

# **NEWTOWN HIGH SCHOOL**

## **STUDENT HANDBOOK**

**2020 – 2021**

**Home of the Nighthawks**



**NEWTOWN HIGH SCHOOL**  
**12 Berkshire Road**  
**Sandy Hook, Connecticut 06482**  
**203-426-7646**



Dr. Kimberly Longobucco, Principal  
Mrs. Dana Manning, Assistant Principal (A-K)  
Mr. David Roach, Assistant Principal (L-Z)

**\*Please read this page and sign-off on InfoSnap\***

If you have specific questions regarding the school policies that pertain to you, please stop by the Assistant Principals' Office. We are happy to answer your questions!



**STUDENT/PARENT SIGN-OFF ON INFOSNAP**



### **NHS STUDENT HANDBOOK 2020-21**

I am aware that the information provided to me in Advisory is an overview of the entire NHS Handbook.

I understand that it is my responsibility to review the school and district policies contained in the handbook. I also understand that the overview of topics in Advisory provided to me are only parts of the handbook that the school recognizes as priority information for students and are essential to the student experience.

The handbook includes sections of district and school policies approved by the Newtown Board of Education, the Newtown High School Leadership Team, and The Principal Advisory Committee (PAC).

Complete Board of Education Policies can be found at the following link:  
<https://newtown-nhs.campuscontact.com/>

I acknowledge that I have received the overview of these policies in Advisory and that the Student Handbook contains school policies that I must abide by as a student of Newtown High School and as a member in the community. I further understand that any violation of the regulations that I have read, will review, and abide by can constitute a violation of school policies. Violations of policy can result in revocation of privileges, school disciplinary action and/or legal action. I will familiarize myself with the school policies and processes that our school deems appropriate and necessary to uphold and manage a successful school year for my student experience and academic success.

**\*InfoSnap is accessed through the Parent Portal on PowerSchool**

<b>PREFACE</b>	<b>5</b>
<b>DISTRICT MISSION</b>	<b>5</b>
<b>ACADEMIC INTEGRITY POLICY</b>	<b>12</b>
<b>ADVISORY/EXTENDED ADVISORY</b>	<b>14</b>
<b>ALCOHOL, DRUGS, AND TOBACCO POLICY</b>	<b>14</b>
<b>ATTENDANCE AND REPORTING ABSENCES</b>	<b>19</b>
<b>BULLYING POLICY</b>	<b>20</b>
<b>CAFETERIA</b>	<b>21</b>
<b>CLOSED CAMPUS</b>	<b>22</b>
<b>COMMUNICATION PROTOCOL FOR PARENTS AND STUDENTS</b>	<b>22</b>
<b>DANCES</b>	<b>26</b>
<b>DISPLAYS OF AFFECTION</b>	<b>27</b>
<b>DRESS CODE</b>	<b>27</b>
<b>ELECTRONIC DEVICE POLICY</b>	<b>27</b>
<b>FINAL EXAMINATIONS</b>	<b>30</b>
<b>GOOGLE APPS FOR EDUCATION</b>	<b>31</b>
<b>HAZING PROHIBITION</b>	<b>32</b>
<b>K-9 (USE OF DOGS TO SEARCH SCHOOL PROPERTY)</b>	<b>34</b>
<b>LIBRARY MEDIA CENTER (LMC)</b>	<b>35</b>
<b>LOBBY RECEPTION DESK</b>	<b>36</b>
<b>LOCKERS</b>	<b>36</b>
<b>MONEY AND PERSONAL VALUABLES</b>	<b>37</b>
<b>MURALS</b>	<b>37</b>
<b>OFF SCHOOL GROUNDS MISCONDUCT</b>	<b>37</b>
<b>PARKING AND DRIVING</b>	<b>39</b>

<b>POSTINGS/POSTERS/FLIERS/NOTIFICATIONS</b>	<b>40</b>
<b>REPRESENTATION OF SCHOOL AND COMMUNITY</b>	<b>40</b>
<b>SENIOR PRIVILEGE</b>	<b>40</b>
<b>SEXUAL HARASSMENT</b>	<b>41</b>
<b>STUDENT ATHLETICS AND CO-CURRICULAR ACTIVITIES</b>	<b>41</b>
<b>SUSPENSION AND EXPULSION/DUE PROCESS</b>	<b>45</b>
<b>SURVEILLANCE EQUIPMENT</b>	<b>45</b>
<b>VANDALISM</b>	<b>45</b>
<b>APPENDIX - COVID 19 HEALTH AND SAFETY PLAN</b>	<b>47</b>

## **PREFACE**

The NHS Student Handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with Newtown High School’s Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

This student handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes to policies that affect portions of this handbook will be made available to students and parents through newsletters, web pages, and other methods of communications.

## **DISTRICT MISSION**

The mission of the Newtown Public Schools, a partnership of students, families, educators and community, is to **INSPIRE EACH STUDENT TO EXCEL** in attaining and applying the knowledge, skills and attributes that lead to personal success while becoming a contributing member of a dynamic global community. We accomplish this by creating an unparalleled learning environment characterized by:

- High expectations
- Quality instruction
- Continuous improvement
- Civic responsibility

## **BELIEFS**

We believe that:

- Each individual is unique and has value
- Everyone can and will learn well
- It takes effort and persistence to achieve one’s full potential
- High expectations inspire higher levels of performance
- Honesty, integrity, respect, and open communication build trust

- Quality education expands the opportunities for individuals and is vital to the success of the entire community
- Educating children is a shared responsibility of the entire community
- Family is a critical influence in each individual's development
- Understanding all forms of diversity is essential in a global society
- All individuals are responsible for their behavior and choices
- Educated and involved citizens are essential for sustaining a democratic society
- Everyone has the responsibility to contribute to the greater good of the community
- Continuous improvement requires the courage to change

## **NHS SCHOOL GOALS**

- Improve student learning
- Create and improve connections between students and adults
- Diminish and eliminate mean and cruel behaviors

Newtown High School is committed to building a community that pursues rigorous academic goals and personal responsibility. We also encourage dignity, civility, and tolerance. At Newtown High School, students and teachers work together so that all members of the school community can reach the highest possible level of individual potential. In our partnership of students, teachers, parents, and community members, we work to promote success in a challenging environment and to cultivate competent, contributing, and productive citizens.

## **ACADEMIC EXPECTATIONS**

- Demonstrate strategies to identify, locate, and interpret information
- Relate and apply new knowledge using a variety of resources including technology
- Take and support a position on information and ideas
- Convey information and ideas in a given written format
- Use inquiry strategies and apply appropriate procedures to solve and communicate an authentic problem or situation.

## **CIVIC EXPECTATIONS**

- Develop opinions on a variety of issues
- Exhibit involvement in the classroom, school, and larger community through speech and action

## **SOCIETAL EXPECTATIONS**

- Value personal integrity, respect for others, and appreciation for diversity
- Share responsibility with others to address and resolve issues

**Newtown High School Schedule 2020-21**

**Regular Day Schedule- A-H**

Time Slot	A	B	C	D	E	F	G	H
8:00 - 8:50	1	7	5	3	6	4	2	8
8:55 - 9:45	2	8	6	4	5	3	1	7
9:50 - 10:40	3	1	7	5	4	2	8	6
10:45 - 11:35	4	2	8	6	3	1	7	5
11:40 - 1:38 Lunch	5	3	1	7	2	8	6	4
Wave 1 11:40-12:10								
Wave 2 12:24-12:54								
Wave 3 1:08-1:38								
1:43 - 2:32	6	4	2	8	1	7	5	3

**PLC Schedule**

Time Slot	Minutes
8:00-8:40	40
8:45 - 9:25	40
9:30 - 10:10	40
10:15 - 10:55	40
11:00- 11:40	40
11:45 - 1:45 Lunch	Lunch
Wave 1 11:45 - 12:15	30
Wave 2 12:30 - 1:00	30
Wave 3 1:15 - 1:45	30
1:50 - 2:32	42

**Advisory Schedule**

Time Slot	Minutes
8:00- 8:30 Advisory	30
8:35 - 9:18	43
9:23 - 10:06	43
10:11 - 10:54	43
10:59 - 11:42	43
11:47-1:44 Lunch	Lunch
Wave 1 11:47-12:17	30
Wave 2 12:30-1:00	30
Wave 3 1:14-1:44	30
1:49 - 2:32	43

**Two Hour Early Dismissal (No Lunch)**

Time Slot	A	B	C	D	E	F	G	H
8:00-8:42	1	7	5	3	6	4	2	8
8:47 - 9:28	2	8	6	4	5	3	1	7
9:33 - 10:14	3	1	7	5	4	2	8	6
10:19 - 11:00	4	2	8	6	3	1	7	5
11:05-11:46	5	3	1	7	2	8	6	4
11:51 - 12:32	6	4	2	8	1	7	5	3

**Three Hour Emergency Early Dismissal (No Lunch)**

Time Slot	A	B	C	D	E	F	G	H
8:00-8:32	1	7	5	3	6	4	2	8
8:37 - 9:08	2	8	6	4	5	3	1	7
9:13 - 9:44	3	1	7	5	4	2	8	6
9:49 - 10:20	4	2	8	6	3	1	7	5
10:25 -10:56	5	3	1	7	2	8	6	4
11:01 - 11:32	6	4	2	8	1	7	5	3

**Two Hour Delay**

Time Slot	A	B	C	D	E	F	G	H
10:00 - 10:25	1	7	5	3	6	4	2	8
10:30 - 10:55	2	8	6	4	5	3	1	7
11:00 - 11:25	3	1	7	5	4	2	8	6
11:30 - 11:55	4	2	8	6	3	1	7	5
12:00 - 2:00 Lunch	5	3	1	7	2	8	6	4
Wave 1 12:00-12:30								
Wave 2 12:45-1:15								
Wave 3 1:30-2:00								
2:05 - 2:32	6	4	2	8	1	7	5	3

**Three Hour Delay (Lunch in Classroom)**

Time Slot	A	B	C	D	E	F	G	H
11:00 - 11:20	1	7	5	3	6	4	2	8
11:25 - 11:45	2	8	6	4	5	3	1	7
11:50 - 12:10	3	1	7	5	4	2	8	6
12:15 - 1:32 Lunch	4	2	8	6	3	1	7	5
Wave 1 12:15-12:45								
Wave 2 1:02-1:32								
1:37-2:02	5	3	1	7	2	8	6	4
2:07 - 2:32	6	4	2	8	1	7	5	3

