

Shelton High School

Student/Parent Handbook

2026 - 2027



Shelton High School
120 Meadow Street
Shelton, CT 06484
(203) 922-3004

<http://sheltonhigh.sheltonpublicschools.org/>

**SHELTON HIGH SCHOOL
STUDENT/PARENT HANDBOOK
AWARENESS STATEMENT**



Please access the Student/Parent Handbook at <http://sheltonhigh.sheltonpublicschools.org/> and click on Policies and Procedures. Click on Athletics/Health to access the Athletic Handbook.

My signature below indicates that I understand the 2026-2027 Student/Parent Handbook and Athletic Handbook have been digitized and can be found on the school website. I am also aware that the handbooks contain discipline, attendance, and other school policies and regulations, as well as district policies and regulations for review.

I understand that I am solely responsible for the use of my locker, its combination and its contents, and that I am not to share my locker with anyone else or use anyone else's locker.

I also understand that in addition to school disciplinary consequences, I will be responsible for monetary restitution for each incident of vandalism, destruction of school property, or graffiti.

I have read and understand the SHS Attendance Policy and acknowledge that I may lose academic credit if I am unable to abide by policy expectations. I understand that the administration reserves the right to revoke privileges, including, but not limited to field trips (alternate assignments will be provided), club activities, school dances, prom, senior picnic, senior banquet, senior exam exemptions, recognition awards, for those students who exceed the maximum number of school absences/tardies to school and class cuts.

Student House Office (circle): 1 2

Homeroom Number: _____

Student Name (print): _____

Student Signature: _____

Parent Signature: _____

Date: ____/____/____

Policies and Regulations

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CORE VALUES, BELIEFS, AND LEARNING EXPECTATIONS

Core Values and Beliefs

The Shelton High School community believes that a safe, respectful atmosphere must be established and maintained for all students to achieve excellence and become responsible citizens. Within this environment, we expect all students to be engaged learners and critical thinkers who demonstrate technological literacy.

We Believe

A respectful, safe atmosphere must be established and maintained for successful teaching and learning;

Students, staff, and parents, in cooperation with community members, must share responsibility in the teaching and learning process;

A rigorous curriculum must be provided to accommodate and challenge students in order to prepare them to participate productively in a global society;

Instruction must provide opportunities for all students to work independently and collaboratively.

Learning Expectations

Academic, Social and Civic Competencies:

Reads and writes effectively;

Researches effectively to investigate topics;

Thinks critically to solve problems;

Presents information and ideas fluently;

Participates actively in civic life.

THE SHELTON WAY

The Vision of a Graduate

If...

we design a pathway for student learning and growth, and guide our students step-by-step, each at their own unique pace,

Then...

they will grow into capable adults, confident and well-prepared to adapt to and thrive in the rapidly changing global society.



CRITICAL THINKING AND PROBLEM SOLVING

Developing solutions to complex issues by efficiently applying reason, persistency and original idea.



CREATIVITY AND INNOVATION

Embrace imagination as well as the process of change to shape the world.



FLEXIBILITY AND ADAPTABILITY

Willingness to compromise and adjust to new situations.



INITIATIVE AND SELF DIRECTION

Assess and identify progressive action(s) to work independently with an inner driven passion.



COLLABORATION

Working with others efficiently to strategically produce or create.



EMPATHY

Ability to listen and understand others' perspective, needs and culture.

Shelton Public Schools
382 Long Hill Avenue, Shelton, CT 06484
203.924.1023



Shelton High School Gael Guidelines Settings and Expected Behaviors



Expectations	Cafeteria Rules	Hall Rules	Library Media Center Rules	Restroom Rules	Bus Rules	Classroom Rules
Respect: To show consideration for oneself, others, school, and community	-Use school-appropriate language and volume -Be mindful of others -Say please and thank you -Honor school and personal property, space, and boundaries	-Use school-appropriate language and volume -Be kind to staff and students -Honor school and personal property, space, and boundaries	-Use school-appropriate language and volume -Be kind to staff and students -Honor school and personal property, space, and boundaries	-Use school-appropriate language and volume -Be considerate of personal/school property and the space of others. -Use the facility for its intended purpose.	-Use school-appropriate language and volume -Be kind to staff and students -Honor school and personal property, space, and boundaries. -Follow rules in accordance with the bus company guidelines	-Use school-appropriate language and volume -Keep conversations relevant and appropriate -Honor school and personal property, space, and boundaries
Responsibility: To take ownership of one's learning and exhibit appropriate behavior towards oneself, others, school, and community.	-Arrive on time -Pay for your items -Clean up after yourself	-Use electronic devices appropriately and responsibly -Keep it clean -Go directly to class	-Arrive on time -Use electronic devices appropriately and responsibly -Keep it clean -No school lunch brought to the media center	-Follow pass procedures -Report inappropriate behavior to an adult -Keep it clean -Use student lavs only -No vaping/smoking/drug use -Use lav promptly	-Arrive on time -Use electronic devices appropriately and responsibly -Keep it clean	-Arrive on time -Use electronic devices appropriately and responsibly -Be prepared for class
Safety: To feel physically and emotionally secure in a non-threatening environment.	-Handle food appropriately -Report spills to duty teachers -Use trash bins	-Be physically appropriate when passing in the hallways -Stay in motion -Be aware of your surroundings	-Use furniture, equipment, and resources for their intended purpose	-Report damage, malfunctions, or inappropriate behaviors to an adult -No gathering	-Follow safety procedures for entering and exiting the bus -Remain seated. -Keep belongings out of the aisle.	-Follow directions and appropriately engage in classroom activities

Expectations	Bus Loop	Auditorium	Gymnasium	Science Lab	Outdoor Gael Events	CTE Lab
Respect; To show consideration for oneself, others, school, and community	-Use school-appropriate language and volume -Be kind to staff and students -Honor school and personal property, space, and boundaries	-Use school-appropriate language and volume -Participate appropriately and listen attentively -Be kind to staff and students	-Use school-appropriate language and volume -Treat staff, peers, and equipment with respect	-Use school-appropriate language and volume -Pay attention while directions are given. -Respect others' opinions and efforts.	-Use school-appropriate language and volume -Be kind to staff and students -Honor school and personal property, space, and boundaries. -Root for your own team and don't degrade opponents.	-Use school-appropriate language and volume -Be kind to staff and students
Responsibility: To take ownership of one's learning and exhibit appropriate behavior towards oneself, others, school, and community.	-Use electronic devices appropriately and responsibly -Keep it clean -Go directly to the school or bus	-Use electronic devices appropriately and responsibly -Keep it clean -Discourage inappropriate behavior	-Take ownership of one's learning and exhibit appropriate behavior towards oneself and others -No food, drink, or gum	-Participate and collaborate within your group. -Review lab materials and be prepared. -Use lab equipment appropriately and for intended purpose. -Use lab time for intended objectives. -Clean up your lab station when finished.	-Use electronic devices appropriately and responsibly -Clean up after yourself and your surroundings -No drugs or alcohol allowed. -Follow the school's code of conduct.	-Arrive on time -Use electronic devices appropriately and responsibly -Keep it clean -No school lunch brought to the CTE lab -Return computers to the proper place when finished.
Safety: To feel physically and emotionally secure in a non-threatening environment.	-Be physically appropriate when passing to and from the building -Keep hands and objects to their person	-Follow safety procedures for entering and exiting the auditorium -Know where the nearest exit is -Remain seated. -Keep belongings out of the aisle. -No hats or hoodies	-Proper use of equipment and facility	-Follow all lab safety rules in the contract. -Use care when handling lab equipment. -Remain at your assigned lab station unless otherwise specified by your teacher.	-Follow directions of the event staff. -If you see something, say something. -Follow all posted signs and safety protocols.	-Use furniture, equipment, and resources for their intended purpose -Demonstrate safe use of handling of equipment and machinery

MON/WED/FRI BELL SCHEDULE



PERIOD 1	7:25 - 8:11
PERIOD 2	8:15 - 9:01
PERIOD 3	9:05 - 9:56
PERIOD 4	10:00 - 10:47
PERIOD 5	10:51 - 11:38
PERIOD 6	11:42 - 12:29
PERIOD 7	12:33 - 1:20
PERIOD 8	1:24 - 2:10

TUES/THURS BELL SCHEDULE



PERIOD 1	7:25 - 8:11
PERIOD 2	8:15 - 9:01
HR	9:05 - 9:10
PERIOD 3	9:14 - 10:00
PERIOD 4	10:04 - 10:50
PERIOD 5	10:54 - 11:40
PERIOD 6	11:44 - 12:30
PERIOD 7	12:34 - 1:20
PERIOD 8	1:24 - 2:10



SHELTON PUBLIC SCHOOLS CALENDAR 2026-2027

IMPORTANT DATES

School begins for staff only August 25

Professional Development Days (PD)

Aug 26, 27, Oct 30, Nov 3, 20

Jan 27, Mar 5, 19, 31

Early Dismissals 3 Hour Delay Days

October 30 January 27

November 11, 20, 25 March 31

December 22

March 5, 10, 19

June 9, 10, 11, 14

Important Days/Holidays

September 7 Labor Day

September 21 Yom Kippur

October 12 Columbus Day

November 3 Election Day

November 26, 27 Thanksgiving Recess

December 23-31 Holiday Recess

January 1 New Year's Day

January 18 MLK, Jr. Day

February 12-16 Winter Recess

February 15 Presidents' Day

March 26 Good Friday

April 12-16 Spring Recess

May 31 Memorial Day

Marking Periods

Grades K-4

December 1 61 Days

March 10 60 Days

June 14 60 Days

Grades 5-12

November 5 45 Days

January 22 45 Days

April 1 45 Days

June 14 46 Days

Parent Conferences

Grades K-4

October 29, November 11, March 10, 18

Grades 5-12

November 11, 19, March 4, 10

"Back To School Night" Schedule

SHS Sept. 10 SSS Sept. 15

SIS Sept. 17 MES Sept. 15

PHS Sept. 22 LHS Sept. 15

BHS Sept. 15 ESS Sept. 15

SHS Mid-terms will be scheduled in January - dates TBA

Kindergarten registration dates in February - TBA

August (1)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

25 Convocation A.M./
Building Meetings P.M.

26, 27 PD K-12

28 Teacher Workday

31 First Day for Students

September (20)				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

7 Labor Day
21 Yom Kippur

October (21)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12 Columbus Day
29 Conferences K-4
30 Early Dismissal/PD 5-12

See "Back to School Night" Schedule

November (18)				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

3 Election Day/PD K-12
11 Early Dismissal/Conf K-12

11 Veteran's Day

19 Conferences 5-12

20 Early Dismissal/PD K-4

25 Early Dismissal

26-27 Thanksgiving Recess

December (16)				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

22 Early Dismissal
24 Christmas Eve
25 Christmas Day
23-31 Holiday Recess

January (19)				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

1 New Year's Day
18 Martin Luther King Jr. Day
27 3HR Delayed Open/PD K-12

**TO ACCESS THE MOST CURRENT INFORMATION FOR AN INDIVIDUAL SCHOOL PLEASE VISIT OUR DISTRICT WEBSITE AT: www.sheltonpublicschools.org

February (17)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
12-16	Winter Recess			
15	Presidents' Day			

March (22)				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

4 Conferences 5-12
5 Early Dismissal/PD K-4
10 Early Dismissal/Conf K-12
18 Conferences K-4
19 Early Dismissal/ PD 5-12
26 Good Friday
31 3HR Delayed Open/PD K-12

April (17)				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

12-16 Spring Recess

** Note: Dates subscripted in June and April indicate order of dates in session in case of unscheduled school closings due to weather/emergency closures.

May (20)				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

31 Memorial Day

June (10)				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

9, 10, 11, 14 Early Dismissals

14 Tentative Last Day

No School

Early Dismissal

3 Hour Delayed Open

End of Marking Period

Professional Development (PD)

Weather related cancellation days will be added to the end of the school year. Faculty, staff and students should plan to attend school on these days. "NO SCHOOL" announcements will be made on radio stations WICC, WEBE, & WPLR, as well as TV channels WTNH (8), WVIT (30), WTIC (FOX 61), and the automated emergency calling system in the case of early dismissal of students.

Approved 09/24/2025
Updated 06/18/2026

CLASSES OF 2027, 2028, & 2029

1. A Total of 25.4 credits is required for graduation. Required credits are as follows:

HUMANITIES

9.0 CREDITS

English (4.0 credits)

(Including 1.0 In English I, 1.0 In English II, 1.0 In English III and 1 additional English credit from the following courses: English IV, AP English Literature or two senior English seminars)

Social Studies (3.0 credits)

(Including 1.0 In U.S. History I and .5 In U.S. History II or 1.0 In AP U.S. History; .5 Civics or 1.0 In AP Government)

The Arts (0.5 credit)

(Culinary & Hospitality, Fine Arts, Media, Music, & Theater)

Financial Literacy (0.5 credit)

STEM

9.0 CREDITS

Science (3.0 credits)

Mathematics (3.0 credits)

Technical Education (0.5 credit)

WORLD LANGUAGES

1.0 CREDIT

PHYSICAL EDUCATION/WELLNESS

1.0 CREDIT

HEALTH AND SAFETY EDUCATION

1.0 CREDIT

ELECTIVES

3.0 CREDITS

COMMUNITY SERVICE

0.4 CREDIT

MASTERY-BASED DIPLOMA ASSESSMENT - CAPSTONE PROJECT

1.0 CREDIT

Through the Capstone experience, students demonstrate proficiency in milestones of the Shelton Public Schools Vision of a Graduate

TOTAL FOR GRADUATION

25.4 CREDITS

2. Students who pass Algebra I, Geometry and/or Algebra II at Shelton Intermediate School will be given high school credit.

