

**TOLLAND HIGH SCHOOL
STUDENT/PARENT
HANDBOOK
2009-2010**



**TOLLAND HIGH SCHOOL
One Eagle Hill
Tolland, CT 06084
(860) 870-6818**

Student Name: _____

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WELCOME

We would like to welcome you to the 2009-2010 school year at Tolland High School. This student/parent handbook has been prepared to make you aware of the services, academic requirements and policies that apply to all Tolland High School students. Parents and students should review the handbook together. Should there be any questions concerning the school's services or policies, please feel free to call the school to talk with a member of the school staff.

You will notice that Tolland High School offers many activities – athletic, social, and academic. We urge all students to participate fully and enthusiastically in the life and traditions of the school.

Best wishes for a successful school year,

Joseph P. Bacewicz Jr., Principal
Linda P. Yankowski, Ed.D., Assistant Principal
Philip Stevens, Assistant Principal

MISSION STATEMENT

Tolland High School, a partnership of students, parents, staff, and community, is committed to providing a safe and accepting environment where students are actively involved in the learning process. Through a variety of teaching and learning strategies on a broad, evolving range of studies and activities, each student is challenged to grow both personally and academically, ready to engage a rapidly changing world.

STATEMENT OF NONDISCRIMINATION

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, creed, color, national origin, sex, sexual orientation, marital status, age, or disability, subject to the conditions and limitations established by law. (Adopted from Tolland Board of Education Policy: Series 5060.)

If you feel discriminated against, you should contact the compliance coordinator who will review and explain the grievance procedures and answer any questions. Copies of the grievance procedures are located in the school library and principal's office. Also, copies of parent/student rights under IDEA and Section 504 are available in the high school main office and the Board of Education offices. The compliance coordinators are:

William D. Guzman, J.D.
Superintendent
Title IX Coordinator
Tolland Board of Education
51 Tolland Green
Tolland, CT 06084
(860) 870-6850

Mrs. Kathleen Raymond
Coordinator of Pupil
Personal Services
Sec. 504 Coordinator
Tolland Public Schools
One Eagle Hill
Tolland, CT 06084
(860) 870-6818 (press 6)

Linda P. Yankowski, Ed.D.
Assistant Principal
Title VI Coordinator Tolland High School
One Eagle Hill
Tolland, CT 06084
(860) 870-6818

The material covered in this student/parent handbook is intended as a method of communicating to students and parents general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation, or negotiated agreement. This handbook is not an irrevocable contractual commitment to the student or parent. Any information in this handbook is subject to unilateral revision or elimination from time to time without notice.

TOLLAND PUBLIC SCHOOL PHONE DIRECTORY

Tolland High School	Telephone Numbers
Main Office	870-6818
Counseling Office	870-6836
Nurse's Office	870-6838
Athletic Director	870-6827
Board of Education	
Superintendent	870-6850
Business Office	870-6855
Special Services	870-6875 Ext. 2
Tolland Middle School	870-6860
Tolland Intermediate School	870-6885
Birch Grove Primary School	870-6750
Bus Company	875-6378
Food Services	870-6853

SCHOOL HOURS

School is open from 7:00 A.M. until 3:00 P.M. The school is officially closed after these hours except for students participating in an authorized and supervised activity.

SCHOOL CANCELLATION ANNOUNCEMENTS

In case of inclement weather, please listen to the following stations:

Television Stations

WVIT (NBC)
WFSB (CBS)
WTNH (ABC)

Radio Stations

WILI-AM
WILI-FM
WTIC-AM
WTIC-FM
WRCH-FM
WZMS

EMERGENCY PLAN

In the event of an emergency closing, students will be released from school unless parents have requested an alternative plan in writing to the principal.

TOLLAND HIGH SCHOOL BELL SCHEDULE

REGULAR DAY

Block 1	7:15 – 8:43
Block 2	8:49 – 10:13
Block 3	10:19 – 12:13
Block 4	12:19 – 1:43

LUNCH (BLOCK 3)

1	10:19 – 10:44
2	10:48 – 11:13
3	11:18 – 11:43
4	11:48 – 12:13

90 MINUTE DELAY SCHEDULE

Block 1	8:45 – 9:43
Block 2	9:49 – 10:47
Block 3	10:53 – 12:39
Block 4	12:45 – 1:43

LUNCH (BLOCK 3)

1	10:47 – 11:12
2	11:16 – 11:41
3	11:45 – 12:10
4	12:14 – 12:39

TWO-HOUR DELAY SCHEDULE

Block 1	9:15 – 10:02
Block 2	10:08 – 10:55
Block 3	11:01 – 12:49
Block 4	12:55 – 1:43

LUNCH (BLOCK 3)

1	10:55 – 11:20
2	11:24 – 11:49
3	11:54 – 12:19
4	12:24 – 12:49

ADMINISTRATIVE HOMEROOM SCHEDULE

Homeroom	7:15 – 7:30
Block 1	7:36 – 8:55
Block 3	9:01 – 10:20
Block 4	11:26 – 12:20
Block 4	12:26 – 1:43

LUNCH (BLOCK 3)

1	10:26 – 10:51
2	10:55 – 11:20
3	11:25 – 11:50
4	11:55 – 12:20

HALF DAY SCHEDULE (No Lunch Blocks)

Block 1	7:15 – 8:22
Block 2	8:28 – 9:31
Block 3	9:37 – 10:40
Block 4	10:46 – 11:47

EXAM SCHEDULE

The following is a general exam schedule for January and June. The schedule is subject to change as needed. The final schedule will be posted prior to exams.

