

Plainville High School
Student Handbook and Code of Conduct
2022-2023



Plainville High School
47 Robert Holcomb Way
Plainville, Connecticut 06062
(860) 793-3220

Mr. Carl Johnson - Principal

Mrs. Jennifer DeLorenzo - Assistant Principal A - K
Mr. Jonathan Coe - Assistant Principal L - Z

Mr. Mark Fritz - Athletic Director

<u>Table of Contents</u>			
Title Page	1	Drugs, Alcohol, Illegal Substances	19
Directory	3,4	Electronic Device	19
Message from Administration	5	Failure to Attend Teacher DT	20
Non Discrimination	6	Failure to Attend 1hr DT	20
PCS Vision	7	Failure to Attend 2hr DT	20
PHS Vision	7	False Alarms	20
Core Values	8	Fighting	20
COVID Addendum	8-9	Forgery	20
	8-14	Gambling	20
<u>Part I-Attendance</u>	9	Harassment	20
Chronic Absenteeism	10	Harassment-Sexual	21
Period Class/Course Attendance	9	Hat/Hood Policy	21
Attendance Limits	9	Insubordination	21
Excused Absences	10	Leaving Class Without Permission	21
Verified Absences	10	Leaving School Grounds/Building	22
Unexcused/Unverified Absences	10	Missed Homework	22
Student/Parent Responsibilities	11	Obscene Behavior/Language/ Gestures/Written Messages	22
Teacher/Administrator Res.	11	Parking/Driving Violation	22
Tardiness to School	12	Physical Altercation/Aggression	22
Early Release/Dismissal	12	Profanity/Inappropriate Language	22
Senior Privilege	12	Profanity/Inappropriate Language directed toward staff	22
Loss of Credit Appeal Process	13	Public Displays of Affection (PDA)	23
Attendance Appeal Guide.	13	Risk of Injury to Self to Others	23
Family Vacations	14	Smoking/Vaporizing/Device	23
Make-up Work	14	Tardiness to Class	24
Truancy	14-26	Tardiness to School	24
<u>PART II Student Behavior</u>	14	Theft/Stealing	24
Expulsion	14-15	Threat Intimidation	24
In-school Suspension	15	Truancy	24
Out of School Suspension	15	Unprepared for Class	24,25
Teacher Detentions	15	Vandalism	25
One-Hour Detention	15,16	Weapons	25
Two Hour Detentions	17-26	Willful Disobedience of Reasonable School Rules	25,26
<u>PHS Code of Conduct</u>	17	<u>Part III Student Life</u>	26-39
Abusing Pass Privileges	17	Academic Dishonesty	26
Academic Dishonesty	17	(Cheating/Plagiarism)	26
Acceptable Use Policy	17	Acceptable Use Policy	26,27
Battery/Assault	18	Assemblies	28
Beverage/Food Policy	18	Bullying Policy	28
Bullying	18	Bring Your Own Device	29
Bus Behavior	18	Career Information	29
Chromebook Violation	19	Chromebook Policies/Procedures	30
Class Disruptions	19	Dress and Grooming	30
Cutting /Skipping Class	19	Drugs/Alcohol/Tobacco	30,31
Dress Code Violation		Electronic Devices	32
		Emergency Procedures	32,33
		Fees and Fines	33
		Fire Drills	33
		Fundraisers	34
		Guidance Services	34

Table of Contents Continued		<u>Part IV-Academics</u>	39-48
Health Services	34	Academic Eligibility	39-40
Learning Center	34,35	Advanced Placement	42
Learning Commons	35	Class Rank	42
Lockers	35	Course/Schedule Changes	42-43
Lunch	35	Course Level Changes	43
Parking	35	Course Levels	44
Passes	35	Course Withdrawal	43
Pool Safety	35	Exam Attendance	44
Posters/Notices/Signs	36	Freshmen Academy	44
Program of Studies Book	36	Grading System	44
Release of Records	36	Graduation Requirements & Promotion	46-47
Removal from Class	36,37	Policy	
Sale of Illegal Substances	37	Homework	46
School Closings/Emergency	37	Honors Program & NHS Society	46
Schedules for Late Opening	37	Honor Roll	46
School Insurance	37	Report Cards and Progress Reports	47
Service Learning	37	Teacher Conference/Request for	47
Sexual Harassment	37	meeting	
Skateboards Recreational Items	37,38	Withdrawal from School	47
Student Organizations	38	<u>Part V-Athletics</u>	48
Student Assistance Model	38	**See athletic handbook**	
Student Identification Cards	38	<u>Appendix 1-Pool Safety Plan</u>	49
Study Halls	38		
Summer School	38	<u>Appendix 2--Science Safety Contract</u>	50-52
Transportation	39		
Weapons	39		
Working Papers	39		

Directory

Plainville Board of Education
Plainville Municipal Center
One Central Square
Plainville, CT 06062

Board of Education

Rachel Buchanan
Cassandra Clark
Lori Consalvo (Chairperson)
Deborah Hardy (Vice Chairperson)
Rebecca Martinez
Crystal St. Lawrence
Becky Tyrell
Foster White

Central Office Administration

Steven LePage- Superintendent of Schools
David Levenduski-Assistant Superintendent
Samuel Adlerstein-Business Manager
Lily Cornielle-Equity/Inclusion/504 Specialist
Christina Kiley-Special Education Supervisor
Ashley Carl-Food Services Director
Jill O'Brien-Coordinator of Adult Education
Tawana Graham-Douglas-Director of Curriculum Instruction and Assessment
Kevin Ross-Director of Instructional Technology
Vicki Trzcinski-Director of Special Education and Pupil Services

PHS Faculty/Staff

(*=Instructional Leader)

Art

Lena Pietri
Mario Pires

English

Kelly Brasile
Isabella Donahue
Sandi Dowsett*
Kevin Levesque
Jenna Martin
Gabriella Strain
Emily Wasley
Jenessa Vick

Library/Learning Commons

Deb Pikiell*
Michele Morel-Tavernier

Math

April Carofano
Eileen Hebert*
Jennifer Jambard
Allison Makucin
Joe Miceli
Tim Rankin
Christina Roy
Mikayla Wells

Music

Todd Helming*
Dominic Talotta

Office Professionals

Sandy Bouchard
Lori Cianchetti
Laurice Doucette
Jonie McMillan
Penny Reola
Debbie Treado

Physical Education

Sarah Centore
Dale Nosel
Brian Verrastro
Scot Wenzel

School Counseling

Stefany Barbagallo
Kelly Hickey
Oneda Lamont*
Kacey Stewart
Aldo Vallera (SHAPE)

School Security/ISS

Tim Dalena
Lowell Humphrey
Timothy Shea

School Resource Officer

Jessica Guerrette

Science

Ken Chausse
John Czerwinski
Ken Fusco*
John Girard
Cheryl Hathaway
Jill Miller
Melissa Moore
Jeff Roberts
Mary Tullo

Social Studies

Stephanie Aresco
Eric Bosley
Ryan O'Connell
Kerry Patterson
Thomas Riccardo*
Jeff Smedick
Kevin Szydlo

Special Education

John Andros
Jessica Brancifort
Amanda Marks
Craig Mastrianni
Tom Lindenmuth
Melissa Mazurek
Donna Schwartz
Charissa Zbikowski

Support Staff

Jenna Jorel-Social Worker
Tricia Rapacky-School Nurse
Karen Troiano-Psychologist

Unified Arts/Business

Mark Chase
Peter Chrzanowski
Jonathan Dunlap
Brian Edge
David Gaignard
Steve Michaud*

World Language

Kaylyn Guardarrama*
Judy Hahn
Hector Mirabel
Rachel Posner
Kristi Witkowski
Sam Reigeluth

Message from the PHS Administration

Dear PHS Students, Parents and Guardians:

On behalf of the faculty, staff and administration of Plainville High School, we welcome you to the 2022-2023 school year. As a fully accredited, comprehensive public Connecticut high school, we have long been recognized for our excellent teaching staff, our innovative curriculum, our extensive course offerings, and our co-curricular activities.

This handbook includes the rules and regulations by which we will all work together. It represents our efforts to help you organize your assignments and appointments as well as familiarize yourself with the regulations, policies, and procedures of Plainville High School and the Plainville Community School District. Successful academic, mental, and social growth is our goal for every student.

Utilize this handbook to help you and to guide your progress throughout the year. Please take the time to read the agenda and familiarize yourself with its contents. It will provide you with a thorough understanding of what is expected of you throughout the year.

Good luck and best wishes for a successful year at Plainville High School. Please let our administrative team know if we can be of any assistance to you as you grow and progress at the high school.

Sincerely,

Carl Johnson
Principal

Jennifer DeLorenzo
Assistant Principal (Last Names A-K)

Jonathan Coe
Assistant Principal (Last Names L-Z)



Plainville Community Schools Non-Discrimination Statement

Plainville Community Schools does not discriminate in the employment or assignment of staff or in program offerings to students on the basis of race, color, religion, national origin, sex, age, or disability.

Policy:

It is the policy of the Plainville Public Board of Education that students shall be provided an equal opportunity to participate in and benefit from the activities, programs, and courses of study offered by the Plainville school district without discrimination on account of race, color, sex, religion, national origin, sexual orientation, physical or mental disability and marital status or any other basis prohibited by local, state and federal law. Additionally, no individual shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The District provides equal access to other designated youth groups, e.g., Boy Scouts/Girl Scouts.

Grievance Procedure:

Any student or other individual who feels he or she has been denied an equal opportunity in violation of this policy should immediately bring his or her complaint to the attention of the Building Principal or Assistant Principal, School Counselor, the Human Resource Specialist, or the Title IX Coordinator, unless the Title IX Coordinator is the subject of the complaint in which case it may be brought to the Superintendent of Schools. The Title IX Coordinator may be reached at 860-793-3200, 47 Robert Holcomb Way, Plainville, CT. 06062.

American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly.

All individuals who are disabled or “handicapped” are protected under Section 504. However, individuals who have been determined to be “handicapped” under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, While Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed Individualized Education Program (IEP) teams. Under Section 504, students with “handicaps” are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

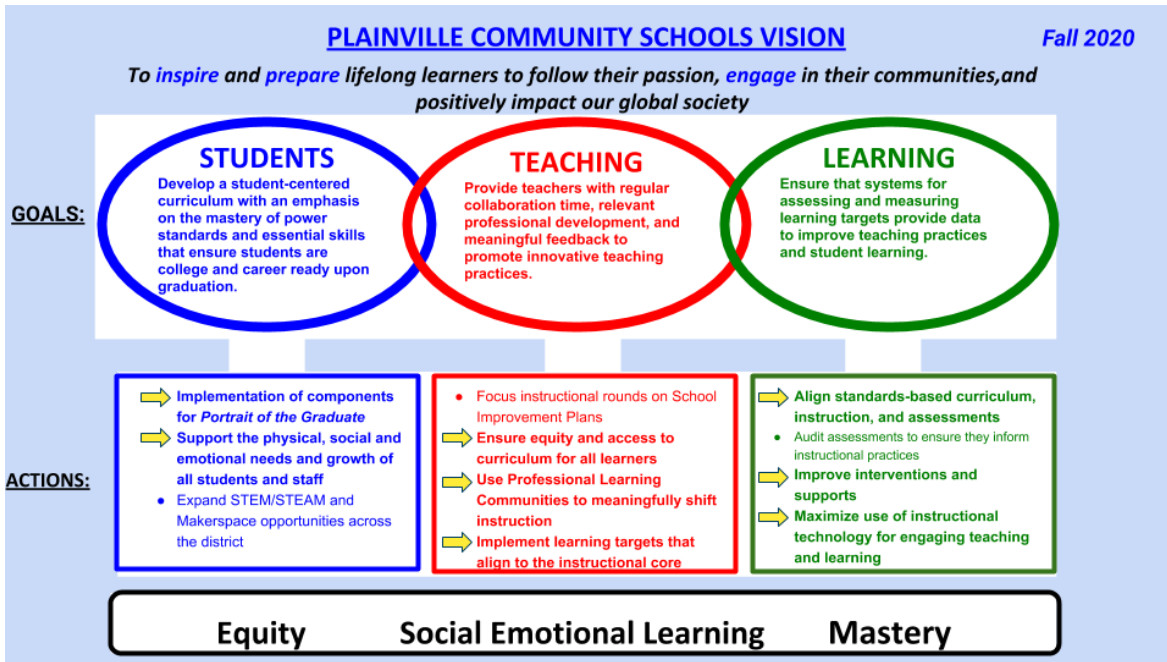
Section 504 is not an aspect of special education, but is rather a responsibility of the comprehensive general public education system. Unlike an eligibility system but on clinic categories of disabilities, Section 504 works on more a functional premise. Under 504 a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person’s major life activities.
2. has a record of such an impairment, or
3. is regarded as having such an impairment