3. Students who pass a Level 1 World Languages course in eighth grade at Shelton Intermediate School will be given high school credit.

4. Accounting and Computer Science courses do not fulfill the mathematics graduation requirement.

5. Students are required to complete 40 hours of community service by the end of first semester senior year. Students will receive .4 credit for 40 hours of service. Students must submit a signed contract for themselves and their supervisor responsible for monitoring their hours. This contract must be approved by the Principal or their designee prior to beginning service hours.

6. The minimum course load per semester is 6.0 credits. Exceptions to this regulation must be approved by the Principal or student's Assistant Principal.

7. A student will earn their diploma and may participate in the graduation ceremony only if all academic requirements and obligations are met.

MISSION STATEMENT OF DISTRICT AND SCHOOL

1. The Mission of the Shelton Public Schools, an ever-changing valley community based on traditions, is to nurture and prepare all of our students to become capable, confident and well-prepared global citizens that can adapt and thrive in a rapidly changing society through a school system distinguished by accomplished milestones along a pathway of learning and growth.
2. The Shelton High School community believes that a safe, respectful atmosphere must be established and maintained for all students to achieve excellence and become responsible citizens. Within this environment, we expect all students to be engaged learners and critical thinkers who demonstrate technological literacy.

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents/guardians 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. Consult the district's website or the individual school's website for any significant changes.

This booklet is written for our students and their parents/guardians. 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/guardians need to be familiar with the District's Student Code of Conduct and school safety and security plans which are 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 adoption 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.

EQUAL OPPORTUNITY and NON-DISCRIMINATION

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, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such a 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. The Human Resources Coordinator is the designated district compliance officer, who will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

EQUALITY OF OPPORTUNITY STATEMENT

District schools recognize and accept the need to prepare students to live and work productively in an increasingly diverse society. This is an integral part of the school system's commitment to offer an educational program of excellence, which includes teaching students awareness and understanding of the diverse cultures and heritages that form our society.

The school will not tolerate student behavior which insults, degrades or stereotypes any race, religion, gender, sexual orientation, disability, physical or mental condition or ethnic group.

ACADEMIC REGULATIONS

Students who are athletes, cheerleaders, color guard, student council officers, and club and class officers must maintain the academic regulations outlined in the Shelton Athletics Handbook. A probationary period is allowed provided that a student raises his/her grade average by the mid-point of the following marking period. (Refer to Shelton Athletic Regulations.) Upon graduation from Shelton HighSchool, if a student is planning to enroll in college and wishes to participate in Division I or Division II athletics, he/she must be certified as eligible by the NCAA Clearinghouse.

ADMISSION/PLACEMENT

A student seeking enrollment in the Shelton Public Schools 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 should contact the principal. 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. Nonresident students from other school districts within the state (districts in the Hartford, New Haven, Bridgeport and New London regions) who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the district on a space available basis, without payment of tuition, as part of the inter-district public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible. The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person having control of a child seventeen years of age may exercise the option by personally appearing at the school district office to sign a withdrawal form. This form will include an attestation from the school's guidance counselor or a school administrator that the district has provided the parent or person with information on the educational options available in the school system and in the community. A student who has attained the age of seventeen and who has voluntarily terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination unless such student seeks readmission to the District not later than ten school days after such termination in which school accommodation will be provided not later than three school days after such student seeks readmission. A student nineteen years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Completion of immunization and health assessments are required prior to a child's attendance in school, but are not prerequisites for enrolling a child who resides in the District and is of appropriate age to attend school.

In order to determine a child's eligibility for ESL or bilingual programs, parents/guardians of all new students enrolling for the first term and all re-enrolling students who have not previously attended public school in Connecticut must complete a Home Language Survey. The student, after enrollment, may also take a screening exam.

Parents of students attending District schools have the option to enroll their child(ren) in a magnet school with which the District is a nonparticipating district, if the magnet school has unused student capacity. The District will pay any tuition charge. (Does not include tuition for a preschool magnet program.)

ADVANCED PLACEMENT COURSES

Advanced Placement/UConn ECE/SCSU courses are offered to students in the following areas: Art, Career & Technical Education, English, Mathematics, Music, Science, Social Studies, and World Languages.

ADVERTISING

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

AGE OF MAJORITY

In all school matters requiring the approval or presence of a parent or guardian, the eighteen-year-old student will be allowed to represent him/herself and sign all appropriate forms under his/her responsibility. However, the school reserves the right to contact parents regarding student issues. These include, but are not limited to, school attendance, school withdrawals, permission for psychological or academic testing, early dismissals, changes in courses, representation at PPTs, appeals, hearings, and access to or release of records.

AIDS CURRICULUM

It is the policy of the Board of Education to provide during the school day, planned, ongoing, systematic instruction on Acquired Immune Deficiencies Syndrome (AIDS). Parents who wish to have their child excused from such instruction shall communicate this request to the principal.

AMERICANS WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

It is the intent of the District to provide a free and appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II and Title III.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity.

All individuals who are disabled or “handicapped” are protected under Section 504. However, individuals who have been determined to be “handicapped” under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with “handicaps” are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person’s major life activities;
2. has a record of such an impairment; or
3. is regarded as having such an impairment

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students’ strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

Students with disabilities, pursuant to Section 504 and/or ADA will be provided a free appropriate public education which may include, but is not limited to, providing a structured learning environment; repeating and simplifying instructions about in-class and homework assignments; supplemented verbal instructions with visual instructions; adjusting class schedules, modifying test delivery; computer-assisted instructions; using modified textbooks and tailoring homework assignments.

Should you have any questions regarding Section 504, please call either your child's school principal or the Civil Rights Coordinator for the Shelton Public School District at (203) 924-1023.

Any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability, may submit a written complaint to the district's designated Section 504 Coordinator (name) within 30 days of the alleged occurrence.

ANTI-RACISM

The District rejects all forms of racism as destructive to the mission, vision, values and goals of this school system. All forms of racism must be eliminated from the District. Children must find school a safe and welcoming place, where they are able to achieve success, irrespective of their racial or ethnic background. Racism will not be tolerated in any form. The goal is to enable all students to thrive in a socially cohesive community within a positive, multi-cultural society.

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. Requests to review these plans may be made in the school office.

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.

ATTENDANCE

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 school work missed due to a legitimate absence. Students are required to attend school on a regular basis both in-person and virtually.

Absence means an excused absence or an unexcused 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 or an expulsion will always 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.

A child whose total number of absences at any time during a school year is equal to or greater than 10 percent of the total number of days that the student has been enrolled at the school during the school year is considered a "chronically absent child." The child will be subject to review by the district and/or the school attendance team

All children attending district schools must obtain the required immunizations unless they have medical contraindications or religious objections. This obligation may be waived for homeless students.

A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.

Absence

Shelton Public Schools recognizes that students may occasionally miss school or class for legitimate reasons. These reasons, when documented by a parent/guardian/school administration/physician, will be reviewed and may be taken into consideration when a student’s absences become excessive and/or chronic. Excessive/Chronic absences will warrant appropriate follow-up action by the school and may lead to loss of credit and/or promotion. The Board of Education strongly believes that family vacations should not take place when school is in session. The school system will coordinate services with community agencies and referrals of truant and chronically absent students to agencies providing child and family services. Continual absences may result in a referral to the District Attendance Review Team for further discussion. At this level, students may lose credit upon reaching 21 absences in a full-year (1-credit) course, 11 absences in a half-credit course. Full-year physical education courses will follow the half-credit threshold of 11 absences, as those classes do not meet every day. Absences will be considered excused/verified provided that official documentation is presented to the School/House Office within 48 hours but not more than 10 days from the student’s return to school timeframe.

Appeals

The parent/guardian will receive communication from school administration upon a student’s crossing of each attendance threshold.

- Contact will be made upon 16 absences in a full-year (1-credit) course, 8 absences in a half-credit course, or 6 absences in a quarter-credit course.
- Contact may be made when a student reaches the limit of 20 absences in a full-year (1-credit) course, 11 absences in a half-credit course, or 8 absences in a quarter-credit course, which will result in a loss of credit for the course.

There will be an Appeals Board in secondary schools. The Appeals Board will have five members made up of administration (school & Central) and support personnel which could be a school counselor, psychologist, and social worker. This Appeals Board will review submitted documents and if appropriate forward to the District Attendance Review Team for a final decision. A decision will be based on submitted evidence and pertinent supplemental documents for credit recovery. It is the responsibility of the student/parent/guardian to provide, in writing, a convincing level of evidence to prove there was an overwhelming reason for the great majority of the student’s absences. (SBOE Policy 5113)

Maximum School Absences/Tardies

At Shelton High School we believe regular and timely school and class attendance supports students in meeting the mission, academic, social and civic expectations of Shelton High School. The administration reserves the right to revoke privileges, including, but not limited to field trips (alternate assignments will be provided), club activities, school dances, prom, senior picnic, senior banquet, senior exam exemptions, parking on campus, recognition awards, for those students who exceed the maximum number of school absences/tardies to school and class cuts. In addition, parents/guardians and students may be asked to provide written documentation/attend a mandatory Appeals Board hearing and/or a truancy hearing for those students who exceed the maximum number of absences/tardies.

Credit Loss/Maximum School Absences

Semester (half-year)/PE	10 (credit loss at 11)
Full-year	20 (credit loss at 21)

Class Cuts

Students are expected to be on time and in class. Those students who arrive to class after the bell has rung are considered tardy to class. For every 5 tardies to class, a student will accumulate a cut to class. Those students who cut class face the following disciplinary consequences:

	<u>Half-Year Class</u>	<u>Full-Year Class</u>
1st offense	1 office detention	1 office detention
2nd offense	2 office detentions	2 office detentions
3rd offense	1 day internal suspension	1 day internal suspension

Additional offenses may result in referral to the House Intervention Team and disciplinary action at the discretion of administration.

Early Dismissals

Every attempt should be made to schedule appointments after school hours or during vacations. Early dismissals are considered as absences from classes the student misses and count toward the number of classes missed per the Shelton High School attendance policy. If a dismissal from school is necessary, a parent may call their child's House Office and leave a voice message with the details of the dismissal; student name, reason, and dismissal date/time. Students will be given a dismissal slip which must be presented to the security desk at the time of dismissal. Students officially dismissed early from school must leave the school building and school grounds. Only students who have sanctioned activities after school may return.

Excused Absence

A student's absence from school shall be considered "excused" only if a written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.
- B. Students receive an excused absence for the tenth absence and all absences thereafter, when they are absent from school for the following reasons:
 - 1. Student illness, verified by a licensed medical professional, regardless of the length of the absence.
 - 2. Student observance of a religious holiday.
 - 3. Death in the student's family or other emergency beyond the control of the student's family.
 - 4. Court appearances which are mandated. (Documentation required)
 - 5. The lack of transportation that is normally provided by the district other than the one the student attends.
 - 6. Extraordinary educational opportunities pre-approved by District administration and in accordance with Connecticut State Department of Education guidelines.
 - 7. Additional 10 days for children of military service members.

A phone call with no written follow-up will automatically be coded as an unexcused absence. The responsibility for makeup of work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed after the student returns to school. The student is allotted one additional day for each day absent with a maximum of five days to make up work when there has been an absence from class. If the absence is a class cut, then the student will not be allowed to make up the classwork or assessments from that day and will receive a zero. If the student is absent the day before an assessment or the day a presentation is due, he/she will be expected to take the assessment or make the presentation on the day it is given. If the student is absent on the day the assessment is given or presentation is due, he/she must take the assessment or make the presentation upon return to class. Any extenuating circumstances would have to be approved by the House Office Assistant Principal.

Unexcused Absence

Unexcused absences are those which do not fall under any of the excused absences. Students who have unexcused absences may be denied makeup privileges. Such absences may also be reflected in the student's final grade.

Absences which are the result of school or district disciplinary action are excluded from the definitions.

Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards when issued. Parents are also encouraged to contact the teachers, guidance counselors and administrators to get help in verifying attendance and attendance records at any time during the year.

Chronic Absenteeism

A student whose total number of absences at anytime during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a "chronically absent child." Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education. The District will also collect and analyze data on student attendance, truancy and chronic absenteeism for students with disabilities.

Leaving School Grounds/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. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator and the parent or guardian to pick up the student in the school office. No student may be released in the custody of any individual, not the parent or guardian of the student, unless the individual's name appears on the list maintained by the school's principal as authorized to obtain the release of students.

