

ENFIELD HIGH SCHOOL

ADMINISTRATION

Dr. John Gallacher, Superintendent of Schools
Mr. Anthony A. Torre, Assistant Superintendent of Schools

Mr. Thomas Duffy, Principal
Mrs. Yvette Santiesteban, Assistant Principal
Mr. Steven Sargalski, Assistant Principal

NON-DISCRIMINATION

(Title VI, Title IX, Section 504)

It is the policy of the Enfield Board of Education not to discriminate on the basis of race, color, sexual orientation, national origin, sex or handicap in its educational programs, activities, or employment policies as required by Title VI, Title IX, and Section 504. All courses and activities offered by Enfield Schools are open to any student.

The Title VI coordinator (race, color, national origin) is Mrs. Donna Gittleman, 27 Shaker Road, Enfield, CT 06082, telephone 253-6500. The Title IX coordinator (sex equity) is Mr. Anthony Torre, Assistant Superintendent of Schools, 27 Shaker Road, Enfield, CT 06082, telephone 253-6500.

The Section 504 coordinator (handicapped) is Mr. Arthur Pongratz, Director of School Facilities, 27 Shaker Road, Enfield, CT 06082, telephone 253-6500.

All inquiries regarding compliance should be directed to your building principal.

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The material covered in this 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. Any information in this handbook is subject to unilateral revision or elimination from time to time without notice.

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ENFIELD HIGH SCHOOL MISSION STATEMENT

In partnership with the community, the mission of Enfield High School is to educate our students to be productive and responsible individuals and citizens of a global society. We teach our students to use their minds effectively and to demonstrate integrity, respect, and compassion.

EXPECTATIONS FOR STUDENT LEARNING

We expect the students of Enfield High School to:

1. Use critical thinking skills to read and/pr interpret a variety of materials across all disciplines.
2. Express ideas, including a critical stance on issues, in verbal and written modes for various purposes and audiences.
3. Solve problems using a variety of skills and reasoning strategies across all disciplines.

4. Use multiple sources and technologies to access, organize, create, evaluate, and present information.
5. Understand their roles and exercise their responsibilities as citizens.
6. Demonstrate the skills necessary to make informed academic, social, and personal choices.
7. Recognize multiple perspectives; acknowledge and respect an individual's right to have an opinion.
8. Demonstrate awareness and appreciation of language, culture, media, and the arts.

DAILY TIME SCHEDULE *

7:10	Teachers on Duty
7:22	Warning Bell
7:26 – 7:33	Homeroom
7:38 – 8:24	Period 1
8:29 – 9:15	Period 2
9:20 – 10:06	Period 3
10:11 – 10:57	Period 4
11:02 – 12:20 (LUNCH)	Period 5
12:25 – 1:11	Period 6
1:16 – 2:02	Period 7

LUNCH SCHEDULE

10:57 – 11:28	First Lunch
11:24 – 11:54	Second Lunch
11:50 – 12:20	Third Lunch

* Subject to change if daily attendance procedures are altered or special activities are scheduled.



SCHOOL CANCELLATION/DELAYED OPENING ANNOUNCEMENTS

In the event of no school, or delayed opening, broadcasts over local radio stations will begin at about 6:30 a.m. and continue at regular intervals. You may also call the Snow Line at 253-5170. Athletic event cancellations will be available at 253-5560.

For a 90-minute delay, school will start at 8:56 a.m. and will end at 2:02 p.m.



ENFIELD HIGH SCHOOL TELEPHONE NUMBERS

<u>Enfield High School</u>	253-5540
Principal – Mr. Duffy	253-5545
Mr. Sargalski– Assistant Principal	253-5547
Mr. Barmak – Assistant Principal	253-5549
School Nurse – Mrs. Smith	253-5544
<u>Enfield High School Guidance Office</u>	253-5550

REQUIREMENTS FOR GRADUATION (#5127)

A graduate of the Enfield Public Schools must have earned a minimum of 22 credits, must have met the established credit distribution requirement, and must have earned a 4.0 (C-) average for all courses required for graduation. In accordance with Connecticut General Statutes, students must also meet additional performance standards. Beginning with the graduation class of 2006, literacy and numeracy performance standards shall be required with an ultimate goal to improve learning for every student. In the future, additional performance standards may be considered.

MINIMUM CREDITS, COURSE REQUIREMENTS AND PERFORMANCE STANDARDS:

Credits and Required Courses:

- English 4 Credits
- Mathematics 3 Credits
- Science 2 Credits
- Social Science consisting of: 3 Credits
 - (1) Credit from one of the following courses:
 - East Meets West
 - US & Global Studies
 - World History
 - World Civilization
 - (1) Credit – US History
 - (1/2) Credit – Civics
 - (1/2) Credit – Social Studies Elective Course
- Arts or Vocational Education * 1 Credit
- Physical Education /Health Education 2 Credits
- Electives 7 Credits

*This credit may be taken in any one or a combination of the following areas: Business, Art, Music, Technology Education, and Family and consumer Sciences.

Performance Standards:

Beginning with the class of 2006, a student will be granted a high school diploma provided that he/she has met the literacy and numeracy performance standards, as well as the minimum requirement of 22 credits listed above.

- A. Literacy Performance Standard** – To read and write with understanding and respond to a variety of texts across disciplines.
1. In order to meet the literacy standard, a student must achieve one of the following:
 - a) A score in level (3), four (4), or five (5) on the CAPT Reading Across Disciplines or Writing Across Disciplines; or
 - b) A Critical Reading SAT score or Writing SAT score of 430 or above; or
 - c) A Reading ACT score of 18 or above; or
 - d) Receive a score that meets or exceeds standards on a District Literacy Performance Task as defined in Administrative Regulation 5127.

- B. Numeracy Performance Standard** – To complete mathematical problems, which require the demonstration of basic math skills.
1. In order to meet the numeracy performance standard a student must achieve one of the following:
 - a) A score in level three (3), four (4), or five (5) on the CAPT Mathematics Test; or
 - b) A Math SAT score of 430 or above; or
 - c) A Math ACT score of 18 or above; or
 - d) Receive a score that meets or exceeds standards on a District Numeracy Performance Task as defined in Administrative Regulation 5127.

- C. Conditions:**
1. **Graduating Seniors:**
In addition to satisfying the required course credits and meeting the performance standards, graduating seniors must attain a minimum overall average of 4.0 (C-) for all courses required for graduation.

The 4.0 (C-) grade average required for graduation shall be computed annually at the end of the fourth marking period and shall include all the courses taken by the student.

Students who have earned more than the required credits for graduation but failed to obtain the required 4.0 (C-) average, may attempt to satisfy the 4.0 (C-) average by calculating the highest GPA using the minimum number of credits. Such calculation must include all the required courses.

2. Non-Graduating Seniors:

Seniors who have not satisfied all requirements for graduation will be given the opportunity to attain a high school diploma by:

- a. attending summer school at their own expense in an attempt to meet the graduation requirements.
- b. returning to high school the following year to meet all graduation requirements.

All students must pass a minimum of four (4) full-credit courses in their senior year. This requirement may be waived for students who have been granted approval for senior mid-year graduation or have returned to complete their graduation requirements.

D. Senior Mid-Year Graduation:

Students, who complete all graduation requirements by the end of the second marking period of the senior year, may select to leave school at that time provided they have complied with the following procedures:

1. A formal request must be made to the school administration, preferably, before the end of the junior year. This request must be made on the official "Early Graduation Request Form" which can be obtained from the Guidance office.
2. The request for Mid-Year Graduation must have the approval of the parent or guardian. The student's guidance counselor will certify that the student is eligible for early graduation.
3. A program must be planned accordingly prior to the end of the junior year.
4. Final and official approval must be obtained from the school administration.

Principals should use discretion in granting permission for early graduation and weigh each request on its own merits.

Consideration should be given to requests centered around such things as:

- a. Early acceptance into college or some other acceptable educational or vocational program.
- b. Extreme economic hardship within a family

Since the Board feels that a student's high school experience is beneficial both academically and socially, it will not be the intent of this policy to encourage students to request early graduation simply for the purpose of seeking an early termination to their formal education process.

Students who have been granted permission for mid-year graduation will receive their diplomas in June and are expected to participate in commencement activities. All graduation expenses and obligations should be met before leaving school.