Exam 1	7:30 – 9:00
Exam 2	9:45 – 11:15
Make-up Exams	12:00 – 1:30

**District Calendar
2009-2010**

August/Sept.				
M	T	W	TH	F
IS	IS	26	27	28
31	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
LS	29	30		

October				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	IS	14	15	16
19	20	21	22	23
LS	27	28	29	30

November				
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				

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

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

February				
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

March				
M	T	W	TH	F
1	2	3	4	5
8	9	PTC	11	12
15	16	17	18	19
22	23	24	25	26
LS	30	31		

April				
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

May				
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				

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

<u>DATES</u>	
August 26, 2009	First Day
June 16, 2010	*Last Day
June 16, 2010	*THS graduation
*TENTATIVE	
<u>NO SCHOOL</u> = <input type="checkbox"/>	
August 24-25	Teacher Inservice
September 7	Labor Day
October 12	Columbus Day
October 13	Teacher Inservice
November 11	Veterans' Day
November 26-27	Thanksgiving
December 3	K-8 Conferences (PTC)
December 24-January 1	Winter Break
January 18	Martin Luther King Day
January 19	Teacher Inservice
T.B.D.	THS Mid Semester Day
February 15	President's Day
February 16-19	Mid-Winter Break
April 2	Contractual Holiday
April 12-16	Spring Break
May 31	Memorial Day
<u>Half Days</u> = <input type="radio"/>	
November 25	Thanksgiving
March 10	K-12 Conferences (PTC)
June 16	Last Day of School
<u>Late Start</u> = LS (90 minute delay)	
September 28	K-12 Teacher Inservice
October 26	K-12 Teacher Inservice
March 29	K-12 Teacher Inservice
PTC = Parent/Teacher conferences	
IS = Inservice Meeting for Teachers	
LS = Late Start Days (Inservice)	
<u>NOTE</u>	
Make up days will be scheduled after June 16th. If more than seven school cancellations occur, the days may be made up during the April vacation beginning with the first day of the week. This decision will be made by April 1.	
*There will be an inservice meeting day for high school staff only on the day after the first semester ends.	
NO SCHOOL for HIGH SCHOOL students.	

ATTENDANCE POLICIES

Philosophy

- Daily attendance and active student participation are essential elements for students to maximize the benefits of the educational opportunities provided for them at Tolland High School. When students are absent or tardy to class, the result is an irretrievable loss of classroom instruction. It is the responsibility of the student and parent to closely monitor the number of absences throughout the school year.
- When a student absence is anticipated for any reason, it is very important that the student and parent carefully consider the necessity of the absence, taking into consideration the current number of accumulated absences and their potential impact on loss of educational opportunities and loss of credit in the course.
- A student who is experiencing attendance problems will be referred by the administration to his/her school counselor for program review and assistance.
- Although, illnesses, emergencies, and unfortunate situations are understandable and can be unavoidable reasons for a student's absence, vacations should not be scheduled during the time school is in session. Taking a student out for vacation while school is in session results in the student missing vital instructional time.
- Connecticut State Law provides that parents or other persons having control of children between the ages of five and eighteen must assure that their children attend school regularly during the time school is in session (Connecticut General Statute 10-184).
- When a student is truant (four unexcused absences in any one month or ten unexcused absences in any school year), the building principal or designee shall schedule a meeting with the parent or other responsible person to review and evaluate the reasons for the student's truancy. If the parent or other responsible person fails to attend this meeting or fails to cooperate with the school in attempting to solve the truancy problem, the superintendent shall file a written complaint with the superior court (Connecticut General Statute 10-198a).

Absence Procedures

- When a student is absent from school for the day:
 - a. A parent/guardian must call the main office (870-6818) no later than 8:00 A.M. to report the absence.

- b. If the school does not receive a call, the office staff will make a reasonable effort to notify the parent/guardian of the child's absence from school.
- When a student returns from an absence and a parent has not contacted the school regarding the absence:
 - a. On the first day a student returns, the student must submit to the main office a written, dated note signed by the parent/guardian specifying the date(s) and reason(s) for the absence(s).
 - b. A student who fails to submit written documentation for an absence will be referred to the administration for disciplinary action.
- Doctor notes will be accepted for a student who is absent from school while under the care of a physician. Medical notes should be submitted directly to the nurse's office.
- A student is expected to make up all work missed when he/she is absent or tardy. Upon returning to school, it is the student's responsibility to arrange with his/her teachers to make up missed work.

Late to School Procedures

- A student who arrives late to school must report directly to the main office to sign in. **A written note signed by the parent/guardian specifying the date and reason for the late arrival to school must be submitted to the main office upon the student's arrival.**
- Students tardy to school (with or without documentation) are subject to disciplinary action.

Early Dismissal Procedures

- Upon arrival to school, students must proceed directly into the building and remain on school grounds until dismissal time unless a written note signed by the parent/guardian specifying the date, time, and reason for the early dismissal is submitted to the main office prior to the student's dismissal time.
- If a student's early dismissal requires the presence of a parent, the Tolland High School Dismissal Waiver Form (Appendix A in the

THS Student/Parent Handbook) must be completed and submitted to the main office. Positive identification will be required.

Loss of Course Credit

- If a student accumulates 11 or more marks that are counted towards loss of credit in a course, the student does not receive credit for the course, even if he/she has a passing grade (65% or above). Class time missed due to school events, religious holidays, illness as verified by the school nurse or medical reasons as verified by a doctor's note, do not count toward loss of course credit.
- Course credit marks are accumulated and handled in the following manner:
 - a. Every time a student is tardy to class 5 minutes or less, the teacher will record the late arrival. The student will receive a detention, assigned by the teacher, for the fourth, eighth, and twelfth tardies. Beginning with the thirteenth tardy and for every such tardy thereafter, the student will receive a referral to an administrator for further disciplinary action. This type of tardy does not count towards a student's credit loss.
 - b. Each tardy between 5 and 45 minutes counts as one mark toward loss of course credit. The student will be referred to an administrator for disciplinary action after every 3rd tardy of this type.
 - c. Every absence of more than 45 minutes from a class period counts as one mark toward loss of credit, and the student will be referred to an administrator for disciplinary action.
 - d. Missing an entire class period counts as one mark toward loss of credit and if the absence is not excused the student will be referred to an administrator for disciplinary action.
- When a student has accumulated 5 marks toward loss of credit in a course, a Course Credit Loss Warning Notice will be sent to his/her parent/guardian. The student will also be required to meet with his/her counselor to explore the reasons for the absences and address the problem.
- When a student has accumulated 11 marks toward loss of credit in a course, a Course Credit Loss Notice will be sent to his/her

parent/guardian. If parents/guardians need additional information or wish to appeal their child's loss of credit, they should contact an administrator.

- Students who have lost credit in a course must stay in the class until the end of the semester, actively participate in the class and complete the required work of the course. Denial of course credit because of excessive loss of instructional time (absences and tardies) will not affect course grades which will be awarded as earned. Course grades will appear on both the report card and the final transcript with an indication that credit has been lost because of missed class time. No credit towards graduation, class rank, or distribution requirements will be awarded. However, completion of a course with the appropriate passing grade (65% or higher) may be used to meet the prerequisite of a subsequent course. Course grades earned with credit loss will be used in calculating honor roll and Grade Point Average (GPA).