If someone other than a parent/guardian picks up the student, the individual should arrive with identification and a note from the parent/guardian. The Board of Education does not condone/approve students leaving a school campus in third-party ride sharing vehicles, especially such service (Uber, Lyft) whose own policies explicitly prohibit minors from using them unless accompanied by an adult.

Tardiness

Students are expected to be in Period 1 at 7:25 AM. If a student is late for school, after 7:25 AM, he/she is considered tardy. All students tardy to school will be allowed into their Period 1 class without a pass within ten minutes of class beginning. Any student arriving later than ten minutes from school opening must sign in at the Attendance Office in the main lobby to receive a pass allowing them entry into their class. Per semester, students arriving tardy to school five times will be issued an office detention; ten times, an in-school suspension; fifteen times or more, additional suspensions and/or loss of school privileges. Students arriving ten minutes late to class without an appropriate pass will be considered absent from that class. When a student is absent for the day, parents are asked to notify their child's respective house office that day. An automated dialing service will contact parents who do not call in to report absences, as well as parents of students who do not go to homeroom or check in at the Attendance Office. Neither students nor parents should assume that any absence is "allowed." Students should not be absent from school except for serious causes. ALL absences must be substantiated and parents are expected to call the house office. Students absent from school are not allowed to participate in after-school or evening activities, including athletic games and practices.

Truancy

Truancy is defined by statute as absence(s) from school without the knowledge or approval of parents/guardians and/or school officials. A student age five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Disciplinary action may include after school detention for each class/study period missed. Tests and academic work missed in class that day will be recorded as a failing grade.

Parents have the responsibility to assist school officials in remedying and preventing truancy. School staff are mandated by the state to report excessive absences or patterns of concern.

Information about truancy will also be posted in the annual district report cards required by the Every Student Succeeds Act (ESSA).

AUTOMATED PHONE MESSAGING SYSTEMS

The Shelton Public School system uses an automated phone messaging system which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the ability to send personally prerecorded messages to the entire school community, or they can tailor transmissions to smaller groups, when needed. The system allows the District to program up to three numbers for each parent/guardian of a District student (home phone, work phone, cell). Such calls are permitted without prior consent if limited to notice of emergency items, such as weather-related closures, issues of student safety and health, and threats of imminent danger. Parental consent will be sought when the messaging system will be used for other informational items.

BACKPACKS AND BOOK BAGS

Students find it useful to carry book bags, duffel bags and knapsacks. Students are allowed to carry/use these items to and from school. Students do not need to carry all of their books and notebooks during the entire school day. Lockers should be used. Safety and comfort of both students and adults must be considered.

BOARD OF EDUCATION

Board members are unpaid elected public officials with the responsibility for governance of the school district. In order to perform its duties in an open and public manner and in accordance with state law, the Shelton Board of Education holds regular business meetings on the third Wednesday of every month in the BoE Room at Central Office. Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement, not more than 5 minutes in length, or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy which reflects community values and expectations.

BOARD OF EDUCATION POLICY

Board of Education policies are available on the district's website at sheltonpublicschools.org. The policies are subject to modifications by the Board at any time.

BREATHALYZERS

The safety of students is a primary concern. Students who consume alcohol and/or are under the influence of alcohol at school or at any school function pose a danger to themselves and others. In order to protect student safety, school administrators may utilize a breathalyzer to

determine whether a student is under the influence of alcohol. Breathalyzer testing will be used only after personal observation that establishes reasonable cause that a student has been drinking.

BULLYING/SAFE SCHOOL CLIMATE PLAN

Bullying of a student by another student is prohibited. Such behavior is defined as an act that is direct or indirect and severe, persistent or pervasive which:

- A. causes physical or emotional harm to an individual,
- B. places an individual in reasonable fear of physical or emotional harm, or his or her property,
- C. infringes on the rights and opportunities of an individual at school.

Bullying shall include, but need 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 student against whom the activity is directed must be attending school in the same district as the student engaged in the activity.)*

Examples of bullying include, but are not limited to:

- 1. Physical violence and attacks
- 2. Verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
- 3. Threats and intimidation
- 4. Extortion or stealing of money and/or possessions
- 5. Exclusion from peer groups within the school
- 6. The misuse of electronic communications for the purpose of bullying, harassing, or sexually harassing other students within school or out of school (“cyberbullying”)
- 7. Targeting of a student based on the student’s actual or perceived “differentiating” characteristics such as race; color; religion; ancestry; national origin; gender; sexual orientation; gender identity or expression; socioeconomic or academic status; physical appearance; or mental, physical, developmental, or sensory disability.

The Safe School Climate Specialist is responsible for taking a report of “challenging” behaviors and investigating the complaint. Parents/guardians of the alleged perpetrator of the behavior and the parents/guardians of the student against whom such alleged act was directed will receive prompt notification that such investigation has begun. The results of the investigation will be provided not later than 48 hours after its completion, verbally and by electronic mail. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school. Safe School Climate Specialists are required to receive mental health first aid training.

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.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior or teen dating violence behavior, and students shall be permitted to anonymously report acts of bullying or teen dating violence to school employees. Any report of suspected bullying behavior or teen dating violence will be promptly reviewed. If acts of bullying and/or teen dating violence are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

BUS CONDUCT

School transportation privileges are extended to students conditional upon their satisfactory behavior on the bus. Students may be suspended from transportation services for unsatisfactory conduct while awaiting or receiving transportation to and from school which endangers persons or property or violates a Board policy or administrative regulation.

CAFETERIA

All eating is to be done in the cafeteria. Food is NOT permitted to leave the cafeteria. Any exception to this must be approved by an administration. 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.

The District participates in the School Breakfast Program and the National School Lunch Program and offers to students nutritionally balanced meals daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the Shelton Public Schools website.

The District complies with the professional standards for school nutrition personnel who manage and operate the National School Lunch and School Breakfast Programs.

It is the intent of the Board of Education that schools take a proactive effort to encourage students to make nutritious food choices. 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. Board of Education policy establishes the conditions under which students may charge a meal and the means of repayment.

CALENDAR

The district calendar shows the beginning and ending dates of school, legal and local holidays, meeting days, number of teaching days, vacation periods and other pertinent dates. The Board of Education will establish a firm graduation date which is no earlier than the 180th day noted in the school calendar originally adopted by the board for the school year.

CAPSTONE

The Capstone project is a mastery-based graduation requirement that students must complete in their senior year. It is an opportunity for students to demonstrate Shelton High School's Core Values, Beliefs and Learning Expectations. Specific requirements regarding the Capstone project as well as a timeline for completion are listed in the Capstone Student Handbook available under "Quick Links" on the Shelton High School website.

CHANNELS OF COMMUNICATIONS

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is (1) teacher, (2) school counselor, (3) assistant principal, (4) principal, (5) superintendent, (4) Board of Education.

CHEATING/PLAGIARISM (Academic Dishonesty)

Students are expected to pursue their school work with integrity and honesty. Cheating and plagiarism demonstrate a lack of integrity and character. That is inconsistent with District goals and values. All forms of cheating and plagiarism, including those conducted electronically, are unacceptable. The misrepresentation by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidents require disciplinary action. Consequences for cheating will be determined by the student's grade level and the severity of the misrepresentation. Student membership in honor societies may be jeopardized, as well as acknowledgement as a graduate with a Diploma with Distinction.

CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT

All school employees, including teachers, superintendents, administrators, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, school counselors, paraprofessionals, social workers, psychologists, licensed nurses, physicians, licensed behavior analysts, and substitute teachers 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 or sexual assault by a school employee 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 training in their use, as required by state law.

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

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.

The Board of Education will post in each school the telephone number of the Department of Children and Families' child abuse hotline, Careline, and the internet web address that provides information about the Careline in a conspicuous location frequented by students. Such posting shall be in various languages appropriate for the students enrolled in the school.

CHILDREN IN FOSTER CARE

The District collaborates with state and local child welfare agencies to ensure school stability for children in foster care. A child in foster care must remain in his/her school of origin if it is determined to be in the child's best interest. Transportation will be arranged as required. The District's liaison for homeless students is the Director of Special Education; the Director is also the point of contact for the education of children in foster care.

COMMUNITY SERVICE

Students are required to complete a total of 40 hours of community service prior to graduation. Students will receive .1 credit for 10 hours of service. Students selecting an organization/activity that is not on the pre-approved list must submit the community service approval form found online and secure permission prior to beginning service hours. All community service should be completed at a non-profit organization.

COMPUTER RESOURCES

The District utilizes computer technology to broaden instruction and to prepare students for a 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 such as Facebook, MySpace, YouTube, etc., 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.

CONDUCT

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. They must accept responsibility for misbehavior and engage with school staff to identify how a different choice of action could result in a better outcome. 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:

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, engaging in civil discourse.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. 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 and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.

7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Possessing prescription drugs which are given to a person other than to whom the drug is prescribed.
19. Smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vapor products.
20. Hazing, bullying
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings without prior approval of the principal.
23. Violating the district's Internet Safety policy and/or Online Social Networking policy.
24. Cheating, plagiarizing, including by electronic means.
25. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.
26. Taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and emailing.
27. Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property.
28. Damaging in a willful manner school electronic equipment and/or software.

Students are urged to participate in efforts to build a positive school climate as well as alternatives to exclusionary discipline such as restorative circles or peer monitoring.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is "seriously disruptive of the education process" for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board in matters of expulsion, may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

Dangerous Weapons and Instruments

No guns, knives or any other objects, including martial arts weapons and facsimiles of 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. Any student found to possess a weapon on school grounds or during a school activity will be expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the Board of Education (unless the Board has delegated authority for readmission decisions to the Superintendent.) The Board or Superintendent, as appropriate, may condition such readmission on specified criteria.

Dress Code

Student dress may be regulated and students are encouraged to dress in clothing appropriate to the school situation. Restrictions on freedom of expression may be applied whenever the mode of dress is unsafe, disruptive to the educational process or contrary to law. Administrators will use reasonableness and discretion when determining the appropriateness of attire. The school staff will enforce the dress code in a consistent manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Enforcement of the dress code will be gender neutral.

The Board of Education encourages students to maintain good personal hygiene and to dress in clean clothing appropriate to the school situation. Restrictions on freedom of student dress may be applied whenever the modes of dress in question are unsafe either for the student or those around the student, are disruptive of school operations and the education process in general, violate school rules and/or are contrary to law. For health and safety reasons shoes must be worn at all times. Skirts and shorts must be of appropriate length. Undergarments must be appropriately covered at all times. All shirts and blouses must reach the waistline and no midriff is to be exposed. Halter tops, tube tops, strapless tops, see-through lace tops, spaghetti strap tank tops, mesh tank tops, work-out wear, spandex, cut offs (for either sex) and short miniskirts are not appropriate school attire and will not be allowed. Attire or accessories that depict logos or emblems that represent drugs, alcohol or tobacco are not allowed. No gang symbol of any type may be worn or displayed on school premises or at any school-sponsored activity. Accessories, such as spiked jewelry and long chains, which may be a danger to self or others are not allowed. Attire that conveys a message which is vulgar or hateful or promotes illegal discrimination is prohibited. Hats, bandanas, sunglasses or headgear of any kind are not allowed. Outerwear must be kept in the student's locker. Students who are in violation of the school dress code must change their clothing and are subject to disciplinary consequences, including being sent home. Appropriate attire for all school functions, including, but not limited to all school dances, including the prom, banquets and all club functions includes: no open midriffs; no opening below mid-back, must cover lower back; no transparent material throughout midriff, lower back or lower chest area; no side, midriff or chest cut-outs; no front, back or side slits greater than 6 inches above the knee; no exposed chest.

Any school dress which impairs safety or increases the risk of injury to self or others, causes discomfort to others (e.g., uncleanness, malodorousness, inappropriate language), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography, or is libelous or inherently contains unreasonable potential to upset and hurt others is prohibited.

Smoking

Students shall not possess nor smoke or use tobacco products or e-cigarettes or vapor product devices on any school property both inside and outside, or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law.

Substance Abuse

As stated in the CONDUCT section of 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.

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity or program, other than use for a valid medical purpose as documented by a physician.

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 to private or community agencies and aftercare support.

Students are prohibited from possessing, using, selling, delivering, manufacturing, or being under the influence of any substance containing cannabidiol (CBD) or tetrahydrocannabinol (THC), regardless of whether it constitutes a controlled substance under federal laws.

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. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages may result in a recommendation for expulsion.

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 at 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.

As required by statute, instruction will be provided regarding the “knowledge, skills and attitudes required to understand and avoid the effects of alcohol, of nicotine, of tobacco, and of drugs.”

COURSE LEVEL CHANGE

Shelton High School will only accept and address requests for course level changes during defined times of the school year. These include five calendar days after the midpoint of quarter one, five calendar days after the first quarter ends, five calendar days after the midpoint of quarter two and five calendar days after the second quarter ends. Students are to download the Course Level Change Application, available on the SHS school website under Academics/Forms, and follow the application procedures. The submitted application will be reviewed by a committee composed of the student’s assistant principal, the course’s curriculum leader and the K-12 School Counselor Curriculum Leader. This committee reserves the right to deny applications. The student’s final grade in the level he/she completes the course will determine the student’s weighted GPA score.