5. All other reports for early graduation other than those stipulated above will require the approval of the Superintendent of Schools. In no case will students be permitted to "graduate" earlier than the end of the "junior" year.

E. Transfer of Credits:

Students who transfer to the senior high school in their senior year will receive an Enfield diploma provided such transfer is made on or before February 1st. In cases where students transfer after February 1st, the administration shall make an effort to have the student receive a diploma from the school last attended. In any case, students in this category shall participate in Enfield graduation ceremonies.

High school students may take courses and earn credits from any accredited college, vocational institution or accredited/approved Distance Learning Program at their own expense. Such courses may be added to the student's official school transcript and applied toward fulfilling graduation requirements. The number of course credits, which will be accepted toward graduation requirements, is not to exceed two credits.

Students pursuing this option must obtain approval from the guidance office and school principal prior to enrolling in any such course.

The decision of the principal is final.

F. Special Education Students:

Special Education students will be subject to the general policy regarding graduation unless extenuating circumstances are in evidence, which might exclude such students from satisfactorily completing the district performance standards and/or the grading policy as determined by the Planning and Placement Team (P.P.T.).

It is expected that the P.P.T. will recommend “exemptions” from this Board policy as early in the program planning stage as may be feasible but after the student has participated in the CAPT assessment.

COLLEGE/DISTANCE LEARNING CREDIT

The Board of Education has approved an additional method for earning credits toward high school graduation. Students may be able to earn a maximum of **two** credits from a community college vocational/technical program or an approved/accredited distance learning program. In order to apply these credits to high school graduation, students must obtain permission **prior** to enrolling in these alternative programs. See your guidance counselor for additional information.

CLASS STANDING

Students are considered members in good standing in their class according to the number of credits earned toward graduation.

Sophomore	5.5
Junior	11.0
Senior	16.5
Graduation	22.0

Those students who do not attain the minimum number of credits for good class standing should plan to make up their deficient credits to achieve “good standing” status. Juniors who have not earned sufficient credits to become seniors in “good standing” will be

IV.D.3. Courses taken at college will be granted high school credit on an equal basis, but not to exceed a total of two credits.

IV.D.5. Any enrichment course will not replace any required course nor can it be applied toward the number of credits required for graduation.

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REPORT CARDS

The high school operates on a quarterly system with a report card issued four times a year. The marking periods are approximately nine weeks duration. Also, there will be mid-year and final examinations for all students. The term four report cards will be mailed home.

GRADING POLICY

The grading system and numerical value code employed are as follows:

<u>Grade</u>	<u>Numerical Equivalent</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Honor Roll</u>
A+	100 – 97	16	14	12	<u>High Honors:</u> 9.5 average with no grade lower than a B-.
A	96 – 93	15	13	11	
A-	92 – 90	14	12	10	
B+	89 – 87	13	11	9	<u>Honors:</u> 8.0 average with no more than one (1) C or C+ grade.
B	86 – 83	12	10	8	
B-	82 – 80	11	9	7	
C+	79 – 77	10	8	6	
C	76 – 73	9	7	5	
C-	72 – 70	8	6	4	
D	69 – 65	7	5	3	
F	64 & below	0	0	0	

WEIGHTED GRADE/GRADING SYSTEM

Selected courses in the Program of Studies will offer added weight in the computation of class rank. The purpose of this is to encourage students to challenge their abilities, perhaps to their outer limits, and that the marking system rewards them for the extension of potential “risks” (see Board Policy 5127.1).

COURSE WEIGHTS

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
<u>ART</u>	Portfolio Preparation	Drawing 2 Commercial Art/Illustration	All others

		Ceramics 2 Painting 2 Sculpture	
<u>BUSINESS</u>	None	Accounting 2 Business Law 2 Speedwriting 2 Spreadsheet/Data Base	All others
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>
<u>ENGLISH</u>	Uconn Eng.(AP) Crit. Writing	Surv. Of Brit. Lit. Surv. Of Wld. Lit. Surv. Of Am. Lit. Indiv. & Society Writ. In Media (044) Search & Writ. (054) English 10	All others
<u>WORLD LANGUAGES</u>	French 5 *French 6 (AP) Spanish 5 (381) *Spanish 6 (AP) Latin 4	French 4 Spanish 4 Latin 2 Latin 3	All others
<u>HEALTH/PE</u>	None	None	All courses
<u>FAMILY and CONSUMER SCIENCES</u>	None	#Par./Child Dev. #Child Dev. Lab.	All others
<u>TECHNOLOGY EDUCATION</u>	None	Drafting-Arch. Drafting-Mach. CAD: Computer Aided Drafting	All others
<u>MATH</u>	*Calculus (AP) *Applied Prob. & Statistics Pre-Calculus	Algebra 2 Programming 2 Adv. Math Topics Prob. & Statistics	All others

Calculus

<u>MUSIC</u>	None	#Chorus@ #Band@ #Jazz Ensemble@ #String Ensemble@	All others
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<u>SCIENCE</u>	Adv. Biology (AP) Adv. Chem. (AP) Adv. Physics (AP)	Chemistry Physics Anat. & Physiology	All others
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<u>SOCIAL STUDIES</u>	Adv. US Hist. (AP)	None	All others
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= Permission of Instructor required.

* = Courses granted by the University of Connecticut Co-operative Program

@ = If eligible, the student may opt to select a higher weight level for this course.

Note: (AP) designates Advanced Placement courses.



CROSS OVER CREDITS`

1. Crossover credits may be granted to individual students at the discretion of the administration.
2. Cross-over credits may be issued totally or partially but the total must not exceed the original credit allotted to the vocational course.
3. The number of crossover credits will be limited to a maximum of one credit in any discipline. In addition, a student must successfully complete at least one credit of work in that discipline before a cross-over credit can be considered.
4. The criteria for recommending crossover credits will be set forth in the Administrative Regulations.

The following courses have been selected for crossover credits by the respective departments:

<u>Course</u>	<u>Total Credits</u>	<u>Academic Cross-over</u>	<u>Number Cross-over Credits</u>
Arch. Drafting	1.00	Mathematics	.50
Automotive 1	2.00	Science	.50

Automotive 2	2.00	Science	.50
Bus. & Consumer Math 1	.50	Mathematics	.50
Bus. & Consumer Math 2	.50	Mathematics	.50
Business Law 1	.50	Social Studies	.50
Business Law 2	.50	Social Studies	.50
Economics	1.00	Social Studies	1.00
<u>Course</u>	<u>Total Credits</u>	<u>Academic Cross-over</u>	<u>Number Cross-over Credits</u>
Electricity & Electronics	1.00	Science	1.00
Culinary Arts 1	4.50	Science Mathematics	.50 .50

Procedure for the student request for cross-over credits:

1. A student will apply for crossover credits through his/her guidance counselor.
2. Parental approval must be obtained.
3. Applications must be received and filed with the counselor at the time a student signs up for courses.

CLASS RANK

Rank in class for all students is computed by compiling grades on a cumulative basis over the period of time from grade 9 through the 3rd term of the senior year. This compilation of grades is based on the quality point system used to designate honor roll and honor graduates. The quality point average is compiled and each student is then listed in mathematical order. It should be emphasized that rank in class is a cumulative compilation of grade averages including physical education and health but not pass-fail courses.

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HONOR ROLL

Honor students are recognized at the end of each term. High honor or general honor status may be achieved by meeting the criteria established for these designations.

The honor roll will be determined numerically using the numerical value code on page 13. High honors will be accorded students achieving a 9.5 average or better with no grade below “B-”. General honors will be accorded students with an 8.0 average provided they have no more than one “C” and no grade of C- or below. Honor status will not be conferred if there are any incomplete grades recorded which have not been made up within two weeks following the end of the marking period. Students must also carry at least four subjects per marking period.

Example: John Doe has five courses. His grades for this term were 2 A’s, 2 B’s, and 1 C+.

2 A’s = 2 x 11	or 22	Divide sum 44 by the number of courses
2 B’s = 2 x 8	or 16	44 – 5 = 8.8
1 C+ = 1 x 6	or <u>6</u>	Grade average – 8.8
Sum = 44		This student receives honor status

HONOR GRADUATES

Students graduating with honors from Enfield High school may be classified into four categories: valedictorian, salutatorian, high honors, and honors. Honor graduate designation differs from the honor roll in that students have achieved honors in this category cumulatively over a 3 ¾ year period and not just 10 weeks.