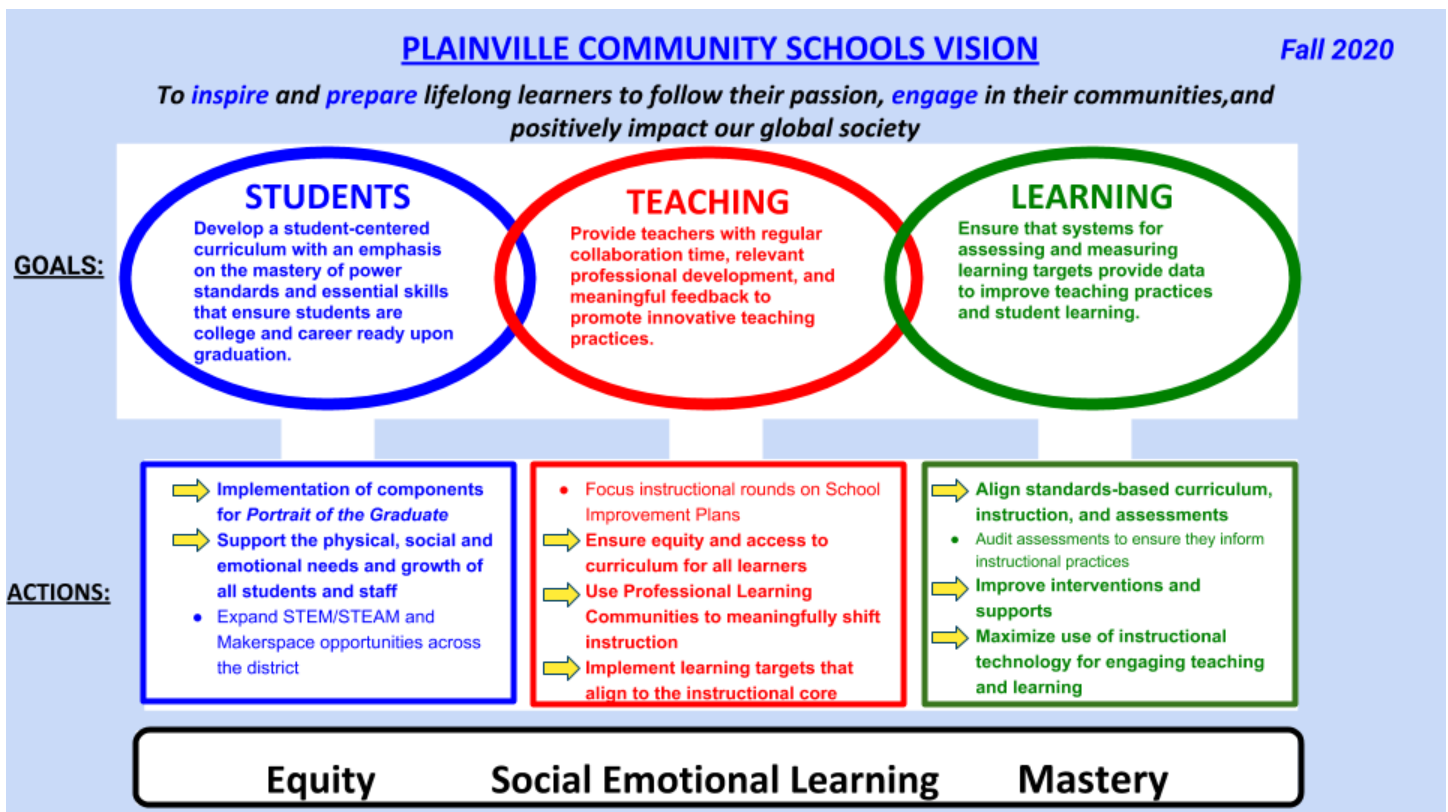
While Section 504 provides a means of preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students’ strengths, for capitalizing on what students bring to the instruction process, not on what they lack.

Should you have any questions regarding Section 504, your student’s school counselor or building principal, Carl Johnson, at 860-793-3220, or the Assistant Superintendent at 860-793-3210.

Plainville Community Schools Vision (August 2020)



Plainville High School Vision of the Graduate (approved May 2021)



Part I: PHS ATTENDANCE PROCEDURES AND GUIDELINES

Philosophy

Connecticut state law requires parents to make sure that their children attend school regularly.

Consistent school attendance is crucial to educational success. Irreplaceable educational experiences occur in classrooms each day. Some experiences involve the dissemination of factual material, while other experiences involve collaboration and creation of products or the exchange of ideas and opinions among students and teachers. Attendance in class each day is the only way to ensure students are provided with the best educational experience for success.

State of Connecticut Daily Attendance Guidelines

Attendance Procedures-Both daily and period (class by class) attendance are maintained by the school. **Daily attendance:** Is taken at the start of the school day during Homeroom. Per State of CT guidelines, a student must be present 200+ minutes (3 class meeting blocks per the current PHS schedule plus Homeroom) to be considered “Present” in school for a given day.

Chronic Absenteeism

A student who misses 10% (18 school days) during a given 180 day school year, regardless of the absence reason, is considered “Chronically Absent” according to the Connecticut State Department of Education.

A student’s full day absence from school shall be considered “excused” if a written documentation of the reason for the absence has been submitted within ten (10) school days of the student’s return to school and meets the following criteria:

- A. For daily absences one (1) through nine (9), a student’s absences from school are considered “excused” when student’s parent/guardian approves such absence and submits appropriate documentation to school officials (note that has name of student, date and time of absence, along with parent signature and contact phone number) Written verification should be received within three (3) school days after the student returns.
- B. Students receive an excused absence for the tenth daily absence and all absences thereafter, when they are absent from school for the following reasons:
 1. Student illness, verified by a licensed medical professional, regardless of the length of absence.
 2. Student observance of a religious holiday
 3. Death in the student’s family or other emergency beyond the control of the student’s family
 4. Court appearance which is mandated. (Documentation required)
 5. The lack of transportation that is normally provided by the district.
 6. Extraordinary educational opportunities pre-approved by administration and in accordance with Connecticut State Department of Education guidelines.

Required Minutes of Attendance

In order for a student to be counted as present for the day, he/she needs to have been in school for at least 200 minutes. For example, if a student arrives to school at 10:30am, he/she is considered present for daily attendance. If a student arrives by 11:00am he/she will be considered absent for the day according to State of CT attendance guidelines. Period (individual class) absences are counted in a different manner. (See Below)

Period Class/Course Attendance

Attendance is recorded electronically by classroom teachers and members of the faculty for the classes that are scheduled for a student. Attendance is taken through the Power School data management system.

Period Class/Course Attendance Limits

Students may lose credit when the attendance for individual classes in a student's schedule the following absence limits have been set.

Full Year Courses=16 absences or individual class periods missed (classes that meet double periods such as a science class with a lab are counted once)

Half Year Courses=8 absences or individual class periods missed (classes with labs are counted once)

Period/Class Attendance Excused Absences

The following absences will NOT count towards the loss of credit limits in individual classes:

- 1) Illness (not routine appointments)- accompanied by a doctor's note within 10 days of the absence
- 2) Funeral/Death in the Family
- 3) Religious Holiday
- 4) Mandatory Court Appearance-supported by written documentation of date
- 5) Suspension/expulsion-school imposed discipline that causes a student to miss school
- 6) Bus Absence- lack of transportation provided by District (does not include missing the bus)
- 7) Extenuating Circumstances-pre-approved by administration
- 8) School sponsored field trips
- 9) College Visitations pre-approved by administration (Maximum of 3)

Period/Class Attendance Verified Absences

Any absence that has been verified by Administration to meet the requirements of an excused absence but does not fall under the excused absence guidelines (**these WILL count towards loss of credit in a course and WILL count towards State of Connecticut Daily Attendance Guidelines**). These reasons may include but are not limited to:

- 1) Vacation - (outside of school vacation as designated by the school calendar)
- 2) College Visitation- not pre approved or exceed 2 per school year
- 3) Educational Experiences- not pre approved
- 4) Recurring/Standing/Well-visit doctor's appointments that can be scheduled outside of the school day or during school vacations
- 5) School Nurse visits
- 6) Routine Illness-short term and student did not go to the doctor or obtain medical documentation to support the absence

Period/Class Attendance Unexcused/Unverified Absences

Any absence that has not been verified by administration (**these WILL count towards loss of credit and count towards State of Connecticut Attendance Guidelines**)

- 1) Cutting Class
- 2) Arriving more than 10 minutes late to a class without a pass

- 3) Any absence for which the school did not receive communication concerning or in the case of a Daily Absence has exceeded 10 days.

Notification of Daily Absences

Daily contact from PHS will be made to confirm that a parent or guardian is aware of the student's absence. It should be noted that parent calls will not exempt the student from the school's attendance regulations. Documentation must be submitted in accordance with the procedures listed above.

Student Responsibilities

- It is each student's responsibility to be aware of his/her attendance status in class, to make responsible decisions about attending all classes on a regular basis, and to keep in mind the attendance limits in their classes.
- Students should monitor his/her own attendance and to speak with his/her teachers or administrator if he/she has any questions about attendance records.
- The student must obtain and make-up class any work missed due to absences. It is the student's responsibility to see his/her teachers to obtain missed work.

Parent/Guardian Responsibilities

- Be mindful of the State of CT attendance limits (no more than 18 daily absences for any reason) during a given school year.
- Keep in mind the individual course class attendance limits (8 for a semester class and 16 in Full-Year class)
- The parent/guardian should monitor their student's attendance on a regular basis.
- Discuss the importance of good attendance with their student.
- Try to schedule medical well-visits or check-ups for their student during the regular school vacations or after-school hours.
- Consult with the school (nurse or school counselor) if there is a medical situation or other reasons that is causing the student to miss school on a regular basis
- Follow the correct procedures when notifying the school that their student is going to be out or has to be picked up early from school.
- Provide a note to a student to present to the school explaining the absence.
- Follow-up with your student about the assignments they missed during an absence and ensure that all of the work has been made up.

Teacher/Administrator/Staff Responsibilities

- Teachers are required to take attendance using PowerSchool for each class in their schedule.
- Teachers will notify school counselors or administration if a pattern emerges of students missing class.
- Parents/Guardians will receive notification from the school if their student is not in school on a given day. Administrators will notify Parents/Guardians when:
 - 1)A student has reached the midpoint or upper limits for attendance in a given class.
 - 2)A student had their credit suspended due to reaching the attendance limits in a given course.
 - 3)The student has lost credit in a class due to attendance.
 - 4)A student has exceeded the State of Connecticut attendance limits.

5)A student has established a pattern of missing school or individual classes on a regular basis.

Tardiness to School

Students are to be in their assigned Homeroom by 7:30am. Students that arrive to school after 7:30am are considered “Tardy to School” and must sign-in at the Main Office in order to be counted as “Present”.

Excessive late arrivals can have a negative effect on a student’s academic progress.

Penalties for Tardiness to School

Students who accumulate late arrivals to school (excluding Bus transportation issues) will be assigned discipline

1 - 3 Tardies to School = Warning

4 - Unexcused Tardies to School in one Month = Letter home to Parents

4 - 9 Tardies to School throughout the semester = Lunch Detention:students will report to the ISS room for their scheduled lunch or other designated location.

10 + Tardies to School throughout the Semester = Letter home to Parents and loss of school extracurricular privileges for the remainder of the semester. (This will include dances, sporting events, participation in clubs, and other activities.)

Note: Tardy to school counts for discipline will reset at the semester mark. 3 tardies to an individual class equates to 1 absence and will count towards the loss of credit attendance limits.

Sign in/Sign Out Process

Students that arrive to school after 7:30am need to sign-in at the Main Office. Students are not allowed to sign themselves out of school early, (this also applies for students who are 18+ years of age).

Early Release/Dismissal

Personal appointments for student’s should be made after school hours. When this is not possible, students may only be dismissed from school by parents, legal guardians or other individuals who have been authorized to do so. Students can not sign themselves out except for senior privilege. When a student is to be picked up from school, the parent or guardian picking up a student needs to walk into the Main Office and present identification to receive the student. Parents and guardians are strongly discouraged from dismissing their student for study halls or lunch as it disrupts the school day and often leads to students being late to or missing their academic classes.

Early Release/Dismissal Sign-Out Procedures

1. Students need to present a signed note with the date, time of dismissal, and parent/guardian signature to their House Office. Students, even if they are 18 years old, may not write their own dismissal notes.
2. Students will be paged down to pick-up their early dismissal permission slips.
3. At the time of their dismissal, students will present their dismissal note to their classroom teacher and proceed down to the Main Office.
4. The Parent/Guardian/or other authorized individual who is picking up the student will need to present themselves in the Main Office in order for the student to be dismissed.

Inclement Weather Day/Remote Learning Days

If the PCS Superintendent designates a “Snow Day” or similar due a weather-related event resulting in the cancellation of school, students will not be expected to come to school and/or attend classes remotely. In this case no attendance will be recorded. If the Superintendent determines that a Remote Learning Day is appropriate, and the conditions permit it, students will be expected to attend their classes virtually according to the designated schedule. Failure to log-in remotely, will result in an absence being recorded as if the student was in-person. As always, parents/guardians should notify the school if their student is going to be absent.

Senior Privilege Late Arrival and Early Release

Seniors may be eligible for Late Arrival and Early Release under the following conditions:

- a. Their schedules have Study Halls at the start and/or end of the day.
- b. They are in good academic standing (No F’s and made Honor Roll in the prior quarter)
- c. They have reviewed, completed, and returned the Senior Privilege Form that must be signed by parent/guardian.
- d. They continue to maintain good attendance, academic standing and behavior.
- e. They follow the sign-in and sign-out procedures by signing in at the Main Office at the start of the day for Late Arrival and signing-out at the Main Office at the end of the day when they have Early Release.
- f. They must remember that Parents may request the removal of Senior Privilege at any time.

Loss of Credit Appeal Process

- 1) If a student reaches the attendance limits in a particular course, a letter will be mailed home explaining the reason for the suspension of credit as well as the procedure to appeal for credit reinstatement.
- 2) Students and Parents/Guardians must complete, sign, and return the appeal form if they wish to appeal the loss of credit.
- 3) Students should continue to attend class and complete assigned work. Periodically during each semester the Attendance Appeals Committee will meet and review individual Suspended Credit Appeals.
- 4) Student efforts at improving attendance, maintaining grades, and other extenuating circumstances will be considered in granting appeals. A meeting with the student and parent may be requested as well. If credit is restored as a result of the Attendance Appeals Committee decision the student will be allowed to earn credit. If the appeal is denied by the Appeals Committee, the loss of credit status will stand and an NC assigned for the final grade in the course and 0 credits will be awarded.

Course Attendance Appeals Committee Guidelines

The attendance policy of Plainville High School, available online, sets limits on the number of absences (8 in a semester class and 16 in a full-year class) that students may receive in each class before loss of credit (NC) is assigned. As stated by the PHS attendance policy, Parents/Guardians may appeal their student’s Credit Suspension if extenuating circumstances exist by submitting the Attendance Suspended Credit Appeal Form within 10 days of receiving notice of a student’s suspended credit. These circumstances include factors beyond the student’s control (e.g. family emergency, serious illness, death in the family, etc.) and must be documented.

