

# EHHS

## Student Handbook



**Be compassionate**  
**Encourage involvement**  
**Live responsibly**  
**Live respectfully**

Phoebe Fontaine

*PLEASE SIGN, DETACH THIS SHEET, AND RETURN TO YOUR HOMEROOM TEACHER.*

**I HAVE READ AND UNDERSTAND THIS HANDBOOK AND WILL ABIDE BY THE RULES AND GUIDELINES SET FORTH IN ITS PAGES AS A RESPONSIBLE STUDENT OF EAST HAMPTON HIGH SCHOOL**

**STUDENT NAME** \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_

**HOMEROOM** \_\_\_\_\_

**DATE** \_\_\_\_\_

**I HAVE READ AND UNDERSTAND THIS HANDBOOK**

**PARENT NAME** \_\_\_\_\_

**PARENT SIGNATURE** \_\_\_\_\_

**WORK PHONE** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_



**EAST HAMPTON**

**HIGH SCHOOL**





# EAST HAMPTON HIGH SCHOOL

*ACCREDITED BY THE NEW ENGLAND ASSOCIATION OF SCHOOLS & COLLEGES*

## STUDENT HANDBOOK

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PRINCIPAL

**MR. MICHAEL L. DALTON**  
ASSISTANT PRINCIPAL

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**[EHHS@EASTHAMPTONCT.ORG](mailto:EHHS@EASTHAMPTONCT.ORG)**

*THIS AGENDA BELONGS TO:*

NAME \_\_\_\_\_ GRADE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TOWN \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

<b>Period</b>	<b>MONDAY, WEDNESDAY &amp; FRIDAY</b>	<b>Tuesday &amp; Thursday</b>	<b>Early Dismissal</b>	<b>2 hr delay</b>
A	7:35 –8:23	7:35 –8:16	7:35 – 8:09	9:35- 10:02
Homeroom	8:27 - 8:34	8:20 - 9:05 <b>X BLOCK</b>	8:13 – 8:20	10:06 – 10:12
B	8:38 – 9:25	9:09 – 9:50	8:24 – 8:58	10:16 – 10:43
C	9:29 – 10:16	9:54 – 10:35	9:02 – 9:36	10:47 – 11:15
D	10:20 – 11:08	10:39 – 11:20	9:40 – 10:15	11:19 – 11:47
E & LUNCH	11:12 – 11:36 11:40 – 12:04 12:08 – 12:32	11:24 – 12:44 11:24 – 11:48 Lunch 1 11:48 – 11:52 Pass 11:52 - 12:16 Lunch 2 12:16 – 12:20 Pass 12:20 – 12:44 Lunch 3	10:19 – 10:53  <b>No Lunch</b>	11:51 – 12:15 12:19 – 12:43 12:47 – 1:11
F	12:36 – 1:23	12:48 – 1:29	10:57 – 11:31	1:15 – 1:43
G	1:27 – 2:15	1:33 – 2:15	11:35 - 12:10	1: 47 – 2:15

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**EAST HAMPTON HIGH SCHOOL**  
**MISSION STATEMENT**  
**EXPECTATIONS FOR STUDENT LEARNING**

East Hampton High School, with the support of the community, is committed to developing informed, responsible, and contributing members of a global society through a challenging academic program in an environment that promotes healthy social, emotional, and physical development.

**ACADEMIC**

1. The student will speak effectively for a variety of purposes.
2. The student will use information effectively.
3. The student will use technologies effectively and appropriately.
4. The student will demonstrate effective self-expression.
5. The student will write clearly and effectively.
6. The student will use critical thinking skills to solve problems in real-world contexts.
7. The student will read effectively.

**CIVIC**

1. Students will demonstrate civic responsibility by contributing to their school and community.
2. Students will exercise their rights and responsibilities as citizens in a democratic society.

**SOCIAL**

1. Students will accept responsibility for their actions.
2. Students will treat others and their property with respect.
3. Students will appreciate and value the differences among people in the community of East Hampton and beyond.

East Hampton High School  
Academic Expectation Rubric Check Sheet

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

	<u>Semester One</u>							<u>Semester Two</u>						
<b>Academic Expectation</b>	Eng.	Math	Sci.	Hist.	WL	Elec.	Elec.	Eng	Math	Sci.	Hist	WL	Elec.	Elec.
Speak Effectively														
Read Effectively														
Problem Solve														
Write Effectively														
Use Info Effectively														
Self Expression														
Use Tech Effectively														

Student enters date/score from relevant assessments as follows:

**E**=Exceeds goal; **M**=Meets Goal; **D**=Does not meet Goal

## **PEACE TOWER**

### **A SYMBOL OF STUDENT UNITY**

The Peace Tower was erected by the joint efforts of local businessmen and the classes of '65 and '66. The faculty advisor was Mr. John May. Hartford Mayor Miss Anne Ucello, was the dedication speaker.

The top part of the tower is a symbol of the true beginning of American education, in the one-room country schoolhouse. The base is in keeping with the architecture of the high school building. The bell is a bronze naval type bell, cast in East Hampton.

Tolling of the bell is the voice of students, past and present. The following students died while in service to their country:

Thomas Park.....	'46
Milton Nichols .....	'47
Donald P. Prout .....	'48
Darrell A. Morey .....	'64
James H. Banning, Jr.....	'65
Bernd U. Bachleda .....	'66
David M. Swan.....	'67

## **PERSONNEL**

### **BOARD OF EDUCATION**

Kenneth Barber, Chairman	Steven Kelley
Jeffrey Carlson	William Marshall
Debra Devin	Scott Minnick
Emily Fahle	Josh Piteo
Christopher Goff	

### **ADMINISTRATION**

Diane Dugas, Superintendent of Schools  
Mr. Timothy Van Tassel, Assistant Superintendent  
Mr. John H. Fidler, Principal  
Mr. Michael L. Dalton, Assistant Principal

Phone: Main Office (860) 365-4030  
Guidance (860) 365-4031  
Fax: Main Office (860) 365-4034  
Guidance (860) 365-4045  
School e-mail address: [ehhs@easthamptonct.org](mailto:ehhs@easthamptonct.org)  
Teacher e-mail addresses: (first initial, last name@easthamptonct.org)  
Website: [www.easthamptonps.org](http://www.easthamptonps.org)

## DEPARTMENT CHAIRS AND TEAM LEADERS

Sherry Banack, 9-12 Math Team Leader  
Regina DellaVolpe, 6-12 World Language Chair  
Lisa Lupacchino-Gilson, K-12 Art Team Leader  
Janet Merkent, 9-12 Special Education Team Leader  
Dr. Joseph Ochterski, 9-12 Science Team Leader  
Stacey Riggio, 9-12 Language Arts Team Leader  
Shaun Russell, Athletic Director  
Kaitlin Sullivan-Freimuth, Guidance Director  
Matthew Warner, K-12 Social Studies Chair

## STAFF

Abraham, Roger ..... Science  
Angelo, James ..... Technology Education  
Archibald, Steven ..... World Language  
Banack, Sherry ..... Math  
Brown, Ehren ..... Music  
Chambers, Linda ..... Science  
Cool, Samantha ..... Social Studies  
Dean, Kristin ..... Business  
DellaVolpe, Regina ..... World Language  
Demick, Jarad ..... Math  
Dunn, David ..... English  
Farrington, Patricia ..... Health  
Flannery, Cristin ..... English  
Fleeher, Tonicca ..... Science  
Frederick, Emily ..... World Language  
Galvez, Dominique ..... World Language  
Gasiewski, Bruce ..... Math  
Gionfriddo, David ..... Special Education  
Girardi, Cheryl ..... Physical Education  
Giuliano, Andrea ..... Science  
Groves, Andrew ..... Music  
Holloway, Joseph ..... English  
Keska, Kristen ..... Social Studies  
Krupp, Stephen ..... Special Education  
Landry, Kenneth ..... Physical Education  
Lucas, Geoffrey ..... Social Studies  
Luckenbach, Keith ..... Media Center  
Lupacchino-Gilson, Lisa ..... Visual Arts & Communication  
Malcolm, Pamela ..... Guidance  
Mannino, Sandra ..... World Language  
Martin, Laura ..... Math  
Mekrut-Suzio, Joy ..... Speech  
Merkent, Janet ..... Special Education  
Moore, Karen ..... Social Studies  
Ochterski, Joseph ..... Science  
O'Donnell, Mark ..... English  
Pelczar, Kevin ..... Special Education

Prill, Michael..... Science  
 Regan, Delia .....English  
 Reynolds, Kelly..... Science  
 Reynolds, Melissa .....Social Studies  
 Riggio, Stacey ..... English  
 Rollins, Amy ..... Math  
 Russell, Jackie .....Special Education  
 Russell, Shaun ..... Athletic Director  
 Strong, Parker ..... Math  
 Sullivan-Freimuth, Kaitlin .....Guidance  
 Sweeney, Desiree ..... Social Worker  
 Warner, Matthew.....Social Studies  
 Wilks, Robin ..... Psychologist  
 Winalski, Melissa ..... Visual Arts & Communications  
 Yarbrough, Kathy.....Family & Consumer Science

**OFFICE STAFF**

Roseann Bullett, Principal’s Secretary  
 Linda Malavasi, Guidance Secretary  
 Sandra Ross, Special Education Secretary  
 Laura Saunders, Bookkeeper  
 Lisa Sawicki, Main Office Secretary

**NURSE**

Margaret Puzzo, R.N.

**PARAPROFESSIONALS**

Melissa Balda, Special Education  
 Stacy Bellas-Violette, Special Education  
 Colleen Casner, Special Education  
 Lorrie Coleman, Special Education  
 Debra Field, Special Education  
 Julie Kolakowski, Special Education  
 Cathy Morsey, Special Education  
 Barbara Sabia, Math Tutor  
 Betsy Turner, Special Education

**CAFETERIA**

Sandra Cloutier  
 Stephanie DiPalma  
 Dawn Dumond  
 Rita Milardo  
 Shelley Morariu  
 Elizabeth Paternostro  
 Dawn Planeta

**CUSTODIANS**

Robert Wysocki, Head Custodian	Corrado Nane
Ann Brisson	Matt Racine
Don Ingraham	Cindy Siena

## STUDENT COUNCIL

### Article 1 - Membership

- A. Students seeking membership in Student Council must attend an organized meeting at the beginning of the school year. All class officers will be required to participate in student council
- B. To maintain full membership status, members must participate in all Student Council sponsored activities and regularly attend their committee meetings. Members who do not fulfill their requirements will become participants.
- C. Expulsion, forfeiture, or resignation of Council members:
  - The Student Council shall have the power to expel members or participants for failure to participate regularly and actively.
- D. General Student Council meetings are held once a month during school hours. These meetings are for members only. After school meetings are held as deemed necessary by members and advisors..

The students of East Hampton High School establish this constitution of the EHHS Student Council to develop responsible and knowledgeable student leaders as well as to foster good communication among students, school and community by promoting a variety of student activities. These student activities play an integral role in school life and the educational experience by providing opportunities to develop character and teamwork.

