

PLAINFIELD HIGH SCHOOL



2011-2012 STUDENT HANDBOOK

Name:

PLAINFIELD HIGH SCHOOL

Mission Statement

The mission of Plainfield High School is to promote academic excellence and personal development. In conjunction with rigorous instruction and high expectations, we will work collaboratively with families and the community for our students to develop skills necessary to succeed in college or career choice, challenging them to become life-long learners and responsible, productive citizens.

Academic Expectations for Student Learning:

Students at Plainfield High School will:

- Read, write, listen and speak for effective communication.
- Use technology and other sources to gather, analyze, interpret and synthesize information effectively.
- Demonstrate problem-solving and critical thinking skills.
- Communicate artistically and creatively using a variety of artistic, musical and visual forms.

Social Expectations for Student Learning:

Students at Plainfield High School will:

- Demonstrate respect for themselves, others, diversity, and property.
- Demonstrate punctuality, preparedness and engagement in school activities.
- Demonstrate honesty, integrity and personal responsibility.
- Appreciate the value of life-long physical fitness and good health.

Civic Expectations for Student Learning:

Students at Plainfield High School will:

- Participate in school and community activities.
- Value the rights and responsibilities of a democratic society.

Letter from the Principal

Dear Parents and students:

I would like to welcome you to the Plainfield High School community! I look forward to an exciting 2011-2012 school year. Whether you are new to the school or a returning student, your involvement in academic and extracurricular activities is vital to personal development and the growth of the school community. The opportunities for enriching your lives are vast. It is up to each individual to seize the challenges and make the most of each moment spent at PHS.

In order to ensure a safe and productive academic community, we have rules and expectations that must be followed. This handbook contains the school's mission statement, academic, social and civic expectations, and rules and procedures. Please take the time to familiarize yourselves with rules and expectations for student behavior and with the standard procedures of the building. In addition, please read the school's mission statement and expectations for academic success.

The dedicated staff at PHS is committed to providing challenging and rigorous academic opportunities for all students. It is important to take advantage of what the school has to offer and this will ensure a fulfilling and personally rewarding high school experience.

I wish you all the very best for the 2011-2012 school year and encourage all to become involved participants within the school community.

James C. Worth
Principal

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LIBRARY/MEDIA

JoAnn Titus

LITERACY FACILITATOR

Constance Crawford

MATH

John Digiacomio, Faculty Coordinator

Paul Adams
David Ewan
Ray Murray*
Cassie Noble

Jeff Parkinson
Ken Phaiah
Joyce Rice
Ashley Smith*

MUSIC

Kacey Howard

Brian Stevenson

NURSE

Claire Desrosiers, RN

Susan Nagel, RN

PHYSICAL EDUCATION & HEALTH

Jan Volland, District Athletic Director

Robert Arremony
Jason Chaviaras

Gary Zenowitz

PUPIL SERVICES

James Langlois, Building Substitute

SCIENCE

Gerald Decelles II*

Brian Belcher
Dr. Karen Culver-Rymsza*
Jacob DeGennaro

Tandi Rossman
Tina Titus
Dr. John Wu

SOCIAL STUDIES

John Schiffner, Faculty Coordinator

Lisa Bastien
Russell Hart
Kevin Mariano*

Patrick Smith
David Wilcox
Jon Zielinski*

SPECIAL EDUCATION

Paul Kelley, Faculty Coordinator

Dorothy Belous
Melissa Hoyt*

Teresa Rodgers
Louise Loew

TECHNOLOGY EDUCATION

Robert Riley, Faculty Coordinator

Timothy Jordan
Robert Drapcho

Duane Emmi

VISUAL COMMUNICATION

Paul Melchior

WORLD LANGUAGE

Joanne Bray, Faculty Coordinator

James DePasquale

Justin Scott

*** Indicates Freshmen Academy Teachers**

SECRETARIAL STAFF

Darlene Hoffman, Guidance Office

Paula Norgren, Attendance Office

Cheryl Salisbury, Main Office

Beth Turenne, Principal's Office

PARA-PROFESSIONALS

Robin Annino
Debra Aubin
Kathleen Casavant
Deborah Cookson
Pamela Corey
Patricia Diaz
Sandi Dion
Sherrie Fletcher
Tricia Howard
Pamela Kane

Mary Jane Lussier
Margaret Morang
Stephanie Nadeau
Darlene Sleboda
Suzanne Smith
Linda Toper
Kimberly Torres
Anne Walker
Donna York

CAREER CENTER

Terri Liebel

CAFETERIA

Linda Schultz

CUSTODIAL STAFF

Todd Wilcox, Lead Custodian

Mark Beauregard

Richard L'Heureux

Robert Hansen

Robert Sherman

Steven Kenneth

Fred Tetreault

David Kettle

COMMUNICATIONS

TELEPHONE

| | |
|--|----------|
| MAIN OFFICE & INFORMATION | 564-6422 |
| PLAINFIELD TRANSPORTATION | 564-6460 |
| PUPIL PERSONNEL | 564-6401 |
| STERLING TRANSPORTATION | 564-4219 |
| PLAINFIELD ACADEMY FOR STUDENT SERVICES | 564-0156 |

FAX

| | |
|-------------|----------|
| MAIN OFFICE | 564-2116 |
| ATTENDANCE | 564-6624 |
| GUIDANCE | 564-6198 |

INTERNET

All Plainfield High School Faculty may be reached by e-mail. To do so enter the teacher's last name and first initial followed by @plainfieldschools.org

Example: To reach Mr. John Jackson: jacksonj@plainfieldschools.org

A list of the teaching roster may be found on the next page.

The Plainfield School District web site can be accessed at

www.plainfieldschools.org

Click on High School to view information.

OFFICE HOURS

| | |
|---------------------|--------------------|
| ATTENDANCE: | 7:00 - 2:00 |
| MAIN OFFICE: | 7:00 - 3:30 |
| GUIDANCE: | 7:00 - 3:30 |

ACADEMIC CALENDAR 2011-2012

FIRST SEMESTER

First Marking Period, August 29 – November 3rd
Progress Reports, September 28th
Second Marking Period, November 4th – January 19th
Progress Reports, December 9th
Final Exams, January 20th and 23rd

SECOND SEMESTER

Third Marking Period, January 25th – March 30th
Progress Reports, February 22nd
Fourth Marking Period, April 2nd – June 13th
Progress Reports, May 9th
Final Exams, June 11th and 12th

SCHOOL HOURS

Classes for all students begin at 7:25 a. m. and conclude at 1:55 p.m. on most days except where noted on the school calendar. Teachers are normally available from 7:10 a.m. until 2:10 p.m. Student entry into the building is at 7:10 unless the student has an appointment to meet with a teacher prior to 7:10 a.m. Students are dismissed from school at 1:55 p.m. at which time they are to leave the building unless staying after for a school sponsored activity such as working with a teacher, attending a meeting, or participating in an extracurricular team sport or function. Students are not to loiter in the building or on school grounds unsupervised before or after school hours.

BELL SCHEDULE

| Half Day Schedule | | | |
|--------------------------|---------|---------------|--------|
| Block 1 | | 7:25 - 8:15 | 50 min |
| | Passing | 8:15 - 8:21 | 6 min |
| Block 2 | | 8:21 - 9:11 | 50 min |
| | Passing | 9:11 - 9:17 | 6 min |
| Block 3 | | 9:17 - 10:07 | 50 min |
| | Passing | 10:07 - 10:13 | 6 min |
| Block 4 | | 10:13 - 11:04 | 51 min |

| Daily Schedule | | | |
|-----------------------|----------------|---------------|---------|
| Block 1 | | 7:25 - 8:51 | 86 min |
| | <i>Passing</i> | 8:51 - 8:56 | 5 min |
| Block 2 | | 8:56 - 10:22 | 88 min |
| | <i>Passing</i> | 10:22 - 10:28 | 5 min |
| Block 3 | | 10:28 - 12:23 | 116 min |
| A Lunch | | 10:28 - 10:52 | |
| Class | | 10:58 - 12:23 | 86 min |
| | | | |
| Class | | 10:28 - 11:12 | 45 min |
| B Lunch | | 11:12 - 11:38 | |
| Class | | 11:42 - 12:23 | 41 min |
| | | | |
| C Lunch | | 11:58 - 12:23 | |
| Class | | 10:27 - 11:53 | 86 min |
| | <i>Passing</i> | 12:23 - 12:28 | 5 min |
| Block 4 | | 12:28 - 1:55 | 84 min |

| 90 Minute Delay Schedule | | | |
|---------------------------------|----------------|---------------|---------|
| Block 1 | | 8:55 - 9:55 | 60 min |
| | <i>Passing</i> | 9:55 - 10:01 | 6 min |
| Block 2 | | 10:01 - 11:03 | 62 min |
| | <i>Passing</i> | 11:03 - 11:09 | 6 min |
| Block 3 | | 11:09 - 12:49 | 100 min |
| A Lunch | | 11:05 - 11:30 | |
| Class | | 11:36 - 12:49 | 73 min |
| | | | |
| Class | | 11:09 - 11:29 | 20 min |
| B Lunch | | 11:30 - 11:55 | |
| Class | | 12:01 - 12:49 | 48 min |
| | | | |
| Class | | 11:09 - 12:22 | 73 min |
| C Lunch | | 12:24 - 12:49 | |
| | <i>Passing</i> | 12:49 - 12:55 | 6 min |
| Block 4 | | 12:55 - 1:55 | 60 min |

ACADEMIC GUIDELINES

CAREER COLLEGE PATHWAYS ASSOCIATE DEGREE PROGRAM

Plainfield High School, in partnership with Three Rivers and Quinebaug Valley Community Colleges, provides opportunities for students to earn college credit while in high school. During the eleventh and twelfth grades, Plainfield High School students can earn credit which can be applied to an Associates Degree or in some instance, transferred to other State institutions. Students should apply for admission to the Career College Pathways Program in the sophomore year or early in the junior year. The credit portion of the program begins in the eleventh grade. Eligible students can earn up to fourteen credits which can be applied to an Associated Degree in one of several areas. Students must have an overall C average to participate in the program. An average of C must be maintained to receive college credit in any Career College Pathways course. Successful participation will enhance a smooth transition to college level work as well as future career selection. The credits earned are free of cost to the student.

Additional information is available in the PHS Guidance office or from the Career College Pathways Coordinator.

ADDITIONAL EDUCATION PROGRAMS

Students who are eligible for enrollment at Plainfield High School are given the additional option of applying at H.H. Ellis Technical High School, The Killingly High School Regional Vocational Agriculture Center, The Quinebaug Valley Middle College, or EASTCONN's Arts Magnet High School. Those students who wish to attend either of the schools must see their guidance counselor for additional information concerning these programs.

Plainfield High School also offers the P.A.S.S. and Clinical Day Treatment for a limited number of qualified students. See guidance counselor for information.

PARTNERSHIP PROGRAM

All juniors and seniors have the opportunity to earn college credits by applying for a High School Partnership Scholarship at either Quinebaug Valley Community Technical College or Three Rivers Community College. Students who qualify for this program may take up to two college courses per college semester. Students interested in earning college credits while still in high school, should see their guidance counselor for further information.

PHS Advisory Program

The Advisory Program is a mentoring/coaching program designed to provide students with an adult resource to assist students in dealing with problems and educational decision making. Students are placed in groups of 15 or less with the same Advisory each year. The program meets bi-monthly; there are some exceptions.