Selection of graduating seniors for each of the above honor categories is made on the basis of strict mathematical computation of the grade equivalent that determines each student’s rank in class. The grades of all courses taken from the 9th grade through the 3rd term of the 12th grade are calculated in determining the grade equivalent. The numerical value code is on page 13.

The valedictorian is the graduating senior who has attained the highest rank of all seniors in the graduating class. This student is first in rank in class over the 3 ¾ years that rank in class is computed. The salutatorian is the graduating senior who has attained the second highest rank in class over this period. High honors are accorded all seniors who have attained an average of 9.5 for their high school careers. Honors’ students are those seniors who have maintained an 8.0 average over the same period of time.



2 nd Term - Nov. 7 – Jan. 24	December 13
3 rd Term - Jan. 25 – April 6	March 6
4 th Term - April 7 – June 16	May 16

Report Cards Issued – Approximately two weeks after marks close.

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MID-YEAR/FINAL EXAMINATION

Mid-year and final examinations will be given in each course. The schedules for both the mid-year and final examinations will be determined in the early fall. In the event of inclement weather or snow days, the exam schedule will be adjusted accordingly. Students truant from an exam will receive a zero for the exam with no make-up allowed. Students who are legitimately absent from an exam must bring a written excuse, signed by a parent or guardian indicating illness or emergency, to the teacher in order to be allowed a make-up exam. All students will be expected to take exams during the regularly scheduled days. Parents should plan vacation schedules to take into consideration that school could be in session until June 30 in the event of snow days and other unscheduled closings. It should be understood that if a student misses an exam during the regularly scheduled time, the exam must be taken during the summer.

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II. STUDENT DISCIPLINARY CODE
PHILOSOPHY

The Enfield Board of Education recognizes that students do not surrender their civil rights, or in fact any rights of citizenship as they pass through the schoolhouse door. The Board further recognizes that students within the school setting are not entitled to any special rights, privilege or immunities not enjoyed by citizens in the larger community. The Board insists that the educational welfare of the individual pupil and of the larger school community be considered. Therefore, all disciplinary actions and procedures must be directed toward serving educational ends.

The Enfield Board of Education expects specifically that students will conform to reasonable standards of speech and conduct, will refrain from violating or impairing the rights of others, and still not engage in conduct that deprives other students of an orderly atmosphere for study. The Board expects students to be appreciative of the opportunity for education offered to them and to regard as a privilege their attendance in the public schools of Enfield.

Students who habitually violate school rules will be subject to disciplinary procedures. In all cases the rights of the students and his/her parents will be fully recognized, and provisions for proper procedural due process will be made. The various procedures are outlined in the following paragraphs.

STUDENT CONDUCT:

A. Conduct on School Grounds or at a School Sponsored Activity:

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 violates publicized board policy.

B. Conduct off School Grounds:

Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized board policy. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to the following factors: (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 Conn. Gen. Stat. 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and/or Board of Education may also consider whether such off-campus conduct involved the use of drugs.

1. **TEACHERS**

Teachers are expected to handle specific disciplinary problems. Chronic offenders will be referred to the appropriate assistant principal when the teacher has exhausted all methods of resolving the problem with the student such as:

- (a) Conference(s) with the student after examination of student records and guidance files
- (b) After school detention
- (c) Continuous communication with the parent
- (d) Parental conference

- (e) Guidance referral

Generally all discipline problems will be handled on an individual basis. Serious and continuous misconduct may result in a student being suspended for truancy, insolence, or abusive behavior.

2. DETENTION PROCEDURES:

- (a) Students may receive detention either from a teacher or the administration. In either case students must report to detention on time; they are not to leave school grounds prior to reporting to the teacher.
- (b) If a teacher assigns detention, a student must report to that teacher's room as requested. Failure to do so will result in further disciplinary action.
- (c) Detention takes preference over other commitments. This includes working, athletics, and all other after school activities.
- (d) When a student reaches the 4th unexcused tardy to school in a quarter a detention is given for this and each subsequent tardy. A suspension may occur, if a student accumulates ten such tardies in a given quarter.

3. IN-SCHOOL SUSPENSION

The goal of the In-School Suspension Program is to discipline problem students without interrupting their education. It will provide a setting where students, parents, and educators will commit themselves to dealing with problems in a structured environment. This setting will also provide an academic environment removed from normal school routine and activities.

- (a) An In-School Suspension is the temporary isolation of a student from class while under proper educational supervision. It is also another step utilized in an effort to correct a student's behavior.
- (b) Students will be isolated from the normal classroom atmosphere, prohibited from extra-curricular activities throughout the Enfield Public School system, expected to accomplish prescribed assignments and adhere to the strict observance of rules of conduct.

4. OUT-OF-SCHOOL SUSPENSION OR EXPULSION

Out-Of-School Suspension or Expulsion will be utilized for the more serious behavioral infractions. The student will not be allowed to enter school property during out-of-school suspension or expulsion and may be required to be accompanied by a parent upon re-entering school. Students will not be allowed to participate in any extra-

curricular activities throughout the Enfield Public School system during school or on weekends while under suspension or expulsion.

5. SUSPENSION AND ELIGIBILTIIY

If a student receives a suspension (ISS or OSS), they immediately become ineligible for all activities from the point of their verbal notification (by a school administrator), until the point of re-entry into school. This includes all practices/games and activities throughout the Enfield Public School system. They become eligible upon completion of a normal school day. This would also cover vacation periods if the suspension carries through that week.



ACTIONS LEADING TO SUSPENSION OR EXPULSION

A student may be suspended or expelled for conduct that endangers persons or property, is seriously disruptive of the educational process, or is in violation of a publicized policy of the Board of Education. The following are examples of breaches of conduct on or off school property, which may lead to consideration of suspension or expulsion:

1. Striking or assaulting a student, members of the staff or other persons
2. Theft.
3. The use of obscene or profane language or gestures.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, or law enforcement authorities, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin or ancestry.
7. Refusal by a student to identify himself/herself to a staff member when asked.
8. A walkout from or sit-in within a classroom or school building or school grounds.
9. Blackmailing, threatening or intimidating school staff or students.
10. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object.

11. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
12. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
13. Unauthorized possession, sale, distribution, use or consumption of tobacco, drugs, narcotics or alcoholic beverages. For the purposes of this Paragraph 13, the term “drugs” shall include, but shall not be limited to, any medical preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
14. Possession of paraphernalia used or designed to be used in the consumption, sale, or distribution of drugs, alcohol or tobacco, as described in subparagraph (13) above.

ACTIONS LEADING TO SUSPENSION OR EXPULSION

15. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
16. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
17. Trespassing on school grounds while on out-of-school suspension or expulsion.
18. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
19. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
20. Throwing of snowballs, rocks, sticks and/or similar objects.
21. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
22. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
23. Use of or copying of the academic work of another individual and presenting it as the student’s own work, without proper attribution.
24. Possession and/or use of a radio, walkman, beeper, paging device, cellular telephone, walkie-talkie or similar electronic device on the school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.
25. Unauthorized use of any computer, computer system, computer software, Internet connection or similar school property or system, or the use of such property or system for unauthorized or non-school related purposes.

26. Possession and/or use of a laser pointer.
27. Hazing.
28. Bullying.
29. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
30. Any action prohibited by any Federal or State law, which would indicate the student, presents a danger to any person in the school community or school property.

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ANTI-HAZING POLICY # 5131.7

I. Purpose

The purpose of this policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. General Statement of Policy

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Hazing activities are seriously disruptive of the educational process in that they involve students and violence or threats of violence. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. 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.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. Definitions

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the student to be initiated into or affiliated with a school organization. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to a risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism that subjects a student to stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

IV. Reporting Procedures

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief or conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the assistant principal, coordinator of athletics, assistant superintendent or to the superintendent.
- C. Parents and/or students are asked to help school officials to detect and respond to any situation that may include hazing. Parents and/or students who observe or have knowledge of hazing practices should report all information to the building principal for investigation.
- D. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to

possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately.

- E. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

V. School District Action

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district will take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
- D. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including school district policies and regulations.

VI. Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VII. Dissemination of Policy

This policy shall appear in each school's parent and student handbook, the athletic handbook and in each school's staff handbook.



ANTI-BULLYING POLICY #5131.9

The Enfield Board of Education promotes a secure and positive school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

Bullying as defined in P.A. 02-119 and Board of Education Policy 5131.9 refers to any overt acts by a student with the intent to ridicule, humiliate or intimidate the other student while on school grounds, or at a school sponsored activity, which acts are **repeated against the same student over time.**

Students who engage in any act of bullying, while at school, at any school function, or in connection to or with any district sponsored activity or event, are subject to appropriate disciplinary action up to and including suspension, expulsion, transfer to another school, and/or referral to law enforcement officials.

A comprehensive approach, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. This approach will involve interventions at all levels, school wide, classroom and individual. The Board expects prompt and reasonable investigations of alleged acts of bullying in keeping with the district's definition of bullying. The Principal of each school or his/her designee is responsible for handling all complaints of alleged bullying.

SEXUAL HARASSMENT

Sexual harassment is expressly prohibited and will not be tolerated in any form. Sexual harassment shall include, but not be limited to: unwelcome advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures, or other physical actions of a sexual nature.

All reported incidents of sexual harassment will be promptly and thoroughly investigated. (See Policy 5145.41)



SUBSTANCE ABUSE POLICY

Through the use of a K-12 curriculum, classroom activities, community support and resources, a strong and consistent student support system, and referral and disciplinary procedures, the Enfield Public Schools will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, steroids, mood altering substances,

nicotine, tobacco, and its related products by the entire student population (K-12).

Violations on School Grounds or School Activity:

“A student will be in violation of this policy if on a school bus, school grounds, during a school session, anywhere at a school-sponsored activity, or at a school bus stop, he or she is under the influence of alcohol, drugs, steroids, or mood altering substances or possesses, uses, dispenses, sells, or aids in the procurement of mood altering substances, or over-the-counter drugs or drug paraphernalia. Such students shall be subject to discipline and intervention pursuant to the provision and procedures outlined in this Administrative Regulation.”

Violations On or Off School Grounds – Felony Arrest or Arrest of a Serious Nature:

“Students may also be subject to discipline for the conduct listed above when such conduct results in a felony arrest or arrest of a serious nature, occurring both inside and outside of school activities on or off school property. Students who engage in such conduct outside of school activities and off school property shall be subject to disciplinary action with regard to participation in athletics and other co-curricular activities. Students shall sign an acknowledgement of the requirement that they refrain from such conduct as a condition from participation in athletics or co-curricular activities.” This form will become part of the Administrative Regulation and will be distributed to all students involved in activities and will be implemented equally and without prejudice.



DESK AND LOCKER SEARCHES

School lockers and desks are the property of the Enfield Public Schools. At no time does the Enfield Public School District relinquish its exclusive control of lockers and desks. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time, without notice, without the user’s consent, and without a search warrant. In addition, the board authorizes school and law enforcement officials to search specific student lockers, desks and other school property available for the use of students for the presence of weapons, contraband, and the fruits of a crime if (1) the search is justified at its inception and (2) the search as actually conducted is reasonably related in scope to the circumstances which justified the search in the first place.

A search is justified at its inception when 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. Reasonable grounds for such a search may include but are not limited to an alert by a dog trained to detect contraband or illegal substances. A search is reasonably related in scope when the measures adopted are 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.

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III. STUDENT RESPONSIBILITIES
ATTENDANCE POLICY(#5113)

Since the classroom is the primary area where most learners experience the acquisition of knowledge, it becomes apparent that attendance in class is a valid, reasonable requirement. It is the position of the Board of Education that mandatory attendance by students is required. The following attendance procedures have been developed to encourage students and parent(s)/guardian(s) to minimize absences in order to gain the maximum benefits from daily classroom activities. Students who fail to meet their responsibilities may lose course credit.

I. ATTENDANCE TO SCHOOL

A. Absences/Tardies – Excused

1. Whenever a student is absent from school, a parent(s)/guardian(s) must notify the school by telephone on the morning of the absence. A note signed by the parent, guardian, medical professional or similar authority is also acceptable. If neither of the above is provided, the absence will be classified as unexcused.

2. Absences/tardies may be excused for the following reasons:
 - a. Illness;
 - b. Death in the family;
 - c. Medical/professional/legal appointments which cannot be made after school hours;

- d. Religious observance;
- e. Any other reason which the Principal deems valid.

Please Note: While the above stated reasons for absences are classified as excused, they still count toward the total number of absences when determining course credit. Suspensions from school do not count towards the total number of absences for loss of credit.

Definitions and Categories of Absences:

1. Unexcused Absence (cutting or truancy) – counts towards total # of absences and potential loss of credit (pending appeal), in addition, disciplinary consequence(s) will result.

2. Excused Absence – documentation (ex. medical note) provided, counts towards total # of absences and potential loss of credit (pending appeal), no disciplinary action taken.

3. Absences that do not count towards total # and potential loss of credit – in-school suspension, out-of-school suspension, and approved field trips.

- 3. Family vacations are discouraged during the school year. Parent(s)/guardian(s) and students should be aware that school days missed as a result of family vacations will be included in the attendance requirements for each course.
- 4. Students who are participating in school sponsored activities will be considered present for attendance purposes.
- 5. Students who exceed ten (10) absences in semester courses, and twenty (20) absences in yearlong courses, will lose full course credit.
- 6. The school administration will notify parent(s)/guardian(s) by mail as follows:

a. Semester Courses: 5th absence – warning
 11th absence – loss of credit

b. Yearlong Courses: 10th absence – warning
 21st absence – loss of credit

- c. At the time of notification, the student will be required to date and sign the warning/loss of credit

sheet, indicating the impact of the student's attendance on his/her credits. Notification may be sent home unsigned if the student's absenteeism prevents the student from signing the notification in a timely manner. Students, who lose credit as a result of this policy, will be given an opportunity to appear before an Appeals Committee. (See p. 34)

The intent of this policy is not to say that a certain number of absences from school or a course are acceptable or allowable.

B. Absences - Unexcused (Truancy)

1. Students who stay out of school for an entire school day without parental or school consent are considered truant.
2. After each truancy, the student will receive a written notification of possible loss of course credit in accordance with the following procedures:
 - a. Upon the student's first truancy from school or from an individual class, the student shall be issued a written warning that an additional truancy from school or from the specified class, will result in a loss of $\frac{1}{4}$ credit in any classes from which the student was truant. The student shall be required to sign this notification. Notification may be sent home unsigned if the student's absenteeism prevents the student from signing the notification in a timely manner. The student shall be provided a copy of this notification. Additional copies shall be maintained in the student's records.
 - b. Upon the student's second truancy from school or from an individual class, the student shall be issued a written notification that he/she has lost $\frac{1}{4}$ credit in any classes from which the student was truant. The student shall be required to sign this notification. Notification may be sent home unsigned if the student's absenteeism prevents the student from signing the notification in a

timely manner. The student shall be provided a copy of this notification. Additional copies shall be maintained in the student's records.

- c. A similar pattern of warnings and credit losses will be followed for subsequent trancies. A third truancy from school or from a specified class will result in a warning for potential loss of credit. A fourth truancy from school or from a specified class will result in an additional loss of credit.
3. These absences will also count towards the total number of absences under the attendance policy.
4. Students will receive a zero (0) for all schoolwork on the day of truancy.

C. Before School

1. Time is available before homeroom during which students may use the library or meet with their teachers. Students are reminded that during this unstructured time, they are not permitted to leave school grounds.

D. Homeroom

1. Students arriving after the completion of homeroom must report to the Assistant Principal's office before being admitted to class.
2. Tardiness to homeroom or failure to sign in with the Assistant Principal's office when arriving on school property after the completion of homeroom shall result in disciplinary action.

E. Participation in After School Activities

1. Students who are absent from school will not be allowed to participate in any after school activity on the day of the absence.
2. Students absent on Fridays will not participate in Friday or weekend events.
3. At the discretion of the building principal, or the principal's designee, tardy students who have established a pattern of tardiness, may be suspended from after school activities for that day.

- a. A pattern of tardiness shall be defined as three or more unexcused tardies in a given marking period.
- b. Students who have established a pattern of tardiness are to be warned that continued tardiness would result in suspension from after school activities before such suspensions are to take place.
- c. Students suspended from after school activities on Friday, will not participate in Friday or weekend events.
- d. The decision of the building principal or the principal's designee is final.
- e. The principal or the principal's designee is to notify the student's coach or activity advisor of such a suspension.

II. CLASS ATTENDANCE

A. Tardiness to Class

1. Excused Tardies to Class

- a. Students who arrive late to class are expected to obtain a pass from another teacher, excusing their tardiness.
- b. Students have up to 24 hours to secure an official pass for the tardiness; otherwise it will be considered an unexcused tardy to class.
- c. Students who arrive to class after the mid-point of the period with a pass, will be charged with an absence.

2. Unexcused Tardies to Class

- a. Unexcused tardies to class will be treated as part of the attendance policy.
- b. Every two (2) unexcused tardies will be the equivalent of one (1) absence from class and will be included in the total number of absences that cannot be exceeded in order to gain course credit.
- c. Students who arrive to class after the mid-point of the period without a pass excusing their

tardiness, will be charged with an unexcused absence.

- d. Students will be subject to disciplinary action for each unexcused tardy in the form of teacher detention, office detention or possible suspension from school.
- e. Teachers will notify parent(s)/guardian(s) when a student is developing a pattern of habitual tardiness to class.

B. Unexcused Absences from Class

- 1. Students who deliberately miss class will be subject to disciplinary action in the form of administrative detention and possible suspension from school.
- 2. Students will receive a zero (0) for all schoolwork missed.
- 3. Unexcused absences from class will result in possible loss of course credit in accordance with Section I, Part B, Item 2.
- 4. These absences are also included in the total accumulated per class.

C. Dismissals from School

- 1. Included here are classes missed when a student has an early dismissal. The only acceptable reasons for leaving school early are those stated in the section dealing with excused absences from school.
- 2. Dismissals from class due to activities such as field trips, band lessons, and other school sponsored activities, will not count towards the total number of course absences.

III. APPEAL PROCEDURE

- A. Any student who has lost credit as a result of any portion of the attendance policy may request from his/her Assistant Principal, a hearing for the purpose of restoring the credit.

- B. The student will meet with his/her guidance counselor and submit a written explanation for the reason(s) why the credit should be restored.
- C. The completed request form is to be returned to the student's Assistant Principal no less than five (5) school days before the end of the quarter. Appeals filed after that date; will not be heard unless the student was notified of his/her loss of credit after that date. In such cases, students are to file their appeals to the Appeals Committee during that quarter.
- D. An Appeals Committee will meet periodically. The voting members of the Appeals Committee will consist of an administrator, a guidance counselor (or a neutral teacher), and a neutral teacher.
- E. The Appeals Committee may re-instate credit for absences in excess of ten (10) for semester courses, twenty (20) for yearlong courses, or for unexcused absences.
 - 1. Re-instatement of credit may only be granted when the excessive or unexcused absenteeism is the result of extraordinary circumstances.
 - 2. The Appeals Committee may grant waivers on a conditional basis, requiring changes in student behaviors to validate the waiver.
- F. The student and parent(s)/guardian(s) will have the opportunity to present all corroborating information in support of the appeal at the hearing.
- G. The Appeals Committee will render a decision within three (3) school days after the conclusion of the hearing and so notify the parent(s)/guardian(s) and student of the decision in writing.
- H. The decision of the Appeals Committee panel is final.

IV. CREDIT LOSS/RESTORATION

- A. Students who lose course credit due to the attendance policy may be permitted to remain in the course and receive a grade for the following purposes: to maintain full-time student status, G.P.A. computation, eligibility for summer school, eligibility for extra curricular activities and for the student's transcript.

- B. Credit lost due to the attendance policy may be restored by one of the following methods:
 1. Repeat the course during the school year.
 2. Attend summer school (provided summer school requirements are satisfied).
 3. Repeat the course during the summer at an approved college.

The Board of Education recognizes the seriousness of absenteeism and authorizes the Superintendent of Schools to develop administrative regulations to implement this policy.

PARENT OBLIGATION RE: STUDENT ATTENDANCE

Connecticut law requires that the Enfield Public Schools provide you with written notice of your obligations under Connecticut General Statute S10-184. This law provides that each parent or other person having control of a child seven years of age and older and under sixteen years of age is obligated to cause the child to attend school regularly during the hours and terms school is in session, unless such parent or other person shows that the child is elsewhere receiving equivalent instruction. Connecticut General Statute S10-185 provides that each day's failure to comply with these requirements is a separate offense, punishable by a \$25.00 fine.



EARLY DISMISSAL

All requests for early dismissal from school must be written, dated, and signed by parents or legal guardian. A note should be brought to the Assistant Principal's office before the first period on the morning of the early dismissal. Students are responsible for signing out in their Assistant Principal's office.



STUDENT DRIVING AND PARKING PRIVILEGES

Students who desire to drive their personal vehicle to school must apply for a parking permit. Applications will be made available in the Assistant Principal's office beginning the first week of school. Completed applications with the accompanying \$20.00 fee should be returned to the Assistant Principal's office for administrative approval. Students must adhere to all parking regulations and

restrictions. Students who fail to observe the regulations described below may forfeit the privilege of bringing their car on school grounds.

1. Students judged to be driving recklessly on school property will forfeit all driving privileges to Enfield High School. Reckless driving may also result in suspension from school for 2-10 days.
2. Students can park their cars in designated student lots **only**. These lots include the area adjacent to the soccer field (lower lot), the upper level student lot in the front of the building (senior lot), and in the area behind the gym (back lot).
3. All cars are to be registered in the Assistant Principal's office.
4. The speed limit on school grounds is ten miles per hour.
5. There must be no loitering in automobiles before, during, or after school.
6. Students must not enter parked automobiles during the school day without permission from the office of the Assistant Principal.
7. Students must refrain from smoking in their cars as long as the cars are on school property.
8. No car may leave the parking area until the driver's last scheduled class. Unless they have school business, students should not drive or park on school premises after they have left for the day.
9. All automobiles parked on school grounds must display an official parking sticker. Stickers can be obtained when an automobile is registered.
10. There will be **NO STUDENT** parking in any area reserved for staff members or visitors in front of the A-Building, behind the A-Building, or behind the gym.
11. Fire lanes have been posted and marked. Cars parked in the fire lanes may be ticketed and/or towed per local ordinance.
12. Buses have the right of way.
13. Passing on the entrance/exit ramps is prohibited.
14. Students are not to use their own transportation to attend courses and/or practices offered at other schools (i.e. Asnuntuck, Fermi High School, etc.) unless given written parent/administration authorization and are expected to utilize transportation provide by the Enfield Public Schools.

Failure to comply with the above regulations will result in disciplinary actions in addition to the loss of parking privileges on school grounds. In addition, the police department will enforce the parking policy with tickets. After the third offense, a state infraction will be issued.

DRESS CODE

The Enfield Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school, and their community. Apparel should be worn which promote a positive, safe, and non-disruptive environment. Therefore, the following apparel and accessories are prohibited in the Enfield Public Schools during the academic school day and at designated school events.

Any exceptions to the items listed below will be made by the school administration.

1. Apparel or accessories associated with safety (for example, spiked or studded bracelets and necklaces, oversized or multi-fingered rings, oversized belt buckles, chains or any other article with spikes or studs attached).
2. Apparel or accessories depicting logos or disruptive writing of sex, violence, drugs, tobacco products or alcoholic beverages. Attire or accessories, which contain offensive or disruptive writing or pictures likely to unduly, disrupt the educational environment or which constitute “fighting words”.
3. See-through clothing and/or exposed undergarments, tank tops, and spaghetti straps. Also any shirts, blouses, and/or torn or slashed pants which reveal the abdomen or back, or reveals undergarments which are disruptive to the educational process.
4. Sleepwear, including slippers, is not allowed.
5. Sunglasses and other non-prescriptive eyewear (unless medically required by a doctor’s written order).
6. Apparel promoting illegal discrimination to groups of people based on religion, race, ethnicity, gender, sexual orientation, or a handicap.
7. Footwear which mars or damages floors, or is a safety or health hazard
8. Pants worn so low as to expose undergarments.
9. Short shorts, miniskirts, etc. revealing the upper thigh or undergarments.
10. Coats, jackets or other apparel deemed outerwear by school authorities. (Includes, but not limited to; raincoats, robes, ponchos, blankets, capes, jean or denim jackets, jogging or warm-up outfits, windbreakers, and Enfield Schools’ team jackets.) Outerwear should not be worn, carried, or kept in the classroom without administrative permission.
11. Head coverings of any kind including, but not limited to; scarves, bandannas, masks, kerchiefs, athletic headbands, hats,

- caps, or hoods. Head coverings shall not be worn, carried, hung on belts or around the neck or kept in the classroom.
12. Gang insignia or gang colors.

DISCIPLINARY ACTION

Students who fail to comply with this regulation will be subject to disciplinary action. The administration will impose disciplinary action based upon specific facts of each case. Typical penalties for infractions are as follows:

First offense - Warning and corrective measures which may include a review of these student dress requirements.

Second offense - Detention and parent notification.

Third offense - One day In-School suspension.

Fourth offense - Three days In-School suspension.

Subsequent offenses - Five days Out-of-School suspension.

The dress code policy is in effect during the academic school day.

That means that a student, upon arrival to school, should observe the dress code restrictions from the time of entry into the school building in the morning until his/her departure from the building at 2:02 p.m.

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SMOKING POLICY

Because the Enfield Board of Education is committed to maintaining and improving the health and well-being of students; because medical research shows that smoking poses a significant risk to the health of the smoker and non-smoker; and because the Board of Education accepts the educational principles that one teaches best by example, the Board of Education adopts the following policy for all students.

1. Chewing of tobacco or like substance, or smoking of any kind is not permitted in any building or transportation vehicle under the direction of the Board of Education at any time.
2. Possession of any smoking material, chewing tobacco or any tobacco-like substance, of any kind, is prohibited in any building or transportation vehicle under the direction of the Board of Education at any time.
3. Chewing of tobacco or like substance or smoking of any kind is prohibited on school grounds when school is in session from 5:00 a.m. until 5:00 p.m.
4. Possession of any smoking material, chewing tobacco or the like, of any kind, is prohibited on school grounds when school is in session from 5:00 a.m. until 5:00 p.m. Such materials will be confiscated and may be recovered by a parent. A second offense will be considered defiance.

*In accordance with this policy, the following disciplinary action will be taken by the administration:

- 1st offense - Three (3) days in-school suspension
- 2nd offense - Five (5) days in-school suspension
- 3rd offense - Ten (10) days out-of-school suspension

*In addition to a suspension, if the infraction occurs within the school building, the police will issue an "Infraction Ticket" which carries a \$75.00 fine for students 16 years of age or older. If the student is under 16, a referral form to Juvenile Review Board will be issued.

For the purpose of clarification, anyone holding or smoking any lighted smoking materials will be in violation of this policy.

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FOOD/BEVERAGES

Food and/or beverage should be consumed in the cafeteria, not in the hallways, classrooms or outside.

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BUS CONDUCT RULES

As stated in the bus transportation policy of the Enfield Board of Education (513.1), bus transportation is not an unlimited right granted the student. Of utmost importance is the safety of everyone on the bus or at the bus stop. Thus, students will be held to reasonable regulations, which if not followed, may cause them to be excluded from bus transportation. The school administration, authorized by the Board of Education in this same policy, will "suspend transportation services for any student whose conduct while awaiting or receiving transportation to and from school endangers persons or property." Any behavior that may distract the bus driver or infringe upon the rights of other students will also result in disciplinary action, including suspension from school.

PLAGIARISM

Enfield High School takes pride in the creative writing skills of its students. Plagiarism, the copying or imitating of language, ideas and thoughts of another author and passing off the same as one's original work, will not be condoned or tolerated. Serious disciplinary action may be taken.

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COMPUTER NETWORK AND/OR INTERNET USE POLICY

teacher and make arrangements to make up work missed due to absence as soon as possible after returning to school in accordance with department policy.

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CHANGE OF COURSE PROCEDURES

Course changes create a disruption to the learning process and an imbalance in class sizes. Students must select courses with extreme care. Giving this matter the serious consideration it deserves will ensure the selection of a meaningful course of studies and thus eliminate the need for course changes. Details for necessary changes are available in the Program of Studies issued to each student.

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STUDENT ACCOUNTABILITY FOR LOST OR DAMAGED SCHOOL PROPERTY

School property should receive the same care as personal belongings. All textbooks and equipment issued to students must be returned in good condition. Normal wear and tear of textbooks and equipment is expected. However, if a student loses or misuses school property, the teacher will issue an accountability form for the material lost or damaged. Students will also be held accountable for any damage done to the school building or property.

Students will not receive report cards or other services, which would ordinarily be furnished by the school, until all financial responsibilities have been cleared. Seniors will jeopardize their graduation if all their financial responsibilities have not been cleared.

Payments for lost books will be made according to the following guidelines:

1 st year	90% of cost	3 rd year	60% of cost
2 nd year	75% of cost	4 th year	50% of cost

Paperbacks – Payment will be for the full amount of book.

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LOST AND FOUND ARTICLES

Students who find lost articles in any part of the building should take them to the general office immediately. Students who have lost articles should notify the general office on the day that the loss is discovered.

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LOCKS, LOCKERS, AND DESKS

School lockers and desks are the property of the Enfield Public Schools. At no time does the Enfield Public School district relinquish its exclusive control of lockers and desks. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time, without notice, without the user’s consent, and without a search warrant.

Every student in the school is provided with a key or combination lock and locker so that books and other valuables can be stored safely. Always keep your locker locked and do not share your locker.

1. Since students have a personal locker and lock, they will be responsible for their own belongings. Be sure that the locker is kept locked. The school is not liable for lost articles. This includes all gym lockers.
2. Students are responsible for the locks issued to them. If lost, students must pay \$6.00 for a replacement. Use of padlocks not issued by the school is not permitted.
3. Please keep lockers clean. Locker clean-outs will be scheduled periodically during the school year.
4. Lockers must be emptied at the end of the school year by the student. Anything left in the locker at the close of the school year will be removed and discarded. Padlocks must also be removed and taken home.

PASS SYSTEM

Three types of passes are used:

1. GENERAL PASS: To be used (signed by teacher) for all purposes other than the library.
2. LIBRARY PASS: Students wishing to utilize the library should obtain a pass from the librarian or library assistant **before** school. Study hall students with library passes must report directly to the library from their class without reporting to study hall. Be sure to hand your library passes to the library assistant.
3. UNEXCUSED TARDY: This pass admits the student to class, but it will count as an unexcused tardy and will be designated as such by the teacher.



USE OF THE TELEPHONE

Students are not to receive calls or have messages left for them on the office telephones unless there is an emergency. Telephones for

students are provided in the main lobby and outside the auditorium. Students should obtain a pass from their teacher or the office for use of these phones. Students will not be allowed to use the phone in the Main Office.

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OUTSIDE GUESTS/VISITORS

Student visitors are **NOT** allowed during school hours. Parents visiting the school for meetings, appointments, PPT's, etc., must first report to the main office. Extenuating circumstances may dictate exceptions by the administration.

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PERSONAL RADIOS/TAPE DECKS/T.V.'S/ELECTRONIC GAMES/LASER POINTERS

These devices are not permitted in school. There are two important reasons for this rule:

1. The playing of these units is disruptive of the educational process.
2. These units are usually very expensive and serve as a temptation to those who would steal them. Students who disregard this rule will have that item taken by either a teacher or an administrator to be stored in the Assistant Principal's office until the end of the school day. Second and subsequent offenses will result in disciplinary action.

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BEEPERS/CELLULAR PHONES

Student possession or use of beepers/cellular phones in school is illegal (Sec. 10-233j). For a first offense these devices will be taken and returned only to a parent. Any subsequent infraction will result in disciplinary action, and the devices will be kept by administration until the end of the school year.

MUSIC LESSONS

Band members are periodically required to take individual music lessons with the band director during their study hall periods.

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FIELD TRIPS

Students are expected to follow all school rules and regulations related to behavior and discipline during school sponsored field trips.

Students are also required to check with their teachers to determine what work must be completed because of missed classes.

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LIGHTERS AND MATCHES

Students are not to carry or use lighters or matches in school.

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PUBLIC DISPLAY OF AFFECTION

Excessive public displays of affection in school will be treated as unacceptable behavior.

SKATEBOARDS/ROLLER BLADES

Skateboards and roller blades are not allowed on school property. They are not to be brought to school.

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IV. STUDENT ACTIVITIES

ELIGIBILITY – EXTRACURRICULAR ACTIVITIES

- A. Eligibility for extra-curricular activities shall be based on the date that the REPORT CARDS ARE ISSUED. It is expected that report cards will be issued to students at a date not later than ten (10) school days following the close of the marking period.
1. To participate in extracurricular activities, a student must satisfy all of the following requirements:
 - a. A minimum grade point average of 4.0 (C-) must be attained for each term preceding the activity.
In a fall activity, the previous final year-to-date average will be used.
 - b. No more than one (1) “F: in any quarter preceding the activity. In fall activities, not more than one (1) “F” appearing as a final grade for a second semester of full-year course on the previous report card.
 - c. Successfully pass at least four courses at the end of each marking period used to determine eligibility for an activity.
 - d. Additionally, the student must be a good school citizen and a worthy representative of Enfield Secondary Schools. Repeated infractions of school rules, poor attendance or other evidence of poor citizenship will, as determined by the building principal, render a student ineligible.

- B. A student may participate, that is, practice with their team or club at the close of the marking period, but will not be declared eligible to compete/perform until report cards are issued.
- C. Summer School: Course grades may be improved by attending courses offered during summer school. All conditions set forth in the Board of Education policy regulating approved summer school programs will apply.
- D. Course Consideration: All courses taken by the student will be considered in the computation of the grade point average.
- E. Any student with an outstanding accountability is ineligible for activities affected by the academic eligibility requirements (see list below)

CATEGORIES – STUDENT ACTIVITIES

F. Activities **NOT** affected by Academic Eligibility Requirements:

- 1. Examples of **“Required”** activities directly related to classroom goals (co-curricular):

Bands – Marching & Jazz Ensemble

Chorus

Distributive Education Club (D.E.C.A.)

- 2. Examples of **“Voluntary”** activities directly related to classroom goals:

Chemistry Club

Literary Club/Magazine

Computer Club

Model Congress

Creative Arts Club

Model U.N.

Electronic Music Club

Physics Club

F.B.L.A.

Science Club

Future Nurses Club

Spanish Club

German Exchange Club

International Club

Health Careers Club

Sewing Club

- 3. Activities considered one-time affairs and/or social in nature:

Dances – formal/informal

Fall Kick-off events

Honors – designation as king/queen of dances, etc.

Spectator – athletic events, shows, concerts, etc.

G. Activities that **ARE** affected by Academic Eligibility Requirements:

Athletic Teams and any other academic, social, or athletic club not mentioned above.

**INTERSCHOLASTIC ATHLETIC ELIGIBILITY
RULES**

The Principal, based upon school rules and C.I.A.C. requirements determines the athletic eligibility status of each student. Students who represent Enfield Secondary Schools are required to meet academic and conduct standards in order to become eligible and participate in interscholastic athletic contest.

THE FOLLOWING ARE ELIGIBILITY REQUIREMENTS:

1. In order to participate in interscholastic athletics a student must carry, each quarter, an academic GPA of 4.0 (C-), and have no more than one "F".
2. To participate in any FALL athletic activity a student must:
 - a. have an end of the year grade point average of 4.0 (C-) or better on his/her previous year's report card
 - b. have not more than one "F" appearing as a final grade for a second semester or full-year course on his/her previous year's report card
3. A student must be a good school citizen and a worthy representative of Enfield Secondary Schools. Repeated infractions of school rules, poor attendance or other evidence of poor citizenship as determined by the school administration will render a student ineligible.
4. A student must secure the permission of his/her parent or guardian to participate in each sport.
5. A student must secure insurance coverage or submit evidence in writing that he/she is sufficiently protected by insurance.
6. A student must submit to a physical examination each year by the school or his/her family physician and be declared physically fit to participate in athletics.
7. A student must abide by the rules of the athletic department regarding practice and training and the specific requirements of the coach of the sport in which he/she is participating.
8. Any student who, in the opinion of the administration, is not working up to full capacity and if athletics appear to be interfering with the academic progress will be deemed ineligible to participate.
9. Any athlete who habitually remains out of school on the day following any athletic contest will be suspended from the team.
10. In addition to the school rules, a student must meet the eligibility requirements and follow the rules of the C.I.A.C.

A STUDENT IS NOT ELIGIBLE:

1. If he/she is not taking at least four (4) units of work, excluding Physical Education.

2. If he/she has not passed at least four (4) units at the end of the last marking period as of the official day grades are issued.
3. If he/she is nineteen (19) years of age before September 1.
4. If he/she has changed schools without change of residence.
5. If he/she has played the same sport for more than three (3) seasons in grade 10, 11, and 12.
6. If he/she plays or practices with an outside team in the same sport while a member of the school team after the first scheduled game in any season.
7. If he/she received personal economic gain for participation in any C.I.A.C. sport.
8. If he/she plays under an assumed name on an outside team.
9. If he/she has not been in membership in a school for at least 12 weeks immediately preceding the time of participation (end of last year for fall athletes).

INTERSCHOLASTIC ATHLETICS

One of the objectives of Enfield High School is to have a well-rounded athletic program. Permanent values, such as fair play, loyalties, teamwork, resourcefulness, determination, leadership, only to mention a few, are gained from a sound athletic program. Every student is encouraged to participate in one or more sports on the Freshmen, Junior Varsity, or Varsity level.

FALL	WINTER	SPRING
Cross Country	Basketball	Baseball
Field Hockey	Ice Hockey	Golf
Football	Swimming (B)	Softball
Soccer	Wrestling	Tennis
Swimming (G)	Indoor Track	Track & Field
Volleyball (G)		Volleyball (B)

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STUDENT GOVERNMENT

Students at Enfield High School are represented by two separate organizations.

Student Council

The purpose of the Student Council is to organize student events, school and community activities, and promote school spirit. Also, the Student Council raises funds and regulates all student functions with the intent of insuring that the wide range of students' interests are met.

Class Officers

Elections of class officers are held at the same time each year as the student government elections. Class officers are elected to handle those matters specifically related to their class. Student Government advisors can be contacted for any questions concerning the student government.

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FUNDRAISERS

Before any fund raising activity occurs, the Assistant Principal in charge of activities must approve it. **Candy sales of any kind will not be authorized as fundraisers.**

POSTERS AND ADVERTISING MATERIAL IN THE SCHOOL

Posters and other advertising material of non-school agencies will not be displayed or distributed in the Enfield Public Schools without prior approval of the Superintendent of Schools. The only exceptions to this policy will be those sponsored by the P.T.A., P.T.O., or Booster Club organizations.

Any literature or material must have the approval of the high school administration before it can be posted in the school.

No student may pass out literature during school hours or during passing between classes.

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CLASS TRIPS/SKIP DAYS

The Enfield Board of Education and Enfield High School do not sponsor, endorse, or excuse students from school because of so-called class (grade) trips or "Skip Days".

PROCEDURES FOR DANCES

All locations, dates, and times of dances are to be cleared through the Assistant Principal's office. All preparations must be completed by students and faculty advisors, before final approval for any school activity is granted.

1. Place – All dances in our school will be held in the cafeteria or gymnasium.
2. Time – All in-school dances are to be held from 7:00 p.m. to 10:00 p.m. except the senior or junior proms.

Seminars in career and college information will be offered throughout the year by all counselors. Career Days, College Representatives Programs, and Career Night, will also be sponsored by the Enfield High School Guidance Department for students and parents.

STATEMENT OF CONFIDENTIALITY

The Enfield High School Guidance Department follows the Ethical Standards of American Association of Counseling and Development. These standards state in part that the school counselor protects the confidentiality of information received in the counseling process as specified by law and ethical standards. School counselors are to inform the appropriate authorities when a counselee's condition indicates a clear imminent danger to the counselee or others. This is to be done after careful deliberation and, where possible, after consultation with other professionals.

The State of Connecticut requires that school personnel, including counselors, report child abuse, child neglect, suspected child abuse, and/or a child under 13 with venereal disease to the Connecticut Department of Children and Families.



STUDENT ASSISTANCE MODEL (S.A.M.)

Enfield High School has established a multi-disciplinary team to deal with student behaviors of concern. This team will meet weekly to review referrals and develop plans of action. Confidential referrals can be made through faculty members, team members or completion of the student referral form.



SCHOLASTIC APTITUDE TEST DATES

ENFIELD HIGH SCHOOL

October 8, 2005
December 3, 2005
May 6, 2006

FERMI HIGH SCHOOL

November 5, 2005
January 28, 2006
June 3, 2006

PSAT TEST DATE

ENFIELD AND FERMI HIGH SCHOOLS

October 18, 2005

The school code (CEEB number) is 070790

Computers in the library are to be used for academic purposes only. Game playing, music listening, instant messaging, posting to posting-boards or checking any e-mail accounts are not allowed. Downloading any software off the net is not allowed. **The acceptable use policy signed by students and parents is in effect in the library.**

HEALTH SERVICES

Students who become ill while in school are to go to the school nurse for help and not to the lavatory. The following rules pertain to visits to the nurse's office.

1. Unless it is an emergency, secure permission from the teacher before going to the nurse's office.
2. In an emergency, report directly to the nurse's office.
3. A student may stay in the nurse's office for only one period. If illness is prolonged beyond one period, the student may be sent home.
4. Before a student is permitted to go home, a parent must be contacted either by the nurse or by the student's Assistant Principal.
5. New enrollees registering must have proof of immunization for diphtheria, pertussis, tetanus, polio, measles, mumps, and rubella. New enrollees from out of state must have a physical assessment to be turned in to the school nurse on the blue state physical form before registering.
6. All sophomores must have a physical done by their physician, and the student must submit to the nurse a blue, State of Connecticut physical form.
7. Students playing a sport must have a physical every year and must submit the blue form to the nurse in order to qualify to play their respective sport.
8. Any medication that must be taken in school must have the proper medical form filled out and signed by the doctor/dentist and signed by the parent before it can be taken in school under the supervision of the school nurse. Contact the school nurse for proper forms. Refer to Administration of Medication Policy #5145.

The school health service does not replace the medical services rendered by the family physician in the diagnosis and treatment of disease.



SCHOOL ACCIDENT INSURANCE

At the beginning of the school year, applications are taken for school accident insurance, which is furnished at a minimum cost. This insurance provides benefits for school accidents and also covers a student on the way to and from school. A student participating in any sport, either intramural or interscholastic must have accident insurance. If a student does not have school insurance, his/her parents must sign a waiver stating that he/she is adequately covered by other insurance.

Claims should be made immediately following the accident. Forms may be secured from the nurse. All injuries must also be reported immediately to the school nurse.



CAFETERIA

1. The cafeteria is located in the C-corridor next to the auditorium.
2. This school offers a variety of lunch programs including a hot lunch, cold lunch and fast food lunch.
3. Students may sit anywhere in the cafeteria. There are no assigned seats. When finished with lunch, each student will properly dispose of the cutlery, trash and trays. **FOOD CANNOT BE TAKEN OUT OF THE CAFETERIA.**
4. Any student responsible for vandalizing school cafeteria furniture may be suspended and will have to pay to replace the damaged item.
5. If a student decides to leave the cafeteria after eating, a few rules must be followed:
 - a. Students may go only to designated areas of the school.
 1. C-corridor outside the cafeteria, auditorium and music rooms.
 2. In good weather, outside, near the C-corridor canopy.



SCHOOL STORE

The School Store is located on the first floor near Room 108. Members of the Marketing Education classes operate the store. A variety of school related items may be purchased at moderate prices.



VI. MISCELLANEOUS
STUDENT RECORDS

Both parents and students should be aware of the following guidelines related to student records.

- A. Directory Information - The Enfield Board of Education shall give annual notice during the first week of each school year, and individually as students enroll during the remainder of each school year, which the items listed below are considered “directory information”. Such items will be released by the school at the discretion of the Superintendent of Schools, without further comment, unless the parent informs the Principal of the student’s school, in writing, within two weeks of notification, any or all items he/she does not wish to be released, without prior written consent.

The Enfield Public Schools define the following as “directory information”:

Student’s name and address	Dates of attendance
Grade level	Honors or awards received
Participation in activities or sports	Schools attended (in Enfield)
Home Telephone Number	

Representatives of the armed forces must have the same opportunity for access to this data as non-military recruiters, higher education representatives, and commercial concerns.

- B. Parent Rights – parents and eligible students (those 18 years or older) have the right to:
1. Inspect and review the student’s education records.
 2. Request the amendment of the student’s education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of a student’s privacy rights or other rights.
 3. Consent to disclosure of personally identifiable information contained in the student’s education record, except to the extent that the Family Educational Rights & Privacy Act regulation authorize disclosure without consent.
 4. File with the U.S. Department of Education a complaint concerning alleged failures by the Enfield Public Schools to comply with the federal regulations.
 5. Obtain a copy of the Enfield Public Schools policies for student education records. Copies of these policies are located in the office of the Superintendent of Schools and in the Principal’s office of each school of the district.
- C. Record Retention Policy – For the purpose of complying with Sec. 10-15b of the Conn. General Statutes, student data is

classified as Category A, B, or C and has different time-lines for the destruction of records.

D.

CATEGORY A – records are kept for 50 years and include:

Name, address, date of birth, attendance dates

Name of parents, address, phone number

Academic work and level of achievement

CATEGORY B – information is data needed to formulate educational programs for students, but not absolutely necessary over an indefinite period of time. Included in this category may be:

Standardized test scores

Speech and hearing evaluations

Individual diagnostic reading tests

CATEGORY C – includes verified information necessary for the formulation of prescriptive plans designed to meet the unique needs of selected students. These would include:

Health Records

Psychological reports

School Social Work summaries

Reports of serious recurrent behavior patterns

Planning & Placement Team findings

Category B & C records shall be destroyed after the data are no longer relevant for the provision of educational services to the child; and, in no event shall they be retained beyond six (6) years following their graduation or the graduation of the class to which he/she belonged.

The Enfield Public Schools annually notify the public of intent to destroy B & C records so that those wishing them may request same prior to destruction (via local newspapers during June).

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EMERGENCY PROCEDURES

FIRE DRILLS: Each room in the school has been assigned a specific exit that is to be used during a fire drill.

In addition to the assigned exit the following regulations are to be followed.

1. On fire signal, wait for teacher dismissal by aisles, leaving books on desks.

2. Walk at a regular pace to assigned exits; no talking or fooling. Speed is essential, but getting out in an orderly fashion is equally important.
3. If you are first to reach the exits, hold the doors open.
4. Students are to move completely away from the building on to the designated areas.
5. Wait for recall before returning.
6. Teachers will take attendance outside of the building.
7. Teachers will hand in attendance sheets to the guidance counselor or assistant principal assigned to their outside area.

CIVIL DEFENSE PROCEDURES:

The alert signal is a long steady blast of the fire siren. The “take-cover” signal is a rising and falling, wailing sound of the siren, and will be the signal to leave the classroom and go into the corridors outside the rooms. During the drill there are three things to observe:

1. Stand facing the walls, forming double rows if necessary.
2. Stand so that you are not in front of glass.
3. Do not talk during the drill.

TORNADO SAFETY RULES FOR SCHOOLS:

In accordance with instructions from the Connecticut State Department of Education the following procedures will be adopted in case of tornado warnings. Tornado Safety Rules are:

1. The basement is the safest place.
2. If the school has no basement the safest places will be in interior spaces on the lowest floor with a short span ceiling and corridors (open to the north or east), avoiding doors and glass areas facing south and west.



STUDY HALL BEHAVIOR

Behavior in study hall should be such that the opportunity for other students to study is not impeded in any manner. Study hall is not a place to waste time. Game or card playing, sleeping, and listening to walkman-type radios are not acceptable activities in study hall.



SCIENCE CLASSROOM DISSECTION (Excerpt)

“The Enfield Board of Education endorses the dissection experience as a valuable method of instruction for learning the relation of anatomy to function in the study of organisms; however, the educational needs of the student who is determined to have a

conscientious objection to dissection will be addressed on an individual basis through alternative assignments". (See Board Policy 6144).



BACKPACK GUIDELINES

The American Academy of Pediatrics (AAP) recommends that children should never carry backpacks that weigh more than 20% of their body weight. Students who do carry backpacks should distribute the load by putting the heaviest items such as books and binders closest to their backs. The AAP also recommends that students use backpacks with padded straps and wear both straps tightened so that the backpack is close to the body. Care should be taken not to carry the backpack on one shoulder as this uneven, heavy load can distort posture, causing muscle strain and fatigue.



LATE BUS (If Applicable)

Students waiting for the late bus (Mondays, Wednesdays, and Thursdays) are to wait outside by the A-wing canopy in good weather, or in the main lobby of the A-wing in inclement weather. They are not allowed to wander or loiter in other parts of the building.