POMPERAUG REGIONAL HIGH SCHOOL

STUDENT AND PARENT
HANDBOOK 2010 – 2011

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WTCH Channels 16 & 17

This handbook belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____**ZIP CODE** _____

PHONE _____

STUDENT # _____

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REGIONAL SCHOOL DISTRICT 15

Serving the educational needs of Middlebury and Southbury

BOARD OF EDUCATION

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Dr. Lois A. Lanning, Asst. Superintendent
Keith McLiverty, Director of Finance and Operations
Donna Popowski, Director of Student Services
Deborah L. Puglia, Asst. Director of Student Services

Accreditation Statement

Pomperaug High School meets or exceeds criteria for the assessment of institutional quality periodically applied through the New England Association of Schools and Colleges peer group review process. NEASC endorses a reasonable assurance about the quality of opportunities available to students who attend the institution. Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school. Individuals may also contact the association.

Pomperaug High School Mission Statement

The mission of Pomperaug Regional High School, a caring community committed to excellence, is to educate each student to become a productive, responsible, enlightened citizen and a creative life-long learner through high quality, dynamic, innovative learning experiences in collaboration with the Region 15 community.

Expectations for Students at Pomperaug High School

Application of Technology - The student demonstrates an ability to use technology resources productively.
Citizenship – The student demonstrates the responsibilities of good citizenship.
Communication – The student will be able to communicate proficiently and fluently through a variety of forms.
Creativity – The student will demonstrate the ability to think and respond creatively.
Critical Thinking – The student will demonstrate the ability to think critically.
Physical Well Being – The student demonstrates an understanding of physical well being.
Problem Solving – The student reasons effectively to make decisions and solve problems.
Service to Others – The student has the opportunity to service the community.

Basic Skills Requirements

The Pomperaug High School Graduate:

1) **Is Literate** – demonstrates the ability to read and write proficiently when accessing, processing, and communicating knowledge:
   a) By demonstrating proficiency (a minimum of band three) on the CAPT Reading Across the Disciplines and on the CAPT Writing Across the Disciplines assessment.

   Or

   b) By demonstrating acceptable proficiency on the Basic Reading and Writing Skills portfolio.

   AND

2) **Is a math problem solver** – shows that he/she can utilize differing sources of information and apply multiple strategies in solving various types of problems:
   a) By demonstrating acceptable proficiency (a minimum of band three) on the CAPT math assessment.

   Or

   b) By demonstrating acceptable proficiency of basic math operation procedures and application in algebra and geometry.

   Or

   c) By completing .5 credits in math in addition to the stated 3 credits.

   AND

3) **Is a science problem solver** – shows that he/she can apply important scientific concepts to realistic problems:

   a) By demonstrating proficiency (a minimum of band three) on the CAPT science assessment.

   OR

   b) By demonstrating acceptable performance on a science research project involving data collection and analysis.

   AND

4) **Is technologically competent** – shows that he/she can use technology to receive, access, organize, process and transmit information by demonstrating acceptable performance on technology proficiency tasks.

Directors and Department Chairpersons

Career & Technical Education	Catherine Szerszen	262-3286
English & Social Studies	Julie Luby	262-3285
Fine Arts/Music	Jane Sarjeant	262-3258
Guidance Director	Ellen Spark	262-3238
Mathematics & Science	Heidi Szymanski	262-3261
Physical Education/Athletics	Joseph Velardi	262-3294
Special Education	Michael Orefice	262-3245
World Languages	Yolande Bosman	262-3261

Deans of Discipline

Attendance, grades 9-12:	TBD
Freshman Class (2014):	Bob Mielcarz
Sophomore Class (2013):	TBD
Junior Class (2012):	TBD
Senior Class (2011):	TBD

Class Advisors

Senior Class (2011):	Tug Drysdale
Junior Class (2012):	Jodie Hellmann/Sue Tamburini
Sophomore Class (2013)	Elizabeth Schall/Tasha Voynick
Freshman Class (2014)	Catherine Clohessy

Class Officers

Office	*Date Elected*	*Length of term*
Freshman Council	September	1 year
Sophomore Officers	April	1 year
Junior/Senior Officers	April	2 years

Important Phone Numbers

Main Office	262-3200	dismissal request forms, early dismissal permission slips, locker issues, school transportation issues
Assistant Principal's Offices	262-3245 or 262-3286	discipline matters
Attendance Office	262-3211	absence/tardy explanations, lost and found
Counseling Office	262-3238	academic or personal problems, college or vocational information, peer tutoring appointments
Career Center	262-3224	college or vocational information, working papers

Other numbers

Media Center (K. Pelletier, Media Center Specialist):	262-3225
Director of Athletics (J. Velardi):	262-3244
School Psychologist (C. Fischer-Decremer):	262-3238
Driver's Education Coordinator (Bob Mielcarz):	262-3200
Nurse (K. Fitzpatrick, S. Cristadoro):	262-3222
Title IX Coordinator (Catherine Szerszen):	262-3286
Director of Special Services (Donna Popowski):	758-8259

Announcements and Daily Bulletins

Announcements regarding special events which will occur throughout the school day and/or after school are announced daily in homeroom over the public address system. These announcements run daily in a scroll on our TV Access Channels 16 & 17 and are posted in the Main Office, attendance office, and on our Website under Daily Announcements. Special announcements and bulletins are posted on our official website (www.pomperaug.com).

Schedule Rotation/School Closings

In the event of school closings (i.e. snow days, emergency closings, etc.) the daily rotation day will remain the same upon return to school (i.e.) if it is Day 1 on a snow day, it will remain Day 1.)

Tune in Radio and Television Stations for No School/Delayed Openings/Early Dismissal

Region 15 School cancellations, delayed openings, and early dismissals will be broadcast over the following radio and television stations, as well as over our Alert Now telephone system. Because of varying transportation requirements among area school systems, some systems may remain open on certain snow days while others close. Radio stations will announce early closing information.

Call Letters	Frequency	Town
AM Stations		
WICC	600	Bridgeport
WTIC	1080	Hartford
WWCO	1240	Waterbury
WATR	1320	Waterbury
WDRC	1360	Hartford
FM Stations		
WDRC	103	Hartford
WPLR	99.1	New Haven
WEZN	99.9	Bridgeport
TV Stations		
WFSB	Channel 3	Hartford
WTNH	Channel 8	New Haven
WVIT	Channel 30	Hartford

Teacher Tests/Examination Procedures

1) All English, world language, and social studies tests and/or examinations must be given on even days. Math, science and electives tests and/or examinations must be given on odd days. In the event that a scheduled test occurs on a cancellation day, the test may be given on the day we return to school.

2) The term "tests and examinations" applies only to major tests and/or examinations, group work presentations, or other short formative assessments.

3) Make-up tests and/or examinations are to be given at the convenience of the teacher.

Daily Schedule

Lunch 1	Lunch 2	Lunch 3	Lunch 4	FLEX
Class 1	Class 1	Class 1	Class 1	Class 1
Class 2	Class 2	Class 2	Class 2	Class 2
Class 3	Class 3	Class 3	Class 3	Class 3
Lunch 1	Class 4/5	Class 4/5	Class 4/5	Class 4/5
Class 5/6	Lunch 2	Class 6/7	Class 6/7	Class 6/7
Class 7/8	Class 7/8	Lunch 3	Class 8/9	Class 8/9
Class 9/10	Class 9/10	Class 9/10	Lunch 4	FLEX 10/11
Class 11/12	Class 11/12	Class 11/12	Class 11/12	12

***Acting in Production I/II and Stagecraft in Production I/II run after school.**

Mid-term and Final Exam Schedules

	Regular	Delayed opening
Session 1	7:25 am – 9:15 am	9:00 am – 10:50 am
break	9:15 am – 9:35 am	10:50 am – 11:05 am
Session 2	9:40 am – 11:30	11:10 am – 1:00 p.m.
Student Dismissal	11:30 am	1:00 p.m.

Senior Exam Exemption Policy

Full year courses: Seniors may be exempt from final exams for a full year course if their third and fourth quarter combined average is 85% or greater.

Half year courses: Seniors may be exempt from final exams in a half-year course if their combined quarter average is 90% or greater.

Special Conditions:

1) Seniors taking an AP exam may be exempt from the final exam for that course.
2) Seniors taking English III cannot be exempt from the writing portfolio.
3) Seniors taking music may be exempt from final exams if they successfully audition and participate in the Connecticut Music Educators Association (CMEA) All-State Music Festival.
4) In some courses, the final exam may be an integral culminating course activity that does not warrant exemption. Instructors must seek prior administrative approval on a yearly basis.

In some situations, deviations from this policy may be warranted with prior administrative approval.

Under no circumstances should 9th, 10th or 11th grade students be exempt from mid-year exams or the scheduled exam period.

Graduation Policies and Regulations

Graduation Requirements:

1. Course work - The following courses (units) must be taken and passed by each student as a prerequisite for his/her graduation from Pomperaug High School:

English	4 units
Social Studies	3.5 units
Mathematics	3 units
Science	3 units
Fine Arts or Career & Tech. Education	1 unit
Physical Education/Health	1.5 units
Electives	7.0 units

NOTE: No students who have failed a year of English will be allowed to register for two English courses in one year, unless special permission is given by the English department chair. This does not apply to English electives. To earn credit for English I, II, or III a student must earn a passing grade and submit a complete portfolio.

Three and ½ units in Social Studies must include World History I & II, American History, plus ½ year of Participatory Civics or ½ year of Practical Law or AP Government.

Three units in math must include one course in algebra topics and one in geometric topics. A course in accounting may be applied to the three-year mathematics requirements.

Three units in science must include physical science (or physics & chemistry) and biology.

Fine Arts or CTE credit includes courses in the following programs: theatre arts, music, business, family and consumer sciences, technology education, or CWE.

2. CAPT Requirements - Students must perform at or above Level 3 in all areas of the Connecticut Academic Performance Test. Students should have two full years of CAPT scores to be eligible for an alternative assessment senior year.

Graduation Notification

A. At the beginning of the school year, a list will be provided to the teachers (in subject areas with required performance tasks) of all seniors who have not met Basic Skills Requirements in their areas. Teachers will be notified of CAPT scores of those juniors who opted to retake the required tests upon their receipt at the school.

B. Juniors will be notified if they do not meet the CAPT goal and will be reminded of the Basic Skills Requirements for graduation by the fall of junior year and again by January 1 of the graduation year.

C. Parents will be notified in writing of seniors who have not met the Basic Skills Requirement in any area by January 1 of their scheduled graduation year. Students must pass one or more of the district performance tasks in order to graduate, or as an alternate they may choose to take and pass another class in the content area (English, science or math if needed) Please call your counselor for more information.

D. At least once each year, students will assess with their counselor their progress toward meeting Basic Skills Requirements for graduation.

Credit Requirements for Promotion

To be considered a:	A student must have earned:
Sophomore	5.5 credits
Junior	11.0 credits
Senior	17.0 credits

Graduation Requirements - Administrative Regulations

1) Each year, all students are required to enroll in the equivalent of five (5) credits per semester including physical education/health. Examples include: 5th year students, students whose total credits far exceed the number required for graduation, or special health circumstances that preclude attending school for a full day.

2) During the scheduling process, and no later than the fall of junior year, students shall be informed of the extent to which graduation requirements have been fulfilled. A final notification will be given to all seniors no later than January 1 of their graduation year.

College Courses
For Credit towards PHS Graduation

According to state law, students must take at least 23 credits toward their high school diploma within a 9-12 school curriculum. Additional credit may be awarded on the basis of .5 high school credit for each successfully completed 3-credit college course. The principal prior to course enrollment must approve all non-PHS courses if credit from PHS is desired.