Credit Restoration Appeal Process

- An appeal procedure is available to those students who have lost credit in course(s), have a passing grade in the course(s) (65% or higher), and have additional information or documentation to support the need for the school to review the credit loss for possible restoration of credit.
- Upon receipt of the credit loss notification, students, parents, or guardians who determine an attendance appeal is warranted must send a letter of request to the assistant principal. All requests must be submitted before the last day of the course. Once the attendance appeal hearing request is received by the school, the student and parent/guardian will be notified of the date and time of the attendance appeal hearing.
- The student must attend the appeal hearing at the scheduled date and time. Parents/Guardians are invited to attend the meeting. If parent/guardian is unable to attend appeal hearing, they may provide a letter or any other supporting documentation for the hearing. Failure of the student to report for the scheduled appeal hearing will result in the credit not being restored in the course(s).
- An Attendance Review Board comprised of one administrator and two certified teachers will hear attendance appeals. Parents/Students may invite others to attend.
- In determining whether the credit should be restored, the Attendance Review Board will consider the pattern of missed class time and the reasons for the absences from class. Unexcused absences and multiple tardies will weaken the student's appeal.

Presentation of verified information regarding chronic illness will strengthen a student's appeal. The Review Board will also evaluate the student's effort to make up work missed in a course as a result of lost instructional time in the class. The Review Board may also consult with the classroom teacher.

- The student and parent/guardian will be notified of the Attendance Review Board's decision by mail.

STUDENT CODE OF CONDUCT

Tolland High School is committed to providing a student-centered environment where education can take place without interruption or disruption and where the safety of persons and property is maintained. We are also dedicated to teaching and modeling social responsibility. Students are expected to conduct themselves in a manner which reflects favorably upon themselves, their families, their school, and their community. In general, the following six statements are the guiding expectations for all students:

1. Show respect for self, others, and property.
2. Accept responsibility for actions and choices.
3. Show kindness, gratitude, and compassion toward others.
4. Practice honesty.
5. Participate in making the school and community better.
6. Be on time and prepared to succeed.

STUDENT RESPONSIBILITIES

Accountabilities

Numbered textbooks and other materials are issued to the student and become his/her responsibility. The student will be accountable for any damage, loss or defacement that occurs. Except for reasonable wear and tear, books, materials or any school property used by students must be returned to the school in the condition they were borrowed.

The cost of repairing or replacing school property is the student's responsibility. If students incur such costs, the school administration may take whatever steps are necessary, including withholding records, diplomas and grade reports, until arrangements are made to pay accountabilities due. All accountabilities must be paid in full for a student to participate in the graduation ceremony.

Passes

Students are required to use the hallway passport section of their agenda book for a pass. Students must use their own agenda books. If a student loses the agenda book, he/she will be required to purchase another agenda book from the main office.

Dress and Appearance

In order to maintain an environment conducive to the educational process, the Board of Education prohibits the wearing of the following during the academic school day:

1. Footwear that mars floors or is a safety hazard, including “heelies”
2. Sunglasses
3. “Name” or other oversized metal belt buckles and all metal belts or combination of metal and leather belts
4. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article or attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students, or staff
5. Attire or accessories, which contain overly offensive or disruptive writing or pictures likely to unduly, disrupt the educational environment, or which constitute “fighting words”
6. Attire or accessories which depict logo or emblems that are disruptive to the educational process - Some examples of disruptive dress are those that exhibit and/or promote profanity, sexism, racism, homophobia, drugs, alcohol, tobacco use, or items that could cause physical harm to students or others
7. Shirts and/or blouses, which reveal the abdomen when arms are at the side, bare chest, cleavage or undergarments (including sleeveless undershirts)
8. See-through clothing, strapless shirts, shirts and tops which do not cover the lower half of the back or sides of the body
9. Shorts, miniskirts, or pants, which reveal the upper half of the thigh or undergarments - Spandex garments are allowed only if they are covered by shorts or skirts

Cell Phones/Pagers/Beepers

Students are permitted to have cell phones, pagers, or beepers at school, but they may not be visible, used, or turned-on while school is in session. Students are reminded that state law prohibits the use of cell phones while driving.

Electronic Devices

The possession and/or use of unauthorized electronic devices such as lasers are not permitted on school grounds.

Food/Drink

Students are not allowed to consume food or drink (except water) outside the cafeteria. This includes any food/drink brought into school.

Lockers (Homeroom and Gym)

The school will provide each student with a locker for the storage of books, clothing and personal items. Only a school supplied lock may be used on the locker. Lockers are public school property and may be subject to an unannounced inspection by a school official at any time.

Backpacks/Book bags

Backpacks and book bags are defined as any bag used to carry books or notebooks. Students may not use backpacks or book bags during the school day. Students are to leave backpacks and book bags in their lockers.

Parking and Automobile Registration

The Tolland Board of Education provides bus transportation to all students. Parking at Tolland High School is a privilege. Parking will be limited to seniors and juniors. This privilege carries the expectation that the student will arrive to school on time and drive in a safe manner. Students must apply for a parking permit. Permits will be assigned in the order that completed applications are received. Students will be charged a parking fee which is non-refundable. A student may park only in the space assigned to him/her. The permit tag must be displayed on the rearview mirror. During the school day, access to cars or the parking lots, is prohibited without administrative approval. Cars that are parked illegally, not in the space assigned to them, or in any area not designated for use by students may be ticketed and towed at the owner's expense.

Academic Integrity

Tolland High School is committed to academic integrity. Academic dishonesty is a serious offense and carries serious consequences. Examples of academic dishonesty include, but are not limited to, the following:

- Plagiarism (using the ideas, writings or words of another as one's own)

- Cheating (e.g., sharing ideas or work with others when not explicitly instructed to do so or falsifying information.
- Taking, buying or receiving a paper written or translated by someone else and presenting it as one's own.
- Turning in the same or similar work two or more times for credit without teacher authorization.

Rollerblading, Roller-skating and Skateboarding

Rollerblading, roller-skating, or skateboarding is not allowed on school grounds at any time. School grounds include all school buildings, parking lots, paths and walkways, playgrounds and stairways leading to school building entrances. Students on rollerblades or roller-skates shall dismount or remove equipment before entering the school grounds. Students will promptly store such equipment in lockers.