The Attendance Appeals Committee will periodically review Attendance Suspended Credit Appeals Forms that have been submitted:

- Attendance appeals will be examined for, clear explanation of events causing poor attendance along with supporting documentation of the absences, evidence that the student has made an effort to improve his/her attendance in the class, and demonstration of continued progress in meeting essential standards in the course curriculum through assignments and other assessments.
- If the student’s appeal is **granted**, the student will be eligible to earn a numerical grade for which credit may be awarded if the final numerical grade is 60 or above and if the student follows the stipulations outlined by the Attendance Appeals Committee.
- If the student’s appeal is **denied**, the student will be assigned a grade of “NC” or No Credit regardless of the student’s given numerical grade average in the class.
- If the student’s appeal is granted, future absences or tardies to the class may reinstate the Suspended Credit status.
- A parent/guardian meeting will be requested by the Attendance Appeals Committee.
- All Attendance Appeals Committee decisions will be reviewed by administration.
- Parents/guardians will receive a letter outlining the disposition of the Attendance Appeals Committee review.

Daily Attendance Review Committee Guidelines

The Plainville High School learning community inspires, prepares and engages all students by cultivating their intellectual curiosity, fostering a passion for lifelong learning while pursuing excellence in their academic, social and emotional growth. We can not accomplish this mission if students are not in school. As a school attendance team it is important to identify why a student is absent, determine the appropriate course of action, and document the action steps and outcome.

The Daily Attendance Review Committee will meet daily at the beginning of 4th block to review the attendance for that day and determine possible action steps to be implemented in an effort to reduce our chronically absent student total. Below is a guideline for determining possible action steps:

# of Absences	Possible Actions (s) Taken
1 - 3	<ul style="list-style-type: none"> ● Robo Call ● Attendance Coordinator Call
4 - 7 (In addition to prior actions)	<ul style="list-style-type: none"> ● Administrator Call to parent ● Individual Action Plan ● SAM Team Referral
8 - 10 (In addition to prior actions)	<ul style="list-style-type: none"> ● Parent Meeting ● YSB Referral
10 + (In addition to prior actions)	<ul style="list-style-type: none"> ● Potential Home Visit ● Outside Agency support ● Possible Police Support

Family Vacations

Families are strongly discouraged from taking vacations when school is in session. The school calendar is published well in advance for planning purposes. Extended family vacations when school is session can result in declining grades and a student falling significantly behind in their studies. In addition, students have been found to fail to complete make-up work that was assigned while they were away. In addition, completion of make-up work does not compensate for the impact of lost instructional time and classroom experience,

regardless of the course or course level. If a vacation is taken, the school should be notified of the dates through a written note by a parent/guardian (Note should be brought to the student's House Office). The absences WILL count towards the State of Connecticut daily absence limits and WILL count towards PHS Period/Class Attendance limits. Teachers will not be required to reteach the material that is missed. It is the student's responsibility to speak with his/her teachers to discuss any assignments that they are going to miss or have missed. Upon their return to school, the student may need to stay after school to make-up any missed work upon their return.

Make-up Work Due to an Excused Absence from School

Students are responsible for work they missed on the date of an absence. Students will be given three (3) school days to make-up homework, projects, tests or quizzes missed because of an EXCUSED absence. It is the student's responsibility to contact the teacher to discuss missed assignments and make arrangements to make-up missed work. Teachers will not be expected to reteach the lessons associated with the missed work. If a student has excused absences for an extended period of time (three (3) days or more) the teacher, in consultation with the parent and/or school counselor, shall determine an appropriate and reasonable time period for the completion of make-up work. Teachers will make every reasonable effort to help students make-up missed work. Failure to complete make-up work due to an absence has been found to be a leading factor to student's earning poor grades. Make-up work is not permitted for skipped classes or if the student is truant from school.

If a student arrives late to school, he/she is still expected to turn in any homework/assessments/projects/essays/research papers/etc. that were due on that day (Even if they missed the class). This also applies for students who are going to miss class due to an early dismissal.

Truancy

Truancy is an unexcused absence from school. State of CT statute defines truancy as *four (4) unexcused absences in one (1) month or 10 unexcused absences in a school year*. Students who are considered to be Truant from school will receive discipline according to the PHS Student Code of Conduct. Students that are habitually truant may be referred to the Department of Children and Family Services to obtain additional support for the family.

Part II-Student Behavior Expectations and Guidelines

Disciplinary Action(s) Explained:

Expulsion

Expulsion involves exclusion from school for a period of up to one calendar year. Because of its serious nature, it is considered only in cases of the most serious breaches of school rules or civil law. Connecticut Statute and Board of Education policy (5111-5114) govern the process.

Expulsion can result from different serious offenses, but Connecticut Law requires expulsion of students found to have distributed and/or sold illegal substances on or off school grounds; or possessed a deadly weapon or dangerous instrument on school property, school transportation or at school sponsored activities. In addition, students who are in possession of illegal substances, and who use and/or possess such deadly weapons or dangerous instruments will be reported to the police.

Definitions of weapons and dangerous instruments:

The statute describes a deadly weapon as “any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, billy, blackjack, bludgeon, or metal knuckles.” A dangerous instrument is an instrument, article, vehicle, or substance, which under the circumstances it is used or attempted to be used, is capable of causing death or serious physical injury.

For further details, see Board of Education Policy 5114.1

In-School Suspension, ISS

Some breaches of acceptable behavior will result in assignment to In-School Suspension or ISS. Students who have been assigned to ISS, are to report to the ISS room supervisor immediately upon arrival to school. Work will be brought to ISS for students to complete. Students will not be allowed to sleep during ISS. Suspended absences do NOT count toward attendance limits. However, if a student arrives late to school, any missed ISS time will count as a regular absence. Any assigned ISS time missed will need to be made up on the following day.

During the length of In-school suspension, a student is excluded from class and will sit in the ISS room for the school day. At a designated time, a student assigned to ISS will be escorted to the cafeteria for lunch.

NOTE: A suspended student may not attend or participate in any after school activities or athletic practices or events on the assigned days of suspension.

Out of School Suspension, OSS

Some breaches of acceptable behavior will result in suspension(s) of varying length. The student and his or her parents(s) or guardian(s) will be notified in writing of the reason and the duration of the suspension. The student will have an opportunity to tell his/her version of the issue and a final appeal to the Principal may be made. The notice of the suspension and the conduct for which the student was suspended will be included in the student’s cumulative record. Such notice will be removed from the record by the school upon graduation.

During the length of the suspension, a student is excluded from class and the school premises. An out of school suspended student may not attend or participate in any school activities such as club meetings or dances or athletic events or be on school grounds. This includes school events that are not held on school property such as field trips or proms. Teachers will be notified and work will be available in the Main Office to be picked up. Students are encouraged to keep up with their schoolwork during the suspension. Arrangements should be made for homework assignments and timely makeup of work upon return to school.

Teacher Assigned Detention

The classroom teacher, in order to ensure the proper learning environment, may choose to assign students a teacher detention for behavior or academic reasons. When assigning a teacher detention, the teacher shall give the student at least twenty-four hours notice. The parents or guardian of any minor student given a teacher detention will provide notice by the teacher of such discipline prior to the assigned time of the detention. Students failing to go to teacher assigned detention will be reported to the assistant principal and additional disciplinary action will be taken.

One-Hour Detention

See Two-Hour Detention Guidelines below for behavior expectations. A One-Hour Detention is assigned by an administrator. Students assigned a One-Hour Detention may leave at 3:20.

Two-Hour Detention

Two Hour Detentions are held after school hours in a room supervised by PHS Staff.

1. Students must be in the detention room by 2:20 P.M.
2. Detention will end at either 3:20 or 4:20 P.M.
3. Students are responsible for their own transportation from detention.
4. An absence from detention because of an absence from school must be made up on the next detention day the student is in school.
5. Students who arrive at detention after 2:20 P.M. will not be allowed entry into detention and will have to repeat the detention.
6. All students must have enough schoolwork, paper, and pen to keep them occupied for the entire detention period.
7. Students will not be allowed to leave the room to go to lockers.
8. Students will not be allowed to leave their seats or talk to other students.
9. Students will not be allowed to lie down or sleep.
10. Phones or other electronic devices may not be used during detention.
11. No food or beverage will be allowed.
12. 24-hour notice will be provided when detention is assigned.
13. Detention may not be postponed, unless an emergency arises. Students are responsible to contact their Administrator in the event of an emergency.
14. If a student is asked to leave detention for a violation of the detention rules, he/she may be suspended from school or assigned additional detention time.
15. Failure to serve detentions will result in more serious discipline being assigned.

Plainville High School Code of Conduct

The Plainville High School Code of Conduct provides a description of a broad range of behaviors considered to be student misconduct. The behaviors described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. The acts of misconduct listed are not intended to be inclusive. Plainville High School administration reserves the right to make final decisions regarding disciplinary consequences.

Offense	Description	1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
Abusing Pass Privileges	Unauthorized student use of an otherwise valid pass given by a staff member.	1 hour detention and student placed on pass restriction for a period of time as determined by an administrator.	2 hour detention and student placed on pass restriction for a period of time as determined by an administrator.	1 day In-School Suspension and student placed on pass restriction for a period of time as determined by administrator.
Academic Dishonesty (Cheating and Plagiarism)	Using an unauthorized means to gain an unfair advantage on a test, paper, or other assessment or assignment. (Crib sheets, copying another's work)	Zero for the assignment and parent notification by the teacher.	See 1 st Offense Consequences and a meeting with the student, parent, and administrator, additional consequences may be given at the direction of the administrator.	See 2nd Offense.
Acceptable Use Policy Violation	Using a device for unauthorized purposes(playing games, accessing inappropriate content, downloading music, accessing social networking sites, etc.)	1 hour detention to ISS/OSS depending on severity of the violation. Possible recommendation of expulsion and police notification due to severity. Possible loss of computer privileges or access restrictions at administrative discretion.	See 1 st Offense.	See 1 st Offense.
Battery/Assault	Touching or striking another person with intent of causing bodily harm to the individual.	Up to 10 days OSS. Possible police notification. Mandatory counseling with school staff. Possible Recommendation of Expulsion depending on severity.	10 Days OSS. Police Notification. Recommendation of Expulsion.	See 2 nd Offense.

Offense	Description	1st Offense	2nd Offense	3rd and Subsequent Offenses
Beverage/Food Policy Violation	No food or beverage (other than water) to be consumed in classrooms or academic areas.	Confiscation of food/drink – or – student will be asked to throw out the item.	1 hr detention and Confiscation of food/drink – or – student will be required to throw out the item.	2 hr detention and Confiscation of food/drink – or – student will be requested to throw out the item.
Bullying	Bullying is abusive treatment, the use of force or coercion to affect others, particularly when habitual and involving an imbalance of power.	Conference with admin. Minimum 1 day in-school suspension; Parental notification; Referral to Anger Mgt/Counseling; Possible referral to the police; At the discretion of the administrator, additional consequences may apply.	Conference with admin. Minimum 3 days in-school suspension. Parental notification; Referral to Anger Mgt/Counseling; Possible referral to the police; At the discretion of the administrator, additional consequences may apply	Conference with admin. Minimum of 5 days in-school suspension or up to 10 days out of school suspension with the possible recommendation of expulsion. Parental notification; Referral to Anger Mgt/Counseling; Possible referral to the police; At the discretion of the administrator, additional consequences may apply.
Bus Behavior	Student misbehavior that occurs on the bus or at the bus stop.	From warning to 2 hr detention depending on the severity of the incident. Possible police notification. Student will be suspended from riding the bus for a period of time as determined by administration. Additional consequence may be given at the discretion of the administrator.	From 2 hr detention to ISS/OSS depending on the severity of the incident. Possible police notification. Student will be suspended from riding the bus for a period of time as determined by administration. Additional consequence may be given at the discretion of the administrator.	See 2 nd Offense.
Chromebook Violation	Repeated borrowing of Chromebooks (not counted if Chromebook is in for repair).	Warning.	Warning. Parent Contact	Student will be banned from borrowing Chromebook for a designated period of time. Parent contact

Offense	Description	1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
Class disruption (Minor)	Brief or low intensity interruption of classroom activity (talking, sleeping, out of seat, etc).	Teacher detention (time to be determined by teacher)	1 hr detention (assigned by Admin)	2 hr detention (assigned by Admin)
Class disruption (major)	Repeated or high intensity interruption of classroom activities (repeated or continued minor behaviors).	Removal from class. Student conference with administrator. Up to 3 days ISS.	Removal from class. Student conference with administrator and parent. Up to 5 days ISS.	Removal from class. Student conference with administrator and parent. Up to 5 days OSS.
Class Cut/Skipping	Missing class without prior authorization.	2 hr detention. Zero for missed work. Three or more class cuts in a day will result in 1 day ISS.	1 day ISS. Zero for missed work. Additional consequences at the discretion of the administrator.	2 days ISS. Zero for missed work. Additional consequences at the discretion of the administrator.
Dress Code Violation.	Violation of school dress code policy (See Dress and Grooming Regulations)	Warning and student will be required to change. A student who is unable to, or refuses to change will be assigned to ISS.	1 hour detention. Student will be required to change. Student who is unable to, or refuses to change will be assigned to ISS.	2 hr detention. Student will be required to change. Student who is unable to, or refuses to change will be assigned to ISS.
Drugs/Alcohol/ Suspicion/Possession/ Use of/Sale of/Paraphernalia	Use/Under the influence of an intoxicant of any kind. And/or The distribution, sale, possession, or use of any drug, drug paraphernalia, alcoholic beverage, or other illegal substance.	10 days OSS. Possible recommendation for Expulsion. Possible referral to Police.	See 1 st Offense.	See 1 st Offense.
Electronic Device Violation	Using a cell phone or other electronic device during an unauthorized time or location.	Student will be sent to Administration Confiscation of article by admin. Returned to student at end of school day.	1 hr detention. Confiscation of article by admin. Returned to student at end of school day.	2 hr detention. Confiscation of article by admin. Returned to student at end of school day. Parent Meeting facilitated by admin.