COURSE SELECTION

Shelton High School is a comprehensive high school that offers programs to meet the needs of all types of students. A Program of Studies booklet is made available to students and their parents for the purpose of selecting courses for the following year. This booklet is also available on the school website (sheltonhigh.sheltonpublicschools.org). School counselors, curriculum leaders, and teachers will assist each student in selecting those subjects which best fit his/her abilities, needs and interests. Students will register for classes online in the spring using Infinite Campus, the district’s student management program.

CONTACTING TEACHERS

Teachers may be contacted either through voicemail or email. A staff directory is available on each school’s website. Please allow teachers 24 hours, during the school week, to respond to your email/voicemail. Please be aware that District policy prevents teachers from discussing confidential information in an email correspondence.

CORRIDOR BEHAVIOR

In order to ensure student safety and that of others, students will keep to the right when passing in the corridors, adhere to the HANDS OFF policy, walk, move at a reasonable pace, not obstruct the passage of others, and use the doors on the right hand side.

COVID-19/HEALTH EMERGENCY MEASURES

In order to ensure the safe and healthy delivery of educational services to students on school property and a safe workplace, protocols adopted by the Board of Education, based on coordination with state and local health officials and the Connecticut State Department of Education, will be followed during a declared health emergency.

Such protocols may include physical distancing, group cohorts, face masks, enhanced cleaning and disinfecting, temperature screening, hand hygiene measures, identification of students exhibiting symptoms, and attention to ventilation. Transportation and food services will be modified as necessary.

Alternate means of educating students in the event of prolonged closings and/or extended absences will be implemented as necessary. The traditional class schedule and school calendar may be changed, as required, to include distance learning and a mix of in-person learning with distance learning.

The district/school will communicate with all involved via its website, press releases, written notices/fact sheets and the school notification system.

CYBERBULLYING

The District's computer network and internet, and the personal electronic devices of students, 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 cyberbullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures. Cyberbullying means any act of bullying through the use of the internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

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 messages, 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 Safe School Climate Specialist, the Principal or Director of Technology. All reports of cyberbullying will be investigated by the Safe School Climate Specialist.

In situations in which the cyberbullying 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 violative 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.

Students will be provided instruction about appropriate online behavior.

DEFIBRILLATORS IN SCHOOLS (AED'S)/SUDDEN CARDIAC ARREST

Each school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardio pulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies. Coaches, as required by law, review before beginning his/her assignment the State's sudden cardiac awareness education plan. Parents of participating students will be provided with a copy of the State-adopted informed consent form authorizing their child to participate in the intramural or interscholastic athletics.

DISCIPLINE

A student who violates the district's code of conduct shall be subject to disciplinary action. The disciplinary actions may include using one or more discipline management techniques, such as a restorative justice model, detention, removal from class, removal to an alternative education program, in-school suspension, out-of-school 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. The school district believes that exclusionary discipline practices (suspension, expulsion) limit students' access to classroom instruction and fail to improve student outcomes and school climate. These practices will be used as a last resort.

Detention

A student may be detained outside of school hours for not more than 1 hour on one or more days for violation of the code of conduct. The detention shall not begin, however, until the students' parents have been notified of the reason for the detention (and can make arrangements for the student's transportation on the day(s) of the detention).

Expulsion

Prior to an expulsion hearing, parents will be given notice of at least five (5) business days before such hearing. Such notice will contain information about the legal rights of the student and parent and information concerning legal services that are provided free of charge or at a reduced rate that are available locally and how to access such services. An attorney or other advocate may represent any student subject to expulsion proceedings. The parent/guardian of the student has the right to have the expulsion hearing postponed for up to one week to allow time to obtain representation, except that if an emergency exists, such hearings shall be held as soon as possible after the expulsion.

The Board of Education may expel a student in grades 3 through 12 inclusive from school privileges if, after a full hearing, the Board finds that the conduct of the student to be both (1) a violation of a Board policy; and (2) either seriously disruptive of the educational process or endangering persons or property. Students who have been expelled for the first time may be eligible for an alternative educational program, as defined in accordance with State Board of Education standards.

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

For any students under 16 years old who are expelled and students between 16 and 18 expelled for the first time and who have never been suspended, the Board of Education may shorten the length of or waive the expulsion period if the student successfully completes a Board-specified program and meets any other conditions required by the Board. Such a Board-specified program does not require the student or the parent/guardian of the student to pay for participation in the program. Such students must be offered an alternative educational opportunity that complies with the State Board of Education's "Standards for Alternative Educational Opportunities."

Students in grades kindergarten through grade 12 inclusive are subject to mandatory expulsion for the 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 for a calendar year. A student in grades kindergarten through grade 12 inclusive 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 education 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.

If students expulsion is shortened or the expulsion period waived based upon the fact that the student was expelled for the first time, has never been suspended and successfully completed a Board specified program and/or met other conditions required by the Board, the notice of expulsion will be expunged from the cumulative educational record if the student graduates from high school or, if the Board so chooses, at the time the student completes the Board specified program and meets other Board required conditions.

Expelled students, under age 16, will be offered an individualized learning plan as part of an alternative education. Students between ages 16 and 18 who are expelled, even for conduct that endangers others, will be offered an alternative educational opportunity if it is the students first expulsion (PA 16-147). Once a student is admitted to an alternative educational placement, an Individualized Learning Plan (ILP) will be developed to govern the programming for the student during the period of expulsion.

A district student who has committed an expellable offense who seeks to return to a District school after having been in a juvenile detention center, the Connecticut Juvenile Training School or any other residential placement for one year or more, in lieu expulsion from the District, shall be permitted to return to the appropriate school setting within the District. Further, the District will not expel the student from any additional time for the offense(s).

Suspension

A teacher may remove a student from a class when the student deliberately causes serious disruption of the teaching and learning process within the classroom. School administrators will determine, using state guidelines, whether the suspension will be in-school or out-of-school.

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.

Students in preschool through grade 2, inclusive, may only receive in-school suspensions, unless, after an informal hearing, the administration determines that an out-of-school suspension is appropriate based on evidence that the student's conduct on school grounds is of a violent or sexual nature that endangers persons.

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 instances the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

For any student suspended for the first time and who has never been expelled, the administration may shorten the length of or waive the suspension period if the student successfully completes an administration-specified program and meets any other administration-required conditions, which shall not incur an expense to the student or his/her parents.

DISTANCE LEARNING

The District plans to provide distance learning options in the event schools must be closed due to an emergency health situation. Schools will operate remotely while continuing to provide meaningful instruction to students through the use of a variety of instructional resources.

To provide equitable instruction to all students, the District will ensure that all students have access to instructional materials and electronic devices.

DISTRIBUTION OF MATERIALS

Printed materials may be distributed to parents by students as a means of communication. 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.

Materials that have a religious content may be made available to students during non-instructional time. The District has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the District.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbooks.

DISTRICT-PROVIDED PERSONAL LEARNING DEVICES

All students will be provided with a district device. Parents and students must sign and agree to the student device sign-out sheet and guidelines provided by their school. Parents are financially responsible for damages, loss or theft of the device. Students leaving the District must return their devices, with accessories, on the day of departure.

DOMESTIC VIOLENCE

The district will provide information concerning services and resources available to victims of domestic violence.

EDUCATIONAL PHILOSOPHY

In pursuit of the District's mission, we believe that:

If the Shelton Public Schools Community effectively teaches, guides, and prepares our students through a series of milestones, that are designed to provide opportunities for our students to demonstrate their abilities in areas we feel are crucial to their preparation for their life's journey, such as critical thinking and problem solving, creativity and innovation, flexibility and adaptability, initiative and self-direction, collaboration and empathy.

Then the students will grow into capable adults, confident and well-prepared to adapt and thrive in the rapidly changing global society.

- all students can learn, and inquiry, self-direction and creativity are valued in the learning process ; everyone in our school community will be learners
- all learners will be held accountable for their performance
- all learners have individual interests, needs and talents
- all learners will be physically and emotionally safe in the learning environment
- home, school and community will act as partners in the learning process

ELECTRONIC DEVICES AND GAMES (Electronic Devices, Cell Phones)

The school strives to maintain a safe and respectful learning environment while providing students with opportunities for reasonable access to cell phones and other electronic devices. This policy also recognizes the use of electronic devices for educational purposes with administrative permission or with teacher approval within the classroom. The possession and use of electronic devices at Shelton High School is a privilege and a responsibility, not a right. Inappropriate use will result in the loss of privileges.

Students are solely responsible for any electronic devices brought to school. Do not leave them unattended. The school is not responsible for lost, damaged or stolen devices.

The devices are not allowed in classes, unless their use is part of the teacher's lesson plan. Teachers have discretion concerning how the devices may be used for learning.

No recording, video or audio, or photographs may be taken in school unless it is part of a lesson and all appropriate privacy protections, such as contained in FERPA, are honored.

The sending, sharing, viewing or possessing of pictures, emails or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited in the school setting.

Personal Technology Devices

Possession of a cell phone/smartwatch or other personal communication device while in school is permitted, however, the devices must be turned off or on silent and be out of sight in classrooms during the school day unless authorized by the classroom teacher for academic purposes. Cell phones may be used in non-classroom areas (VoG/Lunch) as designated by school administration. Any student who violates the procedure will be subject to the following disciplinary actions:

First Offense	• Personal technology is sent to the house office. The student may retrieve their device at the end of the school day.
Second Offense	• Personal technology is sent to the house office. The student may retrieve their device at the end of the school day. • The student is assigned an office detention.
Third Offense	• Personal technology is sent to the house office. The parent/guardian will be notified to pick up the personal technology device. • The student is assigned an office detention.

The administration reserves the right to assign additional disciplinary actions if the student fails to adhere to the Code of Conduct.

EMERGENCY MESSAGES FOR STUDENTS

We try to avoid interrupting classroom learning to deliver messages to students. If there is an emergency where a student must be contacted, please contact the house office administrative assistant.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event school is closed because of bad weather or another emergency, announcements will be made on television and radio stations WPOR, WPLR, WCCC, WKSS, WKCI, WICC, WNHC, WELL, WEZN, WEBE as well as the TV channels WTNH (8) and WVIT(30). Emergency closings will also be posted on the district's website, <http://www.sheltonpublicschools.org>.

An automated voice message from the district may also be sent.

ENGLISH LANGUAGE LEARNERS (ELL)

Parents of English 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 English Learners 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, which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

The SPSS English Language Learner (ELL) program is designed to support students who are developing proficiency in English, aiming to enhance both their language skills and academic performance. Our program is committed to providing high-quality English instruction tailored specifically to the needs of multilingual learners across our schools. The goal of the program is to provide a well-rounded, inclusive, and culturally responsive approach to language acquisition, ensuring that every multilingual learner (MLL) has the resources needed to succeed in an English-speaking academic environment.

Each school's ELL program is taught by a highly-qualified certified ESOL teacher who delivers specialized instruction focused on developing students' listening, speaking, reading, and writing skills in English. A range of sheltered instruction strategies and explicit teaching approaches are utilized to help students meet both district and state mandates while thriving academically alongside their peers. Our program offers a blend of classroom support with specialized instruction in a dedicated EL/ML setting. EL instruction and support are also integrated with core academic subjects, allowing students to develop their English language skills while simultaneously mastering content in math, science, social studies, and language arts. Our program is designed with each student's strengths and needs in mind, fostering a positive learning environment that not only supports language development but also respects and celebrates cultural diversity. The SPSS K-12 ELL program is committed to empowering our multilingual learners to become confident, capable, and successful members of our school community and beyond.

EQUITY AND DIVERSITY

Students deserve a respectful learning environment in which their cultural, racial, and ethnic diversity is valued and contributes to successful academic outcomes. The school learning and work environment is enriched and improved by the contributions, perspectives, and the very presence of diverse participants.

EXAMS

Assessments are an integral part of student learning. Shelton High School students will be given mid-term and final exams. All exam schedules will be communicated to students prior to exam week and will also be posted on the Shelton High School website <http://sheltonhigh.sheltonpublicschools.org/>. If a student is absent the day of an exam, a parent must contact the student's house office on that day. Absences which are not verbally validated by the parent on that day will result in a failure for the exam. It is the student's responsibility to contact his or her teacher to make arrangements for make-up, if permitted. In the event that a final exam cannot be made up according to guidelines, the final exam will be made up after school concludes and during the summer. Teachers will post incompletes in the final exam, fourth quarter and final grade column. Adjustments will be made when school resumes.

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian. In addition, a student will be excused from participating in, or observing animal dissections as part of classroom instruction upon a written request from the student's parent or guardian. The student must complete an alternate assignment determined by the school.

EXTRACURRICULAR ACTIVITIES

Athletics

REQUIREMENTS FOR PARTICIPATION

Scholastic Eligibility

In order to participate on an interscholastic athletic team, an athlete must have satisfied all of the scholastic eligibility requirements prior to participation.

"C" Rule

Upon issuance of each marking period report card, student-athletes in any of the designated groups whose combined average is less than a 70 average will be notified in writing that they are being placed on probation. They will be informed that in order to continue to participate after four weeks of probation, the grade average must be raised to a 70 or above. Students may only be placed on academic probation once per school year. If their average falls below 70 a second time within the same school year, they will be declared academically ineligible.