Advisory Calendar **2011-2012**

| <u>Month</u> | <u>Day</u> |
|---------------------|-------------------|
| September | 14* |
| | 28 |
| | |
| October | 12 |
| | 26 |
| | |
| November | 9 |
| | 23 |
| | |
| December | 7 |
| | 21 |
| | |
| January | 4 |
| | 18 |
| | |
| February | 1 |
| | 15* |
| | |
| March | 14 |
| | 28 |
| | |
| April | 11 |
| | 25 |
| | |
| May | 9 |
| | 23 |
| | |
| June | 6 |

ATTENDANCE POLICY

I. HIGH SCHOOL CREDIT

To receive a unit of credit for a course a student must:

- A. Fulfill the **course requirements** as set forth by the classroom teacher and approved by the principal.
- B. Meet the **attendance requirements** as set forth by this policy of the Board of Education.
- C. A total of **twenty-five (25) (27 for the class of 2015) credits are required** for graduation.
- D. A numerical average of 65 is the minimal passing grade.

II. RATIONALE

Students can expect that their **presence** in class and **active participation** in each lesson positively affects their final grade in some fashion. All other things being equal, a student who is never absent can expect to earn a better grade than a student with poor attendance.

III. GRADE REDUCTION

- A. There are approximately 90 days in a semester. When a student is **absent seven (7) or more times from a class in any semester, he/she will receive a reduction in the grade for that semester in each course affected by the absence.** A grade reduced due to absence will be dropped 10 points. (See Section V.)
- B. Summer school will be allowed for students with no more than thirty (30) absences in a full year course in which they were enrolled.
- C. Homebound students are considered present for attendance purposes.

IV. HEARING – (DUE PROCESS)

- A. Students who face a grade reduction may **request at any point** during the semester, but no later than two weeks after the issuing of first semester report cards. Second semester hearings must be completed prior to the close of school. Students should contact the Student Services Coordinator arrange that review.
- B. All efforts will be made to hold this hearing within two weeks of the request. A parent or guardian of the student is expected to attend. The hearing committee appointed by the Principal will consist of the Assistant Principal, three teachers, the student's guidance counselor, and if appropriate, a special services representative. The decision of the committee may be appealed to the Principal.

V. JURISDICTION OF COMMITTEE (DUE PROCESS)

The hearing committee will:

- A. Rule on the reduction of grade average based on student information and supporting documented testimony from parent/guardian (such as substantial illness, surgery, or serious family crisis.)
- B. Determine one of the following actions and recommend their decision to the Principal in writing:
 1. An **exemption** based on determined causes or extenuating circumstances
 2. **Grade reduction** per this policy
Extenuating circumstances are defined as follows: (1) student illness certified by a health care professional, (2) mandatory court appearances, (3) Death(s) in the immediate family, (4) approved school activities (i.e. field trips), (5) religious holidays, (6) suspension and/or assignments to the Temporary Alternative Classroom.

NOTE: A decision will be reached within three working days and the Attendance Office will notify the home as soon as possible.

VI. GENERAL REGULATIONS ON ATTENDANCE

- A. Students **will be required** to bring **notes** to school within three (3) school days upon returning from an absence. Students will be expected to have reasons for absence on record and they should **present notes, appointment cards, or other forms of evidence** to the office to document their absences in preparation for a hearing. An attendance report will be mailed home to parents/ guardians by the **office** after the **sixth day of absence** in the marking period (semester). **Teachers** must notify the Attendance Office when a student accumulates **6 absences from class**. The report is sent for the purpose of seeking parental intervention before the student reaches seven absences.
- B. When a student is absent for **four (4) or more consecutive** days, he/she will be required to verify the absences with a written medical statement from a doctor or from the school nurse, upon return to school.
- C. For the purposes of grade reduction under this policy, days of **suspension** will not be listed as absences from **class**. This applies to both out of school suspension and within the school's "Temporary Alternative Classroom."
- D. The school strongly discourages vacations when school is in session.

- E. Routine **dental** and **medical** appointments should be scheduled after school or during vacations since early dismissals are absences from class.
- F. Students absent from school may **not attend extra-curricular activities** without permission from the Principal. **Suspension** out of school automatically carries this penalty.
- G. **School sponsored** or sanctioned **activities** (e.g. field trips, sports, assemblies, meetings, etc.) are **not** considered **absences** from school. Although teachers should assign make-up work, the absence is not counted against the student under the policy.
- H. Students who pass one semester of a full year course will receive credit for the semester they have passed, but not until they have successfully completed the failed semester. Students are not required to repeat the semester they have passed. Students will receive no more than one credit for a full year course.
- I. Students are expected to make up all work missed during absences.

VII. TARDINESS TO SCHOOL

- A. Any student **late for school** must immediately report to the Attendance Office and sign the tardiness book and request an admit slip to the first period class. **A note from home** is required. Teachers are not to admit students to period one (1) class without an admit slip. The Student Services Coordinator will be responsible for determining issuance of detention for tardiness.
- B. Teachers will assign after-school detention to any student late to class without a legitimate pass and notify the office. Tardy detention will be served from 2:05 – 3:00 p.m. in a designated area. Any tardy detention not served will result in further disciplinary action.
- C. When **tardiness** causes the student to **miss more than half of the class period** the teacher should consider it **an absence** in his/her attendance/grade record book, unless there is legitimate cause. The student will be made aware of this decision at the conclusion of the class period.

VIII. TRUANCY

A student age five to eighteen* inclusive with 4(four) unexcused absences in a one month or 10 (ten) unexcused absences in a school year will be considered a truant. Disciplinary action may include after school detention or other discipline as appropriate. Tests and academic work missed in class that day will be recorded as zero grades.

Parents have the responsibility to assist school officials in remedying and preventing truancy.

IX. EARLY DISMISSAL FROM SCHOOL

- A. Students requesting an early dismissal from **school must bring a note** from a parent/ guardian to the Attendance Office by 8:30 a.m.
- B. The office may call to verify the note, so the **telephone number must be on the note.**
- C. A dismissal slip will be issued by the Attendance Office and will need to be signed by the teacher(s) whose class(es) will be affected.
- D. Since dismissals cause **absence from class** the regulations in this attendance policy will also apply to early dismissals from school.
- E. Students will return to the Attendance Office before leaving the building to sign the dismissal book.

PERFECT ATTENDANCE

Perfect school attendance is defined by no absences, and no tardies or early dismissals.

CAREER CENTER

The Career Center is located in the Guidance Suite. Its goal is to provide our young adults a resource to prepare themselves for the future. The state School to Career initiative has focused our efforts to enable our students the opportunity to obtain the necessary knowledge and experience to make wise choices about their future education and career choices.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, materials, and furniture supplied by the school.

Students who disfigure, deface or vandalize property, or do other damage to school property or equipment will be required to pay for damage and can expect disciplinary action.

Report cards, schedules and awards will not be issued to any student who has failed to pay for damages he or she has caused. Writing on walls or lockers will be considered an act of vandalism and will be dealt as a serious disciplinary matter.

CHANNEL 22

Channel 22 is a public access television station operating out of Plainfield High School. It is a student run television station used to serve the educational needs of the Plainfield Community. If you are a non-profit organization and would like us to advertise an event or showcase an activity on channel 22 please contact the school for guidelines.

CHEATING/PLAGIARISM

All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of

cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature and may be cause for disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

EARLY COMPLETION PROGRAM

Plainfield High School offers high achieving students an alternative to the traditional four years of high school study. The purpose of this program is to help meet the special needs of some students and is not intended for the vast majority of the student body. Plainfield High School does not recommend that students complete their course requirements in less than four years of high school study; however, it is believed for some, the need may exist for an alternative to the traditional four years.

Before admission to the Early Completion Program, the student applicant must demonstrate and document the circumstances which would deem this program appropriate and beneficial in meeting the specific needs of the individual. The student must file an application with his/her guidance counselor for this program. The application process will include the following.

1. A letter from the applicant stating the reason for applying to the program
2. A letter of endorsement from the applicant's parent(s) or guardian(s)
3. A letter of endorsement from two of the student's current teachers
4. A copy of the student's transcript will also be placed in this file
5. A conference with the student, parent(s), counselor and an administrator to discuss the merits of the request

The application process for the Early Completion Program must take place prior to the first semester of the junior year. The completed application materials and a cover letter by the administrator must be submitted to the Principal for final approval. Upon approval the student will be allowed to complete the credit requirements in less than four years of study at Plainfield High School. The diploma will be issued at the time the student's class graduates.

Transcripts will show the completion of all course credit for anyone applying for early entrance to colleges.

EXAMINATIONS

Students will be required to take final examination in all full credit courses. All exams will carry a value of 20% of the semester grade for a course.

Students must take exams during the scheduled exam period. Exams may be taken at an alternative time do to extreme circumstances and with prior approval from the principal.

FIELD TRIPS

Field trips may be scheduled for educational, cultural or extracurricular purposes. Any student whose behavior is considered detrimental to the well-

being of other students may be barred from participation by the principal. While on a trip, all students are considered to be “in school” and appropriate conduct and dress standards will apply to the field trip activity.

GRADES

Students attending school regularly should not have incompletes, since all assignments are to be turned in when due. Except in special cases or prolonged excused absence from school all incomplete grades are to be made up within ten (10) class days. In the event that an incomplete grade is not made up within the allotted time, the grade as earned will be recorded.

GRADING

The following grades will be used on the quarterly report to parents:

| | |
|----------|---|
| 90 - 100 | =Outstanding Achievement |
| 80 - 89 | =Above Average Achievement |
| 70 - 79 | =Satisfactory Achievement |
| 65 - 69 | =Passing, But Below Average Achievement |
| Below 65 | =Failure |

WEIGHTED GRADING

The Board of Education is in favor of weighted grading for honors and advanced placement courses. The grading system reflects their position. SEE “RANKING”

GRADUATION CEREMONY

The graduation ceremony is a public display of all that is good about Plainfield High School and its students and behavior at the ceremony should reflect this.

Graduating students will adhere to the dress code and all other protocols established by the class advisor(s). Attendance at all rehearsals is mandatory.

GRADUATION REQUIREMENTS

To graduate from the Plainfield Public Schools a student must have earned a minimum of **25 (27.0 credits starting with the class of 2015)**, and must have met the credit distribution requirement. In addition to required courses, the student must also have satisfactorily met the district’s performance standards in **English, Social Studies, Mathematics, Science, Technology, Oral Communication, and Career Planning.**

I. Credit Distribution Requirement

- A. English
4.0 credits (5.0 for the class of 2015)
- B. Mathematics
3.0 credits (4.0 for the class of 2015)

- C. Science
3.0 credits
 - D. Social Studies – Including Modern U.S.
History (1) and Civics (0.5)
3.0 credits
 - E. Physical Education
1.0 credit
 - F. Health Education
0.5 credit
 - G. Technology
0.5 credit
 - H. Music / Art / Vocational
2.0 credits
 - I. Elective Courses
8.0 credits
 - J. English Performance Standard
 - K. Social Studies Performance Standard
 - L. Mathematics Performance Standard
 - M. Science Performance Standard
 - N. Technology Performance Standard
 - O. Oral Communication Performance Standard
 - P. Career Planning Performance Standard
-

25.0 credits

II. The Performance Standards

- A. **English Performance Standards:** The student will read a piece of literature and demonstrate comprehension through initial understanding, interpretation, connection, and critical stance. The response will be edited for standard English conventions.
- B. **Social Studies Performance Standard:** The student will read three pieces of authentic nonfiction material on a current controversial issue. The student will elaborate on the text and make judgment about the text's quality and themes. The student will then form an opinion on the controversial issue, and write a persuasive response that is focused, organized, and elaborated.
- C. **Mathematics Performance Standard:** The student must complete multi-step problems that require mathematical operations, using fractions, decimals, percents and conceptual understanding in number and quantity, measurement and geometry, probability and statistics, discrete mathematics, and algebra and functions. The student must be able to explain

answers in writing, graphically, or through algebraic representations.

