

# **Nathan Hale-Ray High School**



**Student/Parent Handbook**  
**2024 - 2025**

## **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. We provide 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 the 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  
1 Plains Road  
Moodus, Ct. 06469  
860 873-5046

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## INTRODUCTION

Dear Students and Parents,

On behalf of the faculty and staff, we would like to welcome you to the 2024-2025 school year at Nathan Hale-Ray High School. We hope that this handbook outlines our expectations clearly and helps you understand East Haddam Public 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, school rules, 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, respectful, and productive. Respect, both for others, and ourselves 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 areas 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 21<sup>st</sup> 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 21<sup>st</sup> century skills are a bridge to authentic, intellectually challenging work where the basics come alive.

Sincerely,

The Nathan Hale-Ray High School Administrative Team

## **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.

## **EAST HADDAM PUBLIC SCHOOLS VISION STATEMENT**

East Haddam is a district of distinction where educators value student success, parent outreach, and the power of accountable collective efficacy. We develop student passions, knowledge, and civic mindedness. We endure a nurturing, dynamic learning community where communication thrives, students excel, rigorous instruction is the norm, and developmental adolescent needs are heeded. We believe in the power of not yet and reject ceilings so that students can soar. We love equitably and cultivate an environment where every student feels valued, supported and empowered to persist through adversity.

## CORE VALUES AND BELIEFS

Nathan Hale-Ray High School prepares all students to meet 21<sup>st</sup> 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.

## TRANSFERABLE SKILLS

The Nathan Hale-Ray Student will be

- An effective communicator who exchanges thoughts and ideas in a variety of formats and settings.
- An informed thinker who uses critical thinking skills to draw conclusions and reach justifiable decisions.
- A problem solver who strategizes and innovates to develop solutions.
- A self-directed learner who engages in inquiries across multiple disciplines and contexts.
- A responsible citizen who contributes to the school and larger communities.



## General Information

### BOARD OF EDUCATION MEMBERS

Chair - Ms. Patricia Stricker  
Secretary - Ms. Laurel White  
Ms. Jacqui Endorf  
Mr. Jim Francese  
Ms. Terry Garrity  
Ms. Thea Jansky  
Mr. Sean Morrissey  
Mr. Marc Piscioti  
Ms. Keira Thompson

### RAY SCHOOL BOARD MEMBERS

Ms. Erin Ray	Mr. Timothy Cahill	Ms. Anne Comer
Mr. Fern Tremblay	Mr. James Curtin	Mr. Bruce Freeman
Mr. Kevin Staehly		

### SCHOOL and DISTRICT ADMINISTRATORS

Dr. Teresa DeBrito	Superintendent of Schools
Mr. Donald Angersola	Director of Operations
Ms. Cindy Hughson	Business Manager
Mr. Christopher Eckert	Principal
Ms. Allison Stroili	Assistant Principal
Mr. Joshua Martin	Director of Pupil Services
Ms. Rayna Northcutt	Principal, NHRMS
Ms. Bridget Erlandson	Assistant Principal, NHRMS
Ms. Megan Peterson	Principal, EHES

### STUDENT SUPPORT SERVICES

Mr. Gregory Little	School Counselor
Ms. Mary Little-Finnegan	School Counselor
Ms. Amanda Dodd	School Psychologist
Ms. Kelly Chapman	School Nurse
Mr. Joshua Strecker	Library Media Specialist
Ms. Natalie Mather	Food Service Director
Mr. Matthew Hall	Network Administrator

### TELEPHONE NUMBERS

Superintendent of Schools	860-873-5090
Nathan Hale-Ray High School	860-873-5065
Nathan Hale-Ray High School Counseling	860-873-5068

## **NATHAN HALE-RAY FACULTY MEMBERS**

Ms. Deborah Batt	Ms. Jennifer Gradin
Mr. Bradley Berry	Ms. Ashley Johnson
Ms. Kelsey Boccaccio	Mr. Robert Johnson
Mr. Michael Boccaccio	Mr. Alex Lattanzi
Mr. Michael Bosworth	Mr. Jeffrey Legg
Ms. Cheryl Carberry	Ms. Laura LeJeune
Ms. Leslie Corey	Ms. Jeanette Mazzotta
Ms. Leah Cotnoir	Mr. Michael Orfao
Ms. Brianna Crysler	Ms. Heidi Pease
Ms. Amanda Culmone	Ms. Meredith Perry
Ms. Margaret Dedman	Ms. Lisa Plante
Ms. Dawn Erazmus	Ms. Amanda Poniatowski
Ms. Rose-Marie Evans	Mr. Dustin Ricci
Ms. Heidi Frederick	Ms. Lindsay Rock
Mr. Ryan Freeman	Mr. Anthony Stone
Mr. Richard Gable	Mr. Joshua Strecker
Ms. Nicole Gamberale	Ms. Zoe Szolomayer

## **SUPPORT STAFF MEMBERS**

Ms. Brooke Carey	Ms. Kim Meyer
Ms. Amy Chamberlain	Mr. Pat Murray
Ms. Kimberley Crysler	Ms. Joanne Nichols
Ms. Crystal Goodenough	Ms. Melinda Nuzzo
Mr. Christopher Harwood	Ms. Kathryn Parker
Ms. Eunice Horeczy	Mr. Paul Parkus
Mr. Jeff Cusick-Howat	Mr. Jason Ringuette
Ms. Sarah Kraszewski	Mr. Lorenzo Ruiz
Ms. Kathy Lisowicz	Ms. Karen Sweet
Mr. Robert Loizeaux	Ms. Annette Vaccarino
Mr. Sebastian Marino	Mr. Zaccary Velikaneye
Mr. Jon Marci	
Ms. Virginia Matthews	

# CODE OF CONDUCT

In addition to the policies outlined in this handbook, the students of Nathan Hale-Ray High School should abide by the following code of conduct:

## 1. Respect for Others

- **Treat everyone with respect:** All students, staff, and visitors deserve to be treated with kindness, dignity, and respect.
- **No bullying or harassment:** Bullying, cyberbullying, harassment, or discrimination of any kind will not be tolerated.
- **Respect diversity:** Appreciate the differences in race, culture, religion, gender, and ability.

## 2. Responsibility

- **Be accountable:** Take responsibility for your actions, words, and choices.
- **Attendance and punctuality:** Attend school every day and arrive on time to all classes.
- **Complete assignments:** Submit all assignments and projects on time, and do your best work.

## 3. Integrity

- **Be honest:** Cheating, plagiarism, and lying are strictly prohibited.
- **Follow the rules:** Abide by all school rules, both in and out of the classroom.
- **Respect property:** Take care of school property and the belongings of others.

## 4. Safety

- **Promote a safe environment:** Report any unsafe conditions, threats, or concerns to a teacher or administrator immediately.
- **No violence:** Physical violence, fighting, and bringing weapons to school are strictly forbidden.
- **Follow health guidelines:** Adhere to all school health and safety protocols.

## 5. Positive Attitude

- **Be a positive influence:** Encourage and support your peers in their learning and personal growth.
- **Participate actively:** Engage in class discussions, extracurricular activities, and school events.
- **Strive for excellence:** Set high standards for yourself and aim to achieve your personal best.

## 6. Dress Code

- **Dress appropriately:** Wear clothing that is respectful and suitable for a school setting.
- **No offensive clothing:** Clothing with inappropriate language, images, or symbols is not allowed.
- **Follow specific guidelines:** Abide by any additional dress code guidelines set by the school.

## 7. Technology Use

- **Use technology responsibly:** Follow the school's acceptable use policy for all technology, including computers, tablets, and smartphones.

- **No unauthorized recording:** Recording or sharing images, videos, or audio without permission is prohibited.
- **Internet safety:** Be mindful of online behavior and interactions, and protect your personal information.

## 8. Citizenship

- **Contribute to the community:** Participate in school activities, volunteer, and help create a positive school environment.
- **Respect school staff:** Follow the instructions and guidance of teachers, administrators, and other school staff.
- **Uphold school values:** Represent Nathan Hale-Ray High School positively both in and out of the school environment.

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**Consequences for Violating the Code of Conduct:** Violations of the Code of Conduct may result in disciplinary actions, which could include restorative practices, verbal warnings, detention, suspension, or expulsion, depending on the severity of the violation.

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This Code of Conduct aims to create a safe, respectful, and supportive learning environment for all students at Nathan Hale-Ray High School. By following these guidelines, students will contribute to a positive school culture and their own personal success.

## **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 school counseling 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 with approval from the Superintendent's office. 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.

### **Reference Board of Education Policy:**

**BOE Policy [5111](#) Admission**

**BOE Policy [5118](#) Non-resident Attendance**

**BOE Policy [5122.3](#) Assignment of Former Home-Schooled Students to Classes**

## BELL SCHEDULE

<b>1-2 Day &amp; R.I.S.E.S./Advisory</b>
<b>Block A/E</b> 7:30 a.m. – 8:45 a.m.
<b><i>R.I.S.E.S./Advisory Block</i></b> <b><i>8:48 a.m. – 9:33 a.m.</i></b>
<b>Block B/F</b> 9:36 a.m. – 10:51 a.m.
<b>Block C/G – Lunch 1</b> <b><i>10:54 a.m. – 11:24 a.m.</i></b> Class 11:27 a.m. – 12:42 p.m. - - - <b>Block C/G – Lunch 2</b> Class 10:54 a.m. – 11:32 a.m. <b><i>Lunch</i></b> <b><i>11:32 a.m. – 12:02 p.m.</i></b> Class 12:05 p.m. – 12:42 p.m. - - - <b>Block C/G – Lunch 3</b> Class 10:54 a.m. – 12:09 p.m. <b><i>Lunch</i></b> <b><i>12:12 p.m. – 12:42 p.m.</i></b>
<b>Block D/H</b> 12:45 p.m. – 2:00 p.m.

