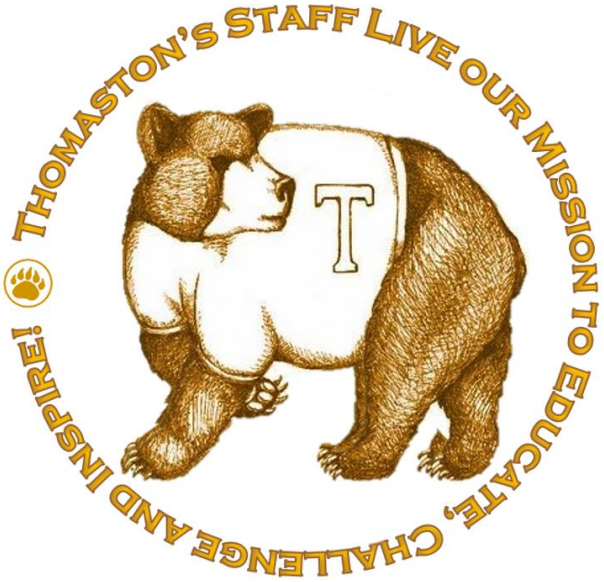
Thomaston Public Schools

Parent-Student Handbook

2019-2020



Thomaston Board of Education/Central Office
185 Branch Road, Thomaston, CT 06787
Tel: 860-283-3053/Fax: 860-283-3096

Black Rock School
57 Branch Road, Thomaston, CT 06787
Tel: 860-283-3040/Fax: 860-283-3043

Thomaston Center School
1 Thomas Avenue, Thomaston, CT 06787
Tel: 860-283-3036/Fax: 860-283-3048

Thomaston High School
185 Branch Road, Thomaston, CT 06787
Tel: 860-283-3030/Fax 860-283-3034

Educate *Challenge* *Inspire*

Table of Contents

PREFACE 8
District Information 9
Mission Statement[1] 9
Five Year Strategic Operating Plan Goals[2] 9
Core Beliefs of Thomaston Public Schools 9
2019-2020 Calendar 10
Board of Education 11
Members 11
Role of the Board[5] 11
Board Duties[6] 7
Board-Community Relations[7] 7
Public Participation at Board of Education Meetings[8] 8
Regular Meetings of the Board of Education 9
Nondiscrimination Statement 9
2019-2020 Important School Information 13
School Cancellation, Delayed Openings, and Early Dismissal Procedure 14
School Day Hours 15
Academic Information 21
Assessments (Thomaston High School Only) 21
Yearly Assessments (Thomaston High School Only) 21
Class Participation 21
Class Rank (Thomaston High School Only) 22
Course Changes and Withdrawal (Thomaston High School only) 22
Grading Policies and Procedures 22
Thomaston High School Grading Policy 22
Purpose 22
Grading Policies and Procedures 22
Essential Components of the Grading Policy: 23
Late Work/Make-up Work 24
Academic Probation: Suspension of Student Privileges 25

Grading System 26
Loss of Academic Credit due to Incomplete/Missing Assessments 26
Loss of Course Credit Due to Absences 26
Incomplete Grade Protocol 27
Grade Retention Policy (Thomaston High School Only) 27
Graduation Requirements 28
Mandatory Distribution of Credits 28
SAT Graduation Requirement 29
Homework 29
Honor Roll (Grades 7-12) 30
Academic Eligibility Criteria (measured on a quarterly basis) 30
Behavioral Eligibility Criteria (measured on a quarterly basis): 30
Honor Roll Appeal Process 30
Learning Commons 31
Library/Media Center at Thomaston Center School and Black Rock School 32
Marking Periods (Thomaston High School Only) 32
Mastery Learning 32
Report Cards 33
Second Semester Request for Changes (Thomaston High School Only) 33
Study Halls 33
Summer and Evening School Credit (Thomaston High School Only) 34
Admissions 35
Admission/Placement 35
Homeless Students 35
Kindergarten Registration 31
Proof of Residency 31
Student Identification Badges 31
Transfers and Withdrawals 31
Attendance 32
Absences 32
Disciplinary Absences 32
Unverified Absences 32
Verified Absences 33

Appeals Committee (Thomaston High School Only) 33
Arrival and Dismissal Procedure 34
Attendance Requirements 34
Building Level Attendance Teams 35
Class Cuts (Thomaston High School Only) 35
District Attendance Review Board (DARB) 36
Make Up Work 36
Release of Students from School 37
Tardiness Policy (Thomaston High School Only) 37
Truancy 38
Vacations 38
Discipline 39
Code of Conduct 39
Dangerous Weapons and Instruments 40
Detention 40
Expulsion 41
Suspension 41
Extracurricular and Athletic Activities 42
Athletics 42
Clubs and Performing Groups 42
Fees 48
Field Trips 49
Financial Assistance for School Sponsored Activities 49
Student Organizations 49
Student Publications 50
Health Services 51
Administering Medication to Students 51
Allergies 51
Communicable/Infectious Diseases 51
Health Assessment Requirements 52
Health Office/ School Nurse 52
Health Records 52
Illness 53

Immunizations....53
Injuries....53
Physical Examinations....53
Parent Involvement....54
Parent Advisory Council....54
Parent Communications....54
Parent Conferences....54
Parent Teacher Association....55
Parent Visitors....55
Student Visitors....56
Volunteers....56
School Administrative Rights....57
Search and Seizure....57
Property, Lockers and Equipment....57
Student Expectations....42
Academic Dishonesty (Cheating/Plagiarism)....42
Behavioral Expectations....42
Bullying....44
Prevention and Intervention Strategies:....46
Reporting Procedure for Potential Bullying Incidents:....46
CrisisGo....47
Bus Behavior....48
Cafeteria and Recess Behavioral Expectations....49
Controlled Substances: Alcohol, Drugs, Tobacco, Performance-Enhancing....50
Use or Possession of Drugs, Alcohol, and Inhalants....50
Use or Possession of Tobacco, Smoking Paraphernalia....51
Sale or Distribution of Controlled Substances (Drugs, Alcohol, Inhalants, Performance-Enhancing Drugs)....52
Use or Possession of Performance-Enhancing Drugs or Substances....52
Sale and Distribution: Sale or Distribution of Controlled Substances (Drugs, Alcohol, Inhalants, Performance-Enhancing Drugs)....54
Dances....55
Middle School Dances....55
Prom....55

Semi-Formals 55
Dress Code 56
Food and Drink 56
Harassment Statement 57
Hazing Activities 57
Recess 57
Removal from Class 57
Senior Privileges 58
Sexual Harassment 59
Student Sexual Harassment Policy 59
Vandalism/Misuse of Equipment 62
School Policies/Regulations 63
Asbestos 63
Assemblies 63
Books, Book Bags, Backpacks 63
Pesticide Management and Green Cleaning 63
School Ceremonies and Observances 64
School Lunch/Cafeteria 65
Substitute Teachers in Classrooms 65
Use of Facilities 66
Videos and Photographs of Students, their Work and Performances 66
Video Recorders/Security Cameras in Schools 66
School Safety 67
Evacuation and Lockdowns 67
Fire Drills and Emergency Preparedness 67
Lockdown 67
Safety/Accident Prevention 67
Shelter-In-Place 67
Special Services 68
Disabilities 68
English Language Learners 68
School Counseling 68
Homebound Instruction 68

Special Education and Intervention 69
Student Rights and Responsibilities 70
Child Abuse 70
Complaints and Conflicts 70
Discrimination 70
Distribution of Materials 71
Equal Opportunity 71
Lost and Found & Forgotten Items 72
Placement of Students 72
Posters 72
Scholarships, Financial Aid, and Awards 72
Student Complaints/Grievances: Due Process 73
Student Rights and Responsibilities 73
Student Records 74
Surveys of Students 75
Textbook Care and Obligations 75
Working Papers 76
Technology 77
Bring Your Own Device 77
Bring Your Own Device Student and Parent Agreement 77
Definition of "Device" 77
Electronic Information Resources Access Agreement 77
Internet 78
Personal Cell Phone and Electronic Device Use at Thomaston High School 78
Security and Damages 79
Software 79
Thomaston Center School and Black Rock School Electronic Device Policy 80
Websites 80
Transportation 91
Bicycles 91
School Bus Conduct 91
Student Driving and Parking (Thomaston High School Only) 91
Video recorders on school buses/school campus 92

Appendix A – Student Code of Conduct Form 2019-2020 93
Appendix B – Application for Reassessment/Resubmission (High School) 94
Appendix C – Recommendation to Reassess/Resubmit (Middle School) 95
Appendix D – Asbestos Notice In Accordance With Section 19a-333 (1-13) 96
Appendix E – Advanced Placement Student Expectation Agreement 97
Appendix F – College Visit Verification Form 100
Appendix G – Volunteer Expectation Form 101

PREFACE

The material covered within 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. Material contained herein may, therefore, be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

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

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

District Information

Mission Statement[1]

In a partnership of family, school and community, the mission of Thomaston Public Schools is to educate, challenge and inspire each individual to excel and become a contributing member of society.

Educate *Challenge* *Inspire*

Five Year Strategic Operating Plan Goals[2]

Core Beliefs of Thomaston Public Schools

Mindset - Thomaston is a collaborative community of active learners.

Systems - Thomaston has systems that ensure active and personalized learning for all.

Resources - Thomaston strategically employs resources to ensure active and personalized learning for all.

Thomaston Public Schools actualizes these beliefs through our District Improvement Plan. This plan delineates specific district goals and annual action steps that reflect our commitment to these beliefs and to the continuous improvement of teaching and learning across our schools. More information on the District Improvement Plan can be found by visiting our district website at thomastonschools.org.

[1] Thomaston Board of Education Policy 0100
[2] Thomaston Board of Education Policy 0200

2019-2020 Calendar

Thomaston Public Schools 2019-2020 District Calendar

Emergency school cancellations will be rescheduled to June 2020.

July — 0 Teacher Days, 0 Student Days

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

August — 5 Teacher Days, 8 Student Days

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

September — 20 Teacher Days, 20 Student Days

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

October — 22 Teacher Days, 21 Student Days

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

November — 17 Teacher Days, 17 Student Days

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

December — 15 Teacher Days, 15 Student Days

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

January — 21 Teacher Days, 21 Student Days

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

February — 19 Teacher Days, 18 Student Days

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

March — 22 Teacher Days, 22 Student Days

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

April — 16 Teacher Days, 16 Student Days

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

May — 20 Teacher Days, 20 Student Days

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

June — 8 Teacher Days, 8 Student Days

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

August 23: New Teacher Orientation - New Teachers Only
August 26: Professional Development - All Teachers & Non-Certified Staff
August 26: Open House - All Schools
August 27: Professional Development - No School**
August 28: First Day of School - All Students - Early Dismissal**
August 29 & 30 - Early Dismissal**
September 2: Labor Day - No School
October 11: Professional Development - No School**
October 14: Columbus Day - No School
November 1: End of First Quarter*
November 6 & 7: Parent-Teacher Conferences - Early Dismissal**
November 11: Veterans' Day - No School
November 27-29: Thanksgiving Recess - No School
December 23 - January 1: Holiday Recess - No School
January 20: Martin Luther King, Jr. Day - No School
January 22: End of Second Quarter†
February 14: Professional Development - No School**
February 17: Presidents' Day - No School
March 27: End of Third Quarter*
April 8 & 9: Parent-Teacher Conferences - Early Dismissal**
April 10: Good Friday - No School
April 13-17: Spring Recess
May 25: Memorial Day - No School
June 10: End of Fourth Quarter†
June 10: Last Day of School - Early Dismissal†**

**This date is subject to change due to school cancellations.*
***For Paraprofessionals and Students*

Board approved March 11, 2018

Board of Education
Members

The Board of Education is the unit of authority. Apart from their function as part of the unit, Board members have no individual authority. Individually the Board member may not commit the district to any policy, act, or expenditure. The Board member does not represent a factional segment of the community, but is rather a part of the body which represents and acts for the community as whole.[3]

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Thomaston Board of Education are:

Chairperson:	Becky Guay
Vice-Chairperson:	Beth Campbell
Secretary:	Heather Patchell
Treasurer:	David Colavecchio
Members:	Ruthann Fainer
	Jennifer Nolan
	Maureen McMahon
	Scott Theriault
	Frank Treglia

The Thomaston Board of Education is committed to the highest legal and ethical standards essential in governing its school system. It endeavors to encourage growth and support established and innovative educational objectives.[4]

Role of the Board[5]

The Board of Education is the governing body of the school district and derives its power and exists under the Constitution and General Statutes of the State of Connecticut and the procedures of the Connecticut State Board of Education.

[3] Thomaston Board of Education Policy 9010.
[4] Thomaston Board of Education Policy 9005.
[5] Thomaston Board of Education Policy 9000.

Board Duties[6]

The Board of Education's basic duties shall include:

1. Employ an able and qualified Superintendent of Schools.

2. Adopt policies to govern the operation of the school system.

3. Adopt an annual budget.

4. Communicate the educational program to the people of the community.

5. Keep abreast of future educational needs of the town as well as the present. 6. Take such specific actions as are required by law.

Board-Community Relations[7]

The Board of Education recognizes that the community, defined broadly as the state and specifically as the area served by the school system, determines the quality of local education. It is imperative that members of the community and the school personnel cooperate in planning, developing policy, implementing programs and evaluating results.

School-community relations are not merely reporting and interpreting. Rather, they are part of a public enterprise in which community members and school personnel play their respective roles in the best interests of the school district.

The Board of Education establishes the following goals for the community relations program:

1. To increase public understanding of the school system.

2. To increase community confidence and interest in the school system.

3. To promote effective dissemination of information concerning school activities.

4. To solicit community opinions about the school system.

5. To encourage the sharing of resources among civic and community organizations for the benefit of the school system.

[6] Thomaston Board of Education Policy 9000.

[7] Thomaston Board of Education Policy 1000.

Public Participation at Board of Education Meetings[8]

Participation by the general public in debate at regular meetings of matters before the Board of Education shall be permitted. Public participation shall be subject to the provision enumerated below. On issues that appear to arouse strong public interest, the Board should, whenever possible, schedule a special meeting limited to that subject. In order to limit or close commentary on any subject, a majority vote of those Board members in attendance will be required.

1. Everyone is requested to address the Chairperson for recognition.

2. Each speaker must state his/her name and address.

3. All speakers must observe rules of common etiquette. Personalities are not to be injected. Anyone violating this rule will be denied the floor, unless waived by the Chairperson or a majority of the Board, each speaker shall limit his/her remarks to five (5) minutes.

4. Each speaker is limited to a maximum of five minutes. A speaker will not be recognized for a second time unless time remains after all have been heard. Speakers are requested to avoid repetition.

5. Each speaker must concern himself/herself with the topic under discussion. Anyone digressing from the topic will be ruled out of order.

6. A speaker in violation of these rules may be ejected from the room and, for this purpose, an officer will be present at all meetings which threaten to become contentious.

7. Following each vote on a motion, the Chairperson will announce the decision of the Board and announce its import.

8. It is requested that no one read lengthy statements. Written statements and materials should be made available in advance for distribution to Board members.

9. Speakers shall state their positions on the subject being discussed. Those who have questions shall, whenever possible, submit them in writing in advance of the meeting.

Speakers should not expect a response during the meeting; a written response will be sent to each speaker via U.S. Mail.

[8] Thomaston Board of Education Policy 1120.

Regular Meetings of the Board of Education

Regular Meetings of the Board Regular meetings of the Board shall be held on the second Monday of each month unless otherwise posted by the Board. [9]

Nondiscrimination Statement

Thomaston Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Thomaston Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to groups. Inquiries regarding Thomaston Public Schools' nondiscrimination policies and practices should be directed to Aimee Turner, Director of Pupil Services, Thomaston Public Schools, 57 Branch Road, Thomaston, CT. Telephone: 860-283-3050 or aturner@thomastonschools.org

[9] Thomaston Board of Education Policy 9321.

2019-2020 Important School Information

Black Rock School (Pre K-3)

57 Branch Road
Thomaston, CT 06787
Phone: 860-283-3040
Fax: 860-283-3043
Principal: Mr. Jonathan Kozlak
Secretary: Ms. Sherry Martino
School Nurse: Ms. Doreen French
http://brs.thomaston.schooldesk.net/

Thomaston Center School (4-6)

1 Thomas Avenue
Thomaston, CT 06787
Phone: 860-283-3036
Fax: 860-283-3048
Principal: Ms. Kristin Bernier
Secretary: Ms. Christine Webster
School Nurse: Ms. Diane Aniki
School Counselor: Ms. Jaimee Hustek
http://tcs.thomaston.schooldesk.net/

Thomaston High School (7-12)

185 Branch Road
Thomaston, CT 06787
Phone: 860-283-3030
Fax: 860-283-3034
Principal: Mr. John Perrucci
Assistant Principal: Mrs. Kristin Raymond
Head Secretary: Mrs. Karen Keith
Secretary: Ms. Julie Han-Duggan
Guidance Secretary: Ms. Maureen Laplante
School Nurse: Ms. Nancy Stancavage
School Counselor: Mr. Stephen Malo
School Counselor: Ms. Breanna Riollano
School Psychologist: Ms. Marie Danis
http://ths.thomaston.schooldesk.net/

District Office Personnel

185 Branch Road
Thomaston, CT 06787
Phone: 860-283-3053
Fax: 860-283-3096
Superintendent: Ms. Francine Coss
Executive Secretary: Ms. Kristin Thornton
Business Manager: Mr. Todd Bendtsen
Payroll: Ms. Lisa Kawiecki
Accounts Payable: Ms. Lisa Kawiecki
http://thomaston.schooldesk.net/

Curriculum, Instruction, and Assessment

Director: Mr. Eric Martin
Secretary: Ms. Michelina Stanley
Phone: 860-283-3036, ext:12302
Fax: 860-283-3048
http://thomaston.schooldesk.net/Curriculum

Pupil Services

Director: Ms. Aimee Turner
Secretary: Ms. Helen Guerrera
Phone: 860-283-3050
Fax: 860-283-3051

District Website: thomaston.schooldesk.net

School Cancellation, Delayed Openings, and Early Dismissal Procedure

If Thomaston School District schedules an early dismissal because of school-related events, such as parent conferences, you will be notified in advance. School cancellations, delayed openings and emergency dismissals, however, will be announced on television, radio, and via PowerSchool.