- D. **Science Performance Standard:** The student must be able to explain scientific concepts and apply the concepts to realistic problems. The students must solve a problem using scientific reasoning and experimentation.
- E. **Technology Performance Standard:** The student must employ technology to solve a problem. The student must find information, interpret it to determine relevance and accuracy, manipulate data, and communicate information appropriately to specific audiences.
- F. **Oral Communication Performance Standard:** The student must prepare and deliver an oral presentation that will show clear purpose, logical organization, and knowledge of the subject matter. The student must respond appropriately to the audience, and show both positive and verbal and non-verbal communication.
- G. **Career Planning Performance Standard:** The student must demonstrate career application skills by successfully developing and interest inventory, researching a career, completing an employment application, participating in a mock interview, and compiling a resume. The student will develop postgraduate plans based upon interest, aptitude, school activities, work place activities, and related connecting activities

III. Exemptions

- A. Transfers: If a student transfers into Plainfield High School after completion of the CAPT testing period of their academic year, he/she may be exempted from Plainfield's performance standard requirement for graduation, upon review and recommendation by a Performance Standards Review Committee.
- B. Special Needs: Students with special needs may be exempt from district performance standards for graduation if so determined by the Planning and Placement team (P.P.T.)

PERFORMANCE GRADUATION REQUIREMENTS Implementation Procedures

IV. Notification

- 1. Students and parents will receive written notification of the performance graduation requirements at the beginning or each school year. Students will receive additional notification during orientation assemblies.

2. Teachers will be notified by the Guidance Department of all juniors and seniors who have not met graduation performance requirements. Teachers will be notified of the CAPT retest results.
3. Parents of 10th grade students will be notified of their child's CAPT results in the fall of their junior year.
4. Parents of 12th grade students who have not met the performance standard will be notified of their child's score after each assessment.

V. A. Administration of Performance Task Assessments

All students will actively participate in the administration of the Connecticut Aptitude Performance Test (CAPT) during their sophomore year (students must have accumulated 5 credits for sophomore status). A student achieving a score in band three, four or five in the related section of the CAPT will successfully meet the PHS performance standard.

B. District Performance Standards Related CAPT Sections

| | |
|----------------|-----------------------------|
| English | Response to Literature & |
| Social Studies | Editing and revising |
| Mathematics | Interdisciplinary Writing & |
| Science | Reading for Information |

Any student not meeting any of the four performance standards on the CAPT will be required to take the related sections on the CAPT in their junior year.

C. English, Social Studies, Mathematics and Science:

Teachers will administer the performance task assessments at least four times over the course of a student's junior and senior year during regular class periods. It will be used as a classroom assignment for all students. It will be graded by the marking period. These assessments will be completed by the end of the third marking period.

D. Oral Communication, Technology and Career Planning:

Teachers will provide opportunities throughout the course of four years for students to complete required performance tasks in oral communication, technology and career planning.

VI. Opportunities to Meet Requirements

- A. Students will have at least four opportunities over the course of their junior and senior year to complete any performance standard in English, Social Studies, Mathematics, and Science.

- B. Students will have the opportunity over the course of their four years of high school to complete the Technology and Career Planning performance standards.
- C. Students who have not satisfactorily demonstrated the district's performance standard in social studies, mathematics, or science will be required to take a social studies, mathematics, or science course in their senior year. The student must meet the social studies, mathematics, or science performance assessment in the course to fulfill the graduation requirement.

VII. Recording

Success completion of the graduation requirements will be recorded in the student's file.

VIII. Appeals

- A. A student may appeal the score of the performance task if he believes the score is incorrect. The student must submit the request of an appeal to the principal within 10 school days of receiving the score. A student must submit a statement, using the scoring rubric, to demonstrate why the score is incorrect. If the appeal is accepted by the principal, the paper will be submitted to an anonymous independent assessor. The independent assessor will be selected by the District Curriculum Coordinator or his/her designee.
- B. A student may appeal the score of the performance task in writing to the Superintendent within 10 days of receiving the score if the student believes the process described in these regulations was not followed. If the Superintendent finds that the regulations were not followed, the Superintendent will order a reassessment of the original performance task or order a new performance task and assessment.

IX. Options If Requirements Are Not Met

Seniors who are not eligible for graduation with their class due to failure to meet the district graduation requirement, as per policy, in one or more subjects as described above, may select one of the following options:

- A. Return in September as a fifth year student.
- B. Enroll in summer school, if eligible, and pass the requirement to earn full course credit.
- C. Make arrangements for re-testing to meet the performance standard.

GUIDANCE & COUNSELING

An important phase of the school program is the guidance and counseling service. Experienced counselors are available to help students with questions and problems that arise throughout the year. Appointments for conferences should be made through the guidance secretary.

The results of testing, together with the school record, aid the counselor in helping the student make wise personal, educational and vocational choices. The Guidance Department maintains a library of career materials, college catalogues, college videos, SAT resource materials and a computer information system (CHOICES). Through the CHOICES students may take an interest survey, service job information and search for post secondary programs across the nation matching their interests. Students are encouraged to make full use of these resources. The department welcomes conferences with parents and asks that appointments be made through the Guidance secretary.

GUIDANCE CALENDAR

| | |
|-----------|--|
| August | Freshmen Academy Open House |
| September | Deadline for SAT I & II registration (Oct. test)* Meeting with seniors and parents in regard to College applications Metropolitan Achievement Test (MAT-7/OLSAT Gr. 9) Deadline for SAT registration (Nov. test)* |
| October | College Fair for college bound Juniors and Seniors SAT I & II PSAT/NMSAT Registration deadline for SAT (Dec. test)* College Planning Workshops |
| November | All College Applications due in Guidance (This is a recommended deadline) |
| December | SAT I & II Financial Aid Night for parents and seniors Registration deadline for SAT (Jan. test)* |
| January | SAT I & II Junior planning |
| February | No February offering SAT I & II Scheduling for all classes starts Deadline for SAT registration (March test)* Local scholarship packets to students |

| | |
|-------|--|
| March | Registration deadline for SAT I & II (May test)* Connecticut Academic Performance Tests (CAPT) – Grade 10 |
| April | SAT I& II |
| May | A.P. Tests |
| June | Sat I & II |

NOTE: SAT I – Academic Reasoning Test

SAT II – Subject area test e.g., French, Spanish, Chemistry, English Composition, etc.

*Missed registration deadlines will require a late registration fee of \$15

NOTE: Check with your guidance counselor and Channel 22 for scholarship application deadlines.

HOMEWORK

Homework is a necessary part of each student’s educational program. Most courses are so planned that a student can expect homework for each subject. Each department will implement a homework policy which is unique to and an integral part of that particular curriculum. The amount of time the student will spend on homework will reflect the difficulty and demands of the subject.

Homework for out of school students: Parents may request homework for their children who will be out of school for 2 or more days. Homework may be picked up in the main office after 2:00pm the day after the request was made. For individual course assignments parents may contact the teacher directly. See **“Communications”**

HONOR ROLL

At the end of each quarter the honor roll is determined by averaging the numerical grades in all courses taken for all students. To be considered for the honor roll, a student is required to be enrolled in at least three courses that quarter. To be awarded HIGH HONORS, the student’s average must range between 90 and 100 and for HONORS; the student’s average must range between 80 and 89. No single grade may fall below an 80. Incomplete grades or no mark for a class will exclude students from the Honor Roll.

INDEPENDENT STUDY – REGULATIONS

Students who wish to take a course in an area not offered by the school, or wishing to take a course offered by the school, but are unable to because of scheduling conflicts, may take the course independently for school credit.

NOTE: A student may take only one independent study at any given time and must file a formal request within the first two weeks of the term. The following provisions and procedures govern the Independent Study Program:

Provisions

1. Any student who is maintaining at least a “70” average in all of his/her courses may be considered for Independent Study.
2. Independent Study courses must be either a ½ credit or one credit course.
3. Any faculty member may volunteer to act as an advisor in the area of his/her expertise.

Procedures for Courses Not Listed In Program of Studies

1. The student must obtain a Plainfield High School faculty member as an advisor.
2. The student must plan a specific program with the advisor and present a written proposal (contract) to the Assistant Principal after it has been approved by the Department Chairperson.
3. The Assistant Principal or Student Services Coordinator will confer with the student and advisor and after consulting with the Guidance Department regarding the student’s capacity for Independent Study; will make a recommendation to the Principal for approval or denial of the request.
4. If the request is approved, the advisor will assume full responsibility for checking the student’s progress in fulfilling the original agreement, and will check with the student at least every two weeks.
5. In evaluating the student, the advisor will plan the evaluation, discuss it with the Assistant Principal and submit it to the Principal for final approval.

Procedures for Courses Listed In Program of Studies

1. The student must obtain a Plainfield High School faculty member with expertise in the course as an advisor.
2. The advisor will submit to the Assistant Principal a written plan outlining the specifics of the Independent Study course.
3. The student will be expected to take the final examination of that course in addition to a final evaluation by the advisor. The final evaluation should have been stated in the objectives of the Independent Study course.

INTERNET

PLAINFIELD PUBLIC SCHOOLS USE OF COMPUTERIZED COMMUNICATIONS PRODUCTS AND SERVICE

The Plainfield Board of Education recognizes the educational value of computerized communication products and services provided through commercial software and the Internet. These services offer vast, diverse and unique resources both student and teachers. Our goal in permitting the use of these products and services is to promote educational excellence through resource sharing and communication throughout the world.

With access to the Internet and therefore to people all over the world, comes the availability of material that may not be considered appropriate for students and perhaps of little to no educational value in the context of the school setting. Every attempt must be made to prevent access to inappropriate material.

Staff and students in the Plainfield Public Schools who use computerized communication products and services must adhere to the following regulations:

1. The use of computerized communication products and services must be consistent with the educational goals and objectives of the Plainfield Board of Education.
2. Screening software will be used to prevent the access to inappropriate material.
3. Transmission of any material in violation of State or Federal regulation is prohibited. This includes copyrighted material as well as threatening or obscene material.
4. All financial accounts for computerized communication products and services must be approved by the building principal in concert with the Business Office.
5. The use of computerized communication products and services is a privilege, not a right. Therefore, inappropriate use will result in the removal of this privilege. Furthermore, violators will be subject to disciplinary action.
6. All staff and students are expected to abide by the generally accepted rules of network etiquette as well as the regulations listed in this policy.
7. The Principals, Department Heads and Faculty Coordinators must carefully screen all software to avoid any inappropriate material.

LIBRARY/MEDIA CENTER

The high school library media center is a resource center for our students, faculty, and community. The library media center is open daily during school hours. Students are encouraged to use the facility at these times. Most books may be checked out for a week. Reference books may be checked out on an overnight basis. Learning the proper use of the library and observing its rules

and procedures help to develop good citizenship, consideration for others and valuable study skills.

In addition to print materials the library media center also offers a variety of electronic reference capabilities. Prodigy, News Bank, and request are available to students with the assistance of the librarian.

Students who intend to use the library during study hall must sign up in the library before school, then report to the study hall for attendance prior to going to the library. All students must sign in and out of the library.

MIGRANT STUDENTS

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation and evaluation of the migrant program.

