

Introduction

Presently, our campus offers two distinct program options for students. Our PBL (Project Based Learning) campus offers general education and special education students' real world learning opportunities through a project based learning academic curriculum and community experiences in the forms of internships. Our Pathways program, based around the Circle of Courage, provides students who receive special education services a therapeutic learning environment that fosters healing and trust building through animal experiences, adventure training and project based learning.

Material contained within this handbook may be superseded by Board of Education policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time to time without notice. The Student Handbook is designed to be in harmony with Board of Education policy. The handbook is updated periodically, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through mailings, web pages and other communications.

PBL Campus Mission Statement

Our mission is to empower students to take charge of their learning, to become responsible citizens and lifelong learners. Integral to the program is real world project based instruction, community experiences in the form of internships and parent engagement. Through these supports and strong relationships, we encourage the development of a variety of skills to help maintain a quality of life that enables each person to become college and career ready.

Montville High School's PBL Campus is an opportunity for interested students to have a non-traditional educational experience in a small school setting.

Students are referred to the PBL Campus through the Montville High School Guidance Department.

Pathways Program Mission Statement

Our mission is to support and empower youth on their pathway toward resilience and responsibility by creating positive healing connections. In a safe and restorative environment, we will provide students with an opportunity to develop belonging, mastery, independence and generosity.

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Attachments

SCHOOL CALENDAR

ATTENDANCE POLICY

The learning experience that takes place in the classroom environment is considered to be a meaningful and essential part of the educational structure. Time lost from class is intrinsically irretrievable, particularly in terms of opportunity for interaction and exchange of ideas between student and teacher. Classroom attendance is considered to be an integral part of the student's course of study.

1. Attendance

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parental/guardian consent at age eighteen.

2. Excused Absences

Parents/guardians must contact the school office the day of a student's absence.

A. Absences from school for illness or extraordinary circumstances are considered excused for up to nine (9) days when the student parents/guardians approves such absences and submits written documentation within two weeks of the absence.

A dated note from a parent/guardian must have the following information: STUDENTS FULL NAME, REASON FOR ABSENCE, DATE OF ABSENCES, CONTACT PHONE NUMBER, PARENTS/GUARDIANS FULL NAME AND SIGNATURE.

B. Absences beyond nine (9) require official documentation as listed below.

1. Student illness (note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
2. Death in the family
3. Religious observances;
4. School sponsored activities, including field trips, interscholastic competitions
5. Court appearances;
6. Expulsion and Out of School suspension;
7. Testing for a driver's license
8. College visits
9. Others that the principal judges as warranted

3. Unexcused Absences

A. All absences without written documentation shall be considered unexcused.

B. Family vacations/trips must be approved by school administration. They will be unexcused without prior authorization.

C. A student will receive no credit when seven (7) unexcused absences for semester courses and thirteen (13) unexcused absences for full year courses have been reached.

ATTENDANCE POLICY (CONT.)

A student will receive one unexcused absence per class for every three (3) tardies that he/she accumulates in that particular class.

Tardies/early dismissals with proper documentation will not count as a class absence.

For students losing credit due to attendance, the grade earned will appear on the report card/transcript with a comment that no credit earned is due to attendance.

4. High School Attendance Procedures

1. The classroom teacher is responsible to take daily attendance.
2. The school will contact home of unexcused absences.
3. The school sends written notification to parents/guardians of students that have accrued three unexcused absences. Follow up letters are sent after 6, 9, 12, and subsequently at each additional three absences, i.e. 15, 18, 21 absences.
4. All absences should be reported by a parent through a phone call, parent note, doctor note, and/or court documentation.
5. A doctor's note may be requested for contagious illnesses, accidents, and extended school absences of a medical nature.
6. *If unexcused absences become an on-going concern the school will schedule a mandatory attendance conference with the student and parent/guardian where an Attendance Success Plan will be developed.*
7. *Continued absences may require further assistance through a Family with Service Needs Referral and/or the School Resource Officer.*
8. *Continued absences may also be reported to D.C.F. as educational neglect.*
9. An annual report will also be submitted to the State Department of Education regarding a student's habitual truancy.

5. Attendance Conference/Attendance Success Plan

The Attendance Conference will include the student, parent/guardian, school administrator, social worker and teacher. At this conference an Attendance Success Plan will be developed.

Considerations at this meeting may include:

- Attendance groups with the social worker
- Home visits
- PPT or 504 referral
- Referral to the School Based Health Center
- Online credit recovery
- Community service hours
- After school make up plan
- Follow up meetings
- Attendance appeals

ATTENDANCE-FIELD TRIPS

Field trips are curriculum/school related activities. **Students not attending these activities will be considered absent.** Parent/guardian signs one universal field trip permission slip for the school year.