If conditions require an unplanned school closure, early dismissal, delayed opening, or cancellation of afterschool activities, parents will be notified by email, text message and telephone call via the PowerSchool messaging system. Messages about a school cancellation or delayed opening will be sent by 5:45A.M. on the day affected; messages about an early dismissal or the cancellation of afterschool activities will be sent by 11:00A.M. on the day affected. **It is imperative that parents keep all contact information current in PowerSchool**; this includes the contact information for emergency contacts. Updating parent and emergency contacts can be done online through the PowerSchool Parent Portal or via a signed note to the Main Office of the applicable school(s).

Notification of school closings, delays and early dismissals will be made by our automated notification system via phone, text and email. It is the responsibility of the parent/guardian to keep each school up to date on phone numbers and email addresses where you can be reached in an emergency. The district will also notify the following stations:

Television: Channel (3) WFSB; Channel (4) NBC; Channel (8) WFSB, Channel (6) FOX
Radio: WZBG (97.3), WTIC (96.5), WRCH (100.5), WZMX (93.7), WTIC-AM (1080)

School Day Hours

School	Regular Day	Early Dismissal	Delayed Opening
Black Rock School (Preschool Half Day Program)	***Morning Session:*** Start 8:20 a.m. Dismissal: 11:00 a.m.	***Morning Session:*** Start 8:20 a.m. Dismissal: 11:00 a.m.	***Morning Session:*** NO CLASS
	Afternoon Session: Start: 12:15 p.m. Dismissal: 2:55 p.m.	***Afternoon Session:*** NO CLASS	***Afternoon Session:*** Start: 12:15 a.m. Dismissal: 2:55 p.m.
Black Rock School (Preschool Full Day Program)	Start: 8:15 a.m. Dismissal: 3:10 p.m.	Start: 8:15 a.m. Dismissal: 12:40 p.m.	**2 Hour Delay** Start: 10:15 a.m. Dismissal: 3:10 p.m. **3 Hour Delay** Start: 11:15 a.m. Dismissal: 3:10 p.m.
Black Rock School (Kindergarten – Grade 3)	Start: 8:15 a.m. Dismissal: 3:10 p.m.	Start: 8:15 a.m. Dismissal: 12:40 p.m.	**2 Hour Delay** Start: 10:15 a.m. Dismissal: 3:10 p.m. **3 Hour Delay** Start: 11:15 a.m. Dismissal: 3:10 p.m.
Thomaston Center School (Grades 4 – 6)	Start: 8:05 a.m. Dismissal: 3:00 p.m.	Start: 8:05 a.m. Dismissal: 12:30 p.m.	**2 Hour Delay** Start: 10:05 a.m. Dismissal: 3:00 p.m. **3 Hour Delay** Start: 11:05 a.m. Dismissal: 3:00 p.m.
Thomaston High School (Grades 7 - 12)	Start: 7:25 a.m. Dismissal: 2:20 p.m.	Start: 7:25 a.m. Dismissal: 11:55 a.m.	**2 Hour Delay** Start: 9:25 a.m. Dismissal: 2:20 p.m. **3 Hour Delay** Start: 10:25 a.m. Dismissal: 2:20 p.m.

Academic Information

Assessments (Thomaston High School Only)

All course assessments must be completed. Failure to complete an assessment by the stated due date or work completed in a manner that does not meet an acceptable standard will result in the student being placed on Academic Probation status and initiate communication by the teacher to the parent. The student will remain on Academic Probation until the assessment has been completed to a satisfactory standard (50% or above). Should the student fail to complete the assessment to a satisfactory standard by the end of the academic quarter, the student shall lose academic credit for the course. The Application for Reassessment (high school) and Recommendation for Reassessment (middle school) can be found in the Appendices of this handbook.

Although there is considerable flexibility and discretion in determining a final grade, grades for students in seven through twelve will be determined in a consistent manner. For the purpose of determining a final grade, each term will count 50%. For full-year courses, the average of the first and second semesters will be added and divided by two for a determination of the final grade. For a semester course the quarter grades will be determined by finding the sum of the quarter grades and dividing by two.

Yearly Assessments (Thomaston High School Only)

The PSAT will be administered in grades 9-10 to determine college readiness in Reading, Writing, and Mathematics. In other content areas and in all subjects for grade 12 students, projects and performance-based assessments will be used to determine overall proficiency. Students in grade 11 (across the state) will be administered the SAT. Students in 7th and 8th grade participate in the state mandated Smarter Balanced Assessment (SBA).

Formal testing through norm-referenced test and criterion referenced tests for Thomaston students are two ways Thomaston Schools can evaluate the success of instruction. We give these tests to assess student achievement in light of state and national performance and to evaluate the areas where curricula need to be strengthened. Each school year, we will publish the specific dates that testing is to occur. Parents will be provided with results of these tests. Please feel free to contact your child's teacher and/or the school counselor to discuss the results of these assessments.

Class Participation

Student participation includes being present, prepared, on-task, respectful, and contributing to the learning community. Students need to be actively engaged in learning. Class activities are an integral part of the learning process and increase the probability of student achievement. Students should be acknowledged and reinforced for effort and participation.

Class Rank (Thomaston High School Only)

Rank in class is computed by using a weighted mark point averaging formula. It is to your advantage to take courses with the lower number curriculum levels in order to achieve the highest rank in class. Students preparing for college, in particular, should be sure to take as many level one courses as possible.

The valedictorian and salutatorian will be calculated based on seven semesters (freshman, sophomore, junior and the first semester of senior year) of course work.

Course Changes and Withdrawal (Thomaston High School only)

Students in grades 9-12 requesting a course change must initiate the request with the guidance counselor. The counselor will determine the reason for the course change and whether or not class space is available before filling out the "Student/Teacher/Parent Initiated Course Change" form. The student must have his parent/guardian sign the request for change. Signatures of the teacher, student, and counselor are required on the form. The student will deliver a drop/add slip to the respective teachers for their signatures. A copy of this form is returned to the guidance office. Requests for full year/half year courses must be made by the end of the first three weeks of school. Students wishing to withdraw from a course must follow this same procedure. Students withdrawing AFTER the first three weeks of a course will receive a "WF" (Withdraw Failing).

Grading Policies and Procedures

Students are expected to be active and independent learners. Diverse assessments will be implemented to measure the degree to which each student has met established standards. Teachers will explain their grading systems to students at the onset of the course.

Grades of students are available online through PowerSchool, our student information system. The link to PowerSchool is located on each school's webpage. Access to PowerSchool requires a parent username and password. If you need more information, please contact the school secretary and/or the school counselor.

Thomaston High School Grading Policy

Purpose

To measure student achievement through frequent and varied assessment strategies with the singular intent to provide accurate feedback to student, parent, and teacher.

Grading Policies and Procedures

Students are expected to be active and independent learners. Diverse assessments will be implemented to measure the degree to which each student has met established standards. Teachers will explain the grading systems to students at the onset of the course.

Thomaston Public School teachers follow the school-wide guidelines. Teachers will use the computerized Powerschool grading system. Students need to be made aware of particular expectations, the grading scale, and percentage equivalents.

The Powerschool parent portal will be utilized during the school year. Teachers are expected to input their grades regularly (weekly).

Essential Components of the Grading Policy:

1. **Students must complete all assessments and earn a minimum standard grade (50%).**
2. Students must work (engage and cooperate) with the teacher to plan, prepare, and schedule reassessments.
3. Students must submit assessments on time (on or before the due date) or actively work with the teacher to set an extension date.
4. Students must prepare for formative and summative assessments prior to the initial administration of the assessment.
5. **Teachers must reassess any student who does not meet the minimum standard of 50% on an assessment. No form need be submitted, as this retake is mandatory. It is strongly recommended that a student be required to take substantial action prior to reassessment. Reassessment provides an opportunity for students to understand course concepts. Students should expect to put in extra effort to achieve this goal.**
6. Teachers will reassess any student who submits a formal request to redo work, make revisions, or retake an assessment for which their initial score was less than a 90%. A student making revisions or retaking an assessment may not be scored higher than 90%.
    - **Regulations for Policy # 6:**
        - Any student scoring between 50% and 89% or below may request to retake an assessment. All requests will be granted, assuming the student has submitted a fully completed request form or a similar protocol (see appendix A) within three school days from the date the initial assessment was returned. The reassessment must be completed within two weeks from the date the initial assessment was returned to the student. The retake cannot yield a score higher than 90%.
        - Student may not be administered the same assessment. The type and nature of the reassessment will be determined by the teacher.
7. Teachers must, in most cases, correct and return assessments within one week of its administration; however, there are times when this is not a realistic expectation (ie., long-term projects that have multiple sections, and lengthy writing assignments).
8. Teachers must address student non-compliance as a behavioral issue, not as an academic issue (grades may not be used as a punishment/reward).
9. Teachers must issue behavioral consequences consistently for non-compliance.
    - **Regulations for Policy # 8 and #9:**
        - Due dates matter! All that has changed is how this issue is addressed. Late and missing work will be addressed at all times with behavioral consequences. Some recommended actions available to teachers:
            - First offense- warning or teacher detention/HW club
            - Second offense- teacher detention(s)/HW club/Phone call home
            - Additional offense- Office referral for non-compliance
        - Assessment with scores below 50% shall be considered missing work. Actions <u>must</u> be taken when students score below 50% on a major assessment or miss a due date. Though the actions are often based on teacher discretion, we expect the

following steps be adhered to when a student has performed below standard due to a lack of preparation or poor time management:

- *Academic probation*- assigned immediately for major assignments. One week will be allowed for the issue to be resolved.
- *Office referral*- If the student has not appropriately responded after one week, submit a referral.
- *Loss of Credit*- Teacher submits a Loss of Credit form when assessment is more than two weeks late.

- In cases where evidence exists to suggest there is valid reasons for significantly poor performance or missing a due date, please email message the parent (copy admin.), indicating the alternative plan and provide a reason as to why the student has not been placed on AP. If these issues are persistent, the teacher should initiate the RtI process.

10. Students who still have an Incomplete at the end of the 2 week period after the quarter closes should receive a 50 for outstanding assignments. A Loss of Credit form must be completed and handed in. The regulations for #8 and #9 also need to be followed.

Late Work/Make-up Work

Students are expected to turn work in on time. Students who turn in late assignments will receive any of the following based upon individual teacher discretion or grade level policy: detention to complete work, communication with parents to discuss problems with work completion, suspension of privileges (including all extra-curricular activities), or potential loss of credit for the course.

Students are expected to retake assessments or resubmit assignments where mastery has not fully been achieved. Students must earn the privilege to retake and resubmit inadequate assessments by illustrating that all preparation work has been completed. Students must apply for permission to retake or resubmit with each individual teacher for each individual assessment and show that all homework, study guides, labs, etc. have been completed.

Students who do not meet the assigned due date may make up the missed assessment; however, students are reminded that missing a due date will potentially cause the student to be placed on Academic Probation, resulting in a suspension of privileges. It is the students' responsibility to see their teachers for all missed assignments/assessments.

The following minimum guidelines will be adhered to in the case of absences from school:

A. Fewer than four (4) consecutive absences from school or a class: the student will have three (3) school days to complete the work.
B. Four (4) or greater consecutive absences from a school or class: the student will have one (1) calendar week to complete the work, beginning the day of their return.
C. Homework requests may be made to the School Counseling Office (ext. 311) on the second consecutive day a student in absent. Parents should note that they are always welcome to contact the teacher directly (preferably via email) for information related to assigned work.

Academic Probation: Suspension of Student Privileges

The faculty at Thomaston High School feels strongly that students must be in good academic standing in order to be eligible to enjoy the privileges that are provided by the district. Furthermore, the faculty maintains a shared philosophy that failing to complete assignments and assessments without a valid excuse is a choice. Therefore, such bad choices will result in behavioral consequences designed to promote healthy work/study habits. Students who are chronically placed on Academic Probation status are to be referred to an SRBI team review and could potentially lose course credit. In an effort to optimize academic performance, increase rigor, and to encourage students to meet a higher standard for learning the following protocol will be implemented:

Teachers may report, on a daily basis by 1:45 p.m., students who they wish to be placed on Academic Probation. The following is an inclusive list of criteria that teachers will consider for placing a student on Academic Probation:

- Student has not turned in work by assigned due date (projects, papers, and
- other similar assessments).
- Student has received a grade of 49% or less on an assessment and has failed to submit a request for reassessment/resubmission.
- Student is placed on immediate privilege suspension and is prohibited from participating
- in the following activities until he/she has taken adequate corrective action:
    - Athletic competitions
    - Dances/prom and all other school sponsored functions
    - Field trips
    - Job Shadowing
    - Early release/Late arrival
    - Plays, shows, and recitals
    - Graduation ceremony
    - School Clubs

This list is not all-inclusive and it is the discretion of administration to prohibit students from other school functions and activities as a result of Academic Probation. Each day, the Academic Probation roster is published at approximately 1:45 P.M. In order for students to participate in any co-curricular or extracurricular functions, their name must be off the list the day prior to the event. Students should not expect their names to be removed from the list the same day they fulfill their academic obligations. Once the list is put out, teachers may NOT change the list until the following day (unless there are extenuating circumstances).

Furthermore, acknowledging the unique developmental needs of our grade seven and eight students, the policy allows the grade seven and eight teams autonomy in developing and implementing interventions to address student work habits. Any adjustments made will be clearly communicated in writing to parents and students. Please note that any deposits or payments made for activities are nonrefundable and loss of privileges will result in either partial or full forfeiture of associated monies. Funds that have already been committed will be forfeited.

Grading System
Assessments: 50%-100%
Homework: 0%-100%
Quarter Grade: 50%-100%
Final Grade: 50%-100%

90-100 Exemplary
80-89 Proficient
70-79 Developing
65-69 Basic (No Credit Earned)
50-64 Below Basic (No Credit Earned)

A minimum of a 70 is required as a passing grade to earn course credit. We implement a numerical grading system with 100 as the highest possible grade, 50 as the lowest possible grade, and 70 as the lowest passing grade.

Loss of Academic Credit due to Incomplete/Missing Assessments
Students who fail to complete graded assessments/assignments after two weeks beyond the due date may lose credit for the course. The student/parent may submit an appeal to restore credit.

Protocol for Loss of Credit

1. Student is placed on Academic Probation for a maximum of 5 days.
2. Parent must be notified in writing (an email is suffice) by the teacher.
3. Teachers must submit Loss of Credit form to the Guidance Counselor and Assistant Principal.
4. Certified letter will be sent to parents by the Assistant Principal indicating loss of credit. An appeal form will be included in the letter.

Loss of Course Credit Due to Absences
Recognizing that absences from class reflect negatively upon the quality of education received by students, the following procedures are established:

1. Parents are required to call the school each morning by the start of the school day to indicate the absence of their child.

2. Parents are required to provide a written explanation for each absence upon the student's return to school. Such notes must be submitted within 10 days. Notes will be retained on file should an appeal be necessary.

3. Any student who is absent from a class (20) days for any full year course or (10) days during any half-year course will not receive academic credit toward graduation requirements. However, the student will receive the grade that they have earned in that course. The administration will notify the parent by certified mail that the maximum number of days has been exceeded. Student and/or parent may appeal

loss of credit due to excessive absenteeism or tardiness to the Appeals Committee.

4. Should the student and parent(s) appeal, a meeting will be set up and parent(s) and student will be invited to the Appeal Committee meeting.

Incomplete Grade Protocol

- At the end of a marking period, should there be any outstanding assignments, please give the student an Incomplete.
- Students have 10 school days beyond the last day of the marking period to complete any and all outstanding assignments.
- For any assignment that is still outstanding after the 10 day grace period, the teacher should
    - Enter a 50 in for each missing assignment
    - Submit a Loss of Credit for Non-Compliance to the Main Office
    - Close out the grade and submit final grade to the School Counseling Office.

Grade Retention Policy (Thomaston High School Only)

High school students earn credits toward graduation for each course they successfully complete (with the exception of loss of credit due to poor attendance). Therefore, promotion from grade to grade is based on accumulation of academic credit.

Students in grades seven and eight will not be promoted to the next grade unless they are passing at least four of the five core academic classes. Should a student fail more than one core academic course, they must demonstrate skill proficiency on an equivalency test (in each course they fail) before they earn promotion to the next grade.

Graduation Requirements

According to state Public Act 17-42, legislation requires a minimum of 25 credits starting with the class of 2023.

Mandatory Distribution of Credits

Course	***Credit***
English	4 credits
Social Studies *US History (1 credit) required* *Civics (.5) required*	3.5 credits
Fine Arts *Art or Music*	1 credit
Humanities *Art, Music, Psychology, Language Arts, Social Studies*	1 credit
Mathematics *Algebra I, Algebra II, Statistics, and Geometry required*	4 credits
Science *Biology, Chemistry, and Physics required*	3 credits
STEM *Pre-Calc., Calc., Robotics, UConn Physics, or STEM Lab, Digital Arts, Digital Media, CAD, Desktop Publishing*	1 credit
Physical Education	1 credit
Health	.5 credit
Introduction to Information Technology	.5
Personal Finance	.5
Career and Technical Education *Foods, Culinary Arts, Child Development, Manufacturing, Construction, CAD, Woodworking, Small Engine Repair, Certified Nurse's Aide, Digital Arts, Media, and Desktop Publishing*	1 credit
World Language	2 credits
Portfolio/Capstone Project	1 credit
Electives	1
Total	***25***

SAT Graduation Requirement

As a graduation requirement, students must score within the 25th percentile. The deadline for scores to be turned in will be by November of Senior Year. Students can retake the SAT as needed at students' expense. Should there be a need, an alternate assessment will be available. This will consist of an added component to the portfolio in the area in which the student does not meet proficiency (25th percentile).

Homework

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals. Homework is an integral part of the instructional program and should be meaningful and help students develop constructive attitudes and sharpen useful skills needed in learning. Parents can support your child by setting a regular time and place for completing homework. The homework area should be free of distractions and contain the items necessary for doing the work. The best way for you to encourage your child to do their homework is to show that you are interested in what they are doing and learning.

Homework is regularly assigned by teachers of all grade levels to reinforce learning, extend learning or to prepare for an upcoming topic. Homework can help teach children to work independently, to take responsibility and to exercise self-discipline among other things. Homework is typically assigned Monday through Thursday and is not assigned over weekends or holidays except for make-up work or long-term project assignments. General guidelines follow, but vary with individual teachers.

Kindergarten Individual Basis	**Grade 1** Individual Basis	**Grade 2** 15 min. 2x week	**Grade 3** 20 min. 3x week	**Grade 4** 30 min. 4x week	**Grade 5** 50 min. daily	**Grade 6** 60 min. daily
		Grade 7 75 minutes daily	**Grade 8** 90 minutes daily	**Grades 9-12** 30 min/academic subject		

At the high school level, the successful completion of homework assignments will play an important part in student achievement. Parents and teachers share a mutual responsibility of encouraging the completion of assignments. Homework is considered in reporting a student's progress to parents; however, homework may not exceed five percent (5%) of a student's academic grade for a marking period. Teachers' feedback and grading of homework will vary with the type of homework and subject area being assigned.