The Student Council performs the following functions:

1. Acts as an intermediary between the student body and administration throughout the year.
2. Offers a variety of organized activities to the student body
3. Promotes student involvement in school activities
4. Promotes community service projects

## **ACADEMIC INFORMATION AND SUPPORT**

### **GUIDANCE**

The purpose of the Guidance Department is to assist each student with his or her educational and post-secondary goals as well as any personal or social concerns that may arise. The Guidance Department offers materials to help students pursue post-secondary and career options. Career and college software programs are available to match interest and aptitude for various occupations and college choices. Students should plan to use the guidance resources during study hall or before or after school. Please see the guidance secretary to schedule an appointment or call the Guidance Office at 365-4031.

### **TESTING PROGRAMS**

Students at East Hampton High School take several tests during high school. These tests are designed to measure aptitude, basic skills and acquired knowledge. The following is a list of the tests currently given:

GRADE 10 - Connecticut Academic Performance Test-Science (CAPT);  
PSAT

GRADE 11 - Smarter Balanced Assessment (SBAC); PSAT/NMSQT; SAT  
Reasoning and Subject Tests; ACT

GRADE 12 - SAT Reasoning and Subject Tests; ACT

#### **2014-2015 Testing Dates:**

**CAPT/SBAC-Testing Window TBD**

**PSAT - October 15<sup>th</sup>**

**SAT - October 11<sup>th</sup> November 8<sup>th</sup> December 6<sup>th</sup>**

**January 24<sup>th</sup> March 14<sup>th</sup> May 2<sup>rd</sup> June 6<sup>th</sup>**

#### **ACT TEST DATES 2014 – 2015**

**September 13<sup>th</sup>                      October 25<sup>th</sup>      December 13<sup>th</sup>**

**February 7<sup>th</sup>                              April 18<sup>th</sup>      June 13<sup>th</sup>**

**AP Exams - See calendar of important dates – Page 53**

### **STUDENT PROGRESS**

Parents may find it convenient to communicate with teachers through the school website at <http://www.easthamtonps.org>. Parents may view their child's progress in any of their classes using one of the features of our student management software, Edline. This program will allow you to securely access web pages for each of your child's teachers. These pages will give you progress information that the teacher will update biweekly, sharing with you assignment information and grades. You can also keep abreast of assignments and upcoming tests, quizzes and projects. If you do not have an account set up please contact the Guidance Department for your activation code. Once established, accounts will be active throughout the student's tenure at East Hampton High School.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT**

Positive Behavior Interventions and Support is a systems approach to establishing the culture and behavioral supports needed for all students in a school to achieve both social and academic success. PBIS has tiered support, which enhances the capacity of school to effectively educate all students. Data based decision aligns curricular instruction and behavioral supports to student and staff needs.

### **PBIS Behavioral Expectations:**

**B** – Be Compassionate

**E** – Encourage Involvement

**L** – Live Responsibly

**L** – Live Respectfully

### **Plan for School Wide Positive Reinforcement:**

**Ongoing/Daily Reinforcement:** Each staff member will give students a Bellringer Certificate when he/she has observed the student demonstrating one of the school-wide behavior expectations. Once a student has earned a certificate, he/she can drop it in the bin in the office for a weekly drawing. Each student is responsible for managing his/her own certificates.

**Weekly Reinforcement:** On a weekly basis, during homeroom, one ticket will be drawn and that student will receive an award.

## **STUDENT RECORDS**

All parents and guardians have a right to examine the medical, academic and guidance records of their child subject to legal restrictions as set forth by Board of Education Policy and State Laws.

## **RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS WITHOUT PRIOR CONSENT**

The No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002 require the East Hampton Board of Education to provide, upon a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. These statutory provisions as they concern Connecticut School Boards took effect on May 31, 2002.

However, a parent of a secondary school student or the student himself or herself, if he or she has reached the age of majority, may object to the release of the student's name, address, and telephone listing to military recruiters or an institution of higher education. A parent or eligible student who objects to disclosure of such information may file a notice of objection with the school. However, to ensure that such information is not disclosed to military recruiters and an institution of higher education, any such objection must be made in writing to East Hampton High School. A notice for signature will be mailed to all families at the start of the school year and must be returned and on file in the mail office.

## **EXPLANATION OF GRADING**

97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
Below 60	Failure - no credit for course
NC	Loss of credit (no credit) for course

## **HONOR ROLL POLICY**

The following plan explains the computing of the honor roll. This system provides a means for recognizing and honoring those students who have attained high levels of academic achievement. For honor roll calculations, a simple (non-weighted) grade point average is used.

In order to determine a student's honor roll status, letter grades are assigned quality points as follows:

A+ = 4.33	B+ = 3.33	C+ = 2.33	D+ = 1.33
A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = .67
			F = 0

### **HIGH HONORS:**

A grade point average of at least 3.67.

### **HONORS:**

A grade point average of at least 3.0.

To attain honor roll status, the following requirements must be met:

- a. A student must carry a full course load including five classes and physical education each semester.
- b. There can be no incomplete grades.
- c. There can be no grade below a C-.

## **CLASS RANK**

Students' numerical grades are converted to our Weighted Point System each year. East Hampton High School multiplies the credit assigned to each class and divides that by the total number of credits registered during that period. The students are then assigned a rank by their quality point ratio.

At midyear, seniors' midyear grades are averaged and converted to one-half the Weighted Point System. This is added to the three-year cumulative quality point total, and this number is divided by the total number of credits attempted during the three and a half year period. Students are then assigned a final rank by their quality point ratio. This midyear senior rank is the rank used to determine the top ten students in the class.

### WEIGHTED POINT SYSTEM FOR RANK IN CLASS

	Honors	Level I	Level II	Level III
A+	4.99	4.66	4.33	4.00
A	4.66	4.33	4.00	3.67
A-	4.33	4.00	3.67	3.34
B+	3.99	3.66	3.33	3.00
B	3.66	3.33	3.00	2.67
B-	3.33	3.00	2.67	2.34
C+	2.99	2.66	2.33	2.00
C	2.66	2.33	2.00	1.67
C-	2.33	2.00	1.67	1.34
D+	1.99	1.66	1.33	1.00
D	1.66	1.33	1.00	0.67
D-	1.33	1.00	0.67	0.34
F	0	0	0	0

### REQUIREMENTS FOR PROMOTION

The following credits are required for promotion to each grade.

- To: **Grade 10** - minimum of 5 credits
- Grade 11** - minimum of 11 credits
- Grade 12** - minimum of 16 credits
- Graduate** - minimum of 22 credits

### REQUIREMENTS FOR GRADUATION

In order to participate in the graduation ceremony, graduating seniors must take a minimum of six credits and earn four credits plus their physical education credit in their final year. Credit totals will be followed closely in determining grade placement for each student. Each student must obtain the minimum number of credits for promotion to the next grade. Fourth year students who do not have the required 16 credits will begin their fourth year with junior status.

The student must also meet standards on the Connecticut Academic Performance Test (CAPT) by demonstrating ability to satisfactorily meet the school's performance standards in literacy and comprehension, problem solving and communication. The class of 2016 will need to meet standards on the Smarter Balanced Assessment which will replace the CAPT. They will take that assessment in 2015 in the areas of English Language Arts and Mathematics.

Students should use the various resources available in the Guidance Office to be sure they take the necessary subjects required by the post secondary school or program they plan to attend. Most colleges require four years of English; three years each of mathematics, science, social studies, and world language.

In order to graduate from East Hampton High School, a student must earn a minimum of 22 credits.

Any student who desires to graduate early must meet with their guidance counselor and apply in writing to the principal by June 1<sup>st</sup> of his/her sophomore year.

A student must earn 22 credits in approved courses which must include:

English .....	4 credits
Mathematics .....	3 credits
Social Studies .....	3 credits
Science .....	2 1/2 credits
Health .....	1/4 credit
Vocational/Fine Arts .....	1 credit
Physical Education (4 semesters) .....	2 credits
Computer Literacy .....	1/2 credit
Additional Elective Credits .....	<u>5 3/4 credits</u>
	22 minimum

### **PHYSICAL EDUCATION**

Every student in physical education must wear attire suitable for participation in class. This includes shorts, T-shirt, socks and sneakers.

Excuses from Physical Education classes for medical reasons must be approved through the school nurse. The physical education requirement may be waived for the semester with an approved medical excuse.

### **PERFORMANCE COMPETENCIES AND STANDARDS**

The East Hampton Board of Education approved the following graduation requirements pursuant to Sec. 10-223b of the Connecticut General Statutes. A student must demonstrate the established performance standards in the following manner:

1. An East Hampton High School graduate demonstrates literacy and comprehension.
  - The graduate will demonstrate reading proficiency by scoring in the third, fourth, or fifth levels on the Reading Across the Disciplines portion of the Connecticut Academic Performance Test.
2. An East Hampton High School graduate applies problem-solving techniques.

- The graduate will demonstrate science and numeracy skills in computation and reasoning by scoring in the third, fourth, or fifth levels on both the Mathematics and Science portions of the Connecticut Academic Performance Test.
3. An East Hampton High School graduate communicates effectively.
- The graduate will demonstrate writing proficiency by scoring in the third, fourth, or fifth levels on the Writing Across the Disciplines portion of the Connecticut Academic Performance Test.

Students will demonstrate the competencies using the following process:

1. All 9th graders will complete a formal pre-test in the Mathematics, Science, and Reading and Writing Across the Disciplines portions of the Connecticut Academic Performance Test. This will occur during the established statewide CAPT testing schedule in March. The pre-test will be scored and the results shared with the student.
2. Classroom teachers will work with students to remediate specific content areas in preparation for the CAPT test.
3. All 10th graders will take the Connecticut Academic Performance Test.
4. Following the dissemination of the Connecticut Academic Performance Test results in the fall, 11th grade parents and students will be notified of the results.
5. All 11th grade students who did not reach the performance standard in any one of the three performance competencies will be required to attend CAPT preparation sessions and re-take that portion(s) of the Connecticut Academic Performance Test.
6. Following the dissemination of the CAPT results, 12th grade parents and students will be notified of the results.
7. All 12th grade students who have not reached the performance level in any one of the graduation competencies will be required to participate in an alternative assessment. This may include, but is not limited to, a portfolio or senior research project. The student will meet with the principal to complete all necessary paperwork and discuss a project advisor. This assessment will be completed during the fall and spring semesters of the senior year. During this period of study, students are obligated to fulfill a full day of school until 2:15 p.m. in order to successfully complete this portion of their graduation requirements.

## **SUMMER SCHOOL**

Students are able to make up failed courses in English, mathematics, physical science and social studies in summer school if they meet the following criteria:

1. They have taken the entire course and not withdrawn from the class;
2. They have passed at least one quarter of a failed semester course and two quarters of a full-year course.

Students should check with the Guidance Office to find out which schools in the area are offering summer programs.

## **ACADEMIC HONESTY**

Students at East Hampton High School are expected to maintain the highest standards of academic conduct. Most East Hampton High School students conduct themselves with integrity and are disturbed when they observe others cheating. The information on the following pages will help you avoid unintentional misconduct and clarify the consequences of cheating.

Cheating harms the high school community in many ways. Honest students are frustrated by the unfairness of cheating that goes undetected, and therefore, unpunished. Students who cheat skew the grading curve in a class, resulting in lower grades for students who work hard and do their own work.