CARE OF SCHOOL PROPERTY

Defacing school property and/or vandalism will not be tolerated. **Students and their parents will be held financially responsible for any violations.** Acts of vandalism may result in the student being suspended from school. Overt actions, including tampering with fire alarms or safety systems in the building will result in expulsion.

CELL PHONE USE

THE FACULTY, STAFF AND ADMINISTRATION ARE NOT LEGALLY OR FINANCIALLY RESPONSIBLE FOR LOST, STOLEN, MISPLACED or DAMAGED ELECTRONICS.

Cell phone use for instructional purposes is at the discretion of the teacher. When cell phone use interferes with instruction it must be addressed individually with the student and discussed with the parent.

Parents/guardians may contact their students through the office phone at 860-848-7816.

COUNSELING

An integral part of our program is the counseling component, which affords students the opportunity to address emotional, behavioral and social issues within a supportive environment. Students receive individual and/or group counseling from a licensed clinical social worker on staff. Through counseling, students work to improve emotional, behavioral and daily functioning by learning a multitude of skills, including but not limited to those related to feelings and behavior management, coping , problem-solving, social interaction, goal setting, and activities of daily living.

CREDIT REQUIREMENTS

All students in Grades 9-12 are required to take core academic courses.

All students are required to accumulate 24.0 credits for graduation.

4 credits	English
3 credits	Mathematics
3 credits	Social Studies (including 1 credit US History and ½ credit Civics)
3 credits	Science
2 credits	Physical Education
1 credit	Arts/Vocational
.5 credit	Health
.5 credit	Computer Technology
.5 credit	Personal Finance
1 credit	World Language
5.5 credits	Electives/Work Experience

DAILY SCHEDULE

7:10		School Opens
7:30	8:45	Block 1
8:45	9:15	Block 2
9:15	10:30	Block 3
10:30	12:00	Block 4
12:00	12:30	Lunch
12:30	1:10	Block 5
1:10	2:05	Block 6
2:05		Dismissal

Each block students will be scheduled in one of the following:

- Project Block (all academic areas)
- Internship (placed in businesses 2 days per week)
- Intervention Block (English/Math support)

DISCIPLINE CODE

It is the responsibility of the school community to create and maintain an environment that is safe, orderly and conducive to teaching and learning. Students are expected to conduct themselves in a responsible manner to facilitate the orderly process of education. Appropriate disciplinary action will be taken against any student who deviates from acceptable school behavior.

Every member of the community is responsible for learning the expectations of the program. Most students will comply with expectations and rules as defined by the school community. Non-compliance with expectations may result in mediation, counseling

DISCIPLINE CODE (CONT.)

and/or other sanctions. Other sanctions may include Individualized Instruction, In School Suspension or Alternative to Suspension. Serious or repeated behavioral infractions may result in sanctions up to and including Community Service, Restorative Action, Suspension and/or Police Notification.

Zero Tolerance Offenses

Criminal offenses that require administrative actions and police interventions. Actions result in the immediate removal of the student from school (up to 10 days) and the intervention of law enforcement authorities (*See Expulsion*).

Violations

1. Alcohol/Drugs: Possession, consumption, distribution or sale of alcohol and/or drugs or drug facsimile or drug paraphernalia or being under their influence.
2. Arson
3. Assault: Physical assault to a school employee or another student.
4. Bomb threat
5. Bullying: “Bullying behavior by any student in the Montville Public Schools is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school. ‘Bullying’ means 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 repeated against the same student over time. Students and parents may file verbal or written complaints concerning suspected bullying behavior and students shall be permitted to anonymously report acts of bullying behavior to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.” *Board policy regulation #5131.90 set forth this prohibition and related procedures in detail and are available to students and their parents/guardians upon request.*
6. False Fire Alarm
7. Hate Crime
8. Hazing: Hazing as defined as initiating or disciplining students by forcing them to humiliating or painful things. This violation will result in up to a 10-day out-of-school suspension.
9. Harassment Policies (*Harassment/Sexual Harassment*)
10. Threats of Violence: The Connecticut Association of Boards of Education formally defines a threat as words or actions which deliver threatening or violent messages. Threats can range from boastful taunts, to harassment, to bullying behavior, to the intent to commit deadly acts. All threats are taken seriously and assessed to determine the level of risk and danger involved. All threats must be reported to a teacher or an administrator.
11. Weapons: Possession of weapons (including but not limited to firearm, knives, clubs and explosives).

DISCIPLINE CODE (CONT.)

Due Process

All students have the right to a hearing with their assigned administrator where reasons for suspensions will be presented and where the student may explain his/her actions.

The school administration will comply with the requirements of due process under state law. These requirements vary depending on the discipline imposed. However, school administrators may immediately remove the student from school when, in their judgment, the student's behavior presents a real and present danger to the health and safety of the students, others, or the fundamental good order of the school.

