



**NEW LONDON HIGH SCHOOL
2009-2010
STUDENT HANDBOOK**

**William Tommy Thompson III
Interim Principal**

**Mark Svencer
Assistant Principal**

**Roland Dunham
Dean of Students**

**Maribel Olivero
Dean of Students**

**490 Jefferson Avenue
New London CT 06320
(860) 437-6400**

Our Mission

Whole Community

Honoring Diversity

Academic Achievement

Life Long Learning

Educational Excellence

Respect

Student Success

A MESSAGE TO NEW STUDENTS FROM THE PRINCIPAL

Dear Parents/Guardians:

Welcome to New London High School (NLHS). We take great pride in our school, faculty, and students. This will be another year of continued growth, achievement, and success for our students and staff. We are committed to providing all of our students with the highest quality education possible.

Whether you are a newcomer to New London High or have been at the school for a while, we think this handbook will provide useful information. Please read it carefully and feel free to contact any staff member with any questions you may have.

As administrators, teachers, and staff we have the privilege of sharing in and helping to shape students' lives each and every day. We accept this awesome responsibility and we pledge to do what is best for students. Communication will play a vital role in our partnership. Therefore, it is essential that you understand the policies and procedures delineated in this handbook.

We are excited to help provide your son/daughter with the very best high school experience possible. Again, welcome to NLHS and we look forward to working with you. ***GO WHALERS!!***

William Tommy Thompson III
Principal

EXPECTATIONS FOR STUDENT LEARNING

ACADEMIC EXPECTATIONS

New London High School students will effectively:

1. Demonstrate the ability to read.
2. Demonstrate the ability to write.
3. Communicate ideas and information for a variety of purposes
4. Employ mathematical problem-solving skills.
5. Utilize critical-thinking skills and problem-solving strategies across disciplines.
6. Apply technology to acquire, process, and impart information.

SOCIAL/CIVIC EXPECTATIONS

New London High School students will:

1. Exhibit effective interpersonal skills.
2. Show respect for cultural diversity and multiple points of view.
3. Illustrate an appreciation of the humanities.
4. Practice behaviors that promote life-long mental and physical wellness.
5. Display good citizenship.

NON-DISCRIMINATION POLICY

The New London Board of Education is committed to a policy of non-discrimination in regard to sex, national origin, marital status, race, creed, religion, age, color, ancestry, or present or past physical or mental disability or handicap. The Board is a strong proponent of gender equity and promotes an educational climate that supports student pursuit of “non-traditional” study and career choice. This commitment applies to educational programs, contracting, and all other aspects of educational policy and management in the New London Public Schools.

Nondiscrimination on the basis of sex (Title XI) Coordinator:

District wide: Superintendent of Schools or designee

Building level: Principal or Director

Nondiscrimination in Vocational Education:

Director of Operations

Section 504 and Americans with Disabilities Act (ADA):

Director of Special Services

EMAIL ADDRESSES

NLHS ADMINISTRATION

Interim Principal:

William Tommy Thompson III 437-6400 thompsonst@newlondon.org

Assistant Principal:

Mark Svencer 437-6408 svencerm@newlondon.org

Dean of Students:

Roland Dunham 437-6419 dunhamr@newlondon.org

Maribel Olivero 437-6401 oliverom@newlondon.org

DEPARTMENT CHAIRS/LEADERS

Andrea Aron	Fine Arts	arona@newlondon.org
Joanna Brothers	ESL	brothersj@newlondon.org
Deanna Brucoli	English	brucolid@newlondon.org
Marcia Crouch	F.C.S.	crouchm@newlondon.org
Deborah Herrick	Math	herrickd@newlondon.org
Thomas Rafferty	P.E.	raffertyt@newlondon.org
Robert Brackett	Science	brackettr@newlondon.org
Kate Ericson	Social Studies	ericsonk@newlondon.org
Amanda Brown	Special Services	browna@newlondon.org
Kristen Talley	World Languages	talleyk@newlondon.org

SCHEDULE

The NLHS schedule is a rotating 6 Block schedule. The blocks are 56 minutes long with 4 minute passing and 3 - 24 minute lunch periods. The lunch periods do not rotate. Schedules will be given to students on the first day of school.

Staff duty bell:	7:20
Warning Bell:	7:25
Period 1:	7:30-8:27
Period 2:	8:31-9:26
Period 3:	9:30-10:25
Period 4:	10:29-11:54 (includes 22 minute lunch period)
Period 5:	11:58-12:53
Period 6:	12:57-1:55

SNOW DAYS

1. The Superintendent of Schools may cancel school because of bad weather. Please listen to local radio announcements or the local TV news.
2. Rather than cancel school for the day, the Superintendent may delay the opening of school; however, he will dismiss school at a regular time. Under these conditions, buses pick up students later in the morning but leave school at the regular time in the afternoon.
3. Please do not call radio stations to determine whether school is canceled. They need to keep the telephone lines open.

90 Minute Delay Schedule:

Period 1:	9:00-9:42
Period 2:	9:46-10:26
Period 3:	10:30-11:10
Period 4:	11:14-12:24
(includes lunch)	
Period 5:	12:28-1:08
Period 6:	1:12-1:55

Half Day Schedule:

Period 1:	7:30-8:08
Period 2:	8:12-8:48
Period 3:	8:52-9:28
Period 4:	9:32-10:08
Period 5:	10:12-10:48
Period 6:	1:12-1:52

GUIDANCE DEPARTMENT

The guidance department at New London High School invites all students to use its resources. The department has adopted a mental guidance curriculum, and each student is assigned a guidance counselor. The counselors are interested in their students and want to be as accessible to them as possible. Students may make appointments with their counselors during study periods, before and after school, or by special arrangement. Appointment requests are available in the guidance office.

Counselors help students to plan their high school programs. They provide academic, career, and personal counseling, and they assist with college admissions, financial aid, and the search for full or part-time employment. The **Career Center** provides the opportunity to explore career and college options. The center has extensive materials including literature, videos, and computer software.

The guidance department works closely with the School to Career Coordinator. The objectives of the department are to foster initiative, encourage students to set goals, and to reinforce the importance of personal responsibility.

Parents are urged to become acquainted with their son's or daughter's guidance counselor. Appointments can be made by calling the guidance office at 437-6400.

ACADEMIC INFORMATION

COLLEGE WORK FOR HIGH SCHOOL CREDIT

NLHS students may also take college courses at other institutions for high school credit. On a limited basis, programs exist at Connecticut College and Three Rivers Community/Technical College/Mitchell College that allow students to enroll in a college course at little or no cost. Students may also elect to enroll in college courses at their own expense.

Upon successful completion of a typical one-semester course at a college, a student will receive 1/2 credit toward graduation.

College courses may also be used in lieu of summer school attendance to make up a failed course. For example, a student who fails a required course may take an equivalent college course (with administrative approval) and receive one credit toward graduation upon successful completion.

All students seeking high school credit for college work should discuss their particular situations with their guidance counselor.

GRADING SYSTEM

DIFFERENTIAL GRADE WEIGHTING SYSTEM

New London High School employs a two level Differential Grade Weighting System (DGW). The intent of the DGW is to clearly explain the manner in which NLHS ranks its students and to make comparisons among students as fairly as possible. Courses will be designated as Level I or Level II. Those courses of "an exceptionally challenging nature" will be designated as Level I, all others as Level II. In Level I courses, students are expected to do a great deal of independent work, extensive outside reading and research, and which generally demand a superior level of academic quality. A COMPLETE LIST OF COURSES IS LISTED IN THE NEW LONDON HIGH SCHOOL PROGRAM OF STUDIES.

The school administration reserves the right to cancel a course due to insufficient enrollment.

A midterm progress report, which indicates the quality of a student's work in a given subject, will be issued mid-way through the quarter.

Honor Roll is calculated on the student's grade equivalent times the credit divided by the total number of credits attempted. No one that receives a D+, D, D-, or an F is eligible for the Honor Roll.