## **2020-2021 Assignments**

<b>Assistant Principal</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Dana Manning	A-K	A-K	A-K	A-K
David Roach	L-Z	L-Z	L-Z	L-Z
<b>Counselor</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Bret Nichols (Director)	A-And	A-Am	A-Am	A
Lauren Marti	Ane-Cai	An-Che	An-B	B-C
Cathy Ostar	Cal-Da	Chi-E	C-Do	D-Ge
Lisa Kapitan	De-Gue	F-Herb	Dr-Hi	
Ana Mendes	Gum-Kop	Herm-Li	Ho-Lim	Gi-Le
Jeff Tolson	Kor-Milg	Lo-Mora	Lit-Mu	Li-Pale
Deidre Croce	Milk-Rice	Morg-Rob	My-Roj	Palm-Soc
Alexa Blanchard	Rich-Sta	Roc-S	Roo-Tan	
Sara Brant	Ste-Z	T-Z	Tar-Z	Soi-Z
<b>Psychologist</b>				
Dimitri Thornton	A-F	A-F	A-F	A-F
Stacie Miles	G-M	G-M	G-M	G-M
Dr. Jen Hoag	N-Z	N-Z	N-Z	N-Z
<b>Social Worker</b>				
Lauren Sheintop	A-Z	A-Z	A-Z	A-Z
Suzanne Tyler	A-Z	A-Z	A-Z	A-Z



# NEWTOWN HIGH SCHOOL - SCHEDULE OF DAYS 2020-2021

**August 2020 (0)**

S	M	T	W	R	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**September 2020 (18)**

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 A	17	18 PLC	19
20	21	22	23	24	25	26
27	28	29	30 A			

**October 2020 (22)**

S	M	T	W	R	F	S
				1	2	3
				A	B	
4	5	6	7	8	9 PLC	10
		C	D	E	F	G
11	12	13	14 A	15	16	17
		H	A	B	C	D
18	19	20	21	22	23	24
		E	F	G	H	A
25	26	27	28 A	29	30	
		B	C	D	E	F

**November 2020 (18)**

S	M	T	W	R	F	S
1	2	3	4	5	6	7
		G	H	A	B	
8	9	10	11 A	12	13	14
		C	D	E	F	G
15	16	17	18 Eve	19 Day	20 PLC	21
		H	A	B	C	D
22	23	24	25 * G	26	27	28
		E	F	G		
29	30					
		H				

**December 2020 (17)**

S	M	T	W	R	F	S
		1	2 A	3	4	5
			A	B	C	D
6	7	8	9	10	11	12
		E	F	G	H	A
13	14	15	16 A	17	18	19
		B	C	D	E	F
20	21	22	23	24	25	26
		G	H	*	A	
27	28	29	30	31		
			G	H		

**January 2021 (19)**

S	M	T	W	R	F	S
					1	2
3	4	5	6 A	7	8	9
		B	C	D	E	F
10	11	12	13	14	15	16
		G	H	A	B	C
17	18	19	20	21	22	23
		1&2 X	3&4 X	5&6 X	7&8 X	
24	25	26	27 A	28	29	30
		D	E	F	G	H

**February 2021 (18)**

S	M	T	W	R	F	S
	1	2	3	4	5	6
		A	B	C	D	E
7	8	9	10 A	11	12	13
		F	G	H	A	B
14	15	16	17	18	19	20
		E	F	G	H	A
21	22	23	24 A	25	26	27
		F	G	H	A	B
28						

**March 2021 (23)**

S	M	T	W	R	F	S
	1	2	3	4	5	6
		C	D	E	F	G
7	8	9	10	11	12	13
		H	A	B	C	D
14	15	16	17 A	18 Alt	19	20
		E	F	G	H	A
21	22	23	24	25	26 PLC	27
		B	C	D	E	F
28	29	30	31 A			
		G	H	A		

**April 2021 (15)**

S	M	T	W	R	F	S
				1	2	3
				B		
4	5	6	7	8	9	10
		C	D	E	F	G
11	12	13	14	15	16	17
18	19	20	21 A	22	23	24
		H	A	B	C	D
25	26	27	28	29	30	
		E	F	G	H	

**May 2021 (20)**

S	M	T	W	R	F	S
2	3	4	5 A	6	7	8
		A	B	C	D	E
9	10	11	12	13	14 PLC	15
		F	G	H	A	B
16	17	18	19 A	20	21	22
		C	D	E	F	G
23	24	25	26	27	28	29
		H	A	B	C	D
30	31					

**June 2021 (9)**

S	M	T	W	R	F	S
		1	2	3	4	5
			E	F	G	H
6	7	8	9	10	11	12
		7&8 X	9&10 X	11&12 X	L	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**July 2021**

S	M	T	W	R	F	S

PLC	PLC Day		Two-Hour Delay- Staff Prof. Dvpt
•	Special Schedule		Open House
*	Early Dismissal		Conferences- 3hr. Early Dismissal
X	Exam Day- Early Dismissal		Advisory
L	Projected Last Day of School		School closed for Students- Staff Prof. Dvpt
	Marking Period Ends		Three Hour Early Dismissal-Staff Prof. Dvpt
	Grades Due		

7/22/2020

State of Connecticut mandates 177 calendar days for students. Beyond the projected June 11 date, cancellation days will be made up by adding days through June 30. By March 12 if there are more than 8 cancellations April 30 will be a full day of school.

**2020-21 NHS STAFF DIRECTORY**

ABREGO	Katherine	World Language/Spanish
ACCETTELLA	Britney	Para Educator Science
ALICEA	Nelson	Security
ALLEGRETTO	Tara	Science
ARNOLD	Jennifer	Continuing Education
BATTISTI	Laura	World Language/Italian
BAUMGARTNER	Karolyn	Science
BENNETT	Carrie	AP Secretary
BERECHID	Bridget	Science
BLAIR	Jennifer	Para Educator Special Ed.
BLANCHARD	Alexa	School Counselor
BLOOM	Barbara	Para Educator Special Ed.
BRANT	Sara	School Counselor
BREMER	Kathy	Math
BROWNE	Lee	Library Secretary
BRUPPACHER	John	Interim Math/Science Center
BURGESS	Brendan	BEAT
BYRNE	Sabrina	Physical Trainer
CAFFREY	Alysia	Special Education
CAMBARERI	Virginia	World Language/Spanish
CANFIELD	Chris	Science - DC
CARLEY	Chris	Science
CARPENTER	Lisa	Math
CAVATARO	Charlotte	Math
CHILDS	Matt	Physical Education
CHIRAVELLI	Cathy	Para Educator Special Ed.
CHOW	Sarah	World Language/Spanish
CHUM	Wendy	Teen Support Counselor
CLOSS	Joanna	Math
COLLINS	Joseph	Custodian
CORBO	Elaine	Data Base Manager
CROCE	Deidre	School Counselor
CROOKE	Chelsea	BEAT
DALTON, R.N.	Anne	Supervisor, District Nurses
DALY	Stephanie	School Nurse
DANNEN	Mary	School Counseling Secretary
DAVEY	Kathy	Physical Education
DAWSON	Lisa	Para Educator Special Ed.
DE BRANTES	Nathalie	Admin. Assist. – Principal
DEEB	Amy	Social Studies - DC
DEJULIO	Tim	Science/Alternate Prog. Sup.
DELLASALA	Jen	Librarian
DEVINE	Paul	Maintenance
DIAZ	Joanna	English
DIETTER	Candi	Social Studies
DNES	Danielle	Math
DYER	Mike	Science
EBERTS	Ryan	Social Studies
ECKHARDT	Kurt	Band
EDWARDS	Jason	Social Studies
EKMAN	Eric	Science
ENGLISH	Kristin	English
FAMIGLIETTI	Tegan	Speech Therapist
FERRIER	Jason	Social Studies
FILMER	Jan	Math
FLANNERY	Alison	World Language/French
FOSS	Dave	Social Studies
FRANCKE	Clare	School Counseling Secretary

GABRIEL	Janice	Fine Arts – Theatre Prod.
GABRIEL	Kara	SAIL
GACSO	Stephanie	BEAT - Culinary
GAGNON	Sandra	Special Education
GAY	Gail	World Language/French
GEORGE	Steve	BEAT - Auto
GEORGINA	Fawn	Science
GERACE	Mark	Phys. Education - DC
GONSKI	Jill	Special Education
GREER	Cathryn	Custodian
GUARINO	Megan	Math
HALL	Gene	Math - DC
HANLEY	Kevin	Para Educator Special Ed.
HANNA	Ellie	English/Academic Officer
HARRISON	Trent	Science
HEIN	Bobby	Custodian
HISCAVICH	Michelle	Fine Arts - DC
HOAG	Dr. Jen	School Psychologist
HOAGLAND	Lori	Culinary
HOFFMAN	Marion	AP Secretary
HOLST-GRUBBE	Erik	BEAT - DC
HOLT	Debbie	Math
HOYT	Kevin	Para Educator Special Ed.
HYMAN	Paige	Math
KAPITAN	Lisa	School Counselor
KAPLAN	Jacqui	English
KENNEY	Marc	English
KENNY	Jamie	World Language/Spanish
KIELY	Randi	Social Studies
KIMBALL	Colleen	FLEX - Social Studies
KIMBERLY	Catharine	World Language/Latin
KLAUBE	Elizabeth	Science
KOKINCHAK	Richard	Special Education
KULIKOWSKI	Jacki	Food Serv. Bookkeeper
KUROSKI	Tom	Science
LABARGE	Wendy	English
LANGLOIS	Eugene	Custodian
LATOWICKI	Kitty	Career Center
LEE	Chris	Music
LISEE	Jason	Custodian
LOMBARDO	Cheryl	Physical Education
LONGOBUCCO	Dr. Kimberly	Principal
LOWELL	Kim	Science/Academic Officer
LYE	Rick	English
MACKRELL	Martha	Support Center
MAGAZZI	Martin	Custodian
MANNING	Dana	Assistant Principal (A-K)
MARKS	Abi	English - DC
MARRAZZO	Nichole	Para Educator Special Ed.
MARTI	Lauren	School Counselor
MASOTTA	Erin	Math, SS, WL Secretary
MATRIGALI	Mark	Para Educator Special Ed.
MATSON	Jane	Music
MCCONNELL	Susan	Science
MCGINNISS	Amy	Special Education
MCGRATH	Jane	Para Educator Special Ed.
MCGUIRE	Cindy M.	Behavior Therapist
MCLEAN	Laura	Physical Education

MEMOLI	Matt	Athletic Director
MENDES	Ana	School Counselor
MERRITT	Doreen	Science
METZ	Jessica	Social Studies
METZ	Tony	Social Studies
MEYER	Lisa	Social Studies
MICHAUD	Marc	TAP – Social Studies
MILANO	Jean	Main Office Secretary
MILES	Rebecca	Para Educator Special Ed.
MILES	Stacie	School Psychologist
MODZELEWSKI	Debi	Athletic Dept. Secretary
MONCKTON	Richard	School Resource Officer
MONROE	Elle	Special Education
MULLEN	Shawn	BEAT - Greenery
MURPHY	Kelly	Math
NICHOLS	Bret	Director School Counseling
NICHOLSON	Darryl	Science
NOONE	Kymberly	Fine Arts
NOWAK	Lisa	Para Educator Special Ed.
O'CALLAGHAN	Margaret	Special Education
O'CONNELL	Jeremy	Physical Education
O'SULLIVAN	Geri	TAP - Science
OBERLANDER	Amy	Special Education
OBLOJ	Ed	Social Studies
OLMOS-VALERI	Paula	World Language/Spanish
ORISTAGLIO	Michael	Writing Center
ORNAF	Michael	BEAT – Computer Repair
OSTAR	Cathy	School Counselor
PALMIERI	Franco	Custodian
PARILLE	Kristi	World Language/Spanish
PARSONS	Sayward	English
PAVIA	Mike	Security
PATTISON	Bobby	Social Studies
PAULSSON	Stephanie	Science
PEARSON	Chris	Math
PELLIGRA	Carol	Fine Arts
PERSON	Susan	Para Educator Special Ed.
PESCARMONA	Tom	Social Studies
PICKERING	Deb	Math
POLLEY	Mark	Custodian
POPPE	Marena	Special Ed. Secretary
POWELL	Karen	School Nurse
PREMUS	Stacey	Health Office Secretary
RACCIO	Keristen	Math
RAGAINI	Peg	TAP
RAMIREZ	Aviel	Custodian
REICHIN	Lisa	Special Education
RICHARDSON	Daria	Social Studies
ROACH	David	Assistant Principal (L-Z)
ROBINSON	Richard	Custodian
RODERICK	Jeanette	Science
RODRIGUEZ	Maximiliano	Custodian
ROOS	Donald	Custodian
ROVELLO	Jim	English
RUSCITTI	Maria	BEAT - Graphics
SALADIN	Larry	Social Studies