Students who cheat also cheat themselves of a real education. They rob themselves not only of general knowledge, but also of the experience of learning how to learn, the very experience that makes a high school diploma so valuable to employers. The reputation of the school and the value of an East Hampton High School diploma suffer if employers find graduates lacking the abilities their diplomas should guarantee.

Finally, all teachers have ethical standards to which students will be expected to adhere. While in school, students practice the integrity they must demonstrate later on in life. For all of these reasons, academic misconduct is considered a serious offense at East Hampton High School.

### **What is academic misconduct?**

Students are guilty of cheating whenever they present as their own work, something that they did not do. Students are also guilty of cheating if they help someone else to cheat.

### **Plagiarism**

One of the most common forms of cheating is plagiarism, using another's words or ideas without proper citation. When students plagiarize, they usually do so in one of the following seven ways:

1. *Using another writer's words without proper citation.* If you use another writer's words, you must place quotation marks around the quoted

material and include a footnote or other indication of the source of the quotation.

2. *Using another writer's ideas without proper citation.* When you use another author's ideas, you must indicate with footnotes or other means where this information can be found. Your teachers want to know which ideas and judgments are yours and which you arrive at by consulting other sources. Even if you arrived at the same judgment on your own, you need to acknowledge that the writer you consulted also came up with the idea.
3. *Citing your source, but reproducing the exact words of a printed source without quotation marks.* This makes it appear that you have paraphrased rather than borrowed the author's exact words.
4. *Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came.* This kind of plagiarism usually occurs out of laziness: it is easier to replicate another writer's style than to think about what you have read and then put it in your own words. The following example is from *A Writer's Reference* by Diana Hacker (New York, 1989, p. 171). **Original:** If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviorists. **Unacceptable borrowing of words:** An ape who knew sign language unsettled linguists and startled animal behaviorists. **Unacceptable borrowing of sentence structure:** If the presence of a sign-language-using chimp was disturbing for scientists studying language, it was also surprising to scientists studying animal behavior. **Acceptable paraphrase:** When they learned of an ape's ability to use sign language, both linguists and animal behaviorists were taken by surprise.
5. *Borrowing all or part of another student's paper or using someone else's outline to write your own paper.*
6. *Using a paper writing "service" or having a friend write the paper for you.* Regardless of whether you pay a stranger or have a friend do it, it is a breach of academic honesty to hand in work that is not your own or to use parts of another student's paper.

Note: The guidelines that define plagiarism also apply to information secured on Internet websites. Internet citations must specify precisely where the information was obtained and where it can be found.

### **Multiple submissions**

*Multiple submissions* is the practice of submitting a single paper for credit in two different classes (in the same quarter or in different quarters.) The East Hampton academic policy prohibits this practice. In the case of a situation where individual teachers permit the practice in their classes, a student wishing to make a multiple submission must clear it with both teachers involved. Non-compliance is a violation of the school's standard of conduct.

## **Exams**

Another common form of cheating involves exams. Copying from someone else's paper, using notes (unless allowed by the teacher), altering an exam for re-grading, getting an advance copy of the examination, or hiring a surrogate test-taker for a take-home exam are all violations of school policy. In addition, the use of any electronic device to give or receive information is also a violation of the school's academic honesty policy.

Any act of cheating will result in a grade of "zero" for the assignment or test and will lead to formal disciplinary action by the administration. If there are any questions about the relation of these standards to a particular assignment, please see your teacher prior to the date the assignment is due.

## **EAST HAMPTON HIGH SCHOOL NATIONAL HONOR SOCIETY**

Membership to the National Honor Society is a prestigious honor.

East Hampton High School is affiliated with the National Honor Society through its charter for the Ferrigno-Bell Chapter. Students may qualify for NHS by maintaining a 3.67 cumulative grade point average on a 4.0 scale by the time of selection. Selection to NHS is made twice per year: once in the spring for juniors and once in the winter for seniors.

When a student qualifies for NHS, s/he must apply for selection. In this application process, students must indicate (and have corroborated by adult leaders) their achievements in the areas of service, leadership, and character.

The National Honor Society has defined the above criteria as follows:

Service – Actions done for or on behalf of others without any compensation provided to the individual performing the actions.

Leadership – A position of being in charge, guiding, or otherwise directing a group of individuals or an organization.

Character – A consistent display of the characteristics of trustworthiness, respect, responsibility, fairness, caring and citizenship.

Prior to applying, students will meet with the NHS advisor to receive an application and instructions regarding its completion.

Once a student applies for membership, a five-member faculty council will consider input from the faculty at large and will select those students who meet the criteria outlined above.

The induction ceremony for the Ferrigno-Bell Chapter of the National Honor Society occurs in April or May of each year.

## **EXTRAORDINARILY PROFICIENT STUDENT TUITION POLICY**

The following administrative regulations will be used to select students for tuition assistance awards.

### **1. Eligibility**

All students in grades K-12 are eligible to receive tuition assistance except a senior who intends to participate in a program following graduation. To be eligible, a student must be selected in an ability-related competitive process by the institution providing the instruction.

Only instructional programs that relate directly to the school's existing curriculum will be considered; local or state competition such as National History Day are not considered instructional programs, and are otherwise supported by other means.

### **2. Application Process**

Each application must include a description of the program or any published materials describing the program, the reason why the student is interested in participating, and a proposal describing how the student can share what he/she has learned with members of the school system and/or community.

Applications must be submitted before May 15 in order to be eligible for a summer or fall program. Students interested in participating in a program during the winter and spring must submit their applications before November 15. A letter indicating the student has been accepted must accompany the application.

All completed applications must be submitted to the student's principal for his/her review. The principal will consult with teachers and support staff before making a recommendation to the superintendent. The principal may establish any additional criteria deemed appropriate for determining the eligibility of students to receive this assistance. Upon receiving a recommendation, the superintendent will set up a meeting with the principal to discuss the application. If the superintendent approves, the application will be sent to the board of education for final approval.

### **3. Distribution of Funds**

Students who qualify are eligible to receive up to 60% of the tuition cost or \$250, whichever is less.

A student will be allowed to receive tuition assistance two times over the course of his/her school career in East Hampton. Tuition assistance funds will be distributed on a first-come first-serve basis.

## **DROPPING COURSES**

Student schedules must be set before the start of the school year. Any change after that must be approved by the teacher, parents, counselor, and principal. **STUDENTS MUST ATTEND THE CLASS UNTIL ALL PAPERWORK HAS BEEN FILED AND APPROVED.** Failure to follow this procedure will result in disciplinary action.

If a student receives approval to drop a course, he/she may do so without academic penalty prior to the end of the first quarter for a full year course and prior to the first interim report for a semester course. Within this time frame, no record of the course will appear on the final transcript. After this time, students will receive a grade of W/F on their final transcript, regardless of the student's grade at the time. This grade of W/F or W/P on their final transcript dependent upon the students' grade at the time of withdrawal from the course. The grade assigned will be recorded on the permanent transcript as the final grade for the course and will be used to determine class rank, honor roll, and athletic eligibility.

## **HOMEWORK**

Homework is considered an essential element in the study of any school subject. It is defined as an activity engaged in outside of formal class instruction to aid in the study of or mastery of subject matter. Homework consists of, but is not limited to, reading, writing, practice exercises, reference work, or project work associated with the requirements of a course.

The kind of homework assigned and the purpose of an activity required have a direct relationship to the nature of the course pursued and the nature, age, maturity, and educational needs of the student. All assignments should contribute to the learning process and have either a direct or indirect relationship to student performance evaluation.

Assigning time limits to homework for all pupils is not an easy task in view of the wide variation in student ability; needs and skill development; and the nature of different courses of study. As a general rule, students at the high school level should expect two to three hours of homework on a daily basis. It is understood, however, that at times homework assignments may exceed the limits on a given night. It is also understood that the approach to homework taken by some students may require them to spend more time than is considered usual under most circumstances.

## **MAKEUP WORK**

After an absence, it is the student's responsibility to see his/her teachers to make arrangements for makeup of assignments and tests. Upon return after a one-day absence, a student is expected to have his/her work ready for class.

Students should contact a classmate or email their teacher to get information about missed work. For a longer absence, a student is expected to have work made up within a period not longer than twice the length of the absence. Students who are absent more than three days may request homework through the guidance office by contacting Mrs. Malavasi, the guidance secretary. Every attempt will be made to honor homework requests within twenty-four hours.

### **MIDYEAR AND FINAL EXAMS**

All students at East Hampton High School must take part in midyear and final exams. Each exam equals 10 percent of the final grade. If a student is ill on the day of a mid-year or final exam, please call the school office. Failure to take a midyear or final exam will result in a zero. Students who arrive late for an exam will not be allowed to take that exam. Textbooks and all other course materials must be handed into the teacher on the day of the final exam.

### **ACADEMIC OBLIGATIONS**

Academic obligations take priority over extracurricular activities or employment. Students who desire to leave at 2:15 p.m. each day must fulfill all academic and disciplinary obligations. To maintain athletic eligibility, coaches may request that an athlete attend extra help sessions instead of team practice. Employment schedules must be arranged so as to not interfere with academic progress, both in and out of the classroom.

### **INDEPENDENT STUDY**

Independent Study may be pursued with the approval of a teacher in the subject area, the student's guidance counselor, and the principal. An independent study contract is designed between the teacher and the student outlining the student's responsibilities in fulfilling the project. All independent studies are weighted with level 2 credit. No credit is awarded for an Independent Study unless all requirements are met. The mark and credit become part of the student's academic record.

### **LIBRARY MEDIA CENTER**

Students may use the library media center before school, after school, during class visitations, and during study hall periods. Students are expected to be working on schoolwork or pleasure reading when they are in the library media center. Study hall students are to sign in to the library media center at the beginning of their study hall periods; exceptions to this procedure may be made depending on study hall enrollments. Students who do not attend the first lunch portion of fifth period study hall will not be admitted to the library media center during third lunch without a pass from their study hall teachers. A study hall

student tardy to the library media center without a pass will receive a warning; a study hall student tardy to the library media center a second time without a pass will receive a detention; a study hall student tardy to the library media center a third time without a pass will be banished from the library for the semester. Study hall students who sign in to the library media center are expected to remain for the entire period. Students who arrive to school with an unexcused tardy will not be allowed in the library media center during their study halls for the day. Study hall students who consistently disrupt the atmosphere of the library may be asked to provide assignments from teachers in order to be granted admission. The library media center and/or its facilities may not always be available to study hall students due to class visitations. However, study hall students may use the library when classes are visiting as long as they receive permission from the librarian and use available library resources. Students may pass through the media center during passing time, but are not to pass through the library media center when class is in session.

The following additional policies are observed in the media center:

- Books may be taken out for three weeks;
- Overdue materials are assessed at the end of each quarter. Students with overdue materials will not be permitted to take out additional materials or visit the library media center during study halls. Report cards may be withheld if students have overdue library materials;
- Reference materials and current issues of periodicals do not circulate;
- Students wishing to view archived periodicals must fill out the appropriate form;
- No food or drink is to be consumed in the library media center;
- Computer use will be assigned on a first come, first served basis, dependent on the need of the student. It is within the library media center staff's prerogative to remove students from computers given appropriate circumstances;
- Proper academic decorum is to be observed in the library media center at all times.