Age of Majority

The school system maintains contact with parents/guardians while students are enrolled at Tolland High School regardless of the student's age. If a student is eighteen, the student may request direct communication between himself/herself and the school, and the student's parents will be notified of this request. A student who lives at home as a dependent must have written acknowledgement from the court that he/she has been emancipated to act in his/her own interest.

Visitors

Visitors are not permitted at Tolland High School without approval by the administration. All visitors must sign in at the main office upon entering the building, obtain a visitor's pass and sign out when leaving the building.

Computer/Technology Acceptable Use Policy

School computer equipment and resources are provided for doing schoolwork. Use of these resources must support educational objectives and be consistent with the mission of the Tolland Public Schools.

While the district implements filtering technology and teachers monitor student behavior on the network, appropriate use is ultimately the responsibility of each student.

Student files and communication on the network are not private. The district reserves the right to inspect student transactions at any time without prior notice and to take action on any file that may be related to inappropriate student activity.

Acceptable Use Guidelines for Students

1. Students will be polite and respect all users: Students will not use a computer to harm other people or their work. Students will not attempt to open any other person's files or folders without permission from a teacher or administrator. Students will share equipment, time, and materials only as directed by their teachers.
2. Students will safeguard their safety and privacy and the safety and privacy of others: Students will not attempt to disable the Internet filter for any reason. Teachers may stop filtering temporarily but may not share the password with students. Students will not post or transmit the name, address, telephone number, email address, or other personal information about themselves or any other person, unless directed by a teacher to do so. Students will not share accounts or passwords.
3. Students will work on school projects only: Students will not use the computer resources at school for personal purposes. Students will not access any personal email accounts from school computers except by special arrangements with a teacher or administrator. Use of chat rooms, instant messaging, and other similar interactive services from school computers for personal purposes is forbidden.
4. Students will use appropriate language: Students will not swear or use any other form of abusive or inappropriate language that may insult, threaten, intimidate or hurt others.
5. Students will use appropriate graphics: Students will not view, send, or display inappropriate or offensive pictures. Students who accidentally encounter inappropriate messages or pictures should notify a teacher immediately.
6. Students will handle the hardware carefully: Students will not damage the computer or the network in any way. Unacceptable use of hardware includes, but is not limited to, unplugging equipment, disassembling the mouse, reconfiguring the equipment, and moving any equipment without permission.
7. Students will respectfully manage the software: Students will not add or remove any software from any computer or network drive. Students will not change any established settings for Windows or any other software. Students will not attempt to circumvent limitations the school may place on their access to the system.
8. Students will respect copyright and fair use laws: Students will properly acknowledge online sources. Students will not illegally copy, download, install, or re-sell software.

DISCIPLINARY GUIDELINES

Students have the responsibility to know and respect the rules and regulations of the school and behave in a manner appropriate to good citizenship. The seriousness of the offense and its resulting consequences is open to interpretation by the administration, and adjustments to these guidelines may be made as necessary. Disciplinary problems will be handled in a manner consistent with the following:

Offense	Consequence
Alcohol or Drugs (Possession/Consumption/Under the Influence)	Up to 10 days of suspension. Possible expulsion. Possible police notification.
Alcohol or Drugs (Distribution/Sale – on or off school property)	10 days out-of-school suspension. Possible expulsion. Police notification.
Alcohol or Drugs (Suspected Use)	Referral to medical personnel. Parent notification.
Altercation (Physical): Fighting/Physical Aggression	5-10 days of suspension. Possible expulsion. Possible police notification.
Altercation (Verbal)	1 detention to 5 days suspension.
Arson	10 days out-of-school suspension. Possible expulsion. Police notified.
Assault/Battery	5-10 days out-of-school suspension. Possible expulsion. Police notified.
Attendance Policy Violation (refer to attendance policy)	Detention(s) to suspension(s). Possible loss of parking privilege. Possible loss of course credit.
Backpacks/Book bags	1-3 detentions.
Bomb Scare/False Alarm/School Threat	5-10 days suspension. Possible expulsion. Police notification.
Breach of Peace/Disorderly Conduct/Severe Disruptive Behavior	5-10 days suspension. Possible expulsion. Police notification.
Bullying/Harassment/Hazing (as defined in Board of Education Policy 5081 and 5070)	Up to 10 days suspension. Possible expulsion. Possible police notification.

Bus Infraction	Detention(s) to suspension(s). Possible loss of bus privileges.
Cafeteria Misbehavior or Food in Unauthorized Area	Detention(s) to suspension(s).
Card Playing/ Gambling/Gaming Device	1 detention to 5 days suspension.
Cell Phone usage/on/visible (includes beepers and pagers)	1 detention to 5 days suspension. Confiscation of device. Device returned to parent/guardian only.
Cheating/ Plagiarism/ Violation of Academic Integrity Policy	1 detention to 5 days suspension. Student will receive a zero on assignment. Repeated offenses could lead to loss of course credit.
Computer Violation of Acceptable Use Policy	1 detention to 5 days suspension. Possible loss of computer use privileges.
Cutting Detention	2 detentions to 5 days suspension.
Dangerous Instrument/ Deadly Weapon/ Destructive Device/Electronic Defense Weapon/ Firearm/Martial Arts Weapon/ Weapon (Possession or Use of as defined in Board of Education Policy 5080)	5-10 days out-of-school suspension. Possible expulsion. Police notification.
Defiance of Authority/ Disrespect/ Insubordination	1 detention to 5 days suspension.
Documentation (Failure to Submit/Late Submittal)	1 to 3 days detention.
Dress Code Violation	1 detention to 5 days suspension
Drug Paraphernalia (Possession)	5-10 days out-of-school suspension. Possible expulsion. Possible police notification.
Electronic Device (Unauthorized Possession or Use (i.e. laser))	1 detention to 5 days suspension. Confiscation of device. Device returned to parent/guardian only.
Field Trip Misbehavior	1 detention to 5 days suspension. Possible suspension from future field trips.
Forgery/Impersonation	2 detentions to 3 days suspension.
Hall Pass Violation/ Loitering/ In an Unauthorized Area	1 detention to 3 days suspension. Possible pass restriction.