SANTANIELLO	Lori	Para Educator Special Ed.
SANTOLI	Louis	Special Education
SCHNEIDER	Suzanne	Para Educator - FLEX
SEELEY	Bob	Para Educator Special Ed.
SHEINTOP	Lauren	Social Worker
SHERIDAN	Lisa	FLEX - Math
SHILSTONE	Martha	Student Asst. Counselor
SKOLAS	Carol	Fine Arts
SMITH	Tim	Science
SMITH	Maureen	Para Educator Special Ed.
STAMM	Stacy	BEAT - Photography
STANGO	Joe	Dir. Dining Svcs./Whitson's
STEIMEL	Sue	Attendance Secretary
STIMAN-GLASER	Marcia	Special Education
STRAIT	Carl	Physical Education
SWANN	Jolene	BEAT
SWIFT	Kathy	English
TALLOUCH	Tim	Science
TENNEY	Brian	English
THORNTON	Dimitri	School Psychologist
THOMAS	Jacob	English
TIERNEY	Shawn	Math
TOBY	Michelle	English
TOLSON	Jeff	School Counselor
TORRANCE	Melissa	Science
TORRES	Rachel	Social Studies
TUZ	Kirsten	Para Educator Special Ed.
TYLER	Suzanne	Social Worker
VALDEGAS	Mark	Custodian
VENTURA	Eric	Custodian
VERBANIC, JR.	John	Maintenance
VICHIOLA	Jack	Head Custodian
VILLODAS	Carol	Eng./Science Secretary
VIOLETTE	Kristin	BEAT - Yearbook
VOEGELI	Bonnie	Special Ed. - DC
WARD	Liz	World Language - DC
WATTS	Judy	Para Educator Special Ed.
WILLIAMS	Brianna	English
ZAKSEWICZ	Pete	School Security Officer
ZANDONELLA	Liza	Librarian
ZUKOWSKI	Tammy	English
ZUVANICH	Sandy	Special Education

8/18/2020

# ACADEMIC INTEGRITY POLICY

As an academic community, NHS will not tolerate academic dishonesty. Any activity of this nature is in opposition to the goals of NHS as a place of learning and is contrary to the values of the schools of the District and the community. Dishonesty is not merely a private matter between the teacher and student but is a concern to the entire school community. Cheating, defined as copying another student's work and claiming it as your own and plagiarism, defined as the use of another person's original ideas or writing without giving credit to the true author, are both prohibited practices. Materials taken from electronic sources are covered by this policy. A student who engages in any form of academic dishonesty will be subject to the loss of credit for the work in question, as well as other disciplinary measures.

## Definitions of Academic Misconduct

- A. Cheating. Cheating is defined as dishonest violation of rules. Cheating may include, but is not limited to:
  - 1. Copying or allowing others to copy a test, paper, homework, computer file, etc.
  - 2. Unauthorized use of study aids, cheat sheets, notes, books, or formulas.
  - 3. Unauthorized use of any electronic device or digital resource including a translator.
  - 4. Unauthorized prior knowledge of an examination.
  - 5. Use of invented or false information, research or bibliographic sources.
  - 6. Listing sources in a bibliography not used in the academic exercise.
  - 7. Submitting portions of the same academic work for credit in more than one course without consulting the teacher(s).
  
- B. Plagiarism. Plagiarism is defined as using another's words, data or ideas without crediting the source (published or unpublished).

## Responsibilities

- A. Student Responsibilities:
  - 1. To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests honestly and fairly without engaging in cheating or plagiarism.
  - 2. To understand the school Academic Integrity Policy and individual teacher assignment guidelines.
  - 3. To clarify with the teacher any ambiguities about violations of the Academic Integrity Policy on an assignment.
  - 4. To ensure that other students do not make inappropriate use of their work.
  
- B. Teacher Responsibilities:
  - 1. To maintain and support the academic integrity of the school community.
  - 2. To clearly present the Academic Integrity Policy and individual teacher assignment guidelines in the syllabus.

3. To review the Academic Integrity Policy often, particularly before major assignments and tests.
4. To explain the use of permissible study aids and collaboration in coursework.
5. To check student papers for plagiarism through a variety of means, including but not limited to plagiarism-detection software such as Turnitin.com
6. To report any violation of the Academic Integrity Policy to the student's Assistant Principal and take other appropriate action as set forth herein.

C. Administrator Responsibilities:

1. To maintain and support the academic integrity of the school community.
2. To make available to all students, teachers and parents a copy of the school's Academic Integrity Policy.
3. To enforce appropriate consequences for Academic Integrity Policy violations.
4. To maintain records of Academic Integrity Policy violations in the student's disciplinary record.

D. Parent/Guardian Responsibilities:

1. To support the academic integrity of the school community.
2. To become knowledgeable of the school Academic Integrity Policy and individual teacher guidelines.
3. To advise the student of the parent's expectation that the student will comply with the Academic Integrity Policy.

**Procedure and Consequences**

- A. The teacher will determine in his or her professional judgment whether or not a student has violated the Academic Integrity Policy.
- B. If the teacher determines that a violation has occurred, the teacher will take the following steps to determine an appropriate course of action:
  1. Consult with the Department Chairperson and the Assistant Principal.
  2. Review any history of Academic Integrity Policy violations by the student.
  3. Notify the Counselor.
- C. The student and his or her parents will be notified by the teacher and/or department chair, and the action will be documented in the student's disciplinary record.
- D. Consequences for Violation of Academic Integrity Policy:
  1. First offense: a) reduced or failing grade and /or requirement to redo the assignment or an alternative assignment, b) notification of honor societies in which the student is a member.
  2. Second or subsequent offense: failing grade on the assignment, and such other disciplinary action as determined by the Assistant Principal. This may include, but is not limited to, exclusion from extracurricular activities.
  3. In addition to the above, consequences for any severe violations may also include suspension from school.

## Appeals

- A. If a student is determined to have violated the Academic Integrity Policy, the student may appeal the decision to the Academic Integrity Committee. The following procedure shall apply to such appeals:
  1. The student must submit a written request for an appeal to the Assistant Principal.
  2. The Assistant Principal sets up a hearing with the Academic Integrity Committee, the teacher, the student and the student's parents.
  3. The Committee hears the appeal and renders a decision.
  4. The student, parents, and teacher are notified of the Committee's decision.
  5. The Committee's decision is documented in the student's disciplinary record.
  
- B. Composition of Academic Integrity Committee: The Academic Integrity Committee shall be appointed by the Principal in the spring of every year to begin its service in the fall of the next school year. The members shall serve for one year. The committee shall consist of five teachers from different departments. For each appeal, the Assistant Principal shall call on three of the Committee members to serve as the panel for that appeal, with their selection designed to minimize conflicts of interest.
  
- C. The decision of the Academic Integrity Committee may be appealed to the Principal, but only on the basis of new evidence. Such an appeal must be made in writing within five school days of the Committee decision. The Principal's determination will be documented in the student's disciplinary record.

## ADVISORY/EXTENDED ADVISORY

The Advisory program is supervised by two teachers and established to encourage healthy relationships between students and adults beyond the context of academics. It is necessary for students to attend Advisory weekly (8:00 – 8:20 AM) to review school core values, conduct student surveys, encourage goal setting, or to convey pertinent school-wide information to students. Unexcused absences from Advisory will result in after school detention and/or loss of privileges.

### **For the 2020-21 school year, these are the expectations by grade level for advisory:**

9<sup>th</sup> and 10<sup>th</sup> grade—required to attend Advisory Period

11<sup>th</sup> grade—required to attend Capstone Seminars during Advisory Period

12<sup>th</sup> grade—not required to attend Advisory (unless notice is given to attend a Senior Advisory)

# ALCOHOL, DRUGS, AND TOBACCO POLICY

Pursuant to the goal of the Board of Education (Board) to maintain a drug, tobacco and alcohol free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior-affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined in the Penal Code of the State of Connecticut.

Alcohol, tobacco, stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatine, are addressed by this policy and accompanying administrative regulations.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2 and bath salts are addressed by this policy.

## Definitions

**Drugs** are defined as any substance other than food or water that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient's physical, mental, or emotional state. Drugs may include, but not be limited to, alcoholic beverages; controlled substances such as marijuana, hallucinogens, cocaine, barbiturates, amphetamines, narcotics; and non-authorized prescription drugs.

**Controlled substances**, for purposes of this policy shall include all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

**Under the influence**, for purposes of this policy shall include any ingestion, absorption, inhalation or injection of controlled substances by a student.

**Electronic nicotine delivery system** means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo,

electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

**Liquid nicotine container** means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product, except “liquid nicotine container” does not include such a container that is prefilled and sealed by the manufacturer and not intended to be opened by the consumer.

**Sale** is any form of delivery which includes barter, exchange or gift, or offer therefore, and each such transaction made by any person whether as principal, proprietor, agent, servant, or employee.

**Possession** is to possess or hold, without any attempt to sell drugs and/or alcohol as defined by this policy.

**Drug Paraphernalia** includes any item that in the school’s judgment can be associated with the use of alcohol, drugs and/or tobacco, electronic nicotine delivery system, or vapor product.

**Vapor product** means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such product.

### **Privacy Rights**

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel. Privileged communication between a certified or paraprofessional employee and a student concerning drug abuse shall remain confidential except in cases where the employee is obtaining physical evidence of a controlled substance, and/or where there is an immediate threat to, or where students’ health, safety, and welfare may be jeopardized.

### **Illegal Activities**

Use, possession, sale or distribution of drugs, including prescription drugs, drug paraphernalia and/or alcoholic beverages in violation of state law or Board of Education policy is prohibited at any time on school premises or at any school-sponsored activity. If a student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the police will be notified, his/her parent(s)/guardian will be contacted, he/she will be suspended from school, referred to a Student Support Team, and considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, students will be referred to the appropriate law enforcement authorities. If a student is arrested and is awaiting trial for possession of, or possession of with intent to sell drugs in or on school property or at a



school-sponsored event, the student will not be allowed to attend school without the permission of the Superintendent, per the guidelines set forth in Policy #5114.