NATIONAL HONOR SOCIETY

Selection is based on four criteria: scholarship, character, leadership, and service. Students must have a cumulative average of 87.5 and must have completed at least three semesters. Eligible students will be evaluated with respect to the remaining criteria.

Students and parents should be aware that scholarship alone does not automatically ensure membership in the National Honor Society. It is an honor accorded to those students whose academic achievements not only meet the high standards of excellence set forth by the Society, but also whose conduct exemplifies every other aspect of its criteria. Selection of eligible candidates will be made by a faculty council. Once initiated, members will abide by the laws of the National Honor Society.

NOTIFICATION OF HIGHLY QUALIFIED TEACHERS

According to the *No Child Left Behind (NCLB) Act of 2001* legislation, parents of each student attending any school receiving Title I funds may request, and the district will provide, in a timely manner, information regarding the professional qualifications of the student's classroom teachers. The information must include:

- If the teacher has met state qualification and licensing criteria for the grade levels and subject area 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.

PLAGIARISM (See Cheating)

PROGRESS REPORTS

Progress Reports will be issued to all students at the mid-point level of each marking period. Guidance Department will disseminate all progress reports and report cards. See “**Guidance Calendar**”

RANKING PROCEDURES

Class rank is determined at the end of each year according to total quality points earned. Quality points are determined by multiplying the numerical grade earned in a course by the weighted course value assigned to the level of the course (see chart). All courses which meet during the regular school day are considered. The level/weight of these classes will be determined by the cooperating teacher and administration. Independent studies/projects are included in class rank. Fifth year and transfer students with less than 4 semesters at PHS will not be included in class rank.

Community service and pass/fail courses from transfer students will not be considered, however, credit will be awarded. Determination of class valedictorian and salutatorian will take place after the third quarter of the senior year. Questions regarding class rank can be directed to the Guidance Office.

Grade point average (G.P.A.) is a straight numerical average reflecting the sum of the grades earned divided by the total number of courses taken and is not used in determining class rank. G.P.A. is also converted to a 4.00 scale for college reporting purposes.

| Symbol (as found in Program of Studies) | Level | Weight |
|---|--------------------|---------------|
| # | Advanced Placement | 2.00 |
| ** | Honors | 1.50 |
| * | College Prep | 1.25 |
| Unmarked | General | 1.00 |

GRADE ALPHANUMERIC EQUIVALENT EQUIVALENT RANGE

4.0 SCALE

A Excellent 90 or above
3.60 – 4.00
B Above Average 80 – 89
3.00 – 3.59

| | | |
|---|---------------------|------|
| C | Average 70 - 79 | |
| | 2.00 – 2.99 | |
| D | Low/Passing 65 – 69 | |
| | 1.00 – 1.99 | |
| F | Failure below 65 | 0.00 |

RECORDS – See “Notification” and “age of Majority”

REPORT CARDS

Students and parents will receive notification of grades through report cards issued at the end of each quarter. See “Guidance Calendar”

SENIOR PRIVILEGE

LATE ARRIVAL/EARLY RELEASE – SENIORS

Seniors assigned to study hall at the beginning or end of the school day may apply for late arrival **or** early release from school. Students will not be permitted to arrive late **and** leave early due to Senior Privilege. Students who are accorded with this privilege must have a minimum 70 average with no failures, acceptable school attendance and good school behavior. Seniors must sign in at the Attendance Office upon arrival. **Seniors are not to go to their lockers or wander in the building prior to the end of the first block.** Those students leaving early must also sign out at the Attendance Office. Students leaving early are not allowed to remain on school property or return before dismissal time. Participation in either of these programs requires a completed application form with a parent signature filed in the Attendance Office. Violation of any of these conditions will mean loss of privilege. Student schedules will **NOT** be changed to allow for the late arrival /early release program to be available.

STUDENT RECORDS

This annual notice to eligible persons who are enrolled or who have children enrolled in the school system states:

1. Students who have attained eighteen (18) years of age or parents who have children enrolled in school have a right of access to their own student records and those of their children under 20 U.S.C. 1232g and 45 C.F.R. subtitle A part 99, and Plainfield’s Student Record Policy 5140.
2. This policy is available at the office of the Superintendent of student records.
3. Parents of students and students who have attained eighteen (18) years of age have the right to complain to the Family Educational Rights and Privacy Act Office concerning alleged failures of the school system to comply with 20 U.S.C., 1232g, 1 and 45 C.F.R., subtitle a part 99. See “Notifications & Age of Majority.”

STUDENT SCHEDULING

All students must register for a minimum of eight (8) one-credit courses. Annual student scheduling for the following academic year will be completed during the second semester of the present year. Once a schedule is arranged, a student may request a course change only by filing a "Request for Change Form" with a guidance counselor. Adding a course to a schedule may be made, provided space is available. Student requests for changes to avoid a particular teacher will not be honored. Courses may not be available due to insufficient enrollment. Students may drop a course only for educationally sound reasons as determined by the teacher, department chairperson, counselor, and principal. Course changes so approved must also have parental approval. Students who have made a conscientious effort but continue to be unsuccessful may request a transfer to another course prior to the end of the first marking period with approval.

Participation in the C.A.P.T. is state mandated as well as a mandatory graduation requirement.

Participation in the Connecticut Physical Fitness Assessment (C.P.F.A.) is mandatory for students in 10th grade.

ADDING OR DROPPING A COURSE

A student who is dropping a course to change to another course in the same department may do so at any time in the first quarter with teacher/counselor approval. After the quarter ends it is still possible to change levels with a completed long form.

Any elective course, quarter or semester, may be dropped with counselor approval and without penalty if done within the first 5 days. A student may also add a course within the first 5 days of a new semester or quarter with counselor approval. To add a course after the first 5 class days is up to the discretion of the counselor/administration.

LATE WITHDRAWALS FROM COURSES

A student may withdraw from a course with teacher/counselor approval. If the drop is approved after the 10 day grace period the student will receive a "W" on transcripts if that student was passing the course at the time of the drop. That student will receive a "WF" on transcripts if they were failing at the time of the drop.

SCHOLARSHIP FINANCIAL AID AND AWARDS

Students should start early to establish records worthy of scholarship consideration. In general requirements for scholarship consideration are some combination of the following: serious attention to studies, good character, financial need and involvement in the activities of the school.

Many scholarships and awards are available to qualified students. Students should consult a Guidance Counselor for information regarding available scholarships.

STUDY HALL RULES

Students may be assigned to a quiet structured study hall for either semester of the school year. Students may do homework, work on school projects, and sign out to other study areas such as the computer labs, library, or meet with teachers. Additionally, students may be referred to the Math or Reading labs for additional support. The purpose of a study hall is to compliment a student's academic success by providing a structured environment during the school day. Students are expected to comply and arrive promptly to all assigned classrooms. Disciplinary action will be issued to any student not attending study hall or to any student visiting more than one destination.

SUMMER SCHOOL OR MAKE UP OF FAILURES (Credit Recovery)

Students who have taken and failed a course during the regular school year are eligible for the summer credit recovery program. Students are only eligible to retake a course that they have previously failed. Interested students should sign up with their Guidance Counselor prior to the start of the summer program.

TESTING

All students in grades 3 through 8 and in grade 10 will participate in the CMT and CAPT programs. Special education students participate in the CMT and CAPT programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. The graduating classes after 2006 must meet district standards for graduation in addition to required course credits. The CAPT test is one of the measures to be used to determine if students have met the identified standards. Student scores on each component of the CAPT may be included on transcripts and permanent records. Students attending a district school identified under the No Child Left Behind Act for improvement, corrective action or restructuring may, as required by law, transfer to another school and/or receive supplementary educational services at district expense in compliance with federal legislation.

TEXTBOOKS

All books are loaned to students by the Plainfield Public Schools. Each is held financially responsible for the return of his/her books in acceptable condition. Damaged or lost books must be paid for. Students will fill out cards on books loaned to them indicating condition and number. These cards will be used to check books at the end of the year. A determination of damage will be made at that time to assess the amount of monetary compensation required of the student. Report cards, awards and schedules will not be issued until all financial obligations have been met.

WITHDRAWALS OR TRANSFERS

The **procedure for withdrawal or transferring** is as follows:

1. Obtain a withdrawal or Transfer Checkout sheet from the Guidance Office.
2. Have the form filled out by all your teachers, return all school books and property, and be sure all fees are paid. This includes cleaning out your locker.
3. Take the completed form to the Guidance Office for final clearance.
4. Failure to comply with the above regulations will result in transcripts being held up and will create incorrect registration in your new school.

NOTE: The state law requires a parent signature if a student wishes to leave school between the ages of 16 – 18 years. (See Age of Majority page 1)

Student Behavior and Responsibilities: Expectations, Guidelines and Regulations

Plainfield High School provides an atmosphere that is safe, orderly and conducive to learning. As young adults, Plainfield High School students are expected always to conduct themselves in a manner that is responsible and mature. It is the expectation of the administration and staff that students are capable of self-direction and are able to exhibit social awareness, social conscience and attitudes of good citizenship. Students are expected to do their part in maintaining an effective learning environment.

STANDARDS OF CONDUCT

Standards of conduct are in effect:

1. to and from school, bus stop and on school bus;
2. at all times while on school property;
3. at all school events and activities, home and away.

Students are expected to:

1. follow direction from any staff member the first time they are given;
2. respect the rights of others, self and property;
3. use appropriate language and refrain from the use of profanity and verbal rudeness;
4. adhere to the Plainfield Board of Education Dress Code Policy;
5. be prompt to school, class and scheduled appointments;
6. be in appointed places at all times;
7. be honest and trustworthy at all times.

PLAINFIELD PUBLIC SCHOOLS

Students

Bullying/Cyberbullying

Purpose

In accordance with state law, it is the policy of the Plainfield Board of Education that any form of bullying behavior, whether in the classroom, on school property, at school-sponsored events or via electronic means is expressly forbidden (on or off campus). Bullying activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Any individual who engages in bullying activity on school property or at a school sponsored activity may be subject to discipline. The purpose of this policy is to promote positive and effective digital citizenship among students, faculty, and staff. Digital citizenship represents more than technology literacy. Digital citizenship includes the awareness and knowledge that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Successful digital citizens live safely, ethically, and with civility in an increasingly digital world. Prevention and intervention strategies will be made clear to students, parents, faculty, staff, and administration to insure a safe and bully-free school climate for students in the Plainfield School District.

Definitions

“Bullying” means any overt or covert acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, defame, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity which acts are committed more than once against any student during the school year.

“Cyberbullying” includes but is not limited to the following misuses of technology:

Harassing, teasing, intimidating, threatening, defaming, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or website postings, including blogs.

General Statement of Policy

No student, volunteer, contractor or employee of the school district shall encourage, aid, or consent to bullying.

No student, volunteer, contractor, or employee of the school district shall permit, condone, or tolerate bullying.

Apparent permission or consent by a person being bullied does not lessen the prohibitions contained in this policy.

Bullying activities are seriously disruptive of the educational process in that they implicate student physical and emotional welfares.

Activities considered bullying include but are not limited to: personal or physical contact, written contact on paper or via electron means (i.e. email, Facebook, MySpace, Formspring, text messaging, etc) or third party related messages.

The school district administration will investigate all complaints or written reports of bullying and will discipline or take other appropriate action against any person who is found to have violated this policy.

A Prevention/Intervention plan for the district will be reviewed and updated as necessary.

In-service training for all staff teachers will be required on bullying prevention and intervention strategies. The policy will be reviewed annually.