Offense	Description	1st Offense	2nd Offense	3rd and Subsequent Offenses
Failure to attend Teacher Detention	Failing to serve a detention assigned by a teacher or staff member.	Referral to admin. 1 hr detention. Parent notification	Referral to admin. 2 hr detention. Parent notification	Referral to admin. 1 day ISS. Parent Notification.
Failure to attend 1 hr detention	Failure to serve a 1 hour detention as assigned by a staff member.	2 hr detention. Parent notification.	1 day ISS. Parent notification.	Up to 3 days ISS. Parent notification.
Failure to attend 2 hr detention	Failure to serve a 2 hour detention.	1 day ISS. Parent notified.	Up to 3 days ISS. Parent notified.	Up to 5 days ISS. Parent notified.
False Alarms	A false report of an emergency when one does not exist.	Up to 10 days OSS. Police Notification. Possible recommendation of expulsion.	See 1 st Offense.	See 1 st Offense.
Fighting	Participation in an incident involving physical confrontation with or without injury and both parties have put their hands on one another. (eg. Mutual combat). Students are asked to walk away to avoid a fight and report conflicts to an administrator.	Up to 10 Days OSS. Possible police notification. Possible recommendation of expulsion.	See 1 st Offense.	See 1 st Offense.
Forgery	Presenting any document, note or pass with an unauthorized signature.	From 2HR DT to ISS/OSS depending on the nature/severity of the incident.	See 1 st Offense	See 1 st Offense
Gambling	Gambling of any type is not permitted in school or on school grounds.	1 Day ISS. Parent notification. Counseling with school staff.	3 Day 1SS. Parent Notification. Counseling with school staff.	Up to 5 Days ISS. Parent meeting with Principal.

Offense	Description	1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
Harassment (Based on race, ethnicity, gender, disability, or sexual orientation)	Negative interactions or attacking through words or actions based on one's race, ethnicity, disability, gender or sexual orientation.	Up to 5 Days OSS. Possible Police notification. Additional consequences up to possible recommendation of expulsion possible due to severity. Mandated counseling with student support staff.	Up to 10 Days OSS. Possible Police notification. Possible recommendation of expulsion possible due to severity. Mandated counseling with student support staff.	See 2 nd Offense.
Harassment (Sexual)	Inappropriate and unwelcome sexual advances, posting inappropriate pictures online, requests for sexual favors, or physical or verbal conduct or communication of a sexual nature. (ex. Grabbing, suggestive comments, gestures, or jokes, or pressure to engage in sexual activity.	Up to 5 Days OSS. Possible Police notification. Additional consequences up to possible recommendation of expulsion possible due to severity. Mandated counseling with student support staff.	Up to 10 Days OSS. Possible Police notification. Possible recommendation of expulsion possible due to severity. Mandated counseling with student support staff.	See 2 nd Offense.
Hat/Hood Policy	Students are not permitted to wear hats, hoods, bandana, etc. Exceptions will be made only for religious or health reasons (written documentation from a religious official or doctor is required).	Warning and removal of headgear.	2 hr detention and confiscation of hat or head apparel.	1 day ISS and confiscation of hat or head apparel..

Offense	Description	1st Offense	2nd Offense	3rd and Subsequent Offenses
Insubordination	Failure to respond to staff requests.	Removal from class. Up to 5 days OSS depending on the nature and severity. Note: Refusal to comply with an administrative request or directive will result in the student being sent home or assignment to ISS.	Removal from class. Up to 10 days OSS depending on the nature and severity. Note: Refusal to comply with an administrative request or directive will result in the student being sent home or assignment to ISS.	Removal from class. 10 days OSS and possible recommendation of expulsion depending on the nature and severity. Note: Refusal to comply with an administrative request or directive will result in the student being sent home or assignment to ISS.
Leaving Class Without Permission	Leaving the classroom/assigned area with permission from a staff member.	2 hour detention. A class cut may also be assigned.	1 day ISS.	2 days ISS.
Leaving School Grounds/School Building	Leaving school property without permission.	1 Day ISS. Parent notified.	Up to 3 Days ISS. Parent Conference with AP.	Up to 5 days ISS. Principal Conference with Parent.
Missed Homework	Failure to turn in an assignment within a given period of time.	Zero for missed work. Teacher detention.	Zero for missed work. Teacher detention.	Zero for missed work. 1 hr detention from Admin.
Obscene Behavior/Language/Gestures/Written Messages	All other behaviors in violation of school community standards. A gesture that is offensive and socially unacceptable.	1- 3 days ISS. Parental Notification. Counseling mandated. Additional consequences may be given including possible police notification and possible recommendation for expulsion due to severity.	3- 5 Days ISS. Parental notification. Parent Conference with Principal. Additional consequences may be given including possible police notification and possible recommendation for expulsion due to severity.	Up to 10 Days OSS. Parental Notification. Parent conference with Building Admin and Superintendent. Additional consequences may be given including possible police notification and possible recommendation for expulsion due to severity.
Parking/Driving Violation	Parking in an unauthorized spot, speeding, reckless driving.	Moving of vehicle and suspension of parking privilege for a period of time as determined by school administration. Possible police notification.	See 1 st Offense.	See 2 nd Offense.

Offense	Description	1st Offense	2nd Offense	3rd and Subsequent Offenses
Physical Altercation/Aggression	Participation in an incident involving physical confrontation that is not prolonged. (Pushing, shoving, punching motions, hitting a locker, etc).	2 hr detention – 3 days OSS. Referral to counseling with school staff. Financial restitution for damages incurred.	3-5 days OSS. Referral to counseling with school staff. Financial restitution for damages incurred.	5-10 OSS. Referral to counseling with school staff. Financial restitution for damages incurred.
Profanity/Inappropriate Language (non-directed)	Using profanity or inappropriate language that is not directed toward a student or staff member.	2 hr detention. Counseling with school staff.	1 day ISS. Counseling with school staff.	Up to 3 days ISS. Counseling with school staff.
Profanity/Inappropriate Language (directed toward staff)	Use of profanity or inappropriate language directed toward a staff member.	3 Days ISS. Counseling with school staff. Parental notification.	Up to 5 days ISS. Counseling with school staff. Parent conference with Admin.	5-10 Days ISS/OSS as determined by school Admin. Counseling with school staff. Parent conference with Admin.
Public Displays of Affection (PDA)	Students may not engage in excessive PDA (touching, kissing, etc.) inappropriate for a public building.	Warning up to and including a possible recommendation for expulsion depending on the nature and severity. Parent notification & possible police notification.	See 1st Offense.	See 1st Offense
Risk of Injury to Self or Others	Any behavior or actions that endangers the safety and well-being of one's self, or groups of students, faculty or staff.	Warning up to and including a possible recommendation for expulsion depending on the nature and severity. Possible Police notification.	See 1st Offense.	See 1st Offense

Offense	Description	1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
Smoking/Vaporizing (including e-cigarettes, vaporizing devices, regular tobacco products such as cigarettes and cigars, or use of smokeless snuff or chewing tobacco)	Smoking, consumption, or vaporizing in the building or on school property.	1 day ISS. Parent notification. Confiscation of articles. Possible police notification. Note: Smoking device and/or paraphernalia will be confiscated. If the substance is referred to police and drugs are present then 10 Days OSS and possible recommendation of expulsion will occur.	3-5 Days ISS. Parent notification. Confiscation of articles. Referral to Police to issue ticket/infraction. Note: Smoking device and/or paraphernalia will be confiscated. If the substance is referred to police and drugs are present then 10 Days OSS and possible recommendation for expulsion will occur.	5-10 Days ISS. Parent notification. Confiscation of articles. Referral to police/SRO for ticket/infraction. Note: Smoking device and/or paraphernalia will be confiscated. If the substance is referred to police and drugs are present then 10 Days OSS and possible recommendation of expulsion will occur.
Smoking/Vaporizing Device Possession	Possessing tobacco products, vaporizer or e-cigarette devices in school or on school grounds.	1 day ISS. Confiscation of articles. Parent contact. Referral to police/SRO for ticket or infraction. If the device is found to contain drug residue or other illegal substances the offense and related disciplinary actions will be for Drug Possession	2 days ISS. Confiscation of articles. Parent contact and referral to police/SRO for ticket/infraction. If the device is found to contain drug residue or other illegal substances the offense and related disciplinary actions will be for Drug Possession	See 2nd Offense.
Tardiness to Class	Arriving to class after the start of the period without a valid pass from a staff member.	Warning by teacher. Note: If the student is more than 10 minutes late to class without a valid pass, a referral will be made for a class cut (class cut assigned).	Teacher detention. Parent contact by Teacher. Note: If the student is more than 10 minutes late to class without a valid pass, a referral will be made for a class cut (class cut assigned).	Referral to Admin. 2 hr detention. Pass restriction for a period of time as determined by Admin. Parent notification.
Tardiness to School	Arriving to school after 7:30 AM or the start time on a delay day.	Tardies 1-3 (excused or unexcused tardy to school) = Warning to student. Tardies 4,5,6 = Lunch Detention assigned that day	Tardies 7, 8, 9 = 1hr Detention Tardy 7 = Loss of Open Study Hall Privilege for remainder of semester	Tardies 10+=2hr DT for every three tardies thereafter. Loss of privileges.

Offense	Description	1st Offense	2nd Offense	3rd and Subsequent Offenses
Theft/Stealing	The taking of an item that does not belong to you. (This also includes not paying for lunch in the cafeteria).	Up to 5 Days ISS. Return of the item or financial restitution will be expected. Possible Police notification.	Up to 5 Days OSS. Return of the item or financial restitution will be expected. Possible Police notification.	Up to 10 Days OSS. Possible recommendation of expulsion. Return of the item or financial restitution will be expected. Possible Police notification.
Threat/Intimidation	Written/Spoken Language(including digital or electronic communication) or physical behavior/gestures that conveys that another person, persons, or property may be harmed or causes another to fear for his/her safety.	Up to 10 Days OSS. Possible Police Referral. Possible Recommendation of Expulsion.	See 1 st Offense.	See 1 st Offense.
Truancy	Intentional unauthorized absence from school	ISS 1-Day. Parent notification.	ISS 1-day. Parent notification	ISS 2-Days. Mandatory Parent meeting. Referral to House SAM meeting. Possible referral to DCF for Educational Neglect.
Unprepared for Class.	Not having the required materials for class as determined by the teacher.	Warning to student.	Teacher detention. Parent notification by teacher.	Referral to Admin for further consequences/interventions.
Vandalism	Defacing or destruction of school property.	Up to 5 Days ISS. Parent notification. Possible Police Notification Financial restitution for damage and labor. Other consequences may be determined including up to 10 Days OSS at the discretion of Admin..	Up to 5 Days OSS. Parent notification. Possible Police Notification and financial restitution for damage and labor. Other consequences may be determined including up to 10 Days OSS at the discretion of Admin..	Up to 10 Days OSS. Parent notification. Possible Police Notification Financial restitution for damage and labor. Other consequences may be determined including possible recommendation of expulsion at the discretion of Admin.

Offense	Description	1 st Offense	2 nd Offense	3 rd and Subsequent Offenses
Weapons	Possession of a weapon (as defined by CT Statutes. Eg. Knives, swords, throwing stars, clubs, guns, etc), weapon facsimiles or replicas, and fireworks on school property. If found in school, report immediately to administrator.	10 Days OSS. Referral to Police. Possible recommendation of Expulsion.	See 1 st Offense.	See 1 st Offense.
Willful Disobedience of Reasonable School Rules	Habitual violation of school rules.	After a student receives multiple days of ISS/OSS, or continued violations of school offenses a meeting will be scheduled with the student, guardians, Assistant Principal, and Principal. A behavior plan will be created which will detail consequences, and further possible consequences. At this step, the school may give a consequence up to 10 days out of school suspension.	After a student is given consequences in 1st Offense category & the willful disobedience of reasonable school rules continues, a meeting with the student, guardians, Principal, and Assistant Superintendent will be scheduled. A plan will be created that will detail behaviors and further possible consequences. The student will be suspended for up to 10 days OSS. Any future violations will result in a recommendation of expulsion.	At this step, the student will be suspended from school for 10 Days of Out of School Suspension, and a recommendation for expulsion will be made by the Principal to the Superintendent.

Part III-Student Life

Academic Dishonesty (Cheating and Plagiarism)

Students are expected to pursue their schoolwork with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. This is inconsistent with Plainville Community Schools' goals and values. Teachers may impose academic consequences including a zero for the assignment/paper/or test along with parental notification. Additional discipline or administrative action may be taken based on the nature and severity of the offense. (See PHS Code of Conduct)

Note: Membership or candidacy for honor society clubs or organizations may be jeopardized for students who have engaged in academic dishonesty.

Some examples of Academic Dishonesty include:

- copying homework
- not citing sources
- turning in others work as your own
- using unauthorized support materials (notes, crib sheets, etc.) for assessments
- unauthorized transmitting of assessment information via electronic means

Acceptable Use Policy See BOE Policy 5131.8

Plainville Community Schools provides electronic information systems for improving teaching, learning, and managing. These systems shall be used by members of the school community in accordance with policy and procedures established by the school district and laws enacted by state and federal governments. The following acceptable use policy (AUP) applies to supervised and independent use of all forms of technology. It does not attempt to articulate all access scenarios and user behaviors.

For the purposes of this AUP, the definition of information systems is any configuration of hardware and software, which provides users access to information stored electronically. The configuration can be a single unit or multiple units networked together. Networks include computer hardware, operating system software, application software, and stored text and data files, regardless of source and content.

