

LITCHFIELD MIDDLE & HIGH SCHOOL

Accredited by New England Association of Schools and Colleges

GRADES 7-12 STUDENT HANDBOOK

2011 - 2012

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14 Plumb Hill Road
Litchfield, CT 06759

www.litchfieldschools.org

<p>MISSION STATEMENT LITCHFIELD HIGH SCHOOL</p>

The mission of the Litchfield High School community is to work together to graduate knowledgeable, skillful, and productive individuals.

Expectations for Student Learning

The LHS graduate utilizes his or her knowledge, skills, and talents to:

- communicate effectively;
- solve problems effectively;
- contribute to society;
- apply technology appropriately;
- make informed life choices.

LITCHFIELD MIDDLE/HIGH SCHOOL STUDENT HANDBOOK
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**PARENT/STUDENT
ACKNOWLEDGEMENT OF RECEIPT AND REVIEW
OF STUDENT HANDBOOK**

By our signatures below, we indicate that we have received and read a copy of the Litchfield Middle/High School Student Handbook for 2010-2011 and that we understand, and agree to abide by, all policies and regulations therein.

We further understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences as outlined.

I understand that my child can be photographed or videotaped by school personnel or by media sources that are positively addressing or positively reporting school issues and that these can be published. If I do not wish to grant this permission, I understand that I must contact the school in writing to deny this permission.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Please return this form to school by September 7, 2011.

<p>Please feel free to provide comments or suggestions you may have regarding this handbook.</p> <p>_____</p> <p>_____</p> <p>_____</p>

WELCOME FROM THE PRINCIPAL

Dear Students and Parents,

The Litchfield Middle/High School community appreciates and respects the uniqueness of each person, understands the importance of cooperation and teamwork, and expects a safe and orderly learning environment. The 2010-2011 Student Handbook provides students, parents, and staff with important information about academic expectations, behavioral expectations, school requirements, and school services. Education, a collaborative process that includes students, staff, and parents, encompasses the mastery of academics as well as the development of character and responsible behavior for life.

Every school has specific rules and regulations to ensure a safe and orderly learning environment, and this Student Handbook is provided as a reference for all. Litchfield Middle/High School has high academic and behavioral expectations for all students. The administration and staff are committed to providing a positive and focused learning environment that supports all students maximizing their potential. It is our expectation that each parent and student will read this Student Handbook and become familiar with the high expectations of Litchfield Middle/High School. Therefore, please complete the 'Acknowledgement" form on page 3.

If you have any questions about the rules or practices at our school, please feel free to contact a school counselor or administrator.

Sincerely,

Kristen Della Volpe
Principal

**ADMINISTRATION AND
BOARD OF EDUCATION**

BOARD OF EDUCATION

Mr. Frank Simone, Chair
Mrs. Gayle Carr, Vice Chair
Mr. Donald Falcetti, Secretary
Mrs. Elizabeth Fabbri
Mr. Frank Gorman
Mr. James Katzin
Mr. John Noone
Mrs. Amy Rosser
Mr. Wayne Shuhi

SUPERINTENDENT OF SCHOOLS

Dr. Deborah Wheeler, Superintendent
Mrs. Debbie Hodges, Administrative Assistant

DIRECTOR OF BUSINESS OPERATIONS

Mr. Pat Buccitelli

MIDDLE/HIGH SCHOOL PRINCIPAL

Ms. Kristen Della Volpe

MIDDLE/HIGH SCHOOL ASSISTANT PRINCIPAL

Mrs. Stephanie L. Kubisek

HEALTH STAFF

Mrs. Theresa Simaitis, Nurse
Dr. D. James McKay, School Physician

SCHOOL PSYCHOLOGIST

Ms. Mary Lou Hunchak

SCHOOL SOCIAL WORKER

Mrs. Lisa Heuschkel, K-12

DIRECTOR OF SPECIAL SERVICES

Mr. Gary Zaremski

FACILITIES MANAGER

Mr. Tony Crowe

LITCHFIELD MIDDLE/HIGH SCHOOL FACULTY AND STAFF

(Email addresses can be found on the school website: <http://www.litchfieldschools.org/lhs/lhs.html>)

PRINCIPAL

Kristen Della Volpe

ASSISTANT PRINCIPAL

Stephanie L. Kubisek

SECRETARIES

Jackie Fox – Main Office
Kathleen Johnson – Main Office/Business
Tammy Knox – Counseling Services Secretary
Theresa Ream - Principal's Secretary

GUIDANCE

Shoshana Armington – 7-9
Kerri Petti – 10-12, A-L
Carrie Gibbs – 10-12, M-Z

HEALTH DEPARTMENT

Theresa Simaitis, Nurse

INFORMATION TECHNOLOGY

Mark Landy
Matthew Brennan
Bette Wu

MEDIA/LIBRARY

Julie Tracy

SCHOOL PSYCHOLOGIST

Mary Lou Hunchak

SCHOOL SOCIAL WORKER

Lisa Heuschkel

SPEECH PATHOLOGIST

Elizabeth Lynn

LANGUAGE ARTS DEPARTMENT

Deborah Dove, Curriculum Coordinator
Bill Bucklin
Lisa Ferrari
James McGoldrick
Lynn Rice Scozzafava
Jamie Sidella
Christine Taylor

MATH DEPARTMENT

Patricia O'Neill, Curriculum Coordinator
Cynthia Blazek
Lisa Crowley
Kathleen Jones
Jocelyn Regenbogen
Nathaniel Southard
Nancy Yurgelun

RELATED STUDIES

Dan Porri, Curriculum Coordinator, Music
Peter Perkins, Music
Cynthia Orefice, Family and Consumer Science
Marsha Berkun, Art
Barbara Salinger, Art
Diane Lauretano, Reading, Exercise Science
Dana Ouellette, Exercise Science
Kyle Weaver, Exercise Science
Carmela Westcott, Personal Wellness

SCIENCE DEPARTMENT

Victoria Kasidas, Curriculum Coordinator
Dean Birdsall
William Conklin
Kevin Dake
Philip Fowler
Delean Goldsmith
John Markelon

SOCIAL STUDIES DEPARTMENT

Julie Tracy, Curriculum Coordinator
Benjamin Storrs
Emily McAdam
Kate Crowe
Lianne Ambruso
Rob Gollow
Wendy Pataky

SPECIAL EDUCATION DEPARTMENT

Kim Bradish
Nancy Claire
Janice Crovo
Michele Mongeau

TECHNOLOGY AND BUSINESS EDUCATION

Wayne Prescott, Curriculum Coordinator
Neil English
Ed Lok
TBA

WORLD LANGUAGES

TBA, Curriculum Coordinator
Allison Hennessey
Aline Libassi
Diana Melendez
Patricia Smaldone
TBA – Latin
TBA – Spanish/French

INSTRUCTIONAL ASSISTANTS

Joanne Bertrand
Patricia Butwell
Rebecca Stull
Tia Scappini
Beth Steinberg
Mary Ellen Todd

CUSTODIAL STAFF

Robert Okoski
John Whalen

GRADUATION REQUIREMENTS

CLASS OF 2011

To graduate from Litchfield High School, students in the graduating class are required to have successfully completed a minimum of **twenty-three (23)** credits. These must include:

English	4.0 credits
Mathematics	3.0 credits
Social Studies (must include Civics, U.S. History, Global Studies)	3.5 credits
Science (includes Physical Science and Biology)	3.0 credits
Personal Wellness5 credit
Exercise Science (Physical Education)	1.5 credits
Fine Arts (Art/Music), Vocational Education,	2.0 credits
Consumer Education, Technology or Business	
Electives	5.5 credits

- A credit is earned when a subject is completed with a passing grade (9-12).
- An average of C or better is recommended to continue to a second year of any sequence of subjects other than English or Social Studies.
- Only students identified by a PPT as “special needs students” may be exempt from certain required courses.
- Students excused from Exercise Science for medical reasons will complete their requirement through written work assigned by the department.
- Please refer to the Program of Studies and through the Counseling Services Department for information regarding alternative courses.
- Graduating early will be discussed only in special circumstances.

Proficient performance on all four sections of the Connecticut Academic Performance Test (CAPT) is also required for graduation. For more specific information, please refer to the Program of Studies.

ACADEMIC PROGRESS, GRADING SYSTEM, GPA, CLASS RANK

PLEASE REFER TO THE PROGRAM OF STUDIES FOR OTHER OR MORE DETAILED INFORMATION.

POWERSCHOOL

PowerSchool is a computer web-based program that enables parents and students of Litchfield Middle/High School (using a unique username and password) to access their child's current grades and attendance through the Internet. Parents and students no longer need to wait for mid-marking period progress reports or end-of-term report cards for grade updates. **PowerSchool Web site:** <http://litchfield.powerschool.com/public>

HONOR ROLL

The Honor Roll will be determined by grades earned during each of the four marking periods.