### **STUDY HALLS**

All students are assigned to study hall when they are not scheduled for a class. Students are expected to bring educational materials to study. Students are not allowed to use any electronic devices or eat or drink during study hall. Students must report to their assigned study hall locations. Students may not change study hall locations.

## **ATHLETICS**

The Board of Education has instituted an athletic participation fee for all athletes in the high school and middle school. The fee structure is set so that it is higher for high school students who have more game time and provides a cap as to the amount paid by a family. There will be a fee of \$87.50 per sport per athlete for high school athletes with a \$250. cap per family across both schools. In addition, there will be reduced fees for students who are eligible for free and reduced lunch and relief is possible for those who are experiencing financial hardship and unable to pay. When athletes sign up for a team, this paperwork and fee will be required to be included along with the permission slip for participation in athletics, and the emergency treatment card. The State of Connecticut Department of Education Health Assessment Record and Connecticut Pre-Participation Sports Evaluation are required for those athletes who need an updated physical.

### **ATHLETIC DEPARTMENT PHILOSOPHY**

Interscholastic athletics provides the opportunity for our students to participate in an activity that stimulates physical and psychological growth during the most important period of their development. It is hoped that each participant will develop a life-style that will prepare him/her for entry into a leadership role in today's complex society. Through interscholastic athletics, our students can experience leadership, character, sportsmanship, cooperation, and the satisfaction of knowing that their efforts are realized. Understanding other athletes' life-styles and values, practicing proper health habits, and appreciating the sacrifices which each athlete must make in time and labor while maintaining his/her scholastic standing are valuable elements of growth brought about by participating in interscholastic athletics. We believe that a high school education must be given primary concern, and that athletic participation is secondary and subordinate to academics. We expect our athletes to uphold the highest standards of behavior and serve as an example to the student body, the faculty, and the community.

### **STUDENT PARTICIPATION IN INTERSCHOLASTIC ATHLETICS**

East Hampton High School is a member of the Shoreline Athletic Conference. The fall interscholastic sports program, which includes cross-country, soccer, volleyball, cheerleading and football, begins its preseason practices prior to the start of the school year. However, any student not available during preseason, but who is interested in participating in any of the fall sports, may try out for a position on the team by contacting the coach of the appropriate sport or the Athletic Director once the school year begins.

While school is in session, notices are given over the public address system prior to the winter and spring interscholastic sports seasons. The winter interscholastic program includes basketball, indoor track and cheerleading. The spring program includes softball, baseball, golf, track and field, and tennis. Coaches of each sport and the Athletic Director provide the necessary physical examination and information application forms to students who desire to compete for positions on the teams' rosters. The team's coach selects each team.

East Hampton High School athletes participating in interscholastic athletics are expected to adhere to the rules and regulations as set forth by the Connecticut Interscholastic Athletic Conference, Shoreline Conference, Athletic Department, and individual coaches.

Additionally, according to East Hampton Public School policy: "... a student must receive a passing grade in all courses in which he or she is enrolled at the end of the quarter immediately preceding an athletic contest, practice, or activity meeting." A student is not allowed to participate in an extracurricular sport with a failing quarterly grade. This includes grades from the last marking period of each school year, which affect the first marking period athletic status of the following school year. Student athletes must closely monitor the status of their grades as academics come first. Student athletes who are in danger of failing a class should communicate with his/her coach and temporarily remove himself/herself from practice to attend after school review sessions.

## **INSURANCE**

Accident insurance is required of all students who participate in athletics. If the family has adequate health and accident coverage, there is no need to take additional school insurance. However, verification of adequate insurance protection is necessary before practice or participation can take place. The form to indicate permission to participate has a section for verification of insurance protection.

The Board of Education holds an insurance policy for student athletics that will pay for all medical expenses not covered by a student's or a student's parent's medical insurance. Students incurring medical expenses from athletic injury should file claims through their own individual family policy and notify the school if all expenses are not paid by their own policy.

## **GENERAL INFORMATION: ACTIVITIES, SERVICES, AND PROGRAMS**

### **ACTIVITIES AND CLUBS**

East Hampton High School offers a wide variety of activities and clubs in which students can participate. They include:

- Student Council
- Model UN
- Intramurals
- Drama Club
- Interact (community service)
- *The Oracle* (school yearbook)
- *The Bellringer* (school newspaper)
- *Visions* (literary and art magazine)
- Flag Football
- Environmental Club
- National Honor Society
- Boys' & Girls' State
- Ski Club
- Flag Team
- Connecticut Youth Forum
- Big Brother/Big Sister
- Youth Leadership Council
- French Club
- Spanish Club
- Guidance Ambassadors

### **PARTICIPATING IN SCHOOL ACTIVITIES**

All students attending a school activity, including athletics, shall have been present during the day of the activity. Students must be in school prior to the **start of third period**. If a student is absent the day of a game or activity, that student may not participate in the practice, game, or activity. In the event of a college visitation or family commitment or emergency, please contact the school administration. Students under suspension are not permitted to attend any functions or after- school activities, athletic practices, or games.

### **DANCES**

The student Council, various classes, and other organizations within the school, Sponsor dances. All students are welcome to bring a guest from another school. The guest must be pre-registered prior to the dance. Guests must attend high school and are subject to approval by the Administration.

### **JUNIOR AND SENIOR PROM**

East Hampton High School's junior/senior prom is held in May. The prom is sponsored by the Senior Class which begins its fundraising during the freshman year. The prom is considered a formal event and guest passes are required. Only guests who are **under the age of twenty-one** are permitted to attend. All students who attend the Prom are required to sign a prom contract which outlines rules for the dance and expected student behavior. Students who attend the dance are required to arrive at a designated time, and must remain at the dance until it ends. Students may only leave the prom with previously arranged permission from the school administration and once a student has left they may not return. The use of alcohol, tobacco, or other illegal substances is prohibited. Anyone whose conduct does not conform to East Hampton High

School standards may be asked to leave or referred to the police. Such violations are subject to disciplinary action and possible arrest.

### **FIELD TRIPS OR CLASS OUTINGS**

Teachers conduct field trips or class trips for various educational reasons. This is an opportunity for students to supplement classroom education with outside experiences. Due to the importance of class time, this opportunity is available to students who are not failing their academic courses. Grades on the student's previous quarterly report card will be used by the school's administration to determine eligibility. For activities that occur before the first marking period, interim progress reports will be used to determine eligibility.

Students who have been suspended during the academic year, may be prohibited from attending school-sponsored trips, as they have not demonstrated the ability to follow the student code of conduct. Students may apply to have their field trip privileges reinstated after two marking periods, if their behavior has shown significant improvement and they have not had additional suspensions during this time period.

If a student is prohibited from attending an academic trip, that student will have the opportunity to complete an alternative assignment to fulfill the trip's related academic requirements.

Students are expected to abide by all school rules on field trips.

In the event of an illness or a disciplinary problem with a student on a field trip, the parent of the student shall assume full responsibility. If called by the advisor, **it is the responsibility of the parent to come and get the student.** The parent's signature on the bottom of the permission slip is an acceptance on the parent's part to comply in full with this regulation.

Permission slips are required for participation in all off-campus activities.

### **SENIOR PRIVILEGES**

Seniors without a period G class may leave school after period F once they turn in a permission slip. This privilege is extended to seniors who have employment obligations prior to the end of the school day. In order to keep this privilege, seniors must maintain passing grades in all their classes. Upon failing or in danger of failing a subject, a senior's early dismissal privilege will be revoked for the following marking period and they will be required to attend

a period G study hall. **Early dismissal privileges may also be revoked for excessive tardiness or other violations of the student code of conduct.** If all grades are passing at the end of that marking period, the privilege will be restored. All incompletes at the end of a marking period will be treated as failures until they are made up. In addition, senior privileges can be revoked due to inappropriate behavior, chronic tardiness, or absenteeism. The following rules apply to senior sign-out:

- When there is an all-school assembly, seniors may not sign out early.
- Students or parents must furnish transportation.
- Students may not leave if they have detention or other obligations. They must check into the main office after their last scheduled period for further directions.
- Students must notify the office of their intention at the beginning of each quarter, and their leaving from school must be a constant situation.
- Seniors must sign out each day in the main office after 1:27 p.m. Failure to sign out will result in a loss of privilege.
- Seniors leaving school are expected to be off the school grounds as quickly as possible after their last class and obey all school rules until outside of the building.

### **WORKING PAPERS**

The guidance secretary in the Guidance Office issues working papers. A student must be at least 16 years of age when papers are issued. When the student gets a job, he or she should obtain a Form 16 (Promise to Employ) from the prospective employer. The student then brings this form together with birth certificate, passport or baptismal papers to the office to have working papers completed. This may be done during any school day.

### **LOST-AND-FOUND**

Lost-And-Found is located in the main office of the school. All found items should be brought to the office. Inquiries about lost items should be made to Mrs. Sawicki in the main office. The lost and found is cleaned out on the last day of each month.

### **HEALTH SERVICES**

Vision and Scoliosis screening is done in the 9th grade and the results entered into the school health records.

Mrs. Puzzo is available for first aid care and health counseling. Both students and parents are welcome to consult the nurse about health problems.

Any medications brought to school must be left with the school nurse during the school day. The nurse must have a physician's or dentist's written order and the parent's or guardian's authorization in order for any medication to be administered at school.

Except in an emergency, the student should get a pass from the classroom teacher before visiting the nurse. All participation in athletics must be cleared with the school nurse. This includes physicals, injuries, and physician's clearance to participate following an injury in athletics.

#### **STUDENT ASSISTANCE TEAM (SAT)**

The purpose of the Student Assistance Team is to identify students in need of assistance with academic and social/emotional concerns; to respond to student needs in the form of support and timely intervention; to facilitate available services to prevent problems from becoming crisis issues; and to maintain appropriate communication with students, parents, and staff. Parents or students who wish to make a referral may contact the administration, guidance counselor, psychologist or social worker.

#### **STUDENT MESSAGES AND ITEMS DROPPED OFF FOR STUDENTS**

The school will only deliver EMERGENCY MESSAGES from parents to students. Interruptions of this type cause disruptions in the student's day. If students forget items, i.e. lunches, projects, papers etc., parents may leave them in the main office and students will be notified, as soon as possible.

#### **CAFETERIA**

Our cafeteria is run on a nonprofit basis and offers hot luncheons, beverages and individual items. A weekly menu is posted. **Absolutely no charging of food items in the cafeteria is allowed.** Each student receives a cafeteria account with a pin number. Parents should deposit money into that account for use in purchasing lunches.

Please form waiting lines in the same order that you arrive. It is unfair to save places in line. In order to control payments, all students must enter the serving lines from the corridor. Before leaving, students must clean the tabletop and pick up papers off the floor. Students who do not adhere to the rules will receive disciplinary action. The lunch line will close five minutes before the end of the first and second lunch waves to enable the staff to prepare for the next lunch.

The cafeteria is open from 7:10 a.m. - 7:30 a.m. for breakfast.