Users shall be defined as any person who utilizes these information networks. Users include all students, district employees and members of the Board of Education. It may also include other persons outside of these groups who, in the course of using district facilities, require access to the systems.

The Plainville Board of Education expects all users of its technologies and electronic information systems to demonstrate responsible, courteous behaviors. Responsible behavior includes abiding by the law and the terms of the AUP with regard to privacy, confidentiality, security, and intellectual property.

Computers, computer files, the e-mail system, software furnished to users and other pieces of the school's information network are school district property. Students should not consider any of their use of computers to be private, including all electronic communications. Use of passwords to gain access to the school's information systems does not imply privacy in that use. There should be no expectation of privacy in aspects of computer use. The school district has the right but is not required to monitor any and all aspects of its information systems, including all materials students create, store, send or receive.

The Superintendent of Schools or his/her designee will be responsible for implementing this policy, establishing procedures and guidelines, and supervising access privileges. Such guidelines shall be used to enforce the measures to block or filter Internet access and to preserve the students' and staff's rights to examine and use information to meet the educational goals and objectives of the Plainville Community School District. Violations of this policy may result in revocation of access to and privileges relating to use of the information systems and networks. Encouraging, allowing, or ignoring student use of the computer resources in a manner contrary to this policy is strictly prohibited. Violations of this policy by students may result in disciplinary action, up to and including suspension and/or expulsion. Violations may also result in civil and criminal liability. Students will be responsible for any losses, costs or damages incurred by the school district as a result of unauthorized use or intentional destruction of its information network or pieces.

The Plainville Board of Education expects all users of its technologies and electronic information systems to demonstrate responsible, courteous behaviors. Responsible behavior includes abiding by the law and the terms of the AUP with regard to privacy, confidentiality, security, and intellectual property.

Student Code of Conduct

Plainville Community Schools expect students to demonstrate the following behaviors associated with responsible use of its information systems.

1. Protect your password/log-on from others. Do not leave any station unattended unless you log off.
2. Be courteous in your communications. Avoid sending or displaying comments or images that are harassing, intimidating, obscene, and/or discriminatory. These kinds of communications may be considered a crime, pursuant to Public Act 95-143 and other statutes. Also avoid sending messages that breach confidentiality.
3. Maintain the integrity of files and data. Do not modify or copy files from others without consent.
4. Treat information created by others as their intellectual property. Abide by copyright laws and fair use guidelines.
5. Abide by Board of Education regulations, administrative guidelines, and state and federal laws with regard to software loading, copying and use.
6. Refrain from abusing, modifying and destroying district hardware and software.
7. Use the network responsibly. Do not intentionally disrupt its use. Refrain from developing and passing on programs that impede other users or damage a computing system (e.g., viruses, worms, and global mailings, hacking). Use technology resources for the educational purposes for which they were provided. Do not use them to play games, conduct personal business, or promote political and religious causes.
8. Report problems with your files/account promptly to a teacher or member of the Information team.
9. When on the Internet, demonstrate these additional behaviors:
 - Find materials, which are related to assigned learning activities.
 - Do not access and/or participate in chatrooms, newsgroups, bulletin boards, listservs, MUDs, MOOs, etc., unless supervised by a staff member for a pre-approved instructional activity.
 - Do not access or download inappropriate and obscene materials.
 - Do not reveal identifying information about yourself (e.g., name, address, phone number, etc.)
 - Report immediately any incident or contact which seems suspicious to a teacher or member of the Information team.
 - Recognize that the district will monitor all activity on its information systems and take appropriate disciplinary action against users who have violated the conditions of its AUP.

Asbestos Notification

Per State of CT statute, the Plainville Community Schools maintains a report concerning any asbestos containing materials and can be obtained by contacting the PCS facilities department. This notification should not be construed to indicate the existence of any hazardous conditions in our school buildings.

Assemblies

On occasion, students are asked to assemble in the auditorium. The students are reminded that they should behave as if they were in class and that backpacks should be left in the classroom and not brought to these assemblies. Students that are disruptive during assemblies will be asked to leave and may receive further disciplinary action

Bullying

Bullying of a student by another student is prohibited. Students who engage in bullying, on or off school grounds (including bus, bus stop, sporting events, field trips, etc) will be subject to appropriate disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement. Such behavior is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyber-bullying, directed or referring to another student attending in the same school district or physical act or gesture by one or more students repeatedly directed to another student attending school in the same school district that:

- a. causes physical or emotional harm to such student or damage to such student's property,
- b. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- c. creates a hostile environment at school for such students,
- d. infringes on the rights of such student at school. Or
- e. substantially disrupts the education process or the orderly operation of a school.

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

Examples of bullying include, but are not limited to:

- Physical violence and attacks
- Verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
- Threats and intimidation
- Extortion or stealing of money and/or possessions
- The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school ("cyberbullying")
- Targeting of a student based on the student's actual or perceived "differentiating" characteristics (race, religion, ancestry, etc)

Procedure for Reporting: A student and/or parent/guardian may file a report (with the option of remaining anonymous) of conduct they consider bullying and submit it to a PHS administrator. This report, should contain the name(s) of students involved, time/date/ location of the alleged acts of bullying, specific details concerning the alleged act of bullying, along with any other important information that could be helpful to the investigation. Students may also make a complaint of conduct that they consider to be bullying by verbal report to any school employee. The employee then shall submit the report in writing to a Safe School Climate Specialist (Principal-Carl Johnson, Assistant Principal-Jonathan Coe, or Assistant Principal-Jennifer DeLorenzo). Any reports of bullying will be promptly reviewed and investigated by a building Safe School Climate Specialist. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator(s), consistent with his/her rights of due process. In addition, the parties involved in the complaint will be notified in writing of the outcome of the investigation. Parents of students involved in a verified act of bullying will be invited to attend a meeting.

Bring Your Own Device Policy (BYOD) See BOE Policy 6141.328(a)

Students, with permission of their parent(s)/guardian(s), or the student him/herself if over eighteen years of age, may be in possession of personal electronic devices such as smart phones, cellular telephones, laptops, tablets, e-readers, or other related electronic devices on school property. The devices shall not be used in a manner that disrupts the educational process, including, but not limited to, posing a threat to academic integrity or violating confidentiality or privacy rights of another individual. Unless an emergency situation exists that involves imminent physical danger or a certified District employee authorizes the student to do otherwise (such as use in

class), use of devices shall be limited to the period before classes begin in the morning, during the student's lunch period, and after the student's last class in the afternoon.

Access to the devices is a privilege and not a right. Each student will be required to follow the Acceptable Use Policy.

Students may only access the Internet through the filtered District connection, regardless of whether they are using their personal device or a District-issued device. District staff will not provide software or technical assistance for student-owned devices.

Based on the belief that power cords stretched out in classrooms become a safety issue both for the students and devices, charging the device in any classroom, hallway, or any other location that is deemed to be a safety concern will not be allowed.

The use of cameras in any type of electronic device is strictly prohibited in locker rooms, restrooms, and classrooms unless a certified District employee authorizes the student to do otherwise.

Students found to be using any electronic communications device to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on any student assessment, project, or assignment shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held.

Students are responsible for safeguarding devices they bring to school. The District shall not be responsible for loss, theft, damages, or destruction of student owned devices brought onto school property.

Students shall comply with any additional rules developed by the school concerning appropriate use of telecommunication or other electronic devices.

Students violating the provisions of this policy are subject to disciplinary action, including losing the privilege of bringing their own device onto school property, detention, suspension, or expulsion. In addition, for serious or repeated offenses, an administrator will confiscate the devices, which shall only be returned to the student's parent(s)/guardian(s), or student if over 18 years of age. Where appropriate, police authorities may be contacted.

The controls on electronic communication devices contained in this policy do not apply to special education or Section 504 students or students with an Individualized Education Plan when any of these or other such similar plans conflict with educational uses outlined herein.

Career information

The College and Career Readiness Center, located in the school counseling suite, contains a wealth of college and vocational information that can be used to facilitate both career and educational planning. This includes an extensive library of higher education catalogs, and files of vocational briefs, brochures, handbooks, college profiles and planning guides as well as other materials valuable to the college selection process. The CCRC program and staff function to serve students, parents, and staff. It is our hope that all concerned will utilize the department's services during a student's stay at Plainville High School.

Chromebook Policies/Procedures

All PHS students, unless they opt to BYOD, will be issued a Chromebook at the start of the school year. They are responsible for keeping these devices safe and in good working order. Students will be responsible for paying for all damages, unless the optional insurance is purchased. Students need to adhere to the Acceptable Use policies when using the Chromebook. It is important to note that these devices are the property of Plainville Community Schools and are monitored by the PCS Technology Department when in school and by the student's teachers when being used in the classroom. PHS Faculty can set guidelines as to when, how, and where Chromebooks can be used. Disciplinary infractions can be issued for unauthorized use. (See Electronic Device, Acceptable Use, Bullying Policy guidelines) If a student forgets his/her Chromebook, one can be borrowed on a temporary basis from the Learning Commons. All loaners must be returned by the end of the

school day. Students who repeatedly borrow or fail to return them may be billed for the replacement of the device.

Dress and Grooming Regulations for All Schools in Plainville

The following list includes dress-related rules and some examples of dress or styles that are not acceptable:

1. Pants must be fastened and undergarments must not be visible at any time.
2. Unkempt clothing such as shirts and pants that are torn, ragged and have holes may be deemed inappropriate.
3. Shirts and blouses that are too revealing around the upper section, waist, or shoulders, i.e., spaghetti straps, halter-tops, tube tops, muscle shirts and “cropped” tops are unacceptable.
4. State law requires that shoes be worn at all times in public places. In the high school, wearing of clogs and flip-flops may be limited for safety reasons, i.e. labs and P.E. class.
5. Head, face and eye (other than prescription) coverings of any type in the building are not acceptable, including hats, bandanas, hoods, sunglasses.
6. The following types of shorts are not allowed:
 - (b) Undergarments worn as shorts, i.e., boxers;
 - (c) “Short shorts”
7. Dress, shorts, and skirt hems should reach fingertips when the arm is placed by your side.
8. Clothing advertising/depicting drug, alcohol or tobacco products or use is not allowed.
9. Any clothing depicting or alluding to violence, obscenity, profanity, gang affiliation, vulgarity or lewd messages including nudity are not acceptable.
10. Chains, ropes, sharp collars or sharp necklaces and spikes and lip piercing spikes are considered dangerous and are prohibited.
11. Outerwear garments designed to be worn in the outdoors (i.e. bulky winter coats) will not be permitted to be worn in the building during the school day.
12. Loud, dyed hair coloring, excessively applied make-up or excessive body painting/tattoos may be deemed inappropriate.

This list is not intended to include every example of unacceptable dress.

Any administrator or his/her designee may dismiss from class any student whose appearance or dress interferes with the learning process. Students who do not follow acceptable standards may be asked to change clothing or be disciplined according to the PHS Code of Conduct. An administrator will make exceptions to this policy for religious and/or health reasons on an individual basis.

These rules are not intended to infringe upon students’ freedom of expression within the framework of the policy goals.

Drugs, Alcohol, Tobacco Possession or Paraphernalia

The illicit use of alcohol, tobacco products and/or drugs is wrong and harmful and threatens the normal development of young people. The administration and staff will intervene in the abuse of tobacco products, drugs and/or alcohol. The unlawful possession, use or distribution/sale of illicit drugs or non prescriptive drugs, alcohol, tobacco, or vaping products or the manufacturing or possession of drug paraphernalia by students on school premises or at a school sponsored function (ex: prom, athletic event, or field trip) is prohibited.

Disciplinary actions consistent with state and federal law up to and including suspension, expulsion and referral for prosecution will be taken.

Suspicion of Drug Use

Students suspected of being under the influence of drugs will be given a field sobriety test by the nurse or

designee. If reasonable suspicion exists that the student is under the influence of drugs, or the student was found to be in the presence of other students who had used drugs, the student will be suspended pending the outcome of a drug screening by a licensed medical doctor or designee conducted at the parents' expense. Refusal to comply with this request for drug screening will result in suspension from school for 10 days. Possession of paraphernalia will result in a suspension of 10 days, with possible recommendation for expulsion. For drug sales, possession and/or paraphernalia, the police will be contacted and any findings will be turned over to them.

Suspicion of Alcohol Use

If reasonable suspicion exists that a student has consumed alcohol or has been in the presence of someone who has consumed alcohol, the following actions will be taken:

A. Testing to Confirm Reasonable Suspicion of Alcohol Use

The District does not consider the use of a passive alcohol-screening device as constituting a "search"; therefore the issue of trespass or intrusion into a student's privacy is not a factor in the use of this device. Passive alcohol screening (PAS) may be conducted with all students entering a school-sponsored event or with individual students when reasonable suspicion exists that a student is under the influence or has used alcohol.

Administrators will use an active device only when a student has demonstrated alcohol use with a passive device. Reasonable suspicion shall refer to any of the following:

1. Observed use or possession of alcohol;
2. Odor of an alcoholic beverage or the presence of an alcohol container;
3. Marked changes in personal behavior not attributable to other factors; or
4. Slurred speech, unsteady gait, lack of coordination, bloodshot or glazed eyes; or behavior that is risky, aggressive or disruptive.

All due process rights of students will be observed. Further, the Board allows the use of passive alcohol sensor devices at school, on school buses or at any school-sponsored activity.

The passive screening device shall be checked for accuracy and for full calibration at least as frequently as recommended by the manufacturer.

Designated school personnel and/or the school resource officer(s) will be trained in the use of such instruments. Students, parents/guardians and staff will be notified of the intended use of the passive and active alcohol sensor devices. This notification shall be done through announcements, written documentation, assembly demonstration or classroom discussions, and will be included in school handbooks.