Outstanding Honors: Students who attain an unweighted Grade Point Average of 4.0 and have no grades lower than an A- will be granted Outstanding Honors.

High Honors: Students who attain an unweighted Grade Point Average of 3.5 and have no grades lower than a B- will be granted High Honors.

Honors: Students who attain an unweighted Grade Point Average of 3.0 and have no grades lower than a B- will be granted Honors.

CALCULATION OF FINAL GRADE

Yearly Grade = Grades received for the first, second, third, and fourth marking periods added to the average of mid-term and final exam grades, divided by five.

SENIOR EXAM EXEMPTION POLICY

Seniors with an average of 90 or higher in a particular course are exempt from the final exam in that course. This applies to full year and half semester courses.

COURSE ADDITIONS AND WITHDRAWALS

Counselors work closely with students and parents to ensure that all schedules are considered final by the end of the previous school year. In the rare circumstance that a student requires a course addition or withdrawal, he/she may do so within the first marking period; this includes semester 2 courses. Possible reasons for course withdrawals/additions include adjustments in level placement or changes due to adjustments made to other courses in a student's schedule. Non-acceptable reasons include: teacher preference; time of day of the course; or a decision against a course previously selected during spring registration.

No student may withdraw from a scheduled course without the appropriate form signed by the classroom teacher, the curriculum coordinator, the student's parents, the counselor, and the principal and/or her designee. These forms are available from the counselors. If a student is failing at the time of withdrawal, a W/F (withdrawal/failure) will be recorded next to the course on his/her transcript. If a student is not failing at the time of withdrawal, a W (withdrawal) will be recorded next to the course on his/her transcript.

Students are expected to plan their schedules to avoid the necessity of requesting course withdrawals. A student going through the process of dropping a course will continue to attend and actively and productively participate in the class until the appropriate form is signed by all parties and the counselor personally informs the student that the change has occurred.

COURSE LEVEL CHANGE POLICY

For level changes that occur prior to the end of the first quarter of the school year, the 'sending' teacher will adjust the student's average according to the level weight. Any level change requests implemented after the end of the first quarter must be appealed to the administration.

WEIGHTED GRADING SYSTEM/CLASS RANK

In accordance with the Connecticut General Statutes P.A. 99-81 (an Act Concerning Weighted Grading for Honors Classes), schools are required to establish and adopt a policy on whether grades in their honors and advanced placement courses should be weighted when determining class rank and grade point averages.

At Litchfield High School, class ranks are a cumulative average of all four years of high school. They are compiled on the basis of final grades that the student earned in his/her courses. Class ranks are calculated at the end of each student's sophomore, junior, and senior year. Class ranks are used to answer questions asked on college application forms, scholarship questionnaires, and other forms required by schools and prospective employers. The final class rank is calculated after the completion of all course work and exams in June prior to graduation.

Our curriculum contains a wide variety of courses at various levels of academic challenge including advanced placement courses and honors level courses. Students are allowed considerable choice and are encouraged to strive for academic excellence. A system of grade weighting recognizes the differences in student achievement. Grade weighting encourages and rewards students for selecting courses at more challenging levels of difficulty.

The grade points earned for each course are totaled and then divided by the number of courses that the student has taken. The resulting grade point average is then placed in rank order.

COURSE LEVEL GRADE POINT

Grade in Course	AP	Honors	Academic	General
A+	7.25	6.25	5.25	4.25
A	7.0	6.0	5.0	4.0
A-	6.75	5.75	4.75	3.75
B+	6.25	5.25	4.25	3.25
B	6.0	5.0	4.0	3.0
B-	5.75	4.75	3.75	2.75
C+	5.25	4.25	3.25	2.25
C	5.0	4.0	3.0	2.0
C-	4.75	3.75	2.75	1.75
D+	4.25	3.25	2.25	1.25
D	4.0	3.0	2.0	1.0
D-	3.75	2.75	1.75	.75
F	0	0	0	0

ALL CLASSES ARE ACADEMIC UNLESS OTHERWISE SPECIFIED.

Note: 'General Level' will continue until the Class of 2011 graduates.

*Students must earn a final average of 50% or better in order to qualify for summer school.

RETENTION/PROMOTION POLICY

Grades 7 and 8: Students in grades 7 and 8 must pass at least three out of four major subject area courses in order to be promoted to the next grade. These subject areas include language arts, mathematics, science, and social studies. **If a student fails any of the four core subjects, he/she will participate in an intervention program which may include attending summer school.** Any exception to the promotion policy can be made only after careful consideration and approval by the administration, subject to review by the superintendent. Periods of instruction, requirements for promotion, and circumstances for retention of a student shall be a team decision in accordance with State Department of Education regulations. (LBOE #5123, [Promotion/Retention](#).)

THE LITCHFIELD MIDDLE/HIGH SCHOOL HONOR CODE

All students of Litchfield Middle/High School will abide by the Honor Code. The Honor Code will address unauthorized access to computer systems, stealing, cheating, and plagiarism.

Unauthorized access to academic/administrative computer systems: the modifying or interfering with programs, systems, or school records of any kind.

Stealing: appropriating without permission and with intent to keep or make wrongful use of schoolwork or any materials of another student or a teacher. Examples include, but are not limited to: stealing another student's homework or any personal possession, and stealing tests, quizzes, or a teacher's edition of a text.

Cheating: copying someone's work, giving or receiving assistance on an exam, test, or paper. Examples include, but are not limited to: using illegal notes on an exam, copying from another student during a test, having someone else write a paper or any portion of a paper, or obtaining information about a test prior to taking it. Using an electric device, with unauthorized aid programmed into it, also constitutes cheating.

Plagiarism: taking another's words or ideas and using it as one's own. Plagiarism may be direct copying, without giving credit or rewording, a sentence, paragraph, or entire story and calling it one's own. All sources must be documented, with particular attention to sources obtained on the Internet.

Collaboration on homework, group work projects, and other such work, as approved by the teacher, will not be considered a violation of the Honor Code. Teachers shall guide students in understanding the difference between acceptable and unacceptable collaborative efforts.

Violation Consequences: Teachers will continue to set high expectations and to monitor students in the school. Initial response to possible Honor Code violations will be at the discretion of the teacher. Consequences will be consistent throughout the school for similar violations. Student will be granted a grade of zero on an exam or plagiarized paper. All violations are cumulative throughout a student's school years. Honor Code violations may result in additional consequences, including forfeiture of holding or running for leadership positions and loss of membership in honor societies. Flagrant or frequent Honor Code violations may result in a hearing before the principal or designee, and the offending student may face other disciplinary actions, up to and including suspension.

STUDENT CODE OF CONDUCT

Litchfield Middle/High School expects responsible behavior from all students with particular attention and focus directed to the following responsibilities:

- Punctuality and attendance in assigned classes and activities;
- Meeting academic expectations;
- Respect for the personal property and rights of others. Bullying and any form of harassment will not be tolerated;
- Movement throughout the building in a direct and prompt manner;
- Knowledge of and adherence to school procedures and rules;
- Compliance with class, school, and district policies and regulations.

Standards of good conduct and respect for persons, property, and educational process are in effect. Disciplinary action may result when a student's conduct endangers persons or property, disrupts the educational process, or violates a publicized policy or practice of the Litchfield Board of Education.

Students who violate any aspect of the Student Code of Conduct may jeopardize their participation or involvement in certain school activities.

DISCIPLINE GUIDELINES SUMMARY

These are only guidelines. Each case will be considered individually, and repeated infractions will result in more serious consequences. This list is not all-inclusive since unique situations may arise. *See section entitled "definitions."*

VIOLATION	Teacher Detention	Office Detention	Int./Ext. Suspension	Expulsion	Police Referral
Backpacks in class (Gr. 7-8)	X	X			
Bullying			X	X	X
Bus Conduct		X	X		
Care of School Property	X	X	X		
Cheating/Honor Code		X	X	X	
Class Cut		X	X		
Contraband		X	X	X	X
Defiance/Insubordination	X	X	X		
Dress Code		X	X		
Drugs/Alcohol			X	X	X
Electronic Devices	X	X	X		
Extortion		X	X	X	X
False Alarm			X	X	X
Food/Beverage	X	X	X		
Fighting			X	X	X
Harassment/Negative Peer Relations	X	X	X	X	X
Hazing			X	X	X
Lavatory Misuse	X	X	X		
Pass Slip Missing	X	X	X		
Physical Harm			X	X	X
Profanity/Vulgarity	X	X	X		
Public Display of Affection	X	X	X		
Refusal to Report to Office		X	X		
Smoking/Possession			X		X
Stealing		X	X	X	X
Tardy	X	X	X		
Technology Misuse	X	X	X	X	X
Threatening/Intimidation		X	X	X	X
Truancy/Leaving Campus		X	X		X
Vandalism		X	X	X	X
Weapons			X	X	X

Note: Per Connecticut state law, some infractions require mandatory referral to Board of Education for expulsions. (See section 'Suspension and Expulsion: State Standards.')