# **BELL SCHEDULE - SHORTENED DAY/HALF DAY and TWO-HOUR DELAY**

## **Bell Schedule for Half-Day, 2-Hour Delay & Unplanned Dismissal** (revised 7/24/2024)

<b>HALF-DAY</b>	<b>2-HOUR DELAY</b>	<b>Unplanned/Unexpected Early Dismissal Called prior to 10 a.m.</b>	<b>Unplanned/Unexpected Early Dismissal Called Prior to 7:30 a.m.</b>
<b>Bell Schedule</b>	<b>Bell Schedule</b>	<b>Bell Schedule</b>	<b>Bell Schedule</b>
<b>1 &amp; 2 DAYS</b>	<b>1 &amp; 2 DAYS</b>	<b>1 &amp; 2 DAYS</b>	<b>1 &amp; 2 DAYS</b>
<b>Warning Bell</b> 7:20 a.m.	<b>Warning Bell</b> 9:20 a.m.	<b>Warning Bell</b> 7:20 a.m.	<b>Warning Bell</b> 7:20 a.m.
<b>BLOCK A / E</b> 7:30 a.m. - 8:27 a.m.	<b>BLOCK A / E</b> 9:30 a.m. - 10:27 a.m.	<b>BLOCK A / E</b> 7:30 a.m. - 8:44 a.m.	<b>BLOCK A / E</b> 7:30 a.m. - 8:20 a.m.
<b>BLOCK B / F</b> 8:30 a.m. - 9:27 a.m.	<b>Block C / G Lunch 1</b> <b>Lunch 1-10:30 a.m. - 11:00</b> Class 11:03 a.m. - 12:00 p.m.	<b>BLOCK B / F*</b> 8:47 a.m. - 9:40 a.m.	<b>BLOCK B / F</b> 8:23 a.m. - 9:13 a.m.
<b>BLOCK D/H</b> 9:30 a.m. - 10:27 a.m.	<b>Block C / G Lunch 2</b> Class 10:30 a.m. - 11:00 a.m.	<b>BLOCK C/G</b> 9:43 a.m. - 11:00 a.m.	<b>BLOCK C/G</b> 9:16 a.m. - 10:07 a.m.
<b>BLOCK C/G</b> 10:30 a.m. - 12:00 p.m.	<b>Lunch 2 - 11:03 a.m. - 11:30</b> Class - 11:33 a.m. - 12:00 p.m.	<b>DISMISS AT 11:00 a.m.</b>	<b>BLOCK D/H</b> 10:10 a.m. - 11:00 a.m.
<b>1st Lunch</b> <b>Lunch</b> 10:30-11:00 Class	<b>Block C / G Lunch 3</b> Class 10:30 a.m. - 11:28 a.m.	<small>*If dismissal has not been called by 8:44, students report to RISES</small>	<b>DISMISS AT 11:00 a.m.</b>
<b>2nd Lunch</b> Class 10:30-11:00 Lunch 11:03-11:30 Class	<b>Lunch 11:31 a.m. - 12:00p.m.</b>	<small>lunches will be delivered to classrooms at 10:40 in the event of an unplanned or unscheduled early dismissal</small>	
<b>3rd Lunch</b> Class 10:30-11:28 Lunch 11:31-12:00 Class	<b>BLOCK B / F</b> 12:03 p.m. - 1:00 p.m.		
<b>DISMISSAL 12:00 noon</b>	<b>BLOCK D / H</b> 1:03 p.m. - 2:00 p.m.		
	<b>DISMISSAL 2:00 p.m.</b>		

## **SCHOOL CANCELLATION**

School cancellations, late openings, and early dismissals will also be communicated through the ParentSquare 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**

*(Policies are continuously reviewed and updated by the Board of Education. The most recently approved policy by the Board of Education may differ from the printed version in this handbook. Updated Board of Education Policies, if different from printed versions in this handbook, will supersede the expectations outlined in this document. You can access all of the Board Policies by accessing [this link.](#))*

## **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 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, VAPING, & DRUGS**

SMOKING - Smoking and/or the possession of any smoking material, including vapor cigarettes (Vape) and electronic nicotine/THC delivery system, is banned from all school buildings and grounds and all school-sponsored activities. Students in possession of tobacco and/or marijuana products will be asked to relinquish said product so that they may be destroyed. This also includes other nicotine/THC delivery methods such as patches, pouches, etc. Students found in possession of any smoking material or caught in the act of smoking on school property may be referred to the police and disciplined accordingly.

Use, possession, sale or distribution of drugs, including prescription drugs, drug paraphernalia and/or alcoholic beverages is a violation of state law and [Board of Education policy 5131.6](#) and is prohibited at any time on school premises and 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, the student's parent(s)/guardian will be contacted, he/she may be suspended from school or 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, as outlined by [BOE 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.

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, may conduct a search of the student and possessions, and 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 notify the school Principal or designee immediately. The Principal will notify the student's parent/guardian, may 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.

### **Absence from School**

- Parent/Guardian **shall notify the school by phone or email the morning of the absence.**
- Within two days of an absence, a parent will email the attendance office (Hs-attendance@easthaddamschools.org) proper documentation for that absence. Document may be added as an attachment to the email or faxed to the school.
- In ordinary circumstances, failure to provide documentation of an absence within two days will result in that absence being regarded as unexcused.

### **Early Dismissal**

- Parent/Guardian **shall notify the school through an email containing the student's name, dismissal time, reason, and parent contact information. Students may only leave with written permission. Students must sign out when leaving the building.**
- If a parent telephones the school to dismiss a student early, a confirming email must follow.
- Upon dismissal, a parent must call the building from the school parking lot to sign out the student.
- A student who drives themselves to school and is being dismissed early may only leave after receiving a confirmation email.
- In the event of illness during school, dismissal will be arranged through the school nurse or in their absence the administrative office. Students will only be dismissed because of illness after approved by the school nurse. The nurse will notify the Attendance Office of students being dismissed from the Health Office because of illness. Students are not to contact parents to pick them up without first seeing the nurse if feeling ill. Students are to wait in the Health Office until the person providing the transportation arrives.



- Please limit the need for early dismissals to genuine emergencies and prior planned appointments that could not be scheduled outside of the school day.
- 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.**
- **Students must be in attendance at school for the entirety of 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 as an observer.
- Students who are dismissed and attend less than half of the scheduled school day will be considered absent for the entire day.
- **A student who leaves school early cannot stay on school property or return without either a doctor's note from that day's appointment or a parent accompanying the student to the school's attendance office to sign them back in.**

[See Board of Education Policy 5142.2](#) for more information on Student Dismissal Precautions

### **Documentation for Excused Absences**

When notifying the school of an absence, a parent or guardian shall provide written documentation that explains the 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 absence.

Parents may excuse up to the first 9 absences. Following the 9th absence, absences will only be considered excused when the following situation occurs:

1. student illness absences are verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence)
2. student's observance of a religious holiday
3. death in the student's family or other emergency beyond the control of the student's family
4. mandated court appearances (additional documentation required)
5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason)
6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

### **Unexcused Absence**

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.

### **Extended Absences or Family Vacations**

Family vacations scheduled when school is in session impacts a child's education and are discouraged. Written notification detailing dates and times of absences and the request for homework assignments must be submitted to the administration and to the school counselor at least one week in advance in order to properly notify all teachers and allow them the time to assemble the student's work. In some situations, a student may be required

to complete a missed assignment under the supervision of a teacher. This may require the student to stay after school and/or attend Saturday School. Every effort will be made to accommodate absences for unanticipated situations.

### **Extraordinary Educational Opportunities**

From time to time, students encounter an exceptional opportunity for an experience of an educational nature. While these events may not be part of their schoolwork, they provide an excellent chance to further their education. Under certain circumstances, the days devoted to these opportunities can count as excused absences.

To qualify as an extraordinary educational opportunity, it must meet the following criteria:

- a) The opportunity must be educational in nature. It must have a learning objective related to the student's course work or plan of study. Not all memorable and/or life experiences would be considered educational and, therefore, would not be available for this exemption.
- b) It must be an opportunity not ordinarily available to the student.
- c) It must be grade and developmentally appropriate.
- d) The content of the experience must be highly relevant to the student. While some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.

For example, a trumpet lesson from jazz great Wynton Marsalis would be very relevant to students who play trumpet, but not to others who do not play trumpet. Note: Criteria c) and d) above may mean that an exceptional educational opportunity exemption may be approved for one family member but not another attending the same event/opportunity.

#### **Some examples of extraordinary educational opportunities include:**

the opportunity to meet the president of the United States or a foreign head of state; or a behind the scenes tour of the Kennedy Space Center.

#### **Some examples of activities that do not qualify as extraordinary educational opportunities include:**

family vacations; or going to a concert of a favorite pop star.

### **Absences During Exams**

There will be no excused absences during midterm 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 prorated. For example, a transfer at mid-year will be given a limit of 5 unexcused absences in a full year course.

See [Board of Education Policy 5113](#) for more information on student attendance.

### **Attendance Responsibilities**

#### **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.
- Avoid 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 the teacher for make-up work, and complete work in a timely manner.

### Counselor Responsibilities

- Advise students 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

### **Maximum Absences and Loss of Credit**

- Ten (10) absences in a full year course may result in loss of credit
- Five (5) absences in a half-year course may result in loss of credit
- Two (2) cuts in a semester in any course may result in loss of credit

\*A class cut will be defined as:

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

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 student and parent/guardian may also be referred to the school's attendance support team***

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**

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 relevant 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.