When an administrator has reasonable suspicion that a student is under the influence of alcohol at school or a school-sponsored event, the student shall be given a passive alcohol sensor screening (PAS). If the student fails the passive assessment, he/she will be given a fifteen minute wait period after which the passive screening will be re-administered. If screening results are negative, no action shall be taken. However, if the student tests positive, he/she will be given an active Breathalyzer test.

If the student declines to take the screening, when reasonable suspicion exists, or if such screening proves positive, he/she will be suspended from school for 10 days.

B. Extracurricular/Voluntary School-Sponsored Events

When PAS devices and/or a breathalyzer will be used at a voluntary school-sponsored event (i.e. school dances, proms, etc.), such devices shall be administered as follows:

1. All students participating in the activity or school-sponsored event will be asked to submit to a PAS screening. Students will be asked to breathe across the intake part of the device.

2. If the PAS device detects alcohol, the student shall be removed to a separate area for observation and questioning concerning alcohol consumption. After fifteen (15) minutes, the student will be asked to submit to a breathalyzer test to confirm the presence of alcohol.
3. Should the student test positive after the second test, school personnel will contact the student's parent(s)/guardian and the student shall be removed/denied entry to the activity or school-sponsored event.
4. Any student who refuses to breathe into the PAS device, or who refuses to submit to the breathalyzer test, may be excluded or removed from the activity or school-sponsored event and may face additional disciplinary actions.
5. The district retains the right to contact local law enforcement officials at any time, as deemed appropriate, consistent with district practice and policy.

Electronic Devices

Students may use electronic devices, for appropriate purposes, as outlined in the district's BYOD and AUP policy. Students may use cell phones/Smart phones/Smart Watches, Ipods etc. before 7:30 AM and after the school day has ended at 2:10. In addition, they may also use designated devices during the passing time between classes and during the student's scheduled lunch time in the cafeteria. During classes, it is at the teacher's discretion as to the time, nature, and manner in which an electronic device may be used. Teachers may require students to place electronic devices in receptacles until the end of class. Students need to abide by classroom rules regarding their use or they will be disciplined. Discipline for violations will range from a warning through expulsion depending on the nature and severity of the offense. Some examples of unacceptable uses and range of possible consequences:

- Taking video or pictures of people without their permission = 2hr dt to Expulsion
- Audio recording without permission = 2hr dt to OSS
- Sending inappropriate or threatening texts, tweets, or other messages or type of posts = 2hr dt to Expulsion
- Listening to music loud enough to disturb others = warning to 2hr dt
- Using an electronic device to cheat or plagiarize an assignment = zero for assignment to OSS
- Using electronic device in classroom without teacher permission = warning to 2hr dt

Emergency Procedures

The following codes are in place in the event of a school emergency:

- ❑ **Code Yellow** - indicates a modified lock-in. All students and teachers are to clear the hallways. No passes should be issued and any students should report immediately back to their classrooms. Teachers should take attendance and wait for further instructions.
- ❑ **Code Red** - indicates a full lock-in. Everyone is to be in his or her classrooms and the teachers should lock the doors. This is an alert that there is an intruder in the building. This is a maximum alert and everyone should pay the strictest attention. Classrooms shall remain locked until the Code is cleared **and** your door has been unlocked by authorized personnel.
- ❑ **Code Green** - indicates all clear. Students and building personnel may resume regular activities.

Fees and Fines

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, erasers and notebooks. Fees will be noted in the online Powerschool data management system. Upon graduation, a student's diploma will be held until all fees and fines are paid in full. A student may be required to pay certain other fees or deposits, including:

1. Class Dues (not required but necessary to participate in Class activities such as the Senior Prom)
2. The materials for class projects that the student will keep.
3. Personal physical education bathing suit or apparel.
4. Voluntary school sponsored Field Trips.
5. Lost textbooks, library books, or damaged school-issued equipment or devices (Chromebooks).

6. Vandalism restitution.
7. Cafeteria charges.
8. Sports (Co-Op Hockey Team only).
9. Admission to dances, plays, sporting events
10. Advanced Placement and Early College Experience fees
11. Voluntary purchases of pictures, publications, class rings, yearbooks, etc.

FERPA Notice

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day that Plainville High School receives a request for access.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information (PH) from the student’ education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office/US Department of Education/400 Maryland Avenue,
SW/Washington, DC 20202

Field Trips

Field trips may be scheduled for educational, cultural, or extracurricular purposes. A student may be restricted from participating in a field trip based on his/her attendance, academic standing, and/or behavior. While on a field trip, all students are considered to be “in” school. This means that all rules outlined in the PHS Student Code of Conduct apply along with any stated rules for the facility or location of the field trip. Students are not allowed to drive themselves for school-sponsored field trips.

Financial Assistance

Students will not be denied the opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a school counselor, class or club advisor, or an administrator to request confidential help.

Fire Drills

Fire drills are held at regular intervals throughout the school year. In the event of a fire drill or a real fire, students are asked to follow these directions:

1. Students should leave rooms in a single file and follow the directions posted in each room for exiting the building.
2. If the regular exit is blocked, follow directions of the person in charge.
3. Students should assemble outside a safe distance away from the building and report to their teachers for attendance

4. Teachers will take attendance on the Orange cards located inside of their classroom red Emergency bags. Attendance cards should be presented to the designated area leader.
5. All access roads need to remain clear for emergency vehicles
6. Students should leave books, paper, etc., except for personal belongings, on their desks.
7. No running or disorderly conduct will be tolerated during the fire drill
8. Students are not to return to the building unless directed to by an administrator or designee

Fundraisers

No student may solicit donations or sell items/goods without prior administrative approval. Student clubs or classes, outside organizations, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. No outside food items may be sold during scheduled lunch times.

Guidance Services (School Code 070610)

The School Counseling Department at Plainville High School consists of four counselors. The counseling staff is committed to the principle that school counseling services are for students. A student may discuss issues of an academic, social or vocational nature.

To see their counselor, a student should speak with the school counseling secretary in the Schooling Counseling Suite. A pass will be sent to the student's homeroom on the day of the appointment. If your need cannot wait a day, simply inform the school counseling secretary. She will assist student in making contact with his/her counselor or other support person

The School Counseling office also has available reference material regarding college selection and career research. Additional services provided by the counseling staff include parent evening presentations regarding Higher Education Selection, Financial Aid and Freshman Orientation. Support groups for students are also available (i.e., bereavement, anger management, divorce, etc.). Students can also see their counselors for assistance with improving their time management, organizational and study skills. The school social worker and psychologist are available for individual counseling, individual educational evaluations and referrals to outside agencies. Counselors strongly encourage students to take an active role in their educational growth. Students need to see their counselors early to discuss their school record and to realistically plan for the future.

Health Services

A school nurse is on duty from 7:30 a.m. through the close of the school day. Students need a pass at all times, unless it is an emergency, when going to the nurse.

- The nurse will administer, as needed, routine, non-prescription medication, approved by the town's medical director.
- All medication must be brought in by a parent/guardian. All medication must be in its appropriate container with the dosage and time of administration clearly indicated. All medications require a parent's permission slip as well as a doctor's order.
- All accidents, which result in personal injuries that take place in school, should be reported to the teacher in charge. All accidents must be reported to the main office in the form of an accident report.
- Any student that needs doctor recommended accommodations (crutches, wheelchair, cast, etc.) must provide appropriate medical documentation directly to the school nurse.
- Students must wear any protective gear that may be required when participating in all laboratory and technology education classes.

The Plainville Board of Education policy regarding immunization and physical exams is consistent with the recommendation of the Connecticut State Department of Health and relevant legislation. New/transfer students are required to have a recent physical. All students are required to have a physical to participate in a school

sport and to attend school in the 11th grade. All immunizations must be up to date. Any student not in compliance with state regulations may be dismissed until the problem is resolved.

Learning Center

Students are provided with this additional resource to assist them to improve academic performance. The Learning Center is staffed each period of the school day with both adult and peer tutors. The Learning Center is also used to assist students who have modifications in their individual learning (504) plans. Students who are disruptive or fail to comply with the rules of the Learning Center will be removed and placed in a traditional study hall.

Learning Commons

When a student needs information for an assignment or for recreation, the high school Learning Commons is available. The Learning Commons has a collection of print and electronic materials selected to meet the needs of the curriculum and the interests of the students. The Learning Commons is the home base of an instructional program designed to empower students to be efficient, independent finders and users of information. This instructional program is known as “information literacy”.

The Learning Commons is open from 7:00a.m. until 3:30 p.m. on Monday through Thursday and 7:00 a.m. to 3:00 p.m. on Friday.

Lockers

Each student is assigned a locker at the start of the school year. These are the property of the school and should be kept in good order and not abused. Searches may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Students are not to add additional locks to their hallway lockers. **It is recommended that students purchase a lock when they have Physical Education for use in the Kegel or Wood Gym Locker Rooms.**

Lunch Program

Lunch is served on days when school will be in session. Students may purchase hot lunch. There are no assigned seats in the cafeteria. However, the outside patio is restricted for use by Seniors only.

Parking

Students must understand that driving to school is a privilege that may be revoked at any time. Students must receive a parking permit from the Admin Suite and must park in areas designated for student parking.

Parking privileges may be suspended for any of the following reasons:

- Parking in a designated staff space
- Driving in excess of 15 MPH on school property
- Driving recklessly so as to endanger life or property
- Parking in a fire lane
- Parking in a designated staff parking area
- Parking without a parking permit
- Parking in the wrong area

Passes

Students may not be outside of class without a pass. A staff member only may issue a pass. Students outside of class without a pass are subject to 1-hour detention. Repeated offenses can result in more serious disciplinary action. Students who abuse pass privileges will be disciplined as well. For designated areas, students may be required to sign-in to account for students (Learning Commons and Restrooms)

Pool Safety

Student aquatic activities at PHS, which include swimming instruction as part of the physical education program, interscholastic competition, and extra-curricular activities are governed by the required guidelines and staffing levels contained in Connecticut State Statutes(CT Public Act 13-161). Per State of Connecticut Statute, there is a detailed Pool Safety Plan on file. During periods of swim instruction, two adults (one of which has to be lifeguard certified) will be on duty. Students are expected to follow the Pool Safety Rules and will face removal from class and/or disciplinary action for violation of these rules.

Posters/Notices/Signs

Any student created posters/notices/signs must be approved by the building principal or designee. In addition any poster/notice/sign must be school appropriate. Any poster/notice/sign displayed without authorization will be removed. In addition, the student(s) involved may be subject to discipline as determined by school administration.

Program of Studies Book

A program of studies published annually is available online. This book includes descriptions of all courses offered at Plainville High School and includes information regarding prerequisites and course weighting. This book is extremely useful during the registration process for courses.

Release of Records

In accordance with the provision of the Family Educational Rights and Privacy Act, Plainville High School will disclose directory information such as name, address, telephone number, date and place of birth, field of study, participation in recognized activities and sports, dates of attendance, degrees and awards received and most recent previous public and private school attended without prior written consent of the eligible student or parent. This directory information from the student's educational records may be released to officials of another school, school system, or institution of post secondary education where the student seeks or intends to enroll, federal, state and local agencies, employers or prospective employers or nonprofit youth organizations. Subject to the provisions of C.G.S. 1-19(b11), the high school may provide the same directory information and on-campus recruiting opportunities to military recruiters as are offered to nonmilitary recruiters or commercial concerns. (Cf. Board Policy 5145.14 On-Campus Recruitment)

No information may be released to a private profit-making entity other than employers, prospective employers and representatives of the news media.

The names and addresses of students enrolled in grade 12 or who have terminated enrollment prior to graduation may be provided, in accordance with the terms of the law, to a private school or college cooperating under state law.

The custodian of the records (the Principal) will normally limit or deny the release of specific categories of directory information unless he/she determines that such release is required by law or is in the best interests of the students.

No directory information will be released regarding your child (children) if you notify the school in writing that such information may not be released within twenty days from the start of the student school year in September.

Removal from Class

Students removed from class must go directly to their assistant principal's office. A student's refusal to leave a class, when asked to do so, will be regarded as insubordination. This will result in additional discipline as outlined in the PHS Code of Conduct. Teachers will notify the appropriate administrator or their designee if a student is sent out of class.

- A. A student may be removed from class by a teacher or administrator if he/she deliberately causes a serious disruption of the educational process. When a student is removed, the teacher must send him/her to a designated area and notify the principal or his/her designee at once.
- B. A student may not be removed from class more than six (6) times in one school year nor more than twice in one week unless the student is referred to the building principal or designee and granted an informal hearing at which the student should be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.
- C. The parents or guardian of any minor student removed from class shall be given notice of such disciplinary action by the teacher within twenty-four (24) hours of the time of the institution of such removal from class.

Sale of Illegal Substances

The sale and/or the distribution of tobacco products, alcohol and drugs by minors is illegal in the state of Connecticut. Any student involved in any illegal sale of tobacco or vaporizing related paraphernalia, alcohol or drugs (on or off school property) will be severely disciplined ranging from suspension to expulsion from school. The police will be contacted as well.

School Closing/Emergency

Plainville High School may occasionally need to dismiss school early or cancel school because of inclement weather or an emergency. Parents will be notified by local radio stations, an automated phone/email messaging system, or they can check the district's website at www.plainvilleschools.org. Local television and radio stations will often post closing and cancellations as well. Bus students will be provided transportation as soon as buses become available.

School Hours for Late Opening

In the event of a delayed opening school will start at the following times:

90-minute delay: Students need to be in Homeroom by 9:00

2hr delay: Students need to be in Homeroom by 9:30

School Insurance

At the beginning of the school year, students are offered a school insurance policy for a nominal fee. This policy is offered for those that might be interested in school time coverage or 24-hour coverage.

Service Learning

Students must complete 20 hours of service learning or community service as part of their graduation requirements. This program is known as "Learning Through Service" or LTS. It is strongly recommended that students complete these hours by the end of their sophomore year. LTS should be authorized, for a non-profit organization and approved by their school counselor prior to completion. **LTS forms are available in the school counseling office and online.** Diplomas will not be issued to students who do not meet this requirement.