Specific homework assignments can do the following: strengthen basic skills; extend classroom learning; stimulate interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's schoolwork.

Honor Roll (Grades 7-12)

Academic Eligibility Criteria (measured on a quarterly basis)

High Honors:

- 93 average or higher (any quarter grades below 90 disqualifies candidate for the High Honor Roll).

Honors:

- 87 average or higher (any quarter grades below 80 in any class disqualifies)

Behavioral Eligibility Criteria (measured on a quarterly basis):

ATTENDANCE:

High Honors:

- No more than two absences (serious medical conditions will be considered by admin)
- One unexcused tardy

Honors:

- No more than four absences (serious medical conditions will be considered by admin)
- Maximum of two unexcused tardies.

BEHAVIORAL EXPECTATIONS:

High Honors:

- No office referrals
- No suspensions/expulsions

Honors:

- Maximum of two office referrals

WORK ETHIC:

High Honors:

- No appearances on the Academic Probation list

Honors:

- Maximum of one occasion on the Academic Probation list and for no more than three days.

Please note:
According to Connecticut State Department of Education, chronic absenteeism is defined as missing 10% or greater of the total number of days enrolled during the school year for any reason. It includes more than one-half of the school day. For example, a student who has been enrolled for the first 30 school days at the beginning of the school year and has been absent three of those days is chronically absent (www.csde.org). Truancy is defined as missing four unexcused absences in one month or 10 unexcused absences in a school year. These are the guidelines to which the attendance portion of the Honor Roll came from.

Thomaston High School believes in the whole academic being; students who are well rounded and excel in all areas, both academic and civic.

Honor Roll Appeal Process

If a student has not achieved Honor Roll according to the above stipulations and it is felt they deserve to be on the Honor Roll, please contact administration in writing. We will be happy to look at each case individually.

Learning Commons

Students are encouraged to utilize all materials and services available in the Thomaston Public Schools Media Centers. Every effort will be made to ensure that all students have equal access to the Media Center.

At Thomaston High School the following procedures will be maintained:

1. The Media Center is open from 7:25 a.m. until 3:13 p.m. Students may arrange with Media Specialist for after school hours. Students must obtain a pass from the subject area teacher in order to use the Media Center during study hall. Seniors in good academic standing are allowed to check out of study halls for the Media Center without passes. All students are required to sign in upon arriving and sign out when exiting the Media Center.
2. Classes utilizing the Media Center must sign up prior to the desired period. Teachers and students may request materials prior to use.
3. All audiovisual materials must be signed out prior to desired period of time.
4. The Media Center is automated with Follett Destiny® library automation software which is utilized to check out books and access websites, eBooks and digital content. Students and parents may also access these materials from home.
5. Students are responsible for books, materials, audiovisual equipment or computer hardware that they have checked out. Students are required to pay replacement cost for any materials lost or damaged. A student's grades, transcript or report card may be withheld until the student's obligation is met.
6. All students must adhere to the Thomaston Public Schools **BOE Policy 6141.324 (**Bring Your Own Device (BYOD) and Protocol for the Use of Technology in the Schools)
7. There is no charge to students for printing or copying however all materials printed or copied must be school related. Saving, downloading, burning or photocopying materials is subject to the Copyright Law of the United States (Title 17 U.S. Code).
8. Any student violating the rules and regulations of the Thomaston High School Media Center are subject to suspension of library privileges and/or other administrative discipline.

Library/Media Center at Thomaston Center School and Black Rock School

At Thomaston Center School and Black Rock Schools, students are also invited to use the books and other materials, including computers, located in the media center. Students are responsible for any material they sign out. Materials must be returned to the librarian (or the assistant) at the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the Board of Education that all student must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

Marking Periods (Thomaston High School Only)

The scholastic year is divided into four marking periods of approximately 9 weeks. At the end of each marking period, students will receive a grade report. Students, who owe financial obligations at the end of the year, will not have access to their grades and will be prohibited from participation in all school activities until payment is made.

Mastery Learning

On June 3, 2015, the Connecticut State Department of Education approved Mastery-Based Learning Guidelines.

The following is an excerpt from the CSDE "Guidelines for Implementation" of Mastery-Based Learning. The full document can be found through the following link: http://www.sde.ct.gov/sde/lib/sde/pdf/board/boardmaterials060315/vi_b_approval_of_mastery_based_learning_guidelines.pdf.

> "While teachers have always used state content standards in their summative assessments, MBL (Mastery- Based Learning) requires students to demonstrate mastery of the aligned competencies in order to move ahead. MBL pushes schools to create powerful learning experiences for every student regardless of his/her past learning history and allows students to demonstrate mastery through a body of evidence. MBL requires students to meet state identified standards and local competencies that are assessed through multiple and flexible pathways in a learner-centered environment."

Report Cards

Report cards are one vehicle we use to communicate with parents about a student's progress and mastery of the curriculum. Report cards will be distributed electronically via Power School for all grades except Preschool and Kindergarten which will receive a paper report card each quarter. Report Cards will be available one week after the close of each marking period. In the 2019-2020 school year, the marking periods end on the following dates:

- November 1, 2019
- January 22, 2020
- March 27, 2020
- June 10, 2020

Marking Periods are subject to change as a result of school cancellation days.

Second Semester Request for Changes (Thomaston High School Only)

Second semester requests for change will be considered and processed during the first two weeks of the second semester. Priority will be given to seniors who have failed a course and are in danger of not graduating. Students requesting to drop a full year course and add a second semester course must meet with the guidance counselor and proceed with the "Student/Teacher/Parent Initiated Course Change" form. Administrative approval is required.

Study Halls

Grades 7 – 8

No study halls are available for students in grades 7 and 8.

Grades 9 – 12

Study halls are as follows:

Option 1: Students who meet the following conditions may report, if they choose, to the café for a free period in which they will be allowed to eat, work in a peer study group and/or socialize.

A. Student remains in good academic standing.
B. Student maintains appropriate school and classroom behavior.
C. Student arrives on time to school.

Option 2: Guided study hall will be quiet ensuring all students a place to complete work with some assistance from the supervising staff member. Any student, in grades 9-12, who does not meet the conditions for café free period will be placed in guided study. Students seeking a quiet place to study may opt to request to use guided study hall. Teachers have full authority to place students in guided study hall to complete work/assessments that are past due or not completed to a satisfactory standard.

Summer and Evening School Credit (Thomaston High School Only)

In order to receive credit for summer or evening school, a student in grade 9-12 must earn a numerical grade high enough to be granted credit in the high school in the community in which summer school was offered. For example, if a student attends summer school in community A, and students who live in Community A need to earn at least a 70 in order to receive credit at their local high school, we will grant credit at Thomaston High School only if the student earned at least a 70 at the end of the summer program.

The principal of Thomaston High School makes the final determination of granting credit for summer school. Since students attend a variety of summer school programs, the above will serve as the guideline for determining who will receive credit. No more than two credits can be earned in summer or evening school towards meeting graduation requirements.

Admissions

Admission/Placement

A student seeking enrollment in any Thomaston school for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program must provide proof of residency. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child. Nonresidents may attend school on a tuition basis provided space is available.

Parents or Guardians wishing to withdraw or enroll their child(ren) in Thomaston Public Schools must complete the necessary paperwork through Central Office. When applicable, both parents must consent to the enrollment and/or withdrawal.

Homeless Students

The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their education, which may exist in district policies or practices, in compliance with all applicable federal and state laws. Further, it is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

Homeless students within the district not placed in a shelter remain the district's responsibility to provide continued educational services. Such services for the child may be:

1. Continued in the school ("school of origin") that the student attended when permanently housed or the school of last enrollment; or

2. Provided in the school that is attended by other students living in the same attendance area where the homeless child lives. To the extent feasible, a homeless child will be kept in the school of origin, unless it is against the wishes of the parent/guardian. Homeless children shall be provided educational services that are comparable to those provided to other students enrolled in the district, including but not limited to, Title I, transportation services, compensatory educational programs, gifted and talented, special education, ESL, health services and food and nutrition programs. The Superintendent of Schools shall refer identified homeless children under the age of eighteen who may reside within the school district, unless such children are emancipated minors, to the Connecticut Department of Children and Families.

The district administration shall attempt to remove existing barriers to school attendance by homeless emancipated minors and youth eighteen years of age:

1. The selected school for the homeless child shall enroll the child, even in the absence of records normally required for enrollment. The last school enrolled shall be contacted to obtain records.

2. Other enrollment requirements that may constitute a barrier to the education of the homeless child or youth may be waived at the discretion of the Superintendent. If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize other reasonable means to determine the appropriate grade level for the child.

3. Fees and charges, which may present a barrier to the enrollment or transfer of a homeless child or youth, may be waived at the discretion of the Superintendent.

4. Transportation services must be comparable to those provided other students in the selected school. Transportation shall be provided to the student's school of origin in compliance with federal and state regulations.

5. Official school records policies and regulations shall be waived at the discretion of the Superintendent, in compliance with federal statutes.

6. The district shall make a reasonable effort to locate immunization records from information available. The District's liaison shall assist the parent/guardian in obtaining the necessary immunizations and records. The District shall arrange for students to receive immunizations through health agencies and at District expense if no other recourse is available. Immunizations may, however, be waived for homeless youth only in accordance with provisions of Board of Education policy on immunizations.

7. Other barriers to school attendance by homeless children or youth may be waived at the discretion of the Superintendent of Schools. The District's educational liaison for homeless children is Superintendent and/or designee. Students residing in a temporary shelter are entitled to free school privileges from the district in which the shelter is located or from the school district where they would otherwise reside if not for the placement in the temporary shelter. The district in which the temporary shelter is located shall notify the district where the student would otherwise be attending. The district so notified may choose to either:

1. Continue to provide educational services, including transportation between the temporary shelter and the school in the home district; or

2. Pay tuition to the district in which the temporary shelter is located. The Superintendent shall develop regulations, to ensure compliance with applicable statutes in the implementation of this policy.

Kindergarten Registration

The following documents are required when registering a kindergarten student in Thomaston Public Schools: birth certificate, proof of residency, and a copy of CT driver's license with a Thomaston address. Please see the Thomaston Public School's website for additional forms and information.

Proof of Residency

Thomaston Public Schools require parents and guardians to provide proof of residency when enrolling their child(ren) in a district school for the first time. A registration packet must be completed and the following information must be provided to prove residency:

Required Residency Documents: Proof of residency in Thomaston is determined by providing Central Office with a completed and notarized Residency Packet, Parent/Guardian photo identification, one (1) item from Category A, one (1) item from Category B, and one (1) item from Category C. If unable to provide an item from Category B, two (2) items from Category C are mandatory.

RESIDENCY DOCUMENTS SUBMITTED ARE REQUIRED TO BE LESS THAN 60 DAYS OLD AND REFLECT CURRENT THOMASTON ADDRESS.

CATEGORY A	CATEGORY B	CATEGORY C
• Mortgage statement • Lease/Rental Agreement – must contain students name, be unexpired, signed by lessor/lessee and dated • Copy of property deed if no mortgage statement available • Notarized Landlord or homeowner letter acknowledging parent/guardian's and student's current residence if no lease exists, lease is expired, or lease is weekly or month to month	Current utility bill or work order showing service address. Examples: • Electricity • Natural Gas • Phone (landline only) • Cable or satellite • Water	• Valid automobile registration. • Valid CT DMV non-driver's photo identification with current address. • Voter registration. • Current auto or homeowner's insurance declaration page. • Payroll stub. • Bank statement or credit card statement. • Court document. • Letter from any government agency. **With Thomaston address and dated for most current tax year** • W-2 Form • Auto tax bill • Property tax bill

Student Identification Badges

At Thomaston High School, all students are required to have their student identification badges on their person at all times during the school day.

The replacement cost is $5 per badge. The student should submit payment to the Main Office prior to the badge being ordered.

Transfers and Withdrawals

Parents withdrawing a child from school must notify the main office in the elementary schools or the guidance office in the high school one-week in advance of the child's last day. At that time, they will be given forms to complete. Included will be a formal written statement of withdrawal and release of records forms. Records cannot be forwarded until all materials have been returned

Attendance

Absences

Every attempt should be made to confine necessary appointments to after school, weekends and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school by 9:00 a.m. on the day of the absence by telephoning the school. Thomaston High School parents should call 860-283-3030. Thomaston Center School parents should call 860-283-3036 and Black Rock School parents should call 860-283-3040. If a call is not received, an automated call will be sent home or work to confirm the student's absence. The parent is required to send a written excuse to the school on the date of the student's return or within 10 days of the absence to be accepted. For your convenience, the school district has developed a short Google form, specific to each building, which can be found by clicking on your child's school below. This form can also be found on each of the school websites.

- Thomaston High School
- Thomaston Center School
- Black Rock School

The Connecticut State Board of Education definitions of verified and unverified absences were adopted on June 27, 2012. The following definitions are for use by Connecticut school districts and schools for the purpose of carrying out the provisions of section 10-198a of the Connecticut General Statutes (Policies and procedures concerning truants), and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions of verified and unverified absences for their internal uses (including decisions on promotion/retention, grading and disciplinary action).

Disciplinary Absences

Absences that are the result of school or district disciplinary action are excluded from these definitions. Expulsions and Out of School Suspensions are considered, by the state, as being absent.

Unverified Absences

A student's absence from school shall be considered unverified unless they meet one of the following criteria:

1. The absence meets the definition for a verified absence (including documentation requirements);
2. The absence meets the definition of a disciplinary absence.

Verified Absences

A student's absence from school shall be considered verified if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

A. For absences one through nine, a student's absences from school are considered verified when the student's parent/guardian approves such absence and submits appropriate documentation; and

B. For the tenth absence and all absences thereafter, a student's absences from school are considered verified for the following reasons:

1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed verified, regardless of the length of absence. The medical note must be submitted within ten (10) days of the absence);
2. Student's observance of a religious holiday;
3. Death in the student's family or other emergency beyond the control of the student's family;
4. Mandated court appearances (additional documentation required);
5. The lack of transportation that is normally provided by a district other than the one the student attends (no Parental documentation is required for this reason); or
6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

The final decision as to whether an absence is verified rests with school administration. ***Pursuant to Section 10-198b of the 2012 Supplement to the Connecticut General Statute, ALL absences beyond 9 absences will be considered UNVERIFIED unless specific documentation is submitted (such as a doctor's notes).***

Appeals Committee **(Thomaston High School Only)**

Upon the tenth (10) absence from any half year course or twentieth (20) absence from any full year course, a student will lose academic credit toward graduation requirements. Parents and/or legal guardians will be notified via certified mail that their child has exceeded the allotted absences and will lose academic credit.

Every parent has a right to appeal to the Appeals Committee regarding any student's loss of credit due to absences. In order to request an appeal, the parent must submit an appeal request form to the Assistant Principal within 10 days of receiving the loss-of-credit notification. It is the responsibility of the parent to submit any documentation, including medical documentation and explanations of absences that may assist the Appeals Committee to reach a valid decision.

The Appeals Committee consists of an administrator, classroom teacher, nurse, a school guidance counselor, and school social worker.

Decisions of the Appeals Committee may be appealed to the Principal. The Principal's decision may be appealed to the Superintendent of Schools.

Arrival and Dismissal Procedure

Please see school hours grid under the Table of Contents heading: School Day Hours.

At Thomaston Center School, walkers and students arriving to school by car should not arrive before 8:00 A.M. as there will not be adult supervision available prior to that time. For the safety and security of all students, we remind parents that doors will remain locked until 8:00 A.M. when staff is present to supervise students. If your schedule does not allow your child to arrive after 8:00 A.M., please make other childcare arrangements.

Students arriving by bus will be unloaded upon arrival from the back of the school. Students being dropped off by car will arrive through the front auditorium entrance. Walkers will enter through the front main entrance. Only students who are having breakfast will proceed to the cafeteria. Students who are choosing not to have breakfast at school will proceed to their homeroom.

At Black Rock School, walkers and students arriving to school by car should not arrive before 8:10 A.M. as there will not be adult supervision available prior to that time. For the safety and security of all students, we remind parents that doors will remain locked until 8:10 A.M. when staff is present to supervise students. If your schedule does not allow your child to arrive after 8:10 A.M., please make other childcare arrangements. If you choose to drive your child to school, please do not exit the car with your child in the drop-off lane when you pull up to the sidewalk in the morning. If you need to put your child's backpack on, please park in one of the designated spots on the route six side of the building. Each day, when you enter the route six side please drop off your child letting them off on the passenger side of your vehicle only. Passing of vehicles in the drop off lane is not allowed. Students arriving by bus will be unloaded upon arrival from the front of the school.

Per state legislation, students must be in school for half of the school day to count as present for the day.

Attendance Requirements

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to a legitimate absence.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension, more than a half day in-school suspension, or an expulsion will be considered absent.

The parent or person having control of a child shall have the option of waiting to send the child to school until the child is six or seven years of age, upon signing an option form at the school district offices.

Building Level Attendance Teams

Each school has an attendance team that meets regularly. It will be the charge of the building level team to identify students who are chronically absent, on track to becoming chronically absent, truant students, and students on track to become truant. Truancy is defined as four unverified absences in a month and ten unverified absences in a year. Chronically absent is classified as 10% of the school year. An example of this would be if a student is absent one day in a 10 day period. It is the hope of the building level team to build a positive relationship with the family in the hopes of becoming an educational partner.

Pursuant to Section 10-198b of the 2012 Supplement to the Connecticut General Statute, ALL absences beyond 9 absences will be considered UNVERIFIED unless additional documentation is submitted (such as a doctor's notes). For additional information, please see 'verified absences' on page 33.

Class Cuts **(Thomaston High School Only)**

A cut occurs when a student chooses not to attend an assigned class/study hall without prior permission of the teacher, nurse, or administrator. This includes absences from first block classes. Any student charged with an unverified absence (including tardies that extend beyond 20 minutes) to first block will receive a class cut.

Class cuts will be recorded in the attendance taking process and will count toward the maximum allowable number of absences per course. Class cuts will result in disciplinary action up to and including suspension and expulsion. Additionally, a conference may be held with Administration and the parent to review the student's attendance record and to establish a plan of remediation.