### **TARDINESS TO SCHOOL**

Any student who arrives at school after 7:30 a.m. is considered tardy. A parent/guardian is expected to notify the Attendance Office to inform the school if their child will be tardy to 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 administration will work with students and families to support improved punctuality to school. Students arriving at school after school has been in session for at least 50% of the scheduled day will be considered absent for the entire day.

Tardies procedure is as follows, per semester:

- A pass will be issued from the attendance office permitting students to class for the first 2 Unexcused Tardies to school.
- 3<sup>rd</sup>& 4<sup>th</sup> Tardy: ½ workshop (30 minutes) assigned
- 5<sup>th</sup> – 7<sup>th</sup> Tardy: Full workshop(60 minutes) assigned, Student will meet with Administration. Parent / Guardian contacted
- 8+ Tardy: Referral to the attendance support team and possible disciplinary action

### **Tardiness to Class**

Excessive tardiness (three or more) will result in administrative referral. Teachers maintain the 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 WITH or WITHOUT PERMISSION**

Students leaving during the day, for appointments or other reasons, must return with either a doctor's note or a parent must escort them back into the building. Students are not permitted to re-enter on their own, especially after FLEX or other class blocks.

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

**Reference Board of Education Policy:**

[BOE Policy 5131: Conduct at School and Activities](#)

[BOE Policy 5114: Suspension/Expulsion/Exclusion/Removal](#)

## **TRUANCY**

[See Board of Education Policy 5113.2](#)

## **AUTOMOBILES**

The Board of Education respects the rights of high school students who have successfully and appropriately obtained a valid driver's license. 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 attendance office. Students who qualify must display their parking tag on the dashboard mirror of their vehicle.

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.

**Reference Board of Education Policy:**

**BOE Policy [5131.3](#): Student Driving and Parking**

**BOE Policy [5145.121](#): Vehicle Search on School Grounds**

## **BUS TRANSPORTATION**

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. 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 the 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, including vaping etc.
- 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.
- Unauthorized adults are not allowed on the bus.
- Loud or boisterous behavior that is distracting to the bus driver and other students is not allowed and may be subject to disciplinary action.

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 may 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 athletic events and field trips must ride the bus back to the school. **Administrative approval is required if an exception is to be made.**

### Reference Board of Education Policy:

BOE POLICY [3541.5](#):Transportation Complaints

BOE POLICY [5131.1](#): Bus Conduct

BOE POLICY [5131.8](#):Off School Grounds Misconduct

## 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. Students who are unable to follow these expectations may receive additional education and restorative consequences to support improved cafeteria behavior.

## 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 receive yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any suspicion of 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.

Reference Board of Education Policy: [BOE POLICY 6162.6](#)

### **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 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.
- G. In addition, specialized groups address student needs and include the Pupil Services Team (administrators, guidance, special education, school psychologist, and others as appropriate).
- H. 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.
- I. 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.

### **Discipline of Students in Classrooms and Restorative Practices**

Nathan Hale-Ray High School believes that restorative practices are essential in addressing student misbehavior. By focusing on accountability, healing, and community, these practices help students understand the impact of their actions, repair harm, and restore relationships. This approach fosters a supportive and respectful school environment, encouraging positive behavior and personal growth.

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 person as the academic skills or knowledge the student will gain in school.

The school will make every effort possible to treat discipline problems as an educational and restorative process and will deeply involve parents and other people concerned with the problem in finding a solution.

Initial action will include the following sequence:

- Making students aware of the responsibility and regulations, which they must observe while in school at the beginning of the school year.
- Build meaningful relationships between a teacher, student, and family
- Classroom management techniques, counseling by teachers, school counseling personnel and administration.
- Involvement of parents in counseling and administrative meetings to gain parental support and understanding.
- Restorative consequences designed by the teacher or as a team
- Office referral leading to further disciplinary action.

### **Consequence Procedures**

Teacher consequences At their own discretion, teachers may assign a student to remain after-school to repair harm caused from student misbehavior, to be served with them in their room, to students whose behavior has been unsatisfactory or for other reasons, such as tardiness. Notice of 24 hours is required unless agreed upon by



the teacher and parent. Transportation in such cases is to be arranged by the parent or guardian. Failure to honor such a request will result in the student being referred to the administration for further disciplinary action

Workshops: These sessions will be held on Wednesdays and Thursdays from 2:10 PM to 3:10 PM with an assigned faculty proctor in that teacher's room, unless a change of location has been announced. These workshops will only be assigned by the Principal or Assistant Principal. Attendance will be taken immediately. Students who are not present at the workshop will meet with administration to determine subsequent consequences.

Saturday School: For relatively serious disciplinary infractions not specifically governed by the district suspension/expulsion policies, students may be assigned one or more Saturday Schools by the Assistant Principal or Principal. Saturday School may be up to three hours in length or less depending upon the nature of the infraction, whether an infraction is a repeat offense, or for other reasons at the discretion of the Assistant-Principal. Students are to arrive on time, to bring school work to do during Saturday School, and to be cooperative with the supervising teacher throughout. **Failure to report for an assigned Saturday School will result in future disciplinary action.** At the discretion of the Assistant Principal, students may be assigned to perform community service in lieu of serving a Saturday School. Parents will be informed when a Saturday School has been assigned.

Suspension: For serious disciplinary infractions (please see "Standards Governing Suspension and Expulsion" under Suspension/Expulsion) students may be suspended from school by the Assistant Principal or Principal for up 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 an out-of-school suspension, the student is not allowed on school property without permission from an administrator.

Expulsion: Please see detailed "Expulsion Procedures" under "Suspension/Expulsion".

**Reference Board of Education Policy:**

**BOE POLICY [5114](#): Removal/Suspension/Expulsion**

**BOE POLICY [4118.233](#): Weapons and Dangerous Instruments**

**BOE POLICY [5131.1](#): Bus Conduct**

**\*NEW\*BOE POLICY [5131.911](#): School Climate**

## **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.

Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

1. is unsafe either for the student or those around the student.
2. is disruptive to school operations and the education process in general.
3. is contrary to law
4. is disruptive to the school environment.

Students may be subject to discipline and/or required to change attire when the following conditions exist:

1. Clothing which is soiled with grease, oil paint, or dirt.
2. Articles having indecent or inflammatory writing, pictures, slogans or displaying alcohol or other illegal substances.
3. An article of clothing that could cause damage to other students or property (chain belts, cleats, studded accessories or belts, wristbands, etc.
4. Clothing that is torn, ragged, or that has holes.
5. Bare feet.
6. Short shorts and halter tops - short shorts can be defined as gym length or less; halter tops include half shirts.
7. Clothing or accessories that symbolize membership in a group which could be construed as disruptive to the educational process.
8. An article of clothing that covers any part of the face of head, including hats, bandannas, and all other types of head coverings.
9. All non-prescription eyewear that restricts eye contact.
10. Underclothing worn as outerwear.
11. See-through clothing.
12. Garments designed to be worn out-of-doors.

**BOE Policy [5132](#): Dress and Grooming**

## **ELECTRONIC DEVICES**

The policies, procedures, and information within this document apply to all Chromebooks used at Nathan Hale-Ray High School.

Teachers may set additional requirements for computer use in their classroom.

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. The Board considers allowing students to bring to school such devices to be a privilege and not a right. The Board reserves the right to revoke this privilege if a student fails to adhere to the following guidelines and/or the Board's acceptable use and student discipline policies.

This policy is applied to all Board of Education sponsored activities including, but not limited to, field trips, transportation, and sporting events.

Administration may confiscate any electronic device and hold such device until investigative and disciplinary actions are concluded.

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 iPods, MP3 players, handheld game consoles, cellular or mobile telephones, tablets, and Chromebook 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 buses 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 Drug/Alcohol referencing, obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to, texting and emailing. 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 violate 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 504 plan, 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.

It is a violation of school rules for students to video record, audio record, or photograph any individual without their express permission AND without the express permission from the classroom teacher or school administrator. Such permission may only be granted if the action is connected to an educational activity requiring such actions.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would constitute to or constitute cheating on tests or examinations shall be subject to discipline. Students violating this rule may 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.

#### **BOE Policy [5131.81](#): Use of Electronic Devices**

##### **Taking Care of your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to the library and a loaner Chromebook may be issued.

##### **General Precautions**

- Bring your Chromebook to every class.
- Always leave the name sticker on your Chromebook to minimize the chances of loss or theft. Students who remove stickers may be subject to disciplinary action at the discretion of the principal.
- No food or drink should ever be next to your Chromebook while it is in use.
- Before lifting or transporting your Chromebook, always check that there is nothing on the keyboard – like pens, pencils or headphones -- and then shut the screen.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of Nathan Hale-Ray High School.
- Never leave your Chromebook in an unsupervised area (i.e., lunchroom, computer lab, gymnasium, unlocked classrooms)
- Chromebook fans should NOT be covered as this can “fry” the motherboard.

- To conserve battery life, shut down or put your Chromebook to sleep when not in use.

### **Chromebook Care**

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. It is important that the screen is cleaned only with a soft, dry cloth or anti-static cloth. The guidelines below should be followed:

- Never lift a Chromebook by the screen.
- Always close the Chromebook before moving it.
- Do not lean or place anything on the top of the Chromebook when it is closed.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g., HEADPHONES, papers, pens, or pencils).
- Do not leave Chromebook in extreme heats/colds.

### **Using Your Chromebook**

Chromebooks are intended for use at school each day. Students must be responsible to bring their Chromebook to classes, unless specifically instructed not to do so by the teacher.

Student Chromebooks and school issued Google accounts are monitored to ensure compliance with EHPS acceptable use policies.

### **Sound, Music, Games, or Programs**

The guidelines below should be followed:

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the Chromebook at the teacher's discretion.
- Internet games are not allowed on the Chromebooks during class-time. NO games can be installed at any time.