Reporting Procedures

Any person who believes he or she has been the victim of bullying may report the matter to any teacher or member of the school district administration. Any school employee, contractor or volunteer with knowledge or belief of conduct that may constitute bullying, whether by witnessing such conduct or by receiving student reports of bullying, shall report the alleged acts, in writing, immediately in writing to an appropriate school district official designated by this policy. Victims of cyberbullying should not erase the offending material; it is recommended a copy of the material be printed and brought to the attention of the administration. Students may anonymously report acts of bullying to teachers and school administrators, except that no disciplinary action shall be taken solely on the basis of an anonymous report. Parents or guardians of students may also file written reports of suspected bullying.

The building administration is responsible for receiving and investigating reports of bullying at the building level. Bullying

Report Forms are located in the Principal's office. However, any person may report bullying directly to the Superintendent or his/her designee.

The building administration will notify the Superintendent and the Title IX Coordinator of any reported incidents of bullying.

Teachers, administrators, other employees of the school district, volunteers and contractors shall be particularly alert to possible situations, circumstances or events which might include bullying. Any such individual, who receives a report of, observes, or who otherwise acquires knowledge or belief of, conduct which may constitute bullying must inform the building administration immediately.

Amendments to FERPA (Family Educational rights and Privacy Act) clearly state that schools need not disclose the name of a student for related information to be 'personally-identifiable' without the written consent of the parent/guardian; therefore information regarding disciplinary action or consequences cannot and will not be discussed.

Students shall be notified annually of the process by which they may make such reports of bullying.

School District Action

- A. Upon receipt of a written complaint or report of bullying school officials shall undertake or authorize an investigation and shall review any anonymous report.

If upon investigation, it is determined that bullying has occurred, the superintendent or his/her designee will take appropriate action. Such action may include, but is not limited to, warning, detention, suspension, or expulsion. Disciplinary consequences will be sufficiently severe to deter violations.

The parents or guardians of students who engaged in acts of bullying and the parents or guardians of students against whom acts were directed shall be notified by the superintendent or his/her designee of the results of the investigation, and shall invite them to attend at least one meeting. The notification 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.

In situations in which cyberbullying occurs off campus, disciplinary actions will be based upon whether the conduct is disruptive of the educational process or impacts student safety.

A list of the verified number of acts of bullying shall be maintained and shall be available for public inspection. The school district shall report such number to the Department of Education, annually and in such manner as prescribed by the Commissioner of Education.

The Superintendent shall be responsible for developing and implementing a prevention and intervention strategy for school staff to deal with bullying. Such a “prevention and intervention strategy” may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) a school survey to determine the prevalence of bullying, (3) establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy, (4) school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, (5) adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying is likely to occur, (6) inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school, (7) individual interventions with the bully, parents and school staff, and interventions with the bullied child, parents and school staff, (8) school-wide training related to safe school climate, including appropriate in-services for certified staff regarding the prevention of bullying, and (9) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

Legal Reference: P.A. 02-119

Policy Adopted: 01/08/2003

Revised: 10/08/08

Revised: 06/21/2011

BUS

Students should be on time at the designated school bus stop and should wait until the bus comes to complete stop before attempting to enter. While on the bus, students should be seated and keep hands and heads inside the bus at all times. Remember that loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horse play is not permitted around or on the school bus. Smoking and chewing tobacco is not allowed on the bus. Bus transportation is a privilege and if it is abused, this privilege will be revoked. Students wishing to ride on a bus other than the one assigned must obtain approval by an administrator and a Bus Pass from the Main Office. Students must present written parent permission to the office before first period and may pick up the Bus Pass prior to the end of the day.

Notice: **Per Sterling Board of Education policy, non-Sterling students are not allowed on Sterling buses for any reason**

BUS CODE OF CONDUCT

Every one has the right to safe transportation to and from school each day and the safety of our students is our first concern. It is imperative that we maintain safe and orderly behavior on the bus; therefore, the rules stated in this code of conduct will be strictly enforced. In addition to the rules stated in the Bus Code of Conduct, please keep in mind that all school rules apply at the bus stop and on the bus. The bus driver is in charge of all student passengers and is responsible for the enforcement of all rules concerning bus discipline. The following rules apply to all students riding the busses, including those students bussed out of district.

Student behavior expectation

- Arrive at the bus stop early
- Wait in a safe place on the shoulder of the road or on the sidewalk
- Maintain appropriate behavior
- Board the bus in an orderly manner: no pushing, shoving, or horse play
- Practice courtesy to others, respect other students, the bus driver and bus property
- Use appropriate language, have appropriate conversations and use low voice levels
- Remain seated and facing forward while on the bus
- Keep hands, feet, and objects to yourself and within the bus at all times
- There will be no spitting, or throwing of objects inside the bus or out of the windows
- Keep the bus clean: food, drinks, candy, gum, etc. are not to be consumed on the bus
- Skateboards are not allowed on the bus
- In the case of an emergency, listen to the bus driver and follow directions

Notice: Video cameras may be in operation on the busses

Consequences for inappropriate behavior

- Students may receive a verbal warning from the bus driver
- Written referrals will be sent to Assistant Principal's office for disciplinary action
- Parents/guardians will be contacted about inappropriate behavior and the consequence
- Consequences will include office detentions, suspensions, and loss of transportation privileges
- Students will be held liable for the cost of repairs/damage they inflict

CAFETERIA

The PHS cafeteria serves breakfast and hot lunch with a variety of a-la-carte items daily for students and faculty. Students may not leave school during lunch. Students are expected to report to the cafeteria during their assigned lunch period and remain for the entire assigned lunch period. Students may not walk the halls or go to their lockers during lunch. Students may receive permission from faculty on duty to use designated lavatories.

Common courtesy is expected from all students in the cafeteria. Students will:

- Keep the table areas clean
- Put all refuse in designated receptacles
- Deposit all recyclable in the proper container
- Consume all food items within the cafeteria. **FOOD OR DRINKS ARE NOT TO BE TAKEN OUT OF THE CAFETERIA**
- Proceed to the cafeteria for their assigned lunch period. No one should be late to the cafeteria unless they have a proper pass
- Remain seated until dismissed

Students are expected to:

- Use appropriate table manners
- Speak in a normal tone of voice
- Refrain from cutting in line
- Use the chairs and not the tables for seating
- Conduct personal grooming in the lavatory and not in the cafeteria

Students are reminded that a clean cafeteria is not only necessary for health reasons, but is also a reflection on the school and on you as an individual. Students who fail to observe these guidelines will be subject to disciplinary action, including loss of cafeteria privileges. Students caught stealing food from the cafeteria will be subject to suspension and arrest. Also, falsely representing another student to gain free or reduced lunch is considered stealing and students will be subject to suspension and arrest.

CHILD ABUSE

Teachers, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologist, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

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

CONDUCT

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. The jurisdiction includes any school – related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time
2. Being prepared for each class with appropriate materials and assignments
3. Being dressed appropriately. See “Dress Code”
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigators of disciplinary cases and volunteering information relating to a serious offense.
11. Respect for the facility.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school related activities are prohibited from:

1. Cheating or copying the work of another student.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students, staff or guests.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers, school employees, students or guests.
7. Playing with matches, fire, or committing arson.
8. Robbery or theft.
9. Damaging or vandalizing property owned by the school, other students or school employees.
10. Disobeying school rules on school busses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail, that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students. See "Sexual Harassment"
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a weapon or dangerous instrument.
18. Prescription drugs which are given to person other than who the drug is prescribed.
19. Smoking or using tobacco products.
20. Hazing. See "Bullying"
21. Behaving in any way that disrupts the school environment or educational process.
22. Use of cellular phones, electronic pager, "beeper" device or laser pointer on school property without prior approval of the school principal. See "Electronics"
23. Littering.
24. The consumption of food or beverages outside of the lunch area.
25. Loitering in or around the building during non-school hours.

Students on suspension (either in or out of school) will not be allowed to attend any school-sponsored activity either on school grounds or off campus during the suspension.

DISCIPLINE

PREFACE

Regulations are established to foster an environment that allows all members of the Plainfield High School community to pursue their educational responsibilities with minimal interruptions, problems or stress.

Discipline is the process of changing a behavior that is inconsistent with school rules.

The degree of discipline depends on the severity of the violation and the history of past offenses. The intent of the disciplinary code is to provide the most positive and safe high school experience possible for the students and staff of Plainfield High School.

A student who violates the district's code of conduct shall be subject to disciplinary action. The Plainfield's disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to alternative education program, in school suspension, out of school suspension and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to an including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-property and during non-school time. Detailed information regarding Suspension, Expulsion/Removal of students from school is available in the Board of Education Policy 5027

DETENTION

A student may be detained outside of school hours for one or more days for infractions of school or classroom rules. Advanced notice of the detention will be given and the student is responsible for arranging transportation.

SUSPENSION

A teacher may remove a student from classes when the student deliberately causes serious disruption of the teaching and learning process within the classroom.

The administration may suspend a student for infractions of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. Students are not allowed on school property during the period of suspension.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension. Students on suspension are not allowed on school property during the period of suspension.

Alternative to Suspension and Arrest

In an effort to reduce out of school suspensions and arrests and to provide an opportunity for a student to make reparation for a lapse in good judgment, the option of offering a community service alternative will be available at the discretion of the administration. First time offenders in situations concerning:

- stealing food items from the cafeteria
- less severe infractions of inappropriate physical contact
- major disruptions to the educational process as a result of inappropriate language or behavior will be considered for the option of community service alternative consequences.

The community service component consists of a total of twenty hours of service to the school custodial team and begins immediately after school on the day of the infraction.

The student and parents/guardians will be informed of the community service option and, if agreed, will sign the contract stipulating two hours of service per day for ten consecutive days beginning the day of the infraction. Community service activities shall include but are not limited to:

- emptying trash bins
- cleaning bathrooms
- washing tables/desks
- cleaning gum from tables/desks
- washing windows
- washing locker surfaces
- sweeping entry ways and halls
- outside/landscape maintenance

Should the student and their parent/guardian choose not to complete the community service alternative; the student will be suspended as appropriate for the infraction and an arrest will be made if applicable.

Failure to complete the twenty hours of community service as described above will result in an immediate ten day suspension from school.

The community service time accrued through this process cannot be applied to any other community service requirements or obligations, such as for course credit or other service organizations.

*The option of community service is available to first time offenders only and is at the discretion of the administration.

**Individual students, parents/guardians, teachers or businesses affiliated with the school have the right to press charges and pursue legal action regardless of the school's actions.

EXPULSION

A teacher may remove a student from classes when the student deliberately causes a serious disruption to the teaching and learning process within the classroom.