DEFINITION OF TERMS

TEACHER DETENTION

Students may be assigned an after-school detention by a teacher for violating a school or class rule. When assigned an after school detention, the student must report to the teacher immediately after school and bring study materials to the detention. The parent will be contacted by the teacher if an after school detention is assigned. The student or parent must arrange for transportation home. Failure to report to after-school detention with a teacher will result in further disciplinary action.

OFFICE DETENTION

Office detentions are issued by an administrator and used as a consequence for failing to serve a teacher detention or violations of publicized school and board policies. Office detentions are served in a room in the school office complex. When assigned an office detention, the student must report to the main office immediately after school and bring study materials to the detention room. The parent will be contacted by an administrator if an office detention is assigned. Middle school students may use the late bus for transportation home. For high school students, the student or parent must arrange for transportation home. Failure to report for an office detention will result in further disciplinary action.

IN-SCHOOL SUSPENSION

In-school suspension is assigned by an administrator, after a due process hearing, for serious offenses and/or for repeat offenses. In-school suspension is typically for one full day but can be up to five (5) consecutive days. The student reports to the office at the start of school and is escorted to the In-School Suspension Room. The student is monitored throughout the day and must work on school assignments while in suspension. Teachers provide the student with schoolwork during the day. The student is permitted to purchase a lunch from the cafeteria but must eat lunch in the suspension room. The parent will be contacted by an administrator if an in-school suspension is assigned.

EXTERNAL SUSPENSION

A student may be excluded from school for up to ten consecutive days if, after a due process hearing, the administration determines that the student poses a danger to persons or property, is a serious disruption of the educational process, or violates a publicized board policy. Textbooks and homework are provided for the duration of the suspension period. Students are given an opportunity to complete any class work or exams missed during the period of suspension.

EXPULSION

A student may be expelled from school and all school activities for up to 180 school days from the date the incident occurred. Expulsion results from a formal hearing authorized by the Board of Education. An alternative educational program may be provided for the duration of the expulsion.

ATTENDANCE

Students are expected to be in school on all days listed in the school calendar. **An absence shall be considered “excused” when a child does not attend school due to illness or injury, death in the family, religious obligation, an emergency, court appearance, approved school activities, or other exceptional circumstances. Parental verification or written explanation for all absences, whether excused or unexcused, should be submitted to school officials by the child’s parent or guardian. Greater Hartford Academy students are expected to attend their morning classes at LHS prior to attending GHAA on any given day.**

Number of unexcused tardies Per semester	Consequence
4	Detention
8	In-school suspension warning
9	In-school suspension

Note: Students who have repetitive tardiness to school, beyond nine unexcused tardies per semester, may be subject to further disciplinary action.

Parents should call the school before 8:00 a.m. when a student is home sick or otherwise absent-excused. If no call is received, an attempt will be made to contact the parent. If no confirmation of the absence is made, the student will be listed as “absent-unexcused.”

Students who have an unexcused absence from their assigned schedule **will not** receive credit for that day's work, including homework, tests, quizzes, etc.

In the event a student has a medical/dental appointment, a note from the doctor's office is required.

For planned extended absences: If a student expects to be absent for an extended time, the parent is to submit a letter to the principal requesting approval for the absence. Upon administrative approval, the student should discuss with his or her teachers the assignments that he or she will be expected to complete during this period. Please note that all work assigned to the student is due the day of return to school, unless otherwise noted by his or her teachers.

No make-up privileges will be allowed for students who are truant (absent without the knowledge of the parent or guardian) or absent unexcused.

The Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. A "truant" means a child enrolled in grade one through grade twelve who has four unexcused absences in any one month or ten unexcused absences from school within any school year. School personnel, wherever possible and as much as possible, will seek cooperation from parents and assist parents in remedying and preventing truancy.

The district reserves the right to require a physician or other appropriate certification for absences in excess of five consecutive days or a total of fifteen days in any school year or if chronic attendance problems become evident.

ABSENCE REGULATIONS - All students must be in attendance by the start of the school day and for a minimum of four consecutive hours in order to participate in athletic events (**including practices**) and any other extra-curricular activities, unless excused by the administration. In the rare case when a student may have an extenuating circumstance and cannot meet either one or both criteria, the student must appeal to the administration. See athletic handbook and Board Policy No. 5113 (a) for more information.

DISMISSALS - Early dismissals from school are granted only by the school nurse, the principal, or the assistant principal. Except in extenuating circumstances, students will be dismissed for reasons of illness only. Dismissals for appointments must be followed up with official documentation. Students will not be dismissed during the school day to anyone other than a parent, guardian, or an identified emergency contact adult.

LATE ARRIVAL POLICY AND TARDINESS TO CLASS - Students who arrive at school after 7:23 a.m. must secure a tardy slip from the main office. Parent verification of the tardy, documented appointments and illness, or certain circumstances approved by the administration will be acceptable certification for excused tardies. Cumulated unexcused tardiness will result in a detention. Students will be allowed three unexcused tardies per semester. Over-sleeping and car problems **are not** excusable reasons for tardiness. The school provides bus transportation; students who choose not to use it are responsible for arriving to school on time.

Students who are tardy to class must secure a slip from the teacher of the previous class. Unexcused tardy to class will be handled by the classroom teacher.

LEAVING THE BUILDING OR SCHOOL GROUNDS – To ensure safety, all students must remain inside the building during the entire course of the school day. No student may leave the building or school grounds for any reason, at any time (including free periods and/or lunch), during the school day without advance permission from an administrator.

NEGATIVE PEER RELATIONS/HARASSMENT/BULLYING

Negative peer relations, harassment, and bullying of any kind (including cyber-bullying*) will not be tolerated at Litchfield Middle/High School. Bullying, as defined by the State of Connecticut, 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 student while on school grounds, at a school-sponsored activity, or on a school bus, which acts are repeated against the same student over time." Informal or formal complaints should be reported immediately to administration. Please refer to Appendix B for specific information on the reporting of harassment/bullying.

*Cyber-bullying: The use of any electronic communications device to harass, intimidate, or bully.

Please refer to Litchfield Middle/High School Bullying Policy below:

STUDENTS #5131.2(a) ELEMENTARY AND SECONDARY ACTIVITIES

Conduct – Hazing/Bullying

Bullying Behavior In The Schools

In accordance with state law, it is the policy of the Litchfield Board of Education that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is expressly forbidden.

The district recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyber bullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying awareness and response. For further information regarding cyber bullying, see Policy #6177.

The Board of Education directs the Superintendent or his/her designee to develop and adopt administrative regulations in furtherance of this policy. As provided by statute, such regulations shall: (1) enable students to anonymously report acts of bullying to teachers and school administrators, (2) enable the parents or guardians of students to file written reports of suspected bullying, (3) require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators, (4) require school administrators to investigate any written reports filed pursuant to subdivision (2) and to review any anonymous reports, (5) include prevention and intervention strategies for school staff to deal with bullying, (6) provide for the inclusion of language concerning bullying in student codes of conduct and in all school handbooks, (7) require school administrators to notify the parents or guardians of students who commit any verified acts of bullying and invite them to attend at least one meeting with the building principal and/or his/her designee and to notify the parents or guardians of students against whom such acts were directed, and invite them to attend at least one meeting with the building principal and/or his/her designee, (8) require each school within the district to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection and to report such number annually in a manner prescribed by the Commissioner of Education to the Department of Education, and (9) require the identification of appropriate school personnel, which may include but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint.

The notification required pursuant to subdivision (7) shall include a description of the response of school staff to such acts and any consequences that may result from the commission of further acts of bullying. Any information provided under this policy shall be provided in accordance with the confidentiality restrictions imposed under the Family Educational Rights Privacy Act.

STUDENTS # 5131.2(b)

("FERPA") and the district's Confidentiality and Access to Student Information policy and regulations.

For purposes of this policy, "Bullying" shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are committed more than once against any student during the school year.

For purposes of this policy, "School-Sponsored Activity" shall mean any activity conducted on or off school property (including school buses and other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

Students who engage in bullying behavior shall be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

For purposes of this policy, no disciplinary action shall be taken solely on the basis of an unsubstantiated anonymous report.

Prevention and Intervention Strategy

The District shall implement, as required by C.G.S. 10-222d, as amended, a prevention and intervention strategy which may include, but is not limited to:

1. Implementation of positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education.

2. A school survey to determine the prevalence of bullying.
3. Establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy.
4. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts.
5. Adequate adult supervision of outdoor areas, hallways, the lunchroom, and other specific areas where bullying is likely to occur.
6. Inclusion of grade appropriate bullying prevention curricula in kindergarten through high school.
7. Individual interventions with the bully, parents; and school staff, and interventions with the bullied child, parents; and the school staff.
8. School wide training related to safe school climate.