State law requires that food be consumed only in designated areas. There is no carrying of drinks, coffee, water bottles, or food in the hallways or consumption of food or drink in classrooms.

#### **NO SCHOOL ANNOUNCEMENTS**

In case of an emergency closing, late opening, or early dismissal from school, the ALERT-NOW system will be activated by the Superintendent's office and each family will receive notification. Please call the office with any new home, cell and work numbers so that you can receive all ALERT-NOW information.

# TRANSPORTATION

## BUS TRANSPORTATION

1. The bus contractor or driver shall have the same responsibility and authority over the conduct of pupils while in school buses as a teacher in the schools.
2. The superintendent and principal may exercise any necessary authority to ensure the safe transportation of all pupils.
3. Any pupils who fail to conduct themselves properly on a school bus shall be warned by the driver and a report made to the principal who shall notify the parent. Continued misbehavior could result loss of bus privileges and/or in suspension from school.

The following are consequences for violation of codes of behavior while participating in the bus transportation services.

1. Tardy at Bus Stop: Report sent to parents and both parent and student warned that bus will not wait.
2. Category A: Minor offenses (eating, drinking, littering, discourteous or uncooperative behavior).
  - 1st Offense - Warning and counseling of student - report sent home
  - 2nd Offense - 1 Detention - report sent home
  - 3rd Offense - 2-day bus suspension
  - 4th Offense - 5-day bus suspension
  - 5th Offense - Mandatory parent/driver/principal meeting and 10-day bus suspension
3. Category B: Major offenses (smoking, unacceptable language, insubordination, striking or fighting, refusal to identify oneself, creating a hazard for self or others, vandalism, or threatening another student)  
Bus suspension with regular school discipline, possible parent/driver/principal meeting
4. Category C: Serious Offenses
  - a. Assault on student
    - 1st Offense - 5-day bus suspension
    - 2nd Offense - Mandatory parent/driver/principal meeting and 10-day bus suspension
  - b. Assault on driver
    - 1st Offense - 10-day bus suspension, immediate referral to Board of Education for exclusion of bus services
  - c. Creating a hazard for the driver
    - 1st Offense - Mandatory parent/driver/principal meeting and 10-day bus suspension

## **AUTOMOBILES**

A senior legally allowed to drive a car may drive an automobile to the school if the following regulations are adhered to:

1. Registration for seniors will take place the first week of school.
2. Because of a limited number of available parking spaces, seniors will be given preference. If there are any remaining spots at the end of quarter one, Junior's will be given any remaining spots on a lottery basis.
3. Students are **NOT TO BE IN THEIR CAR**, anyone else's car, or in the parking lot once they arrive at school.
4. Parking privileges may be revoked at any time for violations of any of the above or for reckless driving, use of excessive speed, or tardiness to school.
5. **10 m.p.h. speed limit** is in effect on all school roads and parking areas.
6. No parking behind the school building or along curbs.
7. All Motor Vehicle Department laws must be followed when driving in the school parking lot.

## **OTHER MEANS OF TRANSPORTATION**

Bikes and any personal property brought to school by a student is done at the student's own risk. Bikes must be locked to the bike rack in front of the building. Walkers are responsible for reaching school on time. Please use public walkways and always respect neighbors' properties to and from school.

**The use of skateboards, scooters, rollerblades, go-carts, etc. is not allowed on school property.**

# **STUDENT RULES AND REGULATIONS**

## **PHILOSOPHY OF DISCIPLINE**

In order for education to assure that students are given the opportunity to reach their maximum potential, it is necessary that an environment exist within the school that will allow teachers to concentrate their efforts on working with students. In order to create a positive learning environment, it is necessary to establish certain policies, rules, and procedures.

It is essential that in the development of a discipline structure to work with those students who have exhibited counterproductive behavior patterns, certain basic principles apply to the established policies, rules, and procedures:

1. Students have certain rights and responsibilities. These rights must be respected and students must, in turn, be required to accept the responsibilities that are the natural outgrowth of the granting of rights.
2. Disciplinary action must be governed by the physical, mental, and emotional development of the student who is involved.
3. Avoiding serious interruptions in the continuity of education for students involved in disciplinary cases is a high priority.
4. Consistency in disciplinary action must be practiced at all times.
5. As students mature, they have a natural desire for independence, and whenever possible, mature young men and women should have an opportunity to correct their mistakes and actions.
6. The school has a responsibility to parents to apprise them of situations involving their children.

## **SCHOOL SECURITY**

In order to maintain an environment conducive to learning, East Hampton High School employs a security officer to monitor the hallways and other common areas, including the parking lots. The school security officer is a member of our educational community and students are expected to appropriately respond to any directives by the security officer. Failure to demonstrate appropriate behavior in interactions with the security officer will result in disciplinary action.

## **RESPECT AND COURTESY**

The atmosphere of our learning community depends greatly on the manner in which we treat one another. The ability to teach and learn is enhanced when the climate is positive and issues are dealt with in an honest and straightforward way. Proper respect and courtesy are to be accorded to all individuals at all times.

### **START OF SCHOOL**

The building will be open at 7:10 a.m., and students may wait in the cafeteria or the corridors. At the 7:30 a.m. warning bell, students must report directly to their first period class. Students who are tardy to school must report to the office immediately and sign in. Tardiness will result in the assignment of disciplinary consequences if warranted. Being tardy 20 minutes or more to class will be considered an absence from class under the loss of credit policy.

### **TARDINESS TO SCHOOL**

Since most students are transported by bus, there is little excuse for tardiness to school. Students arriving late to school will be considered tardy. All students who are tardy to school will report immediately to the main office. Students failing to report to the main office will be further disciplined. The first tardy will result in a reminder of the policy; the second tardy will result in a warning; the third tardy will result in a one hour office detention; and the fourth tardy will result in a two hour extended detention. Students with subsequent tardies or chronic tardiness may lose their driving privileges or senior sign-out and/or other school privileges.

### **TARDINESS TO CLASS**

If students are not inside the classroom when the bell rings, they are considered late. If late, students must bring an excuse from the teacher who detained them. It is important that students avoid being late for class. The first tardy to class will result in a warning. Subsequent tardies will be subject to the same consequences listed in tardiness to school. Students are reminded not to come to the office for a pass. They should report directly to their assigned area.

### **SCHOOL ATTENDANCE**

In order to emphasize the vital importance of regular school attendance, East Hampton High School has instituted an attendance program that penalizes excessive absenteeism by a loss of credit for subjects taken. The value of classroom discussions and hands-on activities cannot be replicated.

Any person registered in a public school is required by law to be in attendance each day that school is in session. On the morning of an absence, a parent must call the school to report the child's absence. Messages may also be left on the school's voice mail during non-business hours. **If we do not receive a parent call our automated attendance call system will contact a parent at all of the numbers that you have provided.**

Family trips and vacation are not regarded as acceptable reasons for exceeding the absence limit. **Parents are strongly discouraged from scheduling vacations during times when school is in session.** Any parent contemplating a family vacation during time when school is in session should inform the school in writing by submitting a note addressed to the principal. Following communication with the administration, the student's teachers will be notified and the student may contact his/her teachers directly to make appropriate arrangements.

The State of Connecticut recognizes the following as legitimate reasons for school absence:

- Personal illness
- Death in family
- Court appearance
- Certain religious occasions
- Certain family emergencies.

### **CLASS ATTENDANCE**

The faculty and administration of East Hampton High School believe that class attendance is most important. Much of what a student learns in class and is graded on involves the understanding of facts, concepts, and theories. Each student is asked to demonstrate a degree of skill in an academic discipline which is measured by various methods of assessment.

Other learning processes take place that may not be measurable, yet they too, are important to the overall growth and education of the student. Some of these processes involve the following:

1. The interchange of ideas and attitudes among class members and the various feelings of the group affect the learning of individual class members.
2. The interaction between individuals in a class and a certified teacher does have an effect on each student's depth of understanding.
3. The experience, expertise, and guidance that each teacher provides to a class are valuable to the learning process.

Since class attendance is the only direct method for the student to avail himself or herself of the learning experiences, the absence from class has a direct effect on his/her education, and subsequently on the grade that he/she earns.

Students must attend all assigned classes and study halls unless excused by the teacher. Cutting classes will result in disciplinary consequences. If a student cuts a class in which a quiz or exam is given, the student is not allowed to take the test and will receive a grade of "0".

### **ATTENDANCE REGULATIONS**

1. In a full year course, a total of **sixteen (16) absences will** result in a **loss of credit (NC)** for that course. Being tardy 20 minutes or more to class will be considered an absence from class under the loss of credit policies.
2. In a half-year course, a total of **eight (8) absences** will cause a **loss of credit (NC)**. Being tardy 20 minutes or more to class will be considered an absence from class under the loss of credit policies.
3. Students are required to take physical education for three days a week for one semester. Because this class meets three times a week, attendance in class will follow the same requirements as a half-year course.
4. Absences that do not count toward a loss of credit are absences verified by a Dr.'s note, as well as documented college visits and court appearances.

5. There is a process by which loss of credit may be appealed at the end of each semester.
6. An appeal must be filed in order for a student's case to be considered.
7. An appeals committee will meet when necessary and get input to evaluate a student's excessive attendance.
8. The attendance appeals committee will judge appeals in terms of the total number of times a person has been absent with the same excuse, the importance of the trip or event for which an absence was taken, and other information available to the committee. Medical excuses must be supported by written evidence to avoid any misunderstandings or delays. Medical documentation for extended periods of absence should be submitted in writing by the physician who diagnosed the illness, indicating that the student is physically unable to attend school.
9. The limits have been set to reflect normal illness that may occur during a school year so that students are not in danger of losing credit and forced to come to school when they are ill.
10. Attendance will also be kept by teachers and reported on a class-by-class basis. Excessive absenteeism or tardiness to an individual class may result in loss of credit for that class, regardless of good attendance to school or other classes. Teachers will be in contact with parents when academic achievement is negatively impacted by chronic absenteeism.
11. Parents will be formally notified when the number of class absences reaches six and eight for a semester course. Parents will be formally notified when the number of class absences reaches 12 and 16 for a full year course.
12. Fairness and consistency will be practiced in all appeal deliberations.
13. College visits are for juniors and seniors only. Documentation from the college must be submitted to the office.

#### **EARLY DISMISSAL**

Early dismissal from school will be granted for **emergencies only**. **Every effort should be made to schedule doctor or dentist appointments after school hours or on vacations. A written request from a parent or guardian must be presented to an Office Secretary before school.** Students should sign out in the main office and wait there for their parent/guardian.

**In case of illness during school, dismissal will be arranged through the school nurse, or in her absence, through the office.** Students feeling ill should report directly to the nurse's office. **No student will be dismissed from school because of sickness unless the school nurse and a parent have approved the dismissal.** In addition, no excuse for missing classes because of illness will be accepted unless approved by the school nurse. This also applies to students seeking early dismissal who are 18 years old and over, unless they are legally emancipated.