DGW SYSTEM FOR NEW LONDON HIGH SCHOOL

Grade	NUMERICAL EQUIV.	Grade Pts. Level 1	Grade Pts. Level 2
A+	97-100%	5.3	4.3
A	93 - 96%	5.0	4.0
A-	90 - 92%	4.6	3.6
B+	87 - 89%	4.3	3.3
B	83 - 86%	4.0	3.0
B-	80 - 82%	3.6	2.6
C+	77 - 79%	3.3	2.3
C	73 - 76%	3.0	2.0
C-	70 - 72%	2.6	1.6
D+	67 - 69%	2.3	1.3
D	63 - 66%	2.0	1.0
D-	60 - 62%	1.6	.6
F	0 - 59%	---	---

GRADUATION REQUIREMENTS

To graduate from New London High School, a student must have earned a minimum of 23 credits, have met the credit distribution requirement and have satisfactorily demonstrated the district's performance standard in English and mathematics.

I. Credit Distribution Requirement**

1. **English** – 4 credits
2. **Mathematics** – 3.5 credits, including algebra. (See additional requirements in Electives #8 below.)
3. **Social Studies** – 3 credits, including Civics and American Government.
4. **Science** – 2.5 Credits, (See additional requirements in Electives #8 below.)
5. **Fine Arts** – 1 credit
6. **Physical education/Health** – 2 credits
7. **World language** – 1 credit
8. **Electives** – 5.5 Credits, .5 Credit must be in math or science.
9. Successful completion of the CAPT or a related performance standard.

II. Community Service Requirement

- A. All students must complete a minimum of 10 hours of community service per year during their matriculation at New London High School.
- B. Community service is defined in the regulations of this policy.

- C. A record of community service hours for each student will be maintained by his or her guidance counselor.

III. **Demonstration of Performance Standards**

A. **A student may demonstrate the performance standard in English and mathematics by either of the following means.**

1. Achieving state goal on Connecticut Academic Performance Test (Note: the state goal for the Reading Across the Disciplines section of the CAPT will be used for English.).
2. Satisfactorily completing a district performance task designed and assessed by New London High School teachers.

B. **District Performance Tasks**

1. The district performance tasks are defined in the regulations of this policy.
2. In English and mathematics, satisfactory completion of the performance task will be determined by a committee of two teachers. Each task will be reviewed independently by the two teachers and each must accept as satisfactory the completed performance task from a student in order for the student's work to be considered passing. If the two teachers disagree on the acceptability of the work, a third teacher will review it. The student's current teacher may not serve as one of these reviewers.
3. English and mathematics assessments submitted by students which are judged to be unsatisfactory will be kept on file.

C. **Notification**

1. **Of Teachers:** At the beginning of the school year, teachers in English and mathematics will be provided a list of all seniors who have not met the CAPT goal in their subject area. Updated CAPT results received after the start of the school year will be provided as soon as they become available.
2. **Of Students:** Your school counselor will advise Juniors who have not met both CAPT performance standards will be advised in writing of the performance standards requirements for graduation. At the beginning of the school year,

each senior shall be notified in writing of his or her status relative to meeting credit distribution and performance standards for graduation.

3. **Of Parents:** Parents of juniors who have not met both CAPT performance standards will be reminded in writing of the performance standards requirements for graduation. At the beginning of the school year, parents of all seniors shall be notified in writing of their child's status relative to meeting credit distribution and performance standards for graduation.

IV. World Language Distribution Requirements and Physical Education

- A. Distribution credit in World Language may be obtained by successfully completing at least one World Language course OR by satisfactorily completing a World Geography/Culture course (with written permission of a parent and guidance counselor.)
- B. Physical Education. Physical Education is required unless medically contraindicated, as substantiated by a written note from a physician. All students must complete $\frac{1}{2}$ (.5) credit of PE and $\frac{1}{2}$ (.5) credit of Health. 10th and 11th grade students may fulfill their PE requirement by earning a varsity certificate and successfully completing two seasons of varsity athletics in one academic year.

V. Special Circumstances

A. Transfer Students

- 1. Credits earned at accredited high schools outside the district by high school students who transfer to New London High School will be counted toward the credit and credit distribution requirements, in accordance with the Connecticut State Department of Education regulations.
- 2. The Superintendent or his or her designee is authorized to grant exceptions to the graduation requirements for students transferring during the junior year if unusual, extenuating circumstances would make it impossible for the student to graduate with his or her class.

B. Students with Identified Learning Disabilities

1. All students must attempt to meet the performance standards at least once with appropriate accommodations.
2. The Planning and Placement Team (PPT) for all students who are significantly cognitively impaired shall determine whether each such student shall take the CAPT or meet the other district performance standards (including math distribution requirements) or if the student should be provided an alternate assessment or an off-level version of the CAPT.

VI. Credits Earned In Programs Outside The District:

A student may earn credits toward graduation requirements in programs affiliated with accredited colleges or other institutions of higher learning outside the NLPS within the limitations delineated in this section, there may be a fee associated with these courses.

- A. A senior who does not earn sufficient credits to graduate with his or her class and does not return to school to complete the senior year may apply credits earned in programs outside the district toward satisfying the graduation requirements. However, the credits must be consistent with this policy and must be earned within the school year following the year in which the student should have graduated
- B. A three-credit course at a college or university shall equate to a one-half credit in the district. In all other circumstances, a credit shall require a minimum of 120 hours of school work.
- C. Credit shall be granted only if the student earns a minimum grade of "C" or its equivalent in the program.
- D. Grades earned in outside programs shall not be counted in the calculation of class rank in class.
- E. Students must receive written permission from the building Principal to earn credit for participation in any such program.

COMMUNITY SERVICE REQUIREMENT

All students must complete at least 10 hours of community service annually for a total of 40 hours to graduate from NLHS. An approved list of community service options is available from the student's guidance counselor. Serving at one of these approved sites and completing the required number of hours will fulfill the community service requirement. Students who wish to complete the community service requirement at other than an approved site must arrange for approval through their guidance counselor.

HOMEWORK

Pupils carrying a full schedule cannot prepare all their work during school hours. Parents can be of great assistance to their children by helping them from the habit of home study early in high school.

Guidelines for Students

1. Students must clearly understand the homework assignment before leaving class.
2. Students are required to hand in assignments on time.
3. Students are responsible for any homework missed due to absences from class.
4. Students should realize that homework will be part of their grade.

Guidelines for Parents

1. Parents should be familiar with and support the philosophy and guidelines of the New London Board of Education concerning homework.
2. Parents should provide the student with a time and place to carry out the homework assignments.
3. Parents are advised to contact the teacher in the event of questions or concerns.
4. Parents should be interested in the child's work but give only that assistance which will help a child to think for himself/herself.

PROMOTION / RETENTION

Students at NLHS are promoted to the next higher grade based upon earning graduation credits to meet the subject distribution requirements of the State of Connecticut.

For promotion to grade 10, a ninth grade student must earn 6 ½ credits, of which .5 (1/2) must be English I. Students who fail to earn the required 6 credits or who fail to pass English I must attend

summer school to make up the deficiency, or they will be retained in grade 9.

For promotion to grade 11, a 10th grade student must have earned 11 1/2 credits including 1 ½ credit in English. Students who fail to earn the required number of credits or who fail to pass English II must attend summer school to make up the deficiency, or they will be retained in grade 10.

For promotion to grade 12, an 11th grade student must have earned 17 credits. Students who fail to earn the required number of credits must attend summer school to remove the deficiency, or they will be retained in grade 11.

STUDENT RECOGNITION

HONOR ROLL

The Honor Roll is posted after quarterly reports have been issued.

First honors require an average of 3.6 through 5.3, second honors, 3.00 through 3.59.

In addition to minimum academic average to be on the Honor Roll, the following are determining factors:

1. A minimum schedule of 3 units of credit, exclusive of Physical Education and any subjects being repeated for no credit.
2. A student who drops a full year subject because of academic difficulty will not be eligible for the Honor Roll for the remainder of that school year.
1. A failure or a D grade in any scheduled subject automatically excludes a student from the Honor Roll for any given marking period.
2. Incomplete grade or no mark excludes students from the Honor Roll.