STUDENTS # 5131.2(c)

9. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings, and individual interventions.

Legal References: Connecticut General Statutes
 10-15b Access of parent or guardian to student's records.
 Inspection and subpoena of school or student records.
 10-222d Policy on bullying behavior as amended by PA 08-160.
 10-233a Definitions.
 10-233b Removal of pupils from class.
 10-233c Suspension of pupils.
 10-233d Expulsion of pupils
 10-233e Notice as to disciplinary policies and action.
 10-233f In-school suspension of pupils. Reassignment.
 PA 06-115 An Act Concerning Bullying Policies in Schools and
 Notices Sent to Parents or Legal Guardians.
 Policy Adopted: January 28, 2003
 Policy Revised: January 21, 2009
 Policy Revised: January 19, 2011

BUS TRANSPORTATION RULES

Students are expected to remain seated and observe all safety rules. Transportation services may be suspended for up to ten days if student conduct while awaiting or receiving transportation to or from school endangers persons or property or is violation of a publicized school policy. No student may ride any bus other than his/her regularly assigned bus unless a written note from a parent authorizing permission to have their child go home on another bus with a friend is presented to the Main Office in the morning. No middle school students may ride the later bus from the Litchfield Intermediate School unless a proper bus pass, obtained from the Main Office, is presented to the driver. No high school students will be allowed to ride the late bus from LIS. On the way to school, students may not take the later bus run in the morning if they missed their bus.

CARE OF PROPERTY

Students are entrusted with and made responsible for considerable valuable property such as books, materials, furniture, computers, laboratory equipment, etc. At the end of the period of its use, it should be returned with no more depreciation than normally expected from ordinary use. Students will be held financially liable for extraordinary depreciation of property entrusted to their care. Transcripts and diplomas may be withheld until all student debts and obligations have been satisfied.

Respect for the belongings of others is a value of highest priority. Stealing any article will necessitate a severe school penalty and possible criminal prosecution.

Students are responsible for their personal property and should keep all belongings in a locked locker when not in use. While taking exercise science (physical education), students should secure money and valuables in a locker or with the teacher.

CAFETERIA

The cafeteria is provided for students to eat lunches brought from home or to purchase lunches from the cafeteria kitchen. All lunches, whether purchased or brought from home, must be eaten in the cafeteria. **Absolutely no food or drink of any kind may be taken from the cafeteria or permitted in any other part of the building. Only water in a clear plastic container is permitted in school.** Glass bottles are not allowed in school. Juniors and seniors are expected to attend first lunch. Freshmen and sophomores are expected to attend second lunch.

DIRECTORIES

School districts do not have to obtain written consent before disclosing personally identifiable information that is designated as "directory information." School districts must give public notice to parents of the types of information it has designated as directory information and of their right to refuse to permit disclosure of any or all such information as to their child.

DRESS CODE

Students are expected to dress appropriately at all times, during regular school hours and at extracurricular activities held in the building and during school-sponsored events. Cleanliness, neatness, and appropriate apparel and grooming are expected. Bare midriffs, string-strap tank, halter-tops, racer/A-back shirts, low cut shirts, strapless tops, see-through clothing, excessively short shorts or skirts, leggings (without appropriate length clothing over them), high-heeled shoes that may cause a safety concern, and sagging pants are all examples of prohibited apparel. No undergarments may be showing. Footwear must be worn at all times. Outdoor clothing is not appropriate in the classroom. Hats, including hoods and bandanas, may not be worn in the building.

Also, in compliance with state laws on harassment, clothing that includes comments or pictures that are offensive, inappropriate, or demeaning to a particular person or group (including but not restricted to explicit sexual innuendoes and/or racial, gender, or ethnic slurs) is not acceptable. Apparel that is disruptive to the normal functioning of the school, distracting to the teaching and learning process, or clothing that advertises drugs (including alcohol and tobacco) is unacceptable.

Teachers who find students in violation of the dress code will refer these students to the administration or school nurse. Clothing deemed inappropriate by the school nurse or administration must be removed or changed; otherwise, the student may be sent home. If a student found to be violating the dress code does not have clothing to change into, alternate clothing may be provided to him or her.

DRUGS/ALCOHOL

LITCHFIELD BOARD OF EDUCATION POLICY CONCERNING THE USE, SALE, AND POSSESSION OF DRUGS (INCLUDING ALCOHOL) AND TOBACCO

**Also see "Health/Medical Services" p. 19 regarding over-the-counter and prescription medication*

POLICY: CONTROLLED SUBSTANCE ABUSE - There shall be no use, possession, selling or aiding in possession of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance, as well as related paraphernalia on school grounds or vehicles during a school session or anywhere at a school sponsored activity by students or employees. Violation will result in immediate disciplinary action and/or referral to professional community assistance agencies.

Please also refer to section entitled 'Suspension and Expulsion: State Standards.'

DRUG FREE ZONE: Litchfield Middle/High School is a Drug Free Zone. Anyone (not enrolled as a student) possessing drugs or firearms within 1500 feet of a school will be imprisoned for a period of two years. No plea-bargaining allowed. Students under 18 years of age in possession of drugs or firearms on school property are dealt with under existing laws.

REGULATIONS: Each principal shall implement the following standards of conduct and sanctions:

Any student in Litchfield Public Schools using, in possession of, under the influence of controlled substances, or in possession of related drug paraphernalia during a school session, on school premises, or anywhere at a school sponsored activity will automatically be subject to the following penalties. The selling of drugs or alcohol will result in action outlined in the third violation below.

First Violation: Any student found to be in violation of this policy for the first time during his/her tenure in the Litchfield School System will receive a five (5) day suspension. The police will be notified. In addition, the administrator in charge will refer and provide support for the student and his/her parents by providing a list of community assistance agencies. In the instance of the first violation, the superintendent, upon the recommendation of the student's principal may, under extenuating circumstances, deal with the violation under existing disciplinary procedures and shall report the incident to the Board of Education.

Second Violation: Any student found to be in violation of the policy for the second time during his/her tenure in the system, will be suspended for ten (10) days and the police will be notified. In addition, the pupil planning and placement team will be convened for the purpose of considering the student's school programs.

Third Violation: The police will be notified immediately, and the student will be recommended to the Board of Education for expulsion from the Litchfield School system. In addition, re-admission will be considered upon request by the student and his or her parents to the school principal. The re-entry process shall be initiated by the building principal through the superintendent of schools for consideration by the Board of Education.

Legal references: Connecticut General Statutes
10-220b Policy Statement on Drugs
21a-242 Schedules, Exceptions
(controlled substances) (as amended
by P.A. 83-171 (10-233 a-f)

ELECTRONIC DEVICES

Cell phones, personal electronic devices, iPods/music players, and recording devices may not be used between the start and end of the school day. This includes hallways and the cafeteria. If an emergency situation exists and a parent or relative must contact a student, the office will call the student from the classroom to deal with the emergency. With permission from the administration or main office staff, students may use the phone in the main office.

Consequences:

1st Offense: Device will be confiscated and held for pick-up by the student at the end of the school day.

2nd Offense: Device will be confiscated and will held for retrieval by parent/guardian only.

Subsequent infractions will result in further discipline that may include in-school suspension.

FIELD TRIPS

Field trips are unique educational experiences that provide learning in ways that cannot be accomplished within the school setting. Before any student attends a field trip, a written permission slip must be signed by a parent or guardian and returned to the teacher. If the slip is not returned, the student will be unable to go on the trip. When a student goes on a field trip, **he/she is responsible to turn in work due in other classes on that day prior to leaving and will also be responsible for work missed in all classes.** As with all school functions, all school policies and procedures are in effect. Unacceptable behavior on a field trip will result in disciplinary consequences. **Students who have violated school rules/regulations or who have repeated conduct referrals may be denied field trip privileges.**

FREEDOM OF EXPRESSION/SPEECH

While students' rights to freedom of expression are constitutionally guaranteed, these rights are limited with regard to libelous or obscene statements or material that would cause substantial disruption of the educational process. (LBOE #5145.2) Schools respect student speech but only up to the point where such speech crosses the line to where it causes substantial problems related to school operations or compromises student safety and well-being.

HAZING

Litchfield Middle/High School does not permit any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. Hazing is defined as any activity that recklessly or intentionally endangers the

mental health, physical health, or safety of a student for the purpose of initiation or membership in, or affiliation with, any organization recognized by the Board of Education.

LAVATORIES

The school contains corridor lavatories for student use. Students are expected to keep them clean, neat, and free of graffiti and smoke. Students must use the lavatory closest to their classroom.

PARKING

There are a limited number of parking spaces, and these are available to senior class members only. Application forms can be obtained on your class wall in the hub. Parking fees vary given the location and whether they are full year or half year permits. Spaces are awarded on a lottery basis if applications exceed the number of spaces available. If there are remaining spaces after all senior applicants have been accommodated, parking for junior class members will be offered on a lottery basis.