Naugatuck Valley Community College

Students who have successfully completed the PHS courses available in the areas of Food Preparation, Auto Technology, Computer Design and Computer Information Systems qualify to take more advanced courses at Naugatuck Valley Community College. Pending the availability of Perkins Grant funds, the tuition for one course per student may be paid for, allowing students to take electives for which college and high school credit will be earned.

Virtual High School

Students may have the opportunity to enroll in an on-line elective through VHS - Virtual High School. Students must speak to their counselors for further information.

Pass/Fail Courses

Students in grades 10, 11, and 12 may elect to take a total of two (2) units of credit on a pass/fail basis as part of the twenty-three (23) credits required for graduation. Courses that are required for graduation may not be taken on a pass/fail basis.

Applications to take a course on a pass/fail basis are available from a student's counselor. The application to take a course on a pass/fail basis must be approved by the student's parent or guardian, the subject teacher, the department chairperson, and the student's counselor.

Applications for courses beginning in the fall semester must be completed and approved by November 1st. Applications for courses beginning in the Spring Semester must be completed and approved by April 1st.

The designation of passing (P) - is assigned to all averages of 65 percent or over, and the designations of failing – (F) is assigned to averages of

less than 65 percent. Courses taken on a pass/fail basis cannot be considered for Rank-In-Class averaging or Honor Roll requirements with the exception that a failing grade in a pass-fail course or independent study course will exclude a student from the Honor Roll.

Independent Study Option

A parent/guardian, the subject teacher, the department chairperson AND the student's counselor must approve Independent Study agreement contracts.

The agreement contract should specify:

- Outline of the students plan for fulfilling course work relevant to the discipline.
- The specific term of the contract/course
- Number of teacher-student sessions
- Tests, projects, term papers, etc.

Contracts must be on file with the student's counselor in the student's permanent folder and the notation will be indicated on the scholastic record. Independent study courses are subject to the same parameters as pass/fail courses.

Add/Drops or Schedule Changes

Changes during the first full week of school may be allowed for the following reasons only:

1) Required courses missing.
2) Schedule conflicts; for example, you have not been scheduled for a course you selected.
3) Not enough courses on your schedule. See administration regulations and credit requirements under Honor Roll/GPA.

Changes after the first week of school must follow this procedure:

1) Obtain and fill out a course change form from your counselor
2) Obtain the input and signatures from the student's current teacher, the counselor and parent.
3) Return the form to the school counselor for processing and additional approvals. Remember: Students must attend originally scheduled classes until this form is processed and student receives a new schedule.

Only under extreme circumstances will schedule changes be made after the progress reporting period of the first marking period for full year courses or the third marking period for second semester courses.

A student who drops a course after the first progress reporting period will receive a withdrawal failure (WF) on his/her report card.

Students must attend all classes on their schedule until a signed change form has been processed. Failure to attend a scheduled class is considered cutting and the student will incur disciplinary action.

Level Change Policy

Honors → Academic or Academic → Core

1) When making a level change within the first three (3) weeks of school, the teacher of the student's new course will determine his/her grade.
2) For transfers made after the third (3rd) week of school (up to and including the first marking period) the student's grade will be adjusted to 110% of their current average if at least a "B" effort or homework grade is achieved by the time the transfer occurs.

   Example: A student in Honors Geometry earns a grade of 70 for MP1 and decides to transfer into Academic Geometry. The Academic Geometry teacher will use 77 (70 multiplied by 1.10) when determining the student's final average.

3) For a transfer initiated by the teacher made after the eleventh week the grade will be adjusted at the discretion of the teacher. The grade shall not exceed 110% of the current grade.

Grading System

Mark	Percentage	Level of Work	Quality Points
A+	95-100	Excellent	4.5
A	90-94		4.0
B+	85-89	Above Average	3.5
B	80-84		3.0
C+	75-79	Average	2.5
C	70-74		2.0
D	65-69	Below Average	1.0
F+	50-64	Failing	0.0
F	Below 50		0.0

Excellent Work

This indicates the capacity to work independently, the ability to utilize what one has earned to work further on one's own, the ability to think logically and to reach independent conclusions from material learned, and the ability to construct new knowledge.

Above Average Work

This indicates that one is capable of continuing the subject material with success.

Average Work

This indicates that one is capable of continuing the subject material with success.

Below Average Work

This indicates a meeting of bare minimum standards.

Incomplete

Work must be made up within fourteen (14) calendar days unless there are extenuating circumstances and an administrator, the course teacher, or the department chairperson approve more time.

Other Marks

I- Incomplete	**M** – Medical	**WF** - Withdraw/Failing
	P – Passing	* - No Credit

Weighting System

The weighted average for class rank purposes will be determined in the following manner:

A cumulative, non-weighted average of **all** the student's courses will be computed (See GPA). Those courses that are leveled (homogeneously grouped: English, social studies, math, science and world language courses) will have level factors assigned to them:

Core	= 1
Academic	= 2
Honors	= 3
Advanced Placement (AP)	= 4

A student's **average** level factor will be computed, then added to the GPA: GPA+(sum of the level factors of all leveled courses) = weighted average number of leveled courses.

Progress Reports

Parents/Guardians will be notified of the student's progress midway through each quarter if the instructor deems it necessary. One purpose is to give the student credit for a job well done. Another purpose is to inform the student and parent/guardian if the student's work has been unsatisfactory. This will give the student an opportunity to improve the grade. **Failure to receive an academic warning notice does not assure a passing grade at the end of the quarter.**

Grading Rationales

Each teacher has a grading rationale that describes how the work in that class is related to the grades "A" through "F". Laboratory work, homework, notebooks, journals, projects, classroom participation, quizzes, major exams, etc. are all important to varying degrees in different courses.

Academic Help

After-School Help

Teachers are available for extra help after school almost every day. Check with individual teachers for availability. It is the responsibility of the student to make an appointment with his/her teacher to secure additional help. Students who are having subject matter difficulty or who have additional work to make up after an absence are urged to take advantage of this opportunity.

Peer Tutoring

Students wishing to receive assistance in any subject must see their teacher or counselor. Once the needed information is obtained from the student and the subject area teacher, a peer tutor will be assigned, if available. The student and the tutor will then determine a mutually agreeable time to meet. Peer tutoring is provided by the National Honor Society, and the French and Spanish Honor Societies.

S.I.P. Tutoring

Students may be referred by a staff member or may request support from the professional tutors in our Student Intervention Program. These tutors are located across from the cafeteria.

Honor Roll Requirements

HIGH HONORS - This requires a grade point average (GPA) of 3.7 with a minimum grade of B.

HONORS - This requires a grade point average (GPA) of 3.2 with a minimum grade of C.

Grade Point Average (GPA) – To determine your GPA for **honor roll**, multiply the numeric equivalent for your letter grade in each course, by the Quarter Adjusted Value (QAV). The QAV is used to insure equality. Courses that meet every day are valued at 1.0 QAV. Lab courses have a value of 1.25 QAV and courses that meet every other day are valued at .5 QAV. This will give the course's "Grade Points". Add all of the grade points and divide by the total of the QAV. This will result in the "Grade Point Average" – GPA

$$\text{GPA Equals: } \frac{\text{the sum of the grade points for each course x QAV}}{\text{the sum of the QAV}}$$

Example:

	Letter Grade	Num. Equiv.	QAV	Grade Pts.
Lab Course	A+	= 4.5	X 1.25	= 5.00
P.E.	B+	= 3.5	X .50	= 1.75
English	A	= 4.0	X 1.00	= 4.00
	Totals	12	X 2.75	= 10.75

10.75/2.75= 3.91 Honor Roll GPA average

To be considered for either honor roll, a student must carry the minimum of five (5) credits in **standard** courses. Physical education will be graded but will not count towards one of the five standard courses. However, physical education will count in GPA for Honor Roll purposes. **Please note that courses taken for pass/fail are not standard courses. Credit courses that meet after school and internships cannot be used to fulfill the five credit requirement.**

Disqualifying factors would include a grade of D or F in any course, including pass/fail, a missing grade for a course listed on the report card or an incomplete.

A preliminary honor roll is posted shortly after report cards are distributed. After a check is done by students and the administration, an official honor roll will be distributed to the press and displayed between the main office and counseling office.

Homework

Homework is an important part of the instructional program in Region 15. Although the classroom remains the primary instructional center of our schools, homework assignments that are carefully planned, completed, and corrected can have significant positive effects on learning. Homework should not require additional instruction beyond the classroom. Parents are encouraged to speak with their child's teacher to appropriately address any time management concerns.

Examples of homework that may be assigned include, but are not limited to those below:

-Reading assignments
-Constructing projects
-Taking notes on reading assignments
-Problem solving
-Completing worksheets
-Conducting research
-Writing assignments
-Studying for tests or quizzes

Upon entering high school, the amount of outside preparation required to complete homework increases markedly, particularly for the college-bound student. Resourceful, independent learning skills are among the most important attributes a student can offer in his/her candidacy for college acceptance. Effectively managing the completion of both short-term and long-term assignments becomes valuable preparation for the more rigorous requirements of the college curriculum.

The needs of the individual student or group should determine the type, frequency, and quantity of homework assigned. The amount of homework will also vary depending on the depth and pace of the academic course level. Typically, assignments may range from 20 to 50 minutes per subject per day.

Study Halls

Credited seniors and juniors will not be placed in study halls. They are to report to the cafeteria, media center, or AP room if they are in the building. Students in these grades who are disruptive may be assigned detentions, closed study hall, or receive loss of privileges. All other students will be placed in study halls, depending on the feasibility of their schedules.

Freshmen and sophomores are assigned to closed study halls during all of their open blocks. Study hall regulations are as follows:

1) All freshmen and sophomores are to report on time to their assigned study halls, where attendance will be taken.
2) The study hall is a designated place for quiet study.

3) No games or recreational activities will be allowed.
4) Subject teachers may give students passes requesting that the study hall teacher allow the student to go to some instructional area. The study hall teacher will use discretion in giving passes.
5) Only with a study hall teacher's permission, may students report to other areas, such as Media Center or AP room.
6) A maximum of five (5) students may be sent to the Media Center from study hall.
7) The study hall teacher may sign passes to the lavatory or lockers. Students must go one at a time. In an emergency, the study hall teacher can sign a pass to the nurse. If a teacher wants to meet the student during the study hall, then that teacher will write a note to the study hall teacher making such a request. Upon receipt of that request, the study hall teacher can sign the pass. If a student wants to go to the student counseling office, then the student must go to the student counseling office before school starts and make an appointment with the student counseling secretary. That secretary will give that student an appointment pass, and the study hall teacher will sign the pass.
8) The study hall teacher can revoke all pass privileges if the student is abusing them.
9) Juniors and seniors with a pattern of unexcused absences or failing grades may be placed in a closed study hall during non-class time.

School Activities and Religious Holidays during the School Year

1)Any student who will miss school days due to religious holidays must provide reasonable notice to each teacher to receive advance homework assignments.
2)Significant academic events, such as major tests and presentations, will not be administered on a holiday when school is in session or on the day immediately following the holiday.
3)Other significant events, such as field trips and those associated to the sports and performing arts programs, will not be scheduled on the evenings preceding holidays or on a day of the holiday.