Inciting or Creating a Substantial Disruption in School or at a School Activity	Detention(s) to suspension(s). Possible expulsion. Possible police referral.
Leaving Building /Leaving School Grounds	1 detention to 5 days suspension. Possible loss of parking privileges.
Leaving Class without Authorization	1 detention to 3 days suspension. Student will not receive credit for missed work.
Lighting Devices/Matches (Possession)	1 detention to 5 days suspension.
Lying or False Reporting of Information	1 detention to 5 days suspension.
Medical Use Policy Violation	1 detention to 10 days suspension. Possible expulsion. Possible police notification.
Motor Vehicle Violation	1 detention to suspension(s). Possible loss of parking privileges for at least 4 weeks. Possible police notification.
Obscene Behavior/ Obscene Gesture/Obscene Language/ Obscene Writing/ Unacceptable Social Behavior/ Use of Profanity/ Disruptive Behavior	1 detention to 5 days suspension.
Off-school Misconduct	Detention(s) to suspension(s). Possible expulsion.
Parking Violation	1 detention to 5 days suspension. Possible loss of parking privileges.
Pattern of Violating School Policies/Procedures	1 to 10 days suspension. Possible expulsion.
Pornography (Possession)	1 to 10 days suspension. Possible expulsion. Possible police notification.
Public Display of Affection	1 detention to 3 days suspension
Risking Injury	1 detention to 5 days suspension. Possible police notification.
Skateboarding/ Rollerblading/ Roller- skating/Heelies (on school property)	1 detention to 3 days suspension.

Smoking/Possession of Cigarettes or Tobacco Products	1 to 10 days suspension.
Theft/Stealing/Burglary/ Possession of Stolen Property/Robbery	Up to 10 days suspension. Possible expulsion. Possible police notification.
Threatening/Intimidation/ Blackmailing	Up to 10 days suspension. Possible expulsion. Possible police notification.
Throwing Objects/Spitting	1 detention to 5 days suspension. Possible police notification.
Trespassing	1 detention to 3 days suspension. Possible expulsion. Possible police notification.
Truancy	Detention(s) to suspension (s). Possible referral to the Superintendent and appropriate State of Connecticut agencies for truancy. Possible loss of course credit.
Vandalism/Destruction of School, Bus, or Personal Property	1 detention to 10 days suspension. Payment to repair/replace damaged property. Possible expulsion. Possible police notification.

Students who have been suspended and/or expelled are subject to prohibition from participating in co-curricular events or activities.

Insubordination

Insubordination is the failure to follow the directions of an adult staff member (for example, refusal to give name when requested; failure to respond when questioned by a staff member; responding in a rude and/or disrespectful manner to a staff member; walking away while a staff member is speaking to the student; ignoring the staff member's directions for a period of time before complying).

Smoking

Tolland High School is a smoke-free campus 24 hours a day per state law. The no smoking policy is in effect throughout the campus and during school sponsored activities/events (both on and off campus).

Search and Seizure

A student and his/her effects may be searched by administration and/or police if there are reasonable grounds for suspecting that the search will turn up evidence that the student is in violation of either the law or school rules. Lockers and other storage areas, provided by the school for use by students, are the property of the school and may be searched by administration and/or police without prior notification.

Sex Discrimination/Sexual Harassment

Any form of sexual harassment or sex discrimination is forbidden. Students are expected to adhere to a standard of conduct that is respectful of the rights of all people.

Harassment/Bullying

Bullying behavior by any student will not be tolerated and such conduct will result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other students while on school grounds at a school-sponsored activity, or on a school bus which acts are committed more than once against any student during the school year. Students may file verbal or written complaints, which can be anonymous, concerning suspected bullying behavior, to teachers and school administrators. Parents may also file written complaints concerning suspected bullying behavior. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action will be taken against the perpetrator, consistent with his/her rights of due process. Refer to Board Policy #5081 and Policy #5070.

DISCIPLINE

Conduct which may lead to disciplinary action (including, but not limited to, removal from class, detention, suspension and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth below. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images or the

- unauthorized possession and/or display of images, pictures or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
 5. Refusal to obey a member of the school staff or law enforcement authorities or school volunteers or disruptive classroom behavior.
 6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, or ancestry.
 7. Refusal by a student to identify himself/herself to a staff member when asked, or misidentification of oneself to such person(s), lying to school officials or otherwise engaging in dishonest behavior.
 8. A walk-out from or sit-in within a classroom or school building or school grounds.
 9. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
 10. Possession of any weapon, weapon facsimile, deadly weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air or gas powered weapon, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object.
 11. Possession of any ammunition for any weapon described above in paragraph 10.
 12. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.
 13. Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire.
 14. Unauthorized possession, sale, distribution, use, consumption, or aiding in the procurement of tobacco, drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances. For the purposes of this Paragraph 14, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.
 15. Sale, distribution, or consumption of substances contained in household items; including, but not limited to glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed or consumed

for the purpose of inducing a stimulant, depressant, hallucinogenic or mind-altering effect.

16. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in subparagraph (15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials or any kind which are used, intended for use or designed for use in growing, harvesting, manufacturing, producing, preparing, packaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as “bongs”, pipes, “roach clips”, vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.
17. The destruction of real, personal or school property, such as, cutting, defacing or otherwise damaging property in any way.
18. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.
19. Trespassing on school grounds while on out-of-school suspension or expulsion.
20. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.
21. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members and/or law enforcement authorities.
22. Throwing snowballs, rocks, sticks and/or similar objects
23. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.
24. Leaving school grounds, school transportation or a school-sponsored activity without authorization.
25. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution
26. Possession and/or use of a radio, walkman, CD Player, Blackberry, Personal Data Assistant, walkie-talkie, or similar electronic device on school grounds or at a school-sponsored activity in violation of board policy and/or administrative regulations in the use of such devices.
27. Unauthorized use of any school computer, computer system, computer software, passwords, Internet connection or similar school property or system, or the use of such property or system for inappropriate purposes.
28. Possession and/or use of a laser pointer.
29. Hazing.

30. Bullying, defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated against the student over time.
 31. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke.
 32. Any action prohibited by a federal or state law.
 33. Any other violation of school rules or regulations or a series of violations which makes the presence of the student in school seriously disruptive of the educational process and/or a danger to persons or property.
 34. Use of a cellular telephone on school grounds during the hours while school is in session without the written permission of the principal or his/her designee.
- (Adopted from Tolland Board of Education Policy: Series 5080.)

Strategies for Behavioral Change

The purpose of these guidelines is to educate students about appropriate and acceptable behavior. While the school personnel expect that most students will make appropriate choices regarding their behavior, our philosophy dictates that inappropriate behaviors will be met with behavioral interventions. The school personnel use a variety of strategies to promote changes in behavior. In general, these function as an escalating continuum.