- 1st parking violation:** verbal warning
- 2nd parking violation:** certified warning letter
- 3rd parking violation:** tow at owner's expense

Students may lose their privilege to park on-campus for reasons such as reckless driving, speeding, leaving campus without permission, and repeated tardiness to school. The fee will not be returned to a student that has lost their privilege to park on campus.

HALL PASSES AND STUDENT ID'S

Hall Passes:

Students who wish to go to a room other than where they are regularly assigned must secure a pass from the teacher of the room where they are going. The pass should be given to the teacher of the room to which they are regularly assigned.

Student ID's:

Students in grades 10-12 will be provided with an I.D. card approximately one month after the start of school. Students will be expected to carry their cards with them at all times. The cards will also serve as proof of identification for admittance to athletic events, dances, other extracurricular events and as verification required for entrance to certain testing sites.

PUBLIC DISPLAY OF AFFECTION (PDA)

The inappropriate public display of affection is frequently embarrassing to adults and students. Students are expected to exercise self-control and respect for the reputation of others. Specifically, kissing, extended embraces, and other inappropriate displays of affection are not allowed. Students failing to respect this policy will be disciplined pursuant to Board policy #5114.1 Middle school students are expected to remain in the middle school wing except for when passing to classes in the high school wings.

SENIOR PRIVILEGES

At the discretion of the administration, seniors may be afforded privileges that may include unsupervised study halls, early release or late arrival, and access to a senior lounge. Senior privileges may be revoked for failing grades or violations of publicized school and board policies.

SMOKING

Litchfield Public Schools are tobacco-free facilities. Smoking, as well as possession of tobacco products, including lighters, is prohibited on school grounds, in the school, on field trips, or on school buses before, during, or after-school hours.

Students found smoking inside the school are endangering persons or property. To that extent, smoking or using smokeless tobacco products, as well as possession of tobacco products, will be disciplined in accordance with state standards and Board of Education policies including those covering suspension and expulsion.

Students violating this policy are subject to the following:

- **1st offense** – up to 3 days in-school or out-of-school suspension
- **2nd offense** – up to 5 days in-school or out-of-school suspension
- **3rd and subsequent** – up to 10 days out-of-school suspension and conference with administration to reenter school

Lavatory privileges may be restricted for any student caught smoking or suspected of smoking. Students may also be required to participate in a smoking cessation program.

SUSPENSION AND EXPULSION: STATE STANDARDS

SUSPENSION - When the principal or designee has determined that there is cause for suspension of a student, the following procedures shall be observed.

- The student shall be given a hearing before the principal or designee, at which time the charges against the student will be stated and the student will be given an opportunity to respond to the charge. This hearing must be granted except when an emergency situation exists, in which case the hearing must be held as soon after the suspension as possible.
- The principal or designee shall make every possible attempt to reach the parent or guardian of the student stating the charges against the student and the terms and conditions of the suspension.
- Whether the telephone contact is made or not, the principal or designee shall forward a letter to the parent or guardian at the last known address according to school records (unless a newer address is determined) and offer the parent or guardian the opportunity for a conference to discuss the suspension.
- Notice of the suspension shall be transmitted by the principal or assistant principal to the Superintendent of Schools by the close of the school day following the commencement of the suspension.
- Following a conference with the principal or designee, the parent or guardian may request the Superintendent to review the principal's decision. Such review shall be completed, and a written report issued to the student and parent or guardian and to the Board of Education within three days of the receipt of such request. In examining the principal's decision to suspend, the Superintendent shall obtain oral or written statements from the principal or designee, the student, and the person(s) who witnessed and reported the incident(s) which resulted in the suspension. The Superintendent may call all concerned parties together for a conference and take whatever other action is needed to determine the true facts of the matter.
- If a student is eighteen or older, any notice required by Board of Education policy and this regulation shall be given to the student.

Textbooks and homework are to be provided each student for the duration of the suspension period, and the student shall be allowed to complete any class work, including examinations, without penalty, which were missed during the suspension. The student is not permitted to participate in any school event while on suspension nor permitted to be on school grounds during the period of suspension.

The Superintendent shall report any unusually serious case of student suspension to the Board of Education at the first meeting following such action.

The foregoing procedure will be followed, unless the student has had a total of ten suspensions during the current year or has been suspended for a total of fifty days during the current school. If the student's proposed suspension would exceed either figure, the suspension shall not take effect until so ordered by the Board of Education after a formal hearing such as that required for expulsion. If the principal has reason to believe that the student's conduct endangers persons or property, is seriously disruptive of the educational process, or is in violation of a Board policy, expulsion may be recommended.

EXPULSION PROCEDURE - The expulsion of students from the Litchfield Public Schools shall take place in accordance with and in compliance of all appropriate Connecticut General Statutes, specifically 10-186, 10-220, 10-221, and 10-223. Regulation Adopted: July 8, 1986; Regulation Revised: July 23, 1994

HOUSE BILL 5342 - AN ACT CONCERNING REVISIONS TO THE EDUCATION STATUTES

This act adds student possession of martial arts weapons or dangerous weapons, in certain circumstances, and sale of illegal drugs to the offenses requiring a one-year expulsion from school and makes other changes to the suspension and expulsion statutes.

Section 19(a)(2). Mandatory Expulsion: The bill requires students to be expelled for one year for possession of martial arts weapons or dangerous instruments. Current law requires expulsion for possession of firearms or deadly

weapons. It substitutes the federal definition of firearm (which, in addition to any weapons that can expel a projectile by an explosive action, includes: explosive devices; incendiaries; poison gases; and firearm frames, receivers, mufflers, or silencers) for the state definition. The state definition includes a sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon from which a shot may be fired.

The bill requires students to be expelled for possessing any of these weapons on school grounds or at school-sponsored activities, whether or not they have a permit to carry them, and specifies that they be expelled for possessing these weapons off school grounds, if they have no permit to carry them or use them when committing a crime.

It also requires a one-year expulsion for students who offer illegal drugs for sale or distribution on or off school grounds.

Section 18. Authorized Suspension: It allows a school board to suspend a student whose conduct off school grounds violates a publicized policy of the board and seriously disrupts the educational process.

Section 19 (a) (1). Authorized Expulsion: It requires a student's conduct off school grounds to both violate a publicized school board policy and seriously disrupt the educational process, for a school board to expel him/her, instead of allowing the board to expel him/her for either type of conduct.

Section 20. Alternative Educational Opportunity: It authorizes school boards not to provide an alternative educational opportunity to students from 16 to 18 years old, if they are expelled for possessing a martial arts weapon on school property or at a school-sponsored activity. They already have this authority for students expelled for possessing firearms, deadly weapons, or dangerous instruments.

Section 21. Notice on Permanent Record: It states that, except for notice of an expulsion based on possession of a firearm or deadly weapon, such suspensions and expulsions shall be expunged from the cumulative educational record by the local or regional board of education if a pupil graduates from high school or is not expelled again or suspended one or more times during the two-year period commencing on the date of his return to school from such expulsion.

TECHNOLOGY – STUDENTS

(Also see LBOE Policy #5131.4)

Student Use of the District's Computer Systems and Internet Safety:

Computers, computer networks, Internet access, and e-mail are effective and important technological resources in today's educational environment. The Board of Education has installed computers, a computer network, including Internet access and an e-mail system (referred to collectively as "the computer systems"), in order to enhance both the educational opportunities for our students and the business operations of the district.

These computer systems are business and educational tools. As such, they are made available in the district for education related uses. The Administration shall develop regulations setting forth procedures to be used by the Administration in an effort to ensure that such computer systems are used solely for education related purposes. Additionally, the Board will implement a technology protection measure to block or filter Internet access to visual depictions that contain obscene material, or contain pornography. Administrators and teachers, with administrative approval, shall be permitted to have filters disabled for research or other lawful educational purpose. If such request is denied, the teacher may appeal the decision to the superintendent.

As the owner of the computer systems, the board reserves the right to monitor the use of the district's computers and computer systems.

Legal References:

Children's Internet Protection Act (Pub. L. 106-554)

Conn. Gen. Stat. § 53a-182b; 53a-183; 53a-250

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520

No Child Left Behind Act of 2001 (Pub. L. 107-110), to be codified at 20 U.S.C. § 6777

Policy Adopted: December 10, 1996

Policy Reviewed: October 1, 1998

Policy Revised: February 11, 2003

Policy Revised: April 21, 2010

Policy Revised: January 19, 2011

See Board Policy #5131.4 (a) Administrative Regulation

HEALTH/MEDICAL SERVICES

The policies under which the school health department operates are derived by the consultation with the school medical advisor, with the school administrators, and the school health staff. The underlying objectives are to provide emergency care for injury or sudden illness and to advance students' appreciation of their health in all its aspects. Medical treatment is given on an emergency basis or by way of dealing with minor situations to allow students to attend to school responsibilities.