Minimum Athletic Regulations

- You are eligible if you have taken and passed four (4) units of academic work (excluding physical education) in the marking period immediately preceding participation.
- You are not eligible if you have failed more than two (2) classes.
- You are not eligible if you are already 20 years of age or will turn 20 during the season in which you are playing.
- You are not eligible if you have transferred into our school without a legal change of residence from another city into Shelton.
- You are not eligible if you play or practice with an outside team in the same sport while you are a member of one of our high school teams.
- Drinking alcohol, drug use, and the use of tobacco products are prohibited.
- If you are ejected from a contest, you are automatically suspended from the next contest.
- If you are suspended from school (ISS or OSS), you are also suspended from all athletic participation for the duration of that suspension. Further athletic consequences may be applicable.
- You may not participate in athletics on any day that you are absent, tardy, or dismissed from school.

CIAC Rules and Regulations

The Connecticut Interscholastic Athletic Conference (CIAC) is a member school organization with more than 180 high schools. Parents should be familiar with the listed rules below:

Eligibility Rules:

YOU ARE NOT ELIGIBLE IF YOU:

1. Are not taking at least four (4) units of work or the equivalent. (A unit is a class that meets five (5) periods per week.)
2. Have not passed at least four (4) units or the equivalent at the end of the last marking period as of the official day grades are issued.
NOTE: For fall sports' eligibility, the student must be a continuing student or have received four (4) units or its equivalent towards graduation at the conclusion of the school year preceding the contest. The final academic grade average determines fall eligibility.
3. Have changed schools without a change of legal residence.
4. Have played the same sport for more than three (3) seasons in grade 10, 11, and 12.
5. Play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season.
6. Received personal economic gain for participation in any CIAC sport.
7. Have not been in membership in a school for at least 12 weeks immediately preceding the time of participation (end of last year for fall athletes)
8. Only eligible for four (4) consecutive years upon entering 9th grade.

Official eligibility for all students is determined on the date that official grades are posted for all students (whole-school eligibility) or on the fourteenth (14th) calendar day (whichever comes first) following the end of the marking period.

NOTE: Marking period grades (not semester grades) are to be used in determining scholastic eligibility to participate in interscholastic athletics during any given marking period. Final grades determine Fall eligibility.

Clubs and Performing Groups

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

Please note: Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior, that are stricter than those for students in general.

Dances and Social Events

School dances may be scheduled periodically during the school year. Students are expected to dress appropriately for all dances.

Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

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.

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 and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

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 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, yearbooks, etc.
6. Student accident insurance.
7. Insurance on school-owned instruments, instrument rental and uniform maintenance.
8. Parking fees and student identification cards.
9. Fees for damaged library books and school-owned equipment.
10. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
11. Fees for driver training courses, if offered.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. 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. The Board of Education strongly encourages all transportation of students to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. The Board realizes that, on limited occasions, it may be more cost effective and/or responsive for school employees to transport small numbers of students in private automobiles. The District does not endorse, sanction, sponsor or approve student travel to foreign countries by teacher-sponsored private trips/tours. Such programs are sponsored by outside agencies, not the Board of Education.

FINANCIAL ASSISTANCE

Students will not be denied the opportunity to participate in any class or school-sponsored activity because of 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.

FINANCIAL REPORTS

The Board of Education, on a quarterly basis, posts its current and projected expenditures and revenues on the district’s website. Such report is also shared with the town’s legislative body or Board of Selectpersons.

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. Such crisis response drills will incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

The signal for a fire drill is a constant blast on a special horn. 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.

Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

FIREARM SAFETY PROGRAM

A firearm safety program may be offered to students in grades kindergarten through grade 12, utilizing a curriculum guide developed by the State Board of Education and the Connecticut Police Chiefs Association. Parents/Guardians may exempt their child from the program in its entirety or any portion thereof by written notification to the school.

FIRST AMENDMENT RIGHTS

The Shelton Public Schools recognize that students have a right to bring into our schools, in a judicious manner governed by regulations, items for posting that are not considered obscene, libelous, disruptive, vulgar, and are deemed by the Administration to be consistent with community standards. Further, no expressed idea will be suppressed because it is not shared by the majority. However, expressions which involve false statements, disruptive or potentially dangerous content, the use of obscenities, and advocacy of violation of law or school regulations are unacceptable.

FOOD ALLERGIES

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

The District's specific plan for managing students with life-threatening food allergies will be posted on the District website

A student with glycogen storage disease is permitted to have a parent/guardian or a person they so designate to provide food or dietary supplements on school grounds during the school day.

A student with an allergic condition may retain possession of an EpiPen or similar device while receiving school transportation services.

FUNDRAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the Board of Education. Please refer to the Board of Education policy.

Any food items sold as part of any fundraising activity must meet the nutritional standards published by the Connecticut Department of Education. Beverage or foods not allowed for sale during regular school hours may be sold provided (1) the sale is in connection with an event

occurring after the end of the regular school day or on the weekend, (2) the sale is at the location of such event, and (3) the food or beverage is not sold from a vending machine or school store.

All online fundraising activities are subject to administrative approval prior to the posting of any such fundraising solicitation.

GPS DEVICES

Some disabled students may need the use of safety-oriented assistance technology (“Angel Sense”) for reasons of safety. A parent/guardian request for use of such a device will be processed through the IEP/PPT process or Section 504 process. The listening-in capability of the device must be disabled during school hours or at a school-sponsored event.

GRADING SYSTEM

Class Rank (See also “GPA & Class Rank”)

Class rank is determined by using the student’s weighted GPA. This is done for each school year. A student must complete a minimum of four concurrent semesters at Shelton High School to be determined in the top ten, valedictorian, or salutatorian.

GPA & Class Rank (See also Weighted and Unweighted Grade Point Values)

Unweighted grade point average is calculated using the baseline/college preparatory scale for each final grade earned, regardless of course level. Weighted grade point average is calculated by adjusting the value for each final grade earned based on the level of the course. In weighted calculations, unleveld courses are assigned a weight equivalent to the baseline/college preparatory value. For both calculations, the average is computed by adding all the grade point values earned and dividing by the number of credits completed. Class rank is based on the weighted grade point average. A student must complete a minimum of four consecutive semesters at Shelton High School to be recognized in the top ten or as valedictorian or salutatorian.

Grade Calculations

Full-year course:

1st quarter grade 20%
2nd quarter grade 20%
Midterm Exam 10%
3rd quarter grade 20%
4th quarter grade 20%
Final Exam 10%

Half-year course:

Quarter grade 40%
Quarter grade 40%
Final Exam 20%

Grading System

A +	A	A -	B +	B	B -	C +	C	C -	D +	D	D -	F
100 - 97	96 - 93	92 - 90	89 - 87	86 - 83	82 - 80	79 - 77	76 - 73	72 - 70	69 - 67	66 - 63	62 - 60 Below Average	59 < Failure

P	I	W	N	WF
Pass	Incomplete	Withdrawn	No Course Credit	Withdrawn/Fail

Weighted and Unweighted Grade Point Values (See also “GPA & Class Rank”)

Grade point values will be awarded at the end of each marking period for all Advanced Placement and college-credit courses and those courses which are grouped on the Honors, College Preparatory and Academic levels. Unleveled courses are assigned a weight equivalent to the baseline/college preparatory value. The average may be verified by using the Weighted and Unweighted Grade Point Values chart as follows:

	A +	A	A -	B +	B	B -	C +	C	C -	D +	D	D -
AP	5.0	4.67	4.33	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33
Honors	4.67	4.33	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.00
College Prep	4.33	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.00	.67
Academic	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	.67	.33

GRADUATION

A student will be considered a high honors graduate if they have earned a weighted GPA of 4.0 or higher after the 3rd marking period senior year. A student will be considered an honors graduate if they have earned a weighted GPA of 3.3-3.99 after the 3rd marking period senior year. All class distinctions including valedictorian, salutatorian, and top ten are named after the conclusion of the 3rd marking period senior year. Students are allowed to wear academic recognition only (gold tassels, honor cords, etc.) from Shelton High School. No non-academic or non-Shelton High School honors will be allowed at graduation.

Graduation Requirements

Students must successfully complete the required number of credits and must demonstrate proficiency in the skills identified by the Board of Education, as required for graduation. A multi-facet assessment procedure will be used, including specific target scores on the statewide proficiency/mastery examinations. Credits can also be earned at an institution of higher education, through online course work or through a demonstration of mastery based on competency and performance standards, in accordance with guidelines adopted by the State Board of Education. A Community Service Recognition Award will be granted by the State Board of Education to students completing at least 50 hours of community service and meets the statutory criteria to earn one-half credit toward graduation.

Graduation Fee

A monetary fee will be charged to all students graduating. This fee will assist in offsetting the cost of the cap and gown, diploma, and diploma jacket.

Promotion Requirements

To be promoted to the next grade level, students must earn the following credits, which include required completion of English.

	Promotion to Grade 10	Promotion to Grade 11	Promotion to Grade 12	Total Credit for Graduation
Credits Required	4.6	11.2	17.3	25.4

Report Cards

Written reports of student grades and absences shall be issued to parents at least once every 9 weeks. At the end of the first four weeks of a grading period, the parent will be notified if the student's grade average is near or below 60 or below the expected level of performance. If a student receives a (six) week grade of less than 60 in any class or subject, the parent will be requested to schedule a conference with the teacher of that class or subject. The report card shall state whether tutorials are required or only recommended for a student who receives a grade below 70 in a class or subject.

Grades given to students are determined by the teacher of the course, and the determination of the student's grade by the teacher, in the absence of clerical or mechanical mistakes, fraud, bad faith, or incompetency, shall be final.

Grades arrived at by a teacher will be considered final and will be changed only (1) by the teacher, with the consent of the principal after a re-evaluation of the student's work or (2) by an appeal made to the school principal and then to the superintendent or designee.

Weighted Grading

The Board of Education is in favor of weighted grading for honors and advanced placement courses. The grading system reflects their position.

SAT (Scholastic Aptitude Test)

The Connecticut School Day SAT will be administered to all juniors in March or April. Students are automatically registered for this assessment as part of their mandatory state testing. Information is available from school counselors and in the Career Center.

SEAL OF BILITERACY

Shelton High School will offer the Connecticut Seal of Biliteracy on the Shelton High School diploma to a student who has achieved a high level of proficiency in English and one or more foreign languages as specified by the Connecticut Seal of Biliteracy Guidelines adopted by the Connecticut State Board of Education. The student/parent/guardian is responsible for all financial expenses or fees for obtaining the Seal of Biliteracy. Students interested in this distinction must submit the application found online by the deadline stated on the application.

GREEN CLEANING PROGRAMS

A green cleaning program to clean and maintain the school will be implemented by 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.

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.

GUIDANCE AND COUNSELING

The school's counseling department is committed to a program of comprehensive developmental services structured to anticipate and nurture the personal, social, career, and educational growth of all students as they pass through specific developmental stages. This complete program incorporates a school counseling curriculum, individual planning, responsive services and program management. Social services and

counseling are rendered by professionally qualified members of the school staff. The responsibilities of the social workers and guidance/school counselors include helping the student function more successfully within the school environment.

School counselors will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy and supportive setting.

Counseling is an opportunity to talk with someone about things that are important to students. These opportunities to talk may be personal, social, educational or vocational. Counselors will listen and be open and honest with students. Guidance/School Counselors are encouraged to issue appointment request forms to students. Appointments can also be arranged by filling out a Guidance Appointment request form in the office or by stopping by the guidance office before school, between classes or after school.

Educational and career planning guidance is available along with information to develop a plan for the student's future. This may include a long range plan of studies for grades 9-12 and selecting student's subjects year by year in keeping with the student's career interests and special skills or talents. Parent notification and involvement will be solicited.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

HANDS-OFF POLICY

Students must refrain from all physical contact that is potentially unsafe or distracting to the educational process. Unacceptable behavior includes "horsing around", just fooling around, poking, pushing, tripping, and/or jostling one another. The policy is HANDS-OFF. Students must also refrain from overt acts of affection. Any act of violence will result in teacher/team and/or administrative consequences.

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, sexual orientation, gender identity or expression, or any disability they may have. The District prohibits harassment of any kind. 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 the principal, assistant principal, or their school counselor. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

HATE CRIMES

The District is implementing a comprehensive hate prevention program based on the premise that prejudice and hate-motivated behavior are not acceptable in our schools. This program strives to promote a school climate in which racial, religious, ethnic, gender and other differences, as well as freedom of thought and expression are respected and appreciated.

HATE SPEECH

The District denounces the use of words or images to harass individuals or groups based on gender, gender expression, race, religion, sexual orientation, or any other aspect of identity. Hate speech is not tolerated in District schools and such speech, threat speech and harassment is prohibited. All speech that denigrates, disrespects, or misrepresents “types of people” must be challenged.

HAZING ACTIVITIES

Students are prohibited from participating in any hazing activities. Hazing, bullying or abuse of students or staff will not be tolerated. 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.