## **HALL PASSES**

Carrying on the work of the day involves the passage of students to and from classrooms at times other than the time for passing of classes. At these times, a student must have a pass. The four-minute passing time between periods should be sufficient for a student to go to his or her locker or the bathroom. Medical conditions that require modifications to the above should be discussed with the school nurse. Any student in the hall without a pass will receive a referral and if the problem becomes habitual, the student will receive further administrative consequences.

## **VISITORS**

Student visitors are not allowed during the school day. Individuals who need to conduct business at the school must sign into the main office immediately upon arrival and receive a visitor's pass.

## **UNAUTHORIZED PERSONS**

The Principal or Assistant Principal has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who is described as a person who "does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal education function of the institution." This includes students who are under suspension or expulsion and awaiting readmission. The administration has the authority to tell unauthorized persons that they cannot come onto the school property at any time. Staff members may ask for identification from any person(s) and may ask the individual(s) why he or she wishes to come onto school property. Furthermore, they may ask unauthorized persons to leave. This includes all school activities. If a person has been barred or asked to leave, the person is subject to immediate arrest if he or she fails to leave or returns after being told that he or she is barred or trespassing.

## **LOCKERS**

Lockers are school property. The Board of Education, acting through the administration, reserves the right to inspect school lockers at any time, with or without notice. Students are urged not to share their locker with other students. The student assigned to a given locker will be held responsible for its contents. It is the student's obligation to hold the contents of his or her locker secure at all times. Restitution will be forthcoming to any student whose property is damaged as a result of an administrative need to gain immediate access to a locker. Students are assigned a combination lock for the school year. No other locks are permitted on school issued lockers. Seniors who lose their lock at the end of the school year will be charged a replacement fee of \$10.00.

While gym lockers do not have built in locks, a student taking Physical Education will be assigned a gym locker and a combination lock for the semester they have Physical Education. **No other locks are permitted on school issued lockers.** Students who do not return their lock at the end of the semester will be charged \$10.00 for a replacement lock. In the locker room,

student's are expected to secure all their possessions in their locker and secure the lock. Students are not to leave any clothing, books or personal property unlocked in the locker room. While East Hampton High School makes every effort to maintain a safe environment for students and their possessions, clothes or valuables that are left out in common areas are an easy target for theft.

### **SEARCH POLICY**

The school administration retains control over lockers and desk space provided to students and regulates admission and parking of automobiles on school grounds. If the administration has specific knowledge which leads them to reasonably suspect that drugs, weapons, dangerous items, illegal or prohibited matter, or stolen goods associated with school are likely to be found, they have the right and duty to inspect and search students' lockers and desks as well as student or non-student automobiles. The administration also has the right and duty to search a student if they have a high degree of suspicion that drugs, weapons, dangerous items, illegal or prohibited matter, or stolen goods are likely to be found in the student's possession. The right to search is reserved by the administration in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and/or the student body. The items of a search may be turned over to the police for inspection or examination. Any illegal activity is subject to criminal prosecution in addition to school disciplinary action.

### **DRESS REGULATIONS**

The student's appearance is primarily the responsibility of the individual and his/her parents/guardians. However, the matter of enforcing a good learning environment is the business of the school. East Hampton High School encourages students to dress in a manner that reflects pride in and respect for themselves, their school, and their community. To promote a positive learning environment, proper attire is necessary. Restrictions in freedom of dress may be applied whenever the mode of dress is not modest and appropriate to the school situation, disrupts the educational process, and constitutes a safety or health hazard to the student or others in the building. Individual departments such as science or physical education reserve the right to require specific clothing, footwear, and safety equipment for the protection of students in those courses.

Although this is not an attempt to include all items, the following more common types of clothing are not allowed:

1. Vulgar, illegal (including alcohol, drugs, tobacco) and/or sexually oriented statements, pictures or suggestions on clothing are not permitted.
2. Any dress or statement that may cause a hostile, intimidating, degrading, offensive, harassing or discriminatory environment is prohibited.
3. No pajamas or any clothing that may constitute sleepwear.

4. Articles of clothing that could cause injury to other students or damage school property (chain belts, cleats, studded accessories or belts, wristbands, etc.);
5. Clothing that is torn, ragged, or that has holes;
6. Shorts, skirts, or dresses that do not reach the mid-thigh;
7. Halter tops, shirts that have thin spaghetti straps and/or shirts that have wide cut arm holes;
8. Shirts that are low cut, revealing or expose the midriff
9. Oversized clothing, which compromises the safety of students.
10. Clothing or accessories that symbolize membership in a group which could be construed as disruptive to the educational process;
11. Articles of clothing that cover any part of the face/head, including hoods, hats, bandanas, dew rags, and all other types of head coverings. The only exception is religious headgear.
12. Hats are not allowed to be worn in the classrooms.
13. All non-prescription eyewear;
14. Visible underclothing;
15. See-through clothing;
16. Going barefoot or stocking foot;
17. Excessive make up or face painting that is disruptive to the educational process;
18. The wearing or carrying of any electronic devices that are not medically prescribed or court ordered.

Violation of the Dress Code will result in appropriate disciplinary action.

Occasionally during spirit week, dress-up days will be allowed. Dress will be according to the themes dictated each day. All clothing shall adhere to our school's dress regulations.

### **FIRE ALARMS**

Anyone guilty of tampering with fire alarms or detection equipment will be prosecuted to the full extent of the law. According to 53A-180 of the Connecticut General Statutes, False Reporting of an Incident is a Class B misdemeanor punishable by up to two years in prison and/or up to \$1,000 fine. Complete documentation of the law is available in the main office. Students who tamper with a fire alarm are subject to expulsion.

### **SAFETY DRILLS**

Exit route instructions are given in each room for that room. At the sound of the emergency alarm:

1. Leave the building immediately.
2. Follow the exit route as posted in your room.
3. Walk - do not run, but exit quickly.
4. Proceed in an orderly fashion.
5. Keep to the right in hallways.
6. There is absolutely no talking, either going or returning from a fire drill.

7. Those leaving the rear exits and north exits go onto the athletic field beyond the blacktop.
8. Those leaving the south exits go to the roadway.
9. Those leaving the exits at the front of the building move to the faculty parking area.
10. By State Law, lockdown drills will be conducted at various times throughout the school year.

#### **NO SMOKING POLICY**

In accordance with Connecticut State Statute Section 19a-342 and Board Policy 5131, smoking is prohibited within a public school building when school is in session or student activities are being conducted. This includes the interior of the building and any of the surrounding grounds of the school. Possession of smoking or nonsmoking tobacco materials is also banned. Possession or use of an electronic cigarette and any of their corresponding liquids on school grounds is prohibited regardless of the contents of the liquids. A violation will result in disciplinary consequence, communication with parents, and confiscation of all related devices and substances. Any confiscated electronic cigarettes and related substances will be destroyed and disposed of by administration.

**Smoking on school grounds will be subject to administrative disciplinary action (including extended detention, community service, and suspension), as well as legal action. Any student found smoking in school will be reported to the East Hampton Police Department and subject to a fine of \$75.00 or referral to the East Hampton Town Juvenile Review Board in accordance with the law.** In addition, there is no smoking on any school sponsored field trip or class outing.

#### **DRUG AND ALCOHOL POLICY**

Connecticut State Statute, Section 10-233d and Board Policies 5114 and 5131 state a student shall be expelled for one calendar year for the sale of illegal drugs on or off school grounds. The Board of Education prohibits student possession, use, and/or distribution of any drugs, alcohol, or drug paraphernalia or being under the influence of any drug or alcohol. Recognizing that the use, abuse, and dependency of drugs or alcohol can seriously impair a student's ability to learn, it is the policy of the school to take actions to prevent their use. These actions are handled through education, early intervention, parental involvement, medical and/or assessment referral, and police referral. The school will cooperate with town, state, and private agencies that are involved in the health of students relating to drug and alcohol abuse. In the interest of health and safety, school authorities may inspect school properties. Inspections for drugs and alcohol are health and safety related and regarded as reasonable cause for searches by school personnel.

Students exhibiting signs of having consumed alcohol, including, but not limited to glassy eyes, slurred speech, unsteadiness on the feet or the odor of alcoholic beverages **may be requested to take a breathalyzer test administered by a school administrator. Students who test positive for alcohol, or students who refuse to take a breathalyzer test upon reasonable suspicion that they have consumed alcohol, will be subject to all school rules relating to the use and/or possession of alcohol.**

Any student found using, selling or possessing drugs, drug paraphernalia, alcohol, tobacco (including smokeless or chewing) at school or a school-related activity, found present at parties where there is alcohol or drugs, or arrested in any event where drugs or alcohol are involved will be subject to the drug and alcohol procedures as follows:

- The police will be notified in the case of use, sale, or possession.
- Parent(s)/guardian(s) will be notified to come to the school to take custody of the student.
- A 10 day out-of-school suspension will be given.
- A referral by the Principal, Assistant Principal, Director of Guidance, or Special Education Director will be made to an agency licensed to assess and treat drug abuse.
- Continued participation in extra/co-curricular activities will be suspended pending a review by the principal.
- A mandatory reentrance conference with administration, parents/guardian, and student will be held.
- An expulsion process may begin.

#### **WEAPONS POLICY**

In order to insure a safe school environment, all students must refrain from bringing in objects that would potentially cause harm to another individual. This could include any weapon such as knives (including pocketknives), guns, or facsimiles, slingshots, pepper spray, etc., or other items that could be considered of a dangerous nature. Dangerous weapons are prohibited and all infractions will be handled firmly by school administration with consequences that could result in suspension, possible expulsion and police notification. Construction of an item during the school day which could cause harm is also prohibited, and will result in suspension, or possible expulsion.

Connecticut State Statute, Section 10-233d states a student shall be expelled for one calendar year for a) possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon on school grounds or at a school-sponsored activity and b) possession of a firearm off school grounds or possession of a firearm in the commission of a crime.

#### **ELECTRONIC AND TELECOMMUNICATION DEVICE POLICY**

Given their expensive nature, iPods, iPhones, iPads, Blackberries, electronic planners, and cell phones *are difficult to track once they have been taken. East Hampton High School is NOT responsible for lost or stolen electronic devices.*

If students choose to bring these items to school, they do so at their own risk. In accordance with Connecticut State Statute, Section 10-233j, no student in a public school in the state shall possess or use a remotely activated paging device unless such student obtains the written permission of the school principal for such possession and use. The principal shall grant such permission only if the student or his parent or guardian establishes to the satisfaction of the principal that a reasonable basis exists for the possession and use of the device. If not used for educational purposes, electronic and telecommunication devices are a disruptive to the educational process. As a result, they may be used during lunch and before the school day begins and after the regular school day ends and during passing time. Students are not allowed to use such devices or have them visible during classes or study halls. With respect to **cell phones or smart phones**, students may use them during lunch and before the school day begins and after the regular school day ends and during passing time. At any other time, if a student is using a cell phone or it goes off in his/her pocket, purse, or backpack or it is visible, the student will be referred to the administration. The cell phone will be confiscated by the teacher, security, paraprofessional, or administrator and turned into the main office. On the second infraction the student will be assigned an office detention. On the third infraction, the student will be assigned an extended detention and the cell phone will be returned only to the parent or guardian. For subsequent violations, a parent meeting will be held, the student may be prohibited from bringing the cell phone to school and the student will be assigned more serious consequences, up to and including out-of-school suspension.