For information regarding the administration of medication, see Board Policy #5141.21, [Administering Medication](#).

Medications: State Law (C.G.S. 10-212a) regulates the use of medication by students enrolled in public schools and includes those medications prescribed by a Physician, Dentist, Optometrist, Advanced Practice Registered Nurse, or Physician's Assistant **and** over-the-counter medications. Whenever necessary, students may take over-the-counter and/or prescription medication in school. There are just a few important steps which must be followed to insure the safety and well-being of all students:

- An authorization form must be filled out and signed by the prescribing Physician, Dentist, Advanced Practice Registered Nurse, or Physician's Assistant and the parent/guardian for over-the-counter as well as prescription medication. The form (which may be obtained from the school nurse) must come to school with the medication.
- The medication must come to school in the properly labeled original container.
- Medication is to be brought to school by a parent or another responsible adult and delivered to the School Nurse.
- Students may not carry any medication on their person or keep any medications in their locker, either over-the-counter preparations or prescription medications. The only exceptions are an inhaler and an Epi-pen which some students must have immediately available because of a life-threatening medical condition. This circumstance requires prior arrangement with the authorized Prescriber and the School Nurse.
- Any remaining medication must be picked up from school by a parent or responsible adult within 5 days after the completion of the order or the medication must be discarded.

If you have any questions about medication use at school, please do not hesitate to call the School Nurse.

Release Due to Illness: When a student becomes ill in school and must be sent home, a parent or responsible person designated by the parent must provide transportation and accept responsibility. **Students may not leave school for illness or injury or call a parent for transportation without first reporting to the nurse or an administrator. Only the school nurse or a building administrator may dismiss a student from school, after speaking with a parent or legal guardian.**

HEALTH EXAMINATIONS AND IMMUNIZATIONS

The State of Connecticut physical assessment is required of Litchfield High School students in grade 10 and of any new student entering school.

For more information regarding health assessments and required immunizations, see Board Policy #5141.3, [Health Assessments and Immunizations](#).

SPORTS PHYSICAL EXAMS

In order to participate in sports at Litchfield High School, students must abide by the rules of the Connecticut Interscholastic Athletic Conference and the Litchfield Board of Education. A current physical, i.e. a physical examination that was conducted within the year prior to the end of the sport season, must be complete and on file with the school nurse before the student may participate in any practice, scrimmage, or game. A 'sports physical form' is available from the nurse or can be found online on the school's website. The physical exam should be administered by the student's doctor.

SCHOOL COUNSELING SERVICES **860-567-7534**

School counselors assist students with academic, career/vocational, and personal/social issues. All conferences are confidential, so students may feel free to discuss problems or concerns of any nature. Counselors have an obligation to

inform parents/guardians or appropriate authorities when a student's condition indicates a clear and imminent danger to him or herself or to others. This will be done after careful deliberation and, where possible, after consultation with other professionals.

The counseling office contains a computer lab that provides access to the latest career/vocational information and assessments, post-secondary reference materials, armed-service, and scholarship information.

Note: **Working papers** are available from the counseling office. Students must have a "promise to employ" statement from an employer and furnish a birth certificate.

STATE AND STANDARDIZED TESTING

CONNECTICUT MASTERY TESTS (CMT) FOR GRADES 7 AND 8 **CONNECTICUT ACADEMIC PERFORMANCE TEST (CAPT) GRADE 10**

Testing Window: March 5-30, 2012

The **CMT** and **CAPT** provide a logical progression from assessing specific objectives at the lower grades to focusing more on the integration and application of skills at the high school level. The tests provide a challenging assessment of student achievement statewide.

The Connecticut Academic Performance Test (CAPT) is administered to all grade 10 students. Juniors who did not reach proficiency, Level 3, are required to re-take only those portions of the CAPT. Junior who have not reached proficiency on any subsection of the CAPT, must successfully complete as seniors a portfolio in order to graduate.

Seniors new to the system, who have never taken CAPT, must take the tests. The CAPT requires students to apply knowledge and skills in the areas of social studies, science, mathematics, and language arts. Certificates of mastery are placed on student transcripts for each individual segment when goal is met.

PSAT/SAT TESTING

PSAT/NMSQT - Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test - Grades 10 & 11, Wednesday, October 12, 2011 and Saturday, October 15, 2011. This test is practice for upcoming college entrance exams. It is also a scholarship test.

SAT - The SAT I and II will be administered throughout the school year. These tests will be administered at nearby high schools on various Saturday mornings throughout the school year

Students will need photo identification, i.e. a driver's license or an LHS student identification card. Students will need to bring their own calculators for use at testing sites. Calculators will not be provided by the school. Please go online to www.collegeboard.com for the complete SAT test calendar and to register for the test.

ACT (AMERICAN COLLEGE TESTING)

The ACT is a college entrance exam. It is given at nearby high schools throughout the school year. See your counselor or www.act.org for more information.

AP EXAMS (ADVANCED PLACEMENT EXAMS)

Typical Testing Window: first two weeks of May

Many colleges and universities will give advanced credit for accelerated courses taken in high school. Litchfield High School offers AP courses. **Students taking advanced placement courses are strongly advised to take the AP exam. Contact school counselors for more information and specific dates.**

CLUBS AND ACTIVITIES

Some of the clubs and activities offered at Litchfield High School are listed below. These activities provide students with the opportunity to become involved with clubs and organizations of interest to them. Although all meet during flex time, additional time commitment may be required for some clubs and activities. All activities, such as Spring Fling and school dances, are for LHS student only. Guests may accompany an LHS student to the semi-formal or prom only.

Anime	National Honor Society
Art Club	National Foreign Language Honor Societies
Chamber Singers	Peer Educators
Close-Up	Project Poetry Live!*
Envirothon Team	Spanish Club
F.B.L.A. (Future Business Leaders of America)	Student Council
Interact	<i>The Litchfield Torch</i> (School Newspaper)
Jazz Band	T. S. A. (Technology Student Association)
Invisible Children Schools for Schools Club	Yearbook

*Project Poetry Live is an opportunity for Grade 7 students to participate in poetry writing, set design, community artist workshops, music, and dance workshops culminating in a year-end performance.

STUDENT COUNCIL AND CLASS OFFICERS

The Litchfield Middle/High School Student Councils are designed to represent the students according to the best interests of the school. They are the liaison between the student body and the faculty and administration. The councils organize and sponsor various activities throughout the school year. These activities include dances, fund raising projects for worthwhile charities and scholarships, and numerous other ventures in an attempt to promote spirit from within the school and out into the community.

Elections for 8-12 Student Council and Class officers are in May of each year for the following year. 7th grade officers are elected in the fall.

Students elected to the Student Council must attend and participate in all meetings. These meetings may be held during flex period or after school. Any student is welcome to attend and contribute to meetings.

Class officers must involve all class advisors and chaperones when planning class activities.

NATIONAL HONOR SOCIETIES

MORTIMER WARREN CHAPTER OF THE NATIONAL HONOR SOCIETY

QUALIFICATIONS: Excellence in scholarship (weighted cumulative 5.0 GPA), character, leadership, and service are the four qualifications for membership in the Mortimer Warren Chapter of the National Honor Society. The purpose is to hold these traits above everything else as goals toward which all should strive.

ELECTION - The following criteria are used in evaluating the students for possible selection to the National Honor Society:

Leadership

- Takes constructive and positive lead in promoting classroom and school activities.
- Exercises a positive influence on peers in upholding school ideals and spirit
- Successfully holds offices or positions of responsibility in and out of school
- Contributes constructive ideas, which improve the school.
- Exemplifies a positive attitude
- Shows initiative in his/her studies

Leadership is not based merely on the holding of extra-curricular offices but on the efficiency with which the duties were performed.

Service

- Volunteers dependable and organized assistance
- Gives time, effort, and talents, not for personal gain, but for the class, school, or community as a whole
- Participates in some activity outside of school (e.g. Girl or Boy Scouts, religious group, volunteers service for the elderly, poor, or disadvantaged)
- Shows courtesy to teachers, other students, and visitors

Character

- Demonstrates highest standards of honesty, reliability, fairness, tolerance (seeing the other point of view) integrity and academic initiative
- Exemplifies desirable qualities of behavior (e.g. cheerfulness, friendliness, stability, and poise.)
- Observes rules and instructions and is punctual and faithful in and out of the classroom

Character is not based on mere personality or on minor incidents unless they are repeated so as to indicate a definite pattern of behavior.

Procedures for Selection of National Honor Society Members - Students are selected for membership to the Mortimer Warren Chapter of the National Honor Society based on outstanding scholarship, character, leadership, and service. The selection process consists of these steps:

Establishment of academic eligibility by the Counseling Services department - Those students who have a weighted cumulative scholastic average of 5.0 on a 7.25–6.25–5.25 weighted scale (A average) are academically eligible for membership.