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds the student's conduct endangers person(s), property, or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extra curricular and social privileges during the period of expulsion

Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is cause for expulsion for a calendar year. A student who possesses and/or offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school, and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

Standards Governing In – School Suspension, Suspension, and Expulsion

A pupil may be given in-school suspension, suspended out of school, or expelled for one or more of the following reasons:

1. Conduct on or off school grounds which seriously endangers persons or property or is a serious disruption of the educational process. Such prohibited behaviors include, but are not limited to, the following:

- a. Conduct causing a threat or danger or injury to the physical well-being of himself or other people
 - b. Physical assault on another person on school premises or on any means of school transportation which is not reasonably necessary for self defense
 - c. Theft of personal property, valuables or money from another person by means of force or fear
 - d. Willfully causing, or attempting to cause, damage to school or personal property
 - e. Knowingly possessing or transmitting any firearm, deadly weapon, dangerous instrument or martial arts weapon
 - f. Participation in, or intentional incitement, which results in unauthorized occupancy of any part of a school or school premises or other school district building, or vehicle, and failure to leave promptly such premises after having been directed to by the Principal or his designee in charge of such building, facility or vehicle; or participation in, or intentional incitement to participate in any form of disruptive demonstration. The school administration shall recognize pupils' rights to express points of view as long as such expression is not disruptive of the educational process
2. Open defiance, including verbal abuse, or the authority of any teacher or person having authority over the pupil, or other member of the staff
 3. Repeated unauthorized absences from school or the assigned classroom
 4. Intentional and/or successful incitement of truancy by other pupils
 5. Fighting
 6. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or controlled substance
 7. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana
 8. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind
 9. Possessing or consuming any tobacco product as outlined by Board policy
 10. Knowingly using or copying the academic work of another person, book or internet source and presenting it as his/her own without proper attribution
 11. Falsification of school records
 12. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property

13. Violation of any other board policy or rule dealing with student conduct, including that dealing with conduct on school busses
14. Refusing to identify one's self, or giving a false name, to any employee of the Plainfield Board of Education or contractor working for the school
15. Other serious misconduct determined by the school Principal or designee

DRESS CODE

Cleanliness, neatness, and modesty are expected in a student's appearance at all times. Students should pay close attention to personal hygiene and dress in a manner which is in good taste and creates no health or safety hazard. Student's attire should not be disruptive to the educational process. Hats, long coats, oversized jackets, bulky sweatshirts, sling bags and back packs must be placed in lockers during the school day. Students in violation of the dress code will be required to change into appropriate clothes. Parents will be asked to bring in suitable clothes as necessary. If unable to change, the student will spend the remainder of the day in TAC. Continuous violation of dress code will result in further disciplinary action.

The following are not acceptable at any time:

- Bulky sweatshirts
- Swim wear
- Excessively short or revealing shorts or skirts
- Bare midriffs, night wear, see through blouses, tank tops, split/open weave pants
- Hats or other head wear (visors, bandannas, hoods, sweatbands, scarf)
- Articles or clothing depicting illegal substances, tobacco, alcohol, sexually suggestive slogans or illustrations
- Articles of clothing that depict, represent or imply racial/cultural bigotry or hatred through slogans or illustrations
- Wallet chain over 6 inches
- Pants worn below the waist, undergarments visible
- Undergarments worn as outer garments
- Spiked wrist/neck bands
- Slippers/pajamas or sweat/lounge pants
- Ripped jeans/pants
- Articles of clothing with holes or torn

STUDENT DRUG and ALCOHOL USE POLICY/SUBSTANCE ABUSE

The use possession and/or sale of alcoholic beverages and non-prescribed drugs, and drugs not prescribed for the individual in possession are forbidden on all school property. This prohibition applies to all students

participating in all officially sanctioned school activities wherever they are conducted. This prohibition includes transportation to and from such activities on school busses and/or other officially sanctioned transportation facilities. Penalties on the use and /or possession of alcohol, tobacco, street drugs (including but not limited to marijuana, heroin and cocaine) including performance enhancing substances are outlined on page 26. Any student who violates the rules on substance abuse will be subject to PHS disciplinary action including referral for counseling, suspension, expulsion or dismissal from the team. The use of tobacco in any form is prohibited.

Recognizing that drug use and abuse may be indicative of serious underlying problems, every effort will be made to offer a student help and assistance, including early identification, referral for treatment and aftercare support. Disciplinary procedures will be administered with the best interest of the student, school population and community in mind.

The Plainfield Public Schools staff, in cooperation with local law enforcement officials, will work collectively in an effort to help student understand the serious legal, social and medical consequences associated with alcohol and drug abuse.

All students will have resources to intervention services provided by the school's nurse, guidance and social worker's departments.

ELECTRONICS

The Plainfield Board of Education recognizes its responsibility to provide a classroom environment free from disruptions to the educational process. Because of this responsibility, the use of personal communication devices (i.e. pager, cellular phone and the like) will not be permitted unless special authorization is granted by the building principal due to special circumstances based on a legitimate need. Any student using personal communication devices, laser pointers or electrical entertainment i.e. portable DVD, I-pods, Gameboys, PSP's or cell phones without authorization will be subject to disciplinary action. LEGAL REFERENCE: PA 95-304. Electronic devices (including but not limited to those listed above) lost, stolen or damaged in school are not the responsibility of the school or administration.

LEAVING SCHOOL GROUNDS

No student is allowed to leave the school grounds at any time for any reason during the school day without approval from an administrator. Students will be allowed to leave school early ONLY with the permission of their parents or guardians and a school administrator. Parental notes are to be turned into the Attendance Office before school in the morning for placement in the student's attendance file. Students will be expected to sign the early dismissal book at the time that they leave. Students who return to school during the day after a

dismissal are to sign in at the Attendance Office. Violations of these procedures will result in suspension from school.

NOTE: For students traveling to school via private transportation the school day begins upon arrival to campus. For students taking the bus to school the school day commences when arriving at the bus stop.

OUT OF SCHOOL MISCONDUCT

Students are subject to discipline up to and including suspension and expulsion for misconduct which is seriously disruptive of the educational process and is a violation of publicized board policy, even when such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline by the school include but are not limited to:

1. Sale, possession, use, or distribution of illegal drugs;
2. Use, possession, or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process. These threats may be

PASSES

Students are not permitted in the corridors during class periods unless they have a signed Handbook/Agenda. Students who abuse pass privilege may lose them for a period of time as deemed appropriate by school administrators. Students are to use their Student Handbook/Agenda to obtain written permission to pass in the halls during class time.

PLAGIARISM (See Cheating)

PROBATION

Certain offenses may result in social probation. During the assigned period of probation the student may not attend any after-school, evening, or extra-curricular activities including athletics.

PROPERTY, LOCKERS & EQUIPMENT (See 'Search and Seizure')

PSYCHOTROPIC DRUG USE

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologist, school

social workers and school counselors may recommend that a student be evaluated by an appropriate medical practitioner.

SEARCH AND SEIZURE

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

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

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

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

Student vehicles parked on school grounds may be searched if there is reasonable cause to search.

SEXUAL HARASSMENT POLICY

Policy

It is recognized by the Plainfield Board of Education that sexual harassment is forbidden by federal and state law and will not be tolerated by the Plainfield Public Schools. Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees, students and to the public.

Should sexual harassment be alleged, Board policy dictates that it shall be torment, and that the problem/concern shall be appropriately addressed.

James Blair, the Director of Pupil Personnel Services is responsible to oversee Title IX issues as directed by the Superintendent.

Definition

Sexual harassment is defined as any repeated unwelcome sexual advance, request for sexual favors, or other verbal, visual or physical conduct of a sexual nature made by someone from (or in) the work (education) setting. Sexual harassment occurs when:

- a) Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, participation or progress;
- b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or educational decisions affecting the individual;
- c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment;
- d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and service, honors, program, or activities available at or through the educational institution.

COMPLAINT PROCEDURE

If a person believes that he/she is being (or has been) subject to behavior that could constitute sexual harassment, that person should immediately inform the perpetrator that his/her behavior is unwelcome and unacceptable, offensive, in poor taste, unprofessional, and/or highly inappropriate and that such behavior must stop. In all cases, the responsibility for ending the harassment rests with the harasser, not the victim.

Grades 6-12

When a child feels that he/she has been subjected to sexual harassment, a written complaint may be given to any school staff member. The school staff member must give the written complaint to a building administrator. The building administrator will contact the parents of the accused harasser, conduct an investigation and determine the disposition. The parents of the students involved will be notified of the disposition.

If the sexual harassment continues or is repeated with another student, the building administrator must notify the students' parents and report the incident to the Title IX Coordinator for further action.

**PLAINFIELD PUBLIC SCHOOL
Smoking and the Use of Tobacco Policy**

POLICY

1. Smoking and the use of tobacco products are prohibited at all times within all school buildings, all school property and all school buses including field trips and other such activities.
2. Possession of tobacco products by students is prohibited at all times within all school buildings, all school property and all school buses including field trip and other such activities.

3. Smoking is not permitted in personal vehicles which are parked on **school property** at any time.
4. Students smoking or using tobacco products on school grounds are subject to disciplinary action including suspension out of school.

TELEPHONES

All telephones within the school environment are used for school business only. Students are not allowed to use the school telephones to make outside calls during school hours. Parents should not call the school for students except in cases of emergency. Calls should not last more than 3 minutes. Teachers will not excuse students from class to make phone calls. In cases of emergency an administrator must be notified by the student if the student wishes to make a telephone call. Students will not be called from classes to take personal calls, and messages will only be taken if there is an emergency. Cell phones are not to be used during school hours. (See Electronics)

TRESPASSERS

Students on school property during regular school hours who are suspended or no longer enrolled are trespassing and may be subject to arrest. Students in school or on school grounds after school hours and not affiliated with a school activity may also be considered trespassing. Please notify the office of anyone suspected of trespassing.

TRUANCY- SEE ATTENDANCE

WEAPONS AND DANGEROUS INSTRUMENTS POLICY

The Plainfield Board of Education recognizes that possession and/or use of a weapon or use of a weapon or dangerous instrument by a student is detrimental to the welfare and safety of the students and the staff within the school district. Possession and/or use of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored or approved activity, is prohibited. For purpose of this policy, "weapon" and "dangerous instrument" include, but are not limited to, any: pistol, revolver, rifle, shotgun, air gun, spring gun, slingshot, bludgeon, artificial knuckles, knife, chemical weapon, explosive device, laser pointer, "stun" gun, or other electric shock producing device, any device having a sharp point or edge, such as an ice pick or razor, and any other similarly dangerous instrument capable of inflicting injury.

Possession of an instrument that might otherwise be considered a "dangerous instrument" such as a baseball bat, tool or laboratory device, is permitted if such instrument is in a student's possession because, and to the extent that, such instrument is necessary for the student to participate in an approved school program, extracurricular activity, science fair or other similar event.

Whenever a school administrator has a reasonable suspicion that a student is in possession of a weapon or dangerous instrument, such administrator is authorized to conduct an unannounced inspection of such student's locker, desk, vehicle parked on school property, the pockets of the student's clothing, and/or any purse, gym bag or other receptacle belonging to or under the control of the student. Any search by an administrator must be reasonably related to the objectives of the search, and must not be excessively intrusive in light of the age and sex of the student. A student found to have in his/her possession any weapon or dangerous instrument will have that item confiscated, and will be subjected to school discipline, which may result in suspension and/or expulsion.

In any case in which there is a possible violation of a criminal law which relates to the possession and/or use of a weapon or dangerous instrument, the school administration will work cooperatively with police, prosecutors and other law enforcement authorities.

Students and the staff will be provided with a written copy of this policy annually. Any teacher, employee, student, parent, school volunteer, or other member of the school community who reasonably believes that a student is in violation of this policy, should refer the matter to the building administrator or other appropriate administrator in charge.

Extracurricular Activities and General Information

AGE OF MAJORITY

In view of Public Act 127 of the 1972 Legislature which establishes eighteen (18) years of age 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 continue to be handled as they were previously. Eighteen years olds not living with parents/guardians will be dealt with directly in attendance matters.
2. The school system recognizes its moral responsibility to the parent regardless of the age of the students in its charge. All contacts and records shall continue to be maintained with the home. Eighteen year old students may request direct communication and parents shall be notified of that action.
3. Any student at or above the age of majority who, independent of parents or guardian, takes up residence in the Town of Plainfield and enrolls in the Plainfield School System shall be required by the Principal of the school in which he/she enrolls to submit a Certificate of Residence Form (in Guidance) certifying that he/she is indeed in residence within the Plainfield School District said Certificate to be attested to by the owner, renter or lessee of the property wherein he/she resides. Such Certificate must be complete and placed in the hands of the Principal or his designee within five (5) calendar days from the date of entrance of the student in question.