## **I. PROCEDURES FOR HANDLING SUBSTANCE ABUSE PROBLEMS**

### **A. Voluntary Disclosure**

1. If a student voluntarily tells a staff member of a drug, alcohol, or other substance abuse problem in advance of a suspicion by, or report to, a staff member, the staff member must make every effort to guide the student to appropriate professional help, without regard to whether the student is or is not presently under the influence of drugs, alcohol, or other substance.
2. If the student will allow disclosure of the problem, the staff member will share the information received with the principal and the school's student assistance team and/or social worker.
3. The student assistance team and/or social worker will arrange a conference with the parent(s)/guardian(s) of the student. Professional assistance to help the student overcome the problem will be discussed and encouraged.
4. The student assistance team and/or social worker will maintain contact with the student and the family regarding the problem.

### **B. Suspicion of Active Involvement with Alcohol or Drugs**

1. If a student is suspected of being under the active influence of alcohol or controlled drugs while on school property and/or during a school sanctioned activity, the student is to be taken to the school nurse, if available, or designee for medical attention. The parents are to be notified immediately and advised of the abnormal behavior observed and requested to take the student to the family physician or to the hospital.
2. If the parents are not available or transportation is not at their disposal, the school nurse, the school doctor, the principal or designee shall accompany the student to the hospital.
3. If the symptoms are considered serious, the nurse shall or designee shall have the student taken to the hospital by ambulance while the principal or designee attempts to contact the parents.

## **II. DISCIPLINARY CONSEQUENCES OF ALCOHOL AND/OR DRUG ABUSE**

Upon reasonable belief by school personnel, pursuant to section IB of this policy, that a student is under the influence of or in possession of drugs and/or alcohol, during school, on school grounds, or during school activities, said students will be in violation of this policy, and the following steps will be taken:

### **First Offense:**

- a. The nurse will determine whether the student is in need of urgent medical attention. If so, the nurse will administer any first aid required and/or immediately request emergency services and will notify the student's parent(s)/guardian(s). If urgent

- medical attention is not required, the nurse will inform the administrator of the student's condition.
- b. The administration will conduct an investigation. Upon verification of a violation of this policy, violators will be suspended in-school for a minimum period of five days.
  - c. The police will be contacted immediately in cases of possession.
  - d. The parents or guardians of the student or students involved will be contacted by the administrator and notified of this incident. The student will be required to:
    1. Complete an assessment by a licensed Student Assistance Counselor (Martha Shilstone, LCSW) provided by Newtown Youth and Family Services.
    2. Demonstrate compliance with the treatment program if recommended after the assessment.
    3. Agree to a behavioral contract between the student, school administration, and a representative of the assessment group.
    4. The school shall be granted rights to formal written or oral communication with the treatment agency should there be one.
  - e. The student will be referred to the Student Assistance Team consisting of the Assistant Principal, School Counselor, Student Assistance Counselor and School Psychologist. This team will gather information to look at the academic performance and social/emotional needs of the student returning to school after the suspension and make recommendations pertaining to support services and academic programming.
  - f. The student will be excluded from all school-related extracurricular activities for a period of 60 calendar days. If the 60-day period is not concluded by the end of the school year, the remaining days will resume at the start of the next school year.

**Second Offense:**

**(same steps as First Offense except:)**

- b. The administration will conduct an investigation. Upon verification of a violation of this policy, violators will be suspended in-school for a minimum period of ten days.
- f. The student will be excluded from all school-related extracurricular activities for a period of 90 calendar days. If the 90-day period is not concluded by the end of the school year, the remaining days will resume at the start of the next school year.

**Third Offense:**

**(same steps as First Offense except:)**

- b. The administration will conduct an investigation. Any student found to be in violation of this policy for the third time during his/her tenure in the Newtown School System may include an in-school or out-of-school suspension of up to ten days and a recommendation to the Board of Education for expulsion from the Newtown School System up to one calendar year, pursuant to Connecticut General Statutes Sec. 10-233d.
- f. The student will be excluded from all school-related extracurricular activities for a period of 120 calendar days. If the 120-day period is not concluded by the end of the school year, the remaining days will resume at the start of the next school year.

### **III. SALE OR DISTRIBUTION OF ALCOHOL AND/OR DRUGS**

The administration shall recommend expulsion proceeding in all cases where there is reason to believe that a student was engaged on or off school grounds in selling and/or offering for sale alcohol and/or drugs, as defined in this policy, which act and/or offer may be subject to criminal penalties under the Connecticut General Statutes.

Upon receipt of an expulsion recommendation, the Superintendent may conduct an inquiry concerning the expulsion recommendation. If the Superintendent, or designee, determines that a student must be expelled, in accordance with this provision, he/she shall recommend the student for expulsion to the Board of Education so that the Board can consider and act upon the recommendation pursuant to Board policy and Connecticut General Statute 10-233d.

### **ATTENDANCE AND REPORTING ABSENCES**

**Student Illness:** When a student will be tardy or absent due to illness, the parent or guardian is responsible for calling the Nurses' Secretary at 203-426-7649, ext. 6105.

**Other Absences:** When a student is tardy or absent for anything not related to illness, the parent or guardian is responsible for calling the Attendance Secretary at 203-426-7656 (24 hours/7 days).

If the parent or guardian does not call the school, a written explanation is required within two school days of when the student returns to school. If a parent or guardian does not contact the school, the student will be issued an unexcused absence. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence)
2. Student's observance of a religious holiday
3. Death in the student's family or other emergency beyond the control of the student's family
4. Mandated court appearances (documentation required)
5. The lack of transportation that is normally provided by a district other than the one the student attends no parental documentation required)
6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

Promptness to class, including Advisory, is expected. On the third tardy to any class and any succeeding tardies to that class, a teacher will assign a teacher detention with the student after school. There will be a grade penalty for work missed due to the tardy.

## **Permission to Leave School**

Before administrative permission is given for a student to leave school or school grounds or for a recognized senior privilege, written permission from the parent or guardian must be presented to the attendance office by 10:00 AM or to the principal's designee. In emergency situations a telephone call from the parent or guardian may suffice. Senior privilege begins the Tuesday after Labor Day. Senior privilege permission forms must be submitted to the attendance counselor prior to privilege starting.

## **Loss of Class Credit:**

1. A student will lose credit for a course after missing the tenth class of any semester course or after missing the twentieth class in a year-long course. This is regardless of whether the student has missed the classes due to class cutting, excused absences, or unexcused absences.
2. Based on school records, parents will be notified after a student misses the fifth class for a semester course or misses the tenth class for a year-long course.

## **BULLYING POLICY**

The Newtown Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited.

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

“Bullying” means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. causes physical or emotional harm to such student or damage to such student's property,
- B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, C. creates a hostile environment at school for such student,
- D. infringes on the rights of such student at school, or
- E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, 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.

**“Cyberbullying”** 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 electronic communications.

**“Teen dating violence”** means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

## **CAFETERIA**

1. Move quickly through the line and respect the rights of others.
2. Clean the eating area after you have finished eating. Continued disregard for cafeteria cleanliness will lead to disciplinary consequences.
3. Make proper use of containers for recyclable materials.
4. Keep food and drinks in the cafeteria.
5. Be considerate of others. Good manners, orderly conduct and consideration for all staff is expected. Disturbance and/or misconduct that disrupt the cafeteria environment may result in loss of cafeteria privileges.
6. Students must present their money or student IDs at the register.
7. Identification is required in the cafeteria. Without a payment plan or cash, students cannot be served. Seniors must show their ID to exit the cafeteria during lunch waves. If food is taken out, seniors need to report to an assigned area.

**Lunch Program:** All account information is handled through the food service. Students may either purchase a hot lunch in the cafeteria or bring their own lunch from home. No student may leave the grounds to eat lunch elsewhere or have lunch ordered in.

## **CLOSED CAMPUS**

Students are not allowed to leave campus and return without a pass from the Attendance Office. Those students who choose to leave campus will lose their parking privileges, school-related privileges and will receive school consequences. Students who choose to leave may be subject to search, confiscation, and seizure of articles upon return to school.

## **COMMUNICATION PROTOCOL FOR PARENTS AND STUDENTS**

In the event of an academic inquiry, recommendation, concern, academic update, and/or behavioral resolution, Newtown High School requires that the initial and primary communication always begin with a student's teacher and the department chair representative. Because the teacher is the primary student resource, communication with this individual professional is priority. The teacher will be able to directly address and provide insight into the student experience.

The following guidelines are established so that students and/or parents may bring concerns to the attention of the most appropriate parties and have a process by which issues may be expressed, considered, and resolved.


1. When a concern emanates from a classroom situation, students or parents should first discuss it with the teaching staff member most directly involved. Any of the parties may request that the Department Chairperson attend that meeting.
2. If the parties concerned feel that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with the Department Chairperson or Assistant Principal in an attempt to reach an amicable conclusion.
3. If the parties concerned feel that the discussion has not led to a satisfactory conclusion, they may proceed to discuss the matter with the Principal in an attempt to reach an amicable conclusion.
4. Matters not satisfactorily resolved at the school level may be appealed to the Superintendent. The appeal should be in writing and specify the nature of the problem.
5. When a decision is communicated by the Superintendent and is not deemed satisfactory by the parties involved, they may request a review of the decision by the Board of Education. Such a request shall be submitted in writing. A committee of the Board of Education shall, through a fact finding process, review the Superintendent's decision. The committee shall report the results of its fact finding and recommend appropriate action to the Board. The Board of Education shall render a written decision in a timely manner.

## Newtown High School Code of Conduct

### Behavioral Expectations


#### Level I – Interventions and Consequences

Level 1 are typically less serious behaviors in conflict with school expectations. Students normally meet with an administrator to discuss the issue and to review school and district policies to support them in making better decisions in the future. Interventions and consequences below may vary depending on the nature of the offense and the student's prior history or behavior.

Behaviors	Interventions and Consequences		
			
Face Mask	Administrator/teacher asks student to cover up	Refusal will result in parent pick up	
Dress Code Violation	Change of Clothes/Warning	Parent brings appropriate clothes/Administrative Detention	Parent pick up
Electronic Device/Cell Phone/Personal Device	Teacher Warning	Confiscation/student picks up in AP at end of day	Parent picks up phone/Administrative Detention
Inappropriate behavior/disrespect in class/hallways/school events	Administrative discussion with student	Administrative Detention	2 hour Administrative Detention
Inappropriate Language / Gestures/Writings	Administrative discussion with student	Administrative Detention	2 hour Administrative Detention
Inappropriate Use of Technology	Administrative discussion with student	Administrative Detention	Loss of privileges
Motor Vehicle Infractions/Bus Incidents/Parking Infractions	Loss of Privileges	Administrative Detention	2 hour Administrative Detention
Tardiness	Teacher Referral	Administrative Detention	
Unexcused Absences/Class & Advisory Cuts/Detention	Administrative Detention	2 hour Administrative Detention	1 Day In-school Suspension


#### Level II – Interventions and Consequences

Level II are typically behaviors that are more disruptive in nature or may have been exhibited previously. Level II behaviors may lead to in-school suspension. Students normally meet with an administrator to discuss the seriousness of the issue and to plan strategies for better decision-making in the future. Parents will be contacted by the administrator. Interventions and consequences below may vary depending on the nature of the offense and the student's prior history or behavior.

Behaviors	Interventions and Consequences		
			
Cheating/Plagiarism*	Teacher referral to Department Chair and Administrator	2 hour Administrative Detention	1 Day In-school Suspension
Disruptive Behavior	2 hour Administrative Detention	1 Day In-school Suspension	3 Days In-school Suspension
Forgery/Falsifying Documents	Administrative Detention	2 hour Administrative Detention	1 Day In-school Suspension
Gambling	2 hour Administrative Detention	1 Day In-school Suspension	
Harassment of other students or staff	Administrative Detention	2 hour Administrative Detention	1 Day In-school Suspension
Inappropriate Physical Contact	2 hour Administrative Detention	1 Day In-school Suspension	3 Days In-school Suspension

\*Use of another student's work or other nonapproved resource (such as a translator).


## Level II – Interventions and Consequences (cont.)

Behaviors	Interventions and Consequences		
			
Insubordination	2 hour Administrative Detention	1 Day In-school Suspension	3 Days In-school Suspension
Leaving School Grounds Without Permission	Search belongings; 2 hour Administrative Detention	Search belongings; 1 Day In-school Suspension	Search belongings; 3 Days In-school Suspension
Mean/Cruel Behavior Towards Others	Administrative discussion with student / Restitution	2 hour Administrative Detention	1 Day In-school Suspension
Possession of Lighters and/or Matches	2 hour Administrative Detention	1 Day In-school Suspension	3 Days In-school Suspension

## Level III & IV– Interventions and Consequences


Level III & IV are typically more serious behaviors that are disruptive to the educational process and the school community. Level III & IV behaviors are in direct conflict with district policies and/or the law. Level III & IV consequences may include in- or out-of- school suspension, expulsion, and/or police involvement. Students will meet with an administrator to discuss the serious nature of the behavior. Parents will be contacted to review the student's behavior, the implications the violation has on the educational community, and the consequences that will result. Students at Level III & IV will also be referred to counseling. Interventions and consequences below are dependent on the nature of the offense, the student's prior history or behavior, and mandatory actions that may be required by the Newtown Board of Education (BOE) and/or the police.

## Level III – Interventions and Consequences


Behaviors	Interventions and Consequences		
			
Alcohol/Drugs/Paraphernalia Possession/Use	5 days in-school suspension; parent contact and referral to counselor *	10 days in-school suspension; parent contact and referral to counselor *	May lead to police involvement , meeting with the superintendent and/or to the BOE for mandatory expulsion hearing *
Bullying / Cyberbullying <small>Mandatory letter to Assistant Superintendent</small>	3 days in-school suspension; parent contact and referral to counselor	5 days in-school suspension; parent contact and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing
Disruption to Educational Process	3 days in-school suspension; parent contact and referral to counselor	5 days in-school suspension; parent contact and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the Board of Education for mandatory expulsion hearing
False Alarms	3 days in-school suspension; parent contact and referral to counselor	5 days in-school suspension; parent contact and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing
Fighting	3 days in-school suspension; parent contact and referral to counselor	5 days in-school suspension; parent contact and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing



**Level III – Interventions and Consequences (cont.)**

Behaviors	Interventions and Consequences 		
<b>Inappropriate Sexual Behavior</b>	3 days in-school suspension; parent contact and referral to counselor	5 days in-school suspension; parent contact and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing
<b>Smoking (Tobacco or E-Cigs, E-liquids/cartridges)— Possession/Use</b>	1 day in-school suspension; parent contact and referral to counselor #	3 days in-school suspension; parent contact and referral to counselor #	5 days in-school suspension; parent contact and referral to counselor #
<b>Theft</b>	3 days in-school suspension; parent contact and referral to counselor; restitution	5 days in-school suspension; parent contact and referral to counselor; restitution	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing
<b>Threatening/Endangering Students and/or Staff</b>	3 days in-school suspension; parent contact and referral to counselor	5 days in-school suspension; parent contact and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing
<b>Vandalism</b>	1 day in-school suspension; parent contact and referral to counselor	3 days in-school suspension; parent contact and referral to counselor	May lead to police involvement, meeting with the superintendent and/or to the BOE for mandatory expulsion hearing

**Level IV – Interventions and Consequences**

Behaviors	Interventions and Consequences 
<b>Intent to Sell (Alcohol / Drugs / Paraphernalia) *</b>	Administration will investigate and determine the level of consequence for these serious behaviors. These consequences may include out-of-school suspension up to 10 days, police involvement, and/or a recommendation to the superintendent and/or BOE for mandatory expulsion hearing.
<b>Threatening/Endangering Students and/or Staff</b>	
<b>Weapons – Possession/Use</b>	

# Suspension from extra-curricular activities: first offense 30 days, second offense 60 days, third offense 120 days.

\* Suspension from extra-curricular activities: first offense 60 days, second offense 90 days, third offense 120 days.

## **DANCES**

NOTE: STUDENTS MUST BE IN SCHOOL FOR A MINIMUM OF FOUR (4) HOURS AND ATTEND ALL REGULARLY SCHEDULED CLASSES IN ORDER TO PARTICIPATE IN ANY AFTER SCHOOL ACTIVITIES. IF SENT HOME ILL FROM THE NURSES' OFFICE, STUDENTS MAY NOT PARTICIPATE IN AFTER SCHOOL ACTIVITIES.

If the event takes place when school is not in session (Saturday, Sunday event), in order to participate students must attend for a minimum of four (4) hours and attend all regularly scheduled classes preceding the event day. If sent home ill from the nurses' office, students may not participate in after-school activities. Smoking is not permitted during a dance or prom. The use of alcoholic beverages, controlled substances, or smoking by any student or guest during a school dance is forbidden and will result in disciplinary action and referral to the police.

School dances are not open to guests except for the Senior and Junior Proms. Students attending these events may invite non-school members of at least high school age and less than 21 years of age to attend as guests. Guests are subject to the general rules of behavior observed by their host or hostess. The guest of the NHS host student must provide a copy of valid photo identification/driver's license and emergency contact information when purchasing a ticket to attend the Senior or Junior Proms. This information must be provided at the time of ticket purchase or ten school days in advance. Failure to do so will prevent the Administration from allowing this individual to attend a school dance.

NHS students or their guests that are not in good behavioral standing with their school will be denied ticket sales. Upon request from class advisors, a review of behavioral records of all students will be reviewed prior to ticket sales. This denial is at the discretion of the administration and/or class advisors. School sponsored dances are a privilege which students must earn the right to attend by exhibiting responsible behavior during the school year. NHS students with multiple behavioral issues will be restricted from extra-curricular activities including dances.

To attend a dance, students must have the following:

1. Students serving consequences for substance abuse policy cannot attend any school function. This includes, but not limited to dances, athletic functions or field trips.
2. No violation of the school's drug and alcohol policy in school or at any school function throughout the school year (This includes but is not limited to any school dances, athletic functions, or field trips throughout the school year).
3. If a dance is held on a school day, students must attend a full day of their scheduled classes on that day of the dance. Classes missed are unverified absences from class.
4. If a dance is scheduled on a day on which school is not in session, the student must attend a full day of scheduled class on the day preceding the event.
5. Provide identification for a guest at the purchase of ticket sales

## **DISPLAYS OF AFFECTION**

Students are asked to be respectful of other people's sensitivities. Public affection that is deemed inappropriate, distracting or disruptive behavior will lead to disciplinary action and parental notification. In addition to disciplinary action, repeated behavior will result in: parent meeting, administrative conference, referral to school clinical staff, and possible referral to law enforcement.

## **DRESS CODE**

Students shall wear a face mask for the health and safety of all students and staff in the building. Students shall dress in professional clothing appropriate to the school setting. Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

1. is unsafe either for the student or those around the student;
2. is counterintuitive to school operations and the education process in general;
3. is contrary to law.

The administration established these regulations consistent with Board policy through cooperative planning with staff, students and parents. Consequences for violating the dress code policy are outlined in the Code of Conduct.

1. Students who fail to wear a face mask will be asked to leave school. Administration will contact parents for pickup.
2. The administration will take appropriate determination on the newest clothing fads or styles as they pertain to the dress policy.
2. Students must wear proper and safe footwear. Any footwear deemed unsafe to the student or others will be prohibited.
3. Sexually provocative clothing - short shorts, see-through clothing, no shirts, garments designed or worn in such manner as to expose parts of the body constituting what generally is considered immodesty will be prohibited.
4. Clothing bearing messages that countervail the educational process – profanity, sexual suggestiveness, glorification of the drug/alcohol culture, insignias or other apparel that advertises membership in a gang, messages that incite violence will be prohibited.
5. Articles that are part of one's attire but also designed so that they can be used as weapons – rings that simulate brass knuckles, belt buckles with the edges sharpened, nailed or cleated shoes, jewelry obviously designed to inflict injury will be prohibited.
6. Grooming/apparel or lack thereof that constitute a health concern – long hair that is unbound while a student is operating machinery in a classroom or swimming in the pool, not wearing shoes or wearing heavy outdoor coats in classrooms will be prohibited.

# **ELECTRONIC DEVICE POLICY**

Student use of cell phones or other electronic devices are permitted in the following areas:

- Cafeteria and Cafetorium
- Hallway
- Senior Courtyard
- Patio areas located outside the Cafeteria and Cafetorium
- Classroom--at the discretion of the teacher

## **Instructional Application:**

Use of an electronic device in the academic setting will be at the discretion of the teacher. Violation will result in consequences per the Electronic Device Policy.

## **Use of Private Technology Devices by Students**

Students may possess privately owned technological devices on school property and/or during school sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools. The Newtown Board of Education (“Board”) considers allowing students to bring to school such devices to be a privilege and not a right. The Board reserves the right to revoke this privilege if a student fails to adhere to the following guidelines and/or the Board’s responsible use and student discipline policies.

Parents and/or guardians must read and sign an agreement form before a student may be permitted to bring to school a privately owned technological device.

## **Board Technology Resources**

For the purposes of this policy, “Board Technology Resources” refers to the Board’s computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technology resources used by the school district and accessible by students.

## **Privately Owned Technological Devices**

For the purposes of this policy, “Privately Owned Technological Devices” refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound recording, information transmitting and/or receiving, storing, etc. These devices may include, but are not limited to, personal laptops, Smartphones, network access devices, Kindles, Nooks, cellular telephones, radios, walkmen, CD players and walkie-talkies, Blackberries, personal data assistants, I-Phones and other electronic signaling devices.

## **Use of Privately Owned Technological Devices**

Privately owned technological devices may not be used during instructional time, except as specifically permitted by instructional staff. Use of devices during non-instructional time will be approved by the administration.

Note: Use of devices is governed by the Responsible Use of Technology Policy (BOE P6141.321)

Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to the following:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene or contains pornography;
- The sending, sharing, viewing or possessing pictures, e-mails or other material of a sexual nature in electronic or any other form on a cell phone or other electronic device is prohibited;
- Cyberbullying;
- Violating any school rules, including the unauthorized visual or audio recording of another individual without the permission of the individual or individuals; or
- Taking any action prohibited by any Federal or State law.

Additional guidelines around distribution of electronic material can be found in BOE Policy 5131.82.

## **Sexting**

The taking, disseminating, transferring or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, e-mailing or sexting, etc.) may constitute a crime under State and/or Federal law. Any person taking, disseminating or sharing obscene, pornographic, lewd or otherwise illegal images or photographs, even if the subject is oneself, may be punished under this policy/code of conduct and will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution and lifetime inclusion on sexual offender registries.

## **Search of Privately Owned Technological Devices**

A student's privately owned technological device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

### **Responsibility for Privately Owned Technological Devices**

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technological device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately owned technological device that is stolen, lost, or damaged while at school. Furthermore, the Board shall not be liable for any data plan charges or any other costs associated with the use of private technological devices. For that reason, students are advised not to share or loan their privately owned technological devices with other students. Students shall take full responsibility for their device and shall keep it safely stored when not in use. Classroom teachers will determine the best storage location for such devices. Students are required to take home their privately owned technological devices at the end of each school day.

### **Disciplinary Action**

Misuse of the Board's technology resources and/or the use of privately owned technological devices to access or utilize the Board's technology resources in an inappropriate manner or in a manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately owned technological devices on school property, and/or suspension or expulsion in accordance with the Board's policies related to student discipline.

## **FINAL EXAMINATIONS**

All students must take final examinations at the times and dates established. Examinations missed because of illness or other approved and verified reasons must be taken on the designated make-up day. Immediate communication with the attendance office, teacher, and/or school counselor must be made at the start of school on the day when a student is expected to miss an exam. Students absent with a verified illness will receive a grade of incomplete and will be recorded as such until the exam is made up. The time, place, and date of the make-up must be approved with the classroom teacher. An unverified absence (including vacation, and/or lack of communication with the school) for a missed exam will result in a zero. Students seeking to take exams earlier than their scheduled blocks must meet with the principal for approval.

Seniors will be exempt from final exams in full year and semester courses where their cumulative average for the year is 90 or better. Teachers of courses offered for credit at the

college, honors or AP level may require final exams. This policy applies to semester 7 students seeking early graduation.

## **GOOGLE APPS FOR EDUCATION**

Newtown Public Schools has the ability to create accounts for all students to allow for collaborative sharing using Google Apps for Education. These accounts will be used for school related projects. However, no student will be assigned an active account without parent or guardian approval. The Responsible Use Agreement that is part of the Student Code of Conduct applies to the use of these apps. Once accounts are assigned, students gain access to the wealth of collaborative tools available through Google Apps, referred to as GAFE.

This account is housed on Google servers, thereby giving students access to Google Docs (word processor, spreadsheet, and presentation software), email, calendar, website authoring tools, plus additional services from anywhere. This will allow students to collaborate with teachers and other students.

**Official Email Address:** Students will be assigned an email account. This account will be considered the student's official Newtown email address until such time as the student is no longer enrolled in Newtown Public Schools. The naming convention will be the student's first and last initials followed by 4 digits that will be randomly generated, ending with @newtownps.org. (For example: Student John Test's email address would be jt1234@newtownps.org.)

**Conduct:** Students are responsible for good behavior just as they are in a traditional school building. It is unacceptable to use obscene, profane, threatening, or disrespectful language. Communication with others should always be school related. Students should not assume that any of their communications are private. Students should notify a teacher of anything inappropriate or that makes them uncomfortable. Mean behavior will not be tolerated and the privacy of others should be respected at all times.

**Access Restriction:** Access to and use of GAFE is considered a privilege accorded at the discretion of Newtown Public Schools. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and determination of necessary consequences as indicated by the Student Code of Conduct.

**Security:** Newtown Public Schools cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the School Board cannot assure that users will not be exposed to non-educational material. Students are expected to maintain the security of their own accounts by signing out of their GAFE account and logging off any and all computers and/or shared devices after use.

Privacy: The School Board reserves the right to access and review content in the GAFE for Education system at any time. The School Board complies with all state and federal privacy laws.

## **HAZING PROHIBITION**

Hazing and initiation activities that involve hazing are abusive and illegal behaviors that harm victims and negatively impact the school environment by creating an atmosphere of fear, distrust and mean-spiritedness. Because the District is committed to providing a safe and inclusive environment for all students that promotes respect, civility, and dignity, it is the purpose of this policy to establish and preserve an educational environment free from any type of hazing or initiation activities that involve hazing.

The District strictly prohibits any person from engaging individually or collectively in any form of hazing or related initiation activity on school property, in conjunction with any school activity, or involving any person associated with the school, regardless of where it occurs. Consistent with the District's Conduct and Sexual Harassment policies, any person who participates in hazing or related initiation activity, or conspires to engage in hazing, will face immediate disciplinary action up to and including suspension, expulsion, exclusion, and loss of participation in extracurricular activities. In addition, persons who participate in hazing will be referred to law enforcement authorities and may face subsequent prosecution.

### **General Statement of Policy**

- A. No student, teacher, administrator, volunteer, contractor, or other employee or agent of the school district (here and after collectively referred to as "staff") shall plan, direct, encourage, aid, or engage in hazing.
- B. No staff member of the school district shall permit, condone, or tolerate hazing.
- C. Implied or expressed consent by a person being hazed does not lessen the prohibitions contained in this policy, and will not be considered as a defense or mitigation of any alleged violation of this policy.
- D. A person who engages in an act that violates school policy or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- E. The school district will investigate complaints of hazing and take appropriate action including but not limited to discipline against any student or staff member of the district who is found to have violated this policy.
- F. Hazing activities are seriously disruptive of the education process. This policy applies to behavior that occurs on or off school property and during, before or after school hours.

"Hazing" means any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization.



Hazing includes, but is not limited to:

- Requiring indecent exposure of the body;
- Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact
- Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
- Any assault upon the person; or
- Requiring the ingestion of any substance or any other physical activity which would adversely affect the health or safety of the individual.

Consent is no defense to hazing: i.e., the implied or expressed consent of a person or persons to hazing shall not be a defense to discipline under this policy.

“Related initiation activity” means any method of initiation, pre-initiation, or other activity required as a condition of initial or continued membership in a school club, team or organization, that causes or is reasonably likely to cause bodily danger or physical harm, severe mental or emotional harm, extreme embarrassment or ridicule, or personal degradation or loss of dignity to any student or other person associated with the school.

The term “hazing” and “related initiation activity” do not include customary, school sponsored athletic events, intramural activities, or other similar school-sponsored student contests and competitions.

“Conspire to engage in hazing” means to plan, encourage, fail to take reasonable steps to prevent, or fail to report hazing and related initiation activities by this policy.

### **Prohibited Conduct**

Activities that may be construed as hazing under this policy include, but are not limited to, the following:

- Any act that involves physical brutality or physical aggression that causes or is reasonably likely to cause bodily danger or physical harm to an individual.
- Any act that involves forced consumption of food, alcohol, drugs, or other substance, or any other forced physical activity that could severely affect the physical health or safety of an individual.
- Any act that would subject an individual to extreme mental stress or emotional harm, or any other forced activity that could severely affect the mental health or dignity of the individual.

### **Reporting Requirement**

School personnel who become aware of hazing or related initiation activity shall report such incident immediately to your immediate supervisor and/or the Principal so that the incident can

be promptly investigated and so that appropriate action can be taken. School employees who fail to report it to the Principal or Superintendent will be subject to appropriate disciplinary action.

## **K-9 (USE OF DOGS TO SEARCH SCHOOL PROPERTY)**

**Statement of Purpose:** The Newtown Board of Education (NBOE) believes that all students are entitled to a drug-free school environment. To that end, the Board supports proactive initiatives to effectively deter the possession and use of illegal substances in our schools. The Board of Education acknowledges its civic responsibility to conduct government search activities consistent with law and with respect to the protections contained in the Constitution of the State of Connecticut and the United States.

**Procedures for Canine Search:** The NBOE authorizes the Superintendent of Schools or in his/her absence, the Assistant Superintendent, to call for searches of school property including, but not limited to lockers and all parking areas and the outside perimeter of school grounds, by the Newtown Police Department Canine Unit. Such searches shall be executed using dogs trained for the purpose of detecting illegal substances, including but not limited to marijuana, cocaine, heroin, and crack cocaine. Searches shall occur at random intervals as determined by the Superintendent of Schools.

The use of canine sniffing dogs shall be subject to the following:

1. Parents and students shall be notified of this policy through its inclusion in the school's student handbook.
2. All searches shall be authorized exclusively by the Superintendent of Schools or in his/her absence, the Assistant Superintendent of Schools.
3. All searches shall be conducted in the presence of the Superintendent of Schools or in his/her absence, the Assistant Superintendent of School, the School Principal, and/or Vice Principal.
4. Every reasonable effort will be made to ensure that searches are conducted outside the view of students and staff not assigned to the search. Not more than two sworn police officers shall participate in the canine search.
5. Individuals shall not be subject to bodily search by dogs.
6. While students may be in the building during a search, they shall be excluded from any areas where a search is being conducted.
7. Only the canine handler shall determine what constitutes an illegal substances alert by the dog.
8. If the dog alerts (indicates that it senses the presence of illegal substances) on a particular vehicle, the individual who drove said vehicle onto school property shall be called to witness and be asked to cooperate in the opening of the vehicle in question.
9. If search findings indicate no physical evidence of illegal substances, no further questioning or action shall be taken against said student and the search shall be deemed complete. The student and his/her parent or guardian shall be notified of the incident by the Principal or the Vice Principal for informational purpose only.

- Notification shall include an explanation that the alert may have been erroneous, or that illegal substances may have previously been present in the locker or vehicle. Confidentiality and students' right to privacy shall be strictly enforced.
10. If search findings indicate the presence of illegal substances, the matter shall be turned over to the police.
  11. In addition to any law enforcement action that may occur, students alleged to have violated school policies shall be subject to appropriate disciplinary action in accordance with applicable board policies.
  12. All searches shall be conducted consistent with law. If any provisions of this policy shall be deemed unenforceable or illegal, the remaining provisions of this policy shall remain in full force and effect.

## **LIBRARY MEDIA CENTER (LMC)**

**Hours: 7:30-3:30, Monday-Friday**

**ALL students must present their student ID card and sign in at the front desk in order to enter the LMC.**

**Mission:** The mission of the Newtown High School Library Media Program is to ensure that the Newtown High School community has access to diverse resources and technologies that inspire and support superior research, personal enrichment and a love of reading. Through the delivery of a robust curriculum, aligned with state and national standards, the Library Media Specialists instruct students in the development of 21st century skills necessary to succeed in an ever changing world and competitive job market.

**To the LMC from Study Hall:** Freshman and Sophomore students that have a completed pass, signed by their subject area teacher, to the LMC from their study hall must report to and sign-in with the library media staff. The student must return to the study hall if the LMC has reached maximum occupancy. Failure to report to either destination is considered a class cut and will result in referral to administration and loss of LMC privileges.

**Computers:** The NHS LMC has computers that are available for students to use in a responsible manner. Use of the computers is for curriculum related purposes only and subject to the terms of the Computer Use Agreement that students and parents sign. Any improper use of any of the computers will result in the loss of computer privileges.

**Behavioral Expectations:** The LMC is a resource center for reading, quiet study and research. Students who wish to socialize are asked to utilize the cafeteria. Classroom expectations of courtesy, respect and consideration apply in the LMC. No food or drink is allowed in the LMC. Failure to abide by these expectations will result in a referral to administration and may result in the loss of LMC privileges.

**Circulation:**

- Books circulate for 2 weeks
- Periodicals, and AV materials circulate for 1 week
- Students who have overdue materials may lose LMC borrowing privileges until the materials are returned or renewed
- The late fine is 5 cents per day
- Students are responsible for a \$3.00 maximum late fee per item
- Students are responsible for the replacement costs of lost and or damaged materials

**Services:** The LMC maintains a collection of over 20,000 items, including print and AV materials that are indexed by the public access catalog, Destiny. The computerized circulation system allows us to easily identify books that are in circulation and to place a hold on requested items. This system is integrated with an online catalog that allows patrons to search for LMC materials electronically at school and at home. The reference collection in the LMC is extensive and designed to meet the needs of each department's curriculum. Also included in our holdings are a wide variety of periodicals, many of which are retained in our periodical archives. In addition to our outstanding holdings, the NHS LMC subscribes to numerous online databases to further support the information needs of our students and teachers. Users may print out or email articles from school as well as access the databases from remote locations

## **LOBBY RECEPTION DESK**

Students and visitors arriving/departing school while school is in-session must sign in/out at the reception desk. Students must present student identification to the front desk attendant then proceed to the attendance office to sign in. Late arrival and early departure requires the student to notify attendance at the time of their entrance/exit. Students that need to obtain articles from their vehicle must have permission granted from Administration before they can visit their car.

## **LOCKERS**

Students may go to lockers before and after each class period, but are discouraged from going to lockers during class time. If a locker does not function properly, report this to the Assistant Principal offices. Students are reminded that lockers are the property of the town of Newtown. Therefore, school officials may inspect them at any time. All lockers are inspected during the summer. Students will be assessed for any damage. It is the student's responsibility to keep all lockers, including PE lockers, LOCKED.

School lockers are provided to each student. Students may not share lockers. Students are prohibited from trading or sharing occupancy of lockers. Students that do so can face liability that results in district consequences.

Students in physical education class are assigned a small locker and are provided with a lock to store PE clothes in the locker room. The long lockers are for class use only; they are not for overnight storage. During PE class, it is necessary that the student lock all belongings in their

assigned locker during class time. If one has a backpack that does not fit, it is necessary to bring that bag to class. Locker rooms are for Physical Education classes ONLY during the school day. Student athletes cannot use their team locker during the school day. Team rooms will be locked for security purposes while school is in session.

## **MONEY AND PERSONAL VALUABLES**

Students should be responsible for their own possessions. Do not carry valuables or more money than is necessary for daily school needs. The school will not be responsible for losses. Please take the appropriate steps to keep any valuables on your person protected and safe from damage. Please be sure to lock your backpack or valuables in your locker during gym class and athletic practices. If your backpack does not fit, please be sure to bring your bag to class or practice. If you experience a theft of a personal item, report to security immediately.

## **MURALS**

- a. Students must submit a mural proposal including accurate artwork of the depicted idea to the Assistant Principals' Office for approval. The approval process can take up to 30 days.
- b. Approval must be granted by the NHS Facilities Maintenance Office.
- c. All murals must contain a painted border around the painting to frame the work.
- d. Murals must note the artists and date of completion
- e. Upon approval, Murals have (10) ten school days to be completed unless special permission is granted for extension.
- f. Students are solely responsible for the clean-up and location of the mural during painting. Should the site be disturbed or damaged due to lack of attention or cleanliness, the student(s) can receive but is not limited to: a referral to administration, a fine for damages from the district maintenance office, and/or removal of the mural.

## **OFF SCHOOL GROUNDS MISCONDUCT**

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

In compliance with judicial decisions, the Board considers conduct which is "severely disruptive of the educational process" to mean conduct that "markedly interrupts or severely impedes the day-today operations of a school" in addition to such conduct also being violative of publicized school policy. Such conduct includes, but is not limited to, phoning in a bomb threat, or making a threat, off school grounds, to kill or hurt a teacher or student.

In addition, in making the determination as to whether conduct is "seriously disruptive of the educational process," the administration may consider, but such consideration shall not be limited to (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon, as defined in Section 29-38 and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

The Board of Education or impartial hearing board, in matters of expulsion for out of school misconduct, in making a determination as to whether conduct is "seriously disruptive of the educational process," may consider, but consideration is not limited to the same items listed previously.

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 non-school time; if after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process, markedly interrupting or severely impeding the day-to day operation of a school, by threatening:

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

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

1. Use, possession, sale, or distribution of dangerous weapons; (as defined C.G.S. 53a-3, 53-206, and 29-35)
2. Use, possession, sale, or distribution of illegal drugs; or
3. Violent conduct,
4. Making of a bomb threat, and/or creation of an explosive device.
5. Threatening to harm or kill another student or member of the staff.  
where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

For example, if it is determined that a student's use, possession, or sale of drugs in the community has a strong likelihood of endangering the safety of students or employees because of the possibility of such sales in the school; or if violent conduct in the community presents a reasonable likelihood of repeating itself in the school environment; or if any similar type of misconduct in the community has a reasonable likelihood of being continued or repeated in school or of bringing retaliation or revenge into the school for such off-school misconduct, the Board may impose discipline up to and including suspension and/or expulsion. The rationale to be applied in considering disciplinary action is whether the off-school grounds conduct will markedly interrupt or severely impede the day-to-day operation of a school.

A student who possessed and used a firearm, deadly weapon, dangerous instrument or martial arts weapon in the commission of a crime off-campus shall be expelled for one calendar year unless said expulsion is modified on a case-by-case basis.

## **PARKING AND DRIVING**

Student parking permits for Newtown High School are available for seniors only. However, nothing prevents administration from conducting a junior parking lottery if extra student parking spaces become available. The cost of a school year permit is \$100. The fee will be reduced by \$10 for every month you do not have parking. For example, if you receive a parking space in February, you will only have to pay \$50 for the remaining 5 months of school. The permit fee is payable by cash or check only and must be made out to “Newtown High School”.

Students selected to receive a campus parking permit in the lottery can obtain an application in the Assistant Principal’s office. In order to purchase a permit, students must present their completed application, driver’s license, registration for each vehicle they plan to park in their assigned space, and a check to the Security Office. Under no circumstances shall a student transfer or convey use of his/her parking permit or designated parking space to another student or individual for use during school hours. Student campus parking is a privilege and space is limited. Therefore, students must keep the following in mind, as they will be held responsible to abide by all campus parking regulations.

- Students must take care of all book fines prior to submitting a parking application.
- Students park on campus at their own risk. Newtown High School and the Newtown Public Schools are not responsible for any damage or vandalism occurring to student vehicles parked on campus.
- Students shall park only in their designated/numbered parking space. Should a student arrive on campus and find an unauthorized vehicle parked in their parking space, the permitted student shall temporarily park his/her vehicle in a visitor’s space and immediately summon security personnel.
- Under no circumstances may students park in a fire lane, on grass areas, or medians. Violators will be subject to a monetary fine and/or towing at their own expense. Students with repeated parking offenses will also be subjected to additional disciplinary consequences.
- Trailers, campers, or other towed items are not permitted on the Newtown High School campus.
- Any vehicle not displaying a valid campus parking permit is subject to tow at the owner’s expense.
- Any additional sale of permits will be conducted via lottery.
- Students are generally not permitted to exit the school building to go to their vehicle during the school day. Any student having a need to go to their vehicle during the school day must first receive permission to do so from the Assistant Principal Offices.
- The speed limit on campus is 15 mph. Drivers shall yield to school buses and pedestrians at all times.
- Any actions deemed by the administration to be a violation of campus rules will result in the loss of parking privileges for the remainder of the school year without refund.

- Students are not permitted to loiter in or around their vehicles before, during, or after school.
- Student drivers may not transport other student(s) who are not authorized to leave campus.
- Students with an ongoing record of behavioral referrals, attendance problems, cutting class, tardiness, leaving campus without authorization, going to their vehicles during the school day without permission, and/or poor grades are subject to loss of their parking privileges.
- Any vehicle parked on or entering the Newtown High School campus is subject to search at any time.

## **POSTINGS/POSTERS/FLIERS/NOTIFICATIONS**

Student Organizations wishing to post/ promote/recruit/ their efforts within the facility are required to have their fliers approved prior to posting.

- a. Materials must be left in the Assistant Principal Office for approval at least five days prior to the selected date of posting.
- b. The flier-to-be-approved must also include a take-down date noted in bold font on the bottom left of each flier to be posted.
- c. The student or student organization is responsible for the take-down date and the fliers associated it with the date. Failure to comply can result in denial of postings.
- d. Students must use the bulletin boards to post fliers. Fliers will be removed from walls, doors and windows without prior approval by administration for special locations of posting.

## **REPRESENTATION OF SCHOOL AND COMMUNITY**

Students of Newtown have the opportunity, and often privilege, to represent Newtown on a global and regional scale. Student ambassadors, student athletes, class field experiences, and after school events offer opportunities for Newtown students to dually learn and represent themselves, their school, community, state, and country. The Newtown Schools recognize that appropriate behavior is as important and expected outside of the school facility as it is inside the classroom. As school representatives, students are held accountable for district and school policies and procedures.

## **SENIOR PRIVILEGE**

Seniors may arrive at school just prior to the start of their first scheduled class and/or leave school after their last scheduled class. Seniors may do so by obtaining and completing a "Senior Privilege Agreement" from the Attendance Office. Without senior privilege, seniors must stay on campus until the end of the day unless dismissed through the Attendance office. Seniors with



consistent behavioral referrals or attendance issues will have their senior privileges revoked. This may include loss of parking privileges and exclusion to end of year senior celebrations.

Senior Privilege is approved based on credit status, good behavior, and parent/guardian approval. This allowance is not a right, but a privilege and can be revoked at any time for misconduct, disruption, grades, and acts not representative of the school's expectations. The Senior Privilege Agreement must be signed by student and parent prior to the enactment of student privileges. This document is maintained in the main offices: An approved senior student may arrive at school just prior to the start of their first scheduled class and/or leave school after their last scheduled class. Seniors can obtain the "Senior Privilege Agreement" from the Attendance Clerk. Seniors must stay on campus until the end of their scheduled day unless dismissed through the Attendance or Nurses' office. Advisory/Extended Advisory is considered a class. Failure to comply with school policies and expectations will result in revocation of senior privileges and/or referral to administration for consequences. Seniors with repeated and/or consistent behavioral referrals will have their senior privileges revoked.

## **SEXUAL HARASSMENT**

It is the policy of the Newtown Board of Education that all students should be able to experience their education in Newtown free of sex discrimination and sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other offensive verbal or physical conduct that is sexual in nature. Sexual harassment also includes the display or circulation of written materials or pictures degrading to gender. Sexual harassment undermines learning by creating an intimidating, hostile, and offensive school environment.

## **STUDENT ATHLETICS AND CO-CURRICULAR ACTIVITIES**

NOTE: STUDENTS MUST BE IN SCHOOL FOR A MINIMUM OF FOUR (4) HOURS AND ATTEND ALL REGULARLY SCHEDULED CLASSES IN ORDER TO PARTICIPATE IN ANY AFTER SCHOOL ACTIVITIES. IF SENT HOME ILL FROM THE NURSES' OFFICE, STUDENTS MAY NOT PARTICIPATE IN AFTER SCHOOL ACTIVITIES.

All extra-curricular activities, including athletics; after-school activities/events; parking on campus; Senior Privileges; are earned privileges for students. Activities include but are not limited to dances, clubs, field trips, etc. In order to participate in any of the above, students must earn the right through their academic record and social conduct at school. Furthermore, any one of these privileges may be revoked by the school administration if a student's academic or social behavior and school attendance warrants such an action. In some instances, students can regain privileges through consistent demonstration of improved conduct and performance.

## **Scholastic Eligibility For Interscholastic Participation**

Participation in athletic/performance/competitive (band, color guard, drama) activities at Newtown High School is a privilege and warrants certain commitments and responsibilities. Students who choose to be involved in these activities undertake a responsibility to their academic success, community, school, and to their student organizations. NHS recognizes the need to uphold high academic standards and successful progress toward graduation. Therefore, participation in these activities will be contingent upon students who can follow the guidelines listed below.

Students entering the high school from the middle school, or any other eighth grade class, are automatically eligible to participate in fall activities regardless of their previous academic record. However, in order for students to remain academically eligible, students may not fail more than one credit-bearing course per quarter AND must maintain at least a 70 grade point average each quarter. Any student with an “Incomplete” in a course must fulfill this status in their courses in order to participate. Any student who does not meet these minimum eligibility standards will be immediately declared ineligible. Students who are declared academically ineligible may not audition, practice, participate, or travel with the organization.

- First quarter grades determine eligibility for continuance of a fall activity and eligibility for a winter activity.
- Second quarter grades determine eligibility for continuance of a winter activity and eligibility for a spring activity.
- Third quarter grades determine eligibility for continuance of a spring activity.
- Year-end grades determine fall eligibility of the following school year. To be eligible for fall activities, a student must demonstrate a pattern of progress toward obtaining the number of expected credits toward graduation for which he/she has not previously received credit. Successful completion of summer school work counts toward academic eligibility.
- In relation to our school handbook, students who receive an “Incomplete” in a class must complete the work and receive a grade within ten (10) school days of receiving the incomplete status. It is the student’s responsibility to complete this work within the designated timeline.

### **In Conjunction with the NHS Attendance Policy, The NHS Student Athlete Handbook states:**

A student must be in school for a minimum of four hours in order to participate in any practice or game that day. It is the responsibility of the student-athlete to tell his/her coach if he/she was absent from school that day. Appropriate consequences will be applied for any violation of this rule up to and including suspension from the team.

## **CLUBS**

Existing clubs are responsible for updating the administration on successes and challenges throughout the year. This is completed through the adviser(s) and student leader representatives. Room usage, fundraising, meeting dates, school service, field trips, and planning events are all elements of the club that must be approved through the adult adviser. This information must be documented and submitted to the Assistant Principal offices where club records are maintained. The student leaders and adviser(s) of the school club are responsible for updating administration on club information to maintain appropriate records for documentation purposes in the main offices. Failure to do so can result in suspension of the club or activity. The adult adviser must be present at ALL organization functions including meetings. Student organizations cannot meet without their faculty adviser. If a group of students desire to participate in a worthwhile activity that is not yet offered, they must seek out a sponsor as their faculty advisor. To work toward success and establishment, the student organization must work closely with the administration during a three-year pilot period. In these three years, the club and its teacher advisor are subject to evaluation and assessment, reorganization, and recommendations to maintain purpose and direction as the club contributes to the school community as it benefits the development and success of students. The administration reserves the right to extend a club's pilot period or remove the club from the roster list.

### **Conduct in Co-curricular Activities and Athletics**

The Principal or his/her designee may declare a student ineligible whose conduct is contrary to and in violation of the rules and regulations established and made known to students or whose conduct is contrary or in violation of Board of Education policy.

To retain eligibility for participation in extracurricular activities, students must conduct themselves as good citizens both in and out of school. Any student who is found to have violated the District's/school's Code of Conduct will be deemed ineligible for a period of time as outlined in disciplinary policies and the Code of Conduct. Students who engage in recurring incidents of negative behavior are subject to escalating penalties and possible removal from an athletic team or extracurricular activity.

In addition to facing sanctions at the team level, student-athletes who violate Board policies will also be subject to disciplinary consequences, up to and including suspension and expulsion from school, in accordance with the Board's student discipline policy. All students are expected to adhere to Board policies regarding the use, possession, or distribution of tobacco, alcohol, drugs or other illegal substances. Any student-athlete or participant in extracurricular activities found to be using, possessing, or distributing tobacco, alcohol, illegal substances or steroids, or misusing prescription drugs, on or off campus will be suspended from his/her team or activity for a period of time in conformity with the Code of Conduct. In addition, the student may be referred to outside counseling, at parental expense, and/or law enforcement authorities, in accordance with Board policies. The sale, distribution or transmission of a controlled substance as defined in subdivision (9) of 21a-240 of the Connecticut General Statutes on or off school grounds shall be

subject to mandatory expulsion, exclusion from all school privileges, as required by state laws and Board policy 5114.

### **NHS Student Substance Abuse Code of Conduct**

The Newtown Board of Education recognizes the serious societal problem of substance abuse and the implications this has for our students in the Newtown Public School System. In partnership with families and other local institutions, our schools play a significant role in the early detection of substance abuse, the protection of children from the use, promotion and sale of alcohol and controlled substances and the improper use and sale of prescription drugs.

All student-athletes are subject to Newtown Board of Education policies, Newtown High School administrative policies, disciplinary actions and suspension or removal from co-curricular activities for the possession, use, dispensing, sale or distribution, aid in the procurement or under the influence of any of the following:

- Alcohol
- Anabolic Steroids
- Diuretics
- Illicit Drugs
- Hormones or Analogues
- Mood Altering or Controlled Substances
- Performance Enhancements
- Stimulants
- Any substance purposed to be a restricted substance including but not limited to tobacco, cigarettes, electronic or vapor cigarettes.

A student that is under the influence of any of the above-mentioned substances on school grounds or during school activities, will be excluded from all school related co-curricular activities based on the NHS Code of Conduct:

	<b><u>First Offense</u></b>	<b><u>Second Offense</u></b>	<b><u>Third Offense</u></b>
<b>Alcohol, Drugs, Weapons Possession or Use:</b>	60 days	90 days	120 days
<b>Smoking/Tobacco/E-Cigs Vaping, Liquids, etc:</b>	30 days	60 days	90 days

If the suspension period is not concluded by the end of the school year, the remaining days will resume at the start of the next school year. If such student engages in any prohibited activity listed above off school grounds, at any time, seven days a week, regardless of whether or not prohibited conduct occurs during the student's actual participation in the activity or whether other school-related disciplinary action has occurred, the student will be excluded from all school related co-curricular activities based on the chart above. If the suspension period is not concluded by the end of the school year, the remaining days will resume at the start of the next

school year. A student whose conduct off school grounds is in violation of the substance abuse policy and is seriously disruptive of the educational process shall be subject to severe disciplinary action, up to and including expulsion from school. In accordance with Newtown High School policies and expectations, this is applicable to all co-curricular activities sponsored by the school.

## **SUSPENSION AND EXPULSION/DUE PROCESS**

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.

Please refer to the complete BOE Suspension and Expulsion Policy here: [BOE Policy 5114](#)

## **SURVEILLANCE EQUIPMENT**

In order to ensure a safe learning environment, Newtown High School has a video surveillance system that monitors public areas within the building 24 hours a day in accordance with BOE Policy 5131.111.

## **VANDALISM**

The District may press legal charges against any student who, in any manner, advocates, teaches, incites, proposes, aids, abets, encourages or advises the unlawful injury or destruction of school property. The parent or guardian of any minor/unemancipated child who willfully cuts, defaces, or otherwise damages, in any way, any property, real or personal, belonging to the district shall be held monetarily liable for such actions up to the maximum amount allowed under state law. Injury shall include intentional unauthorized modifications made to computer hardware and/or software.

### **Liability of Parents and Students**

The liability provided under Connecticut General Statutes 52-572 does not relieve the minor(s) of personal liability for such damage or injury. This liability of the parent or guardian for damages done by a minor child is in addition to any other liability which exists in law. Liability shall include all costs incurred to remedy the situation. The parent or guardian of a minor child

shall also be held liable for all property belonging to the district that has been lent to the student and not returned upon demand of the district. The student may also be liable to disciplinary action. An adult student shall be held personally liable for any damage done to any property, real or personal, belonging to the district, including property that has been lent to the student and not returned upon demand of the district. The student may also be subject to disciplinary action. Damaged or lost instructional articles will be replaced by the student and/or his or her parents/guardians. The individual school price list will be used in establishing replacement fees based on the list price and depreciation schedule.

# **2020-2021 Student Handbook Appendix**

## **Covid 19 Health and Safety Plan**

### **Masks**

All students must wear face coverings or masks that completely cover the nose and mouth while on buses and inside the school buildings. Students will be encouraged to wear their own mask and schools will provide one, if needed. Per Board of Education communication, masks with a filtered valve will be prohibited. Students will be expected to wear a mask at all times except during scheduled masks breaks and while eating lunch. Without exception, students who fail to comply with this rule will need to be picked up by a parent/guardian or drive home.

### **Desk Shield**

All students will be provided a clear desk shield that they will carry with them throughout the school day. When the shield is in use, students are required to wear their mask unless they are eating lunch or on a mask break.

### **Classrooms**

Cleaning supplies will be available for students in all classrooms.

### **Stairwells**

In an effort to minimize the congestion and the number of students in the stairwells at any given time, we have identified and labeled them as “up” or “down” stairwells.

### **Cafeteria/Cafetorium**

The tables have been marked with stickers that indicate where students can sit. All markings are at least 6 feet apart.

### **Study Halls/Free Periods**

Students may choose not to attend study halls that occur during the first period or last period of the day. They may arrive just prior to their first class and/or leave immediately following their last class. If your study hall falls mid-day you must attend. Upon arrival or departure students must scan in and out of school with their student ID..

### **Recordings**

Students are not permitted to record live streamed classes. Failure to abide by this will result in disciplinary consequences.