

CROMWELL HIGH SCHOOL

Student Handbook

2023-2024



**1 Donald Harris Drive
Cromwell, Connecticut 06416**

Main Office	(860) 632-4841
School Counseling	(860) 632-4845
Nurse's Office	(860) 632-4850
Attendance	(860) 632-4841
Athletic Director	(860) 632-4847
Fax	(860) 613-3363

Website: www.cromwell.k12.ct.us/o/high-school
PowerSchool Portal: www.cromwellct.powerschool.com

Table of Contents

Contact Information 3

Cromwell Public Schools 4

Equity Statement 4

CHS Mission and Vision of the Graduate..... 4

Student Records and Privacy 5

Bell Schedule for 2023-2024 6

Code of Academic Integrity 7

Attendance..... 7

Impact of Absences on Loss of Credit..... 9

Impact of Absences on Extracurricular Activities..... 9

Statement of Equal Opportunity, Non-Discrimination 9

Hate Crimes and Bias Incidents in School 10

Transgender and Gender Non-Conforming Youth 11

Sex Discrimination and Sexual Harassment 11

Title I Notification on Staff Qualifications 12

Student Age of Majority and the Armed Forces 13

Parent/Guardian Information 13

Student Nutrition 14

Reporting Child Abuse and Neglect 14

Suicide Prevention and Intervention..... 14

Academic Information 15

Reporting Academic Progress..... 17

Technology Schools..... 18

School Safety and Security 19

Student Responsibilities 19

Dress Code 21

School Rules and Regulations..... 21

Discipline and Consequences 23

Bullying and Hazing..... 24

Special Education and Pupil Personnel Services 25

Food Services 26

Health Services..... 26

Transportation 27

Extracurricular Activities..... 28

Athletics 29

Athletic Events and Spectator Guidelines 31

Facilities 32

Student and Parent/Guardian Agreement..... 33

CONTACT INFORMATION

High School Administration

	Position	860.632.4841
Andrew Kuckel	Principal	ext. 24901
Ramsey Binnington	Assistant Principal	ext. 24913
Kelly Maher	Athletic Director	ext. 14851
Libby Nickols	Principal's Secretary	ext. 24901
Deb Haddad	Assistant Principal's Secretary	ext. 24913
Cathy Guzzardi	Attendance Secretary	ext. 24900

School Counseling Department

		860.632.4841
Deacon Chapin	School Counselor (N-Z)	ext. 24909
Alicia Melillo	School Counselor (G-M)	ext. 24907
Rebecca Stillman	School Counselor (A-F)	ext. 24908
Leah Madison	School Social Worker	ext. 24910
Cali Thorngate	School Psychologist	ext. 24906
Matt Kowalski	Family Liaison	860.632.4866
Krista Shaw	School Counseling Secretary	860.632.4845

Central Office Administration

Dr. Enza Macri	Superintendent of Schools	860.632.4838
Dr. Keri Maclean	Director of Curriculum and Instruction	860.632.6046
Michele DiMauro	Director of Human Resources	860.632.6043
Ann Burke	Director of Financial Services	860.632.4837

Student Services

Sari O'Leary	Director of Student Services	860.632.4831
Ashley Talmont	Special Education Supervisor	860.632.4831

Curriculum Supervisors

Amy Arnista	PreK-12 Literacy Supervisor	860.632.6046
Julie Sheppard	PreK-12 Numeracy Supervisor	860.632.6046

District Operations

TBD	Director of District Operations	860.632.4834
Sandra Shaw	Food and Nutrition Coordinator	860.632.4840

School Personnel

Pete Pietraroia	CHS School Resource Officer	860.632.4841
Lisa Cacace	CHS Cafe Manager	860.632.4849
Leslie Knell	CHS School Nurse	860.632.4850
Gillian Hanson	District Nursing Coordinator	860.632.4828

Cromwell High School Hours of Operation

Main Office and School Counseling Office

7:00 AM - 3:30 PM

The following reflects the hours when classes are in session. Students are expected to be present and on time for the start of school.

Regular School Day	7:45 AM - 2:25 PM
Early Dismissal Day	7:45 AM - 11:30 AM
2-Hour Delay	9:45 AM - 2:25 PM

CROMWELL PUBLIC SCHOOLS

Cromwell Public Schools Mission and Belief Statements: Placing Students First. The Cromwell Public Schools fosters an equitable culture of continuous improvement, where it empowers, inspires, and educates all students to employ essential skills to become contributing members of a dynamic, global society. As partners with the greater Cromwell community...

We believe:

- In offering a rigorous and equitable educational experience that challenges all students to become critical thinkers while valuing and meeting their academic, physical, and social/emotional needs.
- In ensuring a safe, supportive, engaging, and culturally inclusive learning environment.
- In providing ongoing opportunities to engage in meaningful, reciprocal, and open communication which will foster a collaborative community to support the educational process.
- In promoting a culture of high expectations for all students, along with a focus on continuous improvement and perseverance to develop and support globally-minded learners.
- In continuously developing, implementing, and assessing a rigorous academic program of instruction aligned to standards in order to provide an equitable education to all students

CROMWELL HIGH SCHOOL MISSION & VISION OF THE GRADUATE

Cromwell High School Mission Statement: We believe in empowering our students to become confident and productive citizens in a dynamic global society. We are committed to inspiring students to pursue their passions, to be responsible and respectful leaders, and meet the changing needs in our community.

Cromwell High School's Vision of the Graduate

COMMUNICATION	<i>Students self-reflect, adapt, actively listen, advocate for change, and give and receive constructive feedback.</i>
COLLABORATION	<i>Students compromise and problem solve, while demonstrating ownership of their contribution and accountability to the team.</i>
INNOVATION	<i>Students embrace curiosity and use critical thinking skills to identify problems and create solutions.</i>
COMPASSION & EMPATHY	<i>Students engage in healthy and positive practices and relationships and respect people from different cultures and backgrounds.</i>
PERSEVERANCE	<i>Students demonstrate resilience and embrace a growth mindset when faced with adversity.</i>

EQUITY STATEMENT

Cromwell Public Schools values every student and believes that all students deserve equitable access to an educational experience for their future success. We are dedicated to promoting the values of diversity, equity, antiracism, and inclusion. Cromwell Public Schools is committed to:

1. Providing a safe and welcoming environment for all constituencies regardless of ability/disability, age, ethnicity, gender identity, race, religion, sexual orientation, socio-economic status.
2. Empowering our youth to advocate for social justice.
3. Confronting systemic racism and taking steps to dismantle it.

4. Addressing conscious and unconscious bias through supporting courageous conversations with students, families, and staff.
5. Designing curriculum and implementing teaching practices that are culturally responsive to promote cultural competency.
6. Advocating for diverse partnerships with families and community members.
7. Providing each student with the resources and tools to be successful regardless of backgrounds or circumstances.
8. Utilizing an equity lens in all school initiatives.
9. Collectively promoting justice and equity through policy, practice, and relationship building by reviewing and revising district practices in order to dismantle barriers and close opportunity gaps.

STUDENT RECORDS & PRIVACY

STUDENT RECORDS/PRIVACY: The Cromwell Board of Education has adopted a policy regarding student records to comply with federal and state statutes. These policies define the way in which student records are maintained, reviewed, and destroyed. The policies also indicate the circumstances under which there is access to these records by parents/guardians, students, staff, and outside sources. They further state who is delegated responsibility as Overseer of Records, where records are to be kept, how student records may be amended by parents/guardians, and the right of parents/guardians to a hearing regarding their request for amendment. The detailed policy of the Board of Education is available for parents/guardians and students in the offices of the Superintendent of Schools and each School Principal.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. To access more information regarding FERPA, please visit: www2.ed.gov/policy/gen/reg/ferpa/index.html.

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 123h, requires Cromwell Public Schools to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation. In accordance with federal law, the Cromwell Board of Education adopted, in consultation with parents, provisions related to student privacy. The Student Privacy Policy (BOE Policy #6162.5) is found on the district website: www.cromwell.k12.ct.us.

DIRECTORY INFORMATION: In accordance with federal law, the Cromwell Board of Education adopted a Directory Information Policy (BOE Policy #5145.15). Certain directory information may be released to media, colleges, civic or school related organizations, and state or government agencies. Additionally, this information may be published in programs for the athletic, music, and theater presentations of this school district. Directory information will not be provided for commercial or recruiting purposes.

Directory information includes the following kinds of information: name of student and grade level, address, telephone number and/or electronic mail address, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, most recent school attended, date and place of birth, and photograph (BOE #5145.15). Further information regarding this policy can be found on the district website: www.cromwell.k12.ct.us

The full text of all Cromwell Board of Education policies referenced in this handbook is available on the district website:
<https://sites.google.com/cromwell.k12.ct.us/cpsboe/policy-5000-series?authuser=0>.

BELL SCHEDULE FOR 2023-2024

The following 8-period schedule is in effect for the 2023-2024 school year. All classes meet on Wednesdays; two classes are dropped each Monday, Tuesday, Thursday, and Friday. Students are assigned to one of three lunch waves based on their period 4 or 6 classes (consequently, students could have different lunch waves on different days).

Monday <i>No Periods 1 & 2</i>	Tuesday <i>No Periods 3 & 4</i>	Wednesday <i>All Periods</i>	Thursday <i>No Periods 5 & 6</i>	Friday <i>No Periods 7 & 8</i>
3 7:45 - 8:38 53 minutes	1 7:45 - 8:38 53 minutes	1 7:45 - 8:26 41 minutes	1 7:45 - 8:38 53 minutes	1 7:45 - 8:38 53 minutes
4 8:42 - 9:35 53 minutes	2 8:42 - 9:35 53 minutes	2 8:30 - 9:11 41 minutes	2 8:42 - 9:35 53 minutes	2 8:42 - 9:35 53 minutes
5 9:39 - 10:32 53 minutes	5 9:39 - 10:32 53 minutes	3 9:15 - 9:56 41 minutes	3 9:39 - 10:32 53 minutes	3 9:39 - 10:32 53 minutes
Connections 10:36 - 11:01 25 minutes	Advisory 10:36 - 11:01 25 minutes	4 10:00 - 10:41 41 minutes	Advisory 10:36 - 11:01 25 minutes	Advisory 10:36 - 11:01 25 minutes
		5 10:45 - 11:26 41 minutes		
6 11:05 - 12:31 First Lunch 11:01 - 11:31 Second Lunch 11:31 - 12:01 Third Lunch 12:01 - 12:31	6 11:05 - 12:31 First Lunch 11:01 - 11:31 Second Lunch 11:31 - 12:01 Third Lunch 12:01 - 12:31	6 11:30 - 12:56 First Lunch 11:26 - 11:56 Second Lunch 11:56 - 12:26 Third Lunch 12:26 - 12:56	4 11:05 - 12:31 First Lunch 11:01 - 11:31 Second Lunch 11:31 - 12:01 Third Lunch 12:01 - 12:31	4 11:05 - 12:31 First Lunch 11:01 - 11:31 Second Lunch 11:31 - 12:01 Third Lunch 12:01 - 12:31
7 12:35 - 1:28 53 minutes	7 12:35 - 1:28 53 minutes	7 1:00 - 1:41 41 minutes	7 12:35 - 1:28 53 minutes	5 12:35 - 1:28 53 minutes
8 1:32 - 2:25 53 minutes	8 1:32 - 2:25 53 minutes	8 1:45 - 2:25 41 minutes	8 1:32 - 2:25 53 minutes	6 1:32 - 2:25 53 minutes

Half Day Wednesdays (School Dismissed at 11:30 AM): 9/20, 10/18, 10/25, 11/29, 12/13, 1/10, 2/15, 3/6, 3/20, 4/24, 5/15, 5/24

Advisory: Students will meet in their Connections block on Monday. Students will sign up for activities/teacher office hours for Tuesday, Thursday, and Friday using the Adaptive Scheduler Plug-In for PowerSchool (Example: a student has a math assessment on Friday. They can sign up to meet with their math teacher during the school day on Thursday for assistance or clarification). Activities will include, but are not limited to, extra help/office hours, collaborative work with partners in the LMC, principal advisory, and club meetings. Teachers have the ability to override a student's choice and request a student for an advisory block. Students will report to their connections teacher if they do not sign-up for an activity.

The Pledge of Allegiance: In accordance with Conn. Gen. Stat. Section 10-230(c), the Board of Education shall ensure that a period of time is set aside each school day to allow those students who wish to do so the opportunity to recite the Pledge of Allegiance. This policy shall not be construed to require any person to recite the Pledge of Allegiance, should he or she choose not to do so.

CODE OF ACADEMIC INTEGRITY

Academic honesty and personal integrity are essential to responsible citizenship. All work submitted must represent their own personal effort. When students fail to put forth their best effort, submit honest work, or demonstrate self-respect; the value of the Cromwell High School diploma is compromised. We recognize and understand the importance of collaboration during the educational process. However, it is important to outline and understand when collaboration crosses the line. Therefore, Academic Dishonesty has been broken into 2 subcategories:

1. **Plagiarism**—This represents the use of another person's language, work or thoughts without authorization, submitting it as your own and not crediting that author. This can occur in any or all parts of a piece of work submitted by students.
2. **Cheating**—This represents, but is not limited to: copying the class work or homework of others, sharing your completed work with others, using unauthorized notes on tests, accessing electronic devices during testing without permission or claiming work submitted as yours when you did not do it.

Any act of academic dishonesty will result in academic consequences, including a grade of zero for the work involved, parental and administrative notification, possible disciplinary consequences, possible loss of course credit and potential impact on honor society status. Additionally, submission of the same work, or substantially similar work, in more than one course without prior consent of the teacher or proper citation is also considered plagiarism.

It is the responsibility of Cromwell High School to provide an environment that is safe, healthy, and conducive to learning. It is clear that in order to implement effectively the standards of conduct contained in this policy, cooperation and mutual support on matters of discipline and attendance are necessary between home and school.

The goals of the school are to assist students in developing self-direction, self-discipline, and to provide opportunities for decision-making. However, in the pursuit of these goals, those students who infringe on the rights of others or who violate school policies and regulations will be subject to corrective action.

Students must accept the consequences of their actions. Disciplinary actions should provide a learning experience and not be taken as merely punishment. Discipline should be imposed in a progressive manner. In that way, students will understand continued incidents of unacceptable behaviors will lead to more serious consequences. Disciplinary responses include loss of privileges, parent/administrator conferences, detentions, suspensions, and expulsion. Violation of school policies may affect eligibility for participation in athletics and other extracurricular activities.