The entrance point on this continuum will vary depending on the nature, severity and frequency of the infraction. Anywhere along this continuum, as appropriate, the school personnel will confer with the student, the student's parents/guardians, teachers and counselors in an effort to change unacceptable behavior. To the degree possible, these strategies will include "natural consequences", such as losing a privilege that has been abused or making amends for damages. At any level of the continuum, students, parents/guardians, staff, and administration can refer students to peer mediation, counseling mediation, the Tolland Support Team (TST) or the Planning and Placement Team (PPT) for intervention. Whenever possible, an attempt to notify parents will be made.

We believe that any effective behavioral intervention plan will require the support of all parties involved. When the school personnel and the parents work together, the result is a positive impact on the child's behavior and performance at school.

If students/parents/guardians feel they have a concern, which was not successfully addressed by the student's teacher, they should contact the appropriate department chairperson, assistant principal, or the principal. We will make a concerted effort to resolve all issues in a fair and equitable manner.

Ultimately, the only person who can correct a student's behavior is the student. The school personnel will support behavioral contracts or other sincere self-correction efforts of those students who show a commitment to addressing behavioral difficulties. However, the school personnel will not tolerate continued or habitual violations. Records will be kept of infractions, and repeated or cumulative infractions, regardless of their nature, will result in an escalation of consequences. No student will be permitted to continue disruptive behaviors that erode the quality of a peer's education and/or his or her own education.

Teacher Intervention

If a behavioral situation arises with a student, the classroom teacher will assess the student's behavior and determine the level of corrective action necessary. If the teacher removes a student from class, the student must report to the office immediately. There, the student will have the opportunity to discuss the incident with an administrator. By the end of the next school day, the student is responsible to meet with his/her teacher(s) to discuss work missed.

Administrative Intervention

Office Detention (1:55 P.M. to 2:30 P.M.)

Students who report after 1:55 P.M. will not be allowed to serve the detention on that date and additional consequences will be assigned. Failure of students to report and sign in to office detention will result in additional disciplinary consequences. Teacher detentions take precedence over office detentions if scheduled on the same day.

Suspension

In-School Suspension means the exclusion from regular classroom activity for no more than five consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.

Out-of-School Suspension means the exclusion from school and/or transportation services for not more than ten (10) consecutive school days, provided such suspension shall not extend beyond the end of the

school year in which such suspension is imposed. No student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing.

Students who are suspended may not take part in any extra-curricular or co-curricular activity during that time. Suspended students have no privileges and cannot attend any school functions while assigned to suspension. In some cases, students who commit acts of a serious nature will be suspended immediately. These students will be required to leave school grounds at the time of suspension. For those students allowed to complete the school day, the suspension becomes effective at the completion of that school day. It is the student's responsibility to obtain, complete and submit all work missed during suspension.

- In-School Suspension is the temporary supervised isolation of a student from classes. It is an alternative step utilized in an effort to correct/address a student's behavior. This setting will provide an environment removed from the normal school routine and activity. Students will be removed from the regular classroom and cafeteria atmosphere, prohibited from extra-curricular and co-curricular activities, and expected to accomplish specific assignments and adhere to the rules of the In-School Suspension program and Tolland High School. In-School Suspension (ISS) occurs on a regular school day from 7:15 A.M. to 1:43 P.M. A student assigned to ISS reports to the ISS room for a full-day of supervised instruction instead of attending scheduled classes. Students must report to ISS prior to the start of the school day. Students who arrive late to ISS are subject to additional disciplinary action.
- Out -of-School Suspension is given to students who violate more serious rules or who repeatedly violate school rules. Suspended students are not allowed on or near campus during their suspension without their administrator's specific approval.

Due Process

All students have the right to a hearing with their assigned administrator where reasons for suspension will be presented and where the student may explain his or her actions. The school administration will comply with the requirements of due process under State law. These requirements vary depending on the discipline imposed. However, school administrators may immediately remove any student from school when, in their judgment, the student's behavior presents a

clear and present danger to the health and safety of the student, others, or the fundamental good order of the school.

Expulsion/Removal from School

Expulsion means the exclusion of a student from school privileges for more than ten (10) consecutive school days. The expulsion period may not extend beyond one calendar year. Some infractions may result in a police referral. Students may be expelled for conduct on or off school grounds or at any school-sponsored activity that endangers person or property, is seriously disruptive of the educational process, or that violates a publicized policy of the board.

A student will be expelled for one full calendar year for

- Possession on school grounds or at a school-sponsored activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm.
- Possession off school grounds of a deadly weapon, dangerous instrument, martial arts weapon, or firearm in the commission of a crime.
- Having engaged on or off school grounds in offering for sale or distribution a controlled substance, whose manufacturing, distribution, sale, prescription, dispensing, transporting of, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties. (Tolland Board of Education Policy: Series 5080)

Off-Campus Behavior

Students may be suspended or expelled for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board. In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, as defined in section Conn. Gen. Stat. § 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol, or any other controlled substances.

HEALTH SERVICES

Insurance

Tolland High School provides applications for optional accident insurance.

Nurse's Office

The school nurse is available for routine health care and treatment of injuries. Except for emergencies, students must have a pass to visit the nurse. If students bring any prescription medication to school, it must be left with the nurse along with the appropriate State form signed by the physician. The nurse's telephone number is 870-6838.

Emergency cards are distributed yearly for each student. All information should be completed by parents/guardians and the cards returned to the school nurse during the first week of school. Parents/guardians should notify the nurse (870-6838) if there are any changes to the information during the school year. It is important that the school be able to contact a parent/guardian should an emergency occur. Students must have an up-to-date emergency card and a medical release form on file with the school nurse in order to go on field trips.

All students need to be up to date on immunizations according to state requirements. Any student with a known contagious illness or an illness lasting more than 5 days will need a physician's note stating that he/she may come back to school.

All sophomores must have a physical done by their physician, and the student must submit to the nurse the State of Connecticut Physical Form. Freshman will have a state-mandated vision and scoliosis screening done by the school nurse during the school year.

Medical Use Policy

Medications, be it prescription or over the counter, that need to be administered during school hours must be given to the school nurse to be stored in the nurse's office. This includes, but is not limited to, ibuprofen, acetaminophen, cough drops, antacids. Both the Health Care Provider and the Parent/Guardian must submit a signed authorization form that includes the dosage and length of time the medication is to be given. This form will be kept on file in the nurse's office

Any student found in possession of or distributing any medication on school grounds will be subject to disciplinary action.