Students are not allowed to load extra software on their Chromebooks. All software must be school provided. Data storage space will be available on the Chromebook- BUT it will not be backed up in case of re-imaging.

### **Printing**

Students are encouraged to email teachers their assignments or utilize the Google Platform. However, students may use printers during lunch, before school, or after school or when otherwise granted permission by their teacher or other faculty member.

### **Network Connectivity**

Nathan Hale-Ray High School makes every effort to keep our network running throughout the day. In the rare case that the network is down, the school will not be responsible for lost or missing data. Students are not allowed to set up dial-up, DSL, and wireless networks on their Chromebooks.

### **Virus Protection**

The Chromebook has anti-virus protection software. This software will scan the hard drive and all drives on the system for known viruses on boot up. The virus software will be upgraded from the network. The school's servers are also installed with virus protection software. If a virus is found upon scanning, the student must notify their teacher immediately. The teacher will then notify the Library Media Specialist via email with the student's name and computer number.

## **Damage**

If your Chromebook has been lost, defaced or intentionally damaged in any way you may be administered an obligation for the damage at the end of the year. Payment of these obligations shall be a condition that must be satisfied prior to distribution of final report cards, graduation diplomas and/or transfer of records to another school district.

## **Chromebook Misuse Violations and Consequences**

If a student is unable to properly use their chromebook as outlined in this handbook, the student may lose the privilege of using their chromebook until they have taken appropriate measures to ensure they are able to use their chromebook in a responsible manner aligned with Board of Education policies.

## **Manufacturer's Warranty**

East Haddam Public Schools acquires this coverage as part of the purchase price of the equipment. The manufacturer warrants the Chromebooks from defects in materials and workmanship. This limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the Chromebook or Chromebook replacement. The manufacturer's warranty does not apply to damage caused by misuse, abuse, accidents or computer viruses.

## **Uncovered Losses**

Students may be liable for the full cost of repairing or replacing the computer and associated equipment under any of the following conditions:

1. Intentional abuse.
2. Loss due to negligence (i.e., just leaving it somewhere).
3. Failure to return the computer
4. Failure to notify the school immediately of a theft or major damage, which means within 1 hour if the theft or major damage occurs in the school building or by 8 AM the next school day if the theft.

## **Claims**

In the event that your Chromebook is lost or stolen, it must be reported immediately to the main office and/or administration (as described in item 4 above under "uncovered losses"). The school will work to locate the Chromebook. In the event that the Chromebook is lost or stolen off school grounds, a police report may be filed by administration.

## **Student Pledge for Chromebook Use**

- I will bring my Chromebook to every class.
- I will keep my Chromebook in a safe spot with me at all times during the school day
- I will use my Chromebook computer only in ways that are appropriate and educational.
- I will follow the policies outlined in the Chromebook Policy, Procedures, and Information and the [Acceptable Use Policy](#) while at school.
- I will notify the Library Media Specialist immediately if my computer is damaged or stolen.
- I understand I may be required to pay for all intentional damage or loss caused by my neglect or abuse and will pay for the replacement items.
- I will keep my Chromebook free of any writing, drawing, stickers, or labels that are not the property of Nathan Hale-Ray High School.
- I will return the Chromebook in good working condition.
- I will report any information I know regarding the damage or theft of school-owned computers.
- I will not affix any stickers or alter the Chromebook in any way.

I agree to all stipulations set forth in the above documents including the [BOE Policy 6141.321](#)- Computers: Acceptable Use of the Internet, Other Computer Networks and Internet Safety

*Acknowledgement of expectations will be received through completion of the attached ParentSquare Form*

## **CELL PHONES**

Disciplinary action may be taken against any student for using a cellular telephone, or other electronic device in any manner that disrupts the educational environment, including using the device to cheat, signal others, or otherwise violate student conduct rules. Cell phones are not permitted for use in the classroom. They should be silenced and out of sight. Misuse of and/or refusal to follow this protocol will result in the following disciplinary actions:

- a) First offense: the student will receive a verbal warning to put the phone away in their backpack or in a teacher-designated area. The teacher will submit a referral to administration and parents/guardians will be contacted by the teacher.
- b) Second offense: the administration will confiscate the phone until the end of the day of confiscation. The teacher will submit a referral to administration and parents/guardians will be contacted by the teacher.
- c) Third offense: the administration will confiscate the student's phone, a referral will be written by administration to document the incident, and parents/guardians will be contacted by administration. The phone will remain with the administration until it is picked up by a parent/guardian.

**Reference Board of Education Policy**  
**BOE POLICY [5131.81\(a\)](#)**

## **FEES**

Materials that are part of the basic educational program are provided by the school for student use. A student is expected to bring to school their own supply 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, textbooks, 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 prior to participating in further extracurricular activities.

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. Out of State 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 all field trips.**

## **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. Students 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. All beverages should be stored away from student chromebooks to avoid any accidental spills.

## **FUNDRAISING**

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising 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 main office. Any fundraiser that includes food items may not be delivered or picked up within 30 minutes prior to the start and end of the school day.

## **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. Teacher
2. Athletic Director (for athletic matters)
3. Instructional Facilitator (for academic matters)
4. Building Administrator
5. Superintendent of Schools

Requests should be made by appointment to review specific decisions.

## **HALL PASSES**

Students must be issued an e-hall pass by a staff member when traveling from one location to another during the school day with the exception of RISES. Administration and the Hall Monitor will review the ehall pass website when necessary to supervise student movement throughout the building. Pass privileges may be restricted for a

period of time if passes are abused by students or if student behavior indicates a need. An escort may be provided to students upon pass restriction.

## **SCHOOL CLIMATE (formerly known as HARASSMENT/HAZING/BULLYING)**

[See BoE \\*new\\* Policy 5131.911](#) for the complete policy

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. All schools must support and promote teaching and learning environments in which all students thrive academically and socially, have a strong and meaningful voice, and are prepared for lifelong success. Accordingly, the Board prohibits any behavior which serves to violate those values. Simultaneously, the board seeks to promote the ability of all members of the school community, including both students and staff, to work, live, and play together cooperatively, responsibly, supportively, and respectfully.

Implementation of the following set of guiding principles and systemic strategies will promote a positive school climate, which is essential to achieving these goals.

This policy sets forth the framework for an effective and informed school climate improvement process, which includes a continuous cycle of (i) planning and preparation, (ii) evaluation, (iii) action planning, and (iv) implementation, and serves to actualize the Connecticut School Climate Standards, as detailed herein.

Accordingly, this policy will support and promote the development of restorative action plans that will create and sustain safe and equitable learning environments.

### **School Climate Coordinator Roles and Responsibilities**

For the school year commencing July 1, 2025, and each school year thereafter, the superintendent of schools for each school district, or an administrator appointed by the superintendent, shall serve as the school climate coordinator for the school district.

The school climate coordinator shall be responsible for:

providing district-level leadership and support for the implementation of the school climate improvement plan for each school;

collaborating with the school climate specialist, for each school to (A) develop a continuum of strategies to prevent, identify and respond to challenging behavior, including, but not limited to, alleged bullying and harassment in the school environment, and (B) communicate such strategies to the school community, including, but not limited to, through publication in the district student handbook;

collecting and maintaining data regarding school climate improvement, including, but not limited to, school discipline records, school climate assessments, attendance rates, social and emotional learning assessments, academic growth data, types and numbers of alleged and verified bullying complaints submitted by members of the school community, types and numbers of challenging behaviors addressed using the restorative practices response policy, and data concerning the implementation and outcome of restorative practices; and

meeting with the school climate specialist for each school at least twice during the school year to (A) identify strategies to improve school climate, including, but not limited to, by responding to challenging behavior and implementing evidence and research-based interventions, such as restorative practices, (B) propose recommendations for revisions to the school climate improvement plan, and (C) assist with the completion of the school climate survey.



## **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, we recommend leaving 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.** All students are provided a locker upon request to the Administrative Assistant to the Assistant Principal. 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. Lunch waves are assigned by class and may switch at the change of semester.

All 9<sup>th</sup> and 10<sup>th</sup> graders will eat in the cafeteria or at picnic tables outside the cafeteria,. 11<sup>th</sup> and 12<sup>th</sup> graders will have the privilege of eating in the courtyard. 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](#)**

## **OUTSIDE JOBS**

Students who have jobs while attending school must not let them interfere with their educational program.

## **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 PowerSchool, a web-based portal, as a tool to access information about the school, their child's courses, homework assignments, etc.

## **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.

Reference Board of Education Policy:  
BOE Policy [3524.1](#)

## **PLEDGE OF ALLEGIANCE**

The morning opening exercises will include the Pledge of Allegiance. Students will not be required to recite the 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**

Students are 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 or replace the damage. Each student has use of desks, hall locker, chromebook 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. Administration 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 are not allowed, and may result in disciplinary actions.**

## **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, desk, or belongings under the following conditions:

- There is reason to believe that the student's desk, locker, or belongings 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, lockers, or belongings 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.

Reference Board of Education Policy:  
BOE POLICY [5145.12](#)

## **SEXUAL HARASSMENT**

Reference Board of Education Policy:  
BOE POLICY [5145.5](#)

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.

Reference Board of Education Policy:

BOE POLICY [5145.5](#)

## **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.

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; or
  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  
Reference Board of Education Policy:  
BOE POLICY [6162.51](#)

## **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.

Directory Information includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Directory information includes, but is not limited to, the parent’s name, address and/or e-mail address; the student’s name, address, telephone number, e-mail address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended, and student identification numbers for the limited purposes of displaying a student identification card. The student identification number, however, will not be the only identifier used when obtaining access to education records or data.

Directory information does not include a student’s social security number, student identification number or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems unless 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 or password.