School counselors and NHS adviser meet with academically eligible students - At this meeting, students are informed of the selection process and requirements for membership in the National Honor Society. Application materials are distributed and discussed. Students wishing to complete the application are given a week to return materials to the NHS adviser. Only complete, signed applications will be considered. Students not wishing to be considered for membership are asked to sign the appropriate form and return it to the chapter adviser in the identified time frame.

The entire faculty will be asked to comment on the students who are academically eligible to be considered for membership - Teachers are asked to help the Faculty Council by providing valuable information about students' scholarship, character, leadership, and/or service.

The Faculty Council, appointed by the school principal, will review the completed application packets **and select the students to be inducted into membership into the Mortimer Warren Chapter of the National Honor Society.**

Membership in any National Honor Society is an honor and privilege, not a right. At the time of induction, students pledge to maintain high standards of scholarship, service, leadership, and character. Students fail to maintain these high standards may be asked to resign their membership or may be dismissed by vote of the Faculty Council.

NATIONAL FOREIGN LANGUAGE HONOR SOCIETIES

Société Honoraire de Français - This society's purpose is to reward high scholastic achievement, to create enthusiasm for an understanding of French culture and civilization, to promote and perpetuate Franco-American friendship, and to reward efforts toward furthering Franco-American solidarity. Membership is based on scholarship in general (overall "B" average) and scholarship in French in particular ("A" average).

Sociedad Honoraria Hispánica - This society was founded to recognize high achievement in Spanish by students of secondary schools and to promote a continuity of interest in Hispanic studies. The qualifications for membership are an "A" average in Spanish for two years and an overall "B" average in other studies.

Association Promovendum Latinum - The association was founded to reward and honor eligible Latin students for exemplary performance in their study of Latin. The qualifications for membership are for students to maintain a 90% or better average in Latin for the first three marking periods and an overall "B" average in all other studies.

THE NATIONAL ART HONOR SOCIETY

In 1978, the National Art Education Association (NAEA) began the National Art Honor Society (NAHS) program specifically for high school students grades 10-12 for the purpose of inspiring and recognizing those students who have shown an outstanding ability in art. The NAHS also strives to aid members in working toward the attainment of their highest potential in art areas and to bring art education to the attention of the school and community. A chapter was initiated at Litchfield High School during the 1994-1995 school year. Membership is based on a student's art scholarship ("A" average for a year), leadership, service, and character.

ATHLETIC PROGRAM

For a calendar listing of sporting events, cancellations, and directions, please refer to the Litchfield Public Schools web site www.litchfieldschools.org and follow the links to 'Litchfield High School' and 'Athletics.'

All students are encouraged to participate in the athletic programs offered at Litchfield High School. **Each participant is responsible for adhering to all policies and procedures outlined in the Student-Athlete handbook which is available online.** Litchfield High School eligibility standards mandate that students must be passing a minimum of five courses. Eligibility is based on the previous marking period. For a fall sport, eligibility is based on credits received toward graduation at the close of the preceding school year in at least five courses. (Please note that LHS eligibility standards are more stringent than CIAC eligibility rules.)

In order to participate in a sport, the student must have had a physical examination by a licensed practitioner of medicine within the year prior to the ending date of the sport. The physical examination data must be on file in the nurse's office before the first day of practice.

HIGH SCHOOL SPORTS

FALL	WINTER	SPRING
Boys: Soccer Cross Country	Basketball Skiing Hockey Swimming Indoor Track Cheerleading	Outdoor Track Baseball Crew Tennis
Girls: Soccer Cross Country Field Hockey	Basketball Skiing Swimming Indoor Track Cheerleading	Outdoor Track Softball Crew Tennis

MIDDLE SCHOOL SPORTS

FALL	WINTER	SPRING
Boys: Soccer Cross Country	Basketball Swimming	Outdoor Track Baseball
Girls: Soccer Cross Country Field Hockey	Basketball Swimming	Outdoor Track Softball

PUBLIC NOTICE OF NON-DISCRIMINATION

The Litchfield Public School System is committed to the policy and practice of equal opportunity for all qualified persons and does not discriminate in any education program or educational activity. We shall provide continuing notice to the public, school staff and students. This notification may include the posting of notices, publication in local newspapers, placement of notices in school district publications and student/parent handbooks.

This nondiscrimination statement is required to be printed in major publications for students, parents, and teachers. The Equity Coordinator for Title VI (race, color, national origin), Title IX (sex equity), section 504 (disabled), and ADA (disability) is Gary Zaremski, Director of Special Services, Litchfield Public Schools, P.O. Box 110, Litchfield, CT 06759, (860) 567-7505, email: zaremskig@litchfieldschools.org.

#5000 Litchfield Board of Education Policy (revised January 21, 2009):

CONCEPT AND ROLES IN STUDENT PERSONNEL EQUAL EDUCATIONAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT

The focus of the school system is on the learner, the student. The student's educational development toward the school's goals is the central concern of the Board of Education's policies and of administrative procedures.

Each student shall be given equal opportunity. But since children vary widely in capacities, interests, social and economic background, no two can be treated exactly alike if the fullest development of each is to be achieved.

The federal and state governments have enacted and enforced laws regarding the equality of opportunity in education.

Therefore, the Board of Education reaffirms its policy to ensure an equal educational opportunity for all students and to prohibit discrimination as proscribed under federal and state law, as amended from time to time. It is also the policy of the Board of Education to be impartial in all of its relations with its students without regard to race, color, national origin, citizenship, ancestry, religion, sex, sexual orientation, age, marital status, physical or mental disability, or any other legally protected status under applicable law. The Board of Education complies with the policy and procedures of the Americans with Disabilities Act.

EQUAL EDUCATIONAL OPPORTUNITY OFFICER

Superintendent of Schools for matters dealing with curriculum, instruction, textbooks and learning materials.

Legal Reference:

The Americans With Disabilities Act, 42 U.S.D. Section 12101 ed seq. and Section 504, U.S. Rehabilitation Act; Title IX of the Education Amendments of 1972 (Higher Education Act); and Title 42 of the United States Code Section 1983.

Policy Adopted: August 13, 1985

Policy Reviewed: October 1, 1998

Policy Revised: January 21, 2009

THE LITCHFIELD PUBLIC SCHOOL POLICIES

EQUAL EDUCATION OPPORTUNITY

All applied education programs are offered to students without regard to race, color, national origin, sex, and/or disability. If you believe that you have been discriminated against in the Litchfield Public Schools, you may file a grievance with the District Equity Coordinator, Gary Zaremski, to report that your rights have been denied or violated. Mr. Zaremski, Director of Special Services, is the Equity Coordinator for Title VI (race, color, and national origin), Title IX (sex equity), Section 504 (handicap), and ADA (disability). You may contact him at the Litchfield Intermediate School, 35 Plumb Hill Road, P. O. Box 110, Litchfield, CT 07759, (860) 56707505. You may also choose to reach a resolution on your own by working with Mrs. Carrie Gibbs, Mr. Matthew Coon, or Ms. Kerri Sullivan, school counselors, or one of the building administrators, Ms. Kristen Della Volpe, Principal, or Mrs. Stephanie Kubisek, Assistant Principal.

EQUITY GRIEVANCE PROCEDURE

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems that may arise concerning claims of discrimination. Evidence of reprisal against a complainant or witness shall be viewed as an infraction of this policy.

Any individual who wishes to inquire or to register a complaint concerning alleged discrimination in the Litchfield Public Schools shall have an opportunity to bring such concerns to the attention of the Equity Coordinator or Superintendent who has the authority to resolve such complaints. The following grievance procedure shall be used by any student, parent, or employee in making a complaint or inquiry. Officials shall be governed by this procedure.

Level I – The complainant shall discuss the alleged discriminatory act or practice with the Equity Coordinator or the individual closest to the daily decision-making level. This will normally be a principal, teacher, counselor, curriculum coordinators, or head custodian. If satisfaction cannot be achieved through informal discussion, the following procedure must be initiated.

Level II – the complainant shall, within forty calendar days of the alleged incident, on forms provided, put the complaint in writing and file it with the Equity Coordinator. Within five working days, a conference must be held. Within five working days following the conference, the complaint must be resolved to the satisfaction of both parties or referred to the Superintendent of Schools. Within five working days, the Equity Coordinator shall notify the Superintendent and must notify the complainant of this notification. The Board will be apprised by the Superintendent of any grievance reaching Level II.

Level III – Within ten working days after receipt of such complaint, the Superintendent must hold a hearing and, within five working days of the hearing resolve the complaint, negotiate a long-term solution or refer the matter to the Board of Education for sharing and decision.

Level IV – The Board of Education, Superintendent of Schools, and the Equity Coordinator shall proceed in accordance with appropriate State Statutes.