ATTENDANCE

ATTENDANCE – ABSENCES – TRUANCY: Connecticut State law requires parents to make sure that their children attend school regularly during the hours and terms the public school is in session. The responsibility for regular attendance rests with the students' parents, guardians, or with the students themselves when they become of legal age. (CT Statute #10-184)

The Connecticut State Board of Education, effective July, 1, 2012, adopted definitions of excused and unexcused absences. These definitions are for use by all Connecticut school districts and schools for the purpose of carrying out the provisions in Connecticut General Statute 10-198a and the reporting of truancy. This change in legislation will require Cromwell Public Schools to adjust some practices in how we report truancy

Attendance is **mandatory** and will be taken every day for ALL students in every class. Parents and guardians need to follow the reporting procedures if their child is going to miss school. Failure to attend the designated direct instruction period will result in a class cut and/or absence. Two or more class cuts in one subject area during one semester will result in a loss of credit for the class.

Excused Absences: The state defines excused absences as follows: Parents/Guardians can excuse up to (8) student absences when the "parent/guardian approves such absence and submits appropriate documentation, i.e., a written note." An absence is considered excused for the following reasons:

- a. Student illness. This must be verified by an appropriately licensed medical professional, regardless of the length of the absence;
- b. Student's observance of a religious holiday;
- c. Death in the student's family or other emergency beyond control of the student's family;
- d. Mandated court appearance (must be verified with written documentation);
- e. The lack of transportation that is normally provided by a district other than the one student attends;
- f. Extraordinary educational opportunities pre-approved by the district's administration and in accordance with Connecticut State Department of Education guidance; (Please note that family vacations are also deemed as unexcused absences unless they meet this criterion.)
- g. Student absences that are the result of the school or district disciplinary action are excluded from the definition of excused or unexcused absences.
- h. College Visitations;
- i. Mental Health Day. (Students are allotted two (2) mental health days per school year.)

Under the new definitions, parents are required to submit written documentation for an absence to be excused. This means that a phone call without timely, written or emailed follow-up will automatically be coded as unexcused. Unexcused absences are considered to be any absences that do not meet the above definition or for which the appropriate documentation has not been submitted. A written or emailed excuse for such absences must be submitted to school officials by the child's parent or guardian. All other absences with or without written explanation shall be considered unexcused.

Unexcused Absence – An absence shall be considered unexcused when a student does not attend school and a parent fails to notify the school of such absence and provide a parent excuse note. We will make all reasonable efforts to keep parents and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

(Ref: BOE policy 5113)

Required Notification: The parent or guardian is required to contact the school by 8:15 a.m. if their child will be absent from school that day. A message can be left on the office answering machine at any time. Parents who do not contact the school office will be called to notify them of their child's absence. Additionally, the student must bring a note or the parent/guardian must email the office within two school days from the date of their return to school explaining the reason for the absence.

Failure to comply with this procedure will result in the student's absence being treated as unexcused or truant. As a guideline, students will have one day to make up one day's missed work. An unplanned absence of more than one day will result in a time allowance for make-up work of not more than the same number of school days missed. It is the student's responsibility to meet with teachers prior to their planned absence to determine what work needs to be made up.

UNAUTHORIZED ABSENCES: All absences will be reviewed by the administration and be approved only with the proper medical documentation. Unauthorized absences may result in a detention and/or an in-school suspension. Under no circumstances may a student leave school grounds during school hours without prior permission from parents or guardians and the school administration.

TARDINESS TO SCHOOL: The school considers a commitment to being punctual an integral part of a student's education. Each student must be aware of the school's attendance regulations as they relate to tardiness and abide by them. In cases where students fail to comply with these regulations, penalties will be imposed. All absences and tardiness will become part of the student's district record. Attempts should be made to schedule necessary appointments after school hours and during vacation periods.

All students must be in their classrooms by 7:45 a.m., or they will be considered tardy. Whenever a student is tardy to school, the student must report to the main office and secure an admission pass to class. Failure to do so may result in an office detention. Repeat offenses may result in multiple detentions and/or in-school suspension and/or loss of privileges. Reasons for tardiness such as oversleeping, traffic problems, missing assigned school buses, and mechanical problems with the student's transportation vehicle will not be accepted as an excuse. Students who are tardy to school may face disciplinary consequences which include, but may not be limited to, a teacher detention, lunch detention, and/or a penalty for missed classwork. Additional tardies will result in additional discipline and loss of privileges. Administration will contact parents for repeated tardiness. Three unexcused tardies equal one class absence.

TRUANCY: As of July 1991, the State of Connecticut has defined "truant" as any student with four unexcused absences from school in any month or ten unexcused absences in a school year.

Parents should be aware of their statutory responsibility for the student's regular school attendance (Section 10-184). Parents should also be aware that if they fail to comply with the provisions of 10-184, they might be fined at least \$25 by the court for each infraction. Truancy from school will result in school discipline consequences.

CLASS CUTS: An unexcused tardy or time out of class that exceeds 10 minutes will result in a class cut. Any cut may result in disciplinary action and a zero for all work assigned on the day of the cut. Any student who has two cuts per semester from a class or study hall will be subject to a review process by administration, which may result in a loss of course credit, reduction of final grade, disciplinary action and/or loss of privileges.

REPORTING AN ABSENCE

If a student is not expected to be in attendance for all or any portion of the school day, the parent/guardian must notify the school by 8:15 a.m. There are three options for reporting an absence:

TELEPHONE: The parent/guardian may call the school's attendance line (860-632-4841). Please provide the student's full name, reason for the absence, and a phone number where the parent/guardian can be reached.

EMAIL: The parent/guardian may email our Attendance Secretary at chsattendance@chromwell.k12.ct.us. Please provide the student's full name, grade, reason for the absence, and a phone number where the parent/guardian can be reached.

Written Documentation. The parent/guardian may submit a written note to the school administration. Please provide the student's full name, grade, reason for the absence, and a phone number where the parent/guardian can be reached.

EARLY DISMISSALS: Requests for early dismissal must be made in writing or via email, unless the parent comes into school. Early dismissal should be for a valid reason, such as a medical appointment that cannot be scheduled after school hours. Early dismissals that exceed more than ten minutes of lost class time will count as an absence.

DISMISSAL FROM SCHOOL: In the event of any emergency or other Board of Education approved valid reason, a student may be dismissed early from school. If early dismissal is necessary, the student must have a parent contact the school via phone or note. A school secretary will contact the parent or guardian to verify the early dismissal note. Students who are being picked up must be signed out in the office by the parent or guardian or a designee. In all instances, the

student must obtain a Permit to Leave School slip from the office and have it signed by all teachers whose classes will be missed. This slip should be returned to the office before leaving school.

LATE ARRIVAL OR EARLY DISMISSAL PRIVILEGE

Late arrival or early dismissal is a privilege extended to students in grades 11 and 12 who have maintained good academic and behavioral standing. Grade 11 and 12 students may first apply for this privilege at the beginning of the school year and again at the beginning of the second semester. Applications may be denied or revoked by the administration (at any time) if the following conditions have occurred: poor academic performance, disciplinary referrals, suspension, poor attendance, class cutting, tardiness, and truancy. Late arrival and early dismissal status may permanently be revoked if a student leaves school grounds without the prior approval of the building administration. Student schedules will not be constructed or altered simply to afford these privileges. Requests for reinstatement may be made at the end of the marking period. This privilege pertains only to the first or last period of any day.

IMPACT OF ABSENCES ON LOSS OF CREDIT

Impact of Absences on Loss of Credit: In order to receive course credit, students must be present for class. For this reason, there is a limit on the number of allowable absences in each course; this limit is known as an “attendance cap.”

- In a semester course, any student who exceeds 8 absences will be denied credit for that course.
- In a semester course, any student who cuts class 2 times will be denied credit for that course.
- Courses may be dropped within the first two weeks of a course. After this time, a WF (Withdraw Fail) or WF (Withdraw Pass) will be recorded.

Warning notices will be sent home after 4 and 7 unexcused absences in a semester course. Parents and guardians can also view their student’s attendance status at any time under the PowerSchool Parent Portal.

Attendance Review: The student and parent shall be provided an opportunity for a hearing when loss of credit for a course is imminent due to lack of student attendance. All unexcused absences and tardies are applied toward the loss of credit policy and can be reviewed with the appeal process. Credit loss due to class cuts cannot be appealed.

1. Upon notification by the school that credit for a course or courses will not be obtained because of excessive absences, the parents or the student (if 18) may make a written request for a hearing.
2. The building administrators will arrange the convening of the Hearing Board to hear the appeal.
3. The Hearing Board will consist of a building administrator, a guidance counselor and a teacher.
4. The appeal hearing will be conducted during school hours.
5. The student’s parents and the student must present at that time all corroborating information in support of the appeal.
6. The Hearing Board will render a decision within three (3) school days.
7. The parent (and a student who has attained the age of majority) has the right to appeal to the Superintendent of Schools and the Cromwell Board of Education.

IMPACT OF ABSENCES ON EXTRACURRICULAR ACTIVITIES

Attendance Requirements for Extracurricular Activities and Athletics: Students who are absent from school or arrive at school after 9:15 a.m. will not be permitted to participate in interscholastic athletic contests, athletic practices, extra-curricular activities or any other school sponsored activities that day or evening. Coaches and advisors will check the daily attendance bulletins to make sure those students are in compliance with this regulation. Students must remain in school for a minimum of half the day (3.5 hours) in order to participate in any school-related activity. For school events that occur on a Saturday, which includes but is not limited to prom, dances, plays/musicals or athletics, students must be in attendance on the day prior in accordance with the previous sentence. Any exceptions to this policy will be made only with administrative approval. Any student excused by medical personnel from participating in physical education class will not be allowed to participate in any after school physical activities.

STATEMENT OF EQUAL OPPORTUNITY, NON-DISCRIMINATION AND GRIEVANCE PROCEDURES

The Cromwell Board of Education is an affirmative action/equal opportunity employer. The Board of Education will provide equal employment opportunities for all persons without regard to race, color, religious creed, age, marital status, national origin, sex, gender identity/expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, genetic information, or sexual orientation). The Board of Education directs the administration to set as a goal the recruitment, selection and employment of qualified people among racial and ethnic minority groups to the end that the school district's employees will proportionately mirror the racial and ethnic composition of this community. All educational programs and offerings, including Vocational Education and extracurricular activities, subscribe to this policy (BOE P4211.1)

Equal Opportunity Statement The Cromwell Public Schools are committed to a policy of non-discrimination and Equal Opportunity for all qualified employees and applicants for employment without regard to race, color, sex, age, religion, national origin, veteran status, or sexual orientation. The Cromwell Public Schools do not discriminate against any qualified applicants of employees with a disability (BOE #4111-4211).

Statement of Non-Discrimination The Cromwell Board of Education is an affirmative action/equal opportunity employer, and it does not discriminate on the basis of race, religious creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability in any of its educational programs, activities or employment policies. All educational programs and offerings, including Vocational Education and extracurricular activities, subscribe to this policy (BOE # 5145.4a).

Discrimination: A discriminatory statement is defined as any derogatory remark, word, phrase, act, picture, or gesture referring to or directed at any individual group(s) of people.

- **Verbal:** Humor or jokes based on race, stereotypical comments based on race, religion, gender, ethnicity, or sexual orientation.
- **Non-Verbal:** Displays of pictures, drawings, written messages.

All reported incidents of discrimination or sexual harassment will be promptly and thoroughly investigated. Any person, who believes he or she has been the victim of harassment by a student, employee, individual under contract or volunteer of the Board of Education, is encouraged to promptly report such complaint to the school district's Equity Coordinator, Sari O'Leary, the Director of Student Services, Central Office at (860) 632-4830. Complainants may also contact the school Principal, at (860)632-4841, or the Assistant Principal, at (860)632-4841.

A formal grievance must be filed within 40 calendar days of the incident. Following due process hearings with all parties, appropriate consequences will be decided by the administration. A record of all grievances, findings, and consequences will be maintained in confidential files. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting or harassment charges. A copy of the district's policy is available in the Principal's Office, School Counseling Office, and Central Office.

STATEMENT OF TITLE VI, TITLE VII, AND TITLE IX. In compliance with regulations implementing Titles VI, and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1973 and applicable state laws, the Board of Education prohibits discrimination or harassment on the basis of race, color, religious, creed, age, marital status, military or veteran status, national origin, sex, ancestry, sexual orientation, or past or present physical or mental disability. Sexual harassment includes, but is not limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures, or other physical actions of a sexual nature when: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational success; submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment.

The coordinator for Title IX is Sari O'Leary, the Director of Student Services, at (860) 632-4836. Inquiries may also be directed to the Regional Office for Civil Rights, 140 Federal Street, Boston, MA 02110.

The coordinator for Title VI and Title VII is also the Director of Student Services. Inquiries may be directed to or the Regional Office for Civil Rights, 140 Federal Street, Boston, MA 02110. Grievance procedures are available, which provide for the prompt and equitable resolution of complaints alleging violations of title VI, title VII, and title IX. These procedures are available to all participants, students, and employees in the Cromwell School System.

GRIEVANCE PROCEDURE - Title IX/Rehabilitation Act, Section 504: BOE Policy #0521.1. Please be informed that the Cromwell Board of Education is an affirmative action/equal opportunity employer, and it does not discriminate on the basis of race, religious creed, age, handicapping condition, national origin, marital status, or sex in any of its educational programs, activities or employment policies. Further, in compliance with Title IX of the Education Amendment of 1972, Title VI of the Civil Rights Act of 1974, and Section 504 of the Rehabilitation Act of 1973, the following grievance procedure is presented. The purpose of the following grievance procedure shall be to settle equitably, at the lowest possible administrative level, issues which may arise with respect to possible discrimination regarding sex, handicap, or vocational programming within the Cromwell School System. The grievance proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

Level One - School Principal If a complainant is not satisfied with the disposition of the problem through informal procedures, the complainant may submit a claim as a formal grievance in writing to the Principal. The Principal shall within five (5) days render a decision and the reasons therefore in writing to the complainant with a copy to the Superintendent of Schools.

