRACTICE	MAY PRACTICE	MAY PLAY GAMES
1 F	√	√	√	70+
2 Fs	√	√	70+	----
3+ Fs	√	√	----	----

PROGRESS REPORTS

GRADES	WEEKLY REPORTS	ATTENDS PRACTICE	MAY PRACTICE	MAY PLAY GAMES
1 F	√	√	√	√
2 Fs	√	√	√	70+
3+ Fs	√	√	70+	----

WEEKLY REPORTS: Weekly grade reports for all classes signed by teachers and handed in to the coach by the student athlete. The first weekly report will be collected 7 calendar days after the date the report card or progress report is issued, then every Friday after that until the next report.

ATTENDS PRACTICE: May attend all team practices and games.

70+: Once students reach a grade of 70+ in all classes on their weekly report.

----: Out until next progress report or end of quarter grades.

1. Eligibility: Refer to eligibility rules.
2. Practice Requirements: The student is expected to attend all practices unless excused by the coach. An excused absence must be allowed for a) medical reason; b) legal reason; c) family emergency.
3. **Attendance: Any student not in attendance for two blocks on the day of practice or contest will not be permitted to participate. This means that an absence from school for illness or truancy eliminates any participation on that day. Any exception to this rule must be cleared with the building administrator.**
4. Drinking of alcoholic beverages and the use of drugs are prohibited: Being under the influence or in the possession of alcoholic beverages or drugs is also a violation of these rules and will result in immediate dismissal from the team.
5. Smoking and chewing tobacco are prohibited: The possession of smoking material and chewing tobacco is a violation of these rules and will result in an immediate two-game suspension. A second violation will result in immediate dismissal from the team.
6. Language: Abusive and profane language will not be tolerated at any time. The player will be subject to strict disciplinary action.
7. Stealing: Any team member caught stealing during practice time or during the course of the athletic contest will immediately be dismissed from the team.
8. Suspension: A student suspended from a team shall not play in one or more contest(s) through the duration of their suspension. Participation in practices, dressing for games, and other conditions of the suspension will be determined by the coach involved. Players may also be suspended by their coaches for disciplinary reasons, absences, behavior, and other team rules.
9. Players coming to or going from games not on the team bus: Players must travel to and from games only on the team bus. Players may be released by the head coach to their parents only. Any exceptions to these rules must be cleared through a building administrator in advance.
10. Uniforms and Equipment: All school equipment must be cared for by the athlete. Athletes are responsible for all equipment and uniforms issued to them and will be financially responsible for any equipment or uniforms damaged or not returned.

Athletes who do not return their uniforms and/or fulfill other obligations are not eligible for awards or letters and will not receive any other uniform until restoration is made. Within one week of the conclusion of the athletic season, all athletes will return uniforms and equipment to their coach. Violation of this rule will result in school's detention policy and the possibility of school documents being withheld.

11. Discipline: All players should be aware of the Player Rules and individual team rules prior to each season. General discipline and behavior problems will be handled by the coach, and team rules apply. Consequences will be determined by the coach. Players may be removed from the team by the coach for behavioral problems and/or conduct detrimental to the team.
12. Dress: Must be clean, neat, and presentable. The coach may establish more exacting standards for dress for games at home or away.
13. School Suspension: Any player suspended from school may not play or practice in any game on the day of suspension. Any team member suspended from school twice in that season will be dismissed from that team for the remainder of the season.
14. Player disciplinary appeal process: Any player suspended or dismissed from a team may appeal the decision. The appeal must be made within two (2) days of the suspension or dismissal. The hearing will be held within two (2) days of the appeal. (Days mean school days.) The suspension or dismissal will remain in effect during the appeal.

Injury Policy and Insurance

All injuries which occur while participating in athletics must be reported to the coach. If an injury requires medical attention by a doctor or treatment center, the athlete must secure a written note indicating that he/she may return to the activity. (Please see Health Services section on page 67.)