Grievance procedures taking precedent over this four-level procedure include procedures stated in Litchfield Board of Education policies:

- #5145.5 Sexual Harassment (Students)
- # 4188.11 Nondiscrimination (Permanent Personnel)
- #4118.112 Sexual Harassment (Permanent Personnel)

Equity Grievance forms are available from Equity Coordinator, administrators, guidance offices and school media centers.

LITCHFIELD PUBLIC SCHOOLS SECTION 504 PARENTAL RIGHTS (June 2009)

Section 504 of the Rehabilitation Act provides services for students identified as having a disability as defined by the Act, which substantially limits a major life activity. You have the following rights:

1. The right to be informed of your rights under Section 504 of the Rehabilitation Act.
2. The right for your child to have equal opportunities to participate in academic, nonacademic and extracurricular activities in your school.
3. The right to be notified about referral, evaluation and programs for your child.
4. The right for your child to be evaluated fairly.
5. The right, if eligible for services under Section 504, for your child to receive accommodations, modifications, and related services that will meet the child's needs as well as the needs of students without disabilities are met.
6. The right for your child to be educated with peers who do not have disabilities as much as possible.
7. The right to an impartial hearing if you disagree with the school regarding your child's educational program.
8. The right to review and obtain copies of your child's records.
9. The right to request attorney fees related to securing your rights under Section 504.
10. The right to request changes in the educational program of your child.

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

(Appendix D 2006 CASE)

Section 504 is a federal law that prohibits discrimination against individuals with a disability in any program receiving federal assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Litchfield school district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel, students and their parents. No discrimination against any person solely due to his/her disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child has a current disability and is termed to be eligible under Section 504, to afford access to appropriate educational programs.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) specifies rights related to educational records. This Act gives the parent/guardian or eligible student the right to: 1) inspect and review the child's educational records; 2) make copies of these records; 3) receive a list of all persons having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is misleading, inaccurate, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact Gary Zaremski, the Section 504 Coordinator for the school district, at 860-567-7505.

STUDENT RECORDS

Students Records; Confidentiality: The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, et seq., affords parents and eligible students certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within forty-five (45) days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate or misleading, or otherwise violates the student's privacy rights.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate, misleading or violates a student's privacy rights. Parents or an eligible student should write the school principal, clearly identifying the part of the record the parents or eligible student want changed, and specify why it is inaccurate or misleading, or otherwise violates the student's privacy rights.

If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to a school official with legitimate interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) 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. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Unless notified by a parent or eligible student to the contrary within two weeks of the date of this notice, the school district will be permitted to disclose "Directory Information" concerning a student. Directory Information means 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 e-mail address, photographic and 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.

An objection to the disclosure of directory information shall be good for only one year. School districts are legally obligated to provide military recruiters, upon request, with the names, addresses and telephone numbers of secondary school students, unless a parent or eligible student objects to such disclosure in writing. In all other circumstances, information designated as directory information will not be released when requested by a third party unless the release of such information is determined by the Administration to be in the educational interest of the school district and is consistent with the district's obligations under both state and federal law.

See Board Policy #5125, [Student Records](#).

FREQUENTLY ASKED QUESTIONS AND ANSWERS

PLEASE NOTE: SOME PROCEDURES MAY VARY AT THE ELEMENTARY AND INTERMEDIATE LEVELS.

"What is the procedure to follow if my child will be absent from school?"

Call the main office first thing in the morning, or the night before, at **567-7530** and leave a message including your name and the name and grade of your child. Briefly indicate if the student is staying home due to illness or other reason. You must phone the school every morning that your child will not be in school. If we do not receive a phone call and we are unable to contact you, the absence will be recorded as "absent-unexcused." Follow-up communication is necessary to remove this from your child's attendance record.

"What if my child has to leave school during the day?"

Any time you need to take your child out early, **please** send a dismissal note to school with your child. Remind your child to bring the note to the main office **before school starts**. The office will issue an 'early dismissal pass' to the student. The student will give the 'pass' to the teacher of the class from which he/she is being dismissed. Sending your child with a note from home will eliminate the need for calls into classrooms and disruption of the educational process. It also expedites having your child dismissed on a timely basis. On the occasion when a dismissal is not anticipated, you may phone the office to let us know. We ask that these instances be limited to only those that are absolutely unavoidable. Advance notice on your part is greatly appreciated by faculty and staff.

"What if my child forgot to bring lunch, homework, etc....?"

Bring in your forgotten item, clearly marked, and leave it in the main office for pick-up. It is important that you communicate at home a plan for forgotten items. We will do our best to get the lunch to your child. If your child asks you to deliver something, we will expect him/her to remember to come to the office and retrieve the item. Our having to phone into classrooms is a serious disruption to both teachers and students.

“What if my child forgot to have a permission slip signed for a field trip?”

In order for any student to participate in a school-sponsored field trip, a permission form signed by the parent/guardian must be submitted. **Telephone calls for the purpose of verbally granting permission for the student to participate will not be accepted as a valid form of parental permission.** A FAX is acceptable (Fax: 860-567-7538). Without written permission, your child will miss the trip.

“What if my child will be tardy to school?”

If your child is late to school, he/she must check in with the main office upon arrival. Students should bring a note from a parent stating the reason for arriving late. When your child has a medical appointment, please bring in a note from the doctor upon returning. Most medical practices are familiar with this procedure and are happy to provide you with a note. **Note: If a student has accumulated four or more unexcused tardies to school, a detention will be issued.**

“How does my child get home if he/she stays after school?”

If your child is in middle school and has been asked by a teacher to remain after school, your child will be issued a **‘Late Bus Pass’** by the main office. The late bus leaves from the Intermediate School at 3:15 p.m. Middle School parents will be notified if a student stays after school. High school students cannot ride the Intermediate School bus. Students must be with a teacher if staying after school.

“My child is out ill and needs homework. How do I arrange for this?”

If your child is out sick one or two days, homework should be retrieved by calling a friend or upon his/her return to school. If your child has been out sick at least 3 days, please leave a message, first thing in the morning, requesting homework. Homework requests should be directed to the school counselors’ office at 567-7534 by 8:30 am. This will allow for time to coordinate with teachers and gather assignments by the end of the day. Homework will be left for pick-up in the main office by 3:00 p.m. If you are unable to pick up the assignments, please arrange for a family member or friend to do so.

“What if I want to get a message to my child?”

If you plan on picking up your child at the close of school rather than riding the bus, please make those arrangements in advance so that your child is aware of your plans. **We will interrupt instruction only to relay messages to students in the case of an emergency. Any last-minute changes to transportation plans cannot be communicated to students in class.**

“What if my child will be taking a different bus home after school?”

If your child is taking a different bus after school, he/she needs to bring a note signed by a parent/guardian to the main office when the student arrives at school. The main office will issue a pass for the student to take a different bus to an established stop. Students will not be allowed to take a different bus unless this process is followed.

“What if after-school sports or activities are cancelled?”

Check the website www.litchfieldschools.org. In the event of after-school activities or sports cancellations due to inclement weather, etc., *please* have a back-up plan for your child. Having an alternative plan saves your child the anxiety of wondering what to do when changes occur. The athletic portion of our website is updated throughout the day, so please refer to it for all sports-related issues or questions.

Note: The LHS website provides a calendar listing of all school events and updates.

VISITORS: All guests and visitors, including alum, must report to the Litchfield High School administrative offices upon their arrival. Alumni visitors are not permitted during the school day without prior approval of the Administration.

Other Helpful Tips:

- Learn to access and use the Litchfield Public Schools website to obtain information on school events and sports programs.
- For information on school closings, early dismissals, or late openings check the website, listen to WZBG – FM 97.3, or tune to local television stations.
- Email addresses of faculty and staff members can be found on the school website ‘School Staff’ link.
- The PowerSchool website (to access student’s grades and attendance) is:
<http://litchfield.powerschool.com/public>

WHERE TO GET HELP

Emergency.....	911
AIDS Hotline.....	1-800-342-2437
AIDS NCAP/ Torrington	482-1596
Al-Anon/Al-Ateen Hotline (www.al-anon.org and www.alateen.org).....	1-888-425-2666
American Red Cross/Waterbury.....	1-203-755-1137
Litchfield Chapter	860-567-5200
Catholic Charities	860-482-5558
Child Abuse Hotline.....	1-800-842-2288
Northwest Center For Family Service and Mental Health	860-482-8561
CT Domestic Violence Hotline.....	1-888-774-SAFE (7233)
INFO Line for Northwest Connecticut.....	211
The McCall Foundation (substance abuse treatment).....	860-496-2107
Planned Parenthood/Torrington	860-489-5500
Poison Control 24 hour	1-800-222-1222
Teen Runaway Hotline	1-800-621-4000
Suicide Prevention/Samaritans	1-800-273-8255
Susan B. Anthony Project/Torrington	860-489-3798
24 Hour Hotline	1-800-482-7133