With regard to **handheld entertainment devices** such as iPads, iPods and MP3 players, including headphones or ear buds of any kind, students may use them during lunch and before the school day begins and after the regular school day ends and during passing time. At any other time, if a student is using an entertainment device or the device and/or headphone wires are visible, the student will be referred to the administration. The device will be confiscated by the teacher, security, paraprofessional, or administrator and turned into the main office. The second time that the device is brought to the office; the student will be assigned an office detention. On the third infraction, the student will be assigned an extended detention and the device will be returned only to the parent or guardian. For subsequent violations, a parent meeting will be held, the student may be prohibited from bringing the device to school and the student will be assigned more serious consequences, up to and including out-of-school suspension.

## **BOOKS AND ACCOUNTABILITIES**

All books are to be covered. Each book should have the name of the student, teacher, date, and its condition written in ink inside the front cover. Books are expensive investments and must be respected and protected. Books/CD's must be returned before a student can take a final exam. Other school property that is lost or damaged is considered a student accountability. This includes athletic equipment, musical instruments, uniforms, etc. The debt to the school should

be settled as soon as possible. A charge will be administered for loss or needless damage. Schedules, report cards, grades, diplomas, and transcripts may be held if charges are not paid.

#### **PUBLIC DISPLAY OF AFFECTION**

**Students are asked to keep public displays of affection to an acceptable mode of behavior that will not embarrass teachers, staff members, or fellow students.** Respectful decorum should prevail in each student's conduct toward others. If such behavior persists to a point where it is unacceptable, parents will be contacted to discuss the problem.

#### **SEXUAL HARASSMENT POLICY**

It is the policy of the 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 student, staff member, district employee, or person on school grounds to harass a student through conduct or communications of a sexual nature defined as follows.

Unwanted and unwelcome sexual advances, requests for sexual favors, as well as 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 which has an adverse effect on the ability of the student to benefit from his or her education.

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 school's complaint procedure (as noted in the *Manual of Selected Policies and Procedures*) or may report it directly to the building principal, guidance counselor or other individual designated to receive such complaints at which time Board Policies 5114, 5144, and 5145 shall be in effect if appropriate.

Filing of a complaint or reporting sexual harassment will not reflect upon the individual's status nor will it affect future grades or academic assignments.

### **THREATENING**

Any student who threatens in any manner, including orally or in writing, harm to the person or damage to the property of a member of the school community, including any teacher, member of the school administration, any other employee, or a fellow student, shall be subject to expulsion.

In addition, the school administration shall refer the matter to law enforcement officials for possible criminal prosecution and shall take all available measures to ensure the safety of those in the school community in the event of the student's return to school.

Any student who harasses any member of the school community will be subject to disciplinary action. Harassment may include name-calling, ranking, bullying, as well as other insulting, defamatory, or derogatory comments or actions.

### **BULLYING POLICY**

The East Hampton Board of Education strives to promote a secure and positive school climate conducive to teaching and learning that is free from threat, harassment, and any type of bullying behavior. Therefore, it shall be the policy of the Board of Education that bullying of a student by another student is prohibited.

“Bullying” is defined as the repeated use by one or more students of a written, verbal, or electronic communication, such as cyber bullying, or a physical act or gesture directed at another student in the same school district that:

- causes physical or emotional harm to the student or damage to the student's property;
- places the student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- creates a hostile environment at school for such student (a hostile environment is a situation in which bullying among students is sufficiently severe or pervasive as to alter the conditions of the school climate);
- infringes on the rights of the student at school, or
- substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, written, verbal, or electronic communications, or physical acts or gestures that are based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental,

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

Students who engage in any act of bullying while at school, at any school function, at a school bus stop, on a school bus, through the use of an electronic device, in connection to or with any district sponsored activity or event or outside of the school setting if such bullying creates a hostile environment at school for the targeted student, infringes on the rights of the target at school or substantially disrupts the education process or the orderly operation of the school are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

A comprehensive program, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom, and individual.

The District's program:

1. Permits anonymous reports of bullying by students and written reports by parents or guardians;
2. Requires teachers and other school staff to notify school administrators of bullying acts they witness and students' reports they receive;
3. Requires school administrators to investigate parents' written reports and review students' anonymous reports;
4. Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there;
5. Requires each school to have an intervention strategy for school staff to deal with bullying, including language about bullying in student codes of conduct; and
6. Requires notice to parents or guardians of all students involved in a verified act of bullying. The notice must describe the school's response and any consequences that may result from further acts of bullying.

The Board of Education expects prompt and reasonable investigations of alleged acts of bullying. The principal of each school or his/her designee is responsible for handling all complaints of alleged bullying.

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

The East Hampton Public Schools Safe School Climate Plan may be viewed at [www.easthamptonps.org](http://www.easthamptonps.org).

## **HAZING**

Hazing is prohibited at all times in accordance with East Hampton Board Policy 5131.91. "Hazing" is defined as committing an act against a student, or coercing a student into committing an act, that creates a risk of physical or emotional harm to a person, in order for the student to be initiated into or affiliated with a student organization or any other purpose. This includes, but is not limited to:

1. Any type of physical activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
2. Any activity that intimidates or threatens the student with ostracism, subjects a student to shame or humiliation that adversely affects the mental or dignity of the student, or discourages the student from remaining in school.
3. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

## **USE OF SCHOOL COMPUTERS**

The East Hampton Public Schools have a variety of computer configurations which serve students and administrators. In addition, the Internet is available to electronically access information. This technology plays a critical role; therefore, security is essential. There are certain responsibilities that must accompany a student's privilege to use the school's various computer systems.

To be sure that these are clear, all students and their parents will receive an agreement that must be signed before a student account can be assigned or the Internet can be used.

The responsibilities regarding the use of the school's computer systems and the Internet are as follows:

1. I will use electronic information resources only for educational, research, and communication purposes and only as those purposes are consistent with the educational objectives of the East Hampton Board of Education.
2. I will use electronic information resources in a responsible, ethical, and legal manner at all times. I will complete my work efficiently to allow other students equal access.
3. I will use electronic information resources only with the permission of a staff member.

4. I will be considerate of other electronic information users and their privacy, and therefore will not reveal any personal information about any other person.
5. I will use polite and appropriate language at all times while accessing and using these resources.
6. I will not give out any personal information about myself or anyone else while using these resources, other than my first name and school e-mail address.
7. I will not knowingly degrade or disrupt electronic information resources, services, or equipment, and I understand that such activity may be considered to be a crime and includes, for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services and installing unauthorized software on the district's computers.
8. I will honor all copyright laws. Plagiarism is a serious ethical breach.
9. I will only use passwords belonging to others with written permission.
10. I will not transmit, receive, or publish any threatening or obscene material.
11. I will use proper procedures when exiting the system.
12. I will not download any files to the hard drive. I will only use software authorized by the school.
13. I will only load software or other files onto a computer at the school when authorized and supervised by a staff member.
14. I will subscribe to list serves or news groups only with the permission of staff.
15. I will not use the resources for commercial purposes, product advertising, or political lobbying and/or campaigning.
16. I will work collaboratively with other system users recognizing that violating any of these responsibilities as a member of a collaborating group would be the same as violating them myself.
17. I will treat the system and its hardware with care to preserve its memory, mouse ball, keyboard, labels, and avoid other actions that could disable the system such as downloads to the hard drive.
18. If I fail to follow these rules, I know that I may lose my privilege to use the computers at school, that I may be disciplined for not following the rules, and that I may have to pay for any damage I cause by my misuse of these resources.
19. I am aware that inappropriate use of these resources can be a violation of local, state, and federal laws and that I may be prosecuted for violation of those laws.
20. I will immediately report any problems or breaches of these responsibilities, or any inappropriate messages received, to my teacher or to the school personnel who are supervising my use of these resources.
21. I will act responsibly at all times and will avoid all other activities that are considered to be inappropriate in the non-electronic school environment.

**DETENTION (2:20 p.m. to 3:20 p.m.)**

For instances of concern or misbehavior a teacher will issue a personal detention to a student. Students are expected to serve a teacher detention on the day it is assigned or reschedule it with the teacher. If a student does not serve a teacher's personal detention, the student will be assigned an office detention. Office detentions are held on Monday and Wednesday from 2:20 p.m. to 3:20 p.m. The following regulations apply to detentions:

- Students are expected to bring materials to study.
- Detention takes precedence over any other student obligation including athletics and part time jobs or driver education.
- A student will be given twenty-four hours notice so that transportation arrangements can be made.
- In the event of a family obligation or emergency, a parent or guardian must contact the administration to request postponement.
- Further disciplinary action including extended detention and/or suspension will be taken if a student does not serve assigned detentions.

**EXTENDED DETENTION (2:30 p.m. to 4:30 p.m.)**

It is the belief of the administration that the use of an Extended Detention is more educationally sound than an out-of-school suspension. When this consequence can be used, depending on the severity of the issue, it is. It is the hope of the administration that this modification in consequences can help to extinguish negative behaviors without removing a student from a full day of classes.

- A. Extended Detention takes place from 2:30 p.m. to 4:30 p.m. every Thursday. Tardy students will not be admitted.
- B. Parents and students will be notified as to the assigned date.
- C. In the case of illness or family emergency, the parent must call the school or leave a message on the school's voice mail.
- D. Students must bring enough schoolwork to keep busy for two hours.
- E. Students may not sleep, or consume food or beverages.
- F. During inclement weather, students will be notified of the cancellation of Extended Detention and the date will be rescheduled.
- G. Students who cut Extended Detention will receive an in-school suspension.

## **IN-SCHOOL SUSPENSION**

A student may be assigned an in-school suspension (ISS), in lieu of an out-of-school suspension. In-school suspension is used as an alternative to out-of-school suspension because it allows students to continue with their academic work, while still receiving consequences for their behavior.

Students do receive credit for work that can be done in-school suspension. When a student is assigned to in-school suspension, he/she should report to the main office by 7:30 a.m.. If a student is assigned an in-school suspension and arrives late to school without being accompanied by a parent, the parent will be contacted and required to come to the school to pick up their child for an out of school suspension. In-school suspension runs until 3:20 p.m. Students assigned to ISS will remain in the suspension room for the entire day including seniors who have senior sign-out.

## **SUSPENSION AND EXPULSION POLICY**

In accordance with Section 10-233 of the Connecticut General Statutes, all pupils are to be notified annually of Board policies governing student conduct. This statute provides that pupils may be suspended or expelled from school "when such pupils' conduct endangers persons or property or is seriously disruptive of the educational process and which conduct violates a publicized policy of the Board.

The administration may suspend any pupil for cause, provided that "no student shall be suspended without an informal hearing before the school principal or designee at which time such pupil shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, provided nothing herein shall be construed to prevent a more formal hearing from being held if the circumstances surrounding the incident so require." When an emergency exists, the administration or Superintendent of Schools shall have the authority to suspend immediately from school any student. If an emergency situation exists, the hearing outlined shall be held as soon as possible.

This statute also provides that "no pupil shall be suspended more than ten times or a total of fifty days in one school year, whichever results in fewer days of exclusion . . ." and that any pupil who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which such pupil missed during the suspension."