Summer School

Our summer school program provides opportunities for students to improve on poor performances during the past year. The fee structure will reflect a minimum class size of twelve (12) students. Student fee refunds will be granted only for those classes canceled due to insufficient enrollment. Students dismissed for disciplinary reasons will not be entitled to any refund of fees. All fees will be paid in advance. Transportation will be the responsibility of the students and their parents/guardians, although transportation may be made available at additional cost. All teachers will be certified by the State of Connecticut.

Region 15 makes no guarantee that any specific course will be available through the summer school program.

Requirements:

1) Any student may register for a course designed to develop basic skills or provide enrichment, providing he/she qualifies for the grade level for which the course has been developed, the course is being offered, and there is room available in the class.
2) Permission to take a course for credit in the Region 15 Summer School or any other Summer School or by a tutor must be obtained in advance from the department chairperson and the student's counselor.
3) Only students who have earned an F+ (50-64) in a course and have attended the course at least 66% of the time may make up the failure in summer school. A student who earned a final grade of F (less than 50%) will not be eligible to make up the course in summer school. Another option may be made for seniors who have failed a course required for graduation and who agree to take the course at the student's or parent/guardian's expense at a recognized, accredited institution.

Credit for Summer School:

1) Credit for summer school courses will require the successful completion of **thirty (30) hours** of course work and a final culminating assessment activity.

2) A student will receive the same credit assigned to the course with a maximum of one and one quarter (1.25) credit.

3) The student's grade for the summer school course will be added to his/her transcript. The grade shall be determined by averaging the grade for the course-work with the grade on the final exam.

4) Any student **absent** for more than three (3) classes of a summer school credit course for any reason will automatically be withdrawn from the course and receive no credit.

5) Three (3) **tardies** of less than twenty (20) minutes will count as one absence. Any tardy of twenty (20) minutes or longer will count as one (1) absence.

6) Any student who **smokes** on school property or violates school policies and expectations will be dismissed from the summer school program.

7) Students who have made plans for summer activities: camp, vacation, etc., are advised that they will need to choose between those activities and summer school. **No provisions can be made to accommodate both.**

Attendance Philosophy

Pomperaug High School believes learning experiences that take place in the classroom are meaningful and essential to the educational process. Absence from class represents a loss of the opportunity for interaction and exchange of ideas among students as well as between student and teacher. Absence from class also interrupts the teacher's planned delivery of the curriculum and the student's completion of homework assignments. Tardiness is another interruption to the learning process. Therefore, classroom attendance is an integral part of the student's course of study and is a requirement for earning course credit.

The purpose of the attendance policy is to maximize student learning by decreasing the number of absences and tardies, to identify at which point

a student's absences and tardies have compromised his/her education, and to outline the appeal process.

Absence Policy

1) A student not present in class is considered absent.
2) An excused absence, according to our BOE Policy #5113.2 is as follows:
   1) A chronic or extended illness documented by a physician
   2) School sponsored field trips or activities
   3) A funeral or death in the family
   4) Court appearance
   5) Serious family emergency
   6) Four (4) college visits (for seniors only)
   7) Suspension absences
   8) In-school field trips, student government, music rehearsal, teacher requested extended class period, and designated religious holidays.
   9) A special activity approved by the principal.
3) In the case of extended illness, a parent/guardian must file a copy of a doctor's note with the assistant principal's office. This must be done within five (5) school days of a student's return to school.
4) An unexcused absence is any absence not listed above.
5) After a total of eleven (11) excused and unexcused absences from a semester course (six (6) in P.E. the student will receive no credit for the course. For a full year course, the student will receive no credit after twenty-two (22) absences.
6) Students must be present in school to be eligible to participate in after-school activities. Exceptions are made, at the discretion of the Principal and/or his/her designee, with respect to students who do not attend class field trips but have athletic events in the afternoon. Students must report to school and remain for a minimum of 2 periods.

Administrator and Teacher Responsibilities

1) The school will keep clear and accurate records of absences for proper implementation of the Attendance Policy.
2) After an unexcused absence from his/her class, the student will meet with a dean or administrator. The dean will assign an administrative detention or confer with an administrator to determine further consequences. Once the dean or administrator has assigned the consequence, the student must serve the assigned consequence within the time allotted. Subsequent unexcused absences will result in additional administrative detentions or school suspensions.
3) When a student reaches twenty-two (22) absences in a full year course, eleven (11) absences in a half year course, or six (6) in a quarter year course, the assistant principal will notify the student and a letter of notification will be sent to the parents/guardians and the student's counselor. Warnings letters are sent periodically to indicate students who might be approaching the maximum number of absences allowed under the PHS Attendance Policy.

Excused Absences

1) Two (2) school days will be allowed to make up work for credit for an excused absence. The two days are the day the student returns when missed assignments may be obtained and the following class day when the missed assignments are due. If the student is absent on an excused basis for more than one day, one additional day may be allowed for each additional day absent.
2) Work, tests, quizzes or other assignments will not be accepted for unexcused absences.
3) Extended excused absences for reasons other than illness are strongly discouraged. Teachers may request all work to be completed within 2 days of return.
4) In the case of extended illness, a parent/guardian must file a copy of a doctor's note with the assistant principal's office. This must be done within five (5) school days of a student's return to school.

Unexcused Absences

A cut is an "unexcused" absence from class, and will result in disciplinary action. No make-up privileges will be allowed for students who cut class.

Consequences for Absences

When a student loses credit for a course, one of the following alternatives is available:

1) Request an appeal hearing with the Appeals Committee. **APPEALS WILL NOT BE GRANTED IF A STUDENT HAS THREE (3) OR MORE UNEXCUSED ABSENCES FROM THE COURSE(S) IN QUESTION.**
2) Withdraw from the course with a failure. A W/F will be placed on the student's official transcript. A freshman or a sophomore will be placed in a closed study hall. Unless other arrangements are made, a junior or a senior not carrying five academic courses will be assigned to a half-year course, if possible, or placed in a study hall.
3) Any student who has an unexcused absence from class will not be able to make up credit for any tests missed or work due on the day of the absence.

Appeal Process for Absences

1) A student who has accumulated more than (22) absences in a full year course, eleven (11) absences in a half year course or six (6) in a quarter year course, will be notified in writing that they have surpassed the allowed number of absences and may appeal the case to The Appeals Committee. The appeal must be done within five (5) school days of receiving written notification of No Credit. If the student has accumulated **three (3) or more unexcused absences** in any class, the student will not be granted any appeal.
2) A student's parent must be in attendance at the appeal's hearing. In the case of students who are eighteen and or not living with their parents, the attendance of a parent is not required.

Note: The student may appeal the decision of The Appeal's Committee to the principal within five (5) school days from the date of the decision.

3) The following categories with sufficient documentation can be used to bring absences below the stated threshold (6, 11, or 22 absences) to assist in restoring credit:

- Chronic or extended illness documented by a physician
- School sponsored field trips
- 4 college visits (seniors only)
- Religious holidays
- Suspensions

Late to School

1) All freshmen, sophomores and juniors must be in their first period class by 7:20 a.m.
2) **Students including seniors who arrive to school after 7:20 a.m. must sign in at the Attendance Office.**
3) Signing in with the security guard does not fulfill the tardy policy requirements.
4) Seniors, after signing in, must report to class, the cafeteria or media center. Failure to report to one of the designated areas will result in consequences.
5) **In order to excuse tardiness to school, a parent or guardian must call the Attendance Office or send a note that day with an excuse that fits the school's criteria for an excused tardy.**
6) **Teachers, parents and students should refer concerns regarding school tardy matters to the Attendance Office (203) 262-3211.**

Late to School and/or Class

Parents cannot excuse students late to school unless they have legitimate reasons such as:

Medical

Family Emergency

Special extenuating circumstances where previous notification to the school has been made.

Oversleeping (except in the event of a power outage), missing the bus, riding to school with other students, and car problems are **not** considered legitimate reasons for being late to school.

1) Students arriving late must sign in at the Attendance Office. Those who fail to sign in before reporting to class will **automatically receive a two hour detention.**
2) Students who sign in with an unexcused tardy will receive the following:
   a. First offense: Verbal warning
   b. Second offense: One-hour detention (Written notice sent to parents)
   c. Third offense: Two-hour detention (Written notice sent to parents)
   d. Chronic offenders will have further consequences.

3) Juniors and seniors may lose driving privileges or be given a suspension.
4) Students who abuse the tardy policy may be required to provide a doctor's note as verification of a chronic illness.

Senior Sign-In and Sign-Out Privileges

1) Seniors who wish to take advantage of Senior Sign-in and Sign-out privileges must have a schedule that shows an unassigned block in the beginning of the day or at the end of the day, and have a signed Parental Permission form which will enable him/her to receive a Senior Card.
2) Seniors whose first class is not an A Block class may come in after the start of the school day for their first scheduled class. They must sign in at the Attendance Office. Seniors, who arrive early and do not have a scheduled class, must report to the Cafeteria, Media Center, or AP room with a signed pass from the Attendance Office.
3) Seniors who wish to be dismissed early after their last class must sign out in the Attendance Office and show their card to the guard on their way out of the parking lot. Seniors who are dismissed early must leave school premises.
4) Students loitering on the school grounds after early dismissal will forfeit their early dismissal privileges.

Student and Parent/Guardian Responsibilities

1) It is the parent's/guardian's responsibility to see that the student attends school and classes. When considering family vacations, doctor's appointments, late arrivals and early dismissals, parents/guardians should consider the relative benefits and possible consequences of the lost school time.
2) The parent/guardian must call the Attendance Office or send a note in order to excuse a student absence. *See legitimate excuse section page 22. This includes absence from school, late arrivals and early dismissals. The Attendance Office phone number is (203) 262-3211. Calls may be made 24 hours a day.
3) In the case of extended illness, a parent/guardian must file a copy of a doctor's note with the assistant principal's office. This must be done within five (5) school days of a student's return to school.
4) The student has two (2) school days from the date of the absence to provide a legitimate excuse, otherwise the absence will be considered unexcused.
5) Permission to leave early must be requested by a parent/guardian in writing to the assistant principal at the beginning of the school day.
6) A student with permission to leave early must sign out in the Attendance Office and be issued a pass to leave school grounds.

Truancy Policy and Procedures

The Connecticut State Statutes regarding truancy are as follows:

1) The attendance office will call parents/guardians if a student is not in school and if no explanation has been given by parents/guardians.
2) Parents may excuse the absence by telephone prior to the absence or have two (2) days to deliver a note explaining the absence from school.

According to Connecticut State Law, students who reach four (4) unexcused absences in one month or ten (10) absences in a school year are considered truant. Twenty (20) absences in a school year will be considered habitually truant. By law, students who are truant habitually will be referred to the Attendance Review Board for appropriate action.

Administrative Detention

Administrative Detention is an alternative consequence that is used by the administration in lieu of Suspensions. It may also be used as a consequence for other behavior problems, but is **most often issued for skipped classes**. Students must clear up any detentions in the Main Office before 12:00 of the day it is to be served.

Rules:

1) Students must bring books and materials for studying.
2) Students may not eat or drink during the session.
3) Students are not allowed a bathroom pass unless there is an emergency situation. If a student leaves the room a hall pass must be issued and the teacher must make a note of the time the student left and returned to the detention.
4) Students are not allowed to leave the detention room, unless the proctor determines that a situation exists that must be immediately resolved. If this is the case, a hall pass must be issued and the teacher must make note of the time the student left and returned to the detention.
5) Students may not talk, sleep, use their cell phones, or listen to music.
6) Administrative Detention starts at 2:15 p.m. and ends at 4:45 p.m.
7) All students must report to Room 201 promptly at 2:15 p.m.
8) If a student violates the above rules, the parent/guardian may be called to pick up the student. If this situation occurs further disciplinary action will be taken by school administration.
9) FAILURE TO ATTEND ADMINISTRATIVE DETENTION WILL RESULT IN TWO ADMINISTRATIVE DETENTIONS BEING ISSUED. FAILURE TO ATTEND THE TWO ADMINISTRATIVE DETENTIONS WILL RESULT IN A SUSPENSION.

The Pomperaug High School student will demonstrate the responsibility of good citizenship. (Expectation for Student Learning: Citizenship)

Our school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents or guardians, teachers and staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put the safety of others or oneself at risk.

Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

All members of the school community are to be treated with respect and dignity. Insults, disrespect and hurtful acts disrupt learning and teaching in a school community. Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

Conduct during After-School Activities (Responsibilities of Students)

Any student who attends a school-sponsored activity on or off school property (field trips, dances, athletic contests, etc.) outside the normal school day is subject to all school regulations. Students are subject to suspension and/or social probation (even though they are not on school property) and may be restricted from other after-school activities if they do not follow regulations. Students present on campus after school hours are expected to be engaged in a school sponsored activity.

Actions Leading to Disciplinary Action, Including Suspension and/or Expulsion

A student who violates a school rule in a common area of the building or on school grounds will receive the minimum of an office detention. The staff member who is supervising the area assigns these detentions. The office detention is held after school in the All Purpose Room. It begins at 2:10 p.m. and ends at 3:10 p.m. A student has a period of five (5) school days from the day the detention is issued to serve the detention. A student who fails to serve an office detention will incur further consequences.

The following represents an outline of examples of conduct which may lead to disciplinary actions including but not limited to one (1) to ten (10) day suspension and/or expulsion.

Hours of community service may be substituted for the minimum consequence at the discretion of the administrator.

The following represents an outline of examples of conduct which may lead to disciplinary actions including but not limited to one (1) to ten (10) day suspension and/or expulsion. Such conduct includes, but is not limited to the following:

Possession of **weapons/dangerous instruments.**
Fighting/assault. Police may be called.
Bullying/harassment. Threatening, intimidating, or blackmailing school staff or students.
Written or verbal **threats**. Police will be called.
Possession or ignition of any fireworks or other **explosive materials.**
Hazing or Tagging.
Illegal substances. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics, or alcoholic beverages. The term 'drugs' shall include, but not be limited to: any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and or federal law.
Theft.
Harassment-sexual, racial, ethnic, etc.
Paraphernalia. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol, or tobacco.
Vandalism. The destruction of real, personal, or school property.
Setting **false alarms**/making bomb threats.
I**nsubordination.** Refusal to obey a member of the school staff, law enforcement authority or disruptive classroom behavior.
Misuse of computers/systems. Unauthorized use of any school computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes.
School bus misbehavior. Free bus transportation is not an unlimited right granted the student. Students who violate regulations for inappropriate bus behavior may be suspended from bus transportation. Students eligible for bus transportation must ride on their assigned bus only. If a student's privilege to ride the school bus is suspended, parents will be responsible for ensuring that their child gets to school. For a complete policy statement, please refer to the Board of Education Policy # 5131.1.
Violation of **dress code**.
Smoking, or use of **tobacco products**, is prohibited in the school building and grounds at all times. PHS is a smoke-free campus. Per state law, students may be issued fines or a summons if in violation of Board Policy and/or state law in regard to smoking or use of tobacco products.
Refusal by a student to identify her/himself to a staff member.
Cheating/Plagiarism. Students are expected to produce their own work. (See section on **Cheating/Plagiarism).**
Trespassing on school grounds while on Out of School Suspension or Expulsion.

Unauthorized and/or reckless and/or **improper operation of a motor vehicle** on school grounds.
Accumulation offenses such as **school & class tardiness,** class or study hall cutting, or failure to attend detentions.
Leaving school grounds, school transportation, or school sponsored activity without authorization.
Throwing objects, i.e. snowballs, rocks, sticks.
Inappropriate **language**, profanity, or gestures.
Cutting class or study hall. **Class attendance** is required at all times. A minimum of one (1) Administrative Detention will be assigned for each class cut.
Traveling without a pass. Students are not to be in the corridors during class time without a pass. The privilege of requesting a pass can be revoked if abused.
Horseplay
Misbehavior at **assemblies.**
Inappropriate behavior in the **cafeteria.**
Library misconduct.
Cell phones. Cell phone use is prohibited during school hours 7:20 a.m. – 2:05 p.m. Cell phones will be confiscated.
Parking violations. Students driving to school are required to register their motor vehicles and obtain a parking sticker in the Main Office. Parking privileges may be revoked if a student leaves school grounds without permission during the day or if the motor vehicle is not registered.
Games of chance/gambling/cards on school grounds.
Beepers, headsets, CD players, I Pods, laser pointers, electronic devices, etc. All such items are prohibited and will be confiscated.
Failure to report to Administrator's Office.

Detention/Suspension Procedure

Any student suspended from regular school activity because of unacceptable social behavior shall not be eligible for participation in co-curricular activities throughout the duration of the suspension. The following is taken from the Board of Education Policy #5114. A copy of the complete policy is available from the principal.

Detention Procedure/ Office Detentions

Each staff member is responsible for managing his or her own students' classroom behavior. If a teacher issues a detention, the teacher must give the student at least twenty-four (24) hours' notice. The student serves classroom detention with the teacher from 2:10 p.m. to 3:10 p.m. Teachers may also use other appropriate strategies to modify student behavior.

If these efforts fail, the teacher may refer a student to the administration and the teacher will inform an assistant principal concerning the nature of the student's behavior. The assistant principal then meets with the student and takes appropriate action. This may include the scheduling of a conference with the student's parents/guardians to discuss the matter.

An Office Detention is intended to promote the effective operation of the school by providing consequences for students who misuse school time and disrupt their own learning as well as the learning of others. Office Detentions may be issued from an administrator during the hours of 2:10 p.m. to as late as 4:45 p.m. to be served in the All Purpose Room.

There are no extensions for detentions granted unless the student is absent from school.

Suspension Procedure

1) School administrators in each school building shall have the authority to invoke suspensions for a period of up to ten (10) days, for any student. When an emergency exists, the Superintendent of schools shall have the authority to suspend immediately from school any student or pupil. If an emergency situation exists, a hearing shall be held as soon as possible after the suspension.
2) In the case of suspension, the administrator shall notify the Superintendent of schools within twenty-four (24) hours of the suspension as to the name of the pupil who has been suspended and the reason therefore. Any pupil who is suspended shall be given an opportunity to complete any class work, including, but not limited to, examinations missed during the period of the suspension.
3) Except in the case of an emergency, as defined in Section 1 above, a pupil shall be afforded the opportunity to meet with the administrator and to answer the charges against him/her prior to the effectuation and period of suspension. The pupil may at such meeting, present his/her version of the incident(s) upon which the proposed suspension is based. The administrator shall then determine the length of the suspension period. The administrator may also receive and consider evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of such pupil.
4) No pupil shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing is first granted.

Notification to Parents or Guardians

The parent or guardian of any minor pupil either expelled or suspended shall be given notice of such disciplinary action within twenty-four (24) hours of the commencement of the expulsion or suspension period.

Expulsion Procedure

Please refer to Board of Education Policy #5114, available from the high school principal.

Building Behavior

A student who violates a school rule in a common area of the building or on school grounds will receive the minimum of an office detention. The office detention is held after school in the All Purpose Room from 2:10 p.m. to 3:10 p.m. A student has a period of five (5) school days from the day the detention is issued to serve the detention. A student who fails to serve an office detention will incur further consequences.

Drug/Alcohol Use

Any student while on school grounds, or attending a school-sponsored activity that is under the influence of alcohol, drugs, or mood-altering substances, or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances or any substance reported to be a restricted substance or over the counter drug, shall be subject to discipline pursuant to the provisions and procedures outlined below and in accordance with Board of Education Policies #5114 and #5151.

1) The parent(s)/guardian(s) of any student required to take medication prescribed by a doctor during the school day shall inform in writing the school nurse, or the person designated to act in the absence of the nurse. These medications must be brought to school in their original containers with a written prescription from the doctor and be kept in the nurse's or principal's office, whichever will provide greater security. Such medication will then be administered under the supervision of the school nurse, or the designated individual in the school nurse's absence.

2) **Any teacher or other school personnel who believes that a student's behavior suggests he/she is under the influence of alcohol or illegal drugs must immediately contact the principal or the assistant principal (or designee) who will come to the area where the student is, escort the student to the nurse, and investigate the situation.** The staff does not evaluate, diagnose, or label the problem or determine whether or not this problem is chemical in nature. The staff simply reports behavioral observations that indicate a level of concern.

3) The nurse will determine whether the student is in need of urgent medical attention. If so, the nurse will administer any first aid required and/or in more serious cases request emergency services immediately and will promptly notify the student's parents/guardians.

Readmission to School after Period of Expulsion

Any student who has been expelled in accordance with the provisions set forth in this policy may return to school at the end of the expulsion period. The student will be requested to provide written evidence that he/she has successfully completed a program that includes substance abuse counseling and treatment. It is to be clearly understood that any subsequent offenses will result in another expulsion by the Board of Education.

Student Enrollment in Non-Public or Public Education During the Period of Rules Enforcement.

Any student who elects to enroll in any non-public or public education facility during the period of time affected by these rules and then requests to re-enroll only in the Regional School District 15 system during the period of expulsion will be enrolled only under the conditions specified by the Board of Education upon consideration of recommendations by the school principal.

Possession of Intoxicants, Mood Altering Drugs, Look-Alike Drugs and Paraphernalia in Student Owned/Operated Vehicles

Any student who owns and/or operates a vehicle on school grounds or for school-sponsored activities must accept responsibility for the vehicle and the contents of the vehicle. This responsibility subjects the owner or student operator to the full ramifications of this policy.

Search of School and Student Property for Reasons of Health, Safety, and Welfare

Students should be aware that if the school administration reasonably suspects that a student is not maintaining a locker or other storage area assigned to him/her in a sanitary condition, or that the storage area contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety, or welfare of the students or others, it has the right to open and examine the storage area and to seize any such items that are found (Board Policy # 2476).

Students should also be aware that designated school personnel reserve the right to search students and their personal effects, including, but not limited to, lockers, desks, bags and backpacks, cell phones and a student's car at any time while it is on school grounds, if there is reasonable suspicion of the student's possession of objects or chemicals which may endanger the health, safety, and/or welfare of her/him and/or others. Searches may be conducted if there is reasonable suspicion that the search will lead to evidence that school rules, Board of Education Policies or federal law was violated.

Pomperaug High School reserves the right to employ the use of drug sniffing dogs for the safety and well-being of all students.

Bullying

In accordance with state law, it is the policy of the Region 15 Board of Education that any form of bullying behavior, whether in the classroom, on school property, on a school bus, or at school-sponsored events, is expressly forbidden.

Bullying shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate 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.

To implement this policy, the BOE adopted the following regulations to address the existence of bullying. As provided by statute, such regulations shall

1) enable students to report anonymously acts of bullying to teachers and school administrators and require the students be notified annually of the process by which they make such anonymous reports,
2) enable the parents or guardians of students to file written reports of suspected bullying,
3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing,
4) require school administrators to investigate any written reports and to review any anonymous reports (provided that no disciplinary action shall be taken solely on the basis of an anonymous report,
5) include a prevention and intervention strategy, as defined by this policy, for school staff to deal with bullying,
6) provide for the inclusion in student codes of conduct language concerning bullying,
7) require school administrators of each school to notify both the parents/guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed, and to invite them to attend at least one meeting,
8) requires each school within the district to maintain a list of the number of verified acts of bullying in the school and make this list available for public inspection, and within available appropriations, report such number annually to the Department of Education, in such manner as prescribed by the Commissioner of Education,
9) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, and
10) identify the appropriate school personnel responsible for taking a bullying report and investigating the complaint. Such personnel may include, but shall not be limited to, pupil services personnel.