ACADEMIC INFORMATION

Academic information is available in the course catalog, online, and from the Counseling Department.

Honor Roll

Students are eligible for the High Honor Roll if they have a 90 or better in all of their classes. Students are eligible for the Honor Roll if they have an average of 85 or better, with no grade below an 80. All courses are included when computing the honor roll. Students who receive a “W” (withdrawal) will not be eligible for the Honor Roll. Students who have an incomplete for any class will be ineligible for honor roll.

Final Exams

Final exams are scheduled at the end of the semester. The parent/guardian of any student who is absent from an exam must call in to the attendance secretary the day of the exam and bring in a signed note to confirm the reason he/she was absent. The student may then take the exam he/she missed during the exam make-up period or if necessary arrange to take the exam with his/her teacher as soon as possible. However, an automatic zero grade will be entered for the exam grade until the student makes up the exam. If the student has not made arrangements to take his/her final exam within one week of the exam date, a zero grade will be recorded as the final exam grade. An unexcused absence will automatically result in a zero grade being entered for the final exam grade.

Senior Exemption from Final Exams

Seniors with a “90” average in their courses at exam time (January and June) may be exempt from final exams with permission from the teacher.

Extra Help

Some options are available for catching up with work. Students may make arrangements with a teacher to work after school from 1:55 to 2:15. The National Honor Society provides peer tutoring services. The student’s counselor or teacher will help arrange for student tutoring services.

Makeup Work

It is the student’s responsibility to contact the teacher for work missed during excused absences. If a student is absent from school, he/she will have two times the number of days absent to make up the work. An exception to this policy is for work or tests/quizzes previously assigned

or announced, in which case the teacher may ask for the assignment upon the student's return to school

Withdrawal from School

Students who are considering withdrawal from school for any reason must notify their counselor of their intent to withdraw. If a student is under 18 years of age and wishes to withdraw from school, the parent or guardian must appear in person at the Tolland High School Counseling Office and sign a withdrawal form. All school books and materials must be returned to the school and any accountabilities must be paid in order for a student's transcripts or official records to be released.

SCHOOL SERVICES

Bulletin Boards and Posting

Posting of any materials by students must first be approved by the administration.

Bus Transportation

The schools provide bus transportation and expect students to be on time – both for the bus and to school. Student safety is important, and the following rules ensure a safe ride:

- The driver is in complete charge of the bus and the pupils while on route to and from school. All passengers must follow the instructions issued by the driver for loading, unloading and personal conduct.
- Students must ride the assigned buses and load and depart at designated stops only.
- When leaving buses, students must cross in front of the bus, following the directions of the driver who is able to see traffic in both directions.
- Students must stand off the roadway while waiting for the bus.
- Students may not cross the street until signaled to do so by the driver. The driver will not signal students to move from the bus stop until after the red lights are flashing and the driver has verified that traffic has stopped.
- Bulky objects (must be small enough to fit under the students seat) carried onto a bus are to be stored as directed by the driver.
- No smoking.
- No lighting of matches or other devices.
- No part of the anatomy is to be extended out of bus windows.

- No standing or moving about when the bus is moving (remain seated).
- No object is to be thrown from or within the bus for any reason.
- No interference with anyone passing to or from a seat.
- No food of any kind is to be eaten on the bus.
- Papers and other rubbish are to be kept off the floors and seats.
- No loud talking.
- Skateboards are not permitted on the bus.

In addition to the above, students must comply with all THS rules while on Tolland School buses.

A late bus, which arrives at 4:15 P.M., is provided for students participating in supervised activities after school. Students must obtain a late bus pass from the main office prior to 2:15 PM.

Parents/Guardians of students who have concerns involving busing should complete the Bus Concern Form (Appendix B) and mail it to the address included on the form. Concerns regarding student behavior on the bus should be reported directly to the high school administration. The procedure for handling other bus problems is to first contact the bus company (875-6378) and then the Business Manager (870-6855). The Superintendent should be contacted if they are not available.

Library

The library is open during school days for both class and individual use. While in the library, students are expected to work quietly for the entire period and follow all library rules. Materials should be returned to their proper places at the end of the period. If library personnel determine that a student is not using the library in the proper manner or following its rules, the student may be denied library privileges.

Cafeteria

Students are expected to be in the cafeteria during their scheduled lunch. The THS cafeteria provides a good variety of foods, from salad to hot lunches. Applications for monetary assistance for lunches can be obtained by contacting the Food Service Director (870-6853) or the THS Counseling Department (870-6836).

Be considerate of others, do not cut in line and clean up the table before leaving. Throwing, littering and disruption will not be tolerated. Students may not take anything other than bottled water out of the cafeteria.

Counseling Department

Students will be assigned a counselor upon entering high school. The counselor will be available to assist students in meeting many of their educational and personal goals.

A number of special programs are provided for both student and parents/guardians regarding future planning. Notification regarding these programs is made through the website, news releases and the newsletters.

Counselors are accessible during the school day. Students may make an appointment and get a pass by contacting the Counseling Office secretary or counselor. In an emergency, a student may go directly to the Counseling Office without an appointment.

It can be most advantageous for a student to get to know and work with his/her counselor as soon as possible. All communications with the counselor are confidential, except in cases where there may be immediate danger to the student or another person.

Bicycles

A bicycle rack is provided for student use. Students are responsible for securing all items. Tolland High School is not responsible for damage or loss of equipment.

Lost and Found

Lost and found articles are kept in the main office. If any personal or school property is found, please leave it in the main office. After a reasonable amount of time, all unclaimed or confiscated articles will be discarded.

Telephones

Office telephones are restricted to school business and emergency use.

CO-CURRICULAR INFORMATION**General Rules for Student Activities**

Students are reminded that participation in Co-Curricular activities is a privilege. Students are required to follow all of the school's rules and regulations. Any violation of school rules and regulations will result in an administrative referral and possible disciplinary action. Students are allowed at TMS to attend athletic events once the event has begun.

Athletics

Tolland High School offers a full range of boys' and girls' varsity and junior varsity teams. It is the responsibility of each athlete to review CIAC and school rules of eligibility and the athlete's rights of due

process. A copy of the above will be given to athletes at the beginning of the sports season. Students will be charged a non-refundable fee for participation in sports. There will be a maximum fee per family per year.