Level Two - Superintendent of Schools If the complainant is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) days after presentation of the grievance in writing, the complainant may file a written appeal for a hearing by the Superintendent of Schools within five (5) days. The Superintendent of Schools shall represent the administration at Level Two of the grievance procedure. Within ten (10) days after receipt of the written appeal for a hearing by the Superintendent, the Superintendent shall meet with the complainant for the purpose of resolving the grievance. A full record of such hearing shall be kept by the Superintendent. The Superintendent shall within three (3) days of the hearing render the decision and the reasons therefore in writing to the complainant.

Level Three - Board of Education If the complainant is not satisfied with the disposition of the grievance at Level Two, or if no decision has been rendered within three (3) days after first meeting with the Superintendent, the person may file the grievance again with the Board of Education within five (5) days. Within fifteen (15) days after receiving the written appeal, the Board shall meet with the complainant for the purpose of resolving the grievance. The decision of the Board shall be rendered in writing within three (3) days.

HATE CRIMES & BIAS INCIDENTS IN SCHOOLS

Hate Crimes and Bias Incidents in Schools: BOE Policy #0525. The Cromwell School District is committed to providing a safe learning and working environment that is free from discrimination, harassment, intimidation, and/or bullying. District policy requires all schools and personnel to promote mutual respect, tolerance, and acceptance among students and staff. Hate-motivated incidents, including hate speech, and crimes or actions motivated by bias/prejudice/bigotry jeopardize both the safety and well-being of all students and staff. The District will not tolerate hate-motivated incidents/crimes and/or

hate speech based on actual or perceived characteristics, of actual or perceived sex, sexual orientation, gender, gender identity, gender expression, race or ethnicity, ethnic group identification, ancestry, nationality, national origin, religion, color, mental or physical disability, age, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, in any program or activity it conducts, or to which it provides significant assistance or retaliation in any form for reporting such incidents or crimes.

The Board of Education (Board) denounces the use of words or images to harass individuals or groups based on gender, gender expression, race, religion, sexual orientation, or any other aspect of identity. "Hate speech" of this nature is contrary to the District's Mission Statement, Diversity Statement, and Core Values.

Hate speech, for the purpose of this policy, is defined as public speech that expresses hate or encourages violence towards a person or group based on something such as race, religion, sex, or sexual orientation. Hate speech is usually thought to include communications of animosity or disparagement of an individual or a group on account of a group characteristic such as race, color, national origin, sex, disability, religion, or sexual orientation, sexual identity, and sexual expression.

TRANSGENDER AND GENDER NON-CONFORMING YOUTH

Transgender and Gender Non-Conforming Youth. BOE Policy #5145.53: Federal and state law and District policy require that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity or expression. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities. This policy sets out guidelines for schools and district staff to address the needs of transgender and gender non-conforming students and clarifies how state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such students.

Privacy: All persons, including students, have a right to privacy. This includes the right to keep private one's transgender status or gender non-conforming presentation at school. Information about a student's transgender status, legal name, or gender assigned at birth also may constitute confidential medical information. School personnel should not disclose information that may reveal a student's transgender status or gender non-conforming presentation to others, including parents and other school personnel, unless legally required to do so or the student has authorized such disclosure. Transgender and gender non-conforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.

When contacting the parent or guardian of a transgender or gender non-conforming student, school personnel should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise

The District recognizes (under FERPA) that a student has the right to request the school to change their name and gender on such student's school records if the student or parent/guardian (if such a student is under 18 years of age) believe the records are incorrect, misleading, or violate a student's privacy. (In general, a school should treat requests to change student records based on transgender status no differently than it would treat any other request for a change to student records). Upon such a request, schools should correct student education records to accurately reflect the student's chosen name and gender identity, regardless of whether the student has completed a legal name change.

Names/Pronouns: A student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required, and the changes to the student's official records are not needed. The intentional or persistent refusal to respect a student's gender identity by a staff member (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student's gender identity) is a violation of this policy.

Discrimination/Harassment: It is the responsibility of each school and the District to ensure that transgender and gender non-conforming students have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints.

SEX DISCRIMINATION & SEXUAL HARASSMENT

POLICY REGARDING TITLE IX OF THE EDUCATION AMENDMENTS OF 1972 - PROHIBITION OF SEX DISCRIMINATION AND SEXUAL HARASSMENT (STUDENTS) BOE #5145.5. SEXUAL HARASSMENT: It is the policy of the Cromwell Board of Education (the "Board") for the Cromwell Public Schools (the "District") that any form of sex discrimination or sexual harassment is prohibited in the Board's education programs and activities, whether by students, Board employees or third parties subject to substantial control by the Board. The Board does not discriminate on the basis of sex in the education programs or activities that it operates, and the Board is required by Title IX of the Education Amendments of 1972 and its implementing regulations ("Title IX") and Connecticut law not to discriminate in such a manner. Discrimination or harassment on the basis of sex includes discrimination or harassment on the basis of gender identity or sexual orientation. Students, Board employees, and third parties are required to adhere to a standard of conduct that is respectful of the rights of students, employees, and third parties. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action, up to and including expulsion or termination, respectively.

For conduct to violate Title IX, the conduct must have occurred in an education program or activity of the Board, have occurred within the United States of America, and the complainant must be participating in or attempting to participate in the education program or activity of the Board. Conduct that does not meet these requirements still may constitute a violation of Connecticut law or another Board policy.

The Superintendent of Schools shall develop Administrative Regulations implementing this Policy and in accordance with Title IX and Connecticut law (the “Administrative Regulations”).

Sex discrimination occurs when a person, because of the person’s sex, is denied participation in or the benefits of any education program or activity receiving federal financial assistance.

Sexual harassment under Title IX means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the Board conditioning the provision of an aid, benefit, or service of the Board on an individual’s participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the Board’s education programs or activities; or
3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30)

Sexual harassment under Connecticut law means conduct in a school setting that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student’s ability to participate in or benefit from a school’s educational program. Sexual harassment can be verbal, nonverbal, or physical. Sexual violence is a form of sexual harassment.

Reporting Sex Discrimination or Sexual Harassment

It is the express policy of the Board to encourage victims of sex discrimination and/or sexual harassment to report such claims. Students are encouraged to report complaints of sex discrimination and/or sexual harassment promptly in accordance with the appropriate process set forth in the Administrative Regulations. The Board directs its employees to respond to such complaints in a prompt and equitable manner. The Board further directs its employees to maintain confidentiality to the extent appropriate and not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sex discrimination and/or sexual harassment. Any such reprisals or retaliation will result in disciplinary action against the retaliator, up to and including expulsion or termination as appropriate.

Any Board employee with notice of sex discrimination and/or sexual harassment allegations shall immediately report such information to the building principal and/or the Title IX Coordinator, or if the employee does not work in a school building, to the Title IX Coordinator.

The Cromwell Public Schools administration (the “Administration”) shall provide training to Title IX Coordinator(s), investigators, decision-makers, and any person who facilitates an informal resolution process (as set forth in the Administrative Regulations), which training shall include but need not be limited to, the definitions of sex discrimination and sexual harassment, the scope of the Board’s education program and activity, how to conduct an investigation and grievance process, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Administration shall make the training materials used to provide these trainings publicly available on the Board’s website. The Administration shall also periodically provide training to all Board employees on the topic of sex discrimination and sexual harassment under Title IX and Connecticut law, which shall include but not be limited to when reports of sex discrimination and/or sexual harassment must be made. The Administration shall distribute this Policy and the Administrative Regulations to staff, students and parents and legal guardians and make the Policy and the Administrative Regulations available on the Board’s website to promote an environment free of sex discrimination and sexual harassment

The Board’s Title IX Coordinator is the Director of Student Services. Any individual may make a report of sex discrimination and/or sexual harassment to any Board employee or directly to the Title IX Coordinator using any one, or multiple, of the following points of contact:

Sari O’Leary, Cromwell Board of Education, 9 Captain James Mann Memorial Drive, Cromwell, CT 06416, 860-632-4836

Any Board employee in receipt of allegations of sex discrimination or sexual harassment, or in receipt of a formal complaint, shall immediately forward such information to the Title IX Coordinator. Students may also make a report of sexual harassment and/or sex discrimination to the U.S. Department of Education: Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921 (Telephone (617) 289- 0111).

Students may also make a report of sexual harassment and/or sex discrimination to the Connecticut Commission on Human Rights and Opportunities, 450 Columbus Boulevard, Hartford, CT 06103-1835 (Telephone: 860-541-3400 or Connecticut Toll Free Number: 1-800- 477-5737).

TITLE I NOTIFICATION ON STAFF QUALIFICATIONS

Notification to Parents of Their Right to Know Teacher and Paraprofessional Qualifications. Parental Requests: Parents of each student attending any school receiving Title I funds shall be notified at the beginning of each school year, that they may request, and the district will provide, in a timely manner, information regarding the professional qualifications of the student’s classroom teacher. The information must include, at a minimum:

- If the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

- If the teacher is teaching under an interim certificate, a durational shortage area permit, a minor assignment, or as a substitute teacher;
- The baccalaureate degree major and any other graduate certification degree held by the teacher; and the field of discipline of the certification or degree;
- And information on whether the student is provided services by a paraprofessional and if so, their qualifications.

Parental Right to Know: A school district receiving Title I funds must provide to each individual parent whose children are attending a Title I school:

- Information on the level of achievement of their child on NGSS
- Timely notice that their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

STUDENT AGE OF MAJORITY AND THE ARMED FORCES

STUDENT AGE OF MAJORITY – In view of Public Act 127 of the 1972 Legislature, which establishes 18 years as the age of majority, the following policies are adopted:

1. School regulations concerning all attendance matters (e.g., early dismissal, late admission, field trips, etc.) shall be handled as described on pages 6-9.
2. Eighteen-year-olds not living with parents(s)/guardians will be dealt with directly in attendance matters.
3. The school system recognizes its moral responsibility to the parent regardless of the age of the students in its charge. All contacts and records will continue to be maintained with the home. Eighteen-year-old students may request direct communication and parents shall be notified of that action. The school may continue or resume contact with parents at any time. The school recognizes the right of the eighteen-year-old to examine all personal records.
4. Any student at or above the age of majority who, independent of parents or guardian, takes up residence in the Town of Cromwell and enrolls in the Cromwell School System will be required by the Principal of the school in which the student enrolls to submit a Certificate of Residence certifying the student is indeed in residence within the Cromwell School District. Such Certificate must be completed and placed in the hands of the Principal within five calendar days from the entrance of the student in question. The Certificate of Residence will be required of any student at the age of majority or above who, independent of his parents or guardian, takes up residence within the Cromwell School District and enrolls in the Cromwell Public Schools.
5. The “No Child Left Behind Act” of 2001, requires that each local educational agency provide the Department of Defense directory information on secondary school students. This requirement applies to all districts receiving assistance under this act, such as Title I funds for remedial instruction. Therefore, Cromwell High School is required to release the names, addresses and telephone numbers of students to the armed forces if they are requested unless we are informed, in writing, by the parent or guardian not to do so. This written notification should be filed with the Principal’s Office no later than September 22nd of the school year.

IF YOU DO NOT WISH THIS INFORMATION TO BE RELEASED, PLEASE INFORM THE SCHOOL PRINCIPAL IN WRITING NO LATER THAN SEPTEMBER 21st OF THE SCHOOL YEAR.

PARENT/GUARDIAN INFORMATION

PARENT/GUARDIAN INVOLVEMENT AND INFORMATION. Parents/guardians may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office. The Board of Education recognizes that the community shapes the quality of local education. It is imperative that members of the community and the school personnel cooperate in planning, developing policy, implementing programs, and evaluating results. The Board of Education recognizes that a child’s education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, the schools and parents must work as knowledgeable partners.

In order to assure collaborative relationships between students’ families and the Board of Education and district personnel, and to enable parents/guardians to become active partners in education, the Superintendent shall develop administrative procedures to:

1. Keep parent(s)/guardian(s) thoroughly informed about their child’s school and education
2. Encourage involvement in their child’s school and education
3. Establish effective two-way communication between all families and the Board of Education district personnel
4. Seek input from parent(s)/guardian(s) on significant school-related issues
5. Inform parent(s)/guardian(s) on how they can assist their children’s learning
6. Develop an outreach program for parent(s) of pre-school age children

The Board of Education believes it is important to inform the public about school curriculum, programs, policies, and activities so citizens can participate in these programs. Concurrently, the school staff, administration, and Board of Education should be aware of the community’s goals and concerns for its children so they may be given consideration in curriculum, program, and activity revisions.

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools (subject to suitable regulations and safeguards). Appropriate recognition of volunteer services shall be made by the Board and school district administration.

Parent Advisory: Cromwell High School hosts a monthly parent advisory meeting where topics related to the high school are discussed. For more information or to join the Parent Advisory group, please contact the Principal.

PowerSchool. Parents have access to their child’s academic progress through a web-based program called PowerSchool-Parent Portal. Parents are given an access code and can log in as needed to receive up-to-date information concerning their child’s grades, assignments, and attendance:
www.cromwellct.powerschool.com.

NONCUSTODIAL PARENTS: The Board of Education, unless informed otherwise, assumes that there are no restrictions regarding the noncustodial parent’s right to be kept informed of the student’s school progress and activities. Therefore, upon a written request to their child’s school principal, the school will subsequently and routinely mail to that parent, copies of all school information that is normally sent to the home. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of the court order that curtails these specified rights to the Superintendent.

Unless there are specific court-imposed restrictions such as a final divorce decree that includes denials of visitation rights or a restraining order denying such rights, the noncustodial parent (upon written request) may view the student’s education, medical, or similar records maintained in such student’s cumulative record, receive school progress reports, and have an opportunity to conference with the student’s teacher(s). The Board of Education presumes that the person who enrolls a student in school is the student’s custodial parent. Further, the parent with whom the student resides is known as the custodial parent unless a legal document or signed parental agreement indicates otherwise. Verification may be required from the custodial parent.

Only the custodial parent has the right to remove the student from school property. Only a verified note from the custodial parent will be cause for exception to this provision. If school personnel have reason to anticipate possible student abduction, law enforcement personnel will be notified immediately.

The custodial parent has the responsibility to keep the school office informed as to the address of residence in a manner determined by the school and how they may be contacted at all times. The custodial parent must provide any legal document that restricts the rights of the noncustodial parent.