HEALTH SERVICES

The nurse’s 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. Vision and hearing tests are administered to students in grades K, 1, 3, 4 and 5. Postural screening will be done in grades 5 and 7 for female students and grade 8 or 9 for male students. The results are provided to the parents. An annual written notification of when these screenings, at no cost to parents, will be provided. Parents wishing to have these screenings conducted by their private physician are required to report the screening results to the school nurse.

Parents are encouraged to have oral health assessments for their child(ren) prior to school enrollment, in grade 6 or 7, and in grade 9 or 10. Such assessment may be conducted by a dentist, dental hygienist, physician, physician assistant (PA) or an advanced practice registered nurse (APRN) trained in conducting such assessments. The results are to be provided to the school district’s designated representative (school nurse). (Note: The school district has the option to provide for such oral assessment, with parental consent, at no cost to parents/guardians.) 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.

Administration of Medication

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in the original container with proper labels.

In cases in which a student is able to self-administer medication, the parents or guardians must submit a signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician’s, dentist’s or advanced practice registered nurse’s statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an EpiPen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or EpiPen at all times to ensure prompt treatment of the child’s asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

Any COVID-19 specific procedures for bringing and picking up student medication will be outlined in school communications directly from the school nurse.

A school nurse, or in the absence of the nurse, a “qualified school employee,” may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

A school nurse, or in the absence of the nurse, a “qualified/school employee,” may administer anti-epileptic medication to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student’s individual seizure action plan. Written parental permission and written order from a physician is required.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a glycogen injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physician are required.

School bus drivers are trained to administer epinephrine in a life-threatening anaphylactic reaction to a student who is in need of emergency care due to a medically diagnosed allergic reaction.

The District does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

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

Disabilities

The District will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

Emergency Medical Treatment

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

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 when 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 (HIPPA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self testing. Such self testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

Homebound

Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

Homeless Students

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the Director of Special Education. The District has reviewed its existing policies and regulations to remove barriers to the enrollment and retention of homeless children and youth. Homeless children and youth are defined as “individuals who lack a fixed, regular and adequate night time residence”. Homeless children have the right to attend the school of origin “to the extent feasible,” unless doing so is contrary to the request of such student’s parent/guardian or unaccompanied youth.

Any homeless child or youth denied school accommodations shall continue in attendance or will be immediately enrolled in the school selected by the child in the school district. A written explanation of the reasons for denial of school accommodations in a manner understandable to such homeless children or youth, or parent/guardian, will be provided. Information will also be provided regarding the right to appeal the decision of the denial of accommodations. The homeless child or youth is entitled to continue in attendance during all available appeals.

A homeless student who is not in the physical custody of a parent/guardian, shall have full access to his/her educational and medical records in the Board’s possession.

Illness

School nurses are in the building from the beginning of the school day until the end of the school day. They see students who become ill during that time and are available in case of injury during the school hours. Their primary functions are to provide First Aid for illness or injury, to arrange for sports physical examinations by the school doctor, to keep health records and to assist the school in preventing illness or injury to students and school personnel. Any accident occurring on school property must be reported to the nurse, who will complete and file a report. Accident insurance forms are furnished to all students at the beginning of the school year. In the event a student becomes ill during the school day, he/she should obtain a pass from his/her classroom teacher to see the nurse.

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 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, Influenza and Haemophilus 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 seventh grade and for entry into eighth grade and ninth or tenth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

For further information regarding immunizations contact our nurse's office (203) 922-3004, ext. 1577.

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 in grade 6 (or 7) and in grade 9 (or 10). All students in grades K and grades 1, 3, 4, 5 will undergo vision screening by the school nurse or school health aide. Hearing screening will be conducted for all students in grades K, 1, 3, 4, and 5. Postural screening will be conducted for all female students, in grades 5 and 7 and for male students in grade 8 or 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.

HOLOCAUST AND GENOCIDE EDUCATION AND AWARENESS

The Holocaust and genocide education and awareness are required subjects taught in the District's social studies curriculum (beginning in the 2018-2019 school year).

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.

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

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

HONOR ROLL

Students with an average between 3.67 and 4.33 and no grade lower than "B+" are considered for High Honors. Students with an average between 3.33 and 3.66 and no grade lower than "C" are considered for Honors. Students must be scheduled for at least the minimum course requirements (5 courses excluding P.E.) in order to be considered for the honor roll.

HOUSE INTERVENTION TEAMS (HIT)

Each house office has a House Intervention Team that meets on a bi-weekly basis to discuss at-risk students. Referrals are made by staff, administration or parents to a student's assistant principal.

INCOMPLETE GRADES

Incomplete grades at the end of the marking period or semester will be recorded as an "I." All incomplete grades are to be made up within two school weeks following the last day of the marking period. If an incomplete is not made up within the two week timeframe, the grade entered for the incomplete will be an "F." The student's assistant principal may grant an extension for the timeline on an individual basis due to prolonged absence from school.

INDEPENDENT STUDY

Independent Study is designed for the student who is broadly and deeply curious about a particular subject and can benefit from the experience of developing, organizing and pursuing to successful completion a project that he/she finds stimulating. Students can obtain an application online on the Shelton High School website by clicking on Academics/Forms/Independent Study Application.

INDOOR AIR QUALITY

The Board of Education provides for a uniform inspection and evaluation program of indoor air quality complying with the Environmental Protection Agency's Tools for Indoor Air Quality for Schools Program. The results of the evaluation will be made available for public inspection at a regularly scheduled Board of Education meeting and also posted on the District's website.

The District will report biennially, to the Commissioner of Education on the condition of its facilities, its long range facilities program, its air quality program, and green cleaning program. The Board will utilize standard reporting forms to conduct and report on both IAQ and HVAC inspections and will provide the Department of Administrative Services (DAS) the completed forms for each school. The forms and/or reports will be made available at a regularly scheduled Board of Education meeting and on the Board of Education/individual school website.

INSURANCE

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangement is contractual between the parent and insurance carriers and the Shelton Public School assumes no liability from disputes arising from such contract.

INTER-DISTRICT COLLABORATIVES

The Shelton Public Schools System has established collaborations with other school districts in order to offer a wider variety of learning environments and specialized curriculum in response to the interests and needs of its students.

INTERNSHIP

This course is for students who are interested in bolstering their academic and professional experience for post-secondary career pathways. Students will investigate careers in a field of their choice. Students must find their own place to intern and provide their own means of transportation to the internship site. Flexibility of scheduling is permitted. Time logs with description of fieldwork completed must be submitted. Half- year credit = 75 hours and full year = 150 hours. Students interested in this program must submit the application found online and secure permission prior to beginning their internship.

ITEMS NOT PERMITTED IN SCHOOL

In order to ensure student safety and the protection of personal property, parents/guardians are encouraged to monitor closely those items that are brought or worn to school by students. The following items are specifically prohibited on school grounds: weapons, including martial arts (real or fake), knives, razor blades, sharp items, skate boards, roller skates, roller blades, sneakers with wheels, baseball bats, lacrosse sticks, matches, caps, fireworks, laser pointers and portable game systems.

LASER POINTERS

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property, unless under a staff member's supervision and in the context of instruction. Laser pointers will be confiscated, and students will be disciplined.

LIBRARY/MEDIA CENTER

Students are invited to use the books, magazines, newspapers, videos, CDs 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 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 students 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.

LOCK DOWN PROCEDURE

In the event of a critical emergency, all school personnel, including students, will follow the "Lock Down Procedures". Students will be informed of specific actions they should take when a Lock Down Procedure is put into effect. Lock down drills, like fire drills, will occur periodically during the school year.

LOST AND FOUND

Any articles which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office. Whenever practical, items brought to school should have a name placed on them to assure return to the rightful owner.

MAGNET SCHOOLS

It is recognized that some students may benefit from attendance at a magnet school not limited by school district boundaries. District students may enroll directly into a magnet school, with which the District does not have a participation agreement, on a space available basis. The District will be responsible for any tuition for such enrollment, but not for transportation, unless the magnet school is within the boundaries of the school district. Tuition will not be paid by the district for students placed by their parents/guardians in a pre-school (PK) magnet program. Parents/Guardians are required, not later than two weeks following an enrollment lottery for an inter-district magnet school, to notify the district of their child's enrollment or placement on a waiting list for enrollment in the coming school year.

MASCOTS/LOGOS

The school district believes mascots/logos should reflect positive images embracing history, community spirit, and traditions. The selection of a mascot, team names, school colors, as well as other school identifiers must and will be respectful of diverse cultural values and reflect a positive school culture. All mascots, nicknames and descriptors, including symbols, banners, flags, pennants, mascots or other identifiers used by school sports teams, extracurricular clubs, curricular clubs or organizations shall respect cultural differences and values. The use of any race or ethnic group as a mascot or nickname is prohibited.

MEDICAID BILLING FOR HEALTH-RELATED SERVICES

The Individuals with Disabilities Education Act (IDEA) allows certain health-related services provided under an Individualized Education Plan (IEP) to be covered by Medicaid. Such services could include audiologist services, evaluation and testing, nursing services, occupational therapy, physical therapy, speech therapy, psychological services and/or social work services. Recent Connecticut legislation requires the Board of Education to determine a child's Medicaid services. The District is required to provide all IEP services, at no cost to parents, even if parent/guardians deny permission to bill Medicare.

MEDICAL (PALLIATIVE) USE OF MARIJUANA

Connecticut law authorizes, under specific conditions and for identified illnesses, the medical use of marijuana for both adults and minors. However, such use is not permitted on the school campus or school buses.

MENSTRUAL PRODUCTS AVAILABLE IN STUDENT BATHROOMS

The district will provide free menstrual products in women's restrooms, all-gender restrooms, and at least one men's restroom. Such restrooms will be accessible to students in grades three through twelve, in each school under the jurisdiction of the board. The provision of these products will be done in a manner that does not stigmatize any student seeking menstrual products, pursuant to guidelines that need to be established by the Commissioner of Public Health and posted on the DPH's website. The Board may accept donations of menstrual products and grants from any source for the purpose of purchasing such products, and may partner with a nonprofit or community-based organization.

MIGRANT STUDENTS

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

Federal legislation requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

OBLIGATIONS

Textbooks are paid for by the Shelton Board of Education. Lost, damaged or defaced books must be paid for by the student to which they are assigned. A student is responsible for a replacement fee for an ID (school and bus IDs). Failure to rectify obligations (textbooks, IDs, athletic uniforms or other materials) will result in the denial of extracurricular activities, including participation in school dances and graduation.

ON-CAMPUS RECRUITMENT

Students at the middle and high school levels will be informed of the availability of (1) vocational, technical and technological education and training of technical high schools and (2) agricultural sciences and technology education at regional agricultural science and technology education centers. Full access for the recruitment of students by technical high schools, regional agricultural science and technology education centers, magnet schools, and charter schools will be provided. Military recruiters and institutions of higher learning shall have access to secondary school students' names, addresses and telephone listings unless the student's parent/guardians submits a written request that such information not be released without their prior written consent.

ONLINE COURSE CREDIT (H.S.)

Students will be awarded credit toward graduation for the successful completion of online courses provided the online course(s) fulfill the statutory requirements.

Students identified as being in danger of failing to graduate will be allowed to complete online district-approved course work toward meeting high school graduation requirements.

OPIOID USE AND RELATED DISORDERS

The District, as required, will provide instruction on opioid use and related disorders, as part of its program of instruction.

OUT OF SCHOOL MISCONDUCT

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

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

1. Sale, possession, use, or distribution of dangerous weapons, including martial arts weapons;
2. Use, possession, or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

PANDEMIC/EPIDEMIC EMERGENCIES

A pandemic/epidemic outbreak is a serious threat that affects students, staff and the entire community. At all times, the health, safety and welfare of students will be of primary concern.

CDC, Connecticut Department of Public Health and State Department of Education guidelines will be followed during an epidemic/pandemic. Such guidelines, followed by the District, will address potential school closures, quarantine, infection control, use of PPE, social distancing, cleaning and disinfection of school facilities and the manner in which instruction will be provided.

PARENT CONFERENCES

Parents are encouraged to partner with the school to ensure their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators, may initiate a conference.

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 INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications, interactions and engagement. 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. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. 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 PORTAL INFORMATION SYSTEM

The Board of Education has enhanced its student information system to include a parent portal. The parent portal will allow a parent/guardian of students in grades pre-k to twelve to access student records via a secure website. A parent/guardian will be able to view attendance, homework assignments and grades.

PARENT-TEACHER ASSOCIATIONS AND ORGANIZATIONS

PTA/PTO is a vital link between the school, community and the parents it serves. Its aim is to support the school and coordinate efforts of parents/guardians to develop a closer relationship between home and school. Thus, parents are urged to join and take an active part in the PTA/PTO. Announcements of booster organization events will clearly indicate that they are sponsored by the group and not the school or District.

PESTICIDE APPLICATION

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. (Schools without an integrated pest-management plan must send prior notice by mail.) . Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)'s school assignment area may contact the Director of Facilities.

PHOTOGRAPHS

From time-to-time during the school year, school personnel and/or the media take photographs. If a parent/guardian does not want their child to be photographed for school use, school website use or for media purposes, the school office must be alerted in writing. Photos of individual and classroom groups are taken annually, and may be purchased by parents/guardians.