## **SUBSTANCE USE AND ABUSE POLICY**

Reference Board of Education Policy:  
BOE POLICY [6164.11](#)

## **SUSPENSION/EXPULSION**

Reference Board of Education Policy:  
BOE POLICY [5114](#) & [5114.1](#)

### Removal/Suspension/Expulsion

#### I. Definitions

- “Exclusion” is defined as any denial of public school privileges to a student for disciplinary purposes.
- “Removal” is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.

- C. "Suspension" is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. Students in grades Pre K, Kindergarten, one and two are excluded from this policy.

A student in grades preschool, Kindergarten, one and two may be given an out-of- school suspension if it is determined by the administration that such suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons.

- D. "In-school suspension" is defined as an exclusion from regular classroom activity for not more than five consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may include reassignment to a regular classroom. Program in a different school in the school district; such reassignment shall not constitute a "suspension" or "expulsion" under this policy.
- 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 a 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" including school sponsored transportation is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
- I. "Possess" means to have physical possession or otherwise to exercise dominion or control over tangible property.
- J. "Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
- K. "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 and a dog that has been commanded to attack.
- L. "Firearm" means 1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearms do not include any antique firearm. For purposes of this definition "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the weapons described herein.



- M. "Vehicle" means any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
- N. "Martial arts weapon" means a nunchaku, kama, kusari-fundo, octagon sai, tonfa or Chinese star.
- O. "Dangerous Drugs and Narcotics" is defined as any controlled drug in accordance with Connecticut General Statutes 219-240

## II. Removal from Class

- A. Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than six times in any year, nor more than twice in one week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in section IV C of this policy.
- B. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason therefore.
- C. Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs. Activities include, but are not limited to, athletic programs, musical or drama productions, clubs, field trips, and school trips out-of-state and abroad.
- D. Suspension for Conduct Off School Grounds. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following.

## F. Mandatory Expulsion

1. The student, on school grounds or at a school sponsored activity, was in the possession of a firearm, as defined in 18 U.S.C. 921\*, weapon, dangerous instrument, or martial arts weapon as defined by C.G.S. 53A-3.
2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the students did so possess and/or use such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.
3. The Board may modify the period of a mandatory expulsion on a case-by-case basis.
4. A student enrolled in a preschool program provided by the Board shall not be expelled unless the student's actions meet the criteria of the Gun Free School Act.

## III. Standards Governing Suspension and Expulsion

- A. Conduct on school grounds or at a school sponsored activity as set forth in Section C, herein, or that is otherwise prohibited by Board policy or by any code of student conduct in effect in the schools that is:

1. Violated of a publicized policy of the Board, or
2. Is seriously disruptive of the educational process, or
3. Endangers persons or property will be cause for suspension and/or expulsion.

B. Conduct off school grounds as described in paragraph A, above, that is:

1. Violated of a publicized policy of the Board, and
2. Seriously disruptive of the educational process will be cause for suspension and/or expulsion.

C. The following exemplifies student conduct that is prohibited and that will be considered cause for suspension and/or expulsion:

1. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school community, including any teacher, member of the school administration or any other employee, or a fellow student;
2. Use of physical force, against another person which is not reasonably necessary for self-defense;
3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
4. Willfully causing, or attempting to cause, damage to school property;
5. 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;
6. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
7. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
8. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;
9. 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;
10. Possession or transmission of, or knowingly being in the presence of those who are in possession of or transmitting, any firearm, deadly weapon, dangerous instrument, martial arts weapon, or knife, or facsimile of any weapon or instrument;

11. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
  12. Possessing or consuming tobacco products;
  13. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
  14. Intentional and successful incitement of truancy by other students;
  15. Bullying as defined in Board policy 5131.911
  16. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property, and;
  17. Violation of any other Board policy, rule, agreement, or directive dealing with student conduct, including that dealing with conduct on school buses and the use of school district equipment.
- D. Expulsion proceedings pursuant to section V, shall be, required whenever there is reason to believe that any student 1) was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school- sponsored activity; 2) off school grounds, did possess a firearm or did possess and use such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or 3) on or off school grounds, offered for sale or distribution a controlled substance as defined in Connecticut General Statutes, §21a- 240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under §§21a-277 and 21a-278. A student shall be expelled for a period of one calendar year if the Board of Education finds that the student engaged in any of the conduct described herein, provided the period of expulsion may be modified on a case-by-case basis.

In the event it is determined by the Superintendent that a student issued a threat against a member of the school community as described in paragraph C. 1, above, the matter shall be referred to law enforcement officials for possible criminal prosecution and the Superintendent shall take all available measures to ensure the safety of persons in the school community in the event of the student's return to school.

#### IV. Suspension Procedure

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

## V. Expulsion Procedure

The Board of Education may expel any student for one or more of the reasons stated in section III if, in the Superintendent's judgment, such disciplinary action is in the best interests of the school system. An expulsion hearing is required in any instance in which the Superintendent has reason to believe a student has engaged in the conduct described in section III D. The procedures outlined in Paragraphs A and B, below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in section I, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

- A. The Board of Education shall notify the student concerned and his/her parents, or the student if he/she has attained the age of eighteen (18), that expulsion is under consideration. Such notice shall contain the information required under Paragraph B of this section. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel provided that three affirmative votes shall be required for expulsion.
- B. The procedure for any hearing conducted under this section shall be determined by the hearing officer or Board Chairperson, as appropriate, but shall include the right to:
  - 1. Notice of the proposed hearing which shall include:
    - a. a statement of the time, place, and nature of the hearing;

- b. a statement of the legal authority and jurisdiction under which the hearing is to be held;
- c. reference to the particular sections of the Connecticut General Statutes or school policies involved;
- d. a short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student; the statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served. Upon request from the student concerned a more definite and detailed statement of the issues shall be furnished; and
- e. a statement, where appropriate, that the Board is not required to offer an alternative educational opportunity to any student between the ages of sixteen and eighteen who (1) has been expelled previously or (2) is found to have engaged in conduct which endangered persons and involved (a) possession on school property or at a school-sponsored activity a firearm, deadly weapon, dangerous instrument or martial arts weapon, or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined by law. (See section VII on Alternative Educational Opportunity);

2. The opportunity to be heard;
3. The opportunity to present witnesses and evidence;
4. The opportunity to cross-examine adverse witnesses;
5. The opportunity to be represented by counsel; and
6. Prompt notification of the decision of the Board of Education which decision shall be in writing if adverse to the student concerned.

C. The record of any hearing held in an expulsion case shall include the following:

1. All evidence received or considered by the Board of Education, including a copy of the initial letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;
2. Questions and offers of proof, objections and rulings on such objections;
3. The decision of the Board of Education rendered after such hearing; and
4. The official transcript, if any, of proceedings relating to the case, or, if not transcribed, any recording or stenographic record of the proceeding.

D. Rules of evidence at expulsion hearings shall include the following:

1. Any oral or documentary evidence may be received by the Board of Education but as a matter of policy irrelevant, immaterial or unduly repetitious evidence shall be excluded;
2. The Board of Education shall give effect to the rules of privilege recognized by law;

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

K. Students requiring special education and related services shall be subject to discipline consistent with state and federal law. Whenever a student requiring special education services is found to have: (1) been in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, or, school grounds or at school sponsored activity; (2) off school grounds, possessed a firearm or possessed and used such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or (3) or off school grounds offered for sale or distribution a controlled substance as defined in Connecticut General Statutes §21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Sections 21a-277 and 21a-278, said student shall be referred to a Planning and Placement Team (PPT) for a determination of whether the above behavior is a manifestation of the student's disability. If it is determined that the behavior is a manifestation of the student's disability the PPT shall modify the student's individualized educational plan in order to prevent the re-occurrence of such behavior and to ensure the safety of other children in the school.

#### L. Students with Disabilities

A student's IEP and/or 504 disability shall be considered before making a decision to suspend. A student with disabilities may be suspended for up to ten school days in a school year without the need for the district to provide any educational services. A disabled student may be additionally removed (suspended) for up to ten school days at a time for separate acts of misconduct as long as the removals do not constitute a pattern. During any subsequent suspension of ten days or less of a student with disabilities, the district shall provide services to the disabled student to the extent determined necessary to enable the student to appropriately advance in the general education curriculum and toward achieving his/her IEP goals. In cases involving removals for ten days or less, school personnel (school administration) in consultation with the child's special education teacher, shall make the service determination.

If the disabled student's suspensions beyond ten school days in a school year constitute a pattern because of factors such as the length of each removal, the total amount of time the child is removed and the proximity of the removals to one another, the IEP team (PPT) shall conduct a manifestation determination. Meetings of a student's IEP team (PPT) are required to develop a behavioral assessment plan or to review and modify as necessary one previously developed when the disabled student has been removed (suspended) from his/her current placement for more than ten school days in a school year and when commencing a removal (suspension) that constitutes a change in placement.

Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the record by the Board if the student graduates from high school.

Notwithstanding the foregoing, the following procedures shall apply to students who have been identified as having one or more disabilities under the IDEA and/or Section 504 of the Rehabilitation Act (a "student with disabilities"):

1. If a student with disabilities engages in conduct that would lead to a recommendation for expulsion, the district shall promptly convene an IEP team (PPT) meeting to determine whether the misconduct was caused by or had a direct and substantial relationship to the student's disability or if the conduct in question was the direct result of the District's failure to implement the IEP. A student may be suspended for up to ten days pending the IEP team (PPT) determination.

2. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was not caused by the disability, the Superintendent may proceed with a recommendation for expulsion. During any period of expulsion, a student with disabilities under the IDEA shall receive an alternative educational plan consistent with the student's educational needs as determined by the IEP team (PPT) in light of such expulsion and the student's IEP. The services must continue to the extent determined necessary to enable the disabled student to appropriately advance in the general education curriculum and to advance toward achieving the goals of his/her IEP, and be provided a free appropriate public education.
3. If the District, parent and relevant members of the IEP team (PPT) determine that the misconduct was caused by or had a direct and substantial relationship to the disability, or the conduct in question was the direct result of the District's failure to implement the student's IEP, the Superintendent shall not proceed with the recommendation for expulsion. The IEP team (PPT) shall consider the student's misconduct and revise the IEP to prevent a recurrence of such misconduct and to provide for the safety of the other students and staff. A functional behavioral assessment shall be conducted, if not previously done, and a behavioral intervention plan implemented or revised, if in existence. The student shall be returned to the placement from which he/she was removed unless agreed otherwise by the District and parent.
4. Should a parent of a student with disabilities who is eligible for services under the IDEA (or the student himself/herself if eighteen years of age or older) file a request for a due process hearing to contest an expulsion under subparagraph (2) above or a proposed change in placement under subparagraph (3), unless the parents (or student if eighteen years of age or older) and the Board otherwise agree, the child shall stay in the interim alternate educational setting, if so placed by student authorities, pending decision in said due process hearing and any subsequent judicial review proceedings.
5. Notwithstanding the provisions of the preceding subparagraph (4), a student with disabilities may be assigned to an interim alternative educational setting for not more than forty-five (45) school days if the student brings a weapon to school or to a school function or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function. For purposes of this paragraph, "weapon" means a device instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, but excludes a pocket knife with a blade of less than 2 ½ inches in length. "Serious bodily injury" is defined as bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty. The interim alternative placement shall be determined by the IEP team (PPT). If a due process hearing is requested, the student shall remain in said interim alternative placement pending a decision in the due process hearing, unless the Board and the parents otherwise agree, or the Board obtains a court order.
6. In order for the district to unilaterally obtain a 45 day change in placement from a federal judge or Connecticut hearing officer, it must prove by substantial evidence that maintaining the current placement of the student is substantially likely to result in injury to the child or others. The school must also prove that it has made reasonable efforts to minimize the risk of harm the student presents in the current placement.



## M. Other Considerations

1. If a student is expelled, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for the notice of an expulsion of a student in grades nine through twelve, inclusive, based on possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the Board determines that the student's conduct and behavior in the years following such expulsion warrants an expungement or if the student graduates from high school.
2. If a student's expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, had never been suspended, and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion shall be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets any other conditions required by the Board.
3. If a student in grades kindergarten to eight, is expelled based on possession of a firearm or deadly weapon, the Board may expunge from the students' cumulative education record the notice of the expulsion and the conduct for which the student was expelled if the Board determines that the conduct and behavior of the student in the years following such expulsion warrants an expungement.
4. The Board may adopt the decision of a student expulsion hearing conducted by another school district provided such Board of Education held a hearing pursuant to C.G.S.10-233d(a). Adoption of such a decision shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of this Board. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative education opportunity in accordance with item K above.
5. Whenever a student against whom an expulsion hearing is pending withdraws from school and after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board shall complete the expulsion hearing and render a decision.
6. A student expelled for possession of a firearm or deadly weapon shall have the violation reported to the local police department.
7. The period of expulsion shall not extend beyond a period of one calendar year. A period of exclusion may extend into the next school year.
8. An expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the Board of Education. The Board as appropriate, may condition such readmission on specified criteria.
9. Any student who commits an expellable offense and is subsequently committed to a juvenile detention center, The Connecticut Juvenile Training School or any other residential placement for such offense may be expelled by the local board of education. The period of expulsion shall run concurrently with the period of commitment to a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement.

## VI. Notification to Parents or Guardian

- A. The parents or guardian of any minor student either expelled or suspended or removed from class shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of expulsion, suspension or removal from class.

- B. The Superintendent of Schools shall forward to the student concerned and his/her parents, or the student if he/she has attained the age of 18, a copy of this Board policy on student discipline at the time the Superintendent sends out the notice that an expulsion hearing will be convened.

## VII. Alternative Educational Opportunity

The Board of education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled from an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of section 10-184 of the General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the Board of Education. Such alternatives may include, but shall not be limited to, the placement of such students in a regular classroom program of a school other than the one from which the student has been excluded and, for students at least sixteen (16) years of age, placement in an adult education program. Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school under C.G.S. 10-184. In determining the nature of the alternative educational opportunity to be offered under this section the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

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

## VII. Alternative Educational Opportunity (continued)

Any student participating in an adult education program during a period of expulsion shall not be required to withdraw from school under C.G.S. 10-184. In determining the nature of the alternative education opportunity to be offered under this Section, the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

This provision shall not apply to students requiring special education who are described in subdivision (1) of sub-section (e) of C.G.S. 10-76a. The alternative educational opportunity for any such student shall be established by the IEP team (PPT) in accordance with the procedures described above.

#### VIII. Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Educational Accommodations under Section 504 of the Rehabilitation Act of 1973

##### A. Expulsion of students identified as eligible for educational accommodations under Section 504 of the Rehabilitation Act of 1973:

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

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The district shall immediately convene the student's Section 504 team (504 team), for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion, in order to determine whether the student's behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior was a manifestation of the student's disability, the administration shall not proceed with the recommendation for expulsion. The 504 team shall consider the student's misconduct and revise the 504 plan to prevent a recurrence of the misconduct and to provide for the safety of other students and staff.
4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the administration may proceed with the recommendation for expulsion.

#### IX. Dissemination of Student Conduct and Discipline Policy

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

#### X. Compliance with Reporting Requirements

1. The Board of Education shall report all suspensions and expulsions to the State Department of Education.
2. If the Board of Education expels a student for sale or distribution of a controlled substance, the Board shall refer such student to an appropriate state or local agency for rehabilitation, intervention or job training and inform the agency of its action.
3. If the Board of Education expels a student for possession of a deadly weapon or firearm, as defined in C.G.S. §53a-3, the violation shall be reported to the local police.

## XI. Gun Free Schools Act

The Board of Education shall submit to the Commissioner of Education such information on expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. §8921., et seq.

Legal Reference: Connecticut General Statutes  
4-176e through 4-180a. Contested Cases. Notice. Record.  
10-233a through 10-233f. Suspension, removal and expulsion of students, as amended by PA 95-304, PA 96-244, and PA 98-139.  
53a-3 Definitions.  
53a-217b Possession of Firearms and Deadly Weapons on School Grounds. PA 94-221 An Act Concerning School Discipline and Safety.  
GOALS 2000: Educate America Act, Pub. L. 103-227. 18 U.S.C. 921 Definitions.  
Title III - Amendments to the Individuals with Disabilities Education Act. Sec. 314 (Local Control Over Violence)  
Elementary and Secondary Act of 1965 as amended by the Gun Free Schools Act of 1994.  
P.L. 105-17 The Individuals with Disabilities Act, Amendment of 1997.  
Kyle P. Packer PPA Jane Packer v. Thomaston Board of Education.  
PA 15-96 An Act Prohibiting Out-of-School Suspensions and Expulsions for students in Preschool and Grades Kindergarten to Two.

Policy adopted: March 9, 2004 EAST HADDAM PUBLIC SCHOOLS  
EH BOE Policy: [5114](#) (a-q) and [5114.1](#)  
Revised: Revised: November 15, 2011  
December 8, 2015 Moodus, Connecticut

## **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.

## **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 with 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  
One Plains Road:  
Moodus, Ct 06469  
860 873-5046  
**Reference Board of Education Policy:**  
**BOE POLICY [4000.1](#)**

## **VIDEO RECORDING**

**Reference Board of Education Policy:**  
**BOE Policy [5131.8](#)**  
**BOE Policy [5131.111](#)**  
**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 7:30 a.m. Visitors after this time are expected to follow the posted instructions:

1. Visitors enter the foyer, approach the window on the right.
2. School personnel will ask you for your full name, the reason for your visit and process your driver's license through the Raptor System.
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 attendance office to sign in and receive a visitor's pass.

## **PARENT/GUARDIAN VISITATION AND OBSERVATION PROCEDURE**

At times, a parent/guardian may wish to better understand what experiences their child is participating in at school, and a parent/guardian may wish to observe such experiences. The following procedures are established to support a parents request while ensuring minimal impact on the educational process.

No later than 2 school days prior to the proposed date of observation, a parent or guardian must submit a written request to the building principal. This request must contain the following information:

The name of the student

A timeframe, not to exceed two hours. (i.e. 12:00pm until 2:00pm)

Such requests must be approved by the building principal prior to the parent entering to observe their student.

Parents and/or guardians will be permitted to observe their student's experience no more than one time per month, per student.

The right to observe is for the parent to better understand the experiences their student has at school. It is not for the purposes of evaluating a teacher's practice and is not transferable to someone other than the parent or guardian.

The building principal will consider all requests that meet the above guidelines and expectations. The parent will be informed no later than one school day prior to the date of observation of the decision to allow, disallow, or seek an alternate date and time. Generally, parent requests will be granted as long as the request meets the following criteria.

There is minimal impact to the educational process.

Confidentiality obligations as outlined in 34CFR Part 99 (FERPA) and 34CFR Part 300 (IDEA) are maintained.

Alumni are welcome to visit during instructional time upon signing in to the attendance office and are required to follow all the visitor rules.

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 a 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 in to the office personnel.
3. Visitors must be in the same age range as our pupils (attending high school) and must have permission from their parents or guardians 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, including AI generated material
- 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.
- Misuse of AI technology to complete assignments

### **Possible Penalties**

- "0" grade, no opportunity for make-up
- Denial of Honor Roll status
- Removal from National Honor Society
- Teacher assigned consequence

### **BOE Policy 5143:Cheating**

\*New\* **BOE Policy 6141.3273**: Electronic Resources- Generative AI (Artificial Intelligence)

### **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:

<u>Grade</u>	<u>0 – Academic</u>	<u>1 – Accelerated</u>	<u>2 – College/A.P.</u>
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 accessed 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:

- 200 service hours through the high school career all of which is documented through the Nathan Hale-Ray’s school counseling department.