NATIONAL HONOR SOCIETY

Membership in the New London High School chapter of the National Honor Society (NHS) is one of the most coveted awards given by the school. In the selection of members the guidelines followed are based on the constitution of the NHS. There are four areas that a student must demonstrate participation, in order to be considered for membership - scholarship, leadership, service and character. In addition, members of the NHS are expected to do a community service project each year.

Members are selected by a faculty council, which consists of five voting members who are appointed annually by the principal. The chapter advisor is an ex-officio member of the council.

Members who fall below the standards, which were the basis for their selection, will be dismissed. At first, the student will be warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. An exception of this is in the case of flagrant violation of school rules or civil laws, in which a member does not necessarily have to be warned. The faculty committee shall determine when an individual has exceeded a reasonable number of warnings and should be dismissed. The member shall have a right to a hearing before the committee.

ADD/DROP COURSE POLICY

Subjects dropped after the closing date of **each semester** will be recorded as an "F" for failure for the year. No "F" notation will be made for subjects dropped before this date.

All students must maintain the prescribed course load of 6 subjects. Students who receive an "F" drop will not be eligible for the honor roll for the balance of the school year.

SCHEDULE CHANGES

A student's schedule should reflect careful planning, consultation with the guidance counselor, and discussion with parents. It should be based upon ability, school achievement, and college or career goals. Every effort is made to provide each student with an accurate and appropriate schedule. Though some changes are unavoidable, there should be little need for change after the school year begins.

Schedule changes will be completed in the spring prior to the close of school, and during the summer for the following reasons:

- Summer school adjustment
- Early dismissal for work experience programs, if all requirements for work experience are met.
- Additions to schedule during a study hall.
- Subject requirements affecting graduation and proper course sequence.
- Teacher change when the student is repeating a previously failed course with the same teacher, if possible, when requested by a student or a teacher within the first 10 days of classes.
- When a student would be better placed academically in another course.
- All schedule changes require written acknowledgment from the parent or guardian. The building principal or his designee will make the final determination on whether any schedule change will be allowed.

DEADLINES

Meeting all deadlines for college, scholarship, and financial aid applications is your responsibility. Failure to meet a deadline can disqualify a student from college admission or scholarship consideration.

Most scholarships and financial aid applications require recommendations and transcripts. Students must take this into consideration. Deadlines refer to the date that the application must be received by the college or scholarship agency. Students must allow additional time for the guidance counselors and the school registrar to prepare the necessary support materials. Time must also be allowed for mail delivery of the application.

Applications should be completed as early as possible and submitted to the guidance office at least 3 to 5 days before the application deadline.

ENROLLMENT PROCEDURES

I. Procedures for Enrolling Students at New London High School (NLHS)

- A. Students transferring to NLHS will visit the appropriate guidance counselor, or designee for an interview and a security check from sending school or institution.
- B. No student will be allowed to register for classes at NLHS until the school nurse has received, in writing, certification that all requirements for immunization and physical examination have been fulfilled.
- C. Upon receipt of the school nurse's clearance to enter NLHS, new students will report to the guidance office to complete registration forms. All new students under 18 must be accompanied by a parent or guardian.
- D. Students under 18 who reside with a guardian other than a natural parent must complete and have notarized an affidavit of residence prior to entering NLHS.
- E. New students and their parents or guardians are responsible for having all previous official school records mailed to the NLHS guidance office in a timely manner. No credit will be awarded for previous work nor will a student be allowed to graduate until these official records have been received.
- F. New students will be placed in the grade and courses that are appropriate pending receipt of official records. Such placements will be confirmed with a telephone call to the previous school.

Adjustments to grade, course or program placements will be made, if necessary, when official records are received.

G. If official records are not available, but the student has been cleared through the nurse's office:

- 1) Upon initial contact, parents will be asked, when necessary, to sign a release of information form, and the request for records will be mailed to the sending school as soon as possible.
- 2) Appropriate staff will call the sending school(s) to obtain information regarding the student's educational history and most recent educational program.

H. Any student who is attempting to enroll at NLHS who resides with anyone other than a parent or legal guardian will be required to obtain a notarized affidavit of residency. This affidavit shall be obtained through the Probate Court. An appointment must be scheduled with administration; the parent/guardian must be present in addition to the legal guardian who must provide legal documentation of guardianship.

- 1) All new enrollments require administrative approval.
- 2) All new students will be given a Home Language

Survey

- a. What language did you learn first?
- b. What language does your caretaker speak?
- c. What language do you speak at home?

If the student answers "a language other than English" in 2 out of 3 of the questions, the student MUST be referred to ESL for testing, using the Language Assessment Scale (LAS) test. The results of this test will determine language dominance and program placement.

II. **Special Education Information**

Special Education services include classes, programs, and services designed to meet the educational needs of exceptional children between the ages of 3 through 21. The preschool special needs program is a collaborative program with the Head Start program.

Special education programs include special education for the mentally retarded, physically handicapped, seriously emotionally disturbed, neurologically impaired, learning disabled, visually impaired, hearing impaired, and speech and/or language impaired.

Special services personnel include the Director of Special Services, school psychologists, social workers, speech pathologists, occupational therapists, physical therapists, special education teachers, an adaptive physical education teacher, an educational evaluator, and preschool specialists.

Anyone may initiate the referral for special education. Teachers and parents are encouraged to discuss their concerns prior to submitting a referral form, which may be obtained in all school offices.

All children requiring special education services are protected by the Individuals with Disabilities Act (IDEA), which is a federal law, and by Connecticut State laws. Procedural safeguards and due process procedures information are available in each school.

504 Information - Director of Special Services

134 Williams Street
New London, CT 06320
Telephone: 447-6010

New London Public Schools do not discriminate on the basis of handicapping conditions as it applies under Section 504 of the Rehabilitation Act of 1973. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 are identified, evaluated, and provided with appropriate educational services.

If you have any questions or require information on Grievance Procedures, please feel free to call 447-6010.

III. In Addition To The Above, For Students Requiring Special Services

A. A Pupil Planning and Placement Team meeting will be scheduled at the earliest mutually convenient date, but no later than five (5) school days from the date the student has sought admission to the school, for all special education students with up-to-date official medical, academic, and special education records.

B. If official records are not available but the student has been cleared through the nurse's office, a Pupil Planning and Placement Team (PPT.) meeting will be scheduled within five (5) school days of initial contact. The PPT will develop an interim program in situations where sufficient information cannot be obtained by telephone or where receipt of written records is

necessary for the PPT to determine if an appropriate program can be developed at NLHS.

C. The PPT will develop and implement an interim program with the understanding that modification may be made by a future PPT if official records indicate the need.

IV. Resource Support Services at NLHS

Resource is a support service for students in special education who are mainstreamed into regular classes. The program assists in developing personal responsibility and organizational skills. This is accomplished by providing individualized assistance.

ATTENDANCE

Student Attendance Policy

(Effective with the 2003-2004 school year)

It is the policy of the New London Public School that each student shall attend each scheduled day of school and each scheduled class from the beginning of the day or class period to the end.

Parental Responsibility

It is the responsibility of the parent(s) or guardian(s) to see that the student arrives at school promptly every day. In the event of an absence, it is the responsibility of the parent(s) or guardian(s) to notify the school on or before the day of the absence. Parents(s) and guardian(s) shall provide written verification of the reason for the absence within three (3) days of the absence. Any planned absence, such as doctor's visits, religious holidays and court appearances, the parent(s) or guardian(s) shall notify the school at least five (5) days in advance of the absence to make arrangements for obtaining class assignments.

Leaving School Premises

No student shall be permitted to leave the school premises during the school session without authorization from the principal or his or her designee.

Definitions

Regardless of whether an absence is "excused" or "unexcused," all students who are absent are required to complete make-up work to the satisfaction of their teachers. A student accumulating unexcused absences shall be subject to the Absenteeism Procedures described herein. Absences, class cutting and tardiness

may result in the loss of class credit and failure to qualify for promotion or graduation.

1. A “truant” means a child age five to eighteen, inclusive, who is enrolled in Grades K-12 of the New London Public Schools and has four unexcused absences from school in any one-month or ten unexcused absences from school in any school year.
2. A “habitual truant” means a child who has twenty unexcused absences within a school year.
3. “Unexcused absence,” means any absence from an entire regularly scheduled school day, which absence is not an “excused absence” as defined below.
4. “Excused absence” means an absence from a regularly scheduled school day which, as determined by the building principal or his or her designee, is for:
 - a. Reasons of health, including illness, incapacity, or doctor’s visits. The administration reserves the right to require physician or other appropriate certification for absences of five (5) consecutive days or of a total of fifteen (15) days in any school year
 - b. Religious holidays
 - c. Court appearances
 - d. Funeral or death in the family
 - e. Approved school activities, including field trips
 - f. Suspension or expulsion
 - g. College visitation or college interviews
 - h. Other serious extenuating circumstances dependent on the judgment of the building administrator.

It is the student’s responsibility to provide adequate proof of an excuse.

A planned absence of five or more consecutive school days shall be excused only if the student or the custodial parent(s) or guardian(s) have made prior arrangements to pick up all of the student’s class assignments for the period of the absence.

5. A student is “tardy” if he or she does not arrive on time for a scheduled class.
6. A student is tardy to school or “cutting class” if he or she has arrived at school and is more than ten (10) minutes late for any scheduled class or fails to appear in class altogether.

Attendance Accounting

3. **It is the responsibility of each teacher to maintain a daily attendance log for each class/study hall. These are legal documents.**
4. It is the responsibility of the principal or his or her designee (1) to keep school and class attendance records for each child enrolled in his or her school; (2) to place an annual summary of each student's attendance in the student's permanent record folder; and (3) to annually report in writing to the superintendent the names of all truants and documentation pertaining thereto.

Enforcement

Absences:

1. High school students may accumulate no more than 20 unexcused absences in order to receive graduation credit for full year courses and no more than 10 unexcused absences for semester courses. **High school students who exceed this maximum may appeal their loss of graduation credit to the Truancy Review Board, in accordance with the Absenteeism Procedures, to determine if any absences should be excused.**
2. High school students accumulating between 21 and 30 unexcused absences during a full school year course (11 to 15 for semester courses) will be permitted to attend summer school if they have been in attendance a minimum of 150 days for full year courses and 75 days for semester courses. **High school students who do not meet this minimum requirement may appeal their loss of summer school enrollment or credit retrieval to the Truancy Review Board, in accordance with the Absenteeism Procedures, to determine if any absence should be excused.**
3. In the case of "transfer students," defined as students who were not enrolled in the New London Public Schools in the previous school year, the limits set forth in the Board of Education Policy shall be prorated from the date of enrollment to the end of the school year.
4. In the case of special education students, in lieu of the foregoing, discipline for unexcused absences shall be determined by the student's Planning and Placement Team in accordance with the student's Individual Educational Plan.

Tardiness:

Students shall be disciplined for unexcused tardiness. If you are tardy to school you will report to the attendance personnel in the Main Lobby. (If you are tardy after the Lobby attendance closes, you are to report to the Attendance Office). **A student who arrives to school after 10:00 AM will not be admitted without a note from a professional or professional organization (i.e. doctor, lawyer, court verification) PARENT NOTES WILL NOT BE ACCEPTED FOR ADMITTANCE AFTER 10:00 AM** This policy is in line with the CIAC Regulations, which state that students must be in school a minimum of four hours to be eligible to participate in extra-curricular activities that occur on the same day.

Enforcement of Tardies (EOT):

Understanding the relationship between classroom attendance and academic success and the need to promote life-long habits, any student found outside a classroom without a pass AFTER the tardy bell will be subject to a "EOT". New London High School will conduct "Eats" after the four minute passing/tardy bell has rung. "Swept" students will be escorted to the Peer Restriction Room where they will remain for the rest of the day. Class work will be requested for each student. Any student "EOT" twice in one week will be subject to an out-of-school suspension. 1 "EOT" = 1 missed class toward the 10 absences per semester.

Class Cutting:

It is the student's responsibility to be present for every class, including study hall, when present in school. The following guidelines are intended to promote the development of this responsible attitude.

1. A class cut is a day's (unexcused) absence from class (study halls are classes.)
2. The classroom teacher will refer each class cut to the appropriate administrator.
3. Except as set forth below, course credit will be denied to students with 20 or more unexcused class cuts in the same class in a year (10 or more for semester courses).
4. Students who stand to lose course credit in a class due to excessive class cuts will be given the option of agreeing to a contract that will enable students to be eligible for course credit if they do not cut that class again for the remainder of the school year, provided that the contract is in force on or before Nov. 1/1st semester; April 30/2nd semester, provided that the student has no discipline referrals for the remainder of the school year, and

provided that the student earns a passing grade. Such students may also appeal the loss of credit under this rule to the principal or his or her designee to determine if any cuts should be excused.

Dismissal

If it is necessary to be dismissed before the close of school, a written request is required. The request should state the reason for the dismissal and indicate how the parent or guardian may be contacted for verification. Written requests should be brought to the office of the Attendance Secretary. Verification will be required before a dismissal will be honored. No student is permitted to leave the school premises during the school day without permission from the principal or his/her designee, even those of legal age.

In cases of divorced or legally separated parents of a child, the principal or his/her designee requires that a legal statement designating the custodial parent or guardian be entered in the child's personnel file.

CODE OF CONDUCT

A. RESPECT

TO OTHERS:

NLHS students who respect other students, teachers, administrators and staff:

1. Will behave in a manner, which is not derogatory of others.
2. Will refrain from making abusive and/or offensive remarks (language, gestures, pictures, etc.) regarding race, religion, gender, age, sexual orientation, handicap, and/or ethnic origin.
3. Will use appropriate language in school at all times.
4. Will use appropriate tone of voice when speaking.
5. Will demonstrate courtesy toward one another.
6. Will be considerate of the comfort and safety of others.

TO PROPERTY:

NLHS students who respect property:

1. Will use school facilities, furniture, and/or equipment with care.
2. Will use property belonging to others only with their permission.
3. Will return, in a timely manner, any borrowed items to his/her owner.

B. THE NLHS STUDENT WILL BE ACADEMICALLY RESPONSIBLE AT ALL TIMES.

ACADEMIC RESPONSIBILITY AT NLHS LIES WITH THE STUDENT.

The NLHS student who is academically responsible:

1. Will be prepared for class with required materials.
2. Will honor assignment deadlines.
3. Will do his/her assignments to the best of his/her ability.
4. Will do assignments neatly.
5. Will do his/her own work.
6. Will be responsible for missed work.
7. Will participate in all classroom activities.
8. Will seek help when needed.

C. APPROPRIATE BEHAVIOR

The students, parents, faculty and administration of New London High School recognize the importance of a safe, orderly, and clean school environment that is conducive to teaching and learning. An important element of this environment is the way in which students interact in the hallways, cafeteria, or any other area in the school.

1. Students at NLHS are expected to behave in the following manner:
 - a. Moving between classes should be at an orderly, respectful pace, keeping in mind the safety of all those in the high school. Thus, students will refrain from wrestling, running, unwanted physical contact, or any other action that may be offensive or cause physical injury.
 - b. Movement on the stairwells should be consistent with the movement in the halls. Students will avoid congregating or stopping on the stairwells while passing between classes.
 - c. Talking during the passage of classes or while in the hall during classes should be at a conversational tone and using appropriate language.
 - d. Any use of profanity in the hallways is unacceptable.
 - e. Students are reminded that derogatory remarks made about individuals, cultures, or races are inappropriate, and therefore unacceptable.
2. In addition, while classes are in sessions, students are expected to abide by the following:
 - a. Every student is responsible to have a hallway pass and present it upon the request of an adult.

- b. Every student is expected to move directly to and from his or her destination.
 - c. Students are expected to behave in a manner that will not disrupt or interfere with classes in session.
3. In the interest of maintaining a pleasant and healthy environment, students at NLHS should conduct themselves in the following way:
 - a. Every student should refrain from and will be held responsible for defacing school property. This includes graffiti of any form.
 - b. There will be no eating or drinking in the halls or stairwells.
 - c. Students should use the proper receptacles to dispose of trash and unwanted materials.
4. Finally, students are expected to clean up after themselves in the cafeteria.

D. APPROPRIATE LANGUAGE

Communication in a social and/or public setting should reflect commonly accepted values and behavior. The following types of comments, conversations and/or gestures are not appropriate, in any language or form, at NLHS:

1. Discriminatory remarks regarding an individual's or group's race, gender, age, sexual orientation, handicap, ethnic origin, or religious belief.
2. Lewd or sexually explicit remarks, gestures, pictures, etc.
3. Loud outbursts that purposely disrupt the educational environment (either in the classroom or in the hallway).

PUBLIC ACT #94-221

Students are informed that any activity that takes place outside of school that compromises the safe and orderly environment of NLHS may be subject to expulsion, according to P.A. 95-304. Students arrested on weapons and drug related charges are subject to the recommendation for expulsion from school.

In accordance with House Bill 6898, an Act Concerning School Safety - Felony and Class A misdemeanors are reported to school officials by police. In such cases, students will be required to attend an assessment hearing with his/her parent or guardian and school administration.

Requires the expulsion of students found to have possessed a weapon on school grounds or at a school-sponsored activity.
Requires that notice of suspension and the conduct for which the pupil was suspended be included in the student's cumulative record.

Recent legislative changes to Public Act, 96-226 allow districts to (1) deny school accommodations for up to 90 days to children 16 years of age or older who voluntarily terminate enrollment and subsequently seek re-admission. (2) Place in alternative programs children who are 19 years of age or older and cannot acquire a sufficient number of credits for graduation by age 21.

STUDENT TRANSPORTATION

The New London Board of Education aids students in getting to and from school in an efficient, safe, and economical manner. With this purpose in mind, the Board shall provide for the transportation of all resident students between their home and school who live beyond 1 mile from an elementary school (or 1-1/2 miles from Bennie Dover Jackson Middle School or **2 miles from NLHS**).

Parents may request transportation where it is not normally provided. Requests may be made to the Attendance Office.

Buses will pick students up at designated bus stops and return them to those stops. In situations where the student usually is met by a parent and the parent does not meet the bus that day, the bus driver will notify the school that the student was dropped off and was not met by a parent.

STUDENT CONDUCT ON BUSES

The Board of Education is responsible for the health and safety of students. Because conduct on buses is directly related to the driver's control of the vehicle and to the safety of all students aboard, the Board considers bus misconduct to be a serious offense and therefore the subject of disciplinary action reasonably appropriate to the nature and frequency of the offense. Misconduct while waiting or receiving transportation to or from school may require suspension from school and/or from the school bus for varying periods of time. No student shall be suspended from busing for more than 50 days or more than 10 times whichever comes first. Any student exceeding these limits will be subject to expulsion.

The driver of the school bus shall exercise disciplinary authority while the bus is in operation and will refer any student who willfully violates bus regulations to the school principal or designated administrator. The principal or designated administrator will then take such action as deemed advisable in each case.

In September of each year, principals shall issue written bus regulations to parents, as approved by the Board, and will have them explained orally to students.

In September and April of each year, and at such additional times as are necessary throughout the year, the principal or designee shall instruct students in safe-riding practices, including drill in emergency evacuation of buses.

The following rules of behavior shall govern student conduct on buses:

1. Students must be at designated bus stops at the scheduled times. Bus drivers will not wait for tardy individuals.
2. Students shall obey safety rules when waiting for a bus, boarding or leaving the bus, and crossing the street.
3. Students will enter the bus by the front door. They will remain seated while the bus is traveling.
4. In the interest of safety and of maintaining good order, the driver may request students to change seats.
5. Students will be courteous to the bus driver and classmates at all times.
6. Students may not have pets or other commotion-causing articles with them.
7. Students who abuse or destroy property shall be held responsible, and parents will pay for cost of damage.
8. Students shall not smoke or use matches or lighters.
9. Students must show bus passes, if requested, when boarding or leaving the bus. Students without bus passes will not be allowed to ride the bus.
10. Bus passes are not transferable.
11. The emergency door must not be opened, except in emergencies.
12. Students shall not engage in disruptive behavior. Shouting, profanity, and abusive language will not be tolerated.
13. After having been duly warned, any student continuing in disruptive behavior while awaiting or receiving transportation to and from school will be reported to the school principal or designated administrator for appropriate action, which may include suspension from school and/or from the school bus for varying periods of time not to exceed ten school days in each instance nor to exceed a total of 50 days or ten times, whichever comes first. Any student exceeding these limits will be subject to expulsion.

DRIVER'S PROCEDURE FOR STUDENT EVACUATION DRILL

DRIVER STANDS AT THE FRONT OF BUS

1. Explain that an evacuation drill is practiced so that in the event of an emergency we will know what to do.
2. Explain the operation of emergency exit doors, windows and roof hatches. Point out the front windshield; front service door windows and all rear windows are kick-out windows.
3. Point out and explain use of the emergency equipment on the bus (fire extinguisher, first aid kit, radio, reflector triangles.)
4. Explain how to secure the bus, use the radio and shut off the bus in the event the driver is not able to do so.
5. When might we need to evacuate from a bus? Fire, accident, etc. Explain the three types of evacuation:
 - A. When there is a problem in the back of the bus, we all go out the front door.
 - B. When there is a problem in the middle of the bus students in front of the problem will go out the front door. Students to the rear of the problem will go out the rear emergency exit door.
 - C. When there is a problem in the front of the bus, we all go out the rear emergency exit door.
6. Make sure the students understand two important points:
 - A. Take nothing with you. Leave everything in the bus. Books, lunch boxes, etc., will make it more difficult to get out safely.**
 - B. The fastest way to make an emergency exit is to go slow one row of seats at a time. If everyone rushes the aisle will get jammed.**
7. Explain the procedure for exiting out the rear of the bus.
 - A. Explain the first person out will hold the door open. The second person out will assist all other students as they exit the bus (**ALL STUDENTS WILL SIT AND SLIDE NO**
 - B. The third student out will lead all students to an evacuation assembly area designated by the driver **JUMPING OUT THE DOOR**. 100 feet from the bus. Students will use the buddy system to check that other students from their seat are with them.

SCHOOL REGULATIONS

NLHS has rules and regulations governing attendance and conduct. The rules are strictly enforced. All rules are based on the premise that you, as students should be responsible, respectful, and considerate. Respect for all staff members and consideration for the rights of others, students and adults, is expected. Disrespect or violation of the rights of others will not be tolerated.

The following specific regulations are listed to assist you in orienting yourself to the new school situation.

STUDENT DISCIPLINE

Students should be aware that the school campus is not immune to the law. Illegal acts of any kind will not be tolerated and can result in referral to the proper authorities.

The following breaches of conduct on school property, on school transportation, or at any school sponsored activity, may result in removal, suspension, or expulsion.

- A. Violating a school regulation
- B. Disruptive activities at school functions
- C. Disrupting classroom procedures
- D. Willfully or recklessly striking or assaulting, or attempting to strike or assault, another person (i.e. teacher, staff, or student)
- E. Stealing or attempting to steal school property, private property, or other public property
- F. Causing, or attempting to cause, damage to school property, private property, or other public property
- G. Possessing, using, transporting, or transmitting any firearms, knives, explosives, dangerous instruments, or other deadly weapons or substances of no reasonable use to the student at school;
- H. Possessing, using, selling, transporting, transmitting, consuming, or having consumed dangerous drugs, narcotics, or alcoholic beverages without authorization. Dangerous drugs or narcotics shall mean any controlled drug as defined in Connecticut General Statutes, Section 21a-240, as amended
- I. Possession or use of electronic paging or two-way communication devices, such as beepers (or cell phones)
- J. Using obscene, or profane, language, or making obscene or profane gestures to members of the school staff, students, or other persons
- K. Deliberately refusing to comply with a reasonable directive from a member of the school staff
- L. Participating in a walk-out, sit-in, or boycott, picket, or other demonstration which disrupts the educational process
- M. Threatening, harassing, intimidating, or blackmailing school staff, students or other persons

- N. Leaving school grounds without permission. **Students are not allowed to leave the building during lunch or between classes. This is grounds for suspension.**
- O. Failure to report to, or remain in, an assigned area
- P. Violating smoking regulations
- Q. Violating published attendance regulations
- R. Violating any other disciplinary regulations and directives of the New London Public Schools
- S. Wearing any article of clothing (including jackets, shoes, hats, and bandannas), jewelry, or other item which is identifiable as a known symbol of gang membership or affiliation is not allowed
- T. Misconduct off school grounds if such misconduct off school grounds is a violation of a publicized policy of the Board of Education and is seriously disruptive of the educational process
- U. Gambling
- V. Throwing of food or causing disruption in the cafeteria
- W. Disruptive behavior in any assembly
- X. Abuse of Agenda books as passes.

In the case of any suspension, involvement in extracurricular activities will not be allowed from the date of the incident until the day of the student's return to school.

No student shall be suspended from school for more than 50 days or more than 10 times, whichever comes first.

Effective with the 2000-2001 school year, if students do not identify themselves after requested to do so by a faculty member, they will be disciplined. With safety being a major issue in schools, it is imperative for students to identify themselves. It is not unreasonable to ask an individual to identify himself or herself.

BULLYING / THREATENING STUDENTS OR STAFF

NLHS has always had a strict policy on threatening students and staff, but in light of recent incidents within our society, particular attention is now focused on this type of student behavior. Students are reminded that threatening, in all forms (i.e.) verbal, physical, written, and use of computer technology will not be tolerated.

Students should not jokingly communicate inappropriate comments to other students or staff members. Students will be held responsible for what they say. The Administration will take action as deemed advisable in each case.

COURSES OF DISCIPLINARY ACTION

ALTERNATIVE DISCIPLINE PROGRAM (ADP)

The Alternative Discipline Program is designed to replace Out of School Suspension. New London High will attempt to “cap” our suspensions at 5 days. We will still impose longer penalties for the more grievous events (fights, drugs, etc.) Students performing acts that would require an out of school suspension will now be assigned to the ADP. Since the ADP will last the required 4 hours it will count as a day in school for the student and not count it as a suspension.

1. Attendees will have unverified absences for the day. **Unverified** will be in the computer during the day but this label will change AFTER the student completes their time in ADP.
2. Students that are disciplined and require removal from school will be asked to leave the school and return at 1:30 P.M. If they return and fulfill their time in the ADP the attendance will be altered.
3. Students arriving late to or not fulfilling the entire time will be asked to return the next day. Their attendance for the day in school will not be altered.
4. While in the ADP room students will be required to be working on school work. This program is designed to **replace** the day program and a suspension. Students will be given credit for the day only if they have done all of their assignments during their stay in the ADP room.
5. Teachers will be expected to have assignments delivered to the ADP supervisor prior to 1:30 P.M. on the day the student is assigned.
6. Students assigned to the ADP room are NOT allowed to participate in any extra curricular activities on that day (sports etc.).

SOCIAL PROBATION

NLHS has implemented a social probation program that will be utilized when a student’s conduct at any school-sponsored function is deemed inappropriate. A student placed on social probation will not be allowed to attend any school-sponsored extra-curricular event or assembly for a period of time as designated by the Administration.

STUDENT SUSPENSIONS

Students subject to suspensions will be afforded hearing per Conn. Gen. Stat. §10-233C (b) and are not permitted on school grounds until 7:00 AM of the day student returns to school.

STUDENT EXPULSIONS

NLHS attempts to provide a well-rounded and comprehensive educational experience. To do so, the school and Board of Education must set forth reasonable expectations for student behavior. Students who fail to meet these expectations may be subject to expulsion. Obvious infractions that may result in expulsion are possession of drugs and weapons and acts of violence in school.

Effective in the 1998/1999 school year, at the discretion of the building principal or his designee, students with multiple suspensions for other infractions, poor academic achievement, and poor attendance may also be considered for an expulsion hearing. Such action will be based upon a review of students' academic and disciplinary records, and recommendations will be made to the Superintendent of Schools when deemed necessary.

Expulsion from school is a last resort when all other attempts to solve the problems have been exhausted, but the school cannot tolerate student behavior that is detrimental to its orderly operation and that disrupts or interferes with the educational process.

WEAPONS AT SCHOOL

Students are forbidden to have in their possession on school property or at any school-sponsored event at any time the following (or any facsimile of):

- 1. Any firearm**
- 2. Any knife**
- 3. Chemical weapons or explosives (mace, ammunition, fireworks, etc.)**
- 4. Any device having a sharp point or edge, such as, but not limited to ice picks and razors.**
- 5. Any other dangerous instrument capable, in the opinion of the school administration, of inflicting injury.**

To enforce this policy, the building principal may authorize:

- 1. Unannounced inspections of student lockers.**
- 2. Inspection of student automobiles parked on school property.**
- 3. Inspection of the contents of a student's pockets, purse and/or bags if there is a reasonable suspicion that the student is in possession of a weapon or dangerous instrument, or contraband.**

DRESS CODE

Students should be aware of acceptable standards for school dress. Recent developments in our state and around the nation have compelled us to develop the following addition to the school dress code:

Students will not be allowed to wear clothing, jewelry, or any other markings that may be identified as gang-related.

Due to the constantly changing nature of these symbols, determinations will be made by the administration. If an item is suspect the student will be given the opportunity to remove it. If he or she refuses, or continues to violate this rule the student will be suspended.

Nothing unsafe or unhealthy may be worn.

All clothing and hairstyles must be neat and clean and meet safety regulations of certain classes (i.e. Physical Education and Technology Education). Students are required to dress in compliance with local ordinances and state law.

Dress guidelines at NLHS are:

Students **MUST** wear appropriate foot apparel in school at all times.

1. Clothing and accessories must be free of offensive signs, slogans, or language and not promote or refer to alcohol or illegal substances.
2. Items of apparel that can be disruptive may be banned for that reason. Examples included, but are not limited to; shirts or blouses that are transparent, strapless, bare midriff, or tank tops, halter tops, muscle shirts, swimwear, and spaghetti straps on shirts or dresses.
3. Underwear worn as outerwear and any clothing that exposes underwear are prohibited. No visible bra straps or boxer shorts.
4. Clothing must be appropriately sized.
5. No hats, "dorags", hoods or any other headgear that may be worn in the building.
6. Pajamas and loungewear are prohibited.
7. Mini skirts and mini shorts are forbidden.
8. Jewelry that is considered dangerous, such as spiked bracelets or chains.

Determination of what is appropriate will be determined by administration. Students who fail to observe this code will be referred to the Administration. NLHS reserves the right to send students home.

ELECTRONIC DEVICES

There are no electronic devices allowed in school. Leave them home. Violation of this regulation will result in disciplinary action. **Note:** These devices will be confiscated and **will not** be returned to students. **A parent/guardian will be required to come to school to claim them.** Refusal to turn over an electronic device to the administration will result in suspension per Public Act #94-221. NLHS faculty and staff are not responsible for confiscated items. Students who bring these items to school **DO SO AT THEIR OWN RISK**. The school is not responsible for lost or stolen property, nor will the police take a "stolen article" report.

SMOKING

ALL smoking on campus is prohibited per Board of Education Policy and State law, including the parking lots and athletic fields. NLHS does not allow smoking anywhere on school grounds. Violation of this rule will result in disciplinary action.

TECHNOLOGY AND INSTRUCTION:

Your child has qualified to receive a telecommunications account in order to communicate with other schools, organizations, and students around the world on the Internet.

Basically, the Internet is the world's largest group of computers hooked together. It's like a radio or television network that connects many radio or television stations so that they can get the latest episode of your favorite program.

The New London Board of Education strongly believes in the educational value of Internet services and recognizes that it can support curriculum and student learning by facilitating resource sharing, innovation, and communication. The district will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service.

This educational opportunity demands personal responsibility. When your child is given an account and password to use on the computer, it is extremely important that the rules be followed. Failure to follow the rules will result in the loss of the privilege to use this educational tool and could result in possible disciplinary action upon your child, including, but not limited to, suspension or expulsion.

Although we have established an acceptable use policy and regulation (File: IIBGA and IIBGA-R), please be aware that there may be unacceptable or controversial material or communications that

your child can access. We cannot control material available on other computer systems.

A complete copy of the policy may be obtained upon request from the building principal.

If you do not want your child to use the Internet, please notify the building principal within two weeks of receipt of the student handbook.

ACCEPTABLE USE POLICY

The use of technology, including the Internet that the New London Board of Education has made available to students is a privilege and a resource. Unlike other resources, the Internet is a fluid environment in which information is constantly changing. The use of the Internet, therefore, demands personal responsibility. Account holders and users are expected to act in a responsible, ethical, and legal manner. Students must comply with New London High School's policy, as well as the policies of other networks available through the Internet and the laws of Connecticut and the United States. Unauthorized or inappropriate use of the technology, the computer, the network within the district or the Internet will result in disciplinary action. Authorization must be obtained specifically for the following: Computer usage, Internet, Email, Chat Rooms and Games. Failure to do so will result in disciplinary action.

The following actions are prohibited:

Changing designated screen settings or
Password misuse

1 st offense	2 office detentions Parental notification Loss of computer privileges
2 nd offense	2 day in-school suspension Letter to parents Loss of computer privileges

Intentional attempt to access obscene or inappropriate
material or Loading software onto school computers

1 st offense	2 day in-school suspension Parental notification Loss of computer privileges
2 nd offense	2 day suspension (out of school) Parental notification Loss of computer privileges

Intentional damage to hardware, software or equipment

1 st offense	Restitution 2 day suspension (in or out at administrative discretion) Parental notification Parental Conference (at administrative discretion) Loss of computer privileges
2 nd offense	Restitution 4 day suspension (out of school) Parental conference

Loss of computer privileges

Due to a “zero tolerance” policy, any intentional attempt to engage in illegal activities such as hacking into a network, uploading a “virus” program, or other activities considered to be a crime under state and federal law will automatically result in the following:

1. Ten day suspension
2. Parental conference
3. Permanent loss of computer privileges
4. Incident reported to local and state authorities
5. Potential Expulsion

Further disciplinary action beyond the above information is at the discretion of the Administration as circumstances dictate.

OTHER INFORMATION

AUTOMOBILES

1. Once the student has arrived at school, the car will be parked in the student parking area only. Students are not permitted to enter their cars during school hours without permission of the administration.
2. Students not obeying rules and all police regulations will lose the privilege of using the NLHS parking facilities.
3. Failure to comply with the above will result in disciplinary action and/or a report to the proper authorities.

Note: The streets in the vicinity of the school are very congested due to the large number of high school and grade school pupils concentrated in the area. This means that exceptional caution must be observed when driving. Parents are asked to give full cooperation in this matter, which has become, due to the large number of student drivers, a very serious problem. It is our sincere hope, as we know it is yours, to avoid injury or death to anyone.

DOGS

No dogs are allowed on school grounds at any time.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an important part of student life at NLHS. Many school groups present so varied a program that there are worthwhile clubs and societies to attract the interest and abilities of every student. Eligibility for CIAC sanctioned extra-curricular activities must meet CIAC requirements. **Four hours of class time is required!**

ELIGIBILITY REQUIREMENTS FOR CLASS OFFICE AND EXTRACURRICULAR ACTIVITIES

It is recognized that extracurricular activities are important to growth in ways that academics do not provide however, at no time should these activities interfere with academic achievement.

Therefore, the following minimal requirements are followed for participation as a Class Officer or Student Council Member.

1. To be a class officer;
 - A. You must be a qualified member of that class, as specified in the Program of Studies Booklet.
 - B. You must be carrying 5 units of work (none of which you have received previous credit), passing 4 units and maintaining satisfactory social/attendance conduct.
2. Academic eligibility per Board of Ed Policy must be checked within two (2) weeks after every marking period or prior to any appointment or election. (This affords you the opportunity to become eligible in 9 weeks if you are not eligible at the end of a specified marking period.)
3. Each club or activity may also require additional criteria of its own.
4. Participation requirements for athletics are outlined in the Student - Athlete Handbook. A copy may be obtained by contacting the Athletic Director at 437-6435.

FEES, FINES, AND CHARGES

The Board of Education shall provide sufficient textbooks and other materials to ensure that each pupil in a classroom has adequate instructional material for his/her own use.

The Board also recognizes the responsibility of pupils to maintain and return textbooks, library materials, or other educational materials.

The Board authorizes the Superintendent of Schools or his designee to charge pupils the replacement costs for any damaged or un-returned textbooks, library materials, or other educational material.

The Board further authorizes the Superintendent or his designee to withhold such pupil transcripts, and report cards until the pupil pays for or returns the textbooks, library materials, or other instructional materials.

The money collected will be earmarked for the replacement of textbooks, library materials or other educational materials.

INSURANCE - STUDENT ACCIDENT

Parents or guardians may purchase accident insurance. The policy provides blanket medical hospital reimbursement coverage, dental expenses and accidental death coverage incurred as a result of accidental bodily injuries.

LIBRARY

Students must request a pass from the librarian before or after school. You must sign in at the library desk. Your use of the library must be for research, recreational reading or quiet study (space permitting). If you get a pass and fail to report to the Library, you will be considered cutting a class. Remember space is limited.

Eating: Due to issues of sanitation, food and beverages, including water bottles, are not allowed anywhere except the cafeteria

SCHOOL BASED HEALTH CENTER

The clinic employs, a nurse practitioner, and a full-time social worker. Services offered include physicals, immunizations, emergency medical treatment, and counseling on a wide range of teen age mental health issues. Students must have a parental permission form on file with the clinic to receive services. These slips may be obtained from the clinic. Services are offered to students at no cost. In cases in which in-house services cannot provide medical and/or psychological needs, referrals are made to outside agencies. After such a referral is made, a parent conference will be required previous to the student's return to school.

SCHOOL HEALTH SERVICES

State law requires physicals for all students by grade 10 or 11.

Student Accident Insurance: The parent or guardian may purchase student accident insurance. The policy provides blanket

medical hospital reimbursement coverage, dental expenses, and accidental death coverage.

SCHOOL NURSE

Student visits to the health room will be restricted with the following exceptions:

1. Students who have true medical emergencies.
2. Students who have been requested to report to the health room by its staff.
3. Students who must take prescribed medications during these hours.

This does not include aspirin or Tylenol.

To contact the Health Room, please call 437-6423.

SCHOOL PSYCHOLOGIST

The school psychologist conducts psychological and educational assessments as requested by a PPT. He/she counsels students, consults with staff and parents and assists the PPT in developing individualized educational programs. He/she is a referral resource to teachers, counselors, administrators, and parents and may provide assistance to any NLHS student experiencing difficulties.

SCHOOL SOCIAL WORKER

The school social worker provides individual, group, and family counseling services to New London High School students and their families. The social worker is responsible for pursuing truancy referrals, and, when necessary, involving appropriate community agencies.

He/she is a participant in student/teacher conferences, PPT meetings involving special education students and child study meetings. The social worker serves on the Crisis Intervention Team and is an important resource to families experiencing difficulties.

SELLING

No one is allowed to sell anything in school without the approval of the principal. Students are not allowed to order or charge anything to NLHS or any NLHS activity without prior approval of the principal.

STUDENT ATTENDANCE AT BOARD OF EDUCATION MEETINGS

At its regular meeting of June 5, 1990, the Policy Committee of the New London Board of Education asked that the principals advise their students that the Policy Committee and the entire Board

of Education encourage student participation and welcome their attendance at all meetings.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Student complaints/grievances, for the purpose of this policy, will be encompassed by two broad categories: academic and disciplinary.

In the event of a student complaint/grievance concerning an academic problem (for example, grading or the nature of a particular assignment), or discretionary action, the student should first speak with the subject teacher to reach a fair solution. If the problem cannot be resolved in this manner, it should be brought to the attention of the building principal or his designee.

In the event of a student complaint/grievance concerning a disciplinary matter, the student should first speak with the teacher involved to reach a fair solution. In the event that the problem cannot be resolved in this manner, it should then be brought to the attention of the appropriate assistant principal. If the assistant principal cannot resolve the matter, or the issue is the result of an action by the assistant principal, then it should be referred to the building principal or his designee.

If a student or parent remains unsatisfied with the principal's disposition, the complaint/grievance may then be carried to the Superintendent of Schools and subsequently to the Board of Education. The need for such action, however, should be infrequent. All efforts should be made to resolve student complaints/grievances at the building level.

STUDENT LOCKERS & DESKS

At the beginning of the year, each student will be assigned a locker and will be issued the combination to that locker.* Students may use these lockers only to store articles for use at school or in school-sponsored activities (such as outer clothing, school books and school supplies). No private materials should be stored in student lockers.

Students are not to share lockers or locker combinations and they may not use private locks. Private locks will be removed by the school administration. **New London High School assumes no responsibility for misplaced, lost, or stolen articles or for items left in the lockers.**

Students also use desks in different classrooms in the school. Students are advised that lockers and desks are the property of the school and that the administration has a master list of the

combinations to each locker and a key that will open all lockers. **The school principal or his designee may open and inspect the contents of any locker or desk at any time when, in the opinion of the principal or his designee, there is a condition that endangers the health, welfare, or safety of any student.**

- * The Board of Education has no legal responsibility to provide lockers or locks for lockers that may be provided.
- ** The school district makes reasonable efforts to secure the lockers through general maintenance and combination locks but does not act as the guarantor of the safety of lockers.

PUPIL RECORDS

1. In accordance with government regulations, parents may examine their children's school records. With some exceptions, student records may not be released to others without parental or student (if over 18) consent.
2. Any parent or student (18 years or older) may request permission to examine records. They may also attach information and request changes or corrections. Denied requests may be appealed to the Superintendent of Schools, the Board of Education, and the courts, if necessary.
3. Anyone wishing to examine official school records should contact the principal or his designee. A copy of the record will be provided no later than 5 days following the date of the request.
4. A copy of the Board of Education regulations on student records is available from the office of the Superintendent of Schools.

VIDEO RELEASE

Electronic images of students are occasionally used for a variety of purposes. These may include cable T.V., videotapes of school events, bus security, class projects, and other similar activities. **If you choose not to have your child participate, please notify the school in writing.**

VISITORS

You are not permitted to bring guests to school. Only visitors having official business in the school will be admitted during school hours. All visitors must register with and get permission from the administration. When you enter the building, please sign in and you will be issued a pass. Teachers may not admit unauthorized visitors to class.

TO PARENTS

A cordial invitation is extended to parents to visit NLHS at any time. Our high school needs the full cooperation and assistance of the home if it is to render the best possible service to its pupils and to the community. The high school is a member of, and accredited by, the New England Association of Schools and Colleges, Inc.

SEXUAL HARASSMENT

It is the policy of the New London Board of Education to comply fully with all requirements of state and federal law. Accordingly, all persons associated with this school system, including, but not necessarily limited to, the Board, the administration, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere in which it is comfortable to both work and learn. It is the policy of the New London Board of Education to prohibit harassment of any kind, including, but not limited to, sexual, racial, or religious harassment. Any person who engages in such harassment will be in violation of this policy and subject to appropriate discipline up to and including termination or expulsion. It is the policy of the New London Board of Education to prohibit sexual harassment. Accordingly, the Board is committed to protecting and safeguarding the rights of individuals to work and learn in an atmosphere free of all forms of harassment, including sexual harassment.

DEFINITION OF SEXUAL HARASSMENT: Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational development; 2. Submission to or rejection of such conduct by an individual is used as a basis of employment or education decisions affecting such individual; 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating hostile, or offensive working or educational environment.

COMPLAINT PROCEDURE FOR STUDENTS

Any student who believes that he or she has been sexually harassed should immediately contact a teacher and/or administrator with whom s/he is comfortable discussing the matter. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. All persons will maintain confidentiality involved in the investigation, and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting or charges of sexual harassment.

PAGE INTENTIONALLY LEFT BLANK FOR SCHOOL CALENDAR

LETTER TO STUDENT

MUST BE RETURNED TO REGISTRAR'S OFFICE

Dear Student:

The New London High School staff is dedicated to providing you with the best possible education. However, each student is expected to assume his/her responsibility by following the policies and procedures of the school and classrooms, which have been carefully formulated by the Board of Education, the principal and teachers.

We request that you read the section of this booklet (which concerns discipline) very carefully.

Student signature _____

Indicates receipt of handbook and review by teacher.

NOTIFICATION TO PARENTS
Release of Certain Information
Under the "No Child Left Behind Act"

MUST BE RETURNED TO REGISTRAR'S OFFICE

_____ 20

Dear Parent/Guardian:

Pursuant to the federal "No Child Left Behind Act," P.L. 107-110 (Title Ix, Sec. 9528), the New London School District must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of high school students.

The district must also notify parents/guardians of their right and the right of their child to request that the school district not release such information without prior written consent.

Parents/guardians wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and institutions of higher learning must sign this form below and return it to the building assistant principal(s) by October 1st.

**Reservation of Consent for the Release of Certain Student
Information under the "No Child Left Behind Act"**

Please do not release the name, address and telephone number of:

Name of student: _____

to military recruiters and institutions of higher learning.

School: _____

Grade: _____

Parent/Guardian Signature

Date

**DENIAL OF PERMISSION TO RELEASE CERTAIN
DIRECTORY INFORMATION WITHOUT PRIOR WRITTEN CONSENT**

MUST BE RETURNED TO REGISTRAR'S OFFICE

Dear Parent/Guardian:

Certain directory information may be released to media, colleges, civic, or school-related organizations and state or governmental agencies including military recruiters, as well as published programs for the athletic, music and theater presentations of this school district.

Directory information included the following kinds of information:

1. Name of student
2. Address
3. Telephone number
4. Major field of study
5. Participation in officially recognized activities and sports
6. Height and weight of members of athletic teams
7. Dates of attendance
8. Degrees and awards received
9. Most recent school attended
10. Date of birth
11. Photograph
12. Videotape not used in a disciplinary manner

Please circle the specific categories of information, if any, listed above that you do **not** wish to be released without your specific prior written permission.

_____ The release of all directory information is denied.

This form must be completed and returned to the Assistant Principal(s) before October 1st or we will assume that we may make this information available for proper usage.

Name of Student: _____

School: _____ **Grade:** _____

Parent's Signature: _____

NEW LONDON HIGH SCHOOL

EARLY RELEASE/LATE START WAIVER

MUST BE RETURNED TO REGISTRAR'S OFFICE

New London High School will make every attempt to accommodate students who have mitigating circumstances, like morning child care or afternoon work. Students that are on track to graduate (they are up-to-date in credits) are eligible to either arrive by the second period class in the morning, or to leave the last period of the day. This waiver can be used **for extenuating circumstances only**.

Early release or late start is a privilege that will be revoked if the student has an F in his/report card, and/or if the student has attendance problems in his/her classes.

By signing below, the student named on this form foregoes the opportunity to earn a credit.

Name of Student
Date:

Student Signature

Name of Parent/Guardian
Date:

Parent/Guardian Signature

Name of Guidance Counselor
Date:

Signature of Guidance Counselor

PAGE INTENTIONALLY LEFT BLANK FOR DISCIPLINE MATRIX

LETTER TO PARENT (S) OR GUARDIAN (S)

MUST BE RETURNED TO REGISTRAR'S OFFICE

Dear Parent(s) or Guardian(s)

The New London High School staff is dedicated to providing you with the best possible education. However, each student is expected to assume his/her responsibility by following the policies and procedures of the school and classrooms, which have been carefully formulated by the Board of Education, the principal and teachers.

We request that you read the section of this booklet (which concerns discipline) very carefully.

Parent signature _____