STUDENT NUTRITION

Student Nutrition & Physical Activity (Student Wellness) BoE Policy #6142.101, Adopted: 6/13/06 Revised:5/18/10, 5/10/11. The Board recognizes that overweight children are at a higher risk for developing severe long-term health problems and can be affected by discrimination, psychological stress, and low self-esteem. Research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical program significantly reduces the risk of obesity and some cancers, diabetes, and other chronic diseases.

The links between nutrition and physical activity and learning are also well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. Healthy eating is linked to reduced risk for mortality and reduced development of many chronic diseases as adults. Cromwell Public Schools will establish and maintain an environment that encourages lifelong, healthy eating patterns. Well-planned and well-implemented school nutrition programs have been shown to positively influence students’ eating habits and their achievement. Research studies over the past decade have consistently concluded that children who are physically active learn better. The Board is committed to promoting policies that support a learning environment conducive to healthy lifestyles and that ensure school practices consistently support student health and learning from pre-kindergarten through Grade 12. Key components include: teaching nutrition as part of comprehensive school health education, providing quality physical education and opportunities for physical activity, creating an environment that consistently supports healthy eating and physical activity practices and supporting and engaging families in promoting healthy habits.

Cromwell Public Schools want students to possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. Cromwell Public Schools will make effective use of school and community resources and equitably serve the needs and interests of all students and staff, taking into consideration individual differences and cultural norms. The components of the administrative regulations will address the following areas of wellness: 1) District Wellness Team and District Wellness Plan; Implementation and Evaluation, 2) Nutrition and Quality School Meals, 3) Physical Activity, 4) Other Healthy Food Options, 5) Pleasant Eating Environment, 6) Nutrition Education, and 7) Marketing.

REPORTING CHILD ABUSE AND NEGLECT

The Board of Education recognizes that students’ mental and physical health will have an effect on the student’s ability to obtain the most benefit from attending school. In order to increase the student’s ability to learn while in school, the Board of Education realizes the importance and legal responsibility of mandated reporters in identifying students who may be suffering from abuse.

Connecticut General Statutes 17a-101, as amended by PA 96-246, has defined various school employees as mandated reporters. Mandated reporters are required to report if they suspect or believe that a child has been abused (CGS 17a-101) or may be abused (CGS 17a-102). The district shall not discharge or in any manner discriminate or retaliate against any mandated school employee who in good faith makes a report pursuant to CGS 17a-101 or is involved in any proceedings pertaining to the alleged child abuse or neglect. (BOE Policy #5141.4)

SUICIDE PREVENTION AND INTERVENTION

The Cromwell Board of Education (the “Board”) recognizes that suicide is a complex issue and that schools are not mental health treatment centers. School personnel may recognize a potentially suicidal youth and, in such cases, may make a preliminary determination of level of risk. The Board directs the school staff to refer students who come to their attention as being at risk of attempting suicide for professional assessment and treatment services outside of the school.

The Board recognizes the need for youth suicide prevention procedures and will establish programs to assist staff to identify risk factors, intervention procedures, and procedures for referral to outside services. Training will be provided for teachers and other school staff and students to provide awareness and assistance in this area.

Any Board employee who has knowledge of a suicidal threat, attempt, or ideation must immediately report this information to the building principal or his/her designee, who will, in turn, notify the Crisis Intervention Team (CIT). With administrative assistance, if necessary, a designated member of the CIT will contact the student's family and appropriate resources outside and within the school system. Information concerning a student's suicide attempt, threat, or risk will be shared with others to the degree necessary to protect that student and others. BOE Policy# 5141.5

ACADEMIC INFORMATION

Program of Studies: A credit is defined as the equivalent of one two-semester course (180 days). One-half credit is given for courses that complete work in one semester. If physical education is not taken because of a medical excuse, another subject may be substituted. Only courses taken in grades nine through twelve, inclusive, shall satisfy this graduation requirement except that a student may be granted credit for the successful completion of coursework at an institution accredited by the Department of Higher Education or regionally accredited. The Board of Education may allow, as above, an unlimited amount of credits to be earned prior to high school or at an institution of higher learning. A Board could also place limits on the number to be earned or, as at present, require all credits needed for high school graduation to be earned in grades 9-12 exclusively.

REQUIREMENTS FOR GRADUATION: A total of twenty-five (25) credits are required for graduation. These credits must include:

Graduation Requirements		
Cluster	Subject(s)	Credits
PE/Health	<ul style="list-style-type: none"> Health/Safety (1.0) Physical Education (1.0) Physical Education 10 (.5) Physical Education Elective (.5) 	2.0
Humanities	<ul style="list-style-type: none"> English (4.0) Social Studies (3.0) U.S. History (1.0) Civics (.5) Humanities - <i>English, Social Studies, Visual & Performing Arts, World Language, Family Consumer Science</i> (2.0) 	9.0
STEM	<ul style="list-style-type: none"> Mathematics (3.0) Science (3.0) STEM - <i>Science, Technology, Engineering, Mathematics, Business Education</i> (3.0) 	9.0
World Language	<ul style="list-style-type: none"> Any World Language Course 	1.0
Mastery-based Diploma Assessment	<ul style="list-style-type: none"> Capstone 	1.0
Electives	<ul style="list-style-type: none"> Courses from any Department 	3.0
TOTAL CREDITS REQUIRED TO GRADUATE		25.0

CREDITS: One-half (0.5) credit is given for work completed in one semester. If physical education (PE) is not taken because of a documented and verified medical excuse, students will be given an alternate version of physical education as a substitute.

Only courses taken in grades nine through twelve, inclusive, shall satisfy this graduation requirement except that a student may be granted credit for the successful completion of coursework at an institution accredited by the Department of Higher Education or regionally accredited. One three-credit semester course, or its equivalent shall equal one-half high school credit. A student may also be granted credit toward meeting a specified course requirement in grade seven or eight of any course, the primary focus of which corresponds directly to the subject matter of a specified course requirement in grades nine to twelve, inclusive.

The previous two exceptions to earning credits at other than grades 9 through 12, are discretionary, not mandated. A board of education may allow, as above, an unlimited number of credits to be earned prior to high school or at a higher institution of learning. A board could also place limits on the number to be earned or, as at present, require all credits needed for high school graduation to be earned in grades 9-12 inclusive.

CLASS SCHEDULES: At the start of the school year, all students will receive a copy of their schedule. Students must attend all classes assigned and may change their schedule only through the school counseling office. No changes will be made after the first three (3) weeks of each semester. Students are given assistance in the spring in preparing their schedules. Therefore, there should be few schedule changes in September. All students must carry six classes per semester.

No schedule changes will be made in September without parental and administrative approval and after discussion with the School Counselor(s). Students will sign up in the school counseling area with the secretary in order to obtain a conference pass to see a counselor. Pending final administrative approval, failure to attend a class on one’s schedule will be considered a class cut.

The Cromwell High School Counseling Department is committed to assisting students in all aspects of their high school experience. The school counseling program includes group and individual meetings with students and parents to assist with orientation, course selection, career and post high school planning, academic progress, and personal counseling. Students are assigned a counselor according to their last names. For more information regarding course options/selections, please see our Course of Study catalogue.

CODE OF ACADEMIC INTEGRITY

Academic honesty and personal integrity are essential to responsible citizenship. All work submitted must represent their own personal effort. Therefore, Academic Dishonesty has been broken into 2 subcategories: 1) Plagiarism—this represents the use of another person’s language, work or thoughts without authorization, submitting it as your own and not crediting that author. This can occur in any or all parts of a piece of work submitted by students. 2) Cheating—this represents, but is not limited to, copying the class work or homework of others, sharing your completed work with others, using unauthorized notes on tests, accessing electronic devices during testing without permission or claiming work submitted is yours when you didn’t do it. Any act of academic dishonesty will result in academic consequences, including a grade of zero for the work involved, parental and administrative notification, possible disciplinary consequences, possible loss of course credit and potential impact on honor society status. Additionally, submission of the same work, or substantially similar work, in more than one course without prior consent of the teacher or proper citation is also considered plagiarism.

HONOR ROLL:

Three categories are recognized:

- Honors with Distinction – an overall average in the 95-100 range
- High Honors – an overall average in the 90-94 range
- Honors – an overall average in the 85-89 range

In order to qualify for any type of honor, students must meet the following conditions:

- Carry a minimum of five courses
- Have no grade below a 70
- Have no more than one grade in the 70 range

AWARDS OF HIGH SCHOOL DIPLOMAS

Students who complete all graduation requirements shall receive a diploma at the June commencement. Individuals also may satisfy graduation requirements by the successful completion of a summer course or summer courses comparable (as determined by the Principal) to the subject(s) in which the student was deficient.

Promotion is based on the cumulative total of credits earned as follows:

	Minimum # of Credits
To Move from Grade 9 to 10	6
To Move from Grade 10 to 11	12
To Move from Grade 11 to 12	18
# of Credits Needed to Graduate	25

A total of 25 credits are required for the Early Completion Program to be a possibility. To qualify for early completion, all of the following conditions must be met before permission can be granted:

1. The student must meet the required total number of credits as outlined in the CHS Graduation policy.
2. The student must write a letter to the principal stating his or her reasons for early graduation consideration by June 1st of the previous year.
3. Parent or guardian's permission must be in writing and received by the principal prior to June 1st. No consideration for early graduation will be honored after that date.
4. Seniors must pass 4 credits during the senior year, in each marking period regardless of the number of credits previously attained. Credit for courses will be given only as stated in the Program of Studies Booklet.
5. Students may satisfy the senior English requirement by taking two English courses concurrently or by taking courses approved by the English department and administration.

If all of these conditions are met, the student could complete high school at the end of the first semester of the senior year. All students involved in this plan will receive their diplomas in June.

COMMUNITY SERVICE REQUIREMENT: Community service is required for all students. Students graduating from Cromwell High School will have completed a minimum of thirty (30) hours of validated community service to a community organization or service group. It is each student's responsibility to submit signed validation forms to the Guidance Secretary no later than May 1st of the year of graduation. If this is not done, students will not be allowed to participate in graduation ceremonies.

OBLIGATIONS: All Senior obligations must be met prior to graduation. Obligations include, but are not limited to; athletic uniforms, damaged or lost school property, monies owed for class trips, athletics or outstanding lunch balances. If a senior has an outstanding obligation at the time of graduation, the student will not be allowed to participate in any graduation ceremonies.

GRADUATION CEREMONY: Following Cromwell tradition, dress for graduation is the official cap and gown without any ornamentation. Students should dress appropriately for the ceremony. No jeans, sneakers, sunglasses, or other paraphernalia are permitted.

Attendance at all rehearsals and the Presentation of Seniors Ceremony is mandatory. During rehearsals, any disruptive or abusive student will be barred from participation in the graduation ceremony. This includes the time up to and including the march to the graduation ceremony. No students suspected of being under the influence of drugs or alcohol will participate in any senior events.

REPORTING ACADEMIC PROGRESS

CLASS RANK PROCEDURES: Valedictorian and salutatorian will be determined at the end of the first semester of grade 12 based on class rank at that time. Students are expected to complete grades 9-12 in order to graduate and must attend a minimum of four (4) years of high school. Subjects are classified on the basis of the student's program. Students earn quality points based in the level as follows:

Honors - This level consists of courses in the Advanced Placement Program and UCONN Early College Experience for which students receive college credit. Students who enroll in these courses must be highly motivated, have demonstrated superior academic ability as evidenced by prior success in the subject matter, be willing to work with challenging materials, and be able to work independently. Potential college credit courses will be designated with an asterisk (*).

Level 1- This level consists of rigorous coursework to prepare students for competitive four-year colleges. Students who enroll in these courses must demonstrate superior academic ability, a high level of motivation, and strong competencies in verbal and written expression, abstract thinking and research skills. Students will be expected to read, write and study independently in preparation for classroom instruction.

Level 2 - This level of course work offers students working at grade level a solid academic foundation suitable for a wide range of post-secondary school options such as two or four-year college programs, technical, and vocational schools. Students who enroll in these courses work independently at grade level and also receive instruction for employing strategies to develop stronger academic skills.

The student's cumulative number of quality points (determined at the end of the year) will be divided by the total number of credits attempted in order to determine a cumulative point average. The cumulative point average will be used to determine class rank. All classes (except math lab, and reading lab) are included in the ranking process. If a student transfers to Cromwell High School, the student's class rank will be determined following the criteria for quality points earned. This procedure is used to keep the ranking process equitable for all students.

Weighting of Grades Please consult the course catalog and individual course descriptions for level designation. To determine weighted grade point average (G.P.A.) and class rank, the number of credits earned is divided into the sum of the weighted grade point values. Class rank is computed at the end of each year and reviewed at the end of the first semester in the senior year.

Cromwell High School has eliminated the reporting of class rank for the class of 2025 and beyond. Class rank will continue to be reported for students in the class of 2024.

The system of weighted grading per semester:

GPA Points													
Letter Grade	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Numerical Grade	100-97	96-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	66-63	62-60	59-0
Level H	24	23	22	21	20	19	18	17	16	15	14	13	0
Level 1	21	20	19	18	17	16	15	14	13	12	11	10	0
Level 2	18	17	16	15	14	13	12	11	10	9	8	7	0

Each semester grade is weighted depending upon the level of the course. Calculating a student's weighted Grade Point Average (GPA) will require students and families to know the following: the letter grade earned in each course for each semester, the GPA Points associated with the letter grade, class level, and potential credit earned. The following formula is used to calculate a student's weighted Grade Point Average (GPA):

$$\text{Weighted Grade Point Average} = \frac{\text{Sum of Weighted Grade Point Average Values}}{\text{Number of Credits Earned}}$$

Weighted GPA's are rounded to four decimal places. This final number is used to calculate class rank. Prior to the 2022-2023 school year, Health/Physical Education classes did not count towards a student's weighted GPA.

SHOWCASE & ASSESSMENT WEEK SCHEDULES: A traditional exam period will be scheduled. Four days will be set aside for two assessment periods per day. Assessments count for 10% of the semester grade. The January assessment order is generally from Period 8 to Period 1. The June assessment order is generally from Period 1 to Period 8, with some slight adjustment for seniors. During assessment days, the normal schedule is replaced by the two assessments. The first assessment will run from 7:45 a.m. to 9:15 a.m., and the second assessment will run from 9:30 a.m. to 11:00 a.m. Students must be present only for their assessments. Buses will run on a half day schedule, departing CHS at 11:30 a.m. Lunch will be served. Study areas will be provided for those in school, but not taking assessments. **Seniors with a semester grade of a 90 or above will be exempt from taking assessments.**

HONORS BREAKFAST & STUDENT OF THE MONTH BREAKFAST: An Honors Breakfast is held annually to recognize students in all four grades who have attained Honor Roll status during each of the first three quarters of that school year. The Student of the Month Breakfast is held to recognize students who received Student of the Month recognition during the school year.