## **ACTIONS LEADING TO SUSPENSION OR EXPULSION**

Any of the following behaviors during the school day or on school property or on school transportation, or at any school-sponsored activity may lead to suspension or expulsion.

- Connecticut State Statutes 10-233c and 10-233d authorize both suspensions and expulsions for pupils whose conduct 1) **on school grounds or at a school-sponsored activity is seriously disruptive to the educational process** or endangers persons or property, or 2) **off-school grounds** is seriously disruptive of the educational process. • Willfully striking or assaulting any person.
- Theft.
- **The use of obscene or profane language, racial slurs, offensive acts, words or gestures regarding another's sexual orientation, religion, race, creed, color or national origin**
- **Deliberate refusal to obey a member of the school staff.**
- Unauthorized entrance into any school building or aiding or abetting an unauthorized entrance.
- Possession or ignition of fireworks, explosives, or ammunition.
- Possession, sale or consumption of smoking materials, drugs or alcohol.
- Willfully causing or attempting to cause damage to school property.
- **Accumulation of minor offenses such as school tardiness, class cutting, failure to attend detention, and truancy.**
- Repeated and deliberate trespassing on school grounds while on out-of-school suspension.
- Pulling a fire alarm or making a bomb threat or other actions or false reports that endanger public safety.
- Sexual harassment.
- **Leaving school grounds without permission.**
- Possession of a deadly weapon on or off school grounds.
- Knowingly using or copying the academic work of another person and presenting it as his/her own without proper attribution.
- Other infractions as defined in the disciplinary structure policy of the Board.

## **PROCEDURES GOVERNING SUSPENSION**

- A. No student shall be suspended prior to having an informal hearing by the administration at which time the student shall be informed of the reasons

for the disciplinary action and given an opportunity to explain the situation.

- B. The administration may receive and consider evidence of past disciplinary problems involving the student when determining the length of suspension.
- C. The administration shall immediately call and notify the suspended student's parent(s) or guardian(s) about the disciplinary action and explain the reason for the suspension.
- D. The administration shall also forward written notification to the parent or guardian explaining the reason and length of the suspension.
- E. The administration shall notify the superintendent of schools as to the name of the pupil and the disciplinary action.
- F. The student shall be allowed to complete any class work, including examinations, without penalty, that he or she missed during the period of suspension.
- G. Any student who receives multiple suspensions during the school year shall be referred to the Student Assistance Team (SAT) depending on the nature of the disciplinary infractions involved and the length of the suspensions.
- H. Depending on the disciplinary infractions and circumstances, the administration shall require that the parent(s) or guardian(s) pick up the student from school at the time of suspension.

#### **POLICE INVOLVEMENT IN HIGH SCHOOL PROCEEDINGS**

Students who engage in illegal acts, such as fighting, may face judicial consequences in addition to school penalties. Connecticut General Statute 10-233 requires school systems in the state of Connecticut to contact the police when serious violations of the law are committed on school grounds. These violations include, but are not limited to: possession of a firearm or deadly weapon, possession of drugs, assault, and breach of peace. This statute also provides that police officials may testify and disclose juvenile arrest records in student expulsion proceedings.

#### **INFRACTIONS AND PENALTIES**

The following charts represent an outline of some, but not all, school infractions with a spectrum of consequences noting the potential range from the minimum to the maximum sanctions. **The maximum level may be implemented for a first-time violation if the incident is of a serious nature.** Each sanction will be determined individually by the administration according to the circumstance(s). Parent conferences may be required upon request of the administration. The administration reserves the right to pass judgment on actions and behaviors which are not mentioned, but which may be a threat to the safety of the students or the cause of disruption to the normal school day.

<b>INFRACTION</b>	<u>MINIMUM</u>	<u>MAXIMUM</u>
<b>Accidental damage to school property</b>	Restitution for damages	Other consequences may be imposed if damage was caused by reckless or otherwise unacceptable behavior.
<b>Bullying</b>	Investigation and documentation of bullying incidents as required by State Statute PA 02-119. Detention with escalating consequences for further incidents.	Suspension Police notified Recommendation to Board of Education for expulsion.
<b>Card playing or gambling</b>	Detention	Suspension Recommendation to Board of Education for expulsion
<b>Class cut(s)</b>	Extended Detention	Suspension and loss of credit in course
<b>Cutting teacher detention</b>	Office detention	
<b>Cutting office detention</b>	Extended detention	Suspension
<b>Cutting extended detention</b>	In -school suspension	Suspension and recommendation to Board of Education for expulsion
<b>Disruptive classroom behavior</b>	Detention	Suspension
<b>Destruction of school/personal property/vandalism</b>	Request for restitution Authorities notified Suspension	Police notified Recommendation to Board of Education for expulsion
<b>Dress code violations</b>	Request for alternate apparel Detention Parent contact	Suspension
<b>Pulling a false alarm</b>	10-day out-of-school suspension Police notified	Police notified Recommendation to Board of Education for expulsion

<b>Fighting-initiating conflict/assault of student</b>	5 to 10 days suspension Police notified	Police notified Recommendation to Board of Education for expulsion.
<b>Forging a note</b>	Detention Extended detention	Suspension
<b>Harassment/abusive behavior</b>	Administrative conference	Recommendation to Board of Education for expulsion
<b>Inciting/attempting to incite other students to create disturbances</b>	Detention	Suspension
<b>Insubordination</b>	Extended detention In-school suspension	Suspension Recommendation to Board of Education for expulsion
<b>Leaving school grounds without permission</b>	Extended detention Suspension	Recommendation to Board of Education for expulsion
<b>Misuse of pass</b>	Detention/extended detention	Suspension
<b>Misbehavior in extended detention</b>	In-school suspension and fulfillment of extended detention	Suspension
<b>Physical assault of staff member</b>	10 day suspension Police notified	Recommendation to Board of Education for expulsion
<b>Plagiarism/cheating</b>	Receive "0" for assignment Referral to administration	Failure of course for the year Community service and/or extended detention
<b>Possession/use of beeper/pager/cell phone/laser pointer/walkman</b>	Confiscation & return to parent after second incident Detention	Extended detention Suspension

<b>Possession/sale/consumption/under influence of alcohol or drugs</b>	Confiscation Immediate suspension Police notified Parent conference Authorities notified Student referred to agency licensed to treat drug/alcohol issues	Recommendation to Board of Education for expulsion May proceed immediately to maximum based on state law.
<b>Profanity</b>	Extended detention	Suspension Recommendation to Board of Education for expulsion
<b>Smoking/possession of tobacco products</b>	Confiscation of tobacco product Extended detention and police notified. \$75.00 fine for students over 16 years of age; referral to Juvenile Board if under 16 years of age	Recommendation to Board of Education for expulsion
<b>Theft of school or personal property</b>	Suspension/request for restitution Police notified	Police notified Recommendation to Board of Education for expulsion
<b>Truancy, unexcused absence, or unverified absence</b>	Detention loss of senior sign-out and driving privileges	Suspension Loss of credit Recommendation to Board of Education for expulsion DCF Referral
<b>Unexcused tardiness to school</b>	Detention loss of parking privileges and/or senior sign out	Suspension Loss of credit

<b>Use of discriminatory language, acts, or inferences regarding one's sex, sexual orientation, religion, race, creed, color and/or natural origin</b>	Parent conference Suspension Referral to Title IX Coordinator	Recommendation to Board of Education for expulsion Possible Police involvement
<b>Violations of motor vehicle policy</b>	Warning	Loss of use of vehicle on school grounds Police notified

**Please note:** Progressive levels of sanctions may extend throughout a high school career for students who chronically disregard the school rules and regulations. In addition, a referral to school social services or the Progress Monitoring Team (PMT) will supplement interventions, when necessary. Parent/guardian conferences requested by school personnel or parents will be held when necessary, to develop positive strategies for students to improve their behaviors. Finally, if a student's behavior continues to disrupt the educational process after consequences have been assigned and support has been provided, a recommendation for expulsion will be made to the Board of Education.

## **EAST HAMPTON HIGH SCHOOL CALENDAR OF IMPORTANT DATES 2014-2015**

### **August**

13	Football begins
21	Freshman Orientation – 6:30 p.m.
23	Fall Athletics Start
25	First Day for Faculty
28	First Day for Students

### **September**

1	Labor Day – No School
9	Underclass Pictures
10	Senior Parent Night
18	Open House – 7:00 p.m.
24	Band to Big E
30	Washington Meeting

### **October**

2	Parent Conferences
7-10	Senior's Trip to Washington D.C.
11	SAT's
13	Columbus Day – No School
14	Late Arrival Day – School Begins at 9:35
15	PSATs
21	Underclass Picture Retakes
28	Quarter 1 Marking Period Closes

### **November**

4	Teacher Professional Day - No School for Students
7	Report Cards Issued
8	SAT's
10	Veteran's Day Parade
11	Veteran's Day – No School
14	Semiformal
19	Fall Athletic Awards
20	EHHS Concert
24	Girls Basketball Starts
26	Early Release Day – Dismissal at 12:10 p.m
27, 28	Thanksgiving Recess

## December

1	Winter Sports Start
4	Senior Dinner
6	SATs
9	Financial Aid Night
12-14	Drama Production
23	Early Release Day – Dismissal at 12:10 p.m.
24–Jan 2	Winter Recess– No School
27, 29	Holiday BB Tournament

## January

1, 2	No School
5	Return to School
12	Quarter 2 Marking Period Closes
15,16,20,21	Mid-Term Exams
19	Martin Luther King Day – No School
24	SATs
28	8 <sup>th</sup> Grade Parent’s Night
30	Report Cards Issued

## February

3	American Math Contest
11	EHHS Concert
12	EHHS Concert <b>Snow Date</b>
13	Professional Development Day – No School
16	President’s Day – No School
17	Vacation Day - No School
26	Prom Fashion Show

## March

TBD	Moody Mega Math Competition
2 - 6	Art Show
TBD	CAPT/SBAC Testing
6	Late Arrival for Students
12	Parent Conferences
14	SAT’s
16	Pitchers and Catchers Start
18	Winter Sports Awards
23	Spring Athletics Begin
27	Cabaret Night
26	Quarter 3 Marking Period Closes

**April**

3	Good Friday
6	Report Cards Issued
13-17	Spring Recess – No School
24-26	Drama Production
23	NHS Induction – 7:00 p.m.

**May**

1	Professional Development Day – No School
2	SATs
4	AP Psychology
5	AP Calculus
6	AP English Literature and Composition
7	Variety Show
8	AP Studio Art Portfolios Due
8	AP U.S. History
11	AP Biology
12	AP U.S. Government and Politics
13	AP English Language and Composition
13	AP Statistics
15	Honors Breakfast
16	Grand March & Junior/Senior Prom at Omni Hotel
21	Senior Awards Night
25	Memorial Day – No School
27	Daytime Awards
28	Spring Concert
29	Senior Picnic

**June**

2	Quarter 4 Marking Period Closes*
5	Spring Sports Picnic/Awards Assembly
5-10	Final Exams*
11	Last Day of School*
TBD	Graduation*

\*Tentative, based on the number of weather related school cancellations.