PHYSICAL ACTIVITY

All students enrolled in elementary school shall be included in the regular school day time devoted to physical exercise of not less than 20 minutes in total. This requirement may be altered by a Planning and Placement Team (PPT) for a child requiring special education and related services or if the Board of Education permits an additional amount of time.

This daily period of physical activity for elementary school students can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities.

Students may not be required by school employees to engage in physical activity as a form of discipline during the school day. This restriction does not apply to brief periods of respite/time-outs, referrals to a building administrator, or for safety reasons. Students in elementary school may not be denied participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline. Loss of recess or other physically active learning opportunities may be permitted on an administratively approved case-by-case basis.

PHYSICAL EXERCISE

All students in elementary school shall have in the regular school day, time devoted to physical exercise, of not less than twenty minutes in total, unless altered for a student by a Planning and Placement Team for a child requiring special education. Such physical exercise can be a combination of planned physical education classes, recess, and/or teacher-directed classroom activities. The period of physical activity will not be taken away from an elementary student as a form of punishment. In addition, students in all grades, K-12, cannot be assigned physical activity as a form of punishment.

School employees may not prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline.

POOL SAFETY

Student aquatic activities which include swimming instruction as part of the physical education program, interscholastic competition, and extracurricular activities are governed by the required staffing levels prescribed in State statute.

In addition all boards offering such courses or activities at a school pool or school-approved pool shall adopt a pool safety plan in compliance with statute.

POSTERS

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

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 which the school must incur to repair the damage. Each student is assigned a hall locker and/or other equipment. These items 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.

Searches of desks or lockers may be conducted at any time there is reasonable cause 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 their teacher immediately if it isn't functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students (may/may not) bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school; liability for these items remains with the student.

PSYCHOTROPIC DRUG USE

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisors, school psychologists, school social workers and school counselors may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

PUBLIC COMPLAINTS

The right of community members to register individual or group concerns about district instruction, programs, materials, operations and/or staff members is recognized. Complaints and grievances will be handled and resolved as close to their origin as possible. Complaints will be referred back through the proper administrative channels before investigation or action by the Board unless the complaint concerns Board actions or operations only. A procedure also exists for the placing and response to criticism or approval of instructional materials.

Specialized complaint procedures exist regarding identification, evaluation or educational placement of a student with a disability; loss of credit due to absences; discrimination on the basis of sex; harassment; sexual abuse or harassment; and instructional materials.

RECORDING OF CLASSROOM ACTIVITIES

The District prohibits the covert recording of classroom activities. The recording of teachers or students in class is inherently disruptive to the educational process. Students violating this rule will be subject to discipline and confiscation of the electronic device.

RELIGION AND RELIGIOUS ACCOMMODATIONS

The school district acknowledges each individual's rights to follow or not to follow religious beliefs and practices, free from discriminatory or harassing behavior. The District strives to provide religious accommodations to students in an equitable and appropriate way in accordance with District policies and corresponding guidelines.

RESPECT

All students, teachers, administrators, staff, parents and all who enter our school are expected to treat each other with respect.

RIDESHARING SERVICES

If parents/guardians allow their child(ren) to be dropped off or picked up at school by a ridesharing service, it is with the express acknowledgment that the District and its employees have no responsibility for their decision to use such a service and have no responsibility of liability to such parents/guardians or their child(ren) related to the ridesharing service.

SAFE AND DRUG-FREE SCHOOLS PROGRAM

Information regarding drug and alcohol information and policy and regulations are available in the school office and on the district website.

SAFE HAVEN LAW INSTRUCTION

At the high school level, the District will provide instruction related to the safe haven law.

SAFETY/ACCIDENT PREVENTION

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's code of discipline
- 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 who are over-seeing the welfare of students.

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 to qualified students. Students should consult a Guidance Counselor for information about what scholarships are available and how, when and where to apply.

SCHOOL ALTERNATIVES

Connecticut schools offer a range of educational programs to meet the diverse needs and career aspirations of its students in a variety of settings, including comprehensive local schools, regional vocational-technical schools, vocational agriculture centers, charter schools and magnet schools. These programs serve to prepare students for college, the workplace and active citizenship.

The Open Choice program allows urban students to attend public schools in nearby suburban towns. Suburban and rural students are allowed to attend public schools in a nearby urban center. Enrollments are offered on a space-available basis in grades K-12. The program includes Hartford, Bridgeport and New Haven and their surrounding districts. The goal of the Open Choice program is to improve academic achievement, reduce racial, ethnic and economic isolation and provide all children with a choice of high quality educational programs.

The district offers an alternative education program in a nontraditional setting that addresses the emotional, social, behavioral and academic needs of students. Information about alternative education offered by the district, including purpose, location, contact information, staff directory and enrollment criteria, is posted on the district's website.

SCHOOL ATTENDANCE AREAS

Students will attend the school designated within the school boundary in which the student resides, except that in the best interests of the child the Superintendent, within his/her sole discretion, may approve a student's attending a school in another school attendance area.

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, but not limited to, Martin Luther King Day, Veterans Day, Memorial Day, Thanksgiving and Presidents Day are encouraged. The district reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

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

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

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

An opportunity will be provided, 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 CLIMATE

School climate means the quality and character of school life based on patterns of students', parents'/guardians' and school employees' experiences of school life, including, but not limited to, norms, goals, values, interpersonal relationships, teaching and learning practices, and organizational structures.

In order for teaching and learning to occur there must be a positive climate in which students are appreciative and accepting of individual differences and behave responsibly toward others. Students are encouraged to report bullying, discrimination or harassment to any faculty member or administrator and may request anonymity.

SCHOOL CLOSURE OR CANCELLATION OF CLASSES IN AN EMERGENCY SITUATION

In the event of the need to close schools and cancel classes for an extended period of time, as a result of a directive from the Governor's office and/or the federal government, the District will implement a program of instruction using computers and distance learning. Transportation to schools and school after-school activities will not be available. In addition, students receiving free breakfast and/or lunch programs will continue to receive them. Pickup points or a means of delivery will be announced via the district's emergency notification system and through information posted on district and school websites.

In an extended period of school closure and cancellation of classes, many other items of importance will be brought to the attention of students and parents electronically and mainly through links provided on district and school websites.

SCHOOL DISTRICT RECORDS

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.

SCHOOL GOVERNANCE COUNCIL

Each school has a School Governance Council (SGC) composed of parents, teachers and community members elected by their peers. The SGC serves in an advisory capacity and is responsible to assist the school administration regarding achievement data and school improvement plans, budget development, hiring of school administrators, and fostering a partnership to improve student learning.

SCHOOL PARTIES

The District encourages the use of nutrient-dense food for all school functions and activities. Nutrient-dense foods are those foods that provide substantial amounts of vitamins and minerals and relatively few calories. At any function (parties, celebrations, feasts, etc.) healthy food choices should be made available. Questions about food that is acceptable and safe for school events can be directed to the Principal, classroom teacher, or school nurse.

SCHOOL SECURITY AND SAFETY

Each school in the District will develop and implement a school security and safety plan based upon the standards issued by the Department of Emergency Services and Public Protection. Each school, as required by law, shall establish a school security and safety committee which will assist in the development and administration of the school’s security and safety plan. Each district school will conduct a security and vulnerability assessment every two years and develop a school security and safety plan based upon the standards developed by DESPP.

The District has developed and maintains an emergency disaster preparedness and response plan for implementation as needed (“School Security and Safety Plan”). The plan is based upon the standards promulgated by the Department of Emergency Services and Public Protection. Development and implementation of the plan includes collaboration with local and state emergency responders (law enforcement, fire department, emergency rescue squads and local public health administrators). The plan, representing an all hazards approach, utilizes the four recognized phases of crisis management: (1) mitigation/prevention, (2) preparedness, (3) response, (4) recovery.

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.

Under special circumstances, school officials may search students and their belongings, 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.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

SECLUSION/RESTRAINT/EXCLUSIONARY TIME OUT, USE OF

The use of restraint or seclusion will be used only by trained school staff as an emergency intervention only to prevent immediate or imminent injury to a student or others. Restraint or seclusion will not be used to discipline a student or because it is convenient or instead of a less restrictive alternative. Such use will also be constantly monitored by a school employee. When used, parents will be notified within 24 hours, but a reasonable attempt will be made to notify parents/guardians immediately after restraint or seclusion is initiated.

Seclusion will not be used as a planned intervention in a student's behavioral intervention plan, IEP or 504 plan. Seclusion involves the involuntary confinement of a student in a room from which he/she is physically prevented from leaving. Physical restraint includes, among other things, carrying or forcibly moving a person from one location to another. Exclusionary time out is a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student's behavior. It may be used as a planned intervention. However, exclusionary time out may not be used as a form of discipline.

SELECTIVE SERVICE SYSTEM REGISTRAR PROGRAM

Male students ages 18-25 are required under federal law to register with the Selective Service System. Failure to register could result in a fine and also may cause men to permanently lose eligibility for student college financial aid, grants, government employment, job training and U.S. citizenship for male immigrants. Registration can be done online (www.sss.gov), at any U.S. Post Office or through the school's guidance department.

SENIOR PRIVILEGES

Certain senior privileges are granted to seniors who are in good academic, attendance and behavioral standing, and who have completed Capstone requirements. The administration reserves the right to revoke senior privileges for seniors not in good standing. Early Release is a senior privilege granted to those seniors who have a study hall last period. No schedule changes will be made to accommodate this privilege. To request early dismissal, students must be in good standing, have earned 20 credits, and complete the "Early Dismissal Form" found in their house office and obtain the required signatures from their parent/guardian, counselor and assistant principal. This form should be returned to the appropriate house office for processing. Students are NOT to be on school grounds once they are released. Exam Exemptions for mid-term and final exams are a senior privilege granted to those seniors who hold a 90 percent average or higher in the class, and teacher discretion.

SERVICE ANIMALS

The Board of Education, in compliance with state and federal laws, allows service animals to accompany persons with disabilities on the District campus. A service animal is usually a dog that has been individually trained to do work or perform tasks for the benefit of a person with a disability. This does not include animals whose sole function is to provide emotional support, well-being, comfort, companionship, or therapeutic benefits, or to act as a crime deterrent.

SEXUAL ABUSE PREVENTION AND EDUCATION PROGRAM

Students in grades K-12 will be involved in a prevention-oriented child sexual abuse program which teaches students age-appropriate techniques to recognize child sexual abuse and how to report it. Parents/guardians may permit their child to opt out of the awareness program or any part of it by notifying the school in writing of such a request.

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. Sexual harassment, whether verbal or physical, includes, but is not limited to the following name calling, inappropriate touching, etc. Any student who believes they have been subjected to sexual harassment should report the alleged misconduct immediately to the Title IX Coordinator, Nondiscrimination Coordinator, 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. The administration will take action to investigate the allegations.

The district will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual abuse by an employee.

A complaint alleging sexual harassment by a student or staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX Coordinator, the Director of Human Resources..

SEXUAL HEALTH EDUCATION

The district has a developmentally-appropriate sexual health education program for students in kindergarten through grade 12, inclusive, with the goal of providing young people with the knowledge and skills to promote their health and well-being while improving student outcomes and reducing risky sexual behavior.

SOCIAL AND EMOTIONAL LEARNING

The District believes children's social and emotional development are essential underpinnings/foundations to school readiness and academic success. Therefore, the District's educational program has included social and emotional learning and development to support the learning of skills needed to prepare students for careers, college and life. SEL teaches the skills we all need to handle ourselves, our relationships, and our work effectively and ethically. The key characteristics of the SEL program include self-awareness, self-management, social awareness, relationship skills, and responsible decision making.

SOCIAL NETWORKING SITES

Students may not access social media sites using District equipment, while on District property or at District-sponsored activities unless the posting is approved by a District representative/teacher/staff member. Social media websites are websites such as, but not limited to, Facebook, Instagram, YouTube, TikTok and Twitter.

The District will not be liable for information/comments posted by students on social media websites when the student is not engaged in District activities and not using District equipment. For safety purposes, the District employs both internet filters and firewalls.

The school 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 materials.

SPECIAL PROGRAMS

The district provides special programs such as, but not limited to, gifted and talented, bilingual, learning disabilities and for those with other disabilities which affect a student's success at school. A student or parent with questions about these programs should contact the Executive Director of Curriculum and Support Services. The coordinator of each program is available to answer questions about eligibility requirements, programs and services offered in the District or by other organizations.

The District utilizes the Response to Intervention (RTI), also referred to as Scientific Research-Based Intervention (SRBI), a process which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students. Academic and behavioral support and targeted interventions will be provided for students who are not making academic progress at expected levels in the general curriculum. When students are experiencing difficulty with academics or behavior, every effort is made to provide support to help the child succeed within the regular classroom setting through the SRBI/RTI process.

For students in need of Special Education programs, a Planning and Placement Team (PPT) is designed to provide communication and decision-making at the school level concerning the effective use of available resources. The team is also responsible for follow-up and periodic review of all students presently in Special Education and special services programs.