HOMEBOUND INSTRUCTION: Homebound instruction is available provided a doctor's note, stating the length of time a student is to be absent from school is presented to the school nurse. The instruction will take place after two consecutive weeks of absence. In determining the appropriateness of homebound/hospitalization instruction, the checklist for homebound instruction must be reviewed and submitted (BOE Policy 6173).

STUDENT RECORDS: The Cromwell Board of Education has adopted a policy regarding student records to comply with federal and state statutes. These policies define the way in which student records are maintained, reviewed, and destroyed. The policies also indicate the circumstances under which there is access to these records by parents, students, staff, and outside sources. They further state who has delegated responsibility as Overseer of Records where records are to be kept, how student records may be amended by parents, and the right of parents to a hearing regarding their request for amendment. The detailed policy of the Board of Education is available for parents and students in the offices of the Superintendent of Schools and each school principal.

TECHNOLOGY

CROMWELL SCHOOL DISTRICT'S INTERNET AND NETWORK RULES AND REGULATIONS (BOE Policy 5147)

1. Student use of the internet must be staff-monitored at all times.
2. All student use of the internet must be in support of education and research and consistent with the purposes of the Cromwell School District.
3. Any use of the internet for the following purposes is prohibited:
 - a. for commercial or for-profit use;
 - b. for personal or private business;
 - c. for product advertisement or political lobbying;

- d. for students' personal email; and
 - e. for entertainment purposes except at the discretion of the teacher or administration.
4. Vandalism will result in disciplinary and/or legal action to be determined by the respective building principal and cancellation of internet privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user of the network or internet or of any agencies or other networks that are connected to the internet. This includes, but is not limited to, the uploading, downloading, or creation of computer viruses.
 5. Malicious use of the internet to develop programs that harass other users or to infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
 6. Hate mail, harassment, discriminatory remarks or other antisocial behaviors are prohibited.
 7. Any use of the internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
 8. Students must receive prior teacher approval to subscribe to list servers. Teachers must log their students list serve subscriptions with the curriculum facilitator in charge.
 9. From time to time, the Cromwell School District will make determinations on whether specific uses of the network and the internet are consistent with its policies. We reserve the right to temporarily remove a user from the network to prevent further unauthorized activity.
 10. Downloading information onto the hard drives of any school computer is prohibited. Information may only be downloaded to USB or flash drive, to a student's online folder, and only with the permission of the teacher.
 11. Account or network passwords may not be shared. Teachers who have account passwords must not release them.
 12. Personal information such as names, addresses, photographs, telephone numbers, credit card, social security, or checking account numbers must never be given out over the internet.
 13. E-mail correspondence is not private. It is subject to teacher view. Inappropriate language or content will result in disciplinary action and/or termination of internet privileges.
 14. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify a teacher. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet.
 15. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
 16. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords that belong to other users, or misrepresent other users on the network.
 17. The illegal installation and illegal copying of copyrighted software for use on district computers is prohibited.

I have read, understand, and agree to abide by the terms of the Acceptable Use Policy Guidelines, Board Policy #5147 Use of Internet, Board Regulation #5147 Use of Internet, and Board Policy #5131.8 Electronic Devices.

COMPUTER ACCEPTABLE USE POLICY: Internet access is available to students and teachers in the Cromwell School District. This service to teachers and students promotes education excellence in schools by facilitating resource sharing, innovation, and communications.

Material that may not be considered to be of educational value in the context of the school setting may also be available. The Cromwell School District has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information.

Therefore, guidelines are provided so that teachers and students are aware of their responsibilities in the ethical and legal utilization of the network resources. If a Cromwell School District user violates any of these provisions, disciplinary action will be taken and future access could possibly be denied.

Students and parents are required to sign the Agreement of Understanding annually before computer access will be granted. (BOE 5147)

AUDIOVISUAL AND ELECTRONIC DEVICES: The use of laser pens, pointers, and other laser devices is not allowed on the grounds of Cromwell High School.

SCHOOL SAFETY & SECURITY

SCHOOL SECURITY: Safety and security at CHS is a priority. Morning entrance to the building will be limited to the front, main entrance beginning at 7:00 a.m. Starting at 7:25 a.m., students may also begin entering through the band/gym entrance. Parent drop-off will be limited to the band/gym parking lot as the front is restricted for student buses.

At 7:45 a.m., all entrance doors will be locked and remain locked throughout the school day. At no time should a student or any other person admit anyone into the building. Admittance to the building is only allowed through the main entrance. All individuals entering the building will be required to present a valid ID prior to entry.

FIRE DRILL: Fire Exit signs are posted in each room. Students are expected to be orderly, to evacuate the building promptly, and to move away from the building. Teachers will accompany students to a designated area. Fire drill exits are posted in each room.

SECURITY DRILL PROCEDURES: Students will remain in locations under teacher supervision. Anyone in the halls will enter the nearest room. Teachers will ensure silence, concealment, and door security.

STUDENT RESPONSIBILITIES

TELEPHONE MESSAGES: Students should not receive personal calls or messages during the school day. Office secretaries are not able to deliver such messages without disrupting their work and leaving the office unattended. Only those messages of an emergency nature will be considered.

CONDUCT IN THE CAFETERIA: Each student is responsible for the cleanliness of the table the student is sitting at, and the student is expected to clean up the area before leaving. Any student who abuses the cafeteria privilege will be restricted in the use of this facility and/or be subject to school discipline procedures.

STUDENT LOCKERS: The Cromwell Board of Education Policy states: "Student lockers at the middle and high schools are the property of the Cromwell Public School System and may be inspected at the discretion of the Principal" (10/24/00 B.O.E. Policy 5145.12). All students will be assigned a locker on the first day of school. Students are advised to keep lockers secure and closed, as the school is NOT responsible for anything taken from them. Lockers and personal belongings, especially backpacks, are subject to a search if there are "reasonable grounds" to do so.

STUDY HALLS/CAFE STUDY: Students in grades 9 - 12 are required to be present in a structured quiet study hall at all times during the school day when not scheduled into a class. Penalties for cuts and tardies of a study hall will be treated the same as presently exists for all other classes. Students who are struggling academically may be removed from study hall and placed in an alternative setting to receive academic support.

RULES FOR QUIET/STRUCTURED STUDY HALLS

1. Students may not talk during the study hall period.
2. All students will sit in seats assigned by the study hall teacher.
3. Students should bring adequate work and reading materials to their study hall.
4. Students will not be allowed out of study hall without having obtained a pass from a teacher prior to the study hall period. Failure to do so will result in the issuance of an office detention.
5. Students are reminded that eating food, card playing, playing computer games, and other activities of this type are not allowed in study halls.
6. The use of any electronic recording or listening devices is strictly prohibited.

LIBRARY/MEDIA CENTER: The Library Media Center (LMC) at Cromwell High School is a place to support student learning, share ideas, thoughts and knowledge, and study, read, write, think, and create.

Examples of appropriate activities to fulfill curriculum goals and expectation in the LMC: reading independently, writing, studying, researching, doing homework, use of computer for school work, personal devices turned to silent mode, talking quietly with friends and classmates, getting help with research assignments, and getting help with selecting a reading book.

HOMEWORK: The Board recognizes that homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. The classroom remains as the primary instructional center in the system, and each program should seek to use the allotted classroom time and available school facilities to the fullest extent to achieve the curriculum objectives. Homework, which is relevant to the program objectives, may be -- and even should be -- assigned when it is a necessary and effective means to augment the classroom learning experience and to provide an opportunity for independent study. The amount of required homework and the frequency of homework assignments must be justifiable with consideration being given both to the age of the student and his personal time endeavors such as after-school jobs, assorted extracurricular and recreational activities, and voluntary and self-motivated reading or study. Homework assignments should not depend on essential resources other than those available in the school. The administration is authorized to establish homework guidelines for the system which are consistent with this policy. (4/23/02 B.O.E. Policy 6154)

STUDENT HOMEWORK RESPONSIBILITY

1. Proper study skills should be utilized.
2. Students experiencing difficulty with homework should seek assistance.
3. Teachers are available before and after school and during their "preparation and conferencing" periods by appointment.
4. Homework assignments should be completed on time.
5. Students are responsible for completing all missed assignments, and it is their obligation to obtain assignments directly from the instructor.
6. Students should be aware that homework is an integral part of their total grade and assignments should be treated seriously. Learning to study and learn independently is a vital part of preparing for further studies and for work.

Parental Responsibility

1. Provide a place to study, which is conducive to concentration.
2. Develop a routine for study and encourage quality work.
3. Maintain a positive attitude toward homework and assist students with explanations and clarifications (but resist doing any part of the assignments as a substitute for student effort).
4. Call teachers/school to make arrangements for homework assignments during periods of extended absences.
5. Work jointly with the school by discussing any observed problems with their child's homework with the teacher and school counselor and following up on progress reports concerning missed assignments.
6. Be aware of out-of-school conflicts (i.e., part-time work) that interfere with homework and take the necessary steps to minimize them.

WORKING PAPERS: Students must obtain working papers until they are 18 years of age. Working papers are prepared by the school office. The procedure for obtaining working papers is as follows:

1. The student must personally present a Promise of Employment form completed by the employer with the type of work and the exact name and address of the company stated.
2. The student must have either a Certificate of Birth, passport, or some other form of positive identification with the date of birth on it.

OUTSIDE EMPLOYMENT: Outside employment is not an acceptable excuse for failing to remain after school for help or to live up to other school obligations. Students who “take the day off from school” to work are considered unexcused and the schoolwork cannot be made up. All employers must comply with CT standards for employment of school students. In questionable cases, the administration will not hesitate to contact parents and employers.

BOOKS AND SCHOOL PROPERTY: All students must accept responsibility for the care and cleanliness of the school building and all items of equipment used by the student. All books should be covered. All incidents of suspected theft should be reported to the office immediately.

BOOK BAGS AND BACKPACKS: Students are reminded that book bags and backpacks are not allowed in the cafeteria lunch lines and should be left at the lunch tables during the lunch periods. Book bags on the floor pose a safety hazard at all times.

LOST AND FOUND: All lost and found books are turned in to the office and returned to the teacher. Students who have lost or found articles should report to the main office immediately. Students are urged not to bring large sums of money or valuables to school. The school cannot assume the responsibility for lost or stolen items. Lockers are provided as a convenience for students. Furthermore, items belonging to the school and loaned to a student must be protected from loss or damage. Restitution for either is the responsibility of the student and/or parents. During P.E. classes, money and valuables should be secured in a locked locker and never left unattended in bags, in pockets or on benches. The student assumes responsibility for their belongings.

MORNING ANNOUNCEMENTS: Students will honor the Pledge of Allegiance and an immediate, brief “moment of silent meditation.” Announcements will then proceed. Quiet attention is expected of all, since important information is shared via these notices.

DRESS CODE

STUDENT DRESS AND APPEARANCE: Students have a personal responsibility to dress appropriately for their day. This includes...

- 1) Clothing may not display through words, pictures or graphics, obscenities, references to weapons, alcohol, drugs, and tobacco products or their facsimiles, sexual innuendos, or messages that denigrate or show hostility or aversion towards others.
- 2) Shoes
 - a) State law dictates that shoes must be worn at all times.
 - b) Any footwear that is responsible, accidentally or intentionally, for marking school floors is not permitted.
 - c) No roller skates or “wheelies” are permitted.
- 3) Tops - Any top that is judged by an administrator to be inappropriate or potentially disruptive to the orderly school environment will not be permitted.
- 4) Bottoms - Any pant, short, skirt, etc. that is judged by an administrator to be inappropriate or potentially disruptive to the orderly school environment will not be permitted.
- 5) Headwear
 - a) No sunglasses should be worn while inside the building (unless required by a doctor’s order).
 - b) Students are allowed to wear hats/headwear in school.
 - c) During an assessment, a teacher has the right to ask a student to remove their hat or lower their hood.
- 6) No clothing should be worn that could cause injury to other students or damage school property.
- 7) Students are expected to wear clothing suitable for their educational environment.
 - a) Some classes may have dress codes specific to their area of instruction (i.e. technical education, PE, science labs).

SCHOOL RULES & REGULATIONS

SCHOOL RULES AND REGULATIONS: In general, standards of good conduct and respect for persons, property and the educational process are in effect. Disciplinary action may result when a student’s conduct endangers persons, or property, disrupts the educational process or violates a publicized policy of the Cromwell Board of Education. The following violations may lead to behavioral consequences such as detention, suspension, or expulsion.

1. Books and equipment issued to students are their responsibility. Students are expected to reimburse the school for any books or equipment lost or damaged while issued to them. New books and materials will not be issued unless student debts are cleared.
2. Excessive, unexcused tardiness to school will result in consequences. Excessive tardiness to class will also result in consequences.
3. Students may not leave school grounds during the school day without prior permission.
4. Use of offensive, lewd, vulgar, or obscene language toward staff or other students.
5. Refusal to identify oneself to any adult member of the Cromwell High School community.
6. Intentionally causing or attempting to cause damage to school or private property, stealing or attempting to steal school or private property.
7. Intentionally causing or attempting to cause physical injury to another person.
8. Intentionally threatening to cause physical injury to another person or that person’s property.
9. Leaving class without the teacher’s permission.
10. Inappropriate behavior within the classroom setting, such as: disruptive behavior, non-compliance with classroom rules and expectations, and eating unauthorized food or drinks.
11. Students are not to bring to school items or substances which would disrupt the educational function of the school or which are prohibited by school board regulations or by law. Examples of substances in this category, but not limited to, are laser pointers, incendiary devices of any kind,

vaporizers and e-liquids, weapons, firecrackers, alcohol beverages, aerosols and nonprescription and prescription drugs (unless authorized to carry by the nurse), or drug paraphernalia. All materials found will be confiscated, not returned, and disposed of accordingly or given to the proper authorities.