Leaving the school building or school grounds during school hours without written permission from a parent/guardian will result in disciplinary action up to and including expulsion. A referral to the police department for truancy will occur and parents will be notified.

NOTE: Students who cut a class may lose school privileges. The duration of this action will vary depending on the number of classes cut. School privileges that are subject to loss include but are not limited to:

1. Attending extra-curricular activities such as dances, field trips and sporting events.
2. Late Arrival/Early Dismissal (seniors)
3. Café (Study hall/Free-time)
4. Parking privileges (those students who are eligible to drive to school)

District Attendance Review Board (DARB)

After the building level team has made a good faith effort in changing the attendance pattern of a student and has not been successful, they will bring those students to the District Attendance Review Board (DARB).

The DARB will meet monthly at the Thomaston High School. This committee will consist of at least one administrator, social worker/guidance counselor from each building, nurse, and representatives from community agencies.

The DARB is the last option the district has in working with the families on an attendance plan. The DARB will meet with the parent and student and will devise a contract to be signed by both the student and parent. If the student's' behavior changes, no further action is required. If the behavior continues, the case will be referred to the local support agencies.

Make Up Work

Students are expected to make up work missed during an absence.

The following guidelines apply to makeup work at the elementary level:

- If a student is absent for one or two days, then makeup work will be given to the student by the teacher upon his/her return to school.
- If a student is absent for three or more days, parents are encouraged to pick up work for the student. Parents should contact the office the day before they wish to pick up work and teachers will leave materials for pickup in the office by the end of the next school day.
- In general, work will be sent home for no more than one week at a time. Teachers may use their discretion in deciding what work is essential to be made up.
- Any missed assessments will be given once the teacher feels the child has adequately mastered the material.
- In the event that work is requested prior to the student's absence, every effort will be made to accommodate such request. However, this may not always be possible.

The following guidelines for will be considered for all students:

- Fewer than four (4) consecutive absences from school or a class- the student will have three (3) school days to complete the work.
- Four (4) consecutive or greater absences from school or a class- the student will have one (1) calendar week to complete the work, beginning on the day of return to school.
- Homework requests may be made to the Guidance Department (THS) or Main Office (BRS & TCS)
- On the second consecutive day a student is absent.
- Make-up work will be accepted for all absences.

Release of Students from School

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. Please limit requests for early pickup to unavoidable situations such as medical appointments. In such cases, parents must send written notification on the day of the early pickup. If the person picking up the student is someone other than the parent, the pickup person must be identified in the parent's note and must show identification to school personnel before the child will be released. At BRS and TCS, parents or designees must report to the office and students will be called following their arrival. At THS, if a note has been provided prior to dismissal, students will be allowed to meet the parent or guardian at the car. If a note needs to be written, the parent/guardian will be asked to supply a note in the vestibule prior to the dismissal of the student. All children leaving the school prior the regular dismissal time must be signed out in the office.

Tardiness Policy **(Thomaston High School Only)**

Tardiness to school interferes with the learning of the student and disrupts the learning environment for others. Students who are not in class by 7:25 a.m. at Thomaston High School, in homeroom by 8:10 a.m. at Thomaston Center School, and 8:15 a.m. at Black Rock School are considered tardy and must report directly to the office. A student discovered on school grounds who has not signed in at the office will also be considered tardy.

Seniors with late arrival privileges who are not in advisory by 8:16 A.M. will be considered tardy. Students who are tardy to school must sign in at the office and receive a late pass to class. Excessive tardiness will result in disciplinary action up to and including suspension and referral to administration. A tardy to school is only considered as being excused when the reason for the tardy falls under the verified absence criteria and is accompanied with a note. Determination of an excused/unexcused tardy lies solely with the Principal or his/her designee.

The following is the general disciplinary continuum for students tardy to school:

- ***Step 1:*** (3-6 Tardies) Lunch detention (30 minutes) for each tardy. Additional detentions will be assigned after each tardy.
- ***Step 2:*** (7-10 Tardies) Two after school detentions. (30 minutes each) Additional detentions will be assigned after each tardy. Loss of activity period privileges and/or parking permit will be taken away for a week.
- ***Step 3:*** (11-14 Tardies) One week of lunch detentions as well as activity period privileges and/or parking permits. Student is referred to Assistant Principal for intervention and/or disciplinary action, up to and including expulsion. The case will be reviewed by the attendance committee and a remediation plan will be made with the student and parent. ***It is at this step where sports and/or extracurricular activities may be impacted.***
- ***Step 4:*** (15-20) Subsequent tardies result in further referrals to Administration and will be disciplined by lunch or after school detentions, ISS, OSS, and temporary or permanent loss of privileges per additional instance. At this time, the case will be referred to the District Attendance Review Board. The District Attendance Review Board will continue to work with the parent to implement an intervention plan; however, the Board must also consider referring the case to local agencies, such as DCF and Juvenile Court.
- ***Step 5:*** (20+ Tardies) All student activities, including Senior Activities, sports, and

extracurricular activities are eliminated. A referral to DCF may happen. The students' privileges may be restored with one month of significantly improved attendance.

**Please note that the discipline continuum above is in effect for tardies that accumulate throughout the school year, not by semester.*

Any and all of the following privileges are subject to revocation due to excessive tardiness:

1. Open study
2. Parking
3. Early release/Late arrival
4. Field trips/School to career opportunities
5. Dances and other school-sponsored events
6. Prom
7. Senior activity week
8. Flex

Chronic tardiness may result in the loss of student privileges and possible loss of credit.

Truancy

According to Connecticut state law, parents and guardians of children of elementary ages children must ensure that those children attend school regularly, unless they are receiving instruction elsewhere. Absences are considered excused for the following reasons: a medical reason, a funeral or death of a family member, a religious holiday, a serious family emergency or, in limited circumstances with approval from the principal, a special activity.

Students having four (4) unexcused absences in one month or ten (10) unexcused absences in a school year will be considered truant. Within ten days of determining that a student is truant, school personnel will schedule and hold a meeting with the parents or guardians of the student to review and evaluate the reasons for the truancy. If parents or guardians fail to attend such meeting or refuse to cooperate with the school in attempting to solve the truancy problem, the matter will be referred to the Superintendent of Schools for further measures.

Vacations

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered "unverified absences." ***Academic credit lost due to vacation absences will not be restored during the appeals process.***

Discipline

Code of Conduct

A student who violates the district's code of conduct shall be subject to disciplinary action. Disciplinary actions may include using one or more discipline management techniques, such as revoking privileges, detention, and removal from class, transfer to an alternative education program, suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law, that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off school property and during non-school time.

Students attending Thomaston Public Schools are expected to follow the policies stated in the Board of Education's Policy Manual, and the Parent Student Handbook, as well as state and federal statutes.

The Board of Education and the staff of Thomaston Public Schools believe that good student behavior in a school is extremely important in creating the kind of educational environment in which students will be able to realize their greatest opportunities for growth.

Students attending Thomaston Public Schools demonstrate good character. A person of good character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment.

The school district is unequivocally committed to the principle that disorderly and disruptive behavior shall not be permitted to interfere with the right of other students to pursue an education. While most discipline problems should be handled by the teacher, student, and parent, the administration and the Board of Education have the responsibility to support and maintain the enforcement of discipline within the building.

All students will be required to conduct themselves at all times in a manner that will be in the best interest of the school and its students. Every reasonable effort will be made to keep students within the school's sphere of influence, using suspension and/or expulsion only as a last resort. In this connection, students are reminded that:

a. The exercise of any of the student's rights ceases when it infringes upon the rights of another individual or group.

b. No student has the right to disrupt the educational process within a school.

As stated in this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to disciplinary actions, up to and including expulsion from school. Police will also be notified.

Dangerous Weapons and Instruments

No guns, knives or any other objects, including martial arts weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as appropriate disciplinary action. Federal and State legislation mandates expulsion of students found in possession of a weapon on campus. Additionally, legislation mandates the local Board of Education to expel students who use a weapon during the commission of a crime, on or off campus.

Detention

A student may be assigned an after-school or lunch detention for several reasons. The student may need to stay as a consequence from a violation of the school's code of conduct, to work out a problem, to complete or redo school work, or for some other reason. Detention has priority over jobs, sports, and other after-school activities. Students will generally be given 24 hours' notice prior to serving detention.

At Thomaston High School, after-school detentions are from 2:25 P.M. – 3:15 P.M. on Tuesday, Wednesday, and Thursday. Lunch detentions are Monday-Friday during the lunch waves in room 112. When a student is issued a lunch detention, the lunch option is peanut butter and jelly, milk, fruit and vegetable. Students could also bring in their own lunch. No exceptions will be made unless a student has an allergy. Detentions are assigned at the discretion of administration. At Black Rock School and Thomaston Center School, after school detention times will be from 3:00 p.m.-3:45 p.m. on Tuesday, Wednesday, or Thursday.

Expulsion

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct endangers person(s), property or the education process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program.

Expulsion from school will result in the loss of all extra-curricular and social privileges during the period of expulsion.

Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity requires a mandatory expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

A student who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative educational record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs. Police authorities will be notified of any disciplinary issue that involves weapons, possession and/or the sale/distribution, and/or the use of illegal drugs or alcohol.

Suspension

According to Board Policy, Suspension is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.

Suspension from school is a very serious action and is never taken lightly by the school; we ask that you consider it serious as well. The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension.

A student who has been suspended from school may not participate in extracurricular, athletic, or social privileges ***throughout the duration of the suspension***, this includes the day or days the suspension is assigned.

Should a student be suspended at a time prior to a school recess (including inclement weather closings) and the suspension extends to days when school resumes, the student may not participate in extracurricular and /or social privileges until the suspension period terminates.

Extracurricular and Athletic Activities

Athletics

Participation in interscholastic athletics is a privilege, not a right, and can be an important part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

Student interscholastic activities shall be governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. However, the privilege to participate in interscholastic activities lies solely with the building Principal.

Student athletes must be in attendance for 4 hours until the end of the school day to be eligible to practice or play that day unless excused by the administration for medical, family or otherwise excused absences. All athletes will abide by regular school absence and tardiness policies.

To maintain academic eligibility students must not fail more than one class.

Clubs and Performing Groups

Student clubs, performing groups, athletic teams and other extracurricular organizations may establish rules of conduct for participants that may be stricter than those of students in general..

Clubs: A number of clubs exist for students at Thomaston High School which students are encouraged to participate in. Students are also encouraged to establish new clubs.

Indicated below are some of the clubs and organizations that have been offered at Thomaston High School. The success of the clubs depends on student interest and support:

Beauty Inside and Out (B.I.O)
and Board Game Club
Drama Club
Fitness Club
Future Business Leaders of America
Future Teachers of America
Gay/Straight Alliance
High School Bowl
Interact
Junior Leo's Card
Math League
Moot Court/Mock Trial
National Honor Society
Spanish Club
Student Alliance for a Greener Earth
Student Government
Travel Club
Yearbook

Students are encouraged to become involved in clubs and organizations that interest them. They are also encouraged to generate ideas for new clubs that would be of interest to students.

Beauty Inside and Out (B.I.O.): The group works towards an understanding of women's role in society. We seek out strong woman role models to inspire the girls involved in B.I.O. At our meetings we discuss and support each other concerning issues we face as women each day. We have an alliance with Safe Haven in Waterbury, a shelter for abused women and children. We donate to the center and in return we have a guest speaker come to the school and speak about contemporary issues with our students.

Card and Board Game Club: The goal of our game club is to allow the student body to learn new games and hone their strategy skills while building relationships with students they might not interact with.

Drama Club: The High School Drama Club is open to all 9-12 graders. We perform one show per year that runs for two-three times. We begin rehearsals in January and we continue until our show in March.

Gay/Straight Alliance: The Gay Straight Alliance (GSA) is a club dedicated to creating a safe school environment for all students, regardless of their similarities or differences. We work toward ending occurrences of bullying in and out of school by raising awareness of the issue and its effects. We focus on community building with events geared toward offering opportunities for students of all walks of life to engage in fun social activities. We pride ourselves in helping the future leaders of the community develop their skills.

High School Bowl: The Academic Bowl is a student academic competition where students form teams of 3 or 4 and compete against each other. Competitions take place after school and feature questions from various categories, including: art, religion, math, science, history, literature, sports, current events and more. Matches are divided into a toss-up, lightning, and bonus round where students score points with each correct response. Top students can join the varsity team, which compete against other high schools and on MSG Varsity's television show *"The Challenge"*

Interact: Interact is a Rotary–based service club for students in grades 9-12. Interact gives students an opportunity to participate in meaningful service projects throughout the year. These projects involve the school and community as well as at least one project on an international level. Through service activities Interactors learn the importance of leadership skills, personal integrity, helpfulness, and respect for others . Our motto is "service above self".

Fitness Club: This club is intended for students who wish to enhance their physical fitness through weight-training and cardiovascular activities.

Future Business Leaders of America (FBLA): Students that are part of FBLA learn about different aspects of the business world. Each month highlights areas such as economics, entrepreneurship, fundraising, business management, ethics, marketing, and career planning. In 2012, the club created a scholarship to a senior that was preparing to pursue a field of study that related to a business field.

Future Teachers of America: Students that are part of FTA learn about different aspects of the educational career. Student members are encouraged to complete internships within our building. Students may choose a teacher and subject for internship and the adviser will work with the School-to-Career officer to arrange the placement. School-to-Career internships earn .5 credit.

Math League: Math League is a nationwide mathematics competition where students take part in a 6-questions quiz once a month. Their scores are combined for a school score, which is used to compete against high schools from across the nation. Top students have the chance to earn scholarships.

Moot Court/Mock Trial: Moot Court seeks to provide a competition that will give high school students the opportunity to improve their public speaking and debate skills and to provide a forum

that is a simulation of how a case would be argued in front of the United States Supreme Court. In effect, students will be able to practice their oral advocacy skills and showcase their knowledge and understanding of Supreme Court precedents and their application to the given legal question. Students who have successfully completed AP English Language and learned the basic background skills in analyzing legal texts and drafting constitutional arguments are eligible to compete for THS in the Moot Court competition.

National Honor Society: Selection as a member of the National Honor Society is the highest academic achievement at Thomaston High School. Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society, instead they provide information to be used by the local selection committee to support their candidacy for membership. Entering ninth grade students are encouraged to review the below information which describes academic standards and selection criteria.

The Thomaston Chapter of the National Honor Society adheres to the selection process endorsed by the Nation Council and outlined below:

1. *Academic Eligibility.* To be nominated, a junior or senior must have a 4.00 weighted cumulative average through the 2014-2015 school year, but academic eligibility does not ensure his/her acceptance. The final analysis lies in the traits of character apparent in the candidate. The faculty election council considers attitude, responsibility, and service to class, school, and community in the selection process.

2. *Leadership.* The student who exercises leadership:

   - Is resourceful in proposing new problems, applying principles, and making suggestions
   - Demonstrates initiative in promoting school activities
   - Exercises positive influence on peers in upholding school ideals
   - Contributes ideas that improve the civic life of the school
   - Is able to delegate responsibilities
   - Exemplifies positive attitudes
   - Inspires positive behavior in others
   - Demonstrates academic initiative
   - Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
   - Is a leader in the classroom, at work, and in other school or community activities
   - Is thoroughly dependable in any responsibility accepted
   - Is willing to uphold scholarship and maintain a loyal school attitude

3. *Character.* A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

4. *Service.* Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community, as well as

the student's attitude toward service can be reviewed.

5. *Student Activity Information Forms.* Students are asked to complete a form to thoroughly document their adherence to the standards of leadership, character and service. The information provided by the student will be used to support the student's candidacy by providing important information for the Faculty Committee.

6. *Faculty Evaluation Forms.* Faculty evaluations of the candidate's adherence to the standards of leadership, character and service are used to support the strength of a student's candidacy. It is the responsibility of the Faculty Committee to review the information provided to verify its accuracy. All information provided is confidential and faculty evaluations must be signed.
7. *Faculty Committee.* The Faculty Committee is comprised of a standing committee to be appointed by the Principal. It is the responsibility of the Faculty Committee to adhere to the above guidelines established for leadership, character and service and evaluate all materials submitted by the eligible students and faculty. The Faculty Committee, by majority vote, will extend the offer of membership to selected students.

***Student Alliance for a Greener Earth (S.A.G.E.)*:** An organization committed to educating students and working within the community to improve the environment. S.A.G.E. students have organized a variety of community service projects and cleanups, worked with younger students on recycling, and perhaps most importantly created environmental awareness amongst the staff and students at THS.

Spanish Club: Membership is open to all Spanish students. The principal objectives are to study the culture of Spanish-speaking countries and to acquire an appreciation of the Hispanic culture through means not possible in a classroom.

Student Government*:* The Student Council of Thomaston High School functions as the medium between the students and the administration. The council is composed of sixteen members elected from grades 9-12 of the school. Any student may attend student council meetings.

In its regular meetings held at least twice a month, Student Government prescribes solutions to student problems as well as allocating funds, sanctioning student activities, and forming general student policy.

Qualifications:

1. To become a voter, one must be a member of the student body of Thomaston High School.
2. To take office in September, the student must be a full member of that class in an advisory for that class.
3. To run for office, a student must have been a member of the Thomaston High School student body for at least one semester.
4. Only members of the student body may endorse and campaign for a candidate.
5. To run for office, a student must be in good academic and behavioral standing. This is subject to administrative review.
6. To maintain office, a student must be in good academic and behavioral standing. This

is subject to administrative review.

Candidates:

1. All students running for office must petition for that office.
2. A student may run for only one position.
3. Petitions must be turned in to the elections advisor on the assigned day by 12:00 noon.
4. Candidates for class office must have a petition signed by 50% of voters from their class.
5. Candidates for Student Council office must have prior experience on the Student Council and a petition signed by 50% of voters from the prospective candidate's class (except seniors and seventh graders).
6. Candidates for Student Council Representative must have a petition signed by 50% of voters from their class.

Voting:

1. All students are eligible to vote for Student Council officers and class officers and Student Council representatives for the grade of their current homeroom. Students will vote during study halls or lunch.
2. Polls will be open from 8:15 a.m. until 1:30 p.m.
3. Absentee ballots may be obtained from the election advisor and turned in before election day.

Student Council:

1. Each class will have equal representation, three members each.
2. Officers shall come from any grade, but will not count as one of his class representatives.
3. President, Vice President, Secretary, and Treasurer will run separately. No appointments will be made.

Primary Elections:

1. One week after petitions are submitted, primary elections will be held for any class or Student Council office for which more than three petitions have been received.
2. The candidates who receive the most votes in the primary election will be the candidates in the general election.
3. In both the primary and general elections, voters will be allowed to vote for three Student Council representatives.

Election Assembly:

1. The assembly will take place after the primary elections.
2. The candidates for President and Vice President for Student Council and class officers will take part in the assembly.
3. The Presidential candidates will present a speech explaining their goals and qualifications.
4. At the end of the assembly, all candidates will be introduced.

Campaign Rules:

1. Pamphlets and other propaganda may be used as long as they are not slanderous to opponents or offensive.
2. A week before the primary election, candidates may campaign in homerooms and place posters only in the homerooms for their grade. Candidates for Student Council office may place posters only in the cafeteria.
3. Posters may be hung outside the school ground with the permission of the property owners and the advisors.
4. Candidates may use activity and homeroom periods for their campaigns.
5. Speeches during class time may be given during the week of voting. Permission must be granted by the candidate's teacher and the teachers of the classes in which he or she will speak.
6. Students may not persuade voters with small gifts, i.e., candy, baked goods, money, coupons, etc. Campaign buttons and pamphlets are permissible.
7. Campaign managers will be appointed to candidates who are running in the general elections.
8. On the day of general elections, posters are not allowed in the hallway near the polling site.
9. Campaign posters are to be placed only in the areas and at the times listed above. This policy will be strictly enforced. Candidates who violate campaign policies will be removed from the ballot.

The A.W.C. instructor is the advisor for this activity.

Responsibilities of Office:

President: Presidents are responsible for working with class or organization adviser to:

1. Hold meetings of the class officers,
2. Hold class meetings,
3. Propose and run fundraisers,
4. Organize class activities and trips,
5. Organize special class functions such as the prom or ring dance.
6. Organize community service activities.

Vice President: The Vice-President is responsible for:

1. Attending meetings of the class officers,
2. Assisting the president in all of his/her duties,
3. Serving as a link between the Student Council and the class body,
4. Attending Student Council Meetings and activities.

Treasurer: The Treasurer is responsible for:

1. Attending meetings of the class officers,
2. Setting class dues with the officers and advisor,
3. Collecting and recording class dues,
4. Collecting and recording monies for class trips and activities.

Secretary: The Secretary is responsible for:

1. Attending meetings of the class officers,
2. Recording the minutes of all the meetings,
3. Handling the paperwork for class activities.

ALL OFFICERS ARE EXPECTED TO TAKE AN ACTIVE ROLE IN SCHOOL MEETINGS AND FUNCTIONS AND ARE EXPECTED TO BE A POSITIVE ROLE MODEL FOR OTHER STUDENTS.

Travel Club: THS offers opportunities for students to explore the world through travel. See Mrs. Abbott or the main office for current opportunities.

Yearbook: The main purpose of the yearbook staff is to produce the Owl, the school's yearbook. The yearbook staff is responsible for the layout of pages, editing the text, selling ads and yearbooks, and also taking and printing pictures.

Fees

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, erasers and notebooks. The student may be required to pay certain other fees or deposits including:

1. Club/Class dues
2. Security deposits
3. The materials for a class project that the student will keep
4. Personal physical education and athletic equipment and apparel
5. Voluntary purchases of pictures, publications, class rings, etc.
6. Voluntary student accident insurance
7. Insurance on school-owned instruments, instrument rental and uniform maintenance
8. Parking fees
9. Fees for damaged books and school-owned equipment
10. Pay to Participate

Field Trips

Field trip experiences are an extension of student learning and are related to each grade level curricula. Field trips may be scheduled for educational, cultural, or extracurricular purposes. Every attempt will be made to ensure all students participate in field trips and the denial of participation for the purposes of punishment will be discouraged. In circumstances when a student's participation in a field trip may pose a safety risk, the principal will contact the parent(s) to discuss alternate arrangements. Any student whose behavior is considered detrimental to the well-being of other students may be excluded from participation by the administration. While on a trip, all students are considered to be "in" school. This means that conduct and dress standards will be appropriate for the field trip activity. All rules and regulations, which pertain to students while in school or on school property, are also in effect on field trips.

Students must be in good academic and disciplinary standing to be permitted on any field trip, job shadowing, or any other school sponsored trip. Eligibility for these activities is based on the following criteria:

1. Student is passing all classes in the current marking period and the year to date.
2. Student has not received an out-of-school suspension. Students may appeal this with the Principal or his/her designee.
3. Student has not accumulated five or more days of in-school suspension.
4. Students may be prohibited from attending field trips due to poor academic standing or poor attendance.

Teachers (in collaboration with administration) reserve the right to withhold field trip and job shadowing privileges based on academic, disciplinary, or attendance concerns. ***If a student has already paid for the trip, it is not a guarantee that the money will be able to be refunded.***

Students excluded from participating in field trips will be provided an alternative assignment related to their class work.

Financial Assistance for School Sponsored Activities

Students will not be denied opportunity to participate in any class or school sponsored activity because of the inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.

Student Organizations

The building principal will oversee the development of rules and regulations for the conduct and operation of student organizations that conform to approved Board policies. In addition, a faculty advisor is also required for each student organization. Approval of club by-laws shall be submitted to the building principal for review and approval.

Student Publications

The official student newspaper provides an instructional device in the teaching of writing and other journalistic skills. It also provides a forum for the opinion of students, school staff and members of the community, as well as to serve the entire school by reporting school activities.

The newspaper advisor shall have the primary responsibility of reviewing each article prior to its publication. The school principal, or his/her designated representative other than the newspaper advisor, may also review copy prior to its publication. However, such copy must be returned to the student editors within 72 hours after it is submitted for review. No copy may be censored except for reasons listed in board policy.

The yearbook provides opportunities for students to develop a memory book of a class' activities and accomplishments at the school. The yearbook advisor shall have the primary responsibility for reviewing the final copy submitted for production. The tenets listed above also refer to the publication of the yearbook.

Health Services

Administering Medication to Students

Parents of students requiring medication during school hours should contact the school nurse. Special forms are required to permit administering any medication (prescription and non-prescription) to students during the day. All medication must be in the original container with proper labels. In the absence of a nurse, the school administrator or his/her designee may administer medication.

Students are prohibited from carrying any type of medication with them during school hours, with the exception of certain medications (i.e., Epipens) with which the student has submitted a physician's order to the nurse. A student found in possession of any medication, without a physician's order, will be subject to disciplinary action noted in the Thomaston Board of Education Drug and Alcohol Policy.

Students who are required to take prescription medication during the school day must follow the same protocol as outlined above. In addition to providing a signed Medication Authorization form, the prescription medication must be in the original packaging and labeled with the student's name, dosage, duration, and prescribing physician's name.

The Thomaston Board of Education will allow the self-administration of medication by students at the discretion of the school nurse, provided it is deemed safe by the parent, school nurse and health care provider. Staff and administration will be notified by the school nurse in accordance with BOE policy.

Allergies

Some classrooms, and other areas in the building, are designated "nut free zones". It is imperative that all students in any of these classrooms not bring products with nuts into school. Due to latex allergies, latex balloons, gloves, and other latex containing products are prohibited within the schools. Should your child have an allergy of any kind, please notify the school nurse.

Communicable/Infectious Diseases

Students with any medical condition, which within the school setting may expose others to disease or contagious and infectious conditions, may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before any child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Health Assessment Requirements

Connecticut General Statute 10-206 requires that all school children have a complete health assessment, including a blood test for anemia, three times during their school years. The first time is for the initial entrance into a Connecticut school.

Thomaston Board of Education policy requires two additional assessments be completed by the end of grade 7 and 11. A student will not be allowed, as the case may be, to begin or continue in Thomaston schools unless health assessments are performed as required. Students transferring into the district must provide evidence of required Connecticut vaccinations, immunizations, and health assessments at enrollment and prior to school attendance.

Both the Statute and Board Policy reflect the growing awareness of the close relationship between good health and good education. Therefore, the health assessment serves a very important function in the learning process. Parents are encouraged to have the assessment form completed as soon as possible each year that it is applicable. Please return the completed health assessment form to the school nurse in the school your child will attend.

Health Office/ School Nurse

The school health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. When a child is found to have a vision or hearing loss, parents are notified in writing. Parents are also informed about the results from the postural screening.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the school nurse in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

Students are required to have a Thomaston Public Schools Health Services Information Form completed and signed by a parent /guardian on file in the nurse's office. The form must be on file at the beginning of the school year and updated whenever home address, phone number, parental employment or emergency contact person changes.

Health Records

School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) to maintain the privacy of protected health information.

Illness

Procedures have been developed to provide for intervention in case of illness, injury, or emotional disturbances. Parents/guardians will always be informed of care provided and can feel free to call the nurse for additional information.

If there is any question of your child not feeling well in the morning, please keep him/her at home. If a child has an elevated temperature, he or she should remain home until the temperature has returned to normal and is maintained at normal for 24 hours. Children who are sent home by the nurse for illness and/or elevated temperature should remain at home an additional 24 hours to complete their recovery. Parents must sign their child out from the main office prior to picking up their child in the Health Office. The school nurse or principal, or his/her designee are the only persons authorized to dismiss a child from school.

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chickenpox), Meningococcal, Pneumococcal, Rubella and Hemophilus Influenza Type B.* Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into 7th grade and for entry into 11th grade.

For further information regarding immunizations contact the school nurse in your child's school.

Injuries

All injuries sustained in school should be reported to the nurse. Parents should notify the school nurse or principal if they discover an injury occurred that was not previously reported.

Physical Examinations

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required for entry into Grade 7 and in Grade 11. All students in grades K-6 and grade 9 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K-3, grade 5 and grade 8. Postural screening will be conducted for all students in grades 5 through 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison

Parent Involvement

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

Parent Advisory Council

In an effort to expand communication, the principal at each building will set aside time to meet monthly with parents meet to discuss any issues impacting the school. Dates and times of monthly meetings will be announced. This meeting is typically held prior to the Board of Education meetings.

Additionally, appointments with school administrators can be made by contacting the main office at each of the schools.

Parent Communications

The PowerSchool parent/student portal is being utilized in each of the schools. It is a powerful tool intended to help parents and students monitor academic progress. Parents must be enrolled in our PowerSchool Parent Portal and have a valid email address to receive school communications, including report cards. Hard copies will not be mailed via the USPS to parents; all communication will be electronic. Should a parent require a hard copy of student documents, it will be necessary to report to the Main Office of the child's school, at which time a printed copy will be provided. We encourage parents to contact the Main Office in Black Rock and Thomaston Center School and the School Counseling Office at Thomaston High School for further information and for help getting connected.

We are committed to improving communication between parents, faculty, and administration. A complete employee directory of each school may be found on our district website. The directory includes faculty and staff email and phone extensions.

Parent Conferences

Parent-teacher conferences are scheduled in November and April. Additional conferences may be scheduled at a mutually agreeable time during the year by contacting your child's teacher. Parents and students, as well as teachers, counselors or administrators may initiate a conference. Parent requests for conferences will be honored at any time during the year. A telephone call or email should be made to set up an appointment. We encourage active communication between parents/guardians and classroom teachers. Please call the teacher first with concerns about classroom issues.

A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

Parent Teacher Association

Teachers and parents of children enrolled in the Thomaston Public School System are invited to become involved in the worthwhile activities of the Parent Teacher Association. The PTA is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PTA. Meetings are generally held the second Wednesday of the month in the Black Rock School faculty room at 7:00 p.m. Your support is appreciated and welcomed! You may contact the PTA at www.thomastonpta@hotmail.com for more information.

Parent Visitors

Parents are welcome to visit (district) schools. Before visiting any school building, please make sure to make an appointment so that your name can be added to the Visitor Log.

When visiting, please press the "CALL" button located at the main entrance. All visitors will enter an access control vestibule where they will need to contact the Main Office via intercom or telephone. If need be, visitors should then report to the Main Office. Parents/guardians who are dropping off lunch, school or sport items, are kindly asked to leave the items on the table in the vestibule. We will retrieve the items immediately and have the student pick them up in the Main Office.

Any visitor to the schools must show picture identification to the office. Visits to individual classrooms during instructional time shall be permitted only with the teacher's prior approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Parents will be asked to sign a consent form prior to admission down to the classroom. At the elementary level, birthday snacks may not be delivered personally to classrooms but may be left in the office for delivery.

Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted.

Student Visitors

For safety and security reasons, student visitors are not permitted during school hours of Thomaston Public Schools.

Volunteers

Parents are encouraged to become involved in our schools. There are many avenues open to parent volunteers and everyone has some talent that can enrich student learning. Please contact the PTA or the Main Office of the specific school to volunteer.

Those wishing to volunteer will be required to have a background check completed prior to volunteering. This should be done in advance of the day you are coming in. Volunteers will also be required to sign a consent of visitor expectations.

School Administrative Rights

Search and Seizure

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.

2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein. The use of narcotic-detection dogs is allowed as per district board policy and Connecticut state statutes.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school- related activities.

Property, Lockers and Equipment

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those of which the school must incur to repair the damage.

Items assigned to the student are the property of the school, loaned to students for their convenience during the school year, and should be kept in good order and not abused, and may be opened and subject to inspection from time to time by school officials.

Searches of desks or lockers may be conducted at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify the Main Office immediately if it is not functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year.

All high school students are provided with a lock for the school year. Locks are to be obtained through the office on a paid rental basis ($5.00). Students may not bring in locks from home for use on school lockers. At Thomaston Center School, students may not put locks on the lockers. Students are encouraged to not to bring large sums of money or valuables to school, liability for these items remains with the student.

Student Expectations

Academic Dishonesty (Cheating/Plagiarism)

The Thomaston Board of Education is opposed to all forms of cheating by students within the Thomaston Public Schools. For the purpose of this policy, the misrepresenting by students of homework, classwork, tests, reports or, other assignments as if they were entirely their own work shall be considered forms of cheating.

Consequences for cheating shall be handled as a behavioral offense and may result in a referral to the office for disciplinary action by the administration. Consequences for cheating shall take into account the grade level of the student and the severity of the misrepresentation. Teachers have the prerogative to assign a consequence for cheating, but such consequences must be consistent for all students within the classroom. Teachers must provide basic "due process" to students accused of cheating.

The consequences for cheating may include any of the following as necessary:

- Change Student Seats
- Counseling by Teacher
- Counseling by Support Personnel, Parent/Guardian
- Conferring with Parent/Guardian
- Requiring a Make-Up
- Referral to Administration for Disciplinary Action

Behavioral Expectations

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school-related activities include but are not limited to:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately.
4. Showing respect toward others (Abstaining from bullying, harassing, and intimidating behavior).
5. Reporting witnessed acts of bullying to a teacher and/or school administrator.
6. Behaving in a responsible manner.
7. Paying required fees and fines.
8. Abiding by the (Thomaston Public Schools Discipline Policy) code of conduct.
9. Obeying all school rules, including safety rules.

10. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
11. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action up to and including expulsion:

1. Fighting, committing physical abuse, or threatening physical abuse.
2. Bullying.
3. Theft or knowingly having possession of stolen goods.
4. Using obscene gestures, racial slurs or abusive language directed at a member of the school staff or other students.
5. Participating in walkouts from, or sit-ins within, a classroom or school building.
6. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
7. Unauthorized possession, sale or consumption of illegal drugs, narcotics or alcoholic beverages.
8. Possession of drug paraphernalia.
9. Possession of cigarettes and/or other types of tobacco.
10. Destruction of school property or personal property.
11. Misbehavior on a school bus.
12. Class truancy.
13. Possession of electronic devices and/or laser pointers.
14. Unauthorized use or misuse of computers or other technological equipment.
15. Sexual harassment, harassment and hazing in any form, including social media.
16. Leaving school without permission.
17. Misconduct of a nature that threatens the safety of school property or the welfare of the persons who work or study therein.
18. Refusal to give name or giving a false name to a teacher, refusal to obey or insolence towards a member of the school staff.
19. Violations of smoking, dress, attendance or transportation regulations.
20. Gambling
21. Accumulation of minor offenses.
22. Throwing snowballs, rocks, sticks, food, etc.
23. Failure to stay for detention.
24. Playing with matches, fire, or committing arson.
25. Committing robbery or theft.
26. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
27. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
28. Possessing a weapon or dangerous instrument.
29. Misuse of social media directed at another student or faculty member, including creating false accounts or impersonation.
30. Behaving in any way that disrupts the school environment or educational process, including disobeying directives from school personnel.

The above noted list is not exhaustive and students may be disciplined, up to and including expulsion, for other forms of conduct that endangers person or property or who's conduct on or off school grounds is seriously disruptive of the educational process and whose conducts violates publicized school policies. Please note that each individual school may have guidelines not contained in this handbook. Please contact your child's school for further information.

Bullying

According to Public Act 11-232- The Strengthening of School Bullying Laws, "bullying" includes repeated written, oral, or electronic communication, by one or more students directed at or referring to another student and physical acts and gestures by one or more students that are repeatedly directed against another student and that:

1. Causes physical or emotional harm to the student or damage to the student's property;
2. Places the student in reasonable fear of harm to himself or herself, or of damage to the student's property;
3. Creates a hostile environment at school for such student (bullying among students is sufficiently severe and pervasive as to alter the conditions of the school climate);
4. Infringes on the rights of the student at school; or
5. Substantially disrupts the educational process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. (The students against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)

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

"Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, mobile electronic devices or any electronic communications. The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures.

Cyberbullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the

material should be printed and brought to the attention of the Principal. All reports of cyber bullying will be investigated by the administration.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be violation of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

A policy to address the issue of bullying and teen dating violence in Thomaston Public Schools will include consideration of the following components:

- Enable students to anonymously report acts of bullying and teen dating violence to teachers and administrators and require be notified annually of the process for doing so.
- Enable parents/guardians of students to file written reports of suspected bullying and teen dating violence.
- Require teachers and other school staff who witness acts of bullying and teen dating violence or receive student reports of bullying to notify school administrators in writing.
- Require school administrators to investigate any written reports and review any anonymous reports provided that no disciplinary action shall be taken solely on the basis of an anonymous report. Should further evidence of bullying or teen dating violence arise as a result of an administrator's review of an anonymous report, a full investigation will follow.
- Include a prevention and intervention strategy for school staff to deal with bullying and teen dating violence.
- Provide for language in student codes of conduct concerning bullying and teen dating violence.
- Require schools to notify the parents/guardians of both the student perpetrators of verified acts of bullying and teen dating violence, as well as the targeted students, and invite parents/guardians to attend at least one meeting. Meetings with parents/guardians will be requested in writing and held separately. Furthermore, any description of the response to an act of bullying or teen dating violence and any associated consequences will be in compliance with FERPA (Family Educational Rights and Privacy Act). Specifically, no personally identifiable information about other students may be shared without parental/guardian consent.
- Require each school to maintain a list of the number of verified acts of bullying identified at that school and make such list available for public inspection.
- Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline.

Prevention and Intervention Strategies:

- Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying and teen dating violence. Schools will implement strategies that improve school climate by providing intervention and prevention models for the wider school community including parents, staff, and students.
- A school survey to determine the prevalence of bullying and teen dating violence. Each school will survey students, parents, and staff to determine perceptions of school site safety and the prevalence of bullying and teen dating violence.
- Establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement strategy.
- School rules prohibiting bullying, teen dating violence, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
- Adequate adult supervision of outdoor areas, hallways, the lunchroom and other specific areas where bullying or teen dating violence is likely to occur.
- Inclusion of grade-appropriate bullying and teen dating violence prevention curricula in kindergarten through high school.
- Individual interventions with the bully or perpetrator of teen dating violence, parents/guardians and school staff.
- School-wide training related to safe school climate.
- Promotion of parent involvement in bullying prevention through individual or team participation in meetings, training, and individual interventions.

Reporting Procedure for Potential Bullying Incidents:

1. As soon as a student feels that he/she has been bullied or the victim of teen dating violence, he or she should make a written report through CrisisGo through the Safe 2 Speak Up app or the online CrisisGo reporting sheet found on our website. This may be done anonymously if desired. The principal or his/her designee will investigate all written complaints of bullying and teen dating violence; anonymous reports will be reviewed.

2. Any student who makes an oral complaint of bullying or teen dating violence to any of the above-mentioned personnel will be provided a copy of this policy and will be instructed to make a written complaint pursuant to the above procedure.

3. The principal and/or designee will notify both the parents of the perpetrator and the targeted student when there have been verified acts of bullying or teen dating violence committed by their child.

4. If possible, within five (5) working days of receipt of the complaint, the principal or designee handling the complaint shall commence an effective, thorough, objective and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the complainant and the alleged bully or perpetrator of teen dating violence, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, so that confidentiality is maintained insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged bully or perpetrator of teen dating violence will be upheld.

5. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter. This written report will be documented in the original report in CrisisGo.

6. If the student complainant is dissatisfied with the result of the investigation, he or she may file a written appeal to the superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes bullying. The superintendent may also conduct a reasonable investigation, including interviewing the complainant and the alleged bully or perpetrator of teen dating violence and any witnesses with relevant information. After completing this review, the superintendent shall respond to the complainant, in writing, as soon as possible. If after a thorough investigation, there is reasonable cause to believe that bullying or teen dating violence has occurred, the district shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to allegations of bullying or teen dating violence will result in disciplinary action. The bully or perpetrator of teen dating violence and any other students or employees, if applicable, will be informed that appropriate action shall be taken if further acts of bullying, teen dating violence, or retaliation occur. If further acts of bullying or retaliation do occur, appropriate actions shall be taken up to and including suspension and/or expulsion from school and referral to the Thomaston Police Department.

CrisisGo

Thomaston Public Schools utilizes a bully reporting form called CrisisGo. Using smartphones (or the website) students, staff members, and parents can report acts of bullying anonymously. The Crisis Team will get notifications in real time when there is a student in distress. This program allows us to continue to make our schools a safe learning environment for students. Students will have the ability to anonymously notify administrators of situations involving bullying, drugs, and weapons on campus. This program will stop bullying in its tracks by monitoring bullying activities as they unfold (www.crisisgo.com/education). For more information, please visit their website at www.crisigo.com or contact your building administrator.

Bus Behavior

Free bus transportation is provided to students who are eligible. Free bus transportation, however, is not an unlimited right granted the student. Students who violate regulations for bus behavior may be excluded from bus transportation.

All students who ride a bus to school are subject to school regulations until they depart from the bus at the bus stop near their home. Any misbehavior that distracts the driver is a serious hazard to the safe operation of the vehicle and jeopardizes the safety of all passengers and may result in school discipline.

Riding the school bus is a privilege. Abuses will result in the child and his/her parents assuming the responsibility for his/her transportation to and from school. Parents will also be financially responsible for any damage to the bus. The student will be denied transportation until damages are fully paid.

Students reported misbehaving on the bus, will be disciplined according to the following procedures:

- ***First Offense:*** A verbal warning will be given to the student with parental contact. It is hoped that parental intervention will prevent a recurrence of improper behavior.
- ***Second Offense:*** After an informal hearing with the student, school officials will withhold school transportation for two days. Parents will be informed in writing of the reasons for such disciplinary action. The suspension shall take place on the fifth day after the student has been reported in order to allow sufficient time for parents to make necessary arrangements for such transportation. In cases of emergency, the child may be suspended immediately, without written warning, and parents notified as soon as possible.
- ***Third Offense:*** Discipline for a third offense will allow the student to ride the bus to school in the morning, but he/she will be retained after school for a thirty-minute period for five school days. Parents will be required to pick their child up following the detention.
- ***Fourth Offense:*** A student who has been reported for infraction of bus rules for the fourth time will be suspended from the bus immediately. Parents will be notified. It will be the responsibility of the parents to get their child to and from school. It is the parents' responsibility to contact the superintendent of schools for a hearing to consider permanent removal of the student from bus transportation.

*The discipline continuum above is defined by our bus provider. Administration reserves the right to impose additional and/or alternate disciplinary action if deemed appropriate.

Cafeteria and Recess Behavioral Expectations

All eating is to be done in the cafeteria. Food is not permitted elsewhere in the building, unless permission has been granted by the school nurse, teacher, or school administrator. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct. There is no charging for lunches. However, students and parents may deposit money into a lunch account. Students may then charge their lunch to that account drawing from available funds. Please check with your child's individual school for the 2019-2020 school lunch price.

Good behavior in the cafeteria is as important as it is in classes throughout the school day. Students entering the cafeteria for lunch should conduct themselves in an orderly manner. All wrappers, containers, trays, etc. must be cleaned up prior to leaving the room. When permission is given for other areas to be used for food or drink, the students must be responsible for keeping the area clean. Students may only use the lavatories adjoining the cafeteria during their lunch wave. Administration, faculty, and paraprofessional staff on duty in the cafeteria may issue passes to the nurse.

In the case that a parent delivers lunch their son/daughter, the parent must leave the lunch in the main vestibule and the student will be called. Additionally, food deliveries to students from outside vendors are prohibited.

Students are expected to conduct themselves in an appropriate and respectful manner while in our hallways and cafeteria. The following behaviors are prohibited:

1. Profanity;
2. Inappropriate display of affection;
3. Horseplay;
4. Excessive noise that is disruptive to classes in session;
5. Unauthorized use of an electronic device during class time;
6. Altercations;
7. Throwing of objects.

The above list is not exhaustive and students may be disciplined, up to and including expulsion, for other forms of conduct that endanger person or property or whose conduct is seriously disruptive of the educational process and whose conduct violated publicized school policies.

Controlled Substances: Alcohol, Drugs, Tobacco, Performance-Enhancing

The manufacture, distribution, dispensing possession, or sale of alcohol or controlled substances is prohibited in the building, on school grounds, or during any school- sponsored activity. Violations may result in arrest and prosecution. Sale or purchase of drugs on school grounds or during any school-sponsored activity will result in an expulsion hearing and police referral.

The provisions concerning suspension of students for conduct off school grounds are modified to require that such conduct be in violation of a publicized policy of the board. This means that a student's actions off school grounds that "endanger persons or property," and "seriously (disrupt) the educational process," and (violates) board policy can result in expulsion.

Use or Possession of Drugs, Alcohol, and Inhalants

As stated earlier in this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to disciplinary actions.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment at private or community agencies and aftercare support. While the school may connect the student with assisting agencies, said action does not infer any financial responsibility to the school district.

Disciplinary procedures will be administered with the best interests of the student, school population and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution.

Students are encouraged to consult with teachers, administrators and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken. The use of narcotic-detection dogs is allowed as per district board policy.

First Offense:

- 10 days out-of-school suspension under supervision of his/her parent or guardian, possible expulsion hearing.
- Parent or guardian notification
- Superintendent notification
- Excluded from all co-curricular and extracurricular activities concurrent with suspension

Second and Subsequent Offenses:

- 10 days out-of-school suspension under the supervision of his/her parent or guardian, pending expulsion hearing
- Recommended to the Board of Education for expulsion of 30-180 days
- Police referral
- Parent or guardian notification
- Superintendent notification
- Excluded from all co-curricular and extracurricular activities concurrent with suspension
- must successfully complete substance abuse education and assessment program prescribed by the administration
- Must attend alternative education program per Board expulsion decision
- Excluded from all co-curricular and extracurricular activities concurrent with expulsion
- Must participate, along with parent/guardian, in school-approved substance abuse counseling/family education program(s) prior to reentry to school

Use or Possession of Tobacco, Smoking Paraphernalia

Per Board Policy R5131.6, students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property as provided by law. This includes the use of e-cigarettes or any other vapor products. Tobacco products will be confiscated if found on school grounds.

Use and/or possession of tobacco on school grounds will result in the following actions:

- ***First Offense:*** A three day in-school suspension. The student will participate in a smoker awareness program under the direction of the school nurse and/or resource officer during and/or immediately following the school day. Parents or guardians will be notified. Students are excluded from all co-curricular and extracurricular activities concurrent with the suspension.
- ***Second Offense:*** Five day in school suspension. The student will continue with the smoker awareness program under the direction of the school nurse and/or resource officer during and/or immediately following the school day. Students are excluded from all co-curricular and extracurricular activities concurrent with the suspension. Parents or guardians will be notified.
- ***Additional Offenses:*** 10 out of school suspension under the supervision of his/her parent or guardian. The student will participated in a required cessation program and parents will be notified.

Sale or Distribution of Controlled Substances (Drugs, Alcohol, Inhalants, Performance-Enhancing Drugs)

Students found to be involved in the sale or distribution of controlled substances (drugs, alcohol, inhalants, and performance-enhancing drugs) shall be subject to the following disciplinary actions:

First and Subsequent Offenses:

- 10 days out-of-school suspension under the supervision of his/her parent or guardian
- Mandatory expulsion, with administrative recommendation to the Board of Education for 30-180 school days
- Police referral
- Parent or guardian notification
- Superintendent notification
- Excluded from all co-curricular and extracurricular activities concurrent with suspension
- Attend alternative educational program per Board policy and the expulsion requirement
- Excluded from all co-curricular and extracurricular activities concurrent with the expulsion and may be further excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of the Board of Education
- Must participate, along with parent or guardian, in school-approved substance abuse counseling/family education program(s) prior to reentry to school

In addition to the above, any student found to be selling or distributing performance enhancing substances who wants to participate in interscholastic athletics, after the period of suspension/expulsion imposed by the school district, if less than 180 school days, must submit a medically update drug test, approved by CIAC, which confirms the student to be chemical free. Such test must be completed within thirty days prior to a request for participation. All costs for testing will be incurred by the student, parent or guardian.

Use or Possession of Performance-Enhancing Drugs or Substances

Performance-enhancing substances used by young people is a concern to our society at large because of the potential adverse health consequences and the effects such practices have on moral development of the individual and on fair athletic competition for all. Therefore, the Board of Education bans and prohibits the possession or use of any performance-enhancing substance, including dietary supplements, prescription medications, and illicit drugs not otherwise prescribed by a student's physician for a legitimate health issue.

Any student in the District using or in possession of any kind of performance-enhancing drug or substance during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation, or otherwise off school grounds when such student's conduct violates this policy and is seriously disruptive of the educational process shall be subject to consequences. These consequences apply to all students, including all student athletes, and all students involved or not involved in co-curricular and extracurricular activities.

Students found to be in possession of or use of performance-enhancing drugs shall be subject to the following disciplinary actions:

First Offense:

- 10 days out-of-school suspension under the supervision of his/her parent or guardian
- Police referral
- Parent or guardian notification
- Superintendent notification
- Excluded from all co-curricular and extracurricular activities concurrent with suspension
- Must successfully complete substance abuse education and assessment program prescribed by administration
- Excluded from athletic programs for one hundred eighty (180) school days until the documented anniversary date of the first offense (Note: Reinstatement of the athlete may be requested by the school to the CIAC Board of Control for extenuating circumstances. Such consideration shall be determined in part, by a medically validated drug test which validates that the student-athlete is chemical free. Such test must have been completed within the last 30 days.)

Second and Subsequent Offenses:

- 10 days out-of-school suspension under the supervision of his/her parent or guardian, pending expulsion hearing
- Recommended to Board of Education for expulsion of 30-180 school days
- Police referral
- Parent or guardian notification
- Superintendent notification
- Excluded from all co-curricular and extracurricular activities concurrent with suspension
- Excluded from all co-curricular and extracurricular activities concurrent with expulsion
- Attend alternative education program(s) per Board policy and expulsion requirement
- Excluded from athletic programs for one hundred eighty (180) school days until the documented anniversary date of the second or subsequent offense. (Note: Reinstatement of the athlete may be requested by the school to the CIAC Board of Control for extenuating circumstances. Such consideration shall be determined in part, by a medically validated drug test which validates that the student-athlete is chemical free. Such test must have been completed within the last 30 days.)
- Must participate, along with parent or guardian, in school-approved substance abuse counseling/family education program(s) prior to re-entry to school.

Sale and Distribution: Sale or Distribution of Controlled Substances (Drugs, Alcohol, Inhalants, Performance-Enhancing Drugs)

Students found to be involved in the sale or distribution of controlled substances (drugs, alcohol, inhalants, and performance-enhancing drugs) shall be subject to the following disciplinary actions:

First and Subsequent Offenses:

- 10 days out-of-school suspension under the supervision of his/her parent or guardian
- Mandatory expulsion, with administrative recommendation to the Board of Education for 30-180 school days
- Police referral
- Parent or guardian notification
- Superintendent notification
- Excluded from all co-curricular and extracurricular activities concurrent with suspension
- Attend alternative educational program per Board policy and the expulsion requirement
- Excluded from all co-curricular and extracurricular activities concurrent with the expulsion and may be further excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of the Board of Education
- Must participate, along with parent or guardian, in school-approved substance abuse counseling/family education program(s) prior to reentry to school

In addition to the above, any student found to be selling or distributing performance enhancing substances who wants to participate in interscholastic athletics, after the period of suspension/expulsion imposed by the school district, if less than 180 school days, must submit a medically update drug test, approved by CIAC, which confirms the student to be chemical free. Such test must be completed within thirty days prior to a request for participation. All costs for testing will be incurred by the student, parent or guardian.

Dances

Middle School Dances

The following regulations are in place for middle school dances:

1. Students may not bring guests to the dances.
2. Students who have been suspended may not attend dances for the period of suspension.
3. Students who are on Academic Probation may not attend the dance.
4. The administration may forbid a student to attend a dance for disciplinary reasons.
5. Dances shall be 6:00 p.m. to 8:00 p.m.

Prom

The following regulations are in place for those attending the prom:

1. Prom is open to all junior and senior students attending Thomaston High School.
2. Students may be prohibited from attending the prom based on academic, behavior, and school attendance issues.
3. Juniors and Seniors may bring a guest. All guest must meet the following criteria:
    a. Attending high school or have graduated from high school.
    b. Student may not bring a guest who is over the age of 21.
    c. The sending school must confirm good academic and behavioral standing.
    d. Parent and student must sign off agreeing that the THS student may be held responsible for guest behavior.
    e. Guest must provide copy of student ID or license.
4. Attendance at the prom is subject to the approval of administration.

Semi-Formals

The following regulations are in place for semi-formal dances:

1. Guests must attend high school currently.
2. Guests must be under the age of 21.
3. Guests must be signed up at least a week prior to the event. NO tickets will be sold at the door for guests.
4. Students who are on Academic Probation may not attend the dance.

Should there be any other dances (grades 9-12) scheduled, the following regulations are in place:

1. The time frame shall be 7:00 p.m. to 10:00 p.m.
2. Guests are not allowed.
3. Students who have been suspended may not attend dances for the period of suspension.
4. The administration may forbid a student to attend a dance for disciplinary reasons.
5. Students who are on Academic Probation may not attend the dance.

Dress Code

Each student in the Thomaston Public Schools has the responsibility of dressing in appropriate attire with respect to ***neatness, health, decency, and non-distractiveness***. The responsibility for appropriate appearance of students rests with parents and students themselves. The administration reserves the right to restrict any attire that is considered detrimental or disruptive to the educational process and/or is deemed unsafe. Good taste and common sense should be used in choosing clothes for school.

If a student wears apparel and/or jewelry that is judged to be disruptive to the education process and the normal functioning of the school, the administration will ask the student to change, restrict the student to internal suspension, or send the student home.

When choosing a student's outfit for school, students and parents should keep in mind that their choice of clothing can affect the learning environment and will be judged along more formal rather than informal guidelines. Shorts, skirts, and shirts should be of an adequate length and construction so as to not excessively expose the upper thigh, navel, stomach, or lower back. In addition, clothing meant to be worn as an undergarment should not be worn as an outer garment. All clothing shall be worn in a manner that does not expose undergarments (underwear or bras). Also, at no time will tops be allowed to be strapless, spaghetti strap, or excessively exposing a bare midriff.

Clothing with offensive language, messages, or illustrations is not tolerated. The term offensive includes, but is not limited to, any wording or symbols that advertises or promotes the imagery of alcohol, tobacco, or other drugs, or which debase or negatively portray any individual or group through cultural, political, racial, religious, sexual, or other innuendo. Also included are types of clothing that contains violence, hate, or death messages.

Hats, bandanas, hoods, and any other head covering must not be worn and kept out of sight during the school day hours. Also, no pajamas are to be worn in school (eg. pajama pants, pajama tops, nightgowns).

The final decision whether the student has violated the dress code rests with the discretion of the administrators.

Food and Drink

Food is not permitted around the building except without prior permission. Water bottles are permitted throughout the school.

Harassment Statement

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to a teacher or administrator. The allegations will be investigated and addressed which will result in appropriate disciplinary action taken, where necessary.

Hazing Activities

Students are prohibited from participating in any hazing activity. Hazing is an activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization. Any student who engages in an act that injures, degrades, or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.

Recess

All students in grades kindergarten through grade 3 will have a 30 minute recess either before or after lunch, depending on each grade's schedule. Students in grades 4-6 will have a 20 minute recess. Outdoor recess will take place if the temperature is 20 degrees or higher taking wind chill into account. In the event that weather prohibits outdoor recess, students will have recess indoors. All students in grades 7/8 will have a flex period that is approximately 20 minutes. During "Flex" students, in good standing, may choose to go outside for recess, complete work, or make up assessments.

While recess is a time to partake in physical/recreational activities, students are still expected to be safe, responsible and respectful while on the playground. If students display inappropriate behaviors, staff will employ positive behavior interventions and supports in an attempt to correct the inappropriate behavior.

Please note that behaviors that put the safety of any child at serious risk will result in an immediate consequence and interventions may not be applied in such situations.

Removal from Class

Each teacher shall have the authority to remove a student from his or her classroom when the student causes a serious disruption of the education process in that classroom.

Senior Privileges

Late Arrival/Early Dismissal-Seniors who are passing all subjects with an average of at least 70 are permitted to arrive to school at 8:16 A.M. and/or leave at 1:28 P.M. provided they are scheduled for a study period at that time. An incomplete is not considered passing and the student is ineligible for late arrival/early dismissal end until a passing grade is in. A complete and approved late arrival/early dismissal form must be on file in the main office, signed by a parent or legal guardian. Signed forms are due by September 9, 2019.

- A student granted and accepting this privilege must report to homeroom at 8:16 A.M.
- A student granted and accepting this privilege must sign-out of study hall at the beginning of the last period of the day when he/she has early dismissal.
- A student granted this privilege is responsible for his/her transportation.
- A senior having 3 unexcused tardies in the marking period will lose the privilege of late arrival/early dismissal for the remainder of the marking period or one week, whichever is longer. Any additional tardies from that point on will also result in a loss of late arrival/early dismissal for the marking period.
- Once a student accepts this privilege and does not arrive on the school grounds by 7:25 A.M. or leaves school grounds prior to 2:20 P.M., he or she, together with his or her parents, accepts responsibility for this student's actions or activities.
- Seniors who are passing all subjects with an average of at least 70 are permitted to use the patio outside the café during study halls and lunch.
- Seniors who are passing all subjects with an average of at least 70 are permitted to sign out of open study hall during the lunch blocks and report to the cafeteria.
- A list of ineligible students will be posted at the beginning of each marking period.
- On a given day, should an assembly be held during the first/last period of the day, students must attend. Late arrival is not in effect on such days.
- Seniors maintaining good academic standing and following the rules of Thomaston High School as presented in the handbook, are eligible to report to the cafe during study periods.

These privileges may be revoked for unsatisfactory conduct, poor attendance, poor scholastic performance, or failure to adhere to these guidelines.

Sexual Harassment

The district wants all students to learn in an environment free from all forms of sexual harassment. Sexual harassment is against state and federal laws. It is unwelcome sexual attention from peers, teachers, staff or anyone with whom the victim may interact. Any student who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately to his/her teacher, social worker, guidance counselor, administrator, school nurse, or any responsible individual with whom the student feels comfortable, either informally or through the filing of a formal complaint.

Peer sexual harassment is strictly forbidden in all schools within this district, on school premises, and during any school programs and activities. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or making sexual comments directed at a person because of his or her sex, which interferes with the ability of a student to receive an education. Students are expected to treat their fellow students with dignity and respect at all times on school property and in school programs and activities and to refrain from unwelcome physical or verbal conduct of a sexual nature.

Violations or suspected violations of this policy should be reported to teachers or administrators. Students are encouraged to report sexual harassment immediately. School personnel will take prompt and fair action to investigate any report promptly and to take the appropriate measures to stop alleged sexual harassment, or any other alleged policy violation. During the investigation of allegations that policy has been violated, all students involved will continue to be provided their educational rights.

Should requests be made for changes to student schedules or class assignments in connection with alleged policy violations or other related matters, the circumstances will be carefully considered and decisions will be made in the best educational interest of all students involved. Please note that in the case of such requests while an investigation is ongoing, any requested changes will normally be made to the schedule or class assignment of the student requesting the change, rather than a non-requesting student.

Student Sexual Harassment Policy

I. Philosophy:

Sexual harassment will not be tolerated among students of the Thomaston School District. It is the policy of the Thomaston Board of Education to maintain a learning and working environment that is free from sexual harassment. Any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students and to the public.

II. Definition:

Sexual harassment is defined as follows:

Any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of educational benefit or employment.

2. Submission or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's education or employment.

3. Such conduct has the performance or work performance of creating an intimidating, hostile, or offensive educational or working environment.

Specific behaviors that are unwanted and sexual in nature that constitute sexual harassment are:

• Touching
• Verbal comments
• Sexual name-calling
• Sexual rumors
• Inappropriate public display of affection
• Gestures
• Jokes/cartoons/pictures
• Inappropriate statements of a sexual nature
• Pulling at clothes
• Letters or notes of a sexual nature

III. Reporting Procedure

1. If a student believes that he/she is being or has been harassed, that person should immediately inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, unprofessional, or highly inappropriate.

2. As soon as a student feels that he/she has been subjected to sexual harassment, he or she should make a written complaint to the appropriate school personnel, or the principal or his/her designee. The student and parent will be provided a copy of this policy and made aware of his/her rights.

3. In the written complaint, the complainant should state the following:

    - Name of the complainant
    - Date of the complaint
    - Date of the alleged harassment
    - Name or names of the harassers
    - Location where such harassment occurred
    - Detailed statement of the circumstances constituting the alleged harassment

4. Any student who makes an oral complaint of harassment to any of the above-mentioned personnel will be provided a copy of this policy and will be instructed to make a written complaint pursuant to the above procedure.

5. All suspected cases of child abuse will be reported to the Thomaston Police Department and the State Department or Children and Families.

6. All complaints are to be forwarded immediately to the principal or designee unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the superintendent.

7. The principal and/or designee will notify the parents of the complainant that his/her child filed a sexual harassment report which will be investigated and acted upon within five (5) working days, if possible.

8. If possible, within five (5) working days of receipt of the complaint, the principal or designee handling the complaint shall commence an effective, thorough, objective and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the student and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist. The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discreetly, so that confidentiality is maintained insofar as possible while still conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

9. The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the parents of the complainant, the alleged harasser, and the superintendent of schools.

10. If the student complainant is dissatisfied with the result of the investigation, he or she may file a written appeal to the superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The superintendent may also conduct a reasonable investigation, including interviewing the complainant and alleged harasser and any witnesses with relevant information. After completing this review, the superintendent shall respond to the complainant, in writing, as soon as possible.

If after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to allegations of harassment will result in disciplinary action.

The harasser and any other students or employees, if applicable, will be informed that appropriate action shall be taken if further acts of harassment or retaliation occur. If further acts of harassment or retaliation do occur, appropriate actions shall be taken up to and including suspension and/or expulsion from school.

Vandalism/Misuse of Equipment

Our schools and school equipment are public property. Willful damaging or destroying of this property will be treated seriously by the administration and will be subject to school consequences up to and including expulsion, as well as required to pay for the damage repair.

If damage is done due to the misuse of the equipment, he or she should report the damage to the teacher immediately so that the damage is not misconstrued as vandalism. Because the misuse did not result in purposeful vandalism, there may not be disciplinary consequences, however, the student(s) will be required to pay for the damage in whole or in part.

School Policies/Regulations

Asbestos

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office. Please refer to Superintendent Coss' letter in the appendices of this handbook.

Assemblies

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. A student's conduct in assemblies must meet the same standards as in the classroom. At Thomaston Center School and at Thomaston High School, students will sit in assigned sections in the auditorium by grade level.

Please do not plan to take your child out of school after an assembly unless you've provided a note in advance.

Books, Book Bags, Backpacks

Students in grades pre-kindergarten through grade 3 must keep book bags and/or backpacks in the closet area of the classroom. Textbooks and other instructional supplies should be kept in the student's desk.

Students at Thomaston Center School will be issued a locker and will have easy access to their lockers during the school day. Consequently, they may not carry book bags between classes as they pose an obstruction to safe passage of students in the classroom and/or corridors.

Thomaston High School students may use backpacks of a reasonable size to carry books and instructional supplies to their classes. High school students will also be issued lockers. Students in 7th and 8th grade are not allowed to carry their backpacks unless they have permission to do so.

Students must cover all textbooks, when required, and are expected to repair damage or replace any lost textbooks and library books.

Pesticide Management and Green Cleaning

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact the building secretary.

A green cleaning program to clean and maintain the school was implemented by law July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the District's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

PLEASE NOTE: According to the state law, "no parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect."

School Ceremonies and Observances

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. To the greatest degree possible, school ceremonies will be a reflection of the variety of religious beliefs of our student body and faculty, and all are urged to be conscious of and respectful to the sensitivities of others.

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

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

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

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

School Lunch/Cafeteria

The District participates in the National School Lunch Program and offers to students nutritionally balanced breakfasts and lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the school office.

Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered an alternate meal.

Students will eat lunch (and breakfast if they choose to participate) in the school cafeteria.

At the elementary level, students will be provided a time for recess, either prior to or immediately after the lunch period.

Substitute Teachers in Classrooms

During the school year, students will be under the supervision of substitute teachers when regular classroom teachers are absent. Students are to cooperate and put forth their best image to help make the class a success. Substitutes will be asked to leave a written report of the day. Teachers and/or administration will follow up on the report.

Use of Facilities

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place.

After dismissal, unless supervised by a faculty/staff member or other district approved adult (i.e., Girl Scouts leader), students are expected to leave the campus immediately. Parents providing transportation should be punctual.

Videos and Photographs of Students, their Work and Performances

Thomaston Public Schools wishes to give recognition to students' accomplishments during the school year. Thomaston Public Schools may publish, broadcast, and display copies of students' work, ceremonies, and performances at school, community facilities, and other locations.

These materials can be released to news organizations (school, local, state, and national) multiple mediums on the internet, etc. Thomaston Schools may identify students by first name when their work and photographs are included in web pages from PreK-12 grades. All school events, performances, and in-school assemblies (sporting, fine arts, plays, graduations, etc.) are considered public events and everyone attending and all participants will be included in the photographing/video recording/broadcasting of those events. In addition, special classrooms events (i.e. speaker presentations) may be video recorded/photographed/broadcast as well.

If a parent does not want their child to be photographed or video recorded, or to participate in a live broadcast and have that information shared with the public, that parent must submit a letter at the start of the school year or before the performance to the student's building administrator. This letter will be valid for ONLY the school year in which it was submitted. If a parent does not want their child's performances, photo, or work shown to the public, they must also understand that the child will not be allowed to participate in the performances due to technical and time limitations.

Video Recorders/Security Cameras in Schools

The district has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year on buses. Tapes may be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken.

Surveillance cameras will be used in the school to help provide for a safe and secure environment.

Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act.

Producing video using personal recording devices is strictly prohibited, unless this activity has been approved by administration.

School Safety

Evacuation and Lockdowns

Thomaston Public Schools are equipped with an emergency alarm system. When the alarm sounds, students and staff must move to assigned areas outside of the school building. Attendance will be taken and administrators will provide further instruction. However, students are instructed to ignore an alarm sounding and to remain in place during a lock-down situation.

Fire Drills and Emergency Preparedness

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drill will be planned and conducted with the local law enforcement agency.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

Lockdown

Lockdown is initiated when there is a viable threat inside the school building. No one is allowed to enter or leave his or her room once a lockdown has begun. If a fire alarm sounds during a lockdown, students, faculty, and staff are to remain in their current location, unless a greater threat is in the immediate vicinity.

Safety/Accident Prevention

Student safety on campus and at school related events is a high priority of the school district. Although the school district has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Follow the school's code of conduct
- Avoid conduct that is likely to put the student or other students at risk.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff overseeing the welfare of students.

Shelter-In-Place

Shelter-In-Place is initiated when there is a viable threat outside the school building. No one is allowed to enter or leave the building once a shelter-in-place has begun.

Special Services

Disabilities

Thomaston Public Schools does not discriminate disability in providing educational services as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision. The District's Section 504 Coordinator is Aimee Turner, who can be contacted at 860-283-3050.

English Language Learners

Parents of English Language Learners participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the ELL program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services, including tutoring in English language acquisition. Students, after 30 months, in a bilingual program will not be offered additional bilingual education.

School Counseling

Professionally qualified members of the school staff render social services and counseling. The responsibilities of the social workers, school psychologist, and school counselors include helping the student function more successfully within the school environment.

Counseling is an opportunity to talk with someone about things that are important to students. The opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students. Appointments with a counselor can be arranged by stopping by the School Counseling Office before school, between classes, or after school.

Educational and career planning guidance for high school students is available along with information to develop a plan for the student's future. This may include a long-range plan of studies and selecting student's subjects year by year in keeping with student's career interests and special skills or talents. Parental notification and involvement will be solicited.

Referral for psychological and/or psychiatric assistance by other social services agencies within the school may also be recommended through the PPT process.

Homebound Instruction

Homebound instruction is provided to students after their tenth consecutive absence if the absence is predicted to extend beyond fifteen school days. Medical documentation from a physician, a 504 plan or an Individualized Education Plan (IEP) and communication between the school nurse and the treating physician are required.

Special Education and Intervention

The district provides special programs for those students with disabilities which affect a student's success at school. A student or parent with questions about these programs should contact their child's teacher.

In order to monitor academic growth, the district utilizes a process called Scientific Research-Based Intervention (SRBI) which combines systematic assessment, informed decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral supports and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum.

Any child identified as possibly needing special education and/or related services must be referred to a special education planning and placement team for evaluation (PPT). The PPT will determine whether special education services are required. Parents must give their consent before any evaluation can be done or any services can begin. An individualized education plan (IEP), based upon the diagnostic findings of the evaluation will be developed by the PPT, with parental involvement. Questions regarding these programs should be directed to the building administrator or the Director of Pupil Personnel Services.

Student Rights and Responsibilities

Child Abuse

Teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive yearly training in their use.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Complaints and Conflicts

The partnership between home and school is very important to us because it helps support student achievement. Despite our commitment to work together, from time to times a conflict may arise. A parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, the matter should then be brought to the attention of the building principal.

Discrimination

Thomaston Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, age, or disability in providing educational services.

Please contact Ms. Aimee Turner, Director of Pupil Services and Title IX Coordinator, at 860- 283-3050 should you have any questions or concerns regarding compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 as amended.

The Office for Civil Rights enforces several federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.

The Department of Education Office for Civil Rights address is:

US Department of Education, Office of Civil Rights
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Phone: 617-289-0111 Fax: 617-289-0150
Email questions to: OCR.Boston@ed.gov

Or file a complaint electronically: www.ed.gov/about/offices.list.ocr/complaintintro.html

Distribution of Materials

Students may distribute printed materials to parents as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy. The principal or his/her designee may approve such distribution providing:

1. The material is related to the school, community, local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit-making organizations.
5. Does not advocate a position regarding a referendum question.

Printed materials may be distributed to parents by students as a means of communication. However, Thomaston Public Schools utilizes email and PowerSchool as a means of distributing materials and communicating with parents. Please be sure your email is the correct one to receive such notices and is current at your respective schools. Hard copies of materials are available to families that do not have access to technology. Please complete and return the form in the appendix of this handbook should you wish to receive paper copies of information.

Equal Opportunity

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

Please contact Ms. Aimee Turner, Director of Pupil Services and Title IX Coordinator, at 860- 283-3050 should you have any questions or concerns regarding compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 as amended.

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Or file a complaint electronically: www.ed.gov/about/offices.list.ocr/complaintintro.html

Lost and Found & Forgotten Items

Any articles which are found in the school or on school grounds should be turned in at the main office. At the elementary levels, unclaimed articles will be disposed of at the end of the school year. At the high school level, unclaimed articles will be disposed of at the end of each marking period. Loss or suspected theft of personal or school property should be reported to the main office. Students are encouraged to label their possessions.

If a student forgets an item, he/she may phone home. If the forgotten item is brought to school, the office will summon the student at a time when classroom instruction will be least interrupted. This may or may not be at the time the item is left.

Placement of Students

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. The final decision for placement rests with the principal or his/her designee.

Posters

Signs and posters that students wish to display must be approved by the administration. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

Scholarships, Financial Aid, and Awards

Students should start early to establish records worthy of scholarship consideration. In general requirements for scholarship consideration are some combination of the following: serious attention to studies, good character, financial need and involvement in the activities of the school.

Many scholarships and awards are available for qualified students. Students should consult School Counselors for information about what scholarships are available and how, when and where to apply.

Student Complaints/Grievances: Due Process

A student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal should be requested within 5 calendar days of the event or events causing the complaint. If the outcome of the conference with the principal is not satisfactory, a conference with the Superintendent or designee can be requested within 5 calendar days following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Education, in accordance with Board policy.

Please contact Ms. Aimee Turner, Director of Pupil Services and Title IX Coordinator, at 860- 283-3050 should you have any questions or concerns regarding compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 as amended.

The Office for Civil Rights enforces several federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.

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Email questions to: OCR.Boston@ed.gov
Or file a complaint electronically: www.ed.gov/about/offices.list.ocr/complaintintro.html

Student Rights and Responsibilities

Each student has the right to a quality education and the responsibility to put forth his or her best efforts during the school day. Students have the right to expect school personnel to provide that education and shall have the responsibility to respect the rights of others students and all persons involved in the educational process.

Student Records

A student's school records are confidential and are protected by law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or students.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have

the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records.

Copies of student records are available at a cost of 25 cents per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of postsecondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Interested persons may inspect "public district records" which are maintained at the office of the Superintendent of Schools, during normal hours of business. Copies of records, permitted by law to be disclosed, may also be attained.

Surveys of Students

The Board of Education recognizes the staff's need to collect input from students and parents in order to assist decision-making related to curriculum and instruction, program development and operations. To this end, the Board supports the use of appropriate surveys.

Parents/Guardians, or students 18 or older, have the right to "opt the student out of participation". The parent/guardian must inform the district, in writing, their intent to opt out of the survey**.**

Textbook Care and Obligations

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library book or other educational materials.

Students will be responsible for the replacement cost of lost or damaged textbooks and workbooks.

Working Papers

Thomaston residents between the ages of 15 and 18 may obtain working papers in the high school guidance office during the school year or in the Principal's office and Superintendent's office during the summer months. To be eligible, you must have been promised a job and have obtained a Promise to Employ form from your future employer. This form, along with a birth certificate and/or driver's license, must be presented before working papers can be issued. If you should change jobs prior to reaching 18, you must reapply for new papers.

All policies referred to in this handbook may be found at thomaston.schooldesk.net

Technology

Bring Your Own Device

Technology use is everywhere in our world today. The Thomaston Board of Education believes schools should play a role in teaching students to use technology appropriately. Rather than banning the devices the Thomaston Public School District's students use in their daily lives, the same devices they will soon come to rely on in their future professional lives, it is important to guide them in developing the skills needed to be productive digital citizens by bringing their own technology to campus. Accordingly, access to the District's wireless network, including the Internet, by students via personal electronic devices shall be made available to students for instructional purposes.