DRESS CODE

The primary responsibility for wearing appropriate clothing in school rests with the parents and students. A student's appearance reflects his/her opinion of himself/herself and respect for others. However, it is the school's responsibility to dictate that school dress be in good taste and contribute to the health and safety of the student body. For that reason, the following guidelines are set forth:

1. Students should maintain good grooming/hygiene at all times.
2. The following list of items are not permissible to wear in school: Bathing suits, lingerie-type and camisole-type clothing, slippers, see-through clothing, strapless tops, backless shirts, open midriff shirts/blouses and low-cut clothing exposing cleavage.
3. No short shorts, skirts, dresses or leggings worn as pants are permissible. Shorts, dresses, skirts of mid-thigh length, or leggings worn under acceptable shorts or skirts are appropriate.
4. No undergarments should be visible (e.g. boxers, thong underwear, underwear, bras, bra straps, etc.)
5. The midriff area should be covered. No visible skin between midriff shirts and low-rise pants/shorts/skirts are permitted.
6. Students cannot wear clothing, jewelry or any other markings that may be identified as gang related. Due to the constantly changing nature of these symbols, determinations will be made by the administration.
7. Items of clothing/jewelry displaying alcohol, drugs, tobacco, violence, sexuality or inappropriate language are prohibited.

If there is a violation of the dress code, students will be asked to change or call a parent/guardian to bring in a change of clothes. Refusal will result in the student being assigned to the suspension room for the remainder of the day. Continued violations will result in disciplinary action.

Students who continually fail to comply with the dress code will be considered insubordinate and will be subject to disciplinary action.

DRIVING RULES & REGULATIONS

1. Students must complete a Driving Permission Form.
2. Students who drive to school must park in the designated student parking area across the street.
3. Students are expected to follow safe driving practices when operating their vehicles in or around the parking area.
4. Students are not permitted to be in their vehicle or in the parking lot while school is in session.
5. Failure to comply with the regulations may result in suspension and/or loss of driving privileges.

EXPULSION

The Superintendent of Schools will recommend to the Board of Education the expulsion of any student who possesses or transmits any weapon, i.e., firearm, knife, explosive or other dangerous object on school grounds or at school sponsored activity. (PA 94221)

The Superintendent of Schools may recommend to the Board of Education the expulsion of any student for the following reasons:

1. Possession, consumption and/or selling alcohol and/or drugs;
2. Physical assault to a school employee or another student;
3. Any other serious breach of school rules, including tampering with safety alarms or devices.

FERPA

The **Family Education Rights and Privacy Act** (FERPA) affords parents and students over 19 years of age (“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 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 parent 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 parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parents

FERPA (CONT.)

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 students when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational 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 School Board; 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.
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 Compliance Office, U.S. Department of Education
600 Independence Avenue, SW, Washington DC 20202-4605

FIELD TRIPS

Field trips are an integral part of the school experience. Students must remember that they represent their school, family, community and themselves while on a trip. Exemplary behavior is expected of all students. In most cases, field trips are mandatory and attendance is expected.

FIRE DRILL PROCEDURES & LOCK DOWN DRILLS

Fire drills are conducted regularly. Staff and students are to leave the building through the designated exits and proceed to a specific location outside the building. Staff will take attendance as a precautionary check on all students. Staff and students are to wait until given the all-clear signal to return to the building.

Lock down drills will be conducted periodically throughout the school year.

GRADES AND COURSE CREDIT

Grades earned in a course shall reflect the student's daily attendance as well as the fulfillment of academic requirements as established by the teacher. Attendance and grades are calculated separately for each quarter and a **student must meet attendance requirements to earn credit.** The teaching staff may grant a waiver of this policy in case of an unusual circumstance.

Students will earn a full credit if the average of their four quarters is a 60 or above. If the average is below that, students can earn .25 credits for each quarter that is 60 or above.

Earning Credit:

- Yearly projects – 4 credits in academic areas: English, Math, Science and History.
- World Language – 9th grade through GRADPOINT, integration into projects, Montville High School.
- Health – integrated into projects - .5 credits over two years.
- Physical Education - .5 credits per year
- Job Shadow/Internships – up to 2 credits per year
- Intervention - .5 credit English, .5 credit Math
- EDGENUITY – credit recovery available

Interested students will have access to Montville High School's extracurricular activities.

GRADES-NUMERICAL EQUIVALENTS

A numerical equivalent to each letter grade is as follows:

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

GRADUATION AND AWARDS CEREMONY

PBL and Pathways campus holds a Graduation and Awards Ceremony in June.

HARASSMENT POLICY

Definition – For purposes of this policy, harassment consists of verbal, written, graphic, or physical conduct relating to an individual’s race, color, religion, sex, national origin/ethnicity, physical attributes or disability, parental or marital status, sexual orientation, or age when conduct/harassment:

1. Is sufficