VERNON PUBLIC SCHOOLS 2026-2027 CALENDAR

(Refer to BOE Policy 6111 and 6112)

VERNON PUBLIC SCHOOLS 2026-2027 CALENDAR (BOE Approved 1/12/2026)

Mon	Tue	Wed	Thu	Fri
August/September 2026 (23 days)				
24PD	25PD	26PD	27*	28
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		
October 2026 (22 days)				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30Q
November 2026 (18 days)				
2	3	4	5	6
9	10	11	12 CONF MS & HS	13 CONF MS & HS
16	17	18	19	20
23	24T	25/ED	26	27
30				
December 2026 (17 days)				
	1	2	3	4
7	8	9	10 CONF ES	11 CONF ES
14	15	16	17	18
21	22	23ED	24	25
28	29	30	31	
January 2027 (19 days)				
				1
4	5	6	7	8
11	12	13	14	15
18	19Q	20	21	22
25	26	27	28	29

Mon	Tue	Wed	Thu	Fri
February 2027 (17 days)				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
March 2027 (21 days)				
1	2	3	4	5
8T	9	10	11	12
15	16	17	18 CONF ES	19 CONF ES
22	23	24	25	26
29	30Q	31		
April 2027 (17 days)				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
May 2027 (20 days)				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				
June 2027 (8 days)				
	1	2	3	4
7	8	9	10ED/Q/T	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

PD = Professional Development Days - **No School**

ED = Early Dismissal – **District Half Day of School**

Q = End of Quarter / **T** = End of Trimester

Holidays and School Vacations - **No School**

CONF = Parent/Teacher Conferences – Half-Day of School (**Elementary, Middle or High School: as indicated ES/MS/HS**)

Snow Day - **No School**

August 24th, 25th, 26th - District Prof. Development (**Paras: 25th & 26th**)
August 27th – *First Day of School
September 7th – Labor Day
September 21st – Yom Kippur
November 3 – Election Day – **No School**
November 12 & 13 - Parent/Teacher Conferences - **MS & HS (Half Day)**
November 25th – District Half Day of School – **ED**
November 26th & 27th - Thanksgiving Recess
December 10 & 11 - Parent/Teacher Conferences - **ES (Half Day)**
December 23rd - District Half Day of School – **ED**

December 24 – 25, 28 – 31 - Holiday Recess
January 1st - New Year's Day
January 18th - Martin Luther King Day
February 12th – Prof. Development Day (**Includes Paras)–No School**
February 15th – 16th - President's Day & Winter Recess
March 10th – Eid al Fitr
March 26th - Good Friday
March 18 & 19 - Parent/Teacher Conferences - **ES (Half Day)**
April 12 – 16 - Spring Recess
May 31st – Memorial Day
June 10 – Last Day of School – District Half Day of School – **ED**

(If school is cancelled 8 or more days, any make-ups beyond 8 will be taken from the April vacation beginning on April 12th working forward.

Rockville High School
Student Parent Handbook
2026-2027

ROCKVILLE HIGH SCHOOL CORE VALUES, BELIEFS AND LEARNING EXPECTATIONS

(BOE Policy 5000)

The Rockville High School Community is committed to providing a safe and respectful environment where all members are dedicated to lifelong learning. By working collaboratively with families and community members, we will graduate students who are productive and contributing members of a dynamic, global, 21st century society. We believe rigorous and meaningful academic and extracurricular programs afford all students the opportunity to become **R**esponsible, **O**pen minded, **C**ritically Thinking, and **K**nowledgeable.

LEARNING EXPECTATIONS

We are the ROCK! The Rockville High School student will...

- Demonstrate personal and civic responsibility.
- Demonstrate respectful behavior and compassion.
- Use multiple tools to access, evaluate, and apply information.
- Solve problems through analysis, synthesis, evaluation, and reflection.
- Communicate knowledge clearly and effectively for a variety of purposes and audiences.

RHS home page: https://www.vernonpublicschools.org/o/rhs
Facebook: www.facebook.com/rockvillehighschool
Instagram: www.instagram.com/RockvilleHighCT
Twitter: www.twitter.com/RockvilleHighCT (@RockvilleHighCT)
ParentSquare: https://www.parentsquare.com/join_school/new

College Board School Code: 070645

BEHAVIORAL EXPECTATIONS

(BOE Policy 5131)

VPS High School Level: School-Parent-Student Compact

Vision: The Vision of the Vernon Public Schools is that every graduate is a Critical Thinker, Collaborator, Communicator, Resilient Individual, and Responsible Citizen.

Mission: The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.

The schools, parents, and students of Vernon Public Schools district agree to share responsibility for facilitating student achievement. Each group will contribute to this goal in the following ways.

SCHOOL	
Responsibilities:	**Strategies:**
Believe that all students can and will learn at high levels.	Utilize a growth model, so all students achieve or exceed yearly expected progress.
Implement high quality curriculum and instruction in a supportive learning environment.	Plan and deliver rigorous, standards-based lessons with differentiation. Maintain an engaging, welcoming classroom community and physical space. Follow plans for students with disabilities and/or health needs.
Provide opportunities for parents to participate in their child's school experience.	Invite parents to academic and sports events, monthly meetings, and to PTO, School Governance, and BOE meetings. Communicate school happenings in multiple ways such as posters, the website, and email, so all families are aware.
Ensure regular, timely, and meaningful communication.	Use email, phone calls, and Aspen to connect with families regularly. Schedule Open Houses, Curriculum nights and parent teacher conferences.
Facilitate Social Emotional Learning (SEL) development.	Teach expectations (including attendance), an SEL curriculum, provide a multi-tiered system of supports, and utilize trauma informed practices.

FAMILIES	
Responsibilities:	**Strategies:**
Ensure regular and on-time attendance.	Send students to school in accordance with health guidelines and school policy. Limit appointments during school hours when possible.
Support homework completion.	Facilitate through building home routines (time, space) and praising effort.
Keep informed and share information that will assist with both academic and social/emotional progress.	Share up-to-date parent & emergency contact phone numbers and return forms. Use email and/or phones to communicate with staff in a timely manner. Check email, Aspen, and other communication tools daily.

	Share concerns so appropriate staff can offer support. Monitor and manage cafeteria charges.
Encourage positive use of their child's extracurricular time and responsible use of technology.	Ensure appropriate technology use to support schoolwork and peer interactions. Promote fitness, reading, and clubs to develop the whole child.
Partner in decisions relating to their child's education.	Participate in conferences, 504, special education, and other school meetings.

STUDENTS	
Responsibilities:	**Strategies:**
Be safe.	Conduct self in a safe and appropriate manner at all times. Contribute to a caring environment that feels physically and emotionally safe to all learners.
Be respectful.	Communicate respectfully with all students and staff. Work cooperatively with their classmates and teachers. Follow the school and bus rules.
Be responsible.	Attend school, give best effort, participate, and use technology appropriately. Be prepared with their homework, notices, and materials. Care for school materials and property.

Rockville High School
70 Loveland Hill
Vernon, CT 06066
Phone 860-870-6050
Fax 860-870-6314

Vernon Public Schools Central Office		**860-870-6000**
Dr. Jennifer Hills-Papetti	Superintendent of Schools	Ext. 4660
Ms. Melissa Iles	Interim Assistant Superintendent	Ext. 4676
Mr. Robert Nagashima	Director of Pupil Personnel Services	Ext. 4666
Ms. Meghan Burr	Director of Secondary Teaching and Learning	Ext. 4675

Rockville High School Administrators		**860-870-6050**
Mr. Jason Magao	Principal	Ext. 4003
Mr. Daniel Pichette	Assistant Principal	Ext. 4012
Ms. Erin Houlihan	Assistant Principal	Ext. 4009
Mr. Jeffrey Farrell	Athletic Director	Ext. 4022

School Counseling Department		**860-870-6050**
Mr. Peter Ettlinger	Director of School Counseling	Ext. 4070
Ms. Taylor McGonnigle	School Counselor	Ext. 4066
Mr. Michael Mas	School Counselor	Ext. 4069
Ms. Olethea Rosario	School Counselor	Ext. 4068
Mr. David Rhoades	School Counselor	Ext. 4071

School Nurse	**860-870-6050**
Ms. Lisa Vincze	Ext. 4035

School Social Worker	**860-870-6050**
Mr. Ronald Pedonti	Ext. 4199
Ms. Jennifer Jaffe	Ext. 4162
Ms. Ashley Sanzaro	Ext. 4080

School Psychologist	**860-870-6050**
Ms. Amanda Smelcer	Ext. 4073
Ms. Jessica Patras	Ext. 4010
Ms. Taylor Kent	Ext. 4106

Office for Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1475

REGULAR BELL SCHEDULE

Block 1/5: 7:30 - 8:55

8:55 – 9:00 passing

Block 2/6: 9:00 - 10:30

**5 minutes for announcements*

10:30 – 10:35 passing

Block 3/7: 10:35 - 12:30

LUNCH A
Lunch 10:35 – 10:58
Class 11:03 - 12:30

LUNCH B
Class 10:35 - 11:00
Lunch 11:05 – 11:28
Class 11:33 - 12:30

LUNCH C
Class 10:35 - 11:30
Lunch 11:35 - 11:58
Class 12:03 - 12:30

LUNCH D
Class 10:35 - 12:02
Lunch 12:07 - 12:30

12:30 – 12:35 passing

Block 4/8: 12:35 - 2:00

Updated: September 24, 2021

BELL SCHEDULE – Early Release

Four Lunch Schedule

Block 1/5: 7:30 - 8:22 (52 min)
8:22 - 8:27 (5 min passing)
Block 2/6: 8:27 - 9:19 (52 min) *No Announcements*
9:19 - 9:24 (5 min passing)
Block 4/8: 9:24 - 10:16 (52 min)
10:16 - 10:21 (5 min passing)
Block 3/7: 10:21 - 12:00 (96 min) **LUNCH A** Lunch 10:21 - 10:43 Class 10:48 - 12:00 **LUNCH B** Class 10:21 - 10:42 Lunch 10:47 - 11:09 Class 11:14 - 12:00 **LUNCH C** Class 10:21 - 11:08 Lunch 11:13 - 11:35 Class 11:40 - 12:00 **LUNCH D** Class 10:21 - 11:35 Lunch 11:38 - 12:00

Note: The block order has been changed in this schedule to allow students to eat during their normal lunch block classes.

Updated: July 28, 2022

Note: *No additional time has been devoted to announcements in this schedule.*

BELL SCHEDULE - 2 HOUR DELAY

2 HOUR DELAY
Block 1/5: 9:30 - 10:22 (52 min)
10:22 - 10:27 (5 min passing)
Block 2/6: 10:27 - 11:19 (52 min)
11:19 - 11:24 (5 min passing)
Block 3/7: 11:24 - 1:03 (99 min) **LUNCH A** Lunch 11:24 -11:46 Class 11:51 - 1:03 **LUNCH C** Class 11:24 - 12:10 Lunch 12:15 - 12:37 Class 12:42 - 1:03 **LUNCH B** Class 11:24 - 11:45 Lunch 11:49 - 12:11 Class 12:16 - 1:03 **LUNCH D** Class 11:24 - 12:35 Lunch 12:40 - 1:03
1:03 - 1:08 (5 min passing)
Block 4: 1:08 - 2:00 (52 min)

Updated: September 24, 2021

BELL SCHEDULE - ADVISORY

Block 1/5: 7:30 - 8:47

8:47 – 8:52 passing

Advisory: 8:52 - 9:22

9:22 – 9:27 passing

Block 2/6: 9:27 - 10:49

**5 minutes for announcements*

10:49 – 10:54 passing

Block 3/7: 10:54-12:38

LUNCH A
Lunch 10:54 – 11:17
Class 11:22 - 12:38

LUNCH B
Class 10:54 - 11:15
Lunch 11:20 - 11:43
Class 11:48 - 12:38

LUNCH C
Class 10:54 - 11:42
Lunch 11:47 – 12:10
Class 12:15 - 12:38

LUNCH D
Class 10:54 - 12:10
Lunch 12:15 - 12:38

12:38 – 12:43 passing

Block 4/8: 12:43 - 2:00

Updated: August 22, 2024

ADDING A COURSE

A course may not be added to a student's course load after five (5) consecutive class meetings (half or full credit courses) or three (3) consecutive class meetings (quarter credit course) have taken place. Any course that is added after this point in time requires an administrator's signature and the student's grade in the course depends upon the completion of all work missed prior to the date of adding the course.

ADVANCED PLACEMENT COURSES AND EXAMINATIONS

The Advanced Placement Program® is a cooperative educational endeavor between secondary schools and colleges and universities. The Program provides motivated high school students with the opportunity to take college-level courses in a high school setting. Students who participate in the Program not only gain college-level skills, but in many cases, they also earn college credit while they are still in high school. AP courses are taught by dedicated and enthusiastic teachers who follow course guidelines developed and published by the College Board. Every AP student will be required to pay for and take the AP exam prepared by the College Board and administered in May.

Students who are eligible for free or reduced-cost lunch qualify for a fee waiver on all AP exams they take that year. The exams are scored by the College Board, and graded on a five-point scale (5=Extremely well qualified, 4=Well qualified, 3=Qualified, 2=Possibly qualified, 1=No recommendation). Colleges use these grades as evidence of the students' abilities and achievements when they make their decisions regarding whether or not to grant credit and/or advanced placement. AP Score Reports are released on the College Board website in July.

Students should check with their college's admissions office for clarification of policies on Advanced Placement. It is important to note that each college determines college credit and/or advanced placement. Rockville High School currently offers the following Advanced Placement courses:

Calculus AB	Chemistry
English Language & Composition	Literature & Composition
Music Theory	Studio Art
U.S. History	Computer Science Principles
Statistics	Physics

In addition, students in several Honors and ECE level courses including Statistics, Biology, Spanish, and French have opted to take the AP Exams in recent years that align with these courses. Please refer to the individual course descriptions for further information. The AP Program offers additional courses in

a variety of subject areas which students have the opportunity to independently prepare for and take the exam.

AGE OF MAJORITY GUIDELINES

In view of Public Act 127 of the 1972 Legislature that establishes 18 years of age as the age of majority, the following policies are adopted:

1. School regulations concerning all attendance matters shall continue to be handled as they were previously. Eighteen-year-old students not living at home with parent(s) or guardian(s) will be communicated with directly in attendance matters.
2. The school system recognizes its moral obligation to the parents regardless of age of the student in its charge. All contacts and records shall continue to be maintained with the home. Eighteen-year-old students may request direct communication and parents shall be notified of that action. The school may continue or resume contact with parents at any time.
3. Any student at or above the age of majority who, independent of parents or guardian, takes up residence in the Town of Vernon and enrolls in the Vernon school system, shall be required by the principal of the school in which they enroll to submit a Certificate of Residence certifying that the student is indeed in residence within the Vernon school district, said Certificate to be attested to by the owner, renter or lessee of the property wherein the student resides. Such certificate must be completed and placed in the hands of the principal prior to the entrance of the student in question.

The above policy regulations are adopted under the assumption that reasonable school regulations should apply to all students regardless of age and that persons 18 years of age will be considered students first and adults second. Students who move away from the Vernon school district during the school year may, in certain circumstances, be granted permission to complete the year in Vernon. Students should contact their school counselor for information on how to secure permission for this privilege.

ASPEN - STUDENT INFORMATION SYSTEM

(BOE Policies 1110.1 and 6146.1)

ASPEN is a web-based student information system used by the Vernon Public Schools. Information stored in ASPEN includes contact information, attendance data, transcripts, standardized test and assessments scores, class schedules, enrollment history, daily assignments, assignment grades, and cumulative course grades. Much of this data is readily available to students and their families via web-based student and parent portals. In addition, ASPEN allows parents to set up notifications that send emails when students are absent or when their grades

fall below a certain percentage.

Your ASPEN portal login and password will allow you to access this information from home or work at your convenience. The access to student information the ASPEN portal provides families can greatly enhance communications both within the home and between home and school. We encourage parents to view this information with their students at regular intervals. Please contact our School Counseling Office at 860-870-6050 x4065 if you have any issues accessing the ASPEN portal or any questions about information contained within the system. The ASPEN system is available at: https://ct-vernon.myfollett.com/aspen/logon.do

ATTENDANCE PROCEDURES

(BOE Policy 5113)

Absence Limits

No student ***may receive course credit*** for a half-year course after having had unexcused absences from the course for ***more than ten (10) class periods*** during any one semester.

Excused Absences (Documentation Required)

- Illness or injury (after 3 total absences, a doctor's note is required)
- Death in the family
- Mental health day (maximum of 2)
- A religious obligation
- A court appearance
- A school-sponsored activity
- A college visitation
- Participation in an educational program organized and sponsored by a recognized institution of learning
- An emergency deemed legitimate by the building principal
- A suspension from school

Excused Absences and Make-Up Work

All work due or missed during an excused absence may be made up. Any work missed (assigned) during an excused absence will be the student's responsibility to make up. Students will have the same amount of time as their absence to make up their work. For example, if a student is absent for 2 days, they will have 2 days to make up and submit their missing work. Note: Homebound instruction is available for students if ten days of consecutive excused absences are expected with medical recommendation.

Tardiness to School or Class

Continued tardiness by a student is a serious problem. Students are expected to be in their scheduled location, ready for work, at the bell. Excessive tardiness

will have an impact on student performance. To that point, every ***3 tardies to school or class*** will equal ***1 unexcused absence***. If a student is not in class for at least half of the block (42 minutes) this will result in an excessive tardy and be deemed an unexcused absence.

If a student will be late to school, parents/guardians are requested to contact the school attendance office prior to 7:30 a.m. to inform the school.
A student is tardy when they arrive at school or class later than the scheduled start time of the day or block. Accumulation of tardies will result in unexcused absences. A student tardiness may be explained by a parent, but any absence from class that results will be considered as an accumulated absence.

Appeal Process
A student who has exceeded the established number of unexcused absences for a semester and has had course credit withheld may appeal this action by submitting an attendance appeal application to the grade level administrator. Requests for an attendance appeal, absent extenuating circumstances, must be made prior to the beginning of the exam period. The attendance appeals committee will be composed of administrative personnel, attendance counselor, coordinator of family engagement, social worker and the student's school counselor. The attendance appeals committee, absent extenuating circumstances, will meet prior to the end of each semester. Custodial guardians and students are required to attend their child's appeal meeting. Students are reminded that an attendance appeal does not necessarily mean that a decision to grant an attendance waiver and course credit will be made. When filing an appeal, accountability must be made in all absences. Partial accountability of absences to bring the total number below the established number of class absences is not considered an acceptable appeal. Parents/guardians and students will receive written notification of the decision of the attendance appeals committee.

The attendance appeals committee will consider, but not be limited to, the following criteria in its deliberations:

1. Extenuating circumstances for the absences in question with supporting documentation.
2. Class absences since the date of credit being withheld.
3. Recommendations of the classroom teacher or other school personnel.
4. Record of unexcused class absences (class cuts), study hall cuts, and detention cuts.
5. Record of tardiness to school.
6. Evidence of improvement.
7. Student's written reflection regarding his/her absences.

Students are reminded that any and all cuts, including class, study hall, and detention cuts, will weigh heavily against granting an attendance waiver and course credit.

Attendance and Student Activities/Athletics
Students who have an unexcused tardy after 9:00 cannot participate in extracurricular activities on that day. Exceptions to this rule are only allowed with administration's prior written approval and with a valid excuse signed by the student's parent or guardian.

Repeated tardiness will not be tolerated. If a student has a history of being tardy to school, their participation in extracurricular activities will be reviewed and may be suspended until their attendance improves.

A student being dismissed from school is expected to be present for three complete blocks to be eligible for participation in extracurricular activities. A student is not eligible for any activities if they are not in attendance on the day of an activity. If the activity occurs on Saturday or Sunday, students may participate if they were absent on Friday, providing they obtain written permission from administration.

Restoring Credit
A 30-day period of perfect attendance will restore lost credit providing the student has not missed more than 15% of the potential class meetings. This 30-day option for restoring credit is available only during the current school year. Students who do not complete a 30-day contract before the end of the current school year must complete a full school year without offending the attendance policy.

Students who lose credit in full year courses because of poor attendance may have credit restored by attending summer school provided the student has not missed more than 15% (27 days) of the class periods.

Reporting Absences
Parents are expected to call the Attendance Office (860-870-6050, option 1) by 9:00 a.m. to report their student absent. The name of the student, date, and reason for the absence must be stated in order for it to be considered excused. Please note that voicemail is available 24 hours a day.

Students who have been absent from school must submit to the Attendance Office a written, dated, parent/guardian-signed note of explanation specifying the date and the reason for the absence within five (5) school days of returning to school. Please be aware that any absences beyond nine (9) are considered unexcused by state statute regardless of a parent/guardian call or note, and

therefore require a note from a physician in order to be excused. Vernon Public Schools Attendance Policy and Procedure states that a half day for RHS is 10:45. If a student arrives after that time or gets dismissed before then, they are considered absent from school.

Reporting Tardies
Students who arrive later than the scheduled beginning of school or class period will be considered tardy. A call or note stating the name of student, date and reason for the tardy from the parent/guardian must be received on the day of the tardy in order for it to be considered excused, otherwise it is an unexcused tardy. Oversleeping or missing the bus is not an acceptable reason for an excused tardy.

Dismissals
To ensure the safety of our students, any student to be dismissed during the school day must be picked up and signed out in the Attendance Office by a parent, guardian, or emergency contact listed in the school database. A written note specifying the date, time, and reason for the dismissal must be received in person or by email before the start of the school day. Phone calls are accepted in emergency cases only to dismiss a student. Under no circumstances may a student leave school grounds during school without permission from a parent/guardian and school administration. If a student drives to school a written note must be received for the dismissal before a student is allowed to drive themselves home. Students arriving late to school or leaving early must report to the Attendance Office to sign in or out of school. Students who fail to follow the proper sign in/out procedures may face Administrative consequences. Dismissals are unexcused unless a medical note is received after the appointment.

AUDITING A COURSE

Students may enroll and participate in a class at Rockville High School for no credit; however, they are expected to attend all classes and complete all assigned work. The request to audit a course must be made to the student's counselor and/or administrator within the first three (3) class meetings. An audited class does not count toward the minimum number of credits that students are required to carry. Students may not audit a class and then enroll in that class for credit at a later time.

CAFETERIA

(BOE Policy 3542)

The cafeteria is open for lunch from 10:35 a.m. to 12:30 p.m. on regular school days. Students will be assigned a lunch period during their block 3 and block 7 classes. Lunch also will be served on early release days on a modified schedule.

The following guidelines are to be followed:

1. Students are responsible for clearing their tables and for reporting spills to custodial or cafeteria staff.
2. All students eating in the cafeteria must be seated at a table. Students may not sit on tables, radiators, window sills, or put their feet on the tables.
3. Students are expected to remain in the cafeteria for the duration of the lunch wave. Students are not permitted to leave the cafeteria without the permission of the faculty members on duty.
4. Students reporting to the cafeteria during any time other than their normally assigned lunch wave must have a pass.
5. Students that have a legitimate need to eat in an alternative location must be given a permanent pass from an administrator or school counselor. This pass should outline acceptable locations for the student to eat.

Families are urged to take advantage of our meal prepayment plan using myschoolbucks.com. Funds placed on a student's account at https://www.myschoolbucks.com/ are available to the student when they enter a code on a keypad at the register. Parents can also put funds into myschoolbucks.com accounts through checks given to our cafeteria staff.
Free or reduced-price meal applications may be submitted at any time during the school year.

CHILD ABUSE

(BOE Policy 5141.4)

Because the school offers a setting in which students are observed on a daily basis over extended periods of time, school personnel are in a unique position to identify abused or neglected children. The Board of Education recognizes that a student's mental and physical health will have an effect on the student's ability to obtain the most benefit from attending school.

Connecticut General Statutes 17a-101, as amended by PA 96-246, 97-319, 02-106, 02-138 and 15-205, has defined various school employees as mandated reporters. Mandated reporters are required to report if they suspect or believe that a child has been abused, including but not limited to sexual abuse, or neglected, or placed in imminent risk of serious harm. The District shall not discharge or in any manner discriminate or retaliate against any mandated school employee who in good faith makes a report pursuant to CGS 17a-101 or is involved in any proceedings pertaining to the alleged child abuse or neglect.

Mandated reporters include the following: any certified personnel, including the Superintendent of Schools, nurses, psychologists, teachers, principals, guidance

counselors, social workers, paraprofessionals, coaches of intramural or interscholastic athletics, physicians, administrators, substitute teachers, or any other person who in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the District.

A mandated reporter's suspicions may be based on factors including, but not limited to, observations, allegations, facts or statements by a child, victim or third party. Suspicion or belief does not require certainty or probable cause.

Recognizing child/youth abuse or neglect
The following list is not comprehensive but only serves as a guideline for mandated reporters in recognizing abuse or neglect.

Physical Injury or Abuse:

- Physical injury or injuries inflicted upon the student by other than accidental means, or injuries which are at variance with the history given;
- Exhibits signs of malnutrition, sexual molestation, deprivation of necessities, or emotional maltreatment or cruel punishment.

Neglect:

- Abandonment, denied proper care and attention (physically, emotionally, or morally),
- Is living under conditions, circumstances or associations which are injurious to the student's well-being, or is living in a home which cannot provide the specialized care which the student's physical, emotional or mental condition requires.

CHRONIC ABSENCE

Chronic absence is defined as missing 10 percent or greater of the total number of days enrolled during the school year for any reason. It includes both excused, unexcused, and out-of-school suspensions. For example, a student who has been enrolled for the first 30 school days at the beginning of the school year and has been absent three of those days is considered chronically absent.

Chronic Absence vs. Truancy
Chronic absence is different from truancy (missing excessive school without valid reason) as well as average daily attendance (a school-level measure, not a student level indicator, for how many students are typically in attendance at school each day). Chronic absence and truancy are not interchangeable terms. They describe different aspects of the absenteeism problem and require different approaches.

Truancy is a term that generally refers to unexcused absences. Connecticut General Statutes (C.G.S.) Section 10-198a (b)(1) and (2) defines truancy as four unexcused absences in one month or 10 unexcused absences in a school year. Responses to truancy are usually about school rule compliance and can lead to court intervention.

Chronic absence, on the other hand, incorporates all absences: excused, unexcused absences, and suspensions and expulsions served. By monitoring chronic absence, the focus is on the academic consequences of lost instructional time and on preventing absences before students fall behind in school. It is an early indicator that a student may fall behind in the classroom.

CLOSURE OR DELAY OF SCHOOL

(BOE Policy 6112)

If there is a reason for school to be canceled, open late (two-hour delay), or close early, announcements will be made on area radio (WTIC AM & FM, WRCH, WZMX) and television (WFSB 3, WVIT 30) stations. Parents may also access Vernon information online at CT Weather and sign up for email or cell phone text notifications about delays and cancellations. When school is delayed or closed, the regular cycle of A day and B day assignments does not change. For example, if Monday is an A day, and school is closed for the B day on Tuesday, it will still be an A day when school resumes on Wednesday. Any missed days will be added to the end of the marking period.

CODE OF CONDUCT

Rockville High School's behavioral expectations are intended to promote RESPONSIBILITY and RESPECT within the school community. Students who fail to meet the behavioral expectations outlined in the Code of Conduct are subject to disciplinary consequences. Such consequences are intended to encourage students to behave appropriately. If the consequences assigned for a particular incident do not help the student change his or her behavior, alternative consequences may be explored. Also, administration reserves the right to assign additional consequences in cases where special circumstances or aggravating factors exist.

Note: *References to Vernon Board of Education Policy Numbers are provided where appropriate for additional information.*

Academic Integrity

All students at Rockville High School are expected to approach their academic work with integrity and honesty. Students that compromise such integrity by cheating and/or plagiarizing not only show disrespect for their teachers, peers, and the learning process, but also miss an opportunity to show mastery of specific content and/or skills. Academic integrity is at the core of our efforts to

develop responsible, open minded, critically thinking, and knowledgeable students. Academic dishonesty will not be tolerated at Rockville High School.

Cheating

- Unauthorized distribution or use of resources, including but not limited to test materials, cheat sheets, cell phones, notes, and/or textbooks during an exam, test, quiz, or other assignment
- Unauthorized verbal, nonverbal and/or electronic communication with another student during an exam, test, quiz, project, or other assignment
- Unauthorized use of AI, electronic communication or website to obtain answers during an exam, test, quiz, project, or other assignment
- Unauthorized viewing of another student's work on an exam, test, quiz, project, or other assignment
- Securing the questions or tasks for an exam, test, quiz, project, or other assignment previously given to other students
- Altering an exam, test, quiz, project, or other assignment after the work has been corrected claiming that the work was graded incorrectly
- Giving a false excuse for a delay in completing an exam, test, quiz, project, or other assignment
- Claiming to have handed in a exam, test, quiz, project, or other assignment when you did not
- Copying and/or sharing work that is meant to be your own, without explicit permission from the classroom teacher

Plagiarism

- Turning in another person's work or AI-generated work and claiming it as your own
- Copying words or ideas from another person without documenting the source
- Failing to put another person's words inside quotation marks
- Giving incorrect or incomplete information about the source of a quotation
- Changing words but copying the sentence structure of a source without documenting the source
- Copying so many words or ideas from another person that it becomes the majority of your work, whether documented or not

All Offenses	Parent/guardian notification Possible restorative practice Possible failing grade on assignment Possible detention or suspension Possible loss of eligibility for awards, recognitions, privileges, scholarships, and/or revocation of National Honor Society status.

Battery and Assault
Battery is physical contact with another person with the intent of causing severe bodily harm. Assault is an intentional act that causes another person to be in fear of suffering bodily harm.

All Offenses	Suspension Possible police involvement Possible referral for expulsion

Breathalyzers
(BOE Policy 5145.124)
The Vernon Board of Education authorizes the use of passive alcohol sensors (breathalyzers) to detect/confirm alcohol consumption by students on school grounds, on school buses, or at any school sponsored activity. The passive alcohol sensor will be used as a safety and security measure as students enter select school-sponsored events. Such events will include, but not be limited to, dances and proms. In addition, administrators may use such devices when reasonable suspicion exists that a student is in possession of or has recently consumed alcohol.

Building Security
Students are permitted to enter the building via the main entrance and the student entrance near the student parking lot. After the doors are locked at the start of the school day, all students must enter the building via the main entrance and check in at the Main Office reception desk and in the Attendance Office. Students that are leaving the building with permission should only be leaving via the main entrance and the student entrance near the student parking lot. Students cannot enter the building using entrances other than the main entrance or student entrance. *Students that enter the building via unauthorized doors, attempt to have others open unauthorized doors, and/or prop doors open, or otherwise facilitate the entrance of others into the building will also be subject to disciplinary action.*

All Offenses	Detention to Suspension

Bullying
(BOE Policy 5131.911)
"Bullying" means unwanted and aggressive behavior among children in grades kindergarten to twelve, inclusive, that involves a real or perceived power imbalance. "Bullying" includes "cyberbullying", which means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any other electronic communication.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.
Students that may be victims of bullying are strongly encouraged to report the behavior to a faculty or staff member. If the victim is reluctant to come forward, reports can be made directly to a school counselor or administrator.

All Offenses	Suspension Possible referral for expulsion

Cell Phones, Electronics, and Networked Devices
(BOE Policies 5131.81, 6141.3, 6141.326, and 6141.328)
Privately owned electronic devices shall include all devices that can take photographs, record audio or video data, store/transmit/ receive messages or images, or provide a wireless, filtered or unfiltered connection to the internet. Examples of these electronic devices include, but shall not be limited to: cell phones, electronic watches, handheld game consoles, laptop computers, and tablets, as well as any new technology developed with similar capabilities.

The Board prohibits the use of these privately-owned electronic devices by students during the school day, unless directed by school personnel to utilize them.

Cell phones will only be allowed during the following times:
- Before and after school hours
- During passing time
- During lunch
- In designated areas of library
- For academic purposes identified by the classroom teacher

Cell phones are *never* allowed:
- In the nurse's office
- In bathrooms or locker rooms
- In classrooms / library makerspace / computer lab
- In the school counseling office
- In the administrative offices

In Hallways:
- Cell phone conversations are not to occur in hallways, as it can lead to a distraction of the learning environment.
- The use of headphones or earbuds in one ear is allowed in the hallways. It is a school and personal safety concern.

- Students who choose to wear headphones or earbuds where permitted assume responsibility for keeping the volume down, both to prevent distracting others and allow for safe, effective communication. Students will be held accountable for hearing instructions from faculty and staff while wearing such devices.

Public Broadcast

Public broadcast of music via internal cell phone speakers, bluetooth speakers, or other amplified devices is not allowed.

All cell phone offenses	Parent communication Possible detention Possible suspension Possible phone confiscation

Note: *Students who fail to acknowledge and/or comply with the consequences for abuse of the devices listed above will be considered insubordinate and be subject to immediate suspension.*

Confidential List

Student names are placed on the confidential list for thirty days as the result of in or out of school suspension. Students on the confidential list for the first time will not be allowed to attend after school or evening events for thirty days. This includes field trips, proms and outings. This does not include after-school academic support. If you are a member of a team, club or performance group, you will not be allowed to participate with your team/club/group during your suspension.

Students on the confidential list two or more times and/or as a result of a suspension of more than five school days will not be allowed to participate in after school or evening events for thirty days. Students may also be excluded from co-curricular and extra-curricular activities per administrative discretion.*

Detentions - Classroom

Rockville High School teachers may use classroom detentions to promote responsible and respectful school behavior. The teacher determines the time, duration, and location of the detention. Failure to serve a classroom detention will result in an afterschool administrative detention.

Detentions - Administrative

Administrative detentions are assigned by the administration or designee for violation of school rules. Detentions are held after school from 2:10 to 3:10. Detentions take precedence over other student obligations including sports, after

school activities, and part-time jobs. Detentions may only be rescheduled by administrator or personnel designated by administration.

Detentions – Saturday
Administrative Detentions are held on Saturdays from 8:00 A.M to 11:00 A.M. In room 155.

Detention Expectations:

1. No cell phones
2. No headphones/music
3. Arrive on time
4. Students are expected to bring independent work or reading to the detention room
5. Work quietly
6. Be respectful

Students who fail to attend detentions and/or behave inappropriately during the detention will be subject to further consequences.

Dress Code
(BOE Policy 5132)
Student attire must allow for full participation in the learning environment without compromising the health or safety of any student or staff member. The dress code is in effect during all school hours.

1. Students must wear clothing that includes both a top, a bottom, and shoes as defined below:

TOP ● May include shirts or dresses. ● Must have straps and provide appropriate coverage of the chest and torso areas. ● Undergarments must not be visible. **BOTTOM** ● May include pants, skirts, leggings, or shorts. ● Skirts and shorts must provide sufficient coverage. **SHOES** ● Should provide adequate protection and be appropriate for all school activities.

2. Clothing must adequately cover undergarments; visible straps are permitted, but undergarments themselves should not be exposed.
3. Clothing (including shirts, tops, dresses, pants, skirts, and leggings) must be opaque to ensure appropriate coverage.
4. Hats and other headwear are permitted as long as the student's face remains visible and the item does not obstruct the view of others.
5. Hoods may not be worn in the hallways at any time.

6. Sunglasses are not permitted in the school building.
6. Attire must be suitable for all scheduled classroom activities, including physical education, science labs, wood shop, and other activities where unique hazards exist. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
7. Attire must not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
8. Attire must not contain images or language depicting pornography, nudity, or sexual acts.
9. Attire must not include language or imagery that constitutes hate speech or targets individuals or groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
10. Enforcement of the dress code must accommodate clothing worn by students as an expression of religious beliefs (e.g. head scarves) and/or worn by students with disabilities (e.g. protective helmets).

Driving to School
(BOE Policy 5131.3)
Driving to school is a privilege. Students who do not adhere to the Code of Conduct or violate the rules outlined below may have this privilege revoked.

1. Students must register any vehicles they will be driving to school in the Main Office.
2. Students must secure the identification window sticker to the rear window on the driver's side of the vehicle.
3. Students must comply with all rules and regulations established by the Connecticut Motor Vehicle Department.
4. Students must drive below 15 miles per hour.
5. Students may only park in the Student Parking lot located on the North side of campus beyond the Agricultural Education Center. Students will not park in the Visitors' Parking area, the Faculty Parking lot, or any other unauthorized area on the school grounds.
6. Unauthorized vehicles on school property will be subject to prosecution for criminal trespass.
7. Cars must be parked within designated parking spaces. Diagonal parking across spaces is prohibited.
8. Students are forbidden to be involved in any form of reckless driving such as the squealing of tires or driving to endanger pedestrians or occupants of the vehicle.

Violators will be subject to the following disciplinary action:

First Offense	Loss of school driving privileges for 10 school days Administrative detention

Second Offense	Loss of school driving privileges for the school year Administrative detention to suspension

Note: *The school will not be held responsible for any theft or damage to motor vehicles on school property. All thefts, however, should be reported to administration and the school resource officer. Students risk the penalty of police involvement and/or towing for violation of the rules listed above.*

Drugs, Alcohol and/or Use of Tobacco Products
(BOE Policies 5131.6 and 6164.11)
The use, possession, or sale of tobacco, alcohol, or drugs is strictly prohibited on school grounds. School grounds include but are not limited to: all school buildings, parking lots, school buses, and bus stops. This applies to students, school personnel, and any individuals on school property. In addition, students and school personnel shall not use or sell tobacco, alcohol or drugs during any school-sponsored activity.

Consequences for use of, being under the influence of, or possession of drugs and/or alcohol (including drug paraphernalia):

All Offenses	Suspension Possible police involvement Possible recommendation for expulsion Possible referral to counseling/cessation program

Consequences for intending to purchase, sell, and/or distribute, or purchasing, selling, and/or distributing drugs and/or alcohol:

All Offenses	Suspension Possible police involvement Possible recommendation for expulsion Possible referral to counseling/cessation program

Consequences for use and/or possession of tobacco and/or nicotine products (including smoking paraphernalia e.g., lighters, matches, electronic cigarettes/vape products and oils, rolling papers):

All Offenses	Possible detention Possible suspension Possible police involvement Possible referral to counseling/cessation program

All students who possess, consume, or are under the influence of alcohol on school property or at a school-sponsored event are subject to appropriate disciplinary action under the Board of Education policy and rules of student conduct.

Fighting, Physical Altercations, and Verbal Altercations
(BOE Policies 5114 and 5131)

A fight is an aggressive, physical exchange that results in injury to at least one of the participants. Individuals that are not able to retaliate prior to the exchange being broken up are still considered active participants.

All Offenses	Possible suspension Possible referral to mediation Possible police involvement Possible referral for expulsion

A physical altercation is an aggressive, physical exchange that does not result in injury. Individuals that are not able to retaliate prior to the exchange being broken up are still considered active participants.

All Offenses	Suspension Possible referral to mediation Possible police involvement Possible referral for expulsion

Note: *Students that recruit or incite other students to engage in altercations, or take photos or videos of altercations will be subject to suspension. In addition, students that engage in altercations off-campus that cause a disruption to the learning environment at school may face disciplinary action.*

A verbal altercation is an exchange of argumentative, aggressive, and/or disruptive language between two or more participants.

First Offense	Restorative practice Possible administrative detention Possible suspension Possible referral to mediation
Subsequent Offenses	Possible suspension Possible referral to mediation Possible police involvement

Fire Alarm/911 Call
Students caught pulling a false fire alarm or making a false 911 call disrupt the school environment and can potentially place emergency personnel and community members at serious risk.

All Offenses	Suspension Possible police involvement Possible referral for expulsion

Food and Drink
Proper nutrition is critical to health and academic growth and achievement. Students are assigned lunch waves and/or free periods to give them formal time to eat in the cafeterias where appropriate. However, circumstances may arise where students need to eat outside their regularly scheduled time.

Food and beverage delivery from restaurants/delivery services or others is strictly prohibited. Students arriving with an unexcused tardy to school with beverages will be asked to dispose of the beverage. Students with privileges who leave school grounds for academic purposes should not re-enter with food or beverages.

Food and beverages are strictly forbidden in certain classroom environments, including but not limited to: science labs, computer labs, and machine and wood shops for safety and hygiene reasons. Food and drink may be prohibited in other school environments to accommodate individuals with food allergies.
In environments where the previously described restrictions do not exist, teachers may use discretion in allowing students to eat as the need arises.

Forgery and Claims of False Identity
(BOE Policy 5131)
Students who sign documents, make phone calls, or send text or email messages to faculty or staff while claiming to be someone else, or otherwise falsely represent their identity, undermine communications between the school and compromise their personal honesty and integrity.

All Offenses	Suspension

Gambling
(BOE Policy 5131)

No gambling of any kind is permitted on school grounds. This includes, but is not limited to, gambling related card games, sports betting, web-based and/or electronic games, dice games, etc. Students may not bring gambling paraphernalia to school.

First Offense	Items relinquished to staff member Warning
Subsequent Offenses	Items relinquished to staff member Administrative detention to suspension

Note: *Severe offenses may result in suspension and/or recommendation for expulsion.*

Inappropriate Physical or Sexual Conduct
(BOE Policies 5145.51 and 5145.511)

Sexual contact and other behaviors intended to provide sexual gratification are inappropriate in a school environment.

All Offenses	Suspension Possible police involvement Possible referral for expulsion

Insubordination/Disrespect
Students are considered insubordinate when they fail to follow directions and/or reasonable requests from a staff member. *Refusal to provide a correct name upon request and failure to respond or walking off when approached by a staff member are considered particularly disruptive to the school environment and will result in immediate suspension and contact home.*

All Offenses	Restorative practice Possible detention Possible suspension

Internet/Technology
(BOE Policies 5131.81 and 5131.82)
The Vernon Public School District is pleased to offer students expanded access to the internet through a high-speed local area network. To gain access to the internet, all students must obtain parental permission and sponsorship from a classroom teacher as verified by signature on a Technology Compliance Contract. Should a parent prefer that a student not have internet access, use of the computers is required for meeting the curriculum requirements for our office applications course. We believe that the benefits to students, from access to the internet, in the form of information resources and opportunities for collaboration exceed any disadvantages, but ultimately, parents and guardians of minors are

responsible for setting and conveying the standards that their children should follow when using media and information resources. Therefore, we support and respect each family's right to decide.

The use of computers, technology, and the internet in the Vernon Public School district is to support educational activities. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his or her actions. The user is advised never to access, keep, or send anything that they would not want their parents or teachers to see.

When using the local area network, any VPS computer, or the internet, all digital and analog communication conduits, digital cameras, imaging equipment, and software, each student agrees to comply with the following:

1. Do not use a computer or other technology to harm others or their work.
2. Do not damage the computer, technologic equipment or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive, obscene, threatening messages, or pictures.
6. Do not share your student account and/or password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass (plagiarize) in another's folders, work, or files. This includes the network and external or portable disks.
9. Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
10. Do not send and/or receive personal email or other personal communications on a school device or school network.
11. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Technology Compliance Contract is violated.

Failure to comply with the above rules will result in disciplinary action.

First Offense	Possible detention Loss of Internet/technology privileges
Second Offense	Detention Loss of Internet/technology privileges

Subsequent Offenses	Suspension Permanent loss of Internet/technology privileges

Note: *Any efforts to compromise the district's servers or network security measures may result in suspension.*

Laser Pointers

Connecticut statute (Sec. 53-206e) prohibits persons under eighteen years of age from possessing laser pointers. While the statute does allow teachers to grant students temporary permission to use laser pointers for legitimate educational purposes, students that bring such devices to school or keep them in their personal possession are violating the law. In addition, students that deliberately point such devices at others risk causing injury and would be subject to suspension.

First Offense	Warning/Item confiscated Parent notified by administration
Subsequent Offenses	Item confiscated Detention to suspension Possible police involvement

Leaving Class/Pass Procedure

To support classroom instruction, increase student engagement and overall performance the following expectations will be implemented in all classes at RHS.

- As a daily practice, students should not leave classes during the first or last 10 minutes of the class period or during the last 15 minutes of the school day. There are 5 minutes of passing time allotted for students between classes to gather materials, use the restroom and be seated in their class ready for the lesson. Students with extenuating circumstances will be supported as appropriate.
- Students are not allowed out of class without a specific pass including destination and time.
- Students are not to be released from classes early. Students must remain in their class until the bell rings.

All Offenses	Detention to suspension

Leaving School Grounds

Students that have been dismissed with permission via the Attendance Office, and seniors with privileges are the only students that can leave school grounds during the school day.

All Offenses	Detention to suspension Loss of privileges

Out of School Conduct
(BOE Policy 5131.8)
Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and is a violation of a publicized Board policy, even if such misconduct occurs off-school property and during non-school time.

Such discipline may result whether:
1) the incident was initiated in the school or on school grounds, or
2) if the incident occurred or was initiated off school grounds and during non-school time; if after the occurrence there was a reasonable likelihood that return of the student to school would have a disruptive effect on the educational system in any of the following ways:

1. The school's orderly operations;
2. The safety of the school property;
3. The welfare of the persons who work or study there;
4. Violation of Board of Education policy

Profanity and Discriminatory Language
(BOE Policy 5145.4)
The use of profanity in school shows a lack of respect for the learning environment and will not be tolerated. Students who direct profane language toward faculty, administration, or support staff will be subject to immediate disciplinary action. Students who use racially charged and/or discriminatory language in school, regardless of the intention behind such statements, will be subject to immediate disciplinary action.

All Offenses	Possible restorative practice Detention to suspension

Recording of Audio/Video Without Permission
(BOE Policy 5131.81)
The use of electronic devices, including but not limited to cell phones, cameras, camcorders, and media players, to record audio, video, or images of other individuals and/or classroom activities without permission is prohibited.

First Offense	Detention to suspension Device confiscated
Subsequent Offenses	Suspension Device confiscated

	Parent required to pick up device

Note: *Students that take photos or videos of altercations will be subject to disciplinary action. Additionally, if students distribute images or videos that are used to harass or embarrass someone, the distributor will be subject to administrative discipline and/or police involvement.*

Sexual Harassment
(BOE Policy 5141.51)
Sexual harassment is any form of conduct on the basis of sex that: (a) conditions the provision of any school/program aid, benefit, or service on the individual's participation in unwelcome sexual conduct; or (b) is unwelcome and is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school's education program or activity; or (c) is a "sexual assault," "dating violence," "domestic violence," or "stalking," as those terms are defined in federal law.

All Offenses	Suspension Suggested counseling Possible police involvement Possible referral for expulsion

Skipping Class
Regular attendance in class is critical to academic success. Students who skip and/or are excessively tardy to a class or other scheduled event are subject to the following consequences:

All Offenses	Restorative practice Possible detention Possible suspension

Student ID Cards
In order to promote a safe and organized learning environment, all students at Rockville High School will be required to carry and have accessible ID badges when in the building.

Students will be encouraged to use ID cards to:

- quickly and effectively identify themselves as RHS students
- purchase lunch
- sign in (late) or out (early) of RHS if needed
- check out books from the Media Center
- check out loaner Chromebooks from the Media Center
- gain admittance into school functions or activities
- manage student identification during drills and emergencies.

Note: *RHS will provide the first two ID cards free of charge. Please note that if a student loses his/her identification card, the cost of a new card is $5.*

Tardiness to Class
Students that do not arrive to class on time to class other scheduled events show disrespect toward their classmates and teachers and waste valuable instructional time.

Chronic tardiness	Loss of privileges Conference with parent Detention to suspension

Theft
Students should show respect for the property of others. Students that take the property of another person without that person's consent, or fail to take reasonable measures to return lost or mislaid property to the rightful owner, are violating a fundamental trust with the school community.

All Incidents	Suspension Restitution Police involvement

Threatening, Intimidation, and Verbal Harassment
(BOE Policy 5131.911)
Verbal, physical, written, and/or electronic communications intended to cause fear and/or humiliation, without actual physical contact.

First Offense	Possible restorative practice Possible detention Possible suspension
Subsequent Offenses	Suspension Possible police involvement Possible identification as bullying

Note: *Serious threatening behavior, particularly to the building, faculty and/or student body as a whole, may result in immediate suspension, police involvement, and/or possible recommendation for expulsion.*

Unauthorized Area
Students are expected to have a valid pass whenever they are out of their scheduled class. Students are considered to be in an unauthorized area when they are somewhere other than in their scheduled class without a valid pass.

First Offense	Warning Possible detention
Subsequent Offenses	Detention to suspension Loss of privileges

Vandalism
(BOE Policy 5131.5)
Students that deliberately damage or deface school property will be responsible for cost of repair or replacement and may be subject to arrest.

First Offense	Restorative practice and/or restitution Possible detention to suspension Possible police involvement
Subsequent Offenses	Suspension Restitution Possible police involvement Possible referral for expulsion

Video Surveillance
(BOE Policy 5131.111)
The Board of Education recognizes the district's responsibility to maintain order and discipline on school property and in school vehicles. The Board also desires to afford students and staff privacy in respect to the records maintained by the district. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in furtherance of protecting the health, welfare and safety of its students and staff. The students and staff of the district recognize that their security and safety depend upon the capacity of the district to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected.

The Board of Education having carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline, finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

1. The district shall notify its students and staff that video surveillance may occur on any school property or on any transportation vehicle. The district shall incorporate said notice in the student handbook;
2. The use of video surveillance equipment on transportation vehicles shall be supervised by the district transportation supervisor. The use of video surveillance equipment on school grounds and on other district property shall be supervised and controlled by the building administrator or other responsible administrator;

3. The use of video recordings from surveillance equipment shall be subject to the other policies of the district including policies concerning the confidentiality of student and personnel records;
4. Video surveillance shall only be used to promote the order, safety and security of students, staff and property.

Weapons and Items Used as Weapons
(BOE Policy 5131.7)
Out of concern for the safety and welfare of all students and school personnel in school and at school-sponsored activities, the Board prohibits possession and/or use of weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Weapons include but are not limited to: firearms, facsimile weapons, chains, knives (all blade lengths), box cutters, brass knuckles, explosives, pepper spray or any other chemical spray.

Possession and/or use of any device or object in a threatening manner by a student in school, at school-sponsored activities off school grounds, or at non-school activities may be cause for expulsion if such conduct is seriously disruptive of the educational process.

All Offenses:	Suspension Police involvement Possible referral for expulsion

COMMUNICATIONS FROM SCHOOL

(BOE Policies 1000 and 1110.1)

The faculty and staff of Rockville High School work hard to establish and maintain open lines of communication with the families of our students and the local community. Communications related to specific students include letters, emails, and phone calls from faculty and staff members. Communications of a more general interest may include letters, emails, and posts via social media services. Automated “robocalls” will generally be reserved for urgent matters and/or emergency communications.

Rockville High School maintains a comprehensive website and an active presence on social media services. Our website contains a wealth of information and resources including school news, current and upcoming events, important forms and documents, calendar and scheduling information, access to research databases via our Library Media Center, and a staff directory. Our Facebook, Instagram, Twitter and ParentSquare make information available very quickly to the school community. Links to all of these services are listed on page 1 of this

handbook. Please be sure to like, bookmark, and/or follow them, and check in on a regular basis.

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE (CIAC) ELIGIBILITY RULES

(BOE Policy 6145.2)

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

To be eligible for fall sports, clubs, and activities, the student must have received credit towards graduation at the close of the previous school year totaling at least 5 credits. In addition, the student must also take a minimum of five (5) classes during the season and meet the Grade Requirements criteria (70 or above). After the first report card is issued eligibility will again be checked for in-season athletes. Student athletes must earn passing grades in five (5) classes in order to keep their athletic eligibility. Winter and spring eligibility is based on the quarterly reports cards issued during the school year. Students must earn passing grades in five (5) classes from the most recent report card in order to earn eligibility for athletics.

School administration may declare a student ineligible if it is felt that the student is not taking care of his/her responsibilities both as a student and citizen of Rockville High School and the community. NOTE: Marking period grades (not semester grades) are to be used in determining scholastic eligibility, except for fall eligibility. *Please consult your principal or athletic director for complete rules or to ask any questions regarding athletic eligibility.*

COURSE LEVEL CHANGES

A course level change may not be made on a student course load three (3) class meetings past the halfway point of the course. Any change in a course level after this point in time requires an administrator's signature.

Upon changing a level of a course, the student’s grades from the previous level will be carried over and will be used in calculating the final grade in the new level of the course.

CREDIT REQUIREMENTS

All students are required to complete, pass, and earn 25 credits to be eligible to graduate from Rockville High School. Additionally, students in grades 9, 10, and

11 are required to take a minimum of 7.00 credits. Grade 12 students are required to take a minimum of 6.00 credits.

A passing grade is no less than 70% for all courses offered at Rockville High School.

DROPPING A COURSE

A course may not be dropped from a student course load three (3) classes past the halfway point of the course. Any course that is dropped after this point in time requires an administrator's signature. Students who drop a course after the first progress report will receive a W on their report cards/transcripts.

Seniors who drop a course after they have been accepted to a college or university must receive written permission from that institution in order to drop the course.

EARLY GRADUATION REQUIREMENTS

I. All grade 9, 10, and 11 students must take a full class load of at least 7 credits. A student who successfully completes all requirements for graduation in fewer than eight (8) semesters may apply for early graduation approval. All of the following requirements and criteria must be met in order for a student to be considered for early graduation.
   A. By the end of the sophomore year or after four (4) semesters, a letter of application for early graduation must be submitted to the principal by a student who wishes to graduate after six (6) semesters.
   B. By the end of the junior year, or after six (6) semesters, a letter of application for early graduation must be submitted to the principal by a student who hopes to graduate after seven (7) semesters.
   In both case A and B, the letter of application must explain in detail why the student wishes to graduate early. Included in the application must be a detailed statement of the student's future vocational or academic plans.

II. Before submitting applications to the principal, students must discuss with their guidance counselors the practicality of their early graduation plans.
   A. Letters of application submitted to the principal must contain the following:
      1. For students under 18 years of age, parental or guardian signatures indicating approval of the early graduation plan
      2. School counselor's signature indicating that the plan is practicable and in the best interest of the student. School counselors will consider the following information when making this determination:
         a. Likelihood of the student meeting the graduation requirements within the allotted time frame
         b. Maturity level

c. Potential for meeting academic success in the remainder of his or her high school program
d. Future vocational and educational plans

B. The principal will review the application, discuss its contents with the student and counselor, if deemed necessary, and sign the application indicating the date of approval or of disapproval.
C. The principal will forward a copy of the application to the superintendent for review.
D. The student will receive a copy of the signed application as proof of its acceptance or rejection.
E. For students who request an early graduation from June of the third year of attending RHS: three-year plan for graduation
   1. In the third year of attending RHS, these students will be enrolled in English 11 and English 12 simultaneously.
F. For students who request an early graduation in January (after mid-year exams) of the fourth year of attending RHS: three and half year plan for graduation
   1. These students must take the English placement test at MCC and be eligible – based on the results of this placement test – to enroll in English-for-credit courses at MCC. The course at MCC to be taken in addition to English 12 at RHS will be English 101 Composition. **Note:** This course must be successfully completed before graduation at RHS in January.

It is important to note that:

1. Early graduates will receive their diploma in June of the academic year in which all requirements have been met.
2. Early graduates wishing to participate at graduation exercises must attend rehearsals and fulfill all obligations attendant to graduation.
3. Seven (7) semester graduates may request to be involved in senior activities during the 8th semester.

Early graduates are eligible for school awards, honors, and scholarships on the same basis as other graduates. It is the responsibility of the early graduate to check regularly with the School Counseling office if they plan to be involved in senior activities, awards, commencement exercises, etc.

EXPUNGING DISCIPLINARY RECORDS

The faculty and staff of Rockville High School understand that adolescents are prone to momentary errors in judgement that may carry serious behavioral consequences, including dismissal from programs, suspension, and expulsion. We also recognize that students can learn from such errors in judgement, and that it may not be in the best interest of a particular student for the student's lapses in judgement to follow him or her into endeavors after high school.

Therefore, seniors may petition the principal to expunge the student's disciplinary records. Such petitions may be filed one time only, and will be granted at the principal's discretion following a thorough review of the incident(s) in question.

FINANCIAL OBLIGATIONS

(BOE Policy 6161.2)

Students who lose, damage, vandalize, or fail to return school property and/or resources will be held financially accountable for the damages incurred by the school. Students that incur financial obligations will receive a bill describing the damages and reasonable costs for repair or replacement. Items for which students will be held financially accountable include (but are not limited to): lockers, textbooks, uniforms, classroom materials and equipment, computers, and other school property.

The school reserves the right to assess a ten dollar ($10.00) charge to students whose lockers are damaged, defaced, or left in an unsatisfactory condition. Students that vandalize school property may be assigned restitution (including possible financial obligations) as a consequence for their behavior.

FIRE DRILLS AND EVACUATIONS

(BOE Policy 6114)

In compliance with state law, all schools are required to conduct fire and safety drills at regular intervals throughout the school year. These drills are essential for ensuring the safety of everyone in the building and must be taken seriously. Signs are posted throughout the school to indicate the appropriate emergency exits, and teachers will review evacuation procedures specific to their classrooms.

Student responsibilities while in the classroom:

- Listen carefully to the teacher's instructions.
- Exit the building promptly using the designated route.
- Stay in line and remain quiet.

Student responsibilities while in common areas:

- Exit the building immediately through the nearest safe exit.
- Proceed to the nearest designated attendance area and check in with a staff member.
- Stay in line and remain quiet.

FREEDOM OF EXPRESSION

(BOE Policy 5145.2)

Student expression, including but not limited to, speech, writing, printed material, art or advertisements is encouraged in the school, its classrooms and activities.

The U.S. Supreme Court recognizes students' right to free expression in public schools (Tinker vs Des Moines, 1969). Student expression, however, is not an absolute right and may be limited if it substantially interferes with the school's educational role or clearly infringes upon the rights of other students (Hazelwood vs Kuhlmeier, 1988).

The school administration will disallow forms of expression that are judged to be obscene, libelous, disruptive or vulgar. Greater restrictions may be placed upon school-sponsored expressive activities that students or the community might reasonably believe have the school's approval (e.g., the school newspaper) than upon a student's personal expression which incidentally occurs on school premises (Hazelwood vs Kuhlmeier, 1988).

Appeal Process

1. If the principal or his designee decides to disallow the student(s) expression, the student may appeal such action to the decision-maker(s). The appeal should take place within three school days of the request.
2. Should the decision-maker(s) uphold the original decision, the student(s) may appeal to the principal. (If the decision-maker is the principal, the student would go directly to the Assistant Superintendent.) The appeal should take place within three school days of the request.
3. If all appeals at the school level uphold the original decision, the student may apply for a review of the decision to a panel headed by the Assistant Superintendent of Schools.
4. The appeal process must be completed in a timely fashion so that the mechanics of due process do not accomplish a rejection de facto.

GRADUATION PROTOCOL

(BOE Policy 5127)

The commencement ceremony at RHS is a formal, dignified, and meaningful celebration of a student's achievement over many years of school. Students are expected to behave and dress in a manner respecting the significance of such an event. Proper attire is required for awards night and commencement. No decoration on caps and gowns will be permitted. Appropriate dress is generally defined as business attire. Any senior dressed inappropriately will not be allowed to participate in the commencement ceremony.

All seniors who have outstanding obligations, such as uniforms, textbooks, or other unpaid fees, must resolve these obligations in the Administrative Offices. These obligations must be cleared before students will receive their cap and gown or be permitted to participate in graduation ceremonies.

GRADUATION REQUIREMENTS

(BOE Policy 6146)

All students – 25 credits total

Classes Graduating in 2026 and 2027

For classes graduating in 2026 and 2027, the following 25 credits are required:

Subject	Credits
English	4.0
Mathematics	4.0
Social Studies	
Civics	0.5
United States History	1.0
Elective	1.5
Science	
Biological Science	1.0
Physical Science	1.0
Elective	1.0
World Language	2.0
Vocational Education	1.0
Fine Arts	1.0
Microsoft Applications	1.0
Physical Education	1.5
Health	0.75
Electives	3.75

Classes Graduating in 2027 and Thereafter

For classes graduating in 2027 and thereafter, the following 25 credits are required:

Subject	Credits
English	4.0
Mathematics	4.0
Social Studies	
Civics	0.5
United States History	1.0
Elective	1.5
Science	
Biological Science	1.0
Physical Science	1.0
Elective	1.0
World Language	2.0
Vocational Education	1.0
Fine Arts	1.0
Microsoft Applications	1.0
Physical Education	1.5
Health	0.75
Electives	3.75

Community Service - 50 hours
As part of their civic expectation at Rockville High School, all students are required to donate their time to the service of others. This service must not be financially compensated in any way. Students may work with a specific non-profit organization or they may volunteer individually.

Transfer Students

The transcripts of students transferring into Rockville High School will be examined and credits awarded in terms of equivalent Carnegie units. Any student who transfers into Rockville High School in Grade 9, 10, or 11 will have their transcript grades figured into the two-and-one-half year and/or three-year rank at face value or they may request that the sending school re-compute the transcript grades on their weighted system and forward a new official transcript to RHS. This transcript should show the school's interpretation of the student's weighted average.

Transcripts

Each student's academic record is contained on his or her transcript. The transcript contains the student's name, date of birth, parent or guardian's name, address, date of graduation, a year-by-year listing of courses, levels, grades, and credits, and class rank. Transcripts do not show SAT scores. It is the responsibility of the student to forward official SAT scores to the colleges of their choice through the College Board.

HEALTH SERVICES

(BOE Policy 5141)

The Nurse's Office is available to all students and faculty during school hours (7:30 a.m. to 2:25 p.m.). Students are to obtain passes from their teacher to be admitted to the office, unless an emergency exists.

All students who are ill must report to the Nurse's Office. Students will not be dismissed due to illness without parental consent or consent from some person designated by the family. The transportation of such students is the responsibility of the parents.

The school nurses are not permitted to dispense ANY medication, prescription or non-prescription, without an order from the prescribing physician and parental permission (Public Act 723). Forms can be obtained from the Nurse's Office**. All medications must be in the original container and must be brought to school by a parent or guardian. Medications are to be kept in the Nurse's Office; students are NOT allowed to carry <u>any</u> medications in school.** Students who need inhalers and epi-pens in school may carry them if an order is on file in the Nurse's Office. These orders need to be updated every year. Students who are newly enrolled must present their immunization records and physical report to the Nurse's Office at the time of registration. Tuberculosis test results are also required.

The school nurses are willing to help families meet individual physical or psychological problems of their child. They can be of assistance in contacting state agencies or other resources for special help with medical, dental, psychiatric, audio or visual help in the event of serious problems.
Students and parents should feel free to contact the school nurses at any time in regard to any problem.

Physical Examinations
Individual health records are kept for all students. Connecticut statute requires that each student have a complete physical examination in grade 10. At Rockville High School, these examinations are required during the sophomore year. If a hardship situation exists where a student cannot have a physical with their own physician, the examination can be done by the school physician, after the nurses have received written permission. Non-compliance with this state regulation will result in suspension.

All students participating in the interscholastic sports program are required to have a physical for athletics. This must be completed before the student begins practice.

Vision Testing
All freshmen students are vision tested. However, upon a parent/guardian request or teacher referral, any student may have his/her sight examined.

Accident Reports
Any accident that occurs during the school year should be reported immediately to the school nurses and an accident report must be filled out.

HOMELESS STUDENTS

(BOE Policy 5118.1)

The Superintendent of Schools shall make reasonable efforts to identify homeless children within the district, encourage their enrollment and eliminate barriers to their education, which may exist in district policies or practices, in compliance with all appropriate federal and state laws. Homeless students and their families may:

1. Continue in the school (“of origin”) that the student attended when permanently housed or the school of last enrollment; OR
2. Attend school in the school that is attended by other students living in the same attendance area where the homeless child lives.

To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent/guardian. Homeless children shall be

provided educational services that are comparable to those provided to other students enrolled in the district, including but not limited to: Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services and food and nutrition programs.

HOMEWORK

(BOE Policy 6154)

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills, extend classroom learning, stimulate and further interests, reinforce independent study skills, develop initiative, responsibility, and self-direction, stimulate worthwhile use of leisure time, and acquaint parents with the student's work in school.

In order for homework to be an effective support for learning, the homework policy requires a partnership among the school system represented by the teacher, the student and their parents. Without this partnership in support of learning, students will not achieve their full potential.

HONOR ROLL

The Honor Roll is based upon the marks in all subjects in each quarter. It is published four times a year. To achieve general honors, a student must earn an unweighted numerical average of at least 85 and may not have any grades lower than 75 or any incomplete grades. For high honor roll status, a student must earn an unweighted numerical average of at least 90 and may not have any grades lower than 80 or any incomplete grades. Students must be carrying the minimum number of classes in order to be eligible for either Honor Roll level.

INCOMPLETE GRADES

Incomplete grades are to be made up within five (5) school days of report card distribution unless an extension is granted by the teacher and/or administration. Failure to make up an incomplete grade will result in the teacher submitting a "grade to date" for the final grade average.

LIBRARY MEDIA CENTER

The Library Media Center is open to all students each school day from 7:00 a.m. to 3:00 p.m. as a place to do research, read, or study. Students may come to the Library Media Center for class work or for researching information of personal interest. Students who do not use the Library Media Center appropriately will be issued consequences as defined below. Students should be aware of the following general rules concerning the Library Media Center:

1. Students will be fined for overdue or damaged materials and will not be allowed to borrow other material until previous materials are returned and fines are paid.
2. Report cards will be withheld if there are any outstanding library fines or overdue books, magazines, etc.
3. Students withdrawing from RHS should have their withdrawal form signed by the librarian to indicate that there are no outstanding library fines or overdue materials.
4. Students must have a pass from a staff member to be at the library during school hours.
5. Students who are disruptive in the Library Media Center or who violate any of the posted rules will lose their privilege to use the Library Media Center until the problem is resolved as follows:

First Offense	Warning Two-week loss of privileges
Second Offense	Parent notified Three-week loss of privileges
Subsequent Offenses	Referral to administration Four-week or more loss of privileges

MID-YEAR AND END-OF-YEAR EXAMINATIONS

All students will be given Semester 1 and Semester 2 examinations in all subjects. See RHS Calendar of Events for specific dates. The rules governing mid-year and final examinations are as follows:

1. Students may report to school only for scheduled exams provided they have their own transportation. Students who are unable to provide their own transportation and arrive at school at a time when they do not have a scheduled exam must report to the Library Media Center or Cafeteria 114.
2. Students who need to reschedule their mid-year or final exams must obtain permission from their teacher and assistant principal.
3. BUSES WILL PICK UP STUDENTS BEGINNING AT NORMAL PICK UP TIME ON DESIGNATED EXAM DAYS AND WILL FOLLOW THE NORMAL EARLY RELEASE SCHEDULE.
4. Exams will include all material covered during the semester.
5. The exam will not be used in the calculation of the quarter grade.
6. If a student is tardy to an exam, they must take the exam during the designated exam make-up period.

7. The responsibility for make-up exams rests with the student. If a student is absent from an exam, a note from a parent must be presented to the teacher.
8. The cafeteria will be open serving breakfast in the morning before exams, and light snacks between the scheduled exam periods.
9. Students must remain in the examination room for the entire exam period (two hours). Students will not be issued passes during exam times to the bathroom, cafeteria, school counseling office, or any other classroom.
10. All students will have a formal review period prior to the exams. The length of the review is left to the discretion of the teacher.
11. Student attendance will be reported during each exam period.
12. All overdue books and library fines must be settled with the Library Media Center. Books for semester courses must be turned in a timely manner.
13. In the event of a postponement due to inclement weather, the exam schedule will continue in the same order. Exams scheduled for the day school was closed will be given on the next day school is in session.
14. Rockville High School Seniors may be exempt from taking "End of Course" exams or "Final Exams" based upon the following conditions:
    - Students must have a 90% or higher cumulative average in the course.
    - Final Exams or "End of Course" exams are administered in January and June.
    - Students are expected to take all Advance Placement and Early College Experience exit exams.
    - Students will be informed of their grade status and exemption eligibility by the teacher on or before the last day of the semester.
    - The formula for determining eligibility for exemption is the average of the two quarters. Example:(Q1 + Q2) / 2 = grade to date for semester courses.
    - For the purposes of exam exemption, students are considered to be seniors if they have earned at least 17 credits and are of senior status.

MIGRANT STUDENTS

(BOE Policy 6141.312)

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students.
3. Provide migrant children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District Staff as needed.
5. Provide parents/guardians an opportunity for meaningful participation in the program.

Migrant Education Program for Parent(s)/Guardian(s) Involvement:

- Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.
- Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

NATIONAL HONOR SOCIETY

The George Sykes Chapter of the National Honor Society for Secondary Schools received its charter in April 1949 and is governed by the rules and regulations set forth in the official Handbook of the National Honor Society.

Members are chosen at Rockville High School at the close of their junior year and again at the end of the first marking period in their senior year. All students with a weighted cumulative grade point average (GPA) of 88.0 or better meet the minimum scholastic requirement.

In addition to the scholastic requirement, candidates must also meet the following established criteria in the areas of service, leadership, and character:

Service:	Service includes yearly participation in voluntary school and community activities that reflect a willingness to assist others.
Leadership:	Leadership reflects a combination of elected or voluntary responsibility positions within the school and community each year.
Character:	Character is a reflection of exemplary personal traits and high standards of conduct within the school.

The procedure for selection begins when all students having the required GPA are notified of their eligibility. If students wish to be further considered, they must complete a Student Activity Form. All candidates who submit a completed form will then have their qualifications (activity form, teacher recommendations, and

school records) reviewed by a five-member Faculty Council. Those selected for membership will be notified by letter, and will be inducted during a special ceremony in the spring.

Active members of the George Sykes Chapter of the National Honor Society are expected to uphold the standards of scholarship, service, leadership, and character that were the basis for their selection by the NHS Faculty Council. Members who fail to maintain these standards are subject to procedures outlined in the chapter's discipline/dismissal policy, a copy of which is available upon request.

NON-RESIDENT STATUS FOR SENIORS

(BOE Policy 5118)

When the family of a 12th grade student is moving out of town, the student may, by letter to the principal, request permission to complete his/her senior year at Rockville High School. Such a request requires the approval of both the principal and the superintendent. Transportation is the responsibility of the parent/guardian.

PASS POLICY

To maintain a focus on student learning and to ensure that students do not miss essential instructional content and/or instructions, **passes <u>are not allowed</u> during the first 10 minutes of class, the last 10 minutes of class, and the last 15 minutes of the day.**

PESTICIDE APPLICATION

(BOE Policy 3524.1)

The intent of this policy is to ensure that students, employees and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds. Further, the District will only employ certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds. The application of lawn care pesticides on the grounds of elementary schools is prohibited except in emergencies. An emergency application may be made to eliminate a human health threat as determined by the Superintendent of Schools.

The District shall:

1. Provide notice of planned pesticide application to students, parents/guardians and employees in the manner required by law.
2. Post the areas scheduled to receive pesticide application(s).
3. Maintain written records for five years of all pesticide applications.

4. Provide continuing instruction to those students who, based upon written medical request, find it necessary to absent themselves during the period of application.
5. Inform annually parents/guardians and staff of the District's pest application/management policy.
6. Establish a registry of parents/guardians and staff who want to receive advance notice of all pesticide use and provide such notice as required by law.

POLICE IN SCHOOLS

(BOE Policy 5145.11)

The school's responsibility for students during school hours includes protecting each student's constitutional rights, ensuring due process in questioning and arrest, and protecting students from any form of illegal coercion. When police are investigating possible criminal acts which occurred, or may have occurred, on school property or while under the jurisdiction of the school district, they may question students at school when the following procedures are observed:

1. Only with the permission of the principal or designee who will make every effort to determine the urgency of the situation;
2. If the student is a suspect of a crime, an attempt will be made to notify the student's parent/guardian so that they may choose to be present during the questioning. The principal or designee must be present. If the student is over the age of 16 and is a suspect of a crime, they have the right to not have a parent/guardian present if questioned by police.
3. Students will be questioned as confidentially and inconspicuously as possible.
4. The student's right to remain silent or to speak through an attorney or parent may not be abridged. The designated official of the school will maintain an informal record of the interview showing the time, place, persons present, and a summary of the discussion and findings.
5. Preferably, the officer doing the questioning will wear civilian clothes. When investigating a possible criminal violation occurring off school grounds or not part of a school program, police will be encouraged to question students in their homes; however, they may be permitted to question students in the schools when the procedures outlined in 1-5 above are observed.

School Resource Officer

The Vernon Public Schools and the Vernon Police Department have collaborated in running a School Resource Officer program at Rockville High School since 1995. School Resource Officers (SROs) are carefully selected officers who are trained to teach classes, mentor students, build positive relations with the school community, and help maintain a safe and welcoming learning environment in schools. Rockville High School's SRO is Officer Cara Momnie. Officer Momnie can be reached by calling 860-870-6050 ext. 4014.

PRIVILEGES

12th grade students who demonstrate RESPONSIBLE and RESPECTFUL behavior may earn privileges. Students must still sign in/out in the Attendance Office when entering/leaving the building while on privileges.

In order to be eligible for senior privileges, students must have:

- Completed three years of high school AND have earned a minimum of 19 credits;
- Completed a minimum of 30 community service hours;
- No more than two (2) tardies per quarter;
- No more than three (3) unexcused absences per quarter;
- Parent/guardian permission for early dismissal;
- Passed all courses during the previous quarter;
- No outstanding financial obligations to Rockville High School; and
- Demonstrated respectful and responsible behavior.

The following rules apply to those with this privilege:

1. Students may not leave before the bell rings to mark the end of the block.
2. Students may only leave the building during the first and/or last block of the school day.
3. Students with early dismissal who are remaining in the building should sign in at the attendance office.
4. Students who have the last lunch wave and are not staying for lunch, must sign out in the attendance office if they are leaving the building.
5. To maintain privileges, students are expected to demonstrate social responsibility, choose responsible behaviors, and to follow all school rules. For example, NO students may be in the hallways without a pass.

Students who violate the Code of Conduct and/or the rules and eligibility requirement above, are subject to a loss of student privileges.

Note: *Students may lose privileges for failing courses, excessive unexcused absences, tardiness, or other violations of the Code of Conduct. Students may petition their assistant principal to have their lost privileges reinstated both at midterms and the end of the quarter.*

PROMOTION REQUIREMENTS

Students at Rockville High School are assigned to a grade level based on the number of years they have attended high school (i.e., first year students to grade 9, second year students to grade 10).

However, students should earn a sufficient number of credits and community service hours each year to remain on pace to meet graduation requirements. Students are strongly encouraged to meet or exceed the following guidelines as they work toward graduation:

Entering:

Grade 10	minimum of 6 credits and 12 hours of community service
Grade 11	minimum of 12 credits and 25 hours of community service
Grade 12	minimum of 18 credits and 38 hours of community service

PSYCHOTROPIC DRUG USE

(BOE Policies 4118.231 and 5141.231)

The Board of Education prohibits all school personnel from recommending the use of psychotropic drugs for any student enrolled within the school system. For purposes of this policy, the term “recommend” shall mean to directly or indirectly suggest that a child use psychotropic drugs. Psychotropic drugs are defined as prescription medications for behavioral or social-emotional concerns, such as attention deficits, impulsivity, anxiety, depression and thought disorders and includes, but is not limited to stimulant medications and antidepressants. However, school health or mental health personnel, including school nurses or nurse practitioners, the District’s Medical Advisor, school psychologists, school social workers, school counselors, and district’s director of special services/special education may recommend that a student be evaluated by an appropriate medical practitioner. Communications between and among school health, mental health personnel and other school personnel pertaining to a child in possible need of a recommendation for a medical evaluation shall be accomplished through the District’s established child study teams and/or the planning and placement team and its procedures, in conformity with state and federal special education statutes.

RESOLUTION OF CONCERNS AT SCHOOL

(BOE Policy 1312)

Parents are encouraged to contact teachers directly to resolve concerns regarding their student’s progress. Teachers have the most direct contact with the students on a regular basis, and are often in the best position to help address and resolve such concerns. Administrators, school counselors, and other support staff can serve as an additional resource, or assist when communications with the teacher do not resolve the concern. Vernon Public Schools Central Office personnel have less direct, daily involvement with RHS students. Such concerns should not be brought directly to Central Office administration or the Board of Education until building-based resources at RHS have been consulted.

SCHEDULE CHANGES

Student schedules are developed in a collaborative effort between students, teachers, school counselors, and parents during the spring semester each year and finalized by the end of the school year. Students will receive a copy of their final schedule prior to the start of school in August. Consequently, any questions relating to the student's schedule should be addressed before the opening of the fall semester.

SCHOOL CEREMONIES AND OBSERVANCES

(BOE Policy 6112.1)

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving, and President's Day are encouraged. We remind students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. school and class plays shall not be overly religious, and church-like scenery will be avoided;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the principal should be contacted.

An opportunity will be provided, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Non-participants are expected to maintain order and decorum appropriate to the school environment.

SEARCH AND SEIZURE

(BOE Policies 5145.12 and 5145.122)

Desks, School Lockers, and Automobiles

Desks and school lockers are property of the school placed there for the temporary convenience of students. The right to inspect desks or lockers assigned to students and personal automobiles parked on school property may

be exercised by school officials to safeguard students and their property with reasonable care for the Fourth Amendment rights of students.

Student Search
A student may be searched, according to a decision of the Supreme Court of the United States, (New Jersey vs. TLO 53 U.S.L.W. 4083-1085) if there are "reasonable grounds" for suspecting that the search will result in evidence that the student has violated or is violating either the law or the rules of the school.

Use of Trained Dogs for Search on School Property
The Board shall permit the administration to invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances in order to protect the health and safety of students, employees, and property, and to detect odor of the presence of illegal substances, including alcohol and/or drugs.

SEVERE MISCONDUCT

(BOE Policy 5131.8)

Students are subject to discipline, up to and including suspension and expulsion for severe misconduct, even if such misconduct occurs off school property and during non-school time.

Such discipline may result whether (1) the incident was initiated in the school or on school grounds, or (2) even if the incident occurred or was initiated off school grounds and during non-school time; if after the occurrence there was a reasonable likelihood that return of the student to school would have a disruptive effective on the educational system in any of the following ways:

1. The school's orderly operations;
2. The safety of the school property;
3. The welfare of the persons who work or study there;
4. Violation of Board of Education policy.

Consequences
Students will face several consequences for infractions of school rules covered by Board of Education Policy. Student may expect one or more of the following consequences:

1. Administrative detentions.
2. Probation - monitoring of a student's program by the administration in terms of academic performance and behavior in class.
3. Conferencing and counseling involving administrators, parents, student, counselors, special service staff, local agency personnel.
4. Out-of-school suspension length to be determined by the administrator; not to exceed ten school days.
5. Expulsion as determined by the Board of Education.

6. Restitution for all damages/expenses will be expected when applicable.
7. Referral to legal authorities when the situation warrants.

Examples of the type of such out-of-school/off school property misconduct that may result in such discipline include, but are not limited to:

1. Use, sale, possession, or distribution of a firearm, deadly weapon, dangerous instrument, or dangerous weapon, (CGS Section 53a-3, 53-206, 29-35), or
2. Use, sale, possession, or distribution of illegal drugs/substances, or
3. Violent conduct, where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

SOCIAL/EMOTIONAL SCREENING

At Vernon Public Schools, we are committed to addressing not only academic development but also students' social and emotional well-being. We recognize that students are more successful in school and in life when they are equipped with the skills to manage emotions, build positive relationships, make responsible decisions, and navigate challenges with confidence.

As part of our SEL program, Vernon Public Schools uses the Social, Academic, and Emotional Behavior Risk Screener (SAEBRs). SAEBRs is a research-based screening tool that allows staff to identify students who may benefit from additional support in social, academic, or emotional areas. The tool is quick, reliable, and used to help inform the supports and interventions we provide to promote student success.

Parents/guardians have the right to opt their child out of SAEBRs screening. To opt out,a parent/guardian must complete this form and submit it to school administration:
https://docs.google.com/document/d/1dTr9KKft32NWm5alp2DBRzYC5ERHSEQW/edit?usp=sharing&ouid=113846444974453741049&r pof=true&sd=true.

STUDENT DISPLAYS

(BOE Policy 5145.2)

Any student material to be posted in the school must be approved and appropriately stamped by the activities director prior to posting. All student posters, notices and advertisements will be posted only on the tack strips located throughout the school, the bulletin board near the cafeteria entrance or the Library Media Center lobby area. Any articles put up without following these guidelines will be removed. All notices must be removed by the group or club promptly after the event, fundraiser, or activity.

Any student or student group may use the school's display and showcase spaces on an availability basis by contacting the administrative assistants in the Main Office.

All student postings and displays are expected to promote a positive school climate and are subject to further approval from administration.

STUDENT PUBLICATIONS

(BOE Policies 6145.3 and 5145.2)

Students have the right to express their views in speech, writing, or through any other medium or form, limited solely by those restrictions imposed on all citizens generally, and those specifically applicable to students in a school setting.

The school encourages student publications not only because they offer an educational activity through which students gain experience in reporting, writing, editing, and understanding responsible journalism, but also because they provide an opportunity for students to express their views and a means of communicating both within and beyond the school community.

All student publications must comply with the rules for responsible journalism. Libelous statements, unfounded charges and accusations, obscenity, statements advocating racial or religious prejudice, hatred, violence, the breaking of laws and school policies and/or regulations, or materials designed to disrupt the educational process will not be permitted.

Expressions of personal opinion must be clearly identified as such and must bear the name of the author. Opportunity for the expression of opinions differing from those of the student publishers must be provided.

In addition, student newspapers and/or publications which are paid for by the school district and/or produced under the direction of a teacher as part of the school curriculum are not considered a public forum. In such cases, the school reserves the right to edit or delete such student speech which is inconsistent with the school’s mission.

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted to administration for approval.

STUDENT RECORD CONFIDENTIALITY

(BOE Policy 5125)

Educational records, defined as records directly related to a student, will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process.

The Board of Education recognizes the legal requirements to maintain the confidentiality of student records. Such confidentiality shall be consistent with federal statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and its implementing regulations, The No Child Left Behind Act of 2001, and the Connecticut General Statutes.

Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto. Access to inspect or review a student's educational record or any part thereof may include the right to receive copies under limited circumstances.

SUMMER SCHOOL

(BOE Policy 6174)

The summer school program at Rockville High School is operated with the approval of the Vernon Board of Education. This extension of the traditional school program into the summer months provides students the instructional support and access to school resources they need to earn credit toward graduation.

Summer school offered will be conducted using Edgenuity web-based software. This software identifies content or skill-based standards where students have achieved mastery, and then offers additional instruction and practice in areas where deficiencies exist so that students can work toward and achieve mastery.

Therefore, the credit is no longer awarded based on the number of hours of instruction, but rather on the mastery of content and skill-based standards. The one exception to this approach is in Physical Education. When Physical Education courses are offered, instruction will be offered in the traditional credit-hour model.

There is also a minimum grade of 60% set in order to take summer school. If a student has failed a course with a 60% or higher, he or she can elect to take summer school coursework to show mastery in the content area and earn credit. Students who have a grade below the minimum requirement of 60% must receive administrative approval to enroll in summer school. Please be aware that in order to earn mastery in a particular standard, students must pass the web-based assessments with a passing score to move on to the next lesson.

Seniors must be present for both the mid-year exam and the final exam in the course to be eligible for summer school. Students who plan to attend a summer school program other than at Rockville High School must obtain permission from an administrator before the summer session. Both the grades for the course(s) failed, and those taken in summer school, will be recorded on the permanent record card and computed in the student's average and rank in class. Tuition rates and other costs associated with summer school will be announced before the close of school in June.

SUSPENSION, EXPULSION, AND DUE PROCESS

(BOE Policy 5114)

It is the goal of the Board of Education to ensure the safety and welfare of all students in attendance and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property, is seriously disruptive of the educational process, or that violates a publicized policy of the Board. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board.

In working with students, emphasis shall be placed upon developing effective self-discipline as the most effective disciplinary approach.

Definitions:

1. “Exclusion” shall be defined as any denial of public school privileges to a student for disciplinary purposes.
2. “Removal” shall be defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
3. “In-School Suspension” shall be defined as an exclusion from regular classroom activity for no more than five consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed.
4. “Suspension” shall be defined as an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
5. “Expulsion” shall be defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken,

provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such a period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year.

6. “Emergency” shall be defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
7. “Days” is defined as days when school is in session.
8. “School-sponsored activity” is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
9. “Possess” means to have physical possession or otherwise to exercise dominion or control over tangible property.
10. “Deadly weapon” means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.
11. “Firearm” means 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of the weapons described herein.
12. “Vehicle” means a “motor vehicle” as defined in Section 14-1 of the Connecticut General Statutes, snowmobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
13. “Martial arts weapon” means a nunchaku, kama, kasari-fundo, octagon sai, tonfa, or Chinese star.
14. “Dangerous Drugs and Narcotics” is defined as any controlled drug in accordance with Connecticut General Statutes §219-240.
15. “Dangerous instrument” means any instrument, article or substance that, under the circumstances in which it is used, attempted, or threatened to be used, is capable of causing death or serious physical injury.

A student may be suspended or expelled for conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a

publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons:

1. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonably necessary for self-defense;
2. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense;
3. Intentionally causing or attempting to cause damage to school property or material belonging to staff (private property);
4. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;
5. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;
6. Deliberate refusal to obey the directions or orders of a member of the school staff;
7. Harassment and/or hazing/bullying for any reason but not limited to age, abilities, race, religion, ethnic background, gender or sexual orientation;
8. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
9. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;
10. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student;
11. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.;
12. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol.
13. Possession, transmission, distribution, selling, use or consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;
14. Knowingly being in the presence of those who are in possession of using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
15. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the principal or other person then in charge of said school building or facility;

16. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the principal or other person then in charge of said classroom or school building;
17. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;
18. Repeated unauthorized absence from or tardiness to school;
19. Intentional and successful incitement of truancy by other students;
20. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution;
21. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
22. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property;
23. Lying, misleading, or being deceitful to a school employee or person having authority over the student;
24. Unauthorized leaving of school or school-sponsored activities;
25. Smoking and/or using nicotine products

TEMPORARY EARLY DISMISSAL

From time to time, students may have a valid reason for leaving school early on a particular day. The following is the procedure to follow to obtain permission for this special dismissal privilege:

1. Students should bring an early dismissal note to the Attendance Office before 7:30 a.m.
2. Students are to sign-out upon leaving and sign-in upon returning to school in the Attendance Office.

TRUANCY

(BOE Policy 5113.2)

The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences, rather than imposition of punitive measures for students. Referral to legal authorities are typically made only when local resources are exhausted.

"Truant" shall mean a child, age five (unless the parent/guardian has exercised the option of not sending the child to school until ages six or seven) to eighteen inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

“In attendance” shall mean a student is present at his/her assigned school or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

Remediation of Truancy
School personnel shall seek cooperation from parents or other persons in supervision of such child and assist them in remedying and preventing truancy.

USE OF FACILITIES

(BOE Policy 3515)

No student or group of students may use school facilities without the expressed consent of a faculty member. It is mandatory that all student functions, whether they take place during the regular school day or after school hours, be properly supervised by a faculty member. Therefore, any student or group wishing to meet must first request the permission of the advisor in charge of their activity. Any student participation in any after school activity is required to have a permission slip. After 5:00 p.m. any activity in the building requires a building permit.

VISION OF THE GRADUATE

Mission Statement
The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.

Knowledge, Skill or Disposition	Definition or Explanation
Critical thinker	• Works through difficult challenges with analytic reasoning • Solves novel and complex problems with innovative and creative thinking • Functions as a problem solver by identifying and using appropriate resources, tools and technology to approach and solve challenges • Critically evaluates ideas and evidence by asking relevant questions, analyzing multiple sources of information, identifying and considering the reliability of sources, deliberately questioning competing information, and drawing conclusions
Collaborator	• Demonstrates openness to different viewpoints while demonstrating respect for others’ assets and contributions • Effectively works with, and within, diverse groups to plan, strategize, make decisions, and successfully execute tasks • Seeks and utilizes feedback from others in solving tasks

Communicator	• Actively listens to understand the perspectives of others • Communicates thoughts and opinions clearly and respectfully • Utilizes multiple communication mediums to express viewpoints effectively to a wide range of audiences for a variety of contexts • Uses technological skills and social media appropriately to meet goals
Resilient Individual	• Perseveres through challenges and setbacks while embracing failure as an opportunity for growth • Demonstrates flexibility by adapting approaches to the given situation and context taking appropriate risks as necessary • Demonstrates stamina in multiple contexts and persists in completing tasks • Possesses self-confidence and independence
Responsible citizen	• Recognizes the experiences and needs of others, demonstrating empathy, compassion and respect for all • Communicates and acts with ethics and values • Positively contributes to the quality of classroom, school, community and the environment • Possesses and acts with self-awareness

VISITORS

(BOE Policy 1250)

All visitors are required to make an appointment to visit school at least 24 hours in advance.

Vernon Board of Education policy requires all visitors having school-related business to present valid, government issued photo identification, have a photo taken for entry into the digital visitor management system, and wear a visitor's pass which must be returned prior to leaving the school. Visitors that have already had their identification information and photo entered into the digital visitor management system will still be required to present valid, government issued photo identification for subsequent visits to the building.

No students from other schools may visit while our school is in session, unless the visiting students are part of a formal exchange program.

All doors that open to the outside of the school must remain locked in order to preserve the safety and security of students and staff. Unauthorized persons shall not be permitted in school buildings or on school grounds. Administrators are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. Visits cannot interfere with the educational program of the school nor interrupt teaching activities.

VOLUNTEER APPLICATION PROCEDURES

(BOE Policy 1212)

Prospective volunteers and chaperones for school activities must submit an application for thorough review and security check. Such applications must be approved by administration prior to a volunteer or chaperone participating in a school event. **Application materials are available:**
https://www.vernonpublicschools.org/o/vps/page/volunteer

WEIGHTED GRADING

(BOE Policy 6146.1)

All students will be ranked in class by a weighted system. This system includes three levels of courses with each assigned a quality point multiplier based upon academic difficulty. A student's final grade is multiplied by the assigned point multiplier and then averaged to determine class rank.

Non-weighted	1.00
Honors	1.05
Advance Placement/ Dual Enrollment	1.10

WITHDRAWAL FROM SCHOOL

(BOE Policies 5111 and 5112)

Students who withdraw from school for any reason must meet with their school counselor and/or administrator prior to withdrawing. No student under 18 years of age may withdraw without written consent from a parent or guardian.

WORKING PAPERS

(BOE Policy 5113.1)

Upon receipt of a "promise to employ" statement from the employer and proof of birth (birth certificate, driver's license), working papers will be issued from the Career Center.

APPENDIX A
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

It is the policy of the Vernon Board of Education not to discriminate on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, mental disability or physical disability in any of its education programs, activities or employment policies.

It is the intention of the Vernon Board of Education to be in compliance with:

- TITLE VI of the CIVIL RIGHTS ACT of 1964
- TITLE D of the EDUCATION AMENDMENTS OF 1972
- SECTION 504 OF THE REHABILITATION ACT OF 1973
- Connecticut General Statutes Section 4-114a
- Connecticut General Statutes Section 10-15c.

Please note: Any student, parent, guardian, staff member or applicant to a program or for employment who feels that they have been discriminated against on the basis of race, color, national origin, sex, sexual orientation, or handicap shall contact the designated compliance coordinator within thirty (30) days of the alleged occurrence to discuss the nature of the complaint.

Names, positions, and phone numbers of the various coordinators:

TITLE VI (race, color, nationality, origin)	William Meier, Director of Business & Finance, 860-870-6000, ext. 4659
TITLE IX (sex equity, sexual harassment)	RHS Coordinator: Dan Pichette, Assistant Principal, 860-870-6050, ext. 4012 VPS Coordinator: Robert Testa, Assistant Superintendent, 860-870-6000, ext. 4676
Section 504	Robert Nagashima, Director of Pupil Personnel Services, 860-870-6000 ext. 4666
Section 504 (impacting building access for students)	Scott Kanaitis, Supervisor of Schools Facilities and Special Projects, 860-870-6000 ext. 4698

APPENDIX B
NOTIFICATION OF RIGHTS

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Vernon Board of Education to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements

of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. S.W.
Washington, D.C. 20202-8520

APPENDIX C
SEXUAL HARASSMENT/SEXUAL DISCRIMINATION
(BOE Policy 5145.51)

Sexual discrimination and sexual harassment will not be tolerated among students or staff members of the Vernon Public Schools. Any form of sexual discrimination and/or harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers in the schools, against any member of the school community.

Sexual discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of the district's educational program. Sexual harassment is any form of conduct on the basis of sex that: (a) conditions the provision of any school/program aid, benefit, or service on the individual's participation in unwelcome sexual conduct; or (b) is unwelcome and is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school's education program or activity; or (c) is a "sexual assault," "dating violence," "domestic violence," or "stalking," as those terms are defined in federal law.

The school district will take all appropriate steps to address any sexual harassment, or allegations of sexual harassments, of which any employee has notice.

Any person, such as students, parents and guardians, may report sex discrimination, including sexual harassment, regardless of whether the person is the alleged victim of the reported conduct, in person, by mail, by telephone, or by email, to the district's Title IX Coordinator, or any other means that results in the Title IX Coordinator receiving the report. The report may be made at any time, including during non-business hours.

The Title IX Coordinator for the Vernon Public Schools is Robert Testa, Assistant Superintendent; rtesta@vernon-ct.gov; 30 Park Street, Vernon, CT. 06066; (860) 870-6000 Ext. 4676.

Students and staff are legally protected against sex discrimination and sexual harassment by Title IX of the Education Amendments of 1972, a federal law prohibiting discrimination in schools on the basis of sex. Sex discrimination is also covered under Connecticut state law. Students and staff have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. Students and staff have a responsibility not to engage in behaviors that are unwelcome or offensive to others.

Any student, parent, guardian, staff member or applicant to a program or for employment who feels they have suffered harassment on the basis of race, color, religious creed, age, marital status, national origin, sex, sexual orientation, mental disability or physical disability should contact the school administration and/or Title IX (sex equity, sexual harassment) coordinator listed in this handbook for assistance.

Additional contact information regarding banning of discrimination on the basis of sexual orientation:

Connecticut Women's Education and Legal Fund
224 Farmington Ave
Hartford, CT 06105
(860) 247-6090