Bring Your Own Device Student and Parent Agreement

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the unfettered right to use his/her electronic device while at school. When abused, the privilege will be taken away. When respected, the privilege will benefit the learning environment as a whole.

Students and parents/guardians participating in the Bring Your Own Device program must adhere to the Student Code of Conduct, as well as all applicable Board policies, particularly 6156, Use of Computers in Instruction.

The use of a device in the classroom, as with any personal property, is strictly up to the teacher.

Definition of "Device"

For purposes of this policy, "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, e-Readers, cellular or smart phones and other comparable devices capable of wireless internet access and/or creating, transmitting, receiving or storing electronic information.

Electronic Information Resources Access Agreement

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites when the student is not engaged in District activities and not using District equipment.

The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

Internet

The only internet gateway that may be accessed while in Thomaston Public Schools is the one provided by the District. Any device brought to Thomaston Public Schools will not be permitted to use outside internet sources. Personal internet connected devices, such as but not limited, to cell phones or cell network adapters are not permitted to be used to access outside internet sources at any time.

Personal Cell Phone and Electronic Device Use at Thomaston High School

At Thomaston High School, students are permitted to bring electronic computing devices to school. This privilege may be limited or revoked at any time by faculty/staff members who deem the use of the device disruptive. Personal cell phones can have a place in education when used in the spirit of respect, responsibility and safety.

Respectful use:
Personal cell phones should only be used to enhance the educational process. (For any exceptions, other than the ones listed under Responsible use below, the student must secure permission from a staff member in the building.)

Responsible use:
Cell phones should be turned off or set to silent mode, except when authorized to use them for an instructional purpose in a classroom setting.

When using cellphones to access the internet during school hours, students will be held to the same standards outlined in the Internet Acceptable Use policy regardless of the method used to access the internet.

Students found to be using a cell phone to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and returned only to a parent. Students violating this rule may be disallowed from carrying any personal communication device following the incident.

Safe use:
Communication with these devices should be courteous and respectful, and shall adhere to the

Guidelines for Student Behavior and to the board policy regarding Bullying and Student Conduct.

Violations:
Any use of the aforementioned devices that violate the student code of conduct is strictly prohibited and will result in immediate disciplinary action. The disciplinary action will include:

- **First Offense-** The device shall be confiscated. The student will be allowed to pick up the device at the conclusion of the school day (2:20 p.m.).
- **Second Offense-** The device shall be confiscated. The student's parent must pick up the device. It will not be returned to the student.
- **Third Offense-** The device shall be confiscated. The student's parent must pick up the device. It will not be returned to the student that day. In addition, the student will have to bring the phone to the Main Office daily for a minimum of 2 weeks. It may also result in an in-school suspension.
- **Additional Offenses-** The device will be brought to the Main Office for a determined amount of time. Additionally, in-school suspension may be given.

Cell phones are commonly used as instruments to assist in cheating. Therefore, students found using a cell phone within classrooms, without teacher permission, will be subject to further disciplinary action, up to and including suspension. Parents should not call or text students between 7:25 A.M. and 2:20 P.M. Students will not be excused from consequences due to phone calls and/or texts received from parents. If an emergency arises, you may call the Main Office. A staff member will instruct your student(s) to contact a parent.

The faculty, staff, and administration are not legally or financially responsible for lost, stolen, damaged, or misplaced cell phones.

Security and Damages

Responsibility for the security of a device rests with the individual owner of the device. The Thomaston Public School District is not responsible or liable for any device lost, stolen or damaged on campus. If a device is lost, stolen or damaged, reports of such loss, theft or damage will be handled through the school administrative office in the same way as reports of loss, theft or damage of other personal items. It is recommended that school-appropriate cases, skins, decals and other custom touches be used to physically identify a student's device from others. While the District is not responsible for damage, protective cases for all devices are encouraged.

Software

Many software packages are now available as web browser applications. In general, this negates the need to have required programs loaded onto student devices. Students will generally be able to access the software and internet resources they will need through any web browser. Therefore, there is no required software necessary to take part in the Bring Your Own Device program other than a web browsing application.

Thomaston Center School and Black Rock School Electronic Device Policy

At the elementary level, students are not permitted to possess such items as cellphones, digital music players, digital readers, tablets, laptops, CD players, tape recorders, camcorders, DVD players, cameras, or any other devices with text messaging at school, unless prior permission has been obtained from the principal or his/her designee. Without such permission, the items will be collected by teachers and turned into the principal. The principal will determine whether to return the item at the end of the day to be taken home by the student or whether the parent will be contacted to pick up the item.

Any disciplinary action will be in accordance with the Student Code of Conduct. In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capacity to take photographs of any kind. Students found to be using any electronic communication devices in violation of Board policy and school rules shall be subject to disciplinary action. Further, a student may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that cause substantial disruption to school operations or interferes with the rights of other students or staff members.

Websites

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school's web page:

www.thomaston.schooldesk.net

Students maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions.

Transportation

Bicycles

If students choose to ride their bicycle to and from school, students' bicycles are to be parked in the rack provided in the front of the building only and should be locked for safekeeping. The school is not responsible for monitoring bicycles. No bicycles or skateboards may be ridden on school property at any time. Students are expected to wear helmets when riding bicycles to school.

School Bus Conduct

Proper student behavior on the bus will help ensure the safety of everyone. Please refer to school bus conduct in the Behavior and Conduct section of this handbook.

When a complaint is received from a bus driver concerning a discipline problem, the following procedure shall be utilized:

1. The administrator shall discuss the problem with the student. At that time a review of proper behavior will be discussed and a reminder given concerning the consequences of repeated acts.

2. Should a second complaint be made, the administrator will again discuss the situation with the student. The parents will be notified of the problem and informed that continued misbehavior may result in a suspension of bus privileges.

3. A third complaint will result in official notification of parents and could involve suspension of bus privileges. Transportation during the period of suspension shall be the responsibility of the parents.

In cases where the offense is of such gravity as to endanger the safety and/or well-being of other occupants of the bus, the above procedure may be disregarded and immediate suspension will be invoked. In all cases, due process procedures shall be followed as described in District Policy.

Student Driving and Parking (Thomaston High School Only)

All vehicles coming into or leaving the school grounds are subject to the regulations of the school. A student may drive to school, provided the student abides by the traffic rules and has parental permission.

Students are not allowed to go to their cars during school hours. In case of an emergency, they will be given a pass to do so by the administration. Any violation of proper automobile use may result in the suspension of parking privilege or any such discipline that is appropriate for the circumstance.

Students who plan to drive to school must obtain a parking permit for the school year by September 9, 2019. Parking passes are given out on a first come, first serve basis.

Parking permit application may be obtained by reporting to the Main Office. Students must show proof of licensing and sign an application that outlines regulation of on-campus operation and

parking of vehicles. The cost of the parking permit is $10.00. Students will be assigned a numbered parking space. Students who have a vehicle on campus during regular school hours must park in their assigned space. Any student abusing permit privilege will have the permit suspended or revoked.

Furthermore, use of our parking lot is prohibited, unless the student has been issued a parking permit. Violators will be subjected to fines and/or towing at the vehicle owner's expense. All school records will be withheld until the student has paid all applicable fines.

Video recorders on school buses/school campus

The district has installed video recording equipment on school buses to monitor school transportation and discipline. Videotaping will be done randomly during the school year, students will not be notified when a recording device has been installed and in use on their bus. Tapes will be viewed by the administration. Students violating bus conduct rules will be notified and disciplinary action will be taken. Videotapes shall be treated as protected student records under the Family Educational Rights and Privacy Act.

Video/audio equipment will be used to monitor student behavior in common areas or campus. Students will not be told when the equipment is being used. The principal or his/her designee will review the tapes routinely and document student's misconduct. Discipline will be in accordance with the District's discipline policy.

Appendix A – Student Code of Conduct Form 2019-2020

"I understand the responsibilities outlined in the District's Student Code of Conduct. I also understand that my child shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location. I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law."

_____	_____	_____
*Parent/Guardian Signature	Please Print Your Name	Date

*By signing above, you agree that you have reviewed the enclosed policies with your child and understand the policies/guidelines set herein.

*By signing above, you agree to treat faculty and staff with respect and understand that the same treatment will be extended to your family.

_____	_____
Please Print Student Name	Teacher/Homeroom #

_____	_____
Student's Signature	Date

Appendix B – Application for Reassessment/Resubmission (High School)

Student:_____ Grade on original assessment: _____

Teacher/Class:_____ Date assessment was returned: _____

Reassessment/Resubmission Rationale
(i.e. lack of preparation; did not understand material; family emergency, poor time management):

_____
_____
_____

What steps did you take to prepare for the reassessment/resubmission? Give specific details (ex: completion of homework assignments (attach completed assignments), meeting with teacher, before/after school for additional help):

_____
_____
_____

Reassessment/Resubmission Agreement:

I understand that it is my responsibility to complete this Application for Alternate Assessment within one (1) week of the date of the returned assessment. Furthermore, I understand that after three (3) of these applications, a parent/teacher conference will be considered and an action plan may be developed prior to another reassessment/resubmission is permitted in the class.

If this Application for Reassessment/Resubmission is not completed by the deadline, the student will remain on Poor Academic Standing status. By signing this agreement, I understand what is required to take a reassessment or resubmit work.

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Appendix C – Recommendation to Reassess/Resubmit (Middle School)

Student:_____ Grade on original assessment: _____

Teacher/Class:_____Date assessment was returned: _____

Dear Parent/Guardian,

This letter is intended to inform you of concern(s) regarding your student's academic performance. Below you will find a brief description of the concern and the teacher's recommendation for remediation. Please sign and return this form by_____.

Concern:

_____

_____

Recommended action:

_____

_____

Student Signature: _____

Parent Name: _____

Parent Signature: _____

Appendix D – Asbestos Notice In Accordance With Section 19a-333 (1-13)

THOMASTON PUBLIC SCHOOLS
185 BRANCH ROAD
THOMASTON, CT 06787
860-283-3053
860-283-3096
WWW.THOMASTONSCHOOLS.ORG

FRANCINE COSS, SUPERINTENDENT

Dear Parents/Guardians, January 22, 2019

I am writing to provide you with the required notice regarding asbestos in Thomaston Public Schools facilities. In accordance with section 19a-333 (1-13) of the Regulations of Connecticut State Agencies, "Asbestos-Containing Material in Schools," the Thomaston Board of Education is required to inform you that asbestos-containing materials have been identified in our schools, primarily in maintenance areas not accessible to students. The material that remains is included in the Operation and Maintenance (O&M) Program. The O&M Program is designed to prevent the release of asbestos fibers through proper cleaning, maintenance and repair habits. The O&M Program will remain in effect until all asbestos-containing building material (ACBM) is removed from our schools.

While there is no ACBM currently requiring removal, please know that each school building is inspected twice a year (every six months) to determine any changes in the conditions of the ACBM. Additionally, each school building is inspected every three years by a licensed Connecticut asbestos inspector; this inspector follows the same basic inspection criteria as was employed in the original inspection years ago. Environmental Testing and Consulting, a safety and environmental health consultant service accredited as a licensed asbestos inspector through the requirements of the Asbestos Hazard Emergency Response Act (AHERA) and the State of Connecticut, will perform the next three-year inspection in December 2020. Thomaston Public Schools maintains a complete, updated copy of the each school's Asbestos Management Plan (AMP) for each school building.

Additionally, each school maintains its own copy of a complete, updated AMP. These AMPs are available for review during normal business hours by appointment. George Newsome, Jr. is the Thomaston Public Schools AMP Coordinator and can be contacted by calling 860-283-3036, extension 12134.

Sincerely,

Francine Coss
Superintendent

Cc: Thomaston Board of Education
George Newsome, Jr., Hazardous Material/Asbestos Coordinator
Todd Bendtsen, Business Manager
John Perrucci, Thomaston High School Principal
Kristin Bernier, Thomaston Center School Principal
Jonathan Kozlak, Black Rock School Principal

Appendix E – Advanced Placement Student Expectation Agreement

Thomaston High School
AP Student Expectations Agreement

Date: _____
Student Name: _____
AP Course: _____
Parent/Guardian Name: _____
AP Teacher: _____
AP Coordinator: _____

You are currently enrolled in an AP course this year. Taking an AP course and exam is a collaborative effort between you the student, your parent/guardian, and the school. Each party plays a role and must make the commitment to meet the expectations noted below.

The Student agrees to organize their time and effort to successfully complete the AP course in which they are enrolled. The student will notify teachers immediately if they fall behind in class readings and/or assignments. The student will be expected to complete assignments, readings and projects outside of class time. The student will take the AP Exam on its scheduled date and time as outlined by the College Board.

The Parent/Guardian agrees to be familiar with and accept the AP course requirements and policies, and to help their child organize study time in support of class assignments. The parent/guardian agrees to purchase required materials and to pay the exam fee as determined by the AP coordinator. If the parent/guardian is unable to meet these requirements for financial reasons, they will contact the AP coordinator immediately.

The School (AP teacher and AP coordinator) agrees to provide rigorous instruction and challenging course content as described in the AP Course Description. The school will provide the student with a copy of the *Bulletin for AP Students and Parents* and agrees to administer the AP Exam in a fair and secure environment as outlined in the *AP Coordinator's Manual*.

I,_____, agree to the conditions outlined above. I understand that the AP Exam fee is **$93**.*

Payment is due by **Wednesday, February 12, 2020**. Checks are made payable to **Thomaston High School**.

*Students who are on free or reduced lunch are eligible for an AP exam fee waiver. Please indicate if your student qualifies for a fee waiver by signing below and granting permission to verify this information.

_____ _____
Parent/Guardian Signature Date

Each student enrolled in an AP course is responsible for collecting the required signatures and returning this agreement to your AP instructor **by September 20, 2017**. A separate agreement must be submitted for each AP course a student takes.

Student Signature:_____**Date:**_____
Parent/Guardian Signature:_____**Date:**_____
AP Teacher Signature:_____**Date:**_____
AP Coordinator Signature:_____**Date**: _____

Appendix F – College Visit Verification Form

THOMASTON PUBLIC SCHOOLS
COLLEGE VISIT VERIFICATION FORM

THOMASTON HIGH SCHOOL
185 BRANCH ROAD
THOMASTON, CT 06787
860-283-3030

PLEASE COMPLETE AND SUBMIT TO THOMASTON HIGH SCHOOL MAIN OFFICE UPON YOUR RETURN TO SCHOOL.

SECTION I: THIS SECTION TO BE COMPLETED BY PARENT/GUARDIAN:

The signature below confirms that_____will be visiting/has visited ___ _____on_____.
Student Name
College/University Date of Visit

Parent Name:_____ Parent Signature:_____

SECTION II: THIS SECTION TO BE COMPLETED BY COLLEGE/UNIVERSITY ADMISSIONS OFFICIAL AT THE TIME OF THE COLLEGE VISIT.

Name of College/University:_____ College Official Name:_____
College Official Title:_____ College Official Signature/Stamp:_____
College Official Phone:_____

Appendix G – Volunteer Expectation Form

THOMASTON PUBLIC SCHOOLS

Black Rock School	Thomaston Center School	Thomaston High School
57 Branch Road	1 Thomas Avenue	185 Branch Road
Thomaston, CT 06787	Thomaston, CT 06787	Thomaston, CT 06787

Volunteer Expectations

SCHEDULE AND SIGNING IN

Volunteers play an important role in creating a successful school. This information outlines the expectations and guidelines that volunteers must follow to create a safe and successful experience for students and staff.

All volunteer opportunities are arranged by Black Rock School staff, along with the parent volunteer. It is important to be prompt because teachers follow a set schedule. In the classroom, every minute counts, so a small delay can impact the remainder of the day. All volunteers must sign in at the front office. All school visitors are provided with a visitor pass or badge that must be displayed at all times while on school property. Please sign out when you leave. If you cannot make your scheduled time, please call the main office. Do not send an email or leave a voicemail for the teacher because they are not likely to receive this while conducting class.

WHILE AT OUR SCHOOL…

- Volunteers are not allowed to take photographs, videos, audiotape, or the like while on school property. Furthermore, sharing any of these on social media is prohibited
- Volunteers are asked to refrain from voicing concerns raised while acting as a volunteer about students or staff on social media. If a volunteer has a concern, he or she should speak privately to a staff member or administration.
- Volunteers are expected to work in an equitable manner with all students and not give disproportionate attention to any children, including their own.
- Please do not bring other children to the school during your scheduled time.
- Please turn off cell phones and refrain from making personal calls or texting while on school property. Please be “present” during your volunteer time.
- Appropriate attire is expected.
- The use of school computers for personal use is prohibited.
- Volunteers should refrain from excessive socializing with students or other volunteers.
- Volunteers must use the restrooms designated for adult use. Please check with a staff member or the main office if you are unsure of the location of these restrooms.

CONFIDENTIALITY

Volunteers are expected and required to keep all student information that they obtain while working as a volunteer for the school confidential. *Volunteers should not discuss students or their classroom performance with others – including their parents/guardians.* The Family Education Right and Privacy Act of 1974 (FERPA) prohibits school personnel and volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information. It is very important that volunteers maintain confidentiality at all times. It is the responsibility of the teacher to communicate with the students' parents/guardians. Do not make references to student's abilities in front of other students or adults. Direct questions about the student should be referred to the classroom teacher.

FIELD TRIPS

Field trips require advance planning and coordination by the classroom teacher and grade-level teams. Therefore, volunteers for field trips should be certain that they will be able to go on the scheduled date and time. Volunteers should follow the guidelines as set forth by the school staff. For example, chaperones should not offer to purchase gifts or snacks for students unless approved by the classroom teacher. Chaperoning a field trip requires diligence with a focus on *safety* for all students.

SUSPECTED ABUSE AND NEGLECT/BULLYING

If a volunteer suspects that a student may be the victim of abuse or neglect, it should be reported to the classroom teacher or school administrator as soon as possible. Volunteers are not allowed to share their observations with anyone other than school personnel.

FINGERPRINTING AND BACKGROUND CHECK

All parents who will be volunteering in any capacity, including as a chaperone for field trips, are first required to have fingerprinting and a background check completed.

****

I have read the above information and agree to the guidelines and responsibilities.

Volunteer's Name _____

Child's Name _____

School _____

Grade _____

_____ _____

Volunteer Signature ***Date***