Required Procedures

- All service hours must be documented with the appropriate community service form and submitted to the school counseling department no later than the last day of the 3<sup>rd</sup> quarter of their senior year, unless approved by administration.

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



## **COURSE WITHDRAWALS**

Students who desire a schedule change must meet with their counselor to discuss proposed changes. Students are expected to give a subject a fair trial. Schedule changes on the first day of each semester is limited to students who have been incorrectly placed in a class (i.e, grade, level, etc.). Courses dropped/changed on or after the fifth (5) class meeting that the student attended or should have attended may be noted with a W (Withdrawal) and the grade at the time of withdrawal on the transcript. Any change (up or down) in academic level requires a parent signature. (The minimum number of credits must be carried at all times.)

## **EARLY GRADUATION**

For the purpose of beginning postsecondary 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 school 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.

## **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 10 days. 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**

### **Graduation Requirements for the Class of 2025 and 2026 – total credits = 25**

#### Humanities – 9.0 Credits:

English	4	Credits
Social Studies	3	Credits
Includes: AP Government & Civics or Civics – 0.5		
U.S. History – 1.0		
Art and/or Music	0.5	Credit
Elective Humanities	1.5	Credits

#### Science, Engineering Technology, Mathematics – 9.0 Credits:

Mathematics	3	Credits
Science	3	Credits
CTE/UA	1	Credit
Elective STEM	2	Credits

#### Other Credits – 7.0 Credits:

Physical Education	1	Credit
Health	1	Credit
World Language	1	Credit
Senior Capstone	1	Credit
Other Electives	3	Credit

Total	25	Credits
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**Graduation Requirements for the Class of 2027 and 2028– total credits = 25**

**Humanities – 9.0 Credits:**

English	4	Credits
Social Studies	3	Credits
Includes: AP Government & Civics or Civics – 0.5 U.S. History – 1.0		
Art and/or Music	0.5	Credit
Elective Humanities	1.5	Credits

**Science, Engineering Technology, Mathematics – 9.0 Credits:**

Mathematics	3	Credits
Science	3	Credits
CTE/UA	1	Credit
Elective STEM	2	Credits

**Other Credits – 7.0 Credits:**

Physical Education	1	Credit
Health	1	Credit
World Language	1	Credit
Senior Capstone	1	Credit
Personal Finance	0.5	Credit
Other Electives	2.5	Credit

Total 25 Credits

**Graduation Requirements for the Class of 2029 and beyond – total credits = 28**

**Humanities – 9.0 Credits:**

English	4	Credits
Social Studies	3	Credits
Includes: AP Government & Civics or Civics – 0.5 U.S. History – 1.0		
Art and/or Music	0.5	Credit
Elective Humanities	1.5	Credits

**Science, Engineering Technology, Mathematics – 9.0 Credits:**

Mathematics	3	Credits
Science	3	Credits
CTE/UA	1	Credit
Elective STEM	3	Credits

Other Credits – 10.0 Credits:

Physical Education	1	Credit
Health	1	Credit
World Language	1	Credit
Senior Capstone	1	Credit
Personal Finance	0.5	Credit
Other Electives	4.5	Credit
Total	28	Credits

Students who wish to pursue continued education beyond Nathan Hale-Ray High School are strongly encouraged to accumulate two or more world language credits.

Each local Board of Education must specify the requirements necessary for graduation. These requirements include that each student must participate in Connecticut State Department of Education standardized tests.

See BOE Policy [6146](#)

**HOMEBOUND INSTRUCTION**

See HEALTH SERVICES p.65.

**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 may vary.

## **MLA GUIDELINES**

**Recommended Website 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. Aztlán: an Anthology of Mexican American Literature. New York: Vintage-Knopf, 1972.

### *Sample Entries: Internet and Web Sources*

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Author's last name, first name. "Article title" or Book Title. Publication information for any printed version. Or the subject line of a 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 Website. 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&uid=Filename](http://www.collectionscanada.ca/Olympians/024004-199.01-e.php?iud=3055%20238-v2.jpg&uid=Filename)>.

### *Documenting Sources (Direct, Partial, Paraphrase, Summary)*

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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*

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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)

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### 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.

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### 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).

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### 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

Sample Works Cited

Information Summarized from: Trimmer, Joseph F. A Guide to MLA Documentation. 6<sup>th</sup> 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. Eligibility of candidates is determined by their GPA two times during their high school career. Eligible students will be able to apply for membership in the fall of their junior year and in the fall of their senior year. At the end of the selection process, all materials are destroyed. See the NHS handbook and advisor for more information.

## **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 activates his *PowerSchool* account and checks 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, projects, 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 below may change due to school closings/inclement weather.

### **Dates of Progress Reports, Quarters, and Semesters**

**2024-2025**

	<b><u>Quarter 1</u></b>	<b><u>Quarter 2</u></b>	<b><u>Quarter 3</u></b>	<b><u>Quarter 4</u></b>
<b>Progress reports</b>	9/30/24	12/09/24	02/25/25	05/05/25
<b>Marking Period Ends</b>	11/01/24	01/17/25	03/27/25	06/12/25
<b>Semester Ends</b>		01/17/25		06/12/25
<b>Grades to School</b>	11/07/24	01/23/25	04/02/25	last day of school
<b>Counseling Office (by 3:00 p.m.)</b>				

**Open House:** September 12, 2024, 6:30p - 8:00p

**New Quarters:** 11/04/24, 01/21/25, and 03/28/25

## **SUMMER SCHOOL**

Summer school will be available for students at Nathan-Hale-Ray High School.

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

1. To be eligible to attend summer school, a student must have a minimum of a 50% in the course(s) in which they wish to enroll.
2. A student may not take more than two 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 or advancement or through administrative approval.

## **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.

## **REQUIRED ANNUAL PARENTAL NOTIFICATION**

State and Federal regulations require that the following policies be listed for parental notification. A full summary of these policies and other required notifications can be found on the District Website:

<u>Policy Title</u>	<u>Policy Number</u>
Attendance	<a href="#">5113</a>
Physical Education	<a href="#">6142.61</a>
Drug and Alcohol Testing for School Bus Drivers	<a href="#">4212.42</a>
Magnet Schools	<a href="#">6172.12</a>
Bilingual - Bicultural Education	<a href="#">6141.31</a>
Advanced Placement	<a href="#">6141.5</a>
Promotion, Acceleration, Retention	<a href="#">5123</a>
Green Cleaning Program	<a href="#">3524.2</a>
Healthy, Hunger Free Act 2010	<a href="#">6142.101</a>
McKinney Vento Act (Homeless Students)	<a href="#">5118.1</a>
Migrant Students	<a href="#">6141.312</a>
Parent-Teacher Communications/Parental Involvement	<a href="#">1110.1</a>
Reporting to Parents/Progress Reports/Report Cards	<a href="#">5124</a>
Psychotropic Drug Use	<a href="#">5141.231</a>
Child Abuse Reporting Policies	<a href="#">5141.4</a>
Transportation Safety Complaint	<a href="#">5141.5</a>
Nondiscrimination/Grievance Procedures (Title IX)	<a href="#">5145.6</a> and <a href="#">4000.1</a>
School Climate	<a href="#">5131.911</a>
Smoke Free Environment	<a href="#">1331</a>
Intra-District Choice/Open Enrollment	<a href="#">6121.1</a>
Limited English Proficient Programs	<a href="#">6141.311</a>
Comparability of Services (Title I)	<a href="#">6161.3</a>
Surveys of Students/Privacy	<a href="#">6162.51</a>
Title I Parental Involvement	<a href="#">6172.4</a>
Transportation Safety Complaint	<a href="#">3541.5</a>



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](http://www.easthaddamschools.org) and clicking About Us - Board of Education - Board Policies. If you have any questions about any of the aforementioned policies, please contact your child's principal or call Dr. Teresa DeBrito, 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. Students may also seek support from teachers during the R.I.S.E.S block. In addition to support from teachers, the National Honor Society provides tutoring after the school day or during R.I.S.E.S upon request.

### **BREAKFAST/LUNCH PROGRAM**

For the 2024-2025 school year, students are no longer eligible for free breakfast unless the student qualifies for free/reduced lunch. Breakfast is served in the cafeteria from 7:00am-7:30am for purchase. For the 2024-2025 school year, students qualifying under Federal and State Guidelines for family income will be awarded free or reduced breakfast and lunch. The application to apply for free lunch can be accessed by clicking [this link](#). Applications are also available on the high school website or upon request. Additional details will be sent to parents at the beginning of each year by the Superintendent.

### **COMPUTER SERVICES**

We are pleased to offer students of the East Haddam Public Schools 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 an acceptable use form on ParentSquare. Students over the age of 18 may sign their own form

Access to the computer network 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 materials 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.

#### Computer Network Rules

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. Access to network services is given 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 insure that users are using the system responsibly. Users should not expect that files stored on district servers will 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:

1. Use of media not belonging to the school system, including floppy disks and CD-ROMs without express permission from the building principal
2. Violating any state or federal laws, including copyright
3. Sending or displaying offensive messages or pictures
4. Using obscene language
5. Harassing, insulting, or attacking others
6. Damaging computers, computer systems or computer networks
7. Moving files and/or programs to/from the network
8. Using passwords or network accounts that belong to someone else
9. Trespassing in folders, work, or files that belong to someone else
10. Intentionally wasting limited resources
11. Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.