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 study, will be developed by the PPT, with parental involvement. Parents will be informed regarding the use of scientific, research-based interventions. Parents have the right to have the school paraprofessional assigned to their child, if any, attend and participate in PPT meetings. Parents, as required by law, will be provided information at PPT meetings about their right to have advisors and paraprofessionals attend PPT meetings.

A school must offer an IEP that is “reasonably calculated to enable a child to make progress appropriate in light of the child’s circumstances.” Every child should have the chance to meet challenging objectives.

SPORTSMANSHIP

Students, parents, and spectators are expected to follow the CIAC Class Act Sportsmanship standards as adopted by Shelton High School.

STUDENT AUTOMOBILE USE

Students’ use of motor vehicles at Shelton High School is a privilege granted by the school to authorized students only.

Students are subject to the rules, regulations and administrative guidelines in the parking regulations and must comply with all state laws and license requirements.

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 house assistant principal should be requested within 5 calendar days of the event or events causing the complaint. If the outcome of the conference with the assistant principal is not satisfactory, a conference with the Principal or designee can be requested within 5 calendar days following the conference with the assistant principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Superintendent, in accordance with Board policy. A student and/or parent with a complaint regarding possible discrimination on the basis of gender should contact their child’s house assistant principal.

A complaint or concern regarding the placement of a student with disabilities concerning special education or programs and services should be discussed with the child’s case manager.

STUDENT DATA PRIVACY

Connecticut legislation, PA 16-189 (C.G.S. 10-234bb (a)) An Act Concerning Student Data Privacy, as amended by PA 17-200 and PA 18-125, restricts how student information may be used by (1) entities that contract to provide educational software and electronic storage of

student records (“contractors”) and (2) operators of websites, online services or mobile applications (i.e., apps). Not later than five (5) business days after executing a contract with such contractors, the contract will be posted on the District’s website. The notice will include a brief description of the content and the purpose of the contract and will state what student information, student records or student-generated content may be collected as a result of the contract. Student information will be deleted by operators of websites, online services, or mobile apps upon student, parent, guardian or Board of Education request. Such operators may not create student profiles for use in targeted advertising and for purposes unrelated to school. Parents and students will be notified of data breaches. Students and parents/guardians will be notified not later than two business days upon notice of a breach of security by a contractor to the Board of Education.

STUDENT PUBLICATIONS

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

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

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

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

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

Distribution of Literature

Students have a right to distribute literature on school grounds and in school buildings provided such distribution does not interfere with or disrupt the educational process. No literature may be distributed unless a copy is submitted in advance to the Superintendent of Schools and/or the Principal.

STUDENT RECORDS

A student’s school records are confidential and are protected by federal and state 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 such as an administrator, teacher, support staff, Board of Education member, attorney, 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 student.

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 the student's privacy or other rights. If the district refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester 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. The district's policy regarding student records is available from the Principal or the Superintendent's office.

Copies of student records are available at a cost, 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 post-secondary 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, major field of study, grade levels, photograph, e-mail address, 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.

Military recruiters or institutions of higher learning shall have access to secondary school student names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

The District will release to the Parent Teacher Association the names, addresses, telephone number and grade levels of students (unless the District is informed by September 15 of the school year that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PTA for its own school activities or school business.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's HIPPA Privacy Officer is the Coordinator of Human Resources.

STUDENT SUCCESS PLANNING

A student success plan for each student enrolled in grades six through twelve shall be created. Such student success plan shall include a student's career and academic choices in grades six to twelve, inclusive. Such plans shall provide evidence of career exploration in each grade including, but not limited to, careers in manufacturing. In creating the student success plan, consideration must be given to careers and academic choices in computer science, science, technology, engineering and mathematics. When possible, the student success plan should be created in collaboration with each student and the student's parent or guardian.

The Student Success Plan (SSP) is an individualized student driven plan developed to address every student's needs and interests to help the student stay connected in school and to achieve postsecondary educational and career goals.

STUDENT SUPPORT SERVICES

Beginning with the graduating class of 2023, student support and remedial services will be provided to students beginning in grade seven (2017-2018 school year). Such services provide an alternate means for the student to complete any of the high school graduation requirements. These support and remedial services allow students to retake courses in summer school or through an online course. Students are also permitted to enroll in a class offered at a community or state college. Alternate forms of the required end-of-year examinations will also be provided. Alternate assessments for those eligible students, in the five core courses, is another option.

SUBSTITUTE TEACHERS

Students are required to maintain high standards of behavior when being taught by a substitute teacher. Substitute teachers must be given the cooperation, courtesy and respect of all students. Misbehavior for a substitute teacher will result in teacher and office disciplinary action.

SUMMER SCHOOL

Students in danger of failing will be notified prior to a retention decision. The school district shall provide and may require a student to attend one or more alternatives for remedial assistance, including summer school.

SURVEYS/STUDENT PRIVACY

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation that concerns:

1. political affiliations or beliefs of the student or the student's parent;
2. mental or psychological problems of the student or the student's family;
3. sex attitudes or behaviors;
4. illegal, antisocial, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
7. income; or
8. religious practices, affiliations, or beliefs of the student or the student's parents.

In addition, parents have the right to inspect, upon request, a survey that is to be administered by a school to a student, prior to its use. Parents will be notified at least two weeks in advance of any survey that will be given to their children.

Parents will be notified of any non-emergency, invasive physical examination that is required as a condition of attendance administered by the school and which is not necessary to protect the immediate health and safety of students. Parents will be given an opportunity to opt their child out of the exam. Hearing, vision and scoliosis screening are not subject to prior notifications.

The District will not collect, disclose or use personal information gathered from students for the purpose of marketing or selling that information or providing it to others for that purpose.

TARDY PROCEDURE

If a student arrives within ten minutes of the start of the official school day starting time, he/she is to report directly to period 1. Arrival beyond ten minutes of the start of the school day, he/she should report directly to the attendance office for a tardy pass. All tardy arrivals will be considered unexcused unless accompanied by a doctor's note for illness. All unexcused tardy arrivals are subject to school disciplinary consequences.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested, as to whether the child is provided service by paraprofessionals and their qualifications.

TELECOMMUNICATION DEVICES

Students shall not use electronic telecommunications devices such as, but not limited to, a remotely activated paging device, cellular telephone and related devices while on school property, on school transportation or while attending a school-sponsored activity on or off school property. Items of this nature may be confiscated. Camera cell phones are not permitted to be used during the school day and in areas where there is an expectation of privacy.

TESTING

All students in grades 3 through 8 inclusive and grade 11 shall annually take a statewide mastery examination in reading, language arts and mathematics. Students in grades 5, 8 and 11 shall annually take a statewide mastery examination in science. Special education students participate in mastery testing programs except in the rare case when participation in an alternate assessment is detrimental to the student's IEP. In order to graduate students must meet District standards for graduation, in addition to required course credits. The mastery examination test is one of the measures to be used to determine if students have met the identified standards. Student scores on each component of the statewide grade 11 state assessment test may/shall be included on transcripts and permanent records. All English Language Learners are required to participate in all content areas of the state summative assessment.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. They will assess 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.

TITLE I COMPARABILITY OF SERVICES

All district schools, regardless of whether they receive federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

TITLE I PARENT AND FAMILY ENGAGEMENT

Parents of a child in a Title I funded program will receive a copy of the district's parental and family engagement involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title I programs and opportunities for parents and family members to participate in the education of their children.

TRACKING SYSTEM

The basic philosophy of the tracking system is to enable every student to be successful at his or her level.

- **Advanced Placement/UConn/ECE/SCSU** courses are offered to students in the following areas: Art, Career & Technical Education, English, Mathematics, Music, Science, Social Studies, and World Languages.
- **Level H/HCC - Honors** - Challenges the academically proficient student. Students are highly self-motivated and capable of extensive independent study.
- **Level C - College Prep** - Students with above-average ability and demonstrate the qualifications of H level students to some degree.
- **Level A - Academic Studies** - Able to handle traditional and basic fundamentals of instruction. At times, students need individual attention to reach goals for proficiency in specific areas.

TRANSFERS AND WITHDRAWALS

Students withdrawing from school must notify the guidance office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form.

On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

TRANSPORTATION

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

Students will be notified of their bus stop and times for pick-up and drop-off via the district's website prior to the start of school. Students will be provided with a bus ID card and are expected to scan their card when they enter and depart the bus. Students and parents are asked to wait safely at their assigned bus stop.

Parents should park in the designated area at each school. Cars should not be parked in undesignated areas which include on the grass, in fire lanes, on the curb, etc. at any time.

Parents who choose to drive their children to school and drop them off should drive into the designated drop off area, remain in the vehicle, and drop off their child.

The following rules shall apply to student conduct on school transportation:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. Passengers shall not stand while the bus is in motion.
4. Passengers shall keep books, instrument cases, feet, and other objects out of the aisle of the bus.

5. Passengers shall not deface the bus and/or its equipment.
6. Passengers shall not extend head, hands, arms, or legs out of the window nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not smoke or use any form of tobacco.
8. Passengers shall not eat on the bus.
9. Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
11. Students must ride the bus to which they are assigned.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

1. A conference involving the principal, the student passenger, the driver, and the parent(s) may be required.
2. The principal may suspend the student's bus-riding privileges. If such a suspension occurs, the parents will be notified prior to the time the suspension takes effect.
3. In the case of serious misconduct that endangers the safety of other passengers or the driver, the driver shall have the authority to remove the student and call for law enforcement assistance. The principal and parents shall be notified of the situation as soon as possible. The student shall not be provided bus service again until a conference involving all persons listed above has been held.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

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.

VIDEO SURVEILLANCE

The Shelton High School facility is subject to surveillance by cameras.

VISITORS

All visitors to the building must enter through the main entrance. Visitors will be buzzed in. Visitors must present a photo ID upon entry to the building. All visitors are expected to sign in and out and return the visitor's pass. Student visitors must be approved by the administration prior to their arrival. As a general rule, students cannot bring guests to school. The administration reserves the right to deny visitors access to the building at any time. Any person who is not authorized to be on school grounds is in violation of the Connecticut statutes for "Loitering in or about school grounds" and is subject to arrest.

WITHDRAWALS FROM COURSE

Any course selected should be started with the idea of completion in mind. Trying the subject for a while and then dropping it is not allowed. A student requesting a course drop or change must continue to attend the class originally assigned until all transfer paperwork is formally completed. A student who stops attending class before the class is officially dropped will be subject to disciplinary action and academic failure for cutting class. When a student is granted a withdrawal from a course after twenty days from the commencement of a class, one of the following grades will appear on their transcript:

- "W" will indicate that the student was in "good standing" in the course at the time of withdrawal. This student has made an attempt to be successful in the class and has attended class regularly, submitted homework, etc. A "W" will appear on the student's transcript.
- "W/F" will indicate that the student was not in "good standing" in the course at the time of withdrawal. A "W/F" will be recorded on the student's transcript.

- For physical education, students who have missed 10 weeks or 25 class sessions due to medical excuse will be removed from class without credit and earn a “W” (withdrawal) on their transcript and report card.

WORKING PAPERS

Working papers are issued by the Main Office during the school year and the summer months. In order to obtain working papers, a student must have a written promise of a job (“Employer’s Promise of Employment” form) or a promise of employment on the employer’s letterhead. The promise of employment must include the student’s name, hourly wage, specific job duties, and the maximum number of hours expected to be worked each week.

**OPT-OUT FORM REGARDING MILITARY RECRUITER REQUESTS FOR
SHELTON HIGH SCHOOL
STUDENT NAMES, ADDRESSES AND HOME TELEPHONE NUMBERS**

The “No Child Left Behind” federal law requires public school systems to release to military recruiters the names, addresses, and telephone listings of secondary school students, unless a student’s parent or guardian has signed a form requesting the information be withheld. If you do **not** want this information released to military recruiters, please fill out the form below and return to Shelton High School: Attn.: Career Center. The form must be completed and submitted by the **student, parent, or both** to the student’s school each year for which nondisclosure is requested. In order to ensure that the form is received before the District is required to release the student information to military recruiters, it must be submitted to the student’s school no later than October 1st of each school year.

BY SIGNING BELOW, I/WE ARE REQUESTING THAT THE NAME, ADDRESS AND/OR HOME TELEPHONE NUMBER OF THE STUDENT IDENTIFIED BELOW **NOT** BE RELEASED TO ANY UNITED STATES MILITARY RECRUITERS:

Student Name	Grade	House Number
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(Please Print)

Parent/Guardian Signature	Date
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AND/OR

Student Signature	Date
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**OPT-OUT FORM REGARDING VIDEO/PHOTO/NAME PUBLISHED ACTIVITIES
SHELTON HIGH SCHOOL**

Your child may be involved in a classroom/school activity that may necessitate their being videotaped or a picture image being taken of them or their name posted in the media/social media. These videotapes, images, and/or names will not be used for any commercial purposes. The picture images and/or names may however be used in conjunction with a newspaper article or other school sponsored media outlet.

☐ I **do not** give consent for my child to be videotaped and/or photographed or their name to be published.

Parent/Guardian Signature: _____

Printed Name of Parent/Guardian: _____

Date: _____

Student Name: _____

PLEASE RETURN THIS FORM TO THE SHS MAIN OFFICE