The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentially restrictions imposed under the Family Educational Rights Privacy Act (FERPA) and the District's confidentially and access to student information policy and regulations.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board's Policies on student discipline, suspension and expulsion.

Sexual Harassment

Policy and Procedures

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment.

It shall be a violation of this policy for any student, employee, individual under contract or volunteer subject under the control of the Board of Education to harass a student, employee, individual under contract, or a volunteer, through conduct or communication of a sexual nature as defined by policy 4154 and policy 5156. Sexual harassment by a student, employee, individual under contract or volunteer, will result in disciplinary action up to an including suspension, dismissal or expulsion.

Any person who believes he or she has been the victim of sexual harassment by a student, an employee, an individual under contract or volunteer of the Board of Education, is encouraged to promptly report such complaint to the Superintendent of Schools, Dr. Frank Sippy, 758-8259. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. All persons involved in the investigation will maintain confidentiality and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

Cheating/Plagiarism

Cheating/Plagiarism: The act or instance of fraudulently deceiving…. deception or fraud. All forms of cheating/plagiarism are prohibited.

Examples of some categories considered to be cheating:

1. Stealing an exam from a teacher.
2. Accepting information from a person who has stolen an exam.
3. Copying another person's work or accepting illicit help from another person or willingly giving such help.
4. Knowledge of and/or participation in circulating tests, questions and/ or answers.
5. Copying the work of another individual without giving due credit to that person.

The categories are not all inclusive. The definition of cheating could include other categories not listed above.

Consequences may include:

1. Loss of credit for that assignment only
2. Immediate parent contact by classroom teacher
3. Written warning (first offense only at the discretion of the building administrator or his/her designee).
4. Disciplinary consequences up to and including 1-3 day suspension.

Student Acceptable Use Of Technology Resources
Board of Education Policy (rev 01/28/02)

It is the policy of the Region 15 Board of Education that computer-based systems and electronic information resources, such as local and wide area networks, CD-ROMs, printers, software programs, and the Internet, may be used in the schools to educate and to inform. Region 15's connections to the Internet will provide access to local, national, and international sources of information and collaboration opportunities that are vital to intellectual inquiry in our schools.

The district shall take steps to protect the Region 15 community from the possible abuses of electronic information and communication resources, such as using filtering programs in accordance with law, access control, and monitoring by staff. On a global information network, such as the Internet, however, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate. The availability of such electronic information does not imply endorsements by the Board of its content nor of the use of such information by students and staff.

It is the responsibility of students, parents, and staff to learn and abide by this Acceptable Student Use of Technology Resources Policy to ensure that the access to electronic information resources provided by the District is undertaken for educational and research purposes only and is not abused.

The following is a list of rules and regulations established by Regional School District 15 governing the use of electronic information resources, computers, photocopiers, scanners, and other technologies:

1) The computer systems, e-mail systems, voice-mail systems, and similar systems are the sole property of the School District.
2) All technology resources and facilities are provided solely for legitimate and authorized academic, instructional, research, administrative and public service purposes consistent with the educational objectives of the Region 15 Board of Education. Personal use for any reason (including commercial use) is prohibited.
3) Authorized personnel of Region 15's schools reserve the right to set priorities on the use of the Region's technology resources.
4) No user of District technology resources shall knowingly degrade or disrupt the equipment, services, or electronic information resources; this includes, but is not limited to, tampering with computer hardware and software, modifying data without permission, invoking computer viruses, or attempting to gain access to restricted or unauthorized networks or network services. No user will install hardware, software, or make any modifications to systems without express permission from the building level technology coordinator.
5) District technology users must respect any copyright regarding software, information, and attributions of authorship. The transmission, reception, or duplication of any copyrighted or other legally protected material is prohibited.

6) Confidential or sensitive information shall not be transmitted by any risky means of communication including all unsecured electronic means. Further, users shall not post any e-mail or personal information that is inappropriate and/or that they would not be willing to have accessed by Region 15 authorities.

7) All users of electronic information resources shall not give out any personal information about himself, herself, or anyone else while using these resources except as part of a formal approved classroom project.

8) Region 15 web pages will be designed to protect the identity of Region 15 students except as authorized by the parents or the eligible student in writing, or otherwise permitted by law. In all other cases, identification of student work to be published will be limited to first name and grade level and photographs and videos of students will not identify students by name or teacher.

9) The transmission of any harassing, threatening, or intimidating message is prohibited. Further, the transmission of any illegal message, or the transmission of any message for an illegal purpose or in an illegal manner, is prohibited.

10) No person shall use, create, transmit, or download any images that are vulgar, pornographic or defamatory or otherwise inappropriate.

11) Employees and students with knowledge of any illegal or improper use of such systems, or of any security problems, shall report such knowledge immediately to the appropriate administrator.

12) Users have full responsibility for the use of their account. All violations of this policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account.

13) No user shall enter any other account, whether it is assigned to another student, the school, or the district. If a user finds him/her in another account, he/she shall log off immediately.

14) Impersonations, anonymity, or pseudonyms are not permitted. As an educational network, Region 15 believes that individuals must take responsibility for their actions and words.

15) Appropriate language must be used. Profanity, vulgarity, and obscenity will not be tolerated on the district systems or through district accounts. All users shall use language appropriate for school situations as indicated by school codes of conduct.

16) Any user who violates Region 15's policies governing the use of technology may have his/her account and/or user privilege denied and any such violation may result in disciplinary and/or legal action up to and including possible suspension and/or expulsion.

17) No one shall assist another in violating any aspect of this policy.

Loss of Privilege and/or Disciplinary Action

A Region 15 student may lose the privilege to use technology systems if he or she has violated any provision of this policy. In addition, any student violating any provision of this policy is subject to disciplinary action, including suspension or expulsion.

Rights of Access and Review

Users of the district's computer systems and electronic information resources should not have any expectation of privacy in any use of these resources. Region 15 reserves the right to access users' accounts, data, and programs for management purposes, such as making backup copies and to ensure system integrity, and for monitoring purposes to assure appropriate use of these resources. Furthermore, Region 15 reserves the right to access, review, edit, and delete all user files and any material stored on any system provided by the district. This includes, but is not limited to, bypassing individual passwords and monitoring the use of systems, including e-mail.

Region 15 also reserves the right to monitor and maintain electronic records of Internet usage, time spent on the Internet, and materials downloaded from the Internet.

Approved:	9 June	1997
Revisions Approved:	28 January	2002

Limitation of Liability

Regional School District 15 and our Internet access providers make no warranties of any kind, whether expressed or implied, for the service we are providing. Region 15 Schools and our Internet access providers will not be responsible for any problems suffered while on the Internet. These problems include but are not limited to loss of data as a result of delays or otherwise, non-deliveries, mis-deliveries, or service interruptions caused by the Internet or users which include errors or omissions. Use of any information obtained through the Internet is at the user's own risk. Region 15 schools and our Internet access providers will not accept any responsibility for the accuracy of information obtained through the Internet.

Dress Code

Students are to be neatly dressed and groomed, maintaining standards of modesty, and good taste conducive to an educational atmosphere. It is expected that clothing and grooming not be of an extreme style and fashion.

To promote a positive, safe, and non-disruptive learning environment, proper attire must be worn. Therefore, students are prohibited from wearing clothing or other items that interfere with the learning process, are disruptive, are unsafe, or that are contrary to law. Without limitation, the following are examples of attire that may not be worn in Region 15 Public Schools during the academic school day or at school activities:

1) Attire or accessories that display disruptive or obscene writing or pictures.
2) Attire or accessories that depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
3) Clothing that is too revealing, such as tube tops, halters, spaghetti straps, bare-back, low-cut, midriff, and muscle shirts.
4) Shorts and miniskirts should be mid-thigh or longer.

5) Other attire or accessories that display vulgar, illegal, racial, sexist, or other discriminatory viewpoints that could contribute to a hostile learning environment for students.
6) All head coverings that prevent the easy identification of students which includes hooded sweatshirts. Headwear for religious reasons may be worn.
7) Footwear such as black-soled shoes that damage floors or are a safety hazard.
8) Sunglasses (unless required by a doctor's order)

Students dressed inappropriately will be asked to change or call parents for a change of clothes. Repeat offenders will be issued a detention. The administration has the final say on proper attire.

Backpacks/Book Bags

For safety and space reasons **the use of backpacks between classes is not permitted**. Backpacks should be stored in student lockers during the school day. Side packs of the following dimensions, 3" deep x 10" wide x 14" long, will be permitted as a convenience for students to carry items between classes.

Dance Regulations/Extra Curricular Activities

All activities connected with the dance (committees, tickets, refreshments, etc.) shall be under the supervision of the faculty advisor. *PHS reserves the right to employ the use of breathalyzers for the safety and well-being of all students.

1) All constables and custodians shall be under the direct supervision of the advisor in charge.
2) Students who leave the building may not re-enter.
3) Students leaving the dance must leave school grounds. Loitering will not be permitted on school property, especially in the parking lot.
4) One door will be the only door in use as the entrance and exit to and from the dance.
5) Custodians shall be in attendance until the building is in order for the next school day.
6) Students who have been absent from school on the day of the dance will not be admitted (without special permission). An absentee list and roster of all school students will be given to the advisor before the dance.
7) If students at the dance become ill or disruptive, parents will be contacted and asked to pick them up. If parents cannot be reached, contact with neighbors or relatives will be attempted.
8) Only Pomperaug High School students may attend the school dances in the gym. Students should be ready to show a PHS ID.
9) All school rules are in effect.
10) Firemen and Constables – the advisor in charge must make advance arrangements to have a fireman and constable on duty.
11) Constables shall be on duty at each dance from 7:00 p.m. until discharge by the advisor in charge.

The advisor in charge shall resolve any problem not covered by the above.

Fire Drills, Lockdowns and Building Evacuation

State law requires that each school conduct eight (8) fire drills periodically during the school year. These drills are to insure the safety of all people in the building and should be taken seriously. Your teacher will explain exactly which exits to use. The following general rules will apply at all times. The first student out of each door should push the door back so that it automatically stays open. If it does not stay open he/she should remain there and hold it open until all persons have exited.

1) The last person out of the classroom should close all windows and doors.
2) Students should remain in line approximately 100 feet away from the building.
3) All driveways and approaches to the school must be kept clear for fire department vehicles.
4) Security guards will circulate around the outside of the building. Teachers are to be in attendance and will have their grade books with them so that student attendance can be checked.
5) The P.A. system will be used to signal the return to classes. The return should be as orderly as the exit.
6) In the event an exit is blocked, the lead student should silently turn toward the nearest alternate exit with the class following behind him.
7) If a student is not in a classroom when the fire alarm sounds, he must proceed to the nearest exit.
8) Teachers will stay with their classes. Teachers with no classes will proceed to non-instructional areas in their section of the building and keep students moving to specified areas.

PLEASE NOTE: THERE ARE SIGNS LOCATED IN EVERY CLASSROOM INDICATING THE CORRECT EXIT TO USE.