12. Inappropriate behavior in the hallways, including but not limited to, misuse of passes, being present in the hallway without a pass, or disruptive behavior.
13. Cutting classes or truancy.
14. Forging passes or attendance notes.
15. Insubordination/failure to follow reasonable requests made by staff members.
16. Harassment of a staff member or another student.
17. Electronic devices must be turned off during class time unless it is allowed by a teacher for a class assignment or project. It must be stored out of sight. Possession of electronics by students is a privilege that may be forfeited by any student who fails to abide by this policy. Failure to abide by this policy or other misuse of this privilege shall result in confiscation of the device and may result in further disciplinary action. The Board is not responsible for preventing theft, loss, damage, or vandalism to electronic devices brought onto its property. In addition, school staff may confiscate an electronic device brought to school or to a school sponsored activity based on a reasonable belief the student has used the device in a manner that violates the electronic policy.
18. Student parking in a faculty-designated area (repeated incidents will result in disciplinary consequences).
19. Inappropriate use of a motor vehicle, e.g. exceeding the posted speed limit, diagonal parking, non-registration of a vehicle.
20. Misconduct in the library.
21. Students are prohibited from throwing snowballs on school grounds.
22. Card playing/dice games, gambling of any kind anywhere on school grounds.
23. Violation of District policy regarding computer use.
24. The unauthorized use/possession of keys or other school resources.
25. Lying, deception, or attempts to deceive.

*Policies regarding consequences for violation of District computer use and smoking on campus can be found on pages 28-29. The Administration reserves the right to apply consequences that are appropriate to the severity of infraction.

OUT OF SCHOOL MISCONDUCT

Students are subject to discipline, up to and including suspension and expulsion, for misconduct that is seriously disruptive of the educational process or is in violation of a publicized policy of the Board of Education, even if such misconduct occurs off school property and during non-school time.

SOCIAL BEHAVIOR

Every person is expected to conduct themselves according to the established school and bus rules.

1. There should be a conscious effort to use proper and courteous language.
2. Insolent behavior, abusive language, or profanity will not be tolerated.
3. Students should not indulge in caressing or kissing in school.
4. Students who accumulate 3 or more referrals or disciplinary consequences may additionally be kept from attending extracurricular events including, but not limited to dances, athletic events or social events.
5. Senior students (12th graders), in the 4th quarter, who accumulate ISS and/or OSS incidents may lose a senior activity, up to and including walking at graduation.

ALCOHOL, DRUGS, AND INHALANTS: In the event a student is under the influence of a drug or alcohol or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the student will be suspended from school (in accordance with regulation # 5131.6), referred to the appropriate treatment agency, considered for expulsion, and the parents will be contacted. In cases of the illegal activity of possessing or selling drugs or alcohol, the student will be referred to the police department.

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. (cf. 5145.12 – Search and Seizure)

Further, no student shall intentionally, knowingly, or recklessly deliver or sell potentially abusable inhalant materials as listed above to another student. Any student found to use, possess, sell, or to conspire to sell any illegal substance, shall be referred to the appropriate authority for criminal prosecution.

SMOKING: The Cromwell Board of Education prohibits smoking within any indoor facility owned, leased, or contracted for and utilized by the Board for the provision of routine or regular kindergarten, elementary or secondary education, or library services to children.

The Cromwell Board of Education prohibits smoking on the real property of any school or administrative office building or at any school-sponsored activity. Real property means the land and all temporary and permanent structures comprising the district's elementary and secondary schools and administrative office buildings and includes, but is not limited to, classrooms, hallways, storage facilities, theaters, gymnasiums, fields, and parking lots. As defined by CT Gen. Stat. # 10-233a(h), a school-sponsored activity "means any activity sponsored, recognized, or authorized by a board of education and includes activities conducted on or off school property."

In conjunction with the laws of the State of Connecticut, which prohibit smoking in public buildings, the Board of Education is committed to maintaining and improving the health and well-being of all employees and students. Medical research shows that smoking poses a significant risk to the health of the smoker and non-smoker. Smoking or use of tobacco products (including chewing tobacco) is prohibited in all school buildings, school vehicles, and transportation provided by the Board of Education and on the grounds of the Cromwell Public Schools. (BOE Policy 5131.6)

Students may not possess cigarettes, lighters, matches, vaporizer pens (e-cigarettes), vaping pods or liquids, or any other smoking-related paraphernalia on school grounds or activities. Any student violating this policy will be subject to the following consequences, including possible police referral:

- 1st Offense-1 day of ISS w/ reflection paper on vaping dangers
- 2nd Offense-2 days of ISS w/ loss of school events for that school year

Students caught vaping in school will be subject to the following consequences, including possible police referral:

- 1st Offense-2 days of OSS w/ reflection paper on vaping dangers and loss of school events for that school year
- 2nd Offense-3 days of OSS

DISCIPLINE & CONSEQUENCES

SUSPENSION AND EXPULSION: The following violations will result in immediate suspension from school, a parent conference and referral to the Superintendent for further disciplinary action including possible expulsion from school based on Board of Education policy and State of Connecticut Guidelines.

The following breaches of conduct on school grounds, school transportation, or at any school-sponsored activity may lead to consideration of suspension or expulsion:

1. Causes or attempts to cause damage to school property or steals or attempts to steal school property.
2. Causes or attempts to cause damage to private property or steals or attempts to steal private property.
3. Causes or attempts to cause physical or other injury to another person
4. Possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or controlled substance of any kind (also referral to ROOT and Cromwell Youth Services for mandatory counseling and/or assessment).
5. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any drug, including but not limited to: narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant or controlled substance of any kind or using inhalants illegally. (BOE Policy 5131.61) [referral to ROOT and Cromwell Youth Services for mandatory counseling and/or assessment].
6. Possesses or transmits any weapon or dangerous object.
7. Openly defies the valid authority of supervisors, teachers, or administrators.
8. Behaves in a fashion, which clearly endangers the safety of the student or others, or prevents the orderly continuance of the school's provision of educational opportunities.
9. Is seriously disruptive of the educational process.
10. Uses profanity or threats directed toward a staff member.
11. Leaves school grounds without prior administrative permission.
12. Use of cigarettes or e-cigarettes on campus.

The Board of Education must initiate an expulsion hearing whenever a student is found to have possessed a weapon or dangerous instrument on school property. (BOE Policy 5114 & 5131.6)

DISCIPLINARY REFERRAL CONSEQUENCES

Any after-school detention scheduled by a teacher or administrator is to take precedence over any other student obligations including part-time jobs and athletics. A one-day notice to the student will be provided. Behavior and discipline referrals will be taken into consideration when granting student permission to attend field trips.

VIOLENT AND AGGRESSIVE BEHAVIOR

All acts of violence and aggression including, but not limited to, terrorist acts and/or threats, shall result in specific consequences, determined by the seriousness of the act including suspension from school and consideration of expulsion from school by the Board of Education for acts of a serious or chronic nature. The following behaviors are defined as violent and aggressive: 1) Possession, threat with, or use of a weapon or dangerous instrument, 2) Physical assault, 3) Verbal abuse, 4) Intimidation, 5) Extortion, 6) Bullying, 7) Gang activity/membership, 8) Terrorist threats, 9) Sexual Harassment, 10) Stalking, 11) Defiant insubordination, 12) Racial Slurs (BOE Policy 5131.21).

Violation of policies and procedures including, but not limited to those outlined above may result in disciplinary action. Teachers and administrators have the right to take disciplinary action against disruptive behavior in the classroom and the building. Disciplinary consequences may include but are not limited to detention, suspension, community service, or expulsion. Additionally, students should be aware that the school campus is not immune to the law. Illegal acts of any kind will not be tolerated and can result in referral to the proper authorities.

DEFINITION OF TERMS

- A. **Teacher Detention:** time assigned by and with a teacher in his/her room at the end of the school day. May range from 10 minutes to one hour. Failure to report to a teacher detention will result in further disciplinary action.

- B. **Lunch Detention:** time assigned by an administrator or designee with the in-school suspension supervisor.
- C. **Office Detention:** time assigned by an administrator or designee with the detention supervisor at the end of the school day. May range from 30 minutes to one hour. Detentions will be held one day a week from 2:30 to 3:30 p.m.
- D. **In-School Suspension:** an exclusion from classroom and school activities. Students will be assigned to the In-School Suspension room, which will be monitored by the ISS staff. Class work will be assigned, as well as behavior modification activities.
- E. **Suspension:** an exclusion from school (i.e., an out-of-school suspension), school privileges or from transportation services only for no more than ten (10) consecutive school days.
- F. **Expulsion:** an exclusion from school or school privileges for more than ten (10) consecutive school days.

Students suspended or expelled may not be on school grounds, participate in activities, athletic play or practices/performances any time during the date(s) of suspension or expulsion. Participation will not be allowed from the date of the incident until they return to their regular classes.

DETENTION REGULATIONS

1. Students will be given a 24-hour notice regarding the scheduling of a detention in order that transportation arrangements may be made.
2. Students must remain in the seat assigned to them by the teacher(s) for the entire detention period.
3. Students must bring school work/reading material with them to detention.
4. No talking is permitted.
5. Students must stay and be working for the entire time.
6. Students with early releases may not serve their detentions during the last period of the day.
7. Tardiness to detention will not be permitted. Students arriving after the start of the detention will not be admitted, and be considered as an unexcused absence (cut). Each unexcused absence from an office detention will result in two office detentions.
8. Students arriving without work will be issued another detention.
9. Students violating detention rules or being disruptive in any way will be dismissed from the detention room and referred to the office.

BULLYING & HAZING

BULLYING BEHAVIOR IN THE SCHOOLS BOE Policy #5131.911. **Reporting and Responding to Bullying and Retaliation (Complaint Process):** Bullying behavior and teen dating violence by any student in the Cromwell Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means the repeated use by one or more students of a written, oral, or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student that:

- a. Causes physical or emotional harm to such student or damages a student's property,
- b. Places such student in reasonable fear of harm to their person or of damage to their property,
- c. Creates a hostile environment at school for such student,
- d. Infringes on the rights of such student at school, or
- e. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, gender identity, or physical, mental, development or sensory disability, or by association with an individual or group who has or is perceived to have one or more such characteristics.

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by the BOE, or through the use of an electronic device or an electronic mobile device owned, leased, or used by the BOE, and outside of the school setting if such bullying:

1. Creates a hostile environment at school for the victim,
2. Infringes on the rights of the victim at school, or
3. Substantially disrupts the education process or the orderly operation of a school,

Will be subject to school consequences.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with their rights of due process.

Please refer to Bullying policy #5131.911 on our district website for more information regarding prevention strategies and our safe school climate plan. To implement this policy, the Board of Education directs the Superintendent to develop and adopt regulations to address the existence of bullying in the schools. As provided by statute, such regulations shall:

1. enable students to anonymously report acts of bullying to teachers and school administrators, and require that students be notified annually of the process by which they make such anonymous reports,
2. enable the parents or guardians of students to file written reports of suspected bullying,
3. require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing,
4. require school administrators to investigate any written reports filed pursuant to subdivision,

5. and to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report,
6. include prevention and intervention strategies for school staff to deal with bullying,
7. provide for the inclusion of language in student codes of conduct and in all student handbooks concerning bullying,
8. require school administrators to notify both the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed and invite them to attend at least one meeting,
9. require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and to report such numbers annually in a manner prescribed by the Commissioner of Education to the Department of Education,
10. direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, and
11. require the identification of appropriate school personnel, which may include, but shall not be limited to student services personnel, responsible for taking a bullying report and investigating the complaint.

The notification required pursuant to subdivision shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act ("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

Hazing: The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of local, state, or federal law or of school district policies or regulations.
6. For more information on our district hazing policy please refer to the district website BOE policy # 5131.91.

SPECIAL EDUCATION & PUPIL PERSONNEL SERVICES

The Cromwell Board of Education provides special education and pupil personnel services (speech and language, counseling, etc.) to students who are identified as special education students and/or to students identified as disabled under Section 504 of the Rehabilitation Act. Before a child is referred to a planning and placement team, alternative procedures and programs in general education must be explored and, where appropriate, put into place in the classroom and used. School districts have teams in individual schools that provide a variety of alternative strategies to your child's teacher to use in the classroom. These teams are sometimes called child study teams or student assistance teams. You may request assistance from your school's team. If your child's difficulties persist, you should complete a referral to special education. If you would like more information regarding the PPT process, please contact the Director of Student Services at 860-632-4831 or visit <https://portal.ct.gov/SDE/Services/Special-Education>.

If you feel that your child's program is not meeting their educational needs, you can request (through a building administration) a Planning and Placement Team (PPT) meeting to review your concerns. Parents/guardians are notified five (5) days in advance by mail of the PPT meeting to discuss the referral. If the PPT determines that an evaluation is necessary, the responsibilities for the evaluations are assigned. A multidisciplinary evaluation must be conducted to determine eligibility.

Within forty-five (45) school days, the completed evaluations are reviewed at a subsequent PPT meeting to determine eligibility. If the student is identified, an Individualized Educational Plan (IEP) is developed and implemented. A team approach, consisting of school staff and administration along with the parent/guardian, is utilized in the development of the educational plan.

Parents'/guardians' rights for Procedural Safeguards and Due Process under the Individuals with Disabilities Education Act (IDEA) and parents'/guardians' rights under Section 504 of the Rehabilitation Act are provided annually. Subsequent to identification under Section 504, parents'/guardians' rights are provided at each Section 504 meeting. The district maintains compliance under federal statute and regulations through the State Department of Education.

Records shall be maintained for each student from entrance into school to graduation or withdrawal. The retention of certain types of records is required by law. Access to and security of student records and requests for amendments is assured by the CT General Statutes, the Federal Family Educational Rights and Privacy Act of 1974 and their respective regulations.

STATEMENT OF SECTION 504 AND AMERICANS WITH DISABILITIES ACT: It is the policy of the Cromwell School District not to discriminate on the basis of disabilities as required under Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990, in the admission of students to programs

or any education services or in the employment of personnel. The coordinator for these activities is Mrs. Sari O’Leary, Director of Student Services, 860-632-4836. Inquiries may be directed to the coordinator or to the Regional Office for Civil Rights (BOE #5145.5).

Planning and Placement Team (PPT) – This team is made up of an administrator, school counselor, Director of Student Services, teacher, and other support staff deemed necessary. This team meets to discuss the need for evaluation, the results of evaluation, and to review progress of students. If a student qualifies for service, an Individual Educational Program (IEP) is planned to help students with special needs succeed. An Individual Transition Plan (ITP) is also developed for each student age fifteen or older to target services after the completion of high school.