**Students' access/use of personal email accounts and social networking sites without permission of school professionals while using school computers is strictly prohibited and is subject to disciplinary action.**

**Reference Board of Education Policy: BOE POLICY 6141.321 BOE POLICY 6141.323**

## **HEALTH SERVICES**

The school health office is designed to provide care to students who become ill or are injured while in school. A cumulative medical 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 a statement must be renewed at the beginning of each school year.

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 a 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 the 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 a student experiences changes in symptoms. The purpose is to monitor academic as well as health progress and to address any problems encountered during the 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. The doctor will notify the school nurse in writing when the doctor has diagnosed that the concussion has been 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.

### **DISMISSAL DUE TO ILLNESS**

Students may be dismissed from school due to illness by the nurse for the following reasons: COVID-19, 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 a medical statement from a physician must be provided. The required immunizations are Hepatitis A, Meningococcal, Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis B, Varicella (Chickenpox), and Rubella. 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 10<sup>th</sup> grade physical form will not be allowed to attend school as an 11<sup>th</sup> grader until the form is received.

**Reference Board of Education Policy:**  
**BOE POLICIES [5141.21](#), [5141](#), [5141.3](#)**

## **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, 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 capstone, 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 all students at times. The roles at Nathan Hale-Ray High School that are deemed Pupil Services are as follows:

1. School Psychologist
2. School Counselor

Through the PPT process:

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

**Reference Board of Education Policy: BOE POLICIES [6159](#) and [6171](#)**

## SCHOOL COUNSELING

Counseling services are a resource for the school community. The main purpose of counseling 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 school 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 (Naviance);
- College and trade school catalogs, applications, scholarship, and financial aid information;
- College representative visits arranged through the counseling 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 counseling 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 counseling 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 school 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 Counseling Office. Counselor and administration approval is required. Students must continue to attend classes until written notification of a change is received.**

## STUDENT ACTIVITIES

### ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (INCLUDING ATHLETICS)

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

Students who participate in extracurricular 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 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 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

School Dances: (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 or guest will be admitted after 8:30 p.m. without express permission of the administrator present. Students need to stay at the dances until 9:00 p.m. unless an administrator makes contact with a parent or guardian.

Outside guests wishing to attend school affairs must receive written permission from administration prior to the end of school day prior to the dance. A completed permission slip is to be on file with the office prior to the day of the dance. No student or guest will be admitted to attend a school dance who is above the age of 19 years old. The guest must be accompanied by a Nathan Hale-Ray High School student who is responsible for their guest's conduct. No student will be permitted to return after leaving the dance.

**Students must be in attendance at school for the entirety of 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 athletic program at Nathan Hale-Ray High School is an integral part of the educational process. The purpose of the program is to stimulate students to develop mutual interests, promote motivations and improve their physical skills.

To be of maximum effectiveness, the athletic program must be closely coordinated with the general instruction of the school. It must be such that the number of students accommodated, and the educational aims achieved, justify its inclusion in the overall educational program.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone “winning at any cost” and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health.

Athletics are for all students who are physically able to participate, who qualify under the eligibility requirements, and who adhere to the rules set forth by the state and local school officials. We believe that participation in athletics will contribute to the following:

1. Improvement of the health, fitness, and general welfare of all individuals taking part in the program.
2. Stimulating all participants to achieve creditable academic progress and to make a contribution to the general educational program of the school.

## Goals

For Student Athletes:

- To achieve success by maintaining academic eligibility rules and to keep athletics in proper perspective.
- To develop good citizenship, honesty, emotional control, dependability, and respect for rules, property and authority.
- To experience and observe good sportsmanship.
- To maintain a high standard of credible and positive performance and conduct on and off the field.
- To learn fundamental skills of the various sports as a necessary ingredient in achieving individual and team success.
- To understand the importance of physical fitness, conditioning, health habits, and safety in athletics.
- To develop lasting friendships and camaraderie with teammates and opponents.
- To learn to work together as a cohesive unit in order to achieve a common goal.

For Athletic Program:

- To provide a well-planned and well-balanced program of interscholastic athletics for as many secondary school students as possible.
- To provide high quality leadership for all athletic programs so as to exemplify a student’s desired behavior to be developed from each athletic program.
- To provide opportunities for the development of a feeling of unity and belonging, team pride, teamwork and commitment.

## 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  
Coginchaug Regional High School (Durham)  
Haddam-Killingworth High School (Higganum)  
The Morgan School (Clinton)  
North Branford High School  
Valley Regional High School (Deep River)

**Athletic Teams Available at Nathan Hale-Ray High School**

Boys	Girls
<b><u>Fall</u></b>	<b><u>Fall</u></b>
Football (V,JV)*	Soccer (V,JV)*
Soccer (V,JV)	Cross Country
Cross Country	Volleyball (V,JV)
<b><u>Winter</u></b>	<b><u>Winter</u></b>
Basketball (V,JV)	Basketball (V,JV)
Indoor Track	Indoor Track
Co-Op Ice Hockey*	Cheerleading (V,JV)
<b><u>Spring</u></b>	<b><u>Spring</u></b>
Baseball (V,JV)	Softball (V,JV)
Outdoor Track	Outdoor Track
Golf (V)	Golf (V)
Tennis*	Tennis*

*\*Co-op when available*

**Each season there is a Unisex Unified Sports program that competes. Sports are determined on a seasonal basis.**

Athletic teams may be added to the athletic program if there is sufficient student interest, adequate funding, opportunities to develop a viable and competitive schedule, and the necessary facilities.

A newly organized team is considered a “Club” team. At the conclusion of the second consecutive year if the above qualifications have been met, the coach may request the Athletic Coordinator to petition the Board of Education to add the team to our program with appropriate funding.

**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](http://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 also 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 this 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.)

### **Steps for Conflict Resolution**

- 1.) Student Athlete contacts coach to discuss and resolve the issue
- 2.) Parent/Guardian of athlete contacts coach to discuss and resolve issue

In order for the discussion to be productive, the following times to approach a coach should be avoided:

- Either prior to or immediately following a game
- During a practice session
- During a time when other teammates are present

3.) Student Athlete and/or Parent contacts the Athletic Director and the coach will be informed that this meeting will take place. If the discussion does not result in a satisfactory conclusion then a meeting with all parties involved will be scheduled

4.) Student Athlete and/or Parent contacts the Principal

### **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 extracurricular activities, 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- on a progress report or quarter report card, 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 counselors, meeting with academic teachers 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 4<sup>th</sup> 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:** Fall athletes with 1 F from Spring semester are eligible to participate, but will be on a weekly reports program until reevaluated by the next official report. Weekly grade reports for all classes will be signed by teachers and handed in to the coach/advisor. 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 official 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 the 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. Students deemed ineligible by a report card, may not return to play unless all grades are above 70+ at the next progress report and/or the student has met the conditions outlined on their appeal.
4. **Attendance: Any student not in attendance for two entire class 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.**
5. 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 may result in immediate dismissal from the team.
6. 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 may result in immediate dismissal from the team.
7. Language: Abusive and profane language will not be tolerated at any time. The player will be subject to strict disciplinary action.
8. Stealing: Any team member caught stealing during practice time or during the course of the athletic contest will immediately be dismissed from the team.

9. 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.
10. Players coming to or going from games not on the team bus: Players must travel to and from games only on the team bus. Any player who wishes to travel through alternate means of transportation must complete an "alternate means of transportation" form prior to the event.
11. 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 the school's detention policy and the possibility of school documents being withheld.
12. 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/advisor, 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.
13. Dress: Must be clean, neat, and presentable. The coach/advisor may establish more exacting standards for dress for games at home or away.
14. 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.
15. 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

At the conclusion of each sports season, student athletes will be presented letters, awards, and certificate awards according to their participation level. These awards will be presented at a Sports Award banquet of your discretion.

Upon receiving a varsity letter for the first time, the letter recipient will be awarded a varsity letter.

### **Award Requirements**

a) **Varsity**

Varsity letters will be awarded to athletes upon the successful completion of an athletic season and the recommendation of the head coach. Specific guidelines will be developed by each coach and clearly defined to all athletes. A player shall have conducted themselves in an exemplary manner both on and off the field, exhibiting good sportsmanship to his /her opponents, teammates and coach.

b) **Junior Varsity**

All members of a JV team who have successfully completed an athletic season in a particular sport are to be awarded a JV Certificate

c) **Manager**

Manager awards will parallel the regular awards system and will be made only upon the recommendation of the coach.

**\*At the conclusion of the season each varsity coach is required to turn in a list to the Athletic Coordinator of Award winners as well as a designation of each athlete for Varsity or JV.**

### Sports Physical Examinations

Participants are required to receive a physical examination before they are allowed to participate in a practice, scrimmage or game.

Physical Examinations given in the month of June are acceptable for the next school year's interscholastic athletic program. Physicals are good for 13 months. ([Appendix A](#))

Participants are to obtain the physical exam at their own expense. The **REGISTRATION/MEDICAL CONSENT/PHYSICIAN'S STATEMENT FORM** must be handed to the Coordinator of Athletics during the sports registration period. The examining physician **must** include the current school year on the physical form.

**Important:** The blue colored State Medical Form is **not** acceptable for athletic participation unless the examining physician specifically states in writing on the form that the athlete is: “physically able to participate in all sports including contact sports during the current school year.” The parent and athlete are still required to complete the top portion of the Medical Consent Form.

### 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
- Equality Alliance Club
- Dean McDermott National Honor Society
- Yearbook
- Drama Club
- Youth Helping Youth
- Straight From the Heart
- Class Act
- FBLA
- Jazz Band
- Debate Club
- Mock Trial Club
- French Club
- Tri-M Honor Society
- Chess Club

### 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 to be an advisor. Approval for a new school club must be obtained from the administration.