4. The Certificate of Residence shall be required of any student at the age of majority or above who, independent of his/her parents/guardians, takes up residence within the Plainfield School district and enrolls in the Plainfield Public Schools.

The above policy regulations are adopted under the assumption that reasonable school regulations should apply to all students regardless of age and that persons 18 years of age or over will be considered students first and adults second.

ATHLETICS

Each participant in interscholastic sports must have fulfilled the requirements of ELIGIBILITY as set forth in this handbook. Further he/she must have a physical examination either by his/her own or the school physician. The Plainfield Public Schools carry an extended coverage policy for all interscholastic sports. However, parents' insurance is the principle coverage. Sports currently offered are football, cross-country, soccer, volleyball, basketball, baseball, softball, golf, track, cheerleading and unified sports.

ELIGIBILITY FOR INTERSCHOLASTIC SPORTS

Plainfield Public Schools maintain high expectations for all students and, therefore, has adopted eligibility requirements for high school students to participate in extra-curricular activities. Eligibility for competing on interscholastic teams and participating in intramural and extra-curricular activities is determined by a student's academic standing. Students must present proof of physicals prior to participating in "try outs" for school sports. It is the school principal's responsibility to ensure all participants meet eligibility requirements.

1. Students entering the high school as a ninth grader for the first time are automatically eligible to participate in extra-curricular activities during the first marking period in the fall regardless of their previous academic standing.

2. Official grades determine continued eligibility for extra-curricular activities and for eligibility for an activity which commences during the following grading quarter.

3. Students who receive a failing grade in more than one subject in a marking period are ineligible for participation in extra-curricular activities.

4. Students earning one failing grade for a marking period will be placed on probation.

- a. Students placed on probation are required to attend and participate in any support services offered or available. The

student's grades and performance will be reviewed every ten (10) school days by the Eligibility Review Committee to determine continued participation. The Eligibility Review Committee will consist of an administrator, a guidance counselor, and a teacher.

b. If the Eligibility Review Committee determines that the student has not improved grades and/or performance, the student will be ineligible to participate. After another ten (10) school day period, the student may have his/her grades and performance reviewed again by the Eligibility Review Committee to determine participation during the next ten (10) school days.

5. As members of the Connecticut Interscholastic Athletic Conference (CIAC), varsity and junior varsity high school athletes must meet Plainfield's minimum eligibility requirement as well as those of the CIAC. Student athletes ineligible at the end of a marking period under the CIAC eligibility requirements are ineligible until the next official report card is issued.

6. Eligibility to participate in extra-curricular activities during any marking period is dependent on the previous marking period grades. Participation in the fall will be determined by the last marking period grades in the previous grades.

7. Students determined ineligible based on the grades from the last marking period of the year have the opportunity to improve those grades in an approved summer school program. Continued eligibility for those students will be reviewed by the Eligibility Review Committee.

N.C.A.A. ELIGIBILITY

Students who plan on participating in collegiate activities must meet N.C.A.A. eligibility. See the athletic director for any question or concerns regarding eligibility.

If you have any questions concerning your eligibility, do not hesitate to ask your coach or consult with the athletic director.

Rules and Regulations Governing Athletic Participation

Violation of the following will result in disciplinary action, with possible suspension or dismissal from a team.

1. All Plainfield athletes will obey school rules, CIAC rules, and any other team rules established by the coaching staff.

2. Unsportsmanlike-like behavior toward an opponent, official or spectator is unacceptable behavior.
3. A student must be in school by 10:00 a.m. in order to participate in an athletic contest or practice that day. An exception will be made if the student has a medical appointment in which case a signed statement from the doctor must be presented to the athletic director. A note from a parent or guardian regarding an unusual circumstance may also be accepted.
4. If a student is absent on the last school day of the week and the competition is on a non-school day, the student must have written explanation from a parent or guardian. Permission to participate will be determined by the Athletic Director and/or principal.
5. A student who has been injured and has had medical treatment cannot participate until medical clearance has been granted.
6. Unexcused absence from scheduled practices or contests is unacceptable.
7. Athletes must travel to and from contests away from Plainfield in transportation provided by the school. The only exceptions are injury or prior arrangements made in writing between the participant's parent or guardian and the coach (for the student to ride with parent or guardian), or when school transportation is not provided and alternative means are approved.
8. Equipment and uniforms are issued to students on a loan basis. If any of the equipment is not returned at the conclusion of the season an obligation will be issued to the student for the replacement cost. Until the obligation is resolved, the student will not be eligible for athletic awards and will not be permitted to participate in any further athletic season. Grades and awards may also be withheld.
9. In order for the student-athlete to be eligible for a letter, team and/or individual awards, it is required that they complete the season. The only exception will be illness or injury which limits participation.
10. Penalties on the use and/or possession of alcohol and other drugs are outlined in the P.H.S. "Student Handbook." Any student-athlete who violates the rules on substance abuse will be subject to action including referral for counseling, suspension, or dismissal from the team.

11. Any violation of the “Student Handbook” which results in suspension, the said athlete will be suspended from practices and contests of that team for those days.
12. No athlete may quit one sport and try out for another after the season has begun without mutual consent of both coaches.
13. The use of tobacco in any form is prohibited.
14. Any willful destruction of property is unacceptable behavior.
15. All athletes are expected to attend all post season ceremonies

CLASS ORGANIZATION

Each class elects officers annually under the supervision of the class advisors. Eligibility to run for a class officer’s position is the same as eligibility for participation in athletics. The officers elected are President, Vice President, Secretary, Treasurer, and Social Chairperson(s). The officers will provide leadership for class civic and social functions and for the growth of the class treasury, which is used in the senior year to partially defray the cost of graduation. Officers are expected to continuously demonstrate strong leadership skills and appropriate behavior. Failure to do so may result in loss of position.

CLUBS AND ACTIVITIES

Student activities provide opportunities for each student to develop personal relationships, initiative, cooperation, dependability and leadership skills. Success is not measured by the number of activities in which a student participates, but the amount and quality of the work done in each activity. The following is a list of organizations and activities sponsored by Plainfield High School to name a few:

| | | |
|-------------------------------|----------------------------|-------------------------------|
| <i>Pottery Club</i> | <i>Quilting Club</i> | <i>Student Council</i> |
| <i>Drama/Theater</i> | <i>Band/Chorus</i> | <i>Photography</i> |
| <i>National Honor Society</i> | <i>SADD</i> | <i>Intramural Sports</i> |
| <i>Ping Pong</i> | <i>Debate Club</i> | <i>Diversity Club</i> |
| <i>Natural Helpers</i> | <i>Weight/Fitness Club</i> | <i>Class Officers/Members</i> |
| <i>Hermaid</i> | | |

Eligibility for clubs & activities is the same as eligibility for athletics. Please refer to that section for extracurricular eligibility.

CLASS DUES/FEES

Class dues are collected in grades 9-12. Dues collected are used to cover the cost of caps and gowns and most other senior expenses. The dues collected are as follows: grade 9 - \$15.00, grade 10 - \$20.00, grade 11 – \$25.00, and grade 12 - \$30.00.

FEES

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

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

DANCES/PROMS

The school will sponsor a number of dances during the year. School dances, with the exception of proms, will be held from 7:00p.m. to 10:00p.m. No one will be admitted after 8:00p.m. unless prior approval is received from one of the administrators. Students must be in school by 10:00a.m. and remain in school for the remainder of the school day (no dismissals) in order to attend the scheduled dance or prom.

Students will be allowed to bring a guest to the dance, provided that they sign the guest list prior to the dance. All guests will be accompanied by the host student and will be asked to provide proper identification when they enter the dance. A guest must meet one of the following criteria in order to be considered a dance guest:

- Enrolled in a high school with the ability to show a proper high school ID or a letter of good standing from the principal of that high school
- PHS Alumni for not more than one year (exception for prom's will be considered)

A guest will be the responsibility of the host student and all rules and regulations of PHS will apply for the guest. School dress code attire is required for all students and guests attending the dance. Students leaving the dance early will not be allowed to return and must leave the school grounds. Students suspended on the day of a dance are prohibited from attending. Students absent on the day of a dance or day before the prom may not attend without permission from an administrator.

HEALTH and SAFETY

PHS has a district and school Safety and Health Plan. It is imperative for the safety of students, faculty and parents that all procedures in the plan are strictly followed. All students are informed at the beginning of the school year and reminded throughout of the procedures in place regarding situations such as fire drills, lock-down, bomb threats and chemical spills. *It is important to remind parents and students that cell phone use during emergency situations is NOT permitted because it could be detrimental to the safe and efficient resolution to the situation. Please speak to your child regarding the importance of adhering to the safety protocol.

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school. The school nurse is in the building from 7:15 a.m. – 2:25 p.m. daily.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information.

STUDENTS WHO PERPETUALLY FREQUENT THE HEALTH OFFICE WILL BE REQUESTED TO OBTAIN PHYSICALS TO DETERMINE THE ROOT OF THEIR PROBLEMS. You must have a pass or signed agenda entry to see the nurse and you must sign in and out. You are to notify your teacher if you missed classes due to being at the Nurse's office. If the nurse is not available, report to the Main Office.

ACCIDENTS

A student who suffers an accident in school, on school grounds or on the way to and from school, must report the circumstances immediately to the Principal's Office. The student will be provided first aid by the school nurse or other qualified persons in the absence of the school nurse. Additional medical attention will be arranged if circumstances appear to warrant it, however the school will not be financially responsible for the medical expenses beyond the first aid and liability insurance coverage carried by the Board of Education.

Accident report forms, for both insurance carried by the Board of Education and student insurance carried by the parent through the school, may be obtained from the school nurse and/or Main Office. Students who, because of religious beliefs, are not to receive medical attention in the event of an accident must have previously filed a statement to this effect with the nurse.

ADMINISTRATION OF MEDICATIONS

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in original container with proper labels and brought to the school nurse

by the parent/guardian. Students are NOT permitted to transport medication to and from school.

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

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self testing. Such self testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

IMMUNIZATIONS

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

INSURANCE

High School students are offered accident insurance as a school service. (Neither the school nor anyone connected with it profits in any way from the plan.) Whenever a student is injured while under the supervision of a member of the high school staff, the faculty member will file an accident report with the office. The office will give the student an insurance claim form when requested. The Board of Education carries an insurance rider on the policy to cover all students in all inter-scholastic athletics. Family insurance provides the primary coverage, however. Other than sports, student accidents are not covered by the school and parents are urged to obtain insurance for their children. See **"Accidents"**

ANNOUNCEMENTS

The announcements for the day are made over the public address system each morning and afternoon. Announcements regarding school activities must be initiated by a teacher or advisor, and turned in to the Main Office by 8:00 a.m. We expect all students to be attentive to announcements. See **"School Ceremonies"**

ASSEMBLIES

Pep rallies and school assemblies are scheduled for all students. They have a purpose and they are part of your school experience and as such are a requirement for all students unless there is a legitimate reason for early dismissal, submitted in writing, from your parents. Students are expected to be on their best behavior. Unauthorized absence from assemblies will be treated as an unauthorized absence from class.