Pre-referral Team – Pupil personnel staff (Director of Student Services, assistant principal, counselors and psychologist) and special education staff weekly review students experiencing academic or behavioral difficulties.

School Psychologist – The psychologist evaluates students recommended by the PPT. The psychologist works directly with students individually or in groups to help them understand their learning problems, to improve coping skills, and provide support for those experiencing emotional problems. The psychologist counsels teachers, administrators, and parents to assist in helping these students. The psychologist acts as a liaison between school, home, and community services when needed.

School Social Worker - The social worker supports families and students on a daily basis. The social worker is a liaison with community agencies, consults with staff, parents, community agencies, and outside providers. The social worker provides individual or group counseling for students, supports daily crisis situations, conducts home visits, and provides support and resources to families. The social worker consults with staff and helps deliver classroom-based lessons on social emotional learning.

School Counselors – Help students adjust and mature in their personal, social, and academic growth. All students receive aid in course selection, as well as career and college planning. Students are encouraged to sign up for individual and group counseling as personal and/or academic concerns arise.

Special Education Teachers – Implement prescriptive programs developed by the PPT team. Meet with students individually or in small groups. Also implement a creative and flexible individualized program to meet the needs of identified children.

Speech Pathologist – This clinician screens and identifies students with specific speech and/or language difficulties. Therapy is provided as determined through testing. Students are seen individually or in small groups.

Occupational and Physical Therapy – This service is provided for students whose motor skill weaknesses interfere with academic progress.

Early Intervention – Students experiencing difficulty maintaining academic progress may be referred for early intervention through the pre-referral process. Modifications and strategies are suggested to the teachers for a trial period.

School Nurse and Doctor – Determine the health needs of students, provide care for emergencies, help to prevent communicable diseases, do hearing and vision screening as required and serve as counselors regarding health problems.

Homebound Instructors – Tutor those children who are temporarily unable to attend classes because of physical or emotional difficulties.

FOOD SERVICES

CAFETERIA SERVICES AND STANDARDS: Breakfast and lunch are available daily in the cafeteria. Sandwiches, milk, desserts, soup, and hot meals are available. Cold salad plates are also available.

- The class to which a student is assigned during 4th and 6th period determines a student’s lunch period. Students attempting to eat in more than one lunch wave will face disciplinary consequences for cutting class.
- Do not use mirrors, combs, or other beauty aids in the cafeteria. NO lunches can be charged.
- No one is allowed beyond the student bathrooms, except those having a pass. During lunch, ONLY seniors may go outside to the designated area.
- Any student loitering in the non-designated areas or in the parking area during the lunch period is subject to disciplinary action.
- The same standards of conduct are expected in the cafeteria as would be found in one’s own home: good table manners, courtesy, and cleanliness are required.

FREE AND REDUCED LUNCH: Free and reduced packets are distributed to students on the first day of school. Families who are eligible should complete these forms and return them to the main office. Copies of this form can be picked up in the main office. If you have any questions, please reach out to our Food and Nutrition Coordinator at 860-632-4840.

FOOD RESTRICTIONS: Cromwell Public Schools are following guidelines recommended by the State of Connecticut for managing food allergies in schools. In order to decrease the risk of life-threatening emergencies, we require non-food celebrations for our students. No foods other than individual snacks and lunches brought from home are to be given to the students at any time. In addition to the food allergy guidelines, Cromwell High School is a learning environment and continually focuses efforts on reducing distractions and disruptions to the learning environment. The delivery of outside food disrupts the office and the normal operations of the school. Therefore, all outside deliveries of food will be subject to administrative approval and may result in the restriction of that delivery. If a student chooses to bring in outside food for lunch, it must come in with them at the beginning of the day from home.

DELIVERIES AND GIFTS: Cromwell High School is a learning environment and continually focuses efforts on reducing distractions and disruptions to the learning environment. The delivery of balloons, stuffed animals, flowers, food or other celebratory items disrupts the office and the normal operations of the school. Therefore, if these items are delivered, they may result in the refusal of that delivery or the items will remain in the office until the time of dismissal. Additionally, if these items are brought into school by students at the start of their day, they will be kept in the office until the time of dismissal.

HEALTH SERVICES

SCHOOL NURSE GUIDELINES: Students who are ill should report directly to the nurse's office, never the lavatory. Upon leaving the nurse's office, the student will be given a pass to be shown to the teachers of any classes missed. Records are kept of visits to the school nurse. Under the assistant principal's direction, the nurse will call absent students' homes and/or parents at work to verify absences. The nurse will determine if students are too ill to attend classes and, if so, parents will be notified to arrange for transportation home. The nurse's office is for emergency medical situations and therefore, cannot serve as an infirmary.

Required Health Assessments/Immunization – In accordance with CT State Law (Section 10-206), the Cromwell Board of Education requires that each student undergo a health assessment prior to entrance into kindergarten (or Pre-K if applicable), grade 6, and grade 10. Health assessments for kindergarten (or Pre-K) must be completed within one year prior to entrance. Health assessments for grades 6 and 10 must be completed between January 1st (prior to the student entering grades 6 and 10) and day one of their 7th (or 11th) grade. Current immunization requirements, as well as other mandatory information are marked with an (*) on the Connecticut Health Assessment Record (blue form). ALL documentation MUST be completed PRIOR to entrance into kindergarten (or Pre-K), and during the grade 6 and grade 10 health assessment. For more information, refer to Board of Education policies.

Tuberculosis Screening Guidelines: Tuberculosis screening guidelines for Connecticut schools recommend students who have traveled to a high-risk country (please contact school nurse for list), and stayed for at least a week with substantial contact with the indigenous population since the previously required examination be tested prior to the return to school after their travels. Please notify your school nurse prior to traveling outside of the country in order to receive instructions on any Tuberculosis testing, which may be needed upon your return.

Medications: It has been brought to the attention of health educators nationwide that children are using/abusing prescription drugs. This is not meant to alarm you, only to make you aware of this potentially harmful situation. Here is some important information:

1. Medications used for one student may not help another student and the symptoms may worsen.
2. Medications used for one student may cause an allergic reaction in another student with serious side effects and/or death.
3. Sharing medications (even if the intent is innocent) is against school policy and the law. Expulsion can/will result.

Specific Criteria for Cromwell High School

1. A 10th grade health assessment must include:
 - a. Physical examination, which shall include hematocrit or hemoglobin test, height, weight, and blood pressure.
 - b. Vision, hearing, postural, and gross dental screening.
 - c. Any information, including a health history, which the physician believes to be necessary and appropriate.
2. Current immunization status in accordance with CT State Statute (section 10a-204a General State Statutes of Connecticut) and Board of Education policy (B.O.E. Policy 5141.3). All health assessments must be on file in school prior to the senior year.

If a student has symptoms including an elevated temperature (i.e. > 100), vomiting, and/or diarrhea, the student should be kept home until the student is free from the previously stated symptoms for 24 hours.

ACCIDENT INSURANCE: A school-time accident policy is available to students. Students who incur any injury during school or any school-sponsored activity should immediately report to the teacher or coach in charge of the activity or to the office. There are required forms, which must be completed in these instances.

TRANSPORTATION

BUS GUIDELINES: All students riding buses are subject to the control of the bus driver. Arms, heads, hands, etc. are to be kept inside the bus, and the buses are to be kept clean. Any student whose conduct on the bus is unsatisfactory will be denied transportation until such time as his/her good behavior is insured. Vandalism of a bus will result in a suspension from school, removal from bus transportation, and the student must pay for all damages.

Students are expected to ride their designated bus, as well as board and depart at their designated stops. Should a student wish to get off at a different stop or ride an alternate bus, the office must receive parent notification by phone or in writing and the student must obtain a pass from the office that morning. Students without passes will not be permitted to board an alternate bus or get off at an alternate stop.

NON-INSTRUCTIONAL OPERATIONS Adopted 6/24/86

The Board of Education will provide transportation for pupils under provisions of CT State Law and Regulations. The Superintendent of Schools shall administer pupil transportation services so as to:

1. Provide for maximum safety of pupils.
2. Supplement and reinforce desirable pupil behavior patterns.
3. Accommodate handicapped pupils appropriately.
4. Assure establishment of transportation routes annually.

5. Provide transportation for interscholastic athletic contests and other non-academic activities if approved in advance by the Superintendent of Schools.
6. Deny transportation on student buses for spectators to athletic contests and other school-related activities if necessary; such transportation may be arranged and paid for by those persons involved.
7. Enrich the instructional program through carefully planned field trips as recommended by the staff and authorized in advance by the Board of Education.

The Board of Education disclaims any and all liability for any trip which, though organized and/or led by a member of the district's staff and involving school district pupils, has not been specifically authorized by the Board of Education. This disclaimer shall be published annually in the Student Handbook and in such other school publications as the Superintendent shall, from time to time, determine.

Transportation of pupils by private carrier may be provided whenever such practice is more economical than using school district-owned facilities.

Parents may be reimbursed for transportation of eligible students whenever such practice is more economical or convenient for the school district.

STUDENT PARKING: The school parking lot is under the jurisdiction of the Board of Education, which reserves the right to make all necessary regulations for its use through the school administration. Students driving to school must first obtain parking permission slips for their vehicle from the main office.

Students failing to register their vehicles will be denied permission to drive to school. Repeat violations of parking regulations will result in the car being towed at the owner's expense and/or loss of driving privileges. Students must park only in the student parking lot in their assigned space.

Parking is limited and parking permits are available on a first-come, first-serve basis, starting with seniors and then underclassmen that hold a valid driver's license. Parking is a privilege granted by the school and not a right of students. Therefore, it is possible that students are denied parking access due to availability. Students must enter and leave school driveways and parking areas at a slow rate of speed (under 20 mph). They must operate any motor vehicle in a safe and courteous manner, observing all rules of the road, as well as those established by the school. Student drivers are expected to yield to buses entering or leaving school with passengers at all times. Violations of driving regulations will result in the suspension of all parking privileges and could result in additional disciplinary action.

Cars should be properly parked and LOCKED. Students will not be allowed to return to their vehicles until it is time to leave the school grounds, unless there is an emergent situation approved by administration.

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities in the interest of maintenance, health and safety. Inspections may be regarded as reasonable purposes for inspection by school personnel. (cf. 5145.12—Search and Seizure). Staff and administrators will supervise and monitor the parking lot. Unmarked cars or students parking without permission may have their cars towed at the owner's expense, be referred to local police, and/or lose their parking privilege.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to make the most of their time in high school through the exploration of new interests and activities. There are many clubs and organizations available at CHS. These clubs are based on student interest and additional clubs may be formed during the school year. If a student has a new idea for a club, they can complete a Club Proposal Form in the main office. Once completed, a meeting will be scheduled with the Athletic Director.

CONNECTICUT ASSOCIATION OF SCHOOLS: Cromwell High School is a member of the Connecticut Association of Schools. High school students may not engage in activities sponsored by outside groups or agencies unless the activity is on the approved list of the C.A.S. This list is available in the high school office.

STUDENT COUNCIL: Mission Statement: The members of the Student Council make it their goal to include all members of the student body to work towards the betterment of our school and community. We strive for students to pursue their leadership roles and skills to enhance and influence today's society. Our motto is, "Home of the Champions."

An efficient student government is essential to a school. Each student of Cromwell High School should understand the role of the council, since the council represents the student body and helps to guide our young people.

Cromwell High School's Student Council consists of the Executive Board, Class Executive members, Class Representatives, and non-voting Club Representatives. Meetings are held biweekly with the majority of meetings being held before school and two evening meetings, one each semester. Members are also required to complete a minimum of fourteen (14) hours of community service, seven (7) each semester. Additionally, every member must abide by the student discipline code outlined in the handbook, as well as the attendance policy for Student Council.

The Executive Board, composed of eight (8) members from within the council is the core of the Council and meets bi-monthly in the morning before school. The officers are President, Vice-President, Secretary, Treasurer, Historian, Senior Board of Education Representative, Junior Board of Education Representative and Web Master. Each class elects a President, Vice-President, Secretary, Treasurer, and nine (9) class representatives at the end of each year. Freshmen elections take place at the end of their 8th grade year. Four (4) Class Representatives at Large are chosen through an application and interview process after elections have taken place in early September. All Representatives are voting members of the Student Council. The Student Council is open to all students.

CLASS ORGANIZATION: As a practical lesson in the democratic process, members of each class are required to organize, elect officers, vote and levy dues and conduct group activities. These activities vary from class to class, but they should be oriented toward the goal of conducting appropriate Senior Class activities.

The teachers assigned to each class as advisors are responsible for all activities of the class. No class activity will be permitted without approval of faculty advisors, administration, as well as necessary approval from the Student Council Fundraising Committee with clearance on the master calendar. All community-related fundraising activities must be approved by the Board of Education at least one month in advance.

Cromwell High School offers the following clubs: **All School Production, Carbon Club, CAYAC, Chess Club, Dance Team, Debate Club, French National Honor Society, Future Problem Solvers, Future Teachers Club, GSA, Jazz Ensemble, Literary Magazine, National Art Honor Society, National Honor Society, Newspaper Club, Pep Band, Robotics Club, School to Career, Student Equity Advisory, Scoreboard Graphics, Ski Club, Spanish National Honor Society Student Council, Tri-M Honor Society, Ultimate Frisbee Club, Unified Sports, Unity Club, Women’s/Men’s Choir, World Language Club, Yearbook.**

If you have an idea for a new club, please complete a new club proposal form, which can be accessed in Google Classroom and in the main office.

DANCE REGULATIONS: The following guidelines apply to all students attending dances sponsored by Cromwell High School.

1. If a student displays unacceptable behavior, the student will not be allowed to attend a similar school function for the remainder of the school year.
2. Any student determined to have consumed alcohol or other illegal/controlled substances prior to or during the dance will be detained, reported to the police officer on duty, have parents summoned, and be suspended from school.
3. All students are expected to arrive at the dance on time.
4. Junior and senior students attending prom are allowed to bring one guest only. **A guest approval form must be completed and submitted to the main office for approval.** The guest must be registered in advance, and the hosting student is responsible for the behavior of the guest.
5. Student members of the organization sponsoring the dance are to assist in monitoring the dance. They are to notify the advisor or administrator on duty regarding any unacceptable behavior.
6. Students leaving the dance early are to leave school grounds promptly, and cannot leave until one hour before dance ends.