Sexual Harassment

Sexual harassment is a form of illegal sex discrimination. It refers to a wide range of inappropriate and unwanted conduct of a sexual nature, which has a negative effect on the educational climate and the opportunities available to students and staff. It can include unwelcome sexual advances, requests for sexual favors, verbal or physical conduct that is sexual in nature, the display or circulation of written materials or pictures degrading to gender or any conduct of a sexual nature that has an adverse effect on a person's grades or opportunities in school. This behavior may interfere with school performance or create an intimidating or hostile environment. Complaints of sexual harassment should be made to an administrator. You may also contact the District Title IX Coordinator at 860-793-3210. Students who participate in this type of behavior will be subject to discipline according to the PHS Code of Conduct.

Skateboards and other Recreational Items

Skateboarding or rollerblading is not allowed in or around school grounds or on school property. Students found violating this policy will be disciplined. Other recreational toys such as basketballs or other toys that should not be in school hallways will be taken from students and returned to the parents.

Student Co-curricular and Extra-Curricular Opportunities (Contact Director of Athletics For More Information)

Anime Club	KIK
Art Club	National Honor Society
Band/Jazz Band	Robotics
Culinary Club	Science National Honor Society
Distributive Education Club (DECA)	Ski Club
Diversity Club	Social Justice
Environmental Club	Spanish Club
French/Italian Club	Spanish National Honor Society
French National Honor Society	Student Council
GUTS-Gaming Club	Theatre Tech Club
History Lounge	Unified Sports
Interact (Rotary)	Yearbook
Italian National Honor Society	Youth Board (United Way)

Student Assistance Model (SAM)

The Student Assistance Model (S.A.M.) is a support program at Plainville High School. It is a team approach to addressing student problems with school, peers, drug/alcohol, and other personal issues that are interfering with successful school performance. The S.A.M. team consists of administration, guidance counselors, and school psychologist. Weekly S.A.M meetings are held to discuss students of concern.

Students may be offered a wide range of services including individual counseling, outside agency referral, parental assistance, special education referral, and support group counseling. Students who participate in group counseling can obtain information about; smoking cessation, anger management, residential treatment transition, drug/alcohol insight, life skills, divorce, personal relationships, grief/loss issues and others.

Student Identification Cards

Students will be issued identification cards at the beginning of the school year. Students should keep their identification cards with them while in school.

Study Halls

Study halls were created to provide students with time to work on assignments, prepare for tests and quizzes, and get extra help. Study halls are designed to more closely support students by providing a quiet work environment free of noise and other distractions. Students should take advantage of the time they are given and allow others to do the same. All students should bring some type of work or reading to the study hall. Students are expected to attend his/her scheduled study hall. Students absent from study hall need to be accounted for. Students that arrive late need to present the study hall teacher with a pass to verify their whereabouts. Students absent from study hall without a valid reason will be assigned a two-hour detention for cutting class. Students should arrive at the study hall with all the necessary materials; no locker passes will be given. Only one boys' and one girls' lavatory pass will be issued at a time. Study Halls are also a good time for students to make appointments with their school counselors, teachers for extra help, or meet with other support personnel.

Summer School

The Plainville High School Summer School program is in session for four weeks and there is a fee for each course. If a student wants to attend summer school to make up a course, he must maintain a 40 average and not exceed 15 absences in a semester course and 25 absences in a full year course. Counselors will provide information on this program including eligibility requirements. Summer school includes both remedial and enrichment courses. Course credit is given for each course successfully completed.

Transportation

Students riding buses are expected to cooperate with the bus drivers for their own safety and that of the group. Students not abiding by the rules will be subject to disciplinary action as outlined in the PHS Code of Conduct.

Weapons

No weapons or weapon facsimiles, knives or fireworks are allowed in the building or on school property. Possession will be dealt with in a serious manner. Connecticut statutes require suspension and expulsion in most cases. (See “Expulsion” statement in this handbook, and Board policy.) Police will be notified in cases of possession.

Working Papers

Students who wish to work but have not reached the age of majority (18 years old) are required by the State of Connecticut to have working papers. A student may get working papers from the high school office by following the procedure below:

1. The student should obtain a form from the main office called, “Promise of Employment” and have this form filled out by the person who has promised to hire the student. It can also be a letter from a company stating their intent to hire. It should have the student’s name on it, specific job duties, pay rate and the expected hours of work
2. The student should return the completed form to the high school office. At that time, the student should also present proof of age. A birth certificate and social security number are also required to obtain these working papers.

PART IV-Academics

Academic Eligibility

In order to participate on an interscholastic athletic team or extra-curricular/co-curricular activity, a student must have satisfied all the scholastic eligibility requirements prior to participation. All Plainville High School athletes are subject to eligibility standards set by the C.I.A.C. (Connecticut Interscholastic Athletic Conference) and the Plainville Board of Education. Our local Board of Education has established additional regulations and both sets of criteria must be satisfied.

Scholastic eligibility requirements will be published on the district website, www.plainvilleschools.org, in the annual student handbook (agenda), in the annual program of studies for Plainville High School and in a pre-school opening letter from the Principal each August. In season, coaches and advisors monitor student grades. An administrative clerk designee will produce a list of all students with F grades. This information will be shared quarterly with all coaches and advisors. At the end of the school year, report cards, with a scholastic eligibility reminder will be mailed home to all parents.

Full Extra Curricular/Co-Curricular Eligibility

1. **Academically Eligible:** To be eligible for fall sports, clubs, and activities, the student must have received credit towards graduation at the close of the previous school year in at least five (5) classes. In addition, the

student must also be taking a minimum of five (5) classes during the season and meet the Grade Requirements criteria (see below). Winter and spring eligibility is based on the quarterly reports cards issued during the school year. Fall eligibility is based on the prior school year's last quarterly report card issued in June. First time ninth grade students will automatically be eligible for the first quarter marking period. If these requirements are met a student will be able to participate with no restrictions. A student's eligibility is determined on the report card distribution date which is located on the school calendar.

- Transfer students eligibility will be determined based on their last complete marking period grades earned at their most recent placement.
- Incomplete grades are not considered passing grades, though a student can become eligible once the 'incomplete' is changed to a grade.

Any questions concerning eligibility should be directed to the PHS Athletic Director and then the PHS Principal.

2. Grade Requirements: Each quarter the student must be taking and passing a minimum of five (5) classes during the season. Eligibility is determined by quarterly report cards only. For Fall co-curricular and extra-curricular Progress Reports will only be utilized to monitor students with probationary status only.

- If a student passes all of their quarterly classes (above a 60%), they will be deemed **Academically Eligible** (see definition above).
- If a student received a grade of one (1) F or FS on their most recent **quarterly** report card, then they must have an overall average of 70% (all classes combined) or higher to be **Academically Eligible** (see definition above).
- Students who receive one (1) F or FS on their most recent **quarterly** report card and have below a 70% overall average will be considered **Eligible with Academic Probation** (see definition below).
- Students who fail two (2) classes F or FS for the quarter on their most recent **quarterly** report card the student will be considered **Eligible with Academic Probation** (see definition below).
- If a student fails **more than** two (2) classes (F or FS) on their most recent **quarterly** report card, that student will be considered **Academically Ineligible** (see definition below) until the next quarterly report card is issued.

3. Eligible with Academic Probation: Academic probation means the student **can practice and or tryout** for a team or club but is not allowed to participate in any interscholastic contests. If a student is placed on academic probation the player is deemed eligible with the condition of probation, which carries additional requirements and restrictions. Club advisors will enact restrictions pertaining to their individual club or activity. The student will be on academic probation until progress reports or the next quarter report cards are issued (whichever is first). If the student is on academic probation, the student must have zero (0) failing grades on the next progress report or quarterly report card to be removed from academic probation. If a student is deemed academically ineligible they **will not be allowed to participate** in any team activities.

This also applies for clubs and related activities. The advisors for these clubs and activities along with administration will determine which events students can participate in. During the academic probation period students should meet with teachers after school to create a plan to improve their academic standing.

Examples of ways for students to improve their academic standing:

- Attend the Homework Club in the Learning Commons after school.

- Meet with teachers after school to go over academic standing.
- Set aside time at night for homework and studying without interruption.

Head coaches and the Athletic Director will be monitoring students' academic progress. Coaches and advisors will communicate with teachers to assist in the educational progress of any student who is on academic probation. If the next progress report or quarterly report card is issued and there is still a failing grade in any course, the student will then be removed from academic probation status and **will not be allowed** to participate in any team activities. If this occurs, the Club Advisor or the Athletic Director/ Head Coach will meet with the student and also contact the parents of the student.

4. **Academically Ineligible:** Students who receive three (3) or more F or FS on their quarterly report cards will be deemed **Ineligible** for the next quarterly marking period. They can become eligible at the time of the next quarterly report card is issued if they meet the conditions outlined above.

5. **Summer School Eligibility:** A student's academic eligibility for the fall season is based on quarter four grade from the previous school year. If a student does not receive a passing grade for a course during quarter four (4), the student will be allowed to retake the course in Plainville High School's Summer School Program. A passing grade will then be recorded as "P" on the student's transcript and credit will be awarded. The grade will not be calculated into the weighted GPA. Students are only allowed to take up to one credit in Plainville High School Summer School for the purpose of academic eligibility. All recovery credit must be approved by an administrator prior to the beginning of the course.

Eligibility Quick Reference Guide

1. Does your current schedule include at least five (5) credits for the year and at least five (5) graded courses in this report card period?	YES: Go to Question #2 NO: You are ineligible
2. In the most recent quarter marking period. Did you earn passing grades in at least five (5) or more of your courses with no F's or FS's?	YES: You are eligible. NO: Go to Question #3
3. Did you receive only one (1) F or FS and your overall average of 70% or higher?	YES: You are eligible. NO: Go to question 4.

<p>4. Did you receive two (2) F/FS? or Did you receive one F/FS but your overall average was below a 70%?</p>	<p>YES: You are on academic probation. NO: You are ineligible if you received more than two F/FS's.</p>
-------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------

Advanced Placement

Advanced placement courses are offered at Plainville High School in the areas of biology, studio art, United States history, English, calculus, statistics and computer science. When a student enrolls in an Advanced Placement course, they are expected to adhere to the strict academic expectations of the class and are expected to take the Advanced Placement exam in May. Students who do not honor their commitment to the advanced placement courses will have the designation of the course changed to academic level.

Class Rank

Class rank reflects levels of courses a student takes and the grades he or she earns in them. Class rank allows students to compare their academic performance with that of their classmates. Class rank will be published on the report cards of Juniors and Seniors. Students grades 9 and 10 can find out their class rank by asking their school counselor.

Class rank will be determined in the following manner:

Each year a student's final grade in a leveled course will be assigned a weighted factor for that grade and course.

1. The total number of courses that make up that total is divided by the cumulative total of all applicable courses with their weighted factor. The resulting value will be used to determine class rank.
2. Grades for all subjects, except Physical Education, for which either a half or full credit is given, whether passed or failed, are used in computing class rank.
3. All students in the class are included in determining class rank.
4. Each course level has its own weight factor in computing class rank. Grades earned in the more difficult courses are given higher numeric value.
5. Make-up grades for courses during the academic year will count towards class rank.
6. Summer School courses for make- up credit are not computed in class rank, but credit does count towards graduation.
7. Students that have entered/transferred or completed fewer than 3 semesters at Plainville High School will not displace a student in the official senior class ranking.
8. **During a student's Senior year, final class ranking will be set at the end of the first semester and this will be used to determine the Valedictorian, Salutatorian, and Top 10 Percent for that year's graduating class.**

Course Changes/Schedule Changes:

Students are expected to honor their commitments to attend and satisfactorily complete the courses in which they enroll. Requests for changes made after the completion of the master schedule will be considered ONLY for educationally sound reasons according to the guidelines listed below.

Note: Administration reserves the right to deny any course change request.

Schedule changes **WILL BE** considered for only the following reasons:

- If there is a need to correct a clerical error in the schedule
- Required prerequisite courses were not completed
- If there is a recommendation from an administrator for disciplinary, attendance, or instructional reasons.
- Recommendation from Planning and Placement Team or 504 meeting
- If there is a request made by the professional staff through the appropriate administrator.

Student initiated schedule changes **WILL NOT** be considered for any of the following reasons:

- If the course content or standards differ from student expectations or the course is not required for graduation
- If the student does not like a given teacher or the student has a last minute preference for some other subject
- If the student wishes to take less than the required number of courses
- If the student is making the change to achieve early release from school

Course Level Changes

In order to maintain the integrity of staff assignments and to avoid disruption to the educational process, changes from level to level in courses are discouraged once the student's schedule is produced. Decisions to assign students to courses at specific levels are based on discussions among students, parents, school counselors and teachers.

Faculty members who have an opportunity to evaluate student performance may recommend a level change based on educationally sound reasons.

In evaluating a course level change request, the following areas will be examined:

- Attendance/tardiness
- Homework completion
- Test scores/study habits
- Classroom behavior
- Online progress reports
- Standardized test scores
- Efforts at seeking help from the teacher or through tutoring

Note: In order for a course level change to be accepted, there must be strong evidence that course material does not meet a student's ability level. Lack of motivation is not a valid reason to request a level change.

A **"Petition for Student Course Change Form"**(available in the School Counseling Suite) must be completed and signed by the appropriate individuals for any course level change to occur. Students who are considering a course or level change should remain in the current class until a final decision has been made. Students who decide to stop attending a class will be disciplined.

Course Levels

Level I (H)(AP)(ECE)

Courses provide accelerated programs to those students who exhibit intellectual curiosity, self-motivation, and exceptional academic performance. Students must be willing to make a significant time commitment. Some courses involve extensive independent research and prepare students for Advanced Placement examinations.

Level II (A)

Courses provide intellectually challenging work to those students who are enrolled in the college preparatory program. They require a serious commitment of the student's time and effort, both within and outside of the classroom.