AUTOMOBILES AND MOTORCYCLES

All student-operated vehicles on campus must be registered with the Attendance Office and display a PHS parking sticker. In order to obtain a sticker, students must submit the following to the Attendance Office: **proof of junior or senior status (academic credits), a completed PHS vehicle registration form, a valid driver's license, a valid automobile registration, \$5.00 for the cost of the parking sticker and proof of insurance for each vehicle driven to school.** Failure to comply may result in the towing of the car at the student's expense and/or disciplinary action. Students are reminded that operating a motor vehicle on campus and parking in the student lot are privileges, which may be revoked at any time.

Motor Vehicle Registration and Guidelines

The following rules apply to the Student Parking Lot:

1. Students may park only in the Student Parking Lot as designated by the Principal.
2. Cars must be locked and occupy one parking space.
3. Students are not to sit in cars in the morning or during the school day.
4. Students may not go to their cars during the school day without written permission from an administrator.
5. Smoking and the use of any tobacco product is prohibited!
6. All school rules apply to the parking areas.

Students are expected to:

1. Obey the posted MPH speed limit and all other signs on campus.
2. Yield the right of way to pedestrians.
3. Comply with directions given by any campus traffic office or crossing guard.
4. Obey all state traffic laws on campus.
5. Students who consistently violate PHS Attendance Policy on tardies/dismissals will have their driving privilege revoked.

BULLETIN BOARDS

Bulletin boards are primarily for the display of notices and posters pertaining to school activities.

All publicity to be used in or on the school building or about the grounds must be approved by the Principal before posting or displaying.

CALENDAR OF EVENTS

All social events involving the students are planned by student committees supervised by the faculty sponsors of the classes, clubs or activities. Reservations for space and time for such events must be made with the Principal on the school calendar at least one month in advance.

CHANNEL 22

Channel 22 is a public access television station operating out of Plainfield High School. It is a student run television station used to serve the educational needs of the Plainfield Community. If you are a non-profit organization and would like us to advertise an event or showcase an activity on channel 22 please contact the school for guidelines.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that the building be cleared as rapidly as possible following the alarm. Classroom exit routes are posted in each room. All students are to remain with their class for the duration of the drill. The school bell signals will be given as an all clear. Cell phones are NOT to be used during a fire drill.

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 15 days before the event. Unless approved by the superintendent, a fund-raising activity by a non-school related organization is not permitted on school property.

I.D. CARDS

Pictures will be taken in September for Identification Cards. These cards are used for athletic events, dances, library and identification.

LOCKERS

Students are assigned a locker for the storage of books and personal items. Students are expected to keep their lockers clean and in orderly fashion. The lockers are the property of the school and are thus subject to inspection if circumstances warrant. **It is the student's responsibility to see that their locker is kept locked at all times. The student assigned to the locker is responsible for all of the contents within the locker.** See "Search & Seizure"

Combinations on lockers are changed each year. It is strongly recommended the students not share their locker combination with others.

Students have options in regard to gym lockers:

1. Bring in your own lock. In this case, the instructor must have the combination to the lock or key to the lock.
2. Pay a deposit of \$2.00 and borrow a lock from the P.E. Department. The deposit will be refunded at the end of the semester when you return the lock.
3. Students are responsible for their own property left in the locker room and for securing their lockers.

LOST AND FOUND

Students who find lost articles are asked to take them to the Lost and Found area in the Attendance Office.

NOTIFICATION OF INTENT TO RELEASE INFORMATION TO MILITARY RECRUITERS WITHOUT PRIOR CONSENT

The No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002 require that Plainfield Board of Education to provide, upon the request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings.

A parent of a secondary school student or the student himself or herself, if he or she has reached the age of majority, ("eligible student") may object to the release of the student's name, address, and telephone listing to military recruiters or an institution of higher education without prior written parental consent. A parent or eligible student who objects to disclosure of such information, without prior consent, may file a notice of objection with the school district at any time.

Recognizing the challenges faced by military recruiters, the No Child Left Behind Law requires high school to release information to colleges and other institutions of higher learning, upon request.

A list of the guidelines on military recruiters' and colleges' access to information can be found at the Web site:

www.ed.gov/office/OM/fpco/hot_topics/ht_10-09-02.html. If you have any questions, please do not hesitate to call.

Appropriate opt-out forms are located in the Guidance Department

PARENT INVOLVEMENT/COMMUNICATIONS

Students are more successful when there is consistent communication and interaction between home and school. Parent/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities. Parent/guardians should be familiar with their child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, and attendance at board of education meetings are strongly encouraged.

PHS PARENT ORGANIZATIONS

Panther Band Organization

The Panther Band Organization meets each month with the band director to discuss music events, fundraisers, and topics important to the music program. The PBO supports and provides funding for student trips. Members of the PBO help to fit students for uniforms, set up equipment, and produce awards programs for student musicians.

Plainfield Athletic Booster Club

The Plainfield Athletic Booster Club exists to assist all athletic programs. This group has taken on major projects in recent years. Funds generated through the annual "Panther Plunge" have enabled the Booster Club to develop a practice field, to grade and sod the baseball infield, and to construct a weigh training facility. Members work closely with the athletic director to plan sports awards programs for student athletes.

PASSES

Students are not permitted in the corridors during class periods unless they have a signed Handbook/Agenda. Students who abuse pass privilege may lose them for a period of time as deemed appropriate by school administrators. Students are to use their Student Handbook/Agenda Booklet to obtain written permission to pass in the halls during class time.

PHOTO RELEASE

High school students, especially those engaged in extra-curricular activities, can expect to be exposed to photographers and videographers at some time during their schooling. Students who do not wish to be photographed or video taped must make their desires clear to the photographer/videographer when possible. Faculty and administration will assist students to avoid situations where they may be photographed or video taped but the primary responsibility rests with the student.

SCHOOL CEREMONIES & OBSERVANCES

Silent Meditation

An opportunity will be provided at the beginning of each school day for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance.

Pledge of Allegiance

Each school within the district shall provide time each school day for students to recite the Pledge of Allegiance. Such a recitation is voluntary. However, in keeping with the Plainfield Board of Education's full intention to

respect the constitutional rights of all students, it is the expectation that any student who chooses not to participate in the recitation of the Pledge, will stand, remain silent, and maintain order and decorum appropriate to the school environment. If, because of some personal philosophy or belief, a student, wishes to be exempt from this policy, the student's parent/guardian must notify the school's administration in writing.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications as teacher may have. Parents will also be advised, if requested as to whether the child is provided service by paraprofessionals and their qualifications.

VISITORS

Visitors with official school business must report to the Main Office for a visitor pass and sign in and out.

WORKING PAPERS

Working papers are available in the Main Office or the Guidance Office for those who are sixteen years of age or older and who present a birth certificate and a "Promise to Employ" form properly signed by the employer.

YEARBOOKS

It is the responsibility of students to submit yearbook information/pictures when requested. Seniors who do not submit senior pictures will have their school identification pictures submitted. Seniors not wanting any picture published in the yearbook must make that known to the yearbook advisor. *There are no refunds for yearbooks.*

Application for Senior Privilege

Name _____

I am requesting to receive Senior Privilege for the following study hall block:

Block _____

I understand that I must meet the following criteria in order to maintain Senior Privilege.

Senior Privilege may **only** be obtained for *Block 1 or Block 4*, **not** both blocks.

Student must maintain a *minimum 70 average*, **no** failures.

Student must arrive to school on time-6 unexcused tardies/dismissals or absences result in the *loss of Senior Privilege for the remainder of the semester*.

Student must exhibit acceptable school attendance. In the event of a ten-point grade reduction, *Senior Privilege will be revoked for the remainder of the school year*.

Student must sign in at the Attendance Office immediately upon arrival and report to class by 8:55. *Students may not go to their lockers until 8:50.*

Students must sign out at the Attendance Office before exiting the building.

Students must *leave school grounds immediately* upon dismissal.

Students must adhere to all School Policies.

****I understand the criteria for Senior Privilege and understand that the violation of any of these conditions will mean the loss of this privilege:***

(Student Signature) (Date)

(Parent Signature) (Date)

(Administrator Signature) (Date)

Student Parking Permit

The information below is to be completed by parent/guardian.

_____, has permission to drive the vehicle described

(Name)

below to school. It is understood that the violation of the driving and parking regulations listed in the Handbook may result in the suspension of this privilege.

_____/_____
(Signature of Parent)

| |
|------------------------|
| STUDENT PARKING PERMIT |
|------------------------|

| | | |
|----------------------|-------------------------|-------------------|
| <u>Year</u> | <u>Body Style</u> | <u>Make</u> |
| <u>License Plate</u> | <u>Driver's License</u> | <u>Body Color</u> |

Insurance Carrier _____

Insurance Policy # _____

Expiration Date _____

Student Name _____
Grade _____

Block 2 Teacher _____

Home Phone _____

* I have read and understand the school parking regulations in the Student Handbook.

Signature of Student

Date

Procedural safeguards include the right to participate in all meetings, to examine all educational records, and to obtain an independent educational evaluation (IEE) of the child. Parents have the right to written notice when the school proposes to change or refuses to change the identification, evaluation or placement of a child.

The law includes several ways to resolve disputes including mediation, a "Resolution Session" and due process hearings. Procedural safeguards include legally binding written mediation agreements and confidentiality.

Section 504 of the Rehabilitation Act of 1973 prohibits all programs and activities receiving federal financial assistance, including public schools, from discriminating against students with disabilities, as defined in the law. A student with a disability under Section 504 is defined as one who has a physical or mental health impairment (in this case, life-threatening food allergy) that “substantially limits a major life activity,” such as walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.).

“Substantially limited” is not defined in the law or Section 504 regulations. It is the responsibility of the Section 504 team to determine eligibility criteria and placement as outlined in the regulations. In order to determine a child’s qualification, an individualized assessment of the child is required. If qualified, the child is entitled to receive a free, appropriate public education, including related services. These services should occur within the child’s usual school setting with as little disruption as possible to the school’s and the child’s routines, in a way that ensures that the child with a disability is educated to the maximum extent possible with his non-disabled peers.

The Americans with Disabilities Act (ADA) of 1990 also prohibits discrimination against any individual with a disability, and extends the Section 504 requirements into the private sector. The ADA contains a definition of “individual with a disability” that is almost identical to the Section 504 definition. The ADA also provides a definition of substantially limits (42 U.S.C. §12101 et seq.; 29 C.F.R. § 1630 et seq.).

Non-discrimination Notice

Plainfield Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, age or disability in providing educations serves. Plainfield Public Schools does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. Questions involving information or compliance on these matters should be directed to the Directory of Pupil Personnel at 860-564-6401

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its

own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

STUDENT RECORDS

Student records are maintained to make effective educational decisions in the areas of instruction and guidance. Permanent records include directory information such as name, address, parents' names, birth date, grade level; supplemental data such as achievement scores, health information, attendance and basic family background information; and specific data such as psychological reports, individualized educational plans and observation reports.

All student records are confidential school property with the contents available only to parents, eligible students (over eighteen years of age), and to school personnel with legitimate educational interest in the student. Except in unusual court or subpoena situations, these records are available to others only on written authorization of the parent / guardian / eligible student. This restriction of prior parent consent is consistent with Section 1-19 of the Connecticut General Statutes ("Right to Know Law") and the schools maintain this right of privacy. Student records are not public records.

Parents have the right to inspect and review the records of their child after submitting written request. In the cases of divorce or separation, the school must have in its file legal documentation regarding custody and the examination of records. An appropriate staff member will be present to explain and interpret the records. Copies of this policy may be obtained from the Administration Building.