Students are NOT to be penalized for their involvement with extracurricular activities, which may legitimately conflict with sports or other practices. The coaches and extracurricular advisors will accommodate students with conflict. The administration will rule on unresolved situations, so students are never “placed in the middle.”

POSTERS: Clubs and activities are encouraged to advertise meeting dates and important events throughout the school and online. All items must be approved by the advisor and the office before posting in the school and must be taken down with the advisor’s supervision. School policy prohibits advertising of commercial business.

SELLING IN SCHOOL: Students are reminded that the sale of any object must have the approval of the Fundraising Committee and the Principal’s Office. The advertisement and sale of tickets to non-school regulated activities is forbidden.

ATHLETICS

ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES AND ATHLETICS: The Athletic Code of Eligibility includes participation in class, club, and extracurricular activities. All students will be held to the scholastic and citizenship eligibility rules as outlined in the Athletic Code. Any alteration for unusual circumstances (such as a grade report date immediately before a long-planned event) must be requested of and approved by the administration before any preparation for the event. The spirit of consistency with the Athletic Code will be maintained, so that standards are clearly upheld. All advisors and activity sponsors will make students aware of the necessity to place academic standing and good citizenship first.

ATHLETIC CODE: The Cromwell Athletic Department is dedicated to interscholastic athletics as a vital component of a high school education. As such, it makes a significant contribution to the personal growth and development of the participants. We strive to increase the student’s knowledge, contribute to the maturity, instill ethical values, and motivate students in the pursuit of excellence, so that we can help produce individuals who realize their self-worth and reach their full potential. Participation on a team is both an honor and a privilege and carries responsibilities commensurate with leadership roles. As leaders, and as very visible representatives of Cromwell High School and its teams, athletes have the obligation to represent themselves in an exemplary manner.

STANDARDS FOR PARTICIPATION: There are special standards and expectations in the areas of academics, citizenship, training, rules, and sportsmanship with which the participants must comply; and it is essential that the student athletes and parents be thoroughly familiar with all the rules and regulations governing participation at Cromwell High School. Furthermore, as with all privileges, it is important to remember that the school reserves the right to revoke the privilege if the participant does not conduct themselves in an acceptable manner.

RULES OF ELIGIBILITY: CIAC rules apply to all member schools and their students. Many CIAC schools, like Cromwell High School, set their own higher standards. The CIAC rules are:

You are **NOT ELIGIBLE** if:

1. You are not taking at least four full units or the equivalent.
2. You have not passed at least four full units at the end of each regular marking period. This does not include ¼ credit courses or combinations of ¼ credit courses.
 - a. To be eligible for fall sports, students must receive credit toward graduation in four full units.
 - b. Units may be made up during the summer, if eligible.
3. You are nineteen unless your 19th birthday is on or after September 1.
4. You have changed schools without a change of legal residence.
5. You have played the same sport for more than three seasons in grades 10, 11 and 12.
6. You play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season
7. You play under an assumed name on an outside team.
8. You receive personal economic gain for participation in any CIAC sport.

Cromwell High School Additional Standards: Scholastic

Scholastic (from the end date for each quarter):

1. Students who receive one or more F's on their quarterly report card are ineligible for participation.
2. Students who receive one or more F's on progress reports, at the quarter's midpoint, are ineligible for participation.
3. Students who are not eligible for participation due to the CHS scholastic standards will:
 - a. Be suspended from competition for 3 school weeks, followed by probation.
 - i. The athlete will remain ineligible until a satisfactory progress report is achieved
 - ii. Acceptable grades and citizenship must be recorded on 3 consecutive weekly progress reports to regain eligibility.
 - iii. The athlete will be responsible for obtaining teachers' weekly evaluations in all subject areas and return the report to the Athletic Director every week.
 - b. Be only allowed to practice
- c. Be suspended from scrimmages, games or riding the bus.
4. Any further violation of academic rules will automatically result in the suspension of the participant. Fall athletes trying out, who receive one F or more for a final grade (Semester 2 grade), must pass that subject in summer school.

Conduct and Training Rules:

1. To insure maximum individual performance and maximum effort, smoking or chewing tobacco must be prohibited at ALL times during the season.
2. To maintain good health and efficiency, athletes must not indulge in the drinking of alcoholic beverages at any time during the season.
3. No unauthorized drugs should be used by the athletes. The use of or possession of tobacco (all forms), alcohol, marijuana, or any non-prescription drugs (look alike), or abuse of prescription drugs is prohibited. Violation of any of rules 1, 2, or 3 shall result in meeting with the Athletic Council which consists of the Athletic Director, coach, and a classroom teacher.
 1. 1st offense – three (3) weeks suspension
 1. The student is eligible for participation after three (3) weeks suspension with the approval of the Athletic Council.
 2. 2nd offense – permanent suspension
4. Athletes found using performance enhancing drugs will be immediately disqualified from any participation in CIAC sponsored sports for a period of 180 school days on each occurrence.

Profane language or any inappropriate behavior toward an official, spectator, opponent, team member, or coach will not be tolerated and shall result in immediate removal from the game for the rest of the game and suspension from the following game. A hearing by the Athletic Council with the student will be held as soon as possible to determine if any further action is necessary.

General Rules

1. Players must report to school by 9:15 a.m. and remain in school for a minimum of half the school day (at least 3.5 hours) in order to participate in sporting events scheduled that day. Consideration will be given by the administration only for unusual circumstances.
2. All student-athletes must travel on the team bus to and from their team match, game, or meet. Athletes may travel home with their parents or guardian after their match, game, or meet is over. However, a note must accompany the request from the parent. No student-athlete shall be allowed to travel home from a game (not on the team bus) unless his/her parent or guardian is the driver or present in the vehicle.
3. The athlete must care for all school equipment. Athletes are responsible for all equipment issued to them and will be held financially responsible for any equipment not returned or returned in damaged condition.
4. Any student with an obligation to the Athletic Department (i.e., failure to return all equipment, other financial debts, etc.) may not participate in any other sport until the obligation is cleared.
5. A player must adhere to all rules and regulations that a coach may require for his/her sport.
6. Violation of the law: If an athlete violates a civil or criminal law or otherwise behaves in a manner leading to involvement of the police, suspension or expulsion from the team will be considered. The Athletic Council will determine the facts of the incident to the best of their ability. They will weigh the facts carefully and decide what penalty shall be imposed on the athlete. Penalties may range from a written reprimand to suspension.
7. Since we expect good role modeling from our athletes, the Athletic Council will deal with any student-athlete involved in any disciplinary infractions.
8. Any athlete suspended (in or out of school) the day of an event is ineligible to practice or play that day and until the suspension ends.
9. A written decision of the Athletic Council specifically citing the reason(s) will be provided to the parent(s) and student. The decision of the Athletic Council may be appealed in accordance with due process as follows:

Appeal

1. The students and parents will be provided the opportunity for an appeal hearing.
2. A building administrator will convene the hearing and will include the parent(s), student, athletic director, and school administration.
3. The hearing board will render a decision within (3) three school days of the hearing and so notify the parent(s) and student.
4. The decision of the hearing board may be appealed to the Superintendent of Schools.

MEDICAL REQUIREMENTS: A health assessment is required each year to participate in interscholastic sports and cheerleading at the high school. The student is expected to have a health assessment completed by his/her private physician. Physicals expire after 13 months. The examining physician's report must be on file in the athlete's school health record before any participation is permitted. Athletes will not be allowed to take part in practices, scrimmages, games, or meets until cleared by a physician, as per school policy.

Concussions and Head Injuries: The Board of Education recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The Board acknowledges the risk of catastrophic injuries or deaths are significant when a concussion or head injury is not properly evaluated and managed. Only coaches holding a permit issued by the State Board of Education who have completed an approved initial training course regarding concussions and subsequent review of current and relevant information on this topic and required refresher courses shall be permitted to coach intramural and/or interscholastic athletics for the District. All student athletes must go through a Return to Play protocol. All student-athletes and parents/guardians must attend a mandatory concussion education program prior to their student's respective season. BOE Policy #5141.7.

ATHLETIC ELIGIBILITY – N.C.A.A.: If an athlete wants to be eligible to participate in college Division I or Division II sports, the certification process should begin no later than the end of the athlete's junior year. Courses in the CHS Program of Studies indicate whether or not CHS core courses meet the NCAA's core subject area requirements for Division I and II athletic eligibility. Students should meet with their school counselor for more information regarding N.C.A.A. eligibility.

ATHLETIC EQUIPMENT AND UNIFORMS: Members of all athletic teams and cheerleaders are reminded that all equipment and uniforms issued to them are the property of the school and must be returned at the close of the season. If this item is lost, stolen or damaged, the student who was issued the item is responsible for paying for replacement costs. Under no conditions are any items belonging to the school to be retained by a student. At the start of each season, the respective coach will fill out a form indicating each item issued to that student and replacement costs. A copy of this will be sent to the parent for his/her signature.

Cromwell High School is a Class Act school. The CIAC's *Class Act Schools* initiative is designed to empower schools and particularly students to take ownership for all issues related to sportsmanship within the athletics department. Doing so includes striving to follow an established set of guidelines for behavior at sporting events and creating a student-led group to monitor and address sportsmanship concerns within the school. The CIAC will serve as the sponsor for the program, which aims to provide a framework enabling schools to promote, encourage, and monitor positive sportsmanship within their departments.

ATHLETIC EVENTS & SPECTATOR GUIDELINES

The behavioral guidelines that are part of the Class Act Schools program were developed through collaboration and discussion with students, coaches, and athletics directors at previous CIAC Sportsmanship Conferences and are intended to create a consistent framework for acceptable behavior from all athletics stakeholders including participants, coaches, students, and parents.

All Spectators (including families)
<ul style="list-style-type: none">• Will adhere to the host school's acceptable dress code at all home and away contests commensurate with classroom behavior expectations. For CIAC tournament contests, all spectators will be appropriately attired with their torso completely covered and with no visible degrading or demeaning writings/logos.• Any signs displayed must be positive in nature, reference only the school supported by the sign maker, and must be pre-approved by the athletic director of the school referenced in the sign.• During outdoor sports, no air horns or horns of any kind or whistles will be used, and any other noisemakers will be allowed with the host athletic director's approval and only be used during "dead ball" situations to celebrate good play. During indoor sports, no noise makers will be used. Pep bands are allowable at a home contest if the school provides adult supervision and the band only plays during "dead ball" situations.• Spectators will cheer positively to support their team and will not cheer negatively against the opponent.• Spectators will show respect for the game officials and their decisions.• Spectators will show respect for the playing of the National Anthem.
Game Personnel/Announcers
<ul style="list-style-type: none">• Will encourage respect for the National Anthem and remind spectators to remove caps and stand.• Will explain and consistently enforce host school expectations for spectators.

<ul style="list-style-type: none"> Will be enthusiastic, but not show favoritism while making announcements and never publicly question or criticize the players, coaches, or officials. 	
Coaches	Players
<ul style="list-style-type: none"> Will exemplify high moral character, behavior and leadership, lead by example, and set a standard for players and spectators to follow both on and off the athletic arena. Will teach players the rules of the game and to respect the game, and will take action when athletes exhibit poor sportsmanship. Will respect the integrity and judgment of officials and will not publicly criticize or question the decisions of officials. Will be aware of the competitive balance of contests and will manage the score in a manner that is sportsmanlike and respectful of opponents. 	<ol style="list-style-type: none"> Will accept the responsibility and privilege the student-athlete has in representing their school and community by learning and showing teamwork, sportsmanship, and discipline in all aspects of the game. Will demonstrate respect for self, coach, teammates, opponents, officials, and spectators by exhibiting good character and conducting themselves as a positive role model. Will win and lose graciously. Will cheer for your team, not against your opponent. Will congratulate opponents in a sincere manner following either victory or defeat.
Violations of CLASS ACT Guidelines	
<p>Violations of our CLASS ACT guidelines may result in the following: removal from the contest and potential disciplinary consequences which may include, but are not limited to, suspensions from school and future athletic contests. Visiting students should abide by all rules of the host school. These guidelines should be posted in locker rooms and/or the gymnasium of all Shoreline schools.</p> <p>Complaints concerning spectator misbehavior will be addressed to the school's principal. If the action taken by the school's principal is not satisfactory to the complainant, the matter may be heard by a committee of three Shoreline principals who may impose sanctions on the offending school, including probation (formal warning), restrictions to games and/or playing in gyms closed to spectators.</p>	

FACILITIES

HAZARDOUS MATERIALS IN SCHOOLS: Products present in school buildings or used in managing the building and site may be designated as hazardous material by federal or state agencies. The Board of Education carries the responsibility to ensure the safety of all those using our facilities both in choosing proper product selection, use, and adequate notification. The following items require annual notification:

Asbestos: Federal regulation AHERA CFR 40 Part 763 requires the Board of Education to annually notify all parents/guardians and staff of the presence of asbestos, which may exist in our school buildings. An Asbestos Management Plan is located at each school and in the Central Administrative Office, 9 Mann Memorial Drive. This document contains information regarding the presence of asbestos by type, amount, and location. All required periodic inspections are made a part of this manual.

Pest & Pesticide Management: Board of Education Policy #3524.1 provides strategies for managing pest populations influenced by the pest species and the degree to which that population poses a threat to people, property, or the environment. The intent of this policy is to ensure the health and safety of students, teachers, staff, and all others using district buildings and grounds. The goal of this pest and pesticide management program is to manage pests in order to:

- Reduce any potential human health hazard and/or protect against a significant threat to public safety
- Prevent loss or damage to school structures or property
- Prevent pests from spreading in the community or to plant and animal populations beyond the site
- Enhance the quality of life and to provide a safe and healthy learning environment for students, staff, and others
- Afford students, staff, and others the opportunity for advanced notice of application in compliance with the Board of Education policy.

**Cromwell High School
1 Donald Harris Drive
Cromwell, CT 06416**

I have read and agreed to the rules and regulations outlined in this handbook. Cromwell High School is required to release the names, addresses, and telephone numbers of our students to the armed forces. If you do not wish us to release this information, please inform us in writing, no later than September 23, 2023.

Photographic and/or video images of certain high school students may be taken for certain projects during the school year. If you do not wish to have your child included in these photographic or video images, you must notify the high school principal in writing no later than September 23, 2023.

Student Signature

Date

Parent/Guardian Signature

Date