Dances

Dances are for Tolland High School students and their guests. If a student wishes to bring a guest, the student must fill out a guest form. These forms are available in the main office. Guests are not permitted at the first dance of the school year. All school rules apply at dances. If a student leaves a dance, he/she will not be readmitted. Students may arrive to the dance up to one hour after the start time of the dance.

Field Trips

Students are expected to follow all school rules and regulations related to behavior and appropriate attire during school sponsored field trips. Students are also required to check with their teachers to determine what work must be completed because of missed classes. If a student needs medication on the trip, the school nurse should be contacted.

Clubs

Tolland High School has many clubs and extracurricular activities that allow students to develop their interests. All students are welcome to join these groups and should listen to announcements for meeting times.

Class Dues will be collected each year.

Student Council

Students have an opportunity to participate in student government through the student council. The student council organizes spirit days and social events, as well as community service activities.

National Honor Society

The Mark Twain Chapter of the National Honor Society is an organization that recognizes 11th and 12th grade students who demonstrate outstanding academic achievement, leadership, service, and character. To be eligible, a student must have a weighted GPA of 103, have attended Tolland High School for at least one semester, and must be able to document at least 30 hours of community service prior to applying for membership. Eligible juniors and seniors will be notified as to application procedures. National Honor Society members conduct service projects during the school year and offer peer tutoring.

ANNUAL NOTIFICATION TO PARENT AND STUDENT

Student Records

Under Federal Law, parents and students have extensive rights with regard to student records. These rights may be exercised by parents while the students are children; these rights transfer to the students themselves when they reach the age of eighteen (“Eligible Students”). Parents and eligible students (those 18 years or older) have the right to:

1. Inspect and review the student’s educational records.
2. Request the amendment of the student’s education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of a student’s privacy rights or other rights.
3. Consent to disclosure of personally identifiable information contained in the student’s educational record, except to the extent that the Family Educational Rights & Privacy Act regulation authorizes disclosure without consent.
4. File with the U.S. Department of Education a complaint concerning alleged failures by the Tolland Public Schools to comply with federal regulations. The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, S.W.
Washington, DC 20202-4605
5. Obtain a copy of the Tolland Public Schools policies for student education records. Copies of these policies are located in the Board of Education office and in the Principal’s office of each school in the district.

Directory Information

“Directory Information” includes information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the parent’s name and/or email address; student’s name, address, and telephone number; electronic mail address; photographic, computer and/or video images; date and place of birth; major field(s) of study; grade level; participation in school-sponsored activities or athletics; weight and height (if the student is a member of an athletic team); dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended.

Each school year, and individually as students enroll during the remainder of each school year, that “Directory Information” will be released by the school at the discretion of the Superintendent of Schools, without further comment, unless the parent informs the principal of the student’s school, in writing, no later than September

15th of the current school year, of any or all items he/she does not wish to be released, without prior written consent.

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

Military Information Release

If a parent /guardian does NOT want information released to military recruiters as specified in the “No Child Left Behind Act of 2001”, the form in Appendix C must be completed and returned to Tolland High School no later than September 15th of the current school year. (Tolland Board of Education Policy: Series 5050.)

Surveys

Policies have been implemented to assure that the privacy rights of students are protected particularly when students are asked to participate in school sponsored surveys. This policy requires that administrative approval must be given prior to the administration of any survey and that parents have the right to inspect, upon their request, all instructional materials that will be used in these surveys. If parents/guardians would prefer that their child does not participate in these student survey projects, they should notify the school in writing.

Asbestos Notification

Tolland Public Schools asbestos management plan is available for review at the Superintendent’s office located at 51 Tolland Green, Tolland, CT 06084.

Pesticide Application

Public Act 99-165 allows for the notification of staff and students’ parents/guardians prior to application of pesticide. Any individuals who wish to be notified may register at the school office to receive notice. Notice will be mailed so as to be received 24 hours prior to pesticide application (See appendix D). Additional information regarding pesticide application on school property is available at the superintendent’s office.

Parents Rights to Know Teacher Qualifications

School districts must notify parents of students if the student has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified as the term is defined by NCLB.

Protection of Pupil Rights Amendment (PPRA)

Parents or Guardians of a student shall have the right to inspect, upon request, any instructional material used as part of the educational curriculum.

BOARD POLICIES

The Tolland Board of Education establishes policies for the operation of the school district. The contents of this handbook are consistent with those policies. For the purpose of information and reference some of the more widely applied policies are listed below.

Individuals, who would like more information regarding any of the Board of Education policies, should direct their inquiries to the Tolland Board of Education.

Student Policies	Series
Truancy	5010
Removal/suspension/expulsion	5080
Drugs/Alcohol/Tobacco	5080, 5110
Weapons/Dangerous Instruments	5080
Search and Seizure	5090
Sexual Harassment	5070
Bullying	5081
Student Privacy	5051

All Board Policy and Board of Education policies may be view at www.tolland.k12.ct.us

Appendix A

Tolland High School
Dismissal Waiver

Tolland High School will dismiss my son/daughter from school before the end of the school day only if a parent is present. Positive Identification will be required.

Student Name: _____ Grade _____

Parent Signature: _____ Date _____

Appendix B

Tolland High School
Bus Concern Form

Your concerns regarding your child's transportation are important; however, the bus cannot be delayed. Please identify your concern(s) and tell us when and how best to reach you.

Your name: _____

Your child's name: _____ Grade(s) _____

Bus number and street address: _____

Telephone number where you can be reached: _____

Best time to be called: _____ A.M./P.M.

Please identify your concern:

Submit this form to the person the incident is being reported to (School Administration, Bus Company or Tolland Public Schools Business Manager).

If you have not received a response within 24 hours, please call the Tolland Public Schools Business Manager.

Appendix C

Tolland High School
Military Information Release Form

Please do not release any information concerning:

Student's Name: _____

Date of Birth: _____

to military recruiters as specified in the "No Child Left Behind Act of 2001".

Student Signature (18 and over): _____

Date _____

Parent/Guardian Signature: _____

Date _____

Return to Tolland High School by September 15, of the current school year.

Appendix D

Tolland High School
Prior Notification of Pesticide Application
or changes to the Integrated Pest Management Plan Registry Form

By completing and returning this form, you are requesting prior notification of pesticide applications at your child's school.

Your Child's School: _____

Your Name: _____

Street Address: _____

Please indicate the best way to contact you:

• Day telephone # _____

Evening telephone # _____

• If you prefer e-mail rather than a letter or phone call, please provide your e-mail address:

E-mail address: _____

Please return this form to your child's school.