❑ Level III

Courses are offered to those students who have developed a level of competency but need to reinforce basic skills. Courses are designed to prepare students to succeed either in community college, technical school or the job market.

Course Withdrawal

Every possible effort is made by school counselors to build a comprehensive and rigorous academic schedule that meets students current and postsecondary planning needs. Decisions to withdraw students from assigned classes, once the master schedule has been completed, will be considered on a case-by-case basis with appropriate administrative approval. After 10 school days, students granted administrative permission to withdraw from a course will be assigned a W(current letter grade) for this course. This grade will appear on both the student's report card and academic transcript and will be considered when reviewing a student's eligibility to participate in Athletics or other extracurricular activities.

Exam Attendance

Students are required to be present for their Mid-Term and Final Exams unless they have been declared "Exempt" by their teacher.

Exam Exemptions

Seniors who have an "A" average (numerical grade of 90 or above) are exempt from final exams. Courses that are only a semester in length (S1 or S2) only give final exams. The academic weight of final exams is 20% of the final grade for a semester long class and 10% for the final exam in a full year classes (10% for the Mid-Term is awarded). AP/ECE classes may have adjusted weighting for exams which will be communicated by the instructor. Students should never assume that they are exempt from an exam unless this has been verified by their teacher.

Freshmen Academy

Freshmen will attend a class designed to help students in the transition from middle school to high school. Topics such as the attendance policy, time management, homework, peer pressure, decision making and other related topics will be addressed. Counselors will be available during this period to help in the transition to a high school environment.

Grading System

The marking system is as follows:

A+ 100-97	A 96-93	A- 92-90
B+ 89-87	B 86-83	B- 82-80
C+ 79-77	C 76-73	C- 72-70
D+ 69-67	D 66-63	D- 62-60
F 59 and BELOW		

Incompletes: This grade is reserved for the student whose work is incomplete due to a bona fide absence due to personal illness or other extenuating circumstances. All incomplete grades must be made up 10 school days after the close of grades.

Graduation Credit Requirements - Classes of 2022 & 2023

Department	Class of 2022 & 2023
English	4
Math	4
Social Studies	3
Science	3
World Language	2
Physical Education	1.5
Health	.5
Personal Finance/Financial Literacy	.5
Freshman Academy	.25
Electives	6.5
Totals	25.25

Graduation Credit Requirements - Class of 2024 & Beyond

Academic Cluster	Credit breakdown by Subject Area
Humanities (9 credits)	English - 4 Social Studies - 3 Fine Arts - 1 Elective - 1
STEM (9 credits)	Mathematics - 4 Science - 3 STEM Electives - 2
PE/Wellness/Health/Safety (2 credits)	Physical Education - 1 Health - 1
World Language (1 credit)	World Language - 1
Developmental Guidance (.5)	Freshman Academy - .25 Junior Planning - .25
Financial Literacy (.5)	Financial Literacy - .5
Mastery Based Diploma Assessment (1 credit)	1 credit during Senior Year

	Students will have an option between a Capstone, an academic portfolio, or Senior Year demonstration of mastery project.
Electives (2 credits)	2 credits in any academic cluster
Total Credits	25 credits

Graduation Standards

Please see the 2022 - 2023 Plainville High School Program of Studies for specific academic, social, and civic expectations, requirements, and standards for graduation. These include but are not limited to community service hours, social and civic competencies, and academic measures on standardized assessments.

Homework

High School Grades (9-12): 120-180 minutes of homework can be expected daily, in accordance with District policy which has established set times at each school level. Reading and outside preparation expectations increase in high school. A primary emphasis should be given to ensuring that students become increasingly more independent in their assignments. Budgeting and managing time, setting priorities, and learning to study efficiently are important skills that need to be developed and nurtured. Student initiative should be encouraged.

Honors Courses

Honors courses at Plainville High School are offered in several areas. To determine any prerequisites or eligibility requirements, refer to the Program of Studies under the department in which the desired course is offered. Refer to the list of available courses below.

HONORS COURSES	ADVANCED PLACEMENT COURSES/ECE
English 9, 10, 11	English Literature (Gr12) Eng. Lang (Gr. 11) (Both AP)
Algebra 1	Spanish (ECE)
Algebra 2	Calculus (AB) (BC) (Both AP)
Plane Geometry	Statistics (AP)
Marine Biology	Biology (AP/ECE)
Biology	Studio Art (AP/ECE)
Chemistry	Modern European (ECE)
French	Physics (AP/ECE)
Physics	Environmental Science (AP/ECE)
Spanish	Computer Science (AP)
Italian	Chemistry (AP)
Anatomy and Physiology	US History (AP)
Earth Science	Oceanography (ECE)
Survey of World History	Computer Science (AP)

National Honor Society

Juniors and seniors who have attended Plainville High School for at least one full semester by March 1, and who hold a quality point average of at least 15.50 are automatically eligible to be considered for membership in NHS and will be so notified. Those wishing to be considered will complete the Student Activities Information Form for evaluating service and leadership and will be rated by a school-wide faculty survey regarding character. Those found qualified by the NHS Faculty Council will be offered membership. A student may, at the discretion of the Faculty Council, be dismissed from NHS for:

- a) Conduct unbecoming a member,
- b) Non-participation in the chapter's service projects,
- c) Failure to maintain the required quality grade point average, or
- d) Failure to remain in such academic standing as to permit a timely graduation.
- e) Cheating/Plagiarism

Honor Roll

Honor Roll is computed each marking period, each semester, and at the conclusion of each school year. Students must be taking a minimum of four (4) courses (which meet 5 times per week) to be eligible.

- Gold Status No grades lower than an A- on the report card for the quarter.
- Silver Status No grades lower than a B- on the report card for the quarter.
- Bronze Status No grades lower than a C- on the report card for the quarter.

Note: For every level the student must have credit in all courses taken, NC is not permissible.

Promotion Policy

Class of 2022 must earn 25.25 credits to graduate.

Freshman must earn 6 credits to become Sophomores.

Sophomores must earn 12 credits to become Juniors.

Juniors must earn 18 credits to become Seniors.

Class of 2023 and beyond must earn 25 credits to graduate.

Freshman must earn 6 credits to become Sophomores.

Sophomores must earn 12 credits to become Juniors.

Juniors must earn 18 credits to become Seniors

All graduation requirements need to be completed before a student is allowed to participate in the graduation ceremony.

Students who return for a fifth year of study in order to graduate must meet with the principal before school begins.

Report Cards/Progress Reports

Reports of scholarship are distributed to students four times yearly.

Progress reports are available via Powerschool. Progress reports are issued at the mid-point of the quarter. Questions about student performance in a specific subject may be directed to the individual teacher by calling 793-3220. Parents may leave a voicemail message or an email for the teacher and the teacher will respond. Grades can be accessed on the web with a student identification number and a pin number that the school can provide the parents. If parents have general concern a call to the child's school counselor is recommended. Parent conferences with counselors and teachers are gladly arranged.

Teacher Conference with Students and/or Parents

Teacher conferences are encouraged and may be arranged at any time by calling the main office at 793-3220. Conferences may also be arranged by calling your counselor, or emailing your teacher. Teachers email addresses can be found on the high school website. All conferences need to be scheduled in advance.

Parent teacher conferences. Conference dates will be posted on the district website. Parents/guardians will be able to schedule conferences online.

Withdrawal from School

A student may withdraw from school at the age of 17 (with Parental Consent) or at 18 (with or without parental consent.) As part of this process, any student intending to withdraw from PHS will need to:

1. Consult with his/her school counselor
2. Inform their Assistant Principal of his/her intentions to withdraw
3. Student's parent or legal guardian must come into the school and personally sign the withdrawal form (If under 18)
4. Return all materials including Chromebook, textbooks, etc.
5. Pay any outstanding financial obligations.
6. Clean out his/her locker

Adherence to these procedures will ensure that later requests for transcripts will be honored in a timely fashion.

Part V: Athletics

Plainville High School is pleased to offer a comprehensive interscholastic and intramural athletic program. Plainville High School is a member of the National Federation of High School Associations (NFHS); Connecticut InterScholastic Athletic Conference (CIAC); and the Central Connecticut Conference (CCC). As part of these organizations we follow the rules, policies, procedures and regulations of interscholastic athletics set forth by these governing bodies.

Plainville High School offers the following sports by season:

Fall	Winter	Spring
Football	Basketball (B/G)	Outdoor Track & Field (B/G)
Soccer (B/G)	Swimming and Diving (B)	Baseball
Cross-Country (B/G)	Ice-Hockey (Co-op)	Softball
Volleyball (G)	Cheerleading	Tennis (G/B)
Cheerleading	Wrestling	Golf (G/B)
Swimming and Diving (G)	Unified Basketball	

In addition, Plainville High School hosts open-weight room times afterschool each season for any student or student-athlete. This is supervised by a member of the staff, who is certified as a coach and has first aid and CPR certifications.

For questions regarding athletics, as well as the student-athlete Academic Eligibility Policy, please refer to the Student-Athlete/Parent Handbook.

Appendix 1

Pool Safety Plan (condensed version)

Initial Orientation

As part of pool orientation given to students at the beginning of any pool activity listed in the program of studies, the instructor will:

- Review the safety guidelines and pool rules so all students understand them.
- Introduce to and have students practice emergency procedures prior to class activities.

Locker Room and Pool Deck

- To access locker rooms students will enter the pool area through the first set of double doors in the 300 hallway and enter the deck area to locker room doors.
- Students will enter locker rooms immediately after checking in with the instructor.
- Students will not linger in the deck area prior to or after checking in with the instructor.
- During class the locker room doors will remain unlocked.
- Between classes or during a period(s) when there is not a physical education pool activity the locker room doors will remain locked from the outside so students cannot enter the pool deck via the locker room.
- At the end of class or end of the school day the instructor will inspect locker room doors to make certain the doors are locked from the outside and that no students remain in the locker room.
- All pool entry doors will remain unlocked during physical education aquatic activity.
- When there are no physical education aquatic activities all pool entry doors will be locked.
- All pool entry doors will be locked at the end of the school day.

Physical Education Aquatic Class Rules

- Students will enter the pool only when directed to do so by a physical education teacher.
- No running or horseplay on pool deck
- Students must shower before entering pool
- Proper swim attire must be worn
- No food or drink allowed on pool deck
- No gum on deck or in pool
- Only qualified personnel is allowed on pool deck
- Students not participating in physical education class must sit in the observation area.
- Diving is allowed only in designated areas
- If a diving board is used, only one diver on the diving board at a time.
- One bounce prior to dive on the diving board
- Diver must wait for previous diver to reach ladder before diving
- Students must remain on the surface of the water unless the activity calls for submersion
- No breath holding or “chicken” type contests

Appendix 2

Science Safety Contract

PURPOSE

Science is a hands-on laboratory class. You will be doing many laboratory activities which require the use of hazardous chemicals. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student safety contract.

These rules must be followed at all times. Before a student may participate in Science activities, they must review these guidelines. By signing the PHS Acknowledgement Page in the front of this Student Agenda Book with your parents, you have agreed to follow the policies and procedures covered in the following paragraphs.

STUDENT AGREEMENT

I realize that I must obey these rules to ensure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory, possible school discipline, receiving a failing grade, and/or dismissal from the course.

GENERAL RULES

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral.
7. Unauthorized experiments are prohibited.
8. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory.
9. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
10. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area. Keep aisles clear. Push your chair under the desk when not in use.
11. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.
12. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
13. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
14. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.
15. Labels and equipment instructions must be read carefully before use. Set-up and use the prescribed apparatus as directed in the laboratory instructions or by your instructor.
16. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean all work surfaces and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
17. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
18. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.

19. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
20. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
21. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.
22. If you have a medical condition (e.g., allergies, pregnancy, etc.), check with your physician prior to working in lab.

CLOTHING

23. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!
24. Contact lenses should not be worn in the laboratory unless you have permission from your instructor.
25. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals allowed.
26. Lab aprons have been provided for your use and should be worn during laboratory activities.

ACCIDENTS AND INJURIES

27. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
28. If you or your lab partner are hurt, immediately let your teacher/instructor know.
29. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor immediately.
30. When mercury thermometers are broken, mercury must not be touched. Notify the instructor immediately.

HANDLING CHEMICALS

31. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
32. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
33. Never return unused chemicals to their original containers.
34. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
35. When transferring reagents from one container to another, hold the containers away from your body.
36. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.
37. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
38. Never remove chemicals or other materials from the laboratory area.
39. Take great care when transporting acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

HANDLING GLASSWARE AND EQUIPMENT

40. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.

41. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
42. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware (tubing, thistle tubes, thermometers, etc.) before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes “frozen” in a stopper, take it to your instructor for removal.
43. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
44. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
45. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
46. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
47. If you do not understand how to use a piece of equipment, ask the instructor for help.
48. Do not immerse hot glassware in cold water; it may shatter.

HEATING SUBSTANCES

49. Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over an exposed flame. Light gas (or alcohol) burners only as instructed by the teacher.
50. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
51. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
52. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.
53. Never look into a container that is being heated.
54. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.
55. When bending glass, allow time for the glass to cool before further handling. Hot and cold glass have the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

Appendix 3 Bell Schedules

Fully Remote Learning Day (No Homeroom Period Attendance Taken)

Block 1	7:40-8:21	41 min.
Block 2	8:26-9:07	41 min.
Block 3	9:12-9:53	41 min.
Block 4:	9:58-10:39	41 min.
Block 5:	10:44-11:25	41 min.
Block 6:	11:30-12:10	40 min.

Regular Early Dismissal (No Lunch is Served)

<u>Time Slots</u>	<u>Period</u>	<u>Class</u>
7:30-7:35		HOMEROOM
7:40-8:21	_____	41 min.
8:26-9:07	_____	41 min.
9:12-9:53	_____	41 min.
9:58-10:39	_____	41 min.
10:44-11:25	_____	41 min.
11:30-12:10	_____	40 min.