All East Haddam athletes are covered by an excess insurance policy provided by the Board of Education. This means that the student will be billed and the family's personal insurance will apply first. Bills not covered are to be submitted to the school nurse's office. The nurse will fill out the school's portion of the form and give the form to the parent/guardian for completion. It is the responsibility of the athlete and the athlete's family to follow up on the paperwork.

Athletic Awards

J.V. – Any team member will be eligible for a J.V. numeral (year of graduation) and a certificate by attending practices and games for the duration of the season regardless of actual playing time. Award: 1 J.V. numeral and certificate yearly.

Varsity – A player must participate in 50% of the varsity contests to be considered for a varsity letter. The coach, at his/her discretion, may award a varsity letter. Award: 1 Varsity letter, 1 metal insert for each sport lettered in, 1 bar for each sport and year the athlete lettered.

Managers – Any student who serves as a manager of a team Grades 9-12 is eligible to receive the same J.V. or Varsity awards as a player, at the discretion of the coach.

Annual Awards – The coach(s) of each sport select annually their Most Valuable Player; Most Improved Player; and a Sportsmanship Award. There may be occasions when other titles of the awards may be submitted. Players who quit or are dismissed from a team by the coach during the season will not be eligible for letters or awards.

Special Awards – Any athlete receiving ten (10) or more varsity letters in their four (4) years at Hale-Ray, will receive a special award, the Outstanding Athlete Achievement Award.

All-Conference – Any player making Shoreline Conference All-Star Team will receive a plaque from the league.

All-State – Any player making All-State will receive a team picture and have their name placed on a permanent plaque displayed at school.

Sports Physical Examinations

All students participating in the interscholastic sports program, including tryouts, will be required to obtain a physical examination prior to commencing practice. This physical examination shall be good for one calendar year. In the event that a student is injured and wishes to participate in another sport during the same year in which the physical examination was performed, he/she must submit the Interim Health Questionnaire completed by their parent or guardian. Based on a review of this questionnaire by the school nurse and/or physician, the need for a second physical prior to participation will be made. Under no circumstances will a student be allowed to engage in any portion of the interscholastic sports program beyond the one-year anniversary date of their last physical. Students may obtain a separate form at the office if they wish to have their family doctor perform the examination.

Prior to participation in any interscholastic athletic activity, each parent/guardian must provide to the school nurse evidence on appropriate forms of a recent physical examination by a physician. It is the responsibility of the school nurse to provide a copy of this evidence to the athletic director who must also establish a file for these documents. The athletic director should review prior to each sports season his medical eligibility files and advise coaches and player appropriately. It is the responsibility of the athletic director, after consultation with the school nurse, to certify medical eligibility for participation in interscholastic athletes.

Fan Behavior at Athletic Contests

As published on the wall in the gymnasium, behavior by players, coaches **and spectators** is expected always to be sportsmanlike and appropriate.

Spectators attending any school-sponsored athletic activity or event who engage in unsportsmanlike conduct of any kind, including fighting, vandalism, throwing objects, or making disparaging, vulgar, or inappropriate remarks about any team, athlete, coach, referee, cheerleader, or any other participant will be immediately ejected from that athletic event/activity.

If warranted, additional consequences including (but not limited to) the suspension of that spectator from school and/or district athletic events/activities and subsequent police action(s) could result.

CLUBS

Nathan Hale-Ray High School may offer the following clubs and student organizations for the students' participation:

- FFA
- Math Team
- Student Council
- Multi-Cultural Club
- Dean McDermott National Honor Society
- Fencing
- Newspaper
- Yearbook
- Drama Club
- Youth Helping Youth
- High School Bowl Team
- Straight From the Heart
- Little Noises Spirit Club
- Environmental Club
- YES Club
- FBLA
- Jazz Band
- Debate Club
- Mock Trial Club
- French Club
- Tri-M Honor Society
- GSA

Eligibility

Eligibility to participate in a club is the same as eligibility to participate in a sport. (See Athletics Section and eligibility statement at the beginning of the Activities Section)
New clubs may be formed as interest develops and qualified teachers and/or parents are available for advisership. Approval for a new school club must be obtained from the administration.