Driving/Parking Regulations

1) Eligible seniors with 17 credits or more and who have paid for the privilege may drive to school. A junior lottery may be held for eligible juniors (11 or more credits). Each driver must have a permit that may be obtained in the Main Office. After the driving permit is signed by a parent/guardian and returned to the school and the fee is paid, the student will be issued a windshield sticker for his/her car. Parking stickers may not be transferred to another student.
2) PHS parking stickers are to be located in the FRONT lower window, on the driver's side.
3) Any student parking on school property without a properly issued sticker, or in a spot other than those assigned, will be towed at his/her expense.
4) Student parking areas are well defined, and students must use only these areas for parking.
5) Students who drive by a school bus with flashing lights in operation while on school property will lose parking privileges.
6) Students must observe all safety procedures.

7) Students must obey the signals and directives of any staff members regarding the parking and operation of any motor vehicle on the school grounds.
8) The privilege of driving a vehicle to school may be revoked if the student exhibits unsafe driving, has excessive tardiness, leaves school without permission, parks illegally, has repeated disciplinary offenses, unpaid obligations, or suspensions on his/her record.
9) After cars are parked, the student must move immediately to the school. The parking lots and cars are off limits during the day.
10) When a student is found responsible for one of the aforementioned infractions, the following may occur*****:
    1st Offense: loss of driving privilege for one week.
    2nd Offense: loss of driving privilege for one month.
    3rd Offense: loss of driving privilege indefinitely**

*****Students who are passengers may also receive appropriate consequences.

******Students must reapply to the assistant principal for use after a period of time.

NOTE: Any Junior reported illegally parking at Pomperaug High School will not be eligible for a parking permit as an incoming senior for at least one-month after permits are distributed.

Late Buses

Late buses will pick up students approximately at 4:45 p.m. after each school day. **These buses are only available to those students who remain after school for school sponsored activities or athletic events.**

The buses travel central routes in Middlebury and Southbury. These routes are not the regular school bus routes.

Student Visitors

Written permission from the principal or his/her designee must be obtained before a visitor comes to school at least three (3) school days prior to the visit. Upon arrival, all visitors must report directly to and sign in and out at the visitor's reception area of the school office. Only in very exceptional situations will student visitors be allowed.

School Textbooks

Textbooks with specific numbers are checked out to students at the beginning of each course. At the end of the course students are required to hand in the text book that was originally assigned to them. Turning in an alternative numbered text does not relieve them of their original obligation. Seniors/Juniors with obligations will not be allowed any parking privileges. Any senior who owes any overdue books/materials will not receive their caps/gowns and tickets after graduation rehearsal until all overdue books/materials are paid for or returned. The student must pay for books lost or damaged.

Student Lockers, Desks, and Other Depositories

The Region 15 School District recognizes its responsibility to provide students with lockers, desks, gym baskets, and other necessary depositories in which personal belongings and school-related materials may be stored. Such depositories are loaned to students and remain the property of the Board of Education.

Each student shall be responsible for maintaining in an orderly and clean condition any depository assigned to him/her for use. Students are responsible for any change or damage to their assigned lockers.

Past experience has proven that exchanging lockers, combinations, or sharing lockers increases the likelihood of theft and vandalism. Students should keep lockers locked when not in use. Students should not keep money or other valuables in their lockers. Students should not leave the gym locker room without checking that their gym lockers are locked. Theft or vandalism related to gym lockers must be reported immediately to a coach or a physical education teacher. Problems with other lockers should be reported to the Main Office. **The school is not responsible for items stolen or damaged while stored in lockers.**

1) No student shall keep or store, in a depository assigned to him/her for use, any item the possession of which is illegal or in violation of school regulations or which endangers the health, safety, or welfare of self or others, for example: matches, chemicals, ammunition, weapons, drugs, alcoholic beverages or electronic devices.
2) The school administration retains the right to open and examine any depository whenever such inspection is necessary.
3) When any depository is being inspected, the student to whom it is loaned should be notified and should be present unless:
   a. The content for which the locker is being inspected is believed to pose an immediate danger to the rest of the school, for example: illegal contents – the illegal contents could be removed in the time required to contact the student involved,
   b. the student involved is absent from school on the day of the inspection, or
   c. any similar circumstances clearly outweigh the rights of the individual.
4) A locker or other depository can only be opened in the presence of two or more adults other than the student.

Student Payments

All fines for damaged or lost material must be paid to the Main Office (except library fines). Students will be charged full cost of replacement. Once again, students must be sure to get a receipt, and show it to the teacher concerned.

Money collected for dues, trips, class and school projects and fund raising events must be turned into the bookkeeper's office daily by the advisor. For security purposes, the deposit must be given to the bookkeeper directly. Be sure to get a receipt.

Student Identification Cards

Each student at Pomperaug High School will be issued a personal photo identification card. All students should carry their cards on them each day that they are in school, as well as at all after-school events and activities. The card will be required to check books out of the media center.

Student Counseling Passes

Students who wish to make an appointment to see a counselor may obtain a pass from a secretary in the Counseling Office. Students should not schedule appointments during class time. In an emergency situation, the student may go to the Counseling Office to schedule an immediate appointment.

All Purpose Room

The All Purpose Room is an area for junior and senior students to talk quietly and study in small groups during their unscheduled blocks. The following rules and regulations apply:

1) Inappropriate behavior in the All Purpose Room will cause the privilege to be revoked. Examples of inappropriate behavior include the following:
    - Eating, including snacks and drinks
    - Loud or disruptive behavior or talk
    - Game or card playing

Auditorium Procedures (Norman A. Fagerquist)

All requests for the use of the auditorium must be made through the Building Use Coordinator. Make your requests as early in the year as possible to avoid conflicts. The director of the auditorium must approve all people who use any of the equipment. Some charges can be made to pay for technical help and general maintenance. Responsibility for the payment of the custodians, police, etc. will be included in the contract.

Auditorium Procedures

1) Auditorium Seating Plan During all School Assemblies
    a. Seating arrangements will be announced before each program.
    b. Faculty will sit with students.
2) Conduct at Assemblies
    a. Students should conduct themselves in a mannerly fashion at all school assemblies and programs.
    b. Students will not be allowed to leave the assembly.
    c. Students should react in a positive manner toward the program participants. There should be no inappropriate behavior. Inappropriate behavior can result in detentions or loss of the privilege of attending assemblies.

Cafeteria

To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. This lunch includes meat or meat substitutes, vegetables or fruit, bread, butter, and milk. In order to promote an efficient clean and enjoyable cafeteria, students are asked to observe the following guidelines:

1) The environment of the cafeteria is the responsibility of every person who uses it. All students must accept the responsibility for maintaining a clean environment regardless of the source of the trash. All foods must remain in the cafeteria.
2) Students may not leave and enter the cafeteria without passes except during passing times.
3) Radios or any audio projection devise is not allowed. Card playing is not allowed.

Career Center

The Career Center staff will help students explore careers, take interest inventories, and gain information on all types of post-high school education and training. Information is available on vocational-technical schools, apprenticeships, the military, as well as two and four year colleges. In addition, students may visit the Career Center to find a part-time job, obtain working papers, register for the GED, or research scholarships. The Career Center has many career and college publications, reference materials, and videotapes. The Career Center Staff can also assist juniors and seniors in finding job shadowing and internship opportunities, based on availability. Students and parents may use the computers in the Career Center, which are equipped with college/career software and Internet access.

Media Center

The Pomperaug High School Media Center is open from 7:00 a.m. to 4:45 p.m. Occasionally the Media Center will close early for special circumstances; signs will be posted to alert students to this change. The Media Center provides a variety of print and non-print materials, as well as computer services for research, class work, study, and recreational reading. Thirty-one magazines and three daily newspapers are available to staff and students.

Computer databases, the Internet, and other programs are available to all students. Classes have priority over individual student use. Students wishing to do school work on the computer also have priority. All students have the responsibility to respect the rights and privileges of others in order to create a productive atmosphere in the Media Center. All students are urged to read and respect the responsibilities listed:

1) Students will check out and return all materials to the Media Center in good condition and in the time allotted. Books are checked out for two weeks and may be renewed as needed.
2) Students' use of technology in the Media Center must be responsible and respect the rights of others. All parents and students should be aware of the Acceptable Use of Technology Policy in this handbook. This policy will be rigorously enforced.
3) No computer programs or CDs can be installed on the computers without prior approval. This includes browsers, encyclopedias, music CDs, word processing programs, etc. Installations of software of any kind or changes to system settings are strictly forbidden.

4) **Food** or **drink** are not allowed in the Media Center and will be taken away. Do not bring **book bags, cell phones**, or **electronic devices** into the Media Center. **Absolutely NO computer games will be allowed in the Media Center.**
5) Students using the Media Center during the **Lunch Block should come to the Media Center first** and then go to the Cafeteria. Students will not be given passes from the Cafeteria to the Media Center.
6) All students should arrive at the Media Center **on time**. Students who are late must have a pass to enter.
7) Student conduct in the Media Center should allow other students to study without distraction.

Cell Phones

Cell phone use is **strictly prohibited between the hours of 7:20 a.m. and 2:05 p.m. Any use during this time will result in phone confiscation**. Failure to hand over cell phone to staff will result in an out of school suspension for insubordination. Repeat violations of cell phone use during school hours will result in administrative detentions and/or out of school suspension.

Students who need to phone home may use the telephone in the Attendance Office. Students should restrict the length of their calls, especially when other students are waiting to make calls. Local calls are permitted. Permission must be given for long distance calls. Office phones may be used only for emergencies. During the school day, telephone messages will be given to students only in case of an emergency.

BOE policy # 1251: Contacting Teachers and Students in School

1) Any individual desiring to contact teachers or students in person or by telephone during the school day must do so through the principal's office.
2) Only in cases of emergencies, and with the permission of the principal or designee, shall a teacher or student receive phone calls during class or be called from class to answer the telephone. Other necessary calls will be taken by school personnel and passed on to the teacher or student.
3) No teacher or student shall be contacted by a party from outside the school system during school hours unless:

   a. Such contact is clearly part of the school program and is authorized by the principal, and

   b. Such contact is requested in writing by parents and authorized by the principal, or

   c. The individual(s) requesting contact with teachers or students has/have legitimate legal right to do so during school hours. Contact conducted by such a person or persons must be authorized by the principal.

4) Private legal or business matter about which a teacher or student may be concerned should be taken up after school hours by the teacher or student or at home under the supervision of the parents.

Revised: February 26, 2007

Nurse's Office

Hours:	7:15 a.m. – to 2:20 p.m. school days
Phone:	(203) 262-3222
Location:	Across from the Counseling Office

Two registered nurses supervise the Health Office. Students who feel ill or are injured in school should report to a nurse after obtaining permission from their teacher or teacher-aide. If further care or treatment is required, the parents/guardians will be notified and should provide immediate transportation. If the nurses are out of their office, the Main Office will handle any emergency.

Accidents

Every accidental injury in school or on the grounds, no matter how slight, should be reported immediately to the teacher or aide in charge, and to one of the school nurses.

Accident Insurance

Accident insurance is available to students either as around-the-clock coverage or school time-only coverage. There is also an optional extended dental benefit. Forms will be available in the school nurse's office in the fall. Students who are injured while participating in school sports are covered by an "excess benefit" plan that will cover medical expenses not provided or reimbursable under other coverage the family has, up to the maximum benefits of the program. Students should receive the brochure that explains this insurance coverage from their team coach.

Elevator Keys

If a student is unable to use the stairs due to an illness or injury, he/she may request to borrow an elevator key. A $20 (cash or check) deposit, which will be refunded when the elevator key is returned, must accompany this request. If the key is not returned, the parents/guardians will be notified and the deposit will be forfeited.

Emergency Contacts

Students will be given an emergency form at the beginning of each school year. It is important that this form be completely filled out and returned promptly. Two adult emergency contacts should be listed other than the parents. These contacts should be easily accessible in the parents' absence. If any change in the information occurs during the school year, the school nurse should be notified so the records can be updated.

Emergency Notification and Transportation

When any severe accident or acute illness occurs, a parent or person listed on the student's emergency form will be notified. Transportation for the student who must leave school will be provided by or arranged for by the parent/guardian except when the nurse determines that the student must be taken to a hospital by ambulance.

Food in the School

To help us provide a safe environment for the growing number of children who have a variety of food allergies, we request that only non-food items be considered for incentives, rewards, or in connection with celebrations unless otherwise approved by administration.

Health Records

A cumulative Health Record will be maintained in a secure location in the school health office for each student. The nurse will relay pertinent information to appropriate school personnel on a need-to-know basis.

Medication at School

The Board of Education of Region 15 has had to change the policy on administration of medications in school in order to comply with new regulations from the state. A summary of the changes are as follows:

1) All medications, (prescription and over-the-counter) may only be administered, taken, or carried in school with the written order of a physician (M.D. or D.O.), dentist (D.M.D. or D.D.S.), physician's assistant (PA-C), or advanced practice registered nurse (A.P.R.N.) **and** written authorization of the parent/guardian. These written orders and authorizations must be on file in the school health office.
2) In order for a student to self-administer and/or carry any medications in school, the medication order must indicate the ordering health professional's written approval to self-administer. (Please note that controlled substances such as Ritalin, Adderall, Concerta, Codeine etc. may **never** be self-administered or carried by a student at school or on a field trip).
3) All medicines must be brought to school in the original container, properly labeled with the student's name, the name of the medication, and the expiration date. Parents must bring any ordered medication to school that does not have a written self-administer approval.
4) Medication orders are only good for the current school year and new orders must be submitted each school year.
5) Region 15 students currently have a standing order from our medical advisor that states a school nurse may occasionally administer Tylenol during the normal school day to students who have written parent/guardian permission. Please note that this does not indicate that students may carry or self-administer Tylenol in school or on field trips.

Medication On Field Trips

Students requiring medication during a school-sponsored field trip must meet the following criteria:

1) A parent/guardian must notify one of the school nurses, at least one (1) week before the trip, that the student will be taking medication on the trip. This allows the nurse to verify that a current order is on file, make any necessary arrangements for the administration of the medicine, and notify the school chaperone that the student will be taking medication.
2) If a self-administer order is on file, the parent/guardian must still contact a school nurse to activate that order for the field trip.

3) If a student is participating in multiple field trips, the nurse must be contacted for each trip.
4) If the "medication for field trip form" is used (this allows for several medications to be ordered on one form), a new one must be submitted for each field trip.

ANY MEDICATIONS THAT ARE CARRIED BY A STUDENT IN SCHOOL OR ON A FIELD TRIP THAT ARE NOT ACCOMPANIED BY A WRITTEN ORDER AND PARENT AUTHORIZATION WILL BE CONFISCATED AND PARENTS IMMEDIATELY NOTIFIED TO COME AND PICK UP THE MEDICATION. DISCIPLINARY CONSEQUENCES MAY OCCUR.

Physical Education Excuses Through The Nurse's Office

For an excused absence from physical education that is more than three consecutive classes during the school year, a doctor's excuse in writing is necessary. If the doctor's written excuse states, "until further notice," a second written note is required to return to physical education classes.

Physical Assessments and Immunizations

Physical assessments shall be completed for those students entering preschool or kindergarten, grade 6 and grade 10. The required Physical Assessments and Immunizations shall be recorded on the State of Connecticut form and filed with the appropriate school nurse by February 15th annually. Failure to meet this requirement will cause the student to be excluded from school. Prior to enrollment, students new to Connecticut must present the written results of a physical examination that is dated less than one year from the date entrance to the school. Immunization must be completed to meet the State of Connecticut requirements for all school enrollments.

Annual Awards Ceremony

This evening ceremony occurs near the end of the school year. Its purpose is to present scholastic and community awards. The Counseling Office coordinates the selection of awards and invites the recipients and their parents to the ceremony. All others are invited to attend.

Traditional Awards and Honors

Commencement Awards

1) Valedictorian and Salutatorian Awards: Awarded to graduating seniors with the highest and second-highest weighted scholastic averages through high school. Department awards are given for exemplary or outstanding achievement in a given discipline.

Board of Education Representatives

Two students, usually a junior and a senior, are selected to represent the student body. They attend the Board of Education meetings as non-voting members and have the right to:

1) Participate in all Board discussions
2) Be represented on the Board's agenda.
3) Make recommendations for consideration by the Board.

4) Be eligible for appointment to certain Board committees.

The elected student representatives shall not be eligible to vote on Board matters nor shall they represent at executive sessions of the Board unless invited by a majority vote of the Board.

National Honor Societies

Bullet Hill Chapter of the National Honor Society

Eligibility for membership is determined by four criteria: scholarship, service, leadership, and character. In order to be considered for membership, sophomore or junior students must take a minimum of five academic courses each semester and have a 3.7 cumulative semester average. In addition, the applicant must demonstrate leadership and perform community service. The student must maintain a 3.7 cumulative semester average to continue membership plus 20 hours of community service per semester.

French National Honor Society

The French National Honor Society inducts students at the end of French II. To be eligible, a student must have maintained an A average in French, B average in other courses, and must continue the study of French. As members of a service-oriented honor society, the members of FHS tutor in French and participate in activities that promote interest in French, such as programs in the elementary and middle schools, and cultural programs at the high school.

Spanish National Honor Society

A student is eligible if he/she has earned an A on the report card for one and a half years in high school (PHS or elsewhere). A student is initially identified by his/her teacher after the mid-year exam each year. Then the entire report card of each nominee is checked to ascertain if the other grades are within the parameters defined below. On or about March 1, a student is sent a formal invitation to join the honor society and is asked to sign a contract upon acceptance. The student agrees to tutor other Spanish students, help at one service project and one fundraiser each year, and attend at least three (3) or four (4) meetings per year.

Note: Freshman or Senior students are not eligible due to the national requirements: Membership in the Spanish Honor Society is based upon the following criteria:

1) A student has maintained an A average in Spanish for three semesters at PHS and is presently in Spanish II or higher.
2) Demonstration of character and leadership within the Spanish classroom.
3) A student has no semester grade less than a C+ in any other course.

Students who have an “A” average for three consecutive semesters at the high school, and no grade lower that a C+ in any other course in the third semester, are eligible to join the Carlos Fuentes Chapter of the Spanish Honor Society.

Tri-M Music Honor Society

The Tri-Music Honor Society is the international music honor society for secondary school students that motivates and recognizes musical achievement and helps focus public attention to school music programs throughout communities. To qualify, students must have an A average in music and a B average in all other subjects. They must also attend all meetings and actively participate in all Tri-M activities, including any performance requirements.

Athletic League

Pomperaug High School is a member of the Southwest Conference that consists of Immaculate, New Milford, Brookfield, Weston, Masuk, Joel Barlow, Bethel, Newtown, New Fairfield, Bunnell, Stratford, Kolbe Cathedral, Foran, Jonathan Law, Laurelton Hall, and Notre Dame High Schools.

For rules affecting athletic eligibility see Mr. Velardi, Athletic Director.

Junior-Senior Prom

The Junior-Senior Prom is a formal affair usually held in the spring. It is organized by the junior class and the seniors are honored guests. Guests who do not attend Pomperaug High School must be approved to attend the prom by their school's administrator by completing a written form. Guests are subject to all PHS rules and regulations regarding appropriate behavior at the prom, including the use of breathalyzers.

Sophomore Fashion Show

The Fashion Show is a major fund-raising event sponsored by and produced by the entire sophomore class. This event features the students modeling clothing that is available in area shops and stores.

Theater Productions

The theater productions are performances by the high school drama program. These productions give the school and the communities an opportunity to see students from a variety of classes combine their talents.

Winter, Spring, and Exchange Concerts

Each year in our auditorium the band, chorus, chamber choir, and jazz band perform for over 3,000 people. Exchange concerts are a valuable musical and social experience culminating with a performance both in our auditorium and at another school.

Board of Education Fund Raising Policy

It is the purpose of this policy to protect the student body and the public at large from undue financial exploitation. While the stimulation of student participation and responsibility is vital, the Board recognizes the potential

for an overemphasis upon fund raising as well as its own obligations to provide funds for the effective operation of school programs.

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 PHS Student Governing Body at least four (4) weeks before the event. This includes any weekend sale to be held outside the school. If an organization does not fill out an application or receive permission before the sale, the following measures will be taken:

1) Sales will be terminated immediately.

2) Fund raising privileges will be revoked for one semester or ninety (90) school days. Please do not begin sales or order goods until permission is granted. Applications should be submitted to the principal.

Club and Activity Advisors

If you are interested in starting a club, you should:

1) Find several students who are interested in forming such a club.
2) Find a faculty advisor who will work with you.
3) Arrange a meeting with the principal, the teacher who will be the advisor, and the students to discuss the general goals of the club.
4) Go to the Student Government to obtain a charter. A list of the purposes and goals of your group and the names of the students and teachers involved will be incorporated in the charter.

ABRAXAS ..... Ms. Hartshorn
A.F.S (American Field Service) .....TBD
Art Club .....TBD
Aviation Club ..... Mr. Knapp
Big, Big Brother (Driggs School).....Dr. Bosman
Book Worm Club .....Ms. Brooky, Ms. Schall, Ms. Wadyka
Connecticut Innovation Academy ..... Mr. Murphy
Dance Team .....Ms. Cote
Debate Team..... Ms. Hartshorn
F.B.L.A (Future Business Leaders of America) .....Ms. Brevetti
F.C.C.L.A. (Family, Career & Community Leaders
Of America..... Ms. Garafola
French National Honor Society…… …….TBD
Habitat for Humanity..... Ms. Schall
Harvard Model United Nations.....Mr. Bass
H4O (Help for Others) ..... TBD
Interact International..... Ms. DeGregory
Japanese Club..... Ms. Kelly
Martial Arts Club ..... Mr. T. Becker
Math Team ..... Mr. Hodge
Mock Trial .....Mr. Kimble
National Honor Society.....Mr. Kimble
PALS ..... Ms. Sussman
P.B. & J (Peanut Butter and Jelly)……TBD
P.G.A (Pomperaug Guidance Association). .....Ms. Miller/Ms. Kutzner
Ping Pong Club.....Mr. Prevost

Pink Ribbon ..... Ms. Kailan
Pomperaug Pawprint ..... Mrs. Henion/Ms. Rosenberg
Pomperaug Theatre Company ..... Mr. Doniger
Pomperaug STAND (Students Taking Action Now Darfur).....Ms. Voynick
Robotics Club ……..TBD
Spanish Honor Society ..... Ms. Gagnon
Student Government .....TBD
Student Humanitarian Organization (SHO) ..... Ms. Merritt
Technology Club.....Mr. Murphy
Tri M-Music Honor Society ..... Mr. D'Angelo
Yearbook ..... Ms. Honan/Ms. Driscoll
Young Republicans Club…… TBD

Free Public Education

As a Connecticut resident, you are entitled to a free public education from the age of five until 21 (or until you graduate from high school, whichever is sooner). Beginning July 1, 2001 a student must remain in school until age 18, unless he/she graduates or obtains written consent from a parent or legal guardian on a district-provided form to leave school at the age of 16 or 17. However, your right to a free public education is not absolute. If you break the rules or policies of the school, you may be expelled or suspended.

Notice of Nondiscrimination

The Pomperaug Regional School District 15 does not discriminate on the basis of race, color, national origin, religious beliefs, disability, sex, age, marital status, sexual orientation, or any other non-job related characteristic in admission to, access to, treatment in, or employment in its programs and activities.

The Coordinator of the District's efforts to comply with Section 504 of the Rehabilitation Act of 1973 and Title VI is:

Mrs. Donna Popowski Phone: 203-758-8259
Director of Student Services
286 Whittemore Road
Post Office Box 395
Middlebury, Connecticut 06762-0395

The Coordinator of the District's efforts to comply with Title IX of the Education Amendments of 1972 is:

Mrs. Catherine Szerszen Phone: 203-262-3200
Pomperaug High School
234 Judd Road
Southbury, Connecticut 06488-1950

Any inquires regarding the application of the District's non-discrimination policy may be referred to the Coordinator or to the:

Regional Director
U.S. Department of Education

Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491

Phone: 617-289-0111
Email: OCR.Boston@ed.gov

Notification of Rights Under FERPA for Elementary and Secondary Schools

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 forty-five (45) calendar days of the day the school receives a request for access.

2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.

3) The right to consent to disclosures of personally identifiable information contained 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 has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

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

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-4605

5) Unless notified in writing by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. The written objection to the disclosure of directory information shall be good for only one year.

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires the Region 15 School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities, including a student survey, analysis, or evaluation that concerns one or more of the following eight areas:

1) Political affiliations or beliefs of the student or student's parent;
2) Mental or psychological problems of the student or student's family;
3) Sexual behavior or attitudes;

4) Illegal, anti-social, self-incriminating, or demeaning behavior;
5) Critical appraisals of others with whom respondents have close family relationships;
6) Legally recognized privileged relationships, such as with doctors, lawyers, or ministers;
7) Religious practices, affiliations, or beliefs of the student or parents; or
8) Income, other than as required by law to determine program eligibility.

Grievance Procedure

Informal Level

Any student, parent/guardian, staff member or applicant to a program who feels that he/she has been discriminated against on the basis of race, color, national origin, sex, disability, or handicap shall contact the designated Compliance Coordinator within thirty days (30) of the alleged occurrence to discuss the nature of the complaint.

The Compliance Coordinator shall maintain a written record, which shall contain the following:

A. Full name and address of complainant.
B. Full name and position of person(s) who allegedly discriminated against the complainant.
C. A concise statement of the facts constituting the alleged discrimination.
D. Dates of the alleged discrimination.

At the time the alleged discrimination complaint is filed, the Compliance Coordinator shall review and explain the grievance procedures with the complainant and answer any questions. The Compliance Coordinator shall begin investigating the complaint as soon as it is practical, but in no case more than ten (10) working days from the time the complaint was received. Within this time limit the Compliance Coordinator shall meet informally with the complainant and the individual(s) against whom the complaint was lodged, and shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level.

If the complaint is not satisfied with these initial informal procedures and within twenty (20) school days from the date of the original discussion with the Compliance Coordinator, the complainant may initiate more formal procedures to further explore and resolve the problem internally.

The Compliance Coordinator shall present the written alleged discrimination complaint to the principal of the building who may resolve the complaint alone or may take the complaint to the Civil Rights Compliance Panel.

The principal shall inform all parties of the date, time and place of the scheduled grievance panel hearing and/or their right to present witnesses or representatives, if desired. The Compliance Coordinator shall provide assistance to the complainant in understanding the grievance panel process. A written record of all panel hearings shall be kept.

The panel shall hear and fully review the case within fifteen (15) days of the hearing and shall send its recommendations in writing to the principal within five (5) working days of the hearing. The principal shall review the recommendations, reach a decision regarding the case and communicate his/her decision in writing to the parties concerned and to the Superintendent of schools within five (5) days.

If the complainant is not satisfied with the principal's decision, he/she may submit a written appeal to the Superintendent of schools within ten days.

The Superintendent of schools shall review all aspects of the case and within ten (10) days shall decide for or against the recommendation of the principal.

If the complainant is not willing to abide by the Superintendent of schools recommendations, he/she may submit a written appeal to the local Board of Education within fifteen (15) days of the Superintendent's decision.

With at least five (5) days' notice given prior to the hearing, the Board of Education shall inform all parties involved of the date, time and place of the hearing and of the right to present witnesses and to legal counseling or other representation if desired. The Board of Education shall hear all aspects of the appeal and shall reach a decision within twenty (20) days of receipt of the written appeal. The decision shall be presented in writing to the complainant at its next regularly scheduled meeting. The Secretary of the Board of Education shall inform the parties of the Board's action within five (5) working days of the Board's meeting.

Any person may also file a complaint of illegal discrimination with the Office for Civil Rights; Washington, D.C. at the same time he/she files the grievance, during or after the grievance process, or without using the grievance process at all. If a complaint is filed with the Office for Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.

Whom to Call for Help

INFOLINE 211

24-Hour Hotline answers questions about any issue. They will provide referrals to places in the area that can offer services.

Alcohol

Alcoholics Anonymous	Waterbury 755-2124
Al-Teen (Teenagers of Alcoholic Parents)	Waterbury 755-2124

Child Abuse

Child Abuse Hotline (Toll Free)	1-800-842-2288
Department of Children & Families	Waterbury 759-7000

Counseling

Community Youth Council	Middlebury/Southbury 758-1441
Child Guidance Clinic	Waterbury 756-7287

Family Service Association	Waterbury 756-8317
St. Mary's Hospital-Division of Psychiatry	Waterbury 574-6000
Waterbury Hospital-Division of Psychiatry	Waterbury 573-6288
Safe Haven	Southbury 262-8700

Crisis/Emergency

Waterbury Hospital Crisis Services (24 hours)	573-6500
Danbury Hospital Crisis Services	1-203-830-6082
Waterbury Youth Services Mobil Crisis Unit	573-0264
Child Guidance Clinic Mobil Psychiatric Services (24 hrs)	576-7287
Southbury/Middlebury Youth & Family Services (M-F 9:00 a.m. - 7:00 p.m.)	758-1441

Drug Abuse

Help Inc.	Waterbury 756-8984
Drug Help, Ctr. & Residence YMCA	Waterbury 754-2181
St. Mary's Emergency Department	Waterbury 574-6004
Waterbury Hospital Emergency Dept	Waterbury 573-6290
Waterbury Hospital Psychiatry Services	Waterbury 573-6288

Pregnancy/Birth Control

Planned Parenthood	Waterbury 753-2119
Planned Parenthood	Danbury 743-2446
Sexual Assault/Crisis Services	Waterbury 753-3613

Information

Cancer Line	1-800-422-6237

Legal Services

Connecticut Legal Services	Waterbury 756-8074

Rape, Sexual Assault, Physical Abuse

Sexual Assault Crisis Services	Waterbury 753-3613
Domestic Violence Hotline	1-203-575-0036

Venereal Disease

Public Health Department	Danbury 797-4623
Planned Parenthood	Waterbury 753-2119

Youth Services

YMCA	Waterbury 754-2128

Student Intervention Team

The Student Intervention Team (S.I.T.) at Pomperaug High School works along with various other services available to students and families. Students who exhibit behavior of concern, such as symptoms of depression or suicide, alcohol/drug dependence, eating disorders or any other behavior which may interfere with academic success, are confidentially identified by faculty and are eligible to receive student services. SIT is composed of the student's school counselor, nurse, administrator, school psychologist, an alternative education staff member, and the student assistance counselor, and meets weekly to confidentially assist students in achieving the balance between academic success and

emotional well-being. The school psychologist facilitates the program by providing assessments, referrals and counseling.

Video Release

Videotapes, photographs, and audiotapes are sometimes used in school to record and capture special events and/or the work of students and staff. These videotapes, photographs and audiotapes, in whole or in part, may be used publicly (on Region 15's website, in newsletters, on cable TV, etc.) for communication purposes and to showcase our schools. If you do not want your child to be photographed or identified in any materials that may be viewed publicly, please contact the building principal immediately.

Video Studios

The WTCH Broadcast and Production Studios is a resource open to all students, faculty, and Region 15 parents and community members. The video studio provides videotaping, broadcasting sports, concerts, plays, meetings, newscasts and community events. If you have any questions about WTCH, please visit our website at www.pomperaug.com/wtch**.**

WTCH Video Production and Broadcasting Studios Region 15 Schools

SERVING THE COMMUNITIES OF MIDDLEBURY AND SOUTHBURY
CABLE CHANNELS 16 MIDDLEBURY AND 17 SOUTHBURY

WTCH has served the community since 1988. Region 15 students, faculty, and community volunteers who are involved in production and editing studies located at Pomperaug High School produce all programming.

Integrated Pest Management Plan

In compliance with Connecticut State Public Act #99-165, "An act Concerning Notice of Pesticide applications at Schools and Day Care Centers", Regional School District #15 hereby advises you that policies concerning the use and application of pesticides, herbicides, and insecticides are in use and available for review in the main office at each school.

Region 15 has developed three policies relating to this Public act: 1) General Pest Control, 2) Rodent Control, and 3) Ornamental Turf Control. Each policy describes the procedures for applying pesticides and herbicides and the brand names of the products to be used.

You have the right under the law to register your name as one to be notified in the event that an application of these controlled substances becomes necessary at your school. If an emergency condition requires immediate use of one of these substances, the school will attempt to notify you as soon as possible to advise you of the event. To receive notification of these applications, you must request registration of your name in writing and send it to the principal of your school.

Volunteers at Pomperaug High School

Many parents and retired citizens volunteer their time and talents to the students in our school. This service is very valuable to us. The special training and life experience they bring to our students are extremely enriching.

Resource Center

Located on the second floor, the Resource Center is home to the Science, Math, English, Social Studies, and World Language Departments. Open from 7:00 a.m. to 3:30 p.m., the Resource Center is where students go to contact their teachers for extra help. Its centralized location makes it an ideal space for teachers' desks and department chair offices.

Physical Education Department Policies

Students must attend all classes unless excused.

If a student is applying for a medical waiver from physical education, the student must attend all gym classes until a written statement from the doctor is given to the school nurse and the nurse signs the waiver.

Students are required to have a full change of appropriate exercise attire.

- Students who do not change for class will receive an unprepared (UP) for that class.
- Students are still expected to participate for class if clothing allows.

Students who do not meet this requirement will have the following points deducted from current marking period.

- 1st occurrence – 1 point
- 2nd occurrence – 2 points
- 3rd occurrence – 3 points
- 4th occurrence – 4 points
- And so on ……

Students are required to participate in class activities unless excused by a parent, doctor, school nurse or physical education teacher due to illness or injury.

- Students who do not participate will receive a Non-Participation (NP) for that class.

Students who do not meet this requirement will have the following points deducted from current marking period grade.

- 1st occurrence – 1 point
- 2nd occurrence – 2 points
- 3rd occurrence – 3 points
- 4th occurrence – 4 points
- And so on ……

Students who will be sick or injured for more than one week must provide a doctor's note.

- Students who are sick or injured must attend class.

Participation in the swimming unit is required to receive credit for the semester unless the student is excused by a doctor.

Make-up Policy – for students with an excess number of <u>excused</u> absences * Available for seniors only *****

- Must have a passing grade in the class.
- Maximum of 3 classes may be made up.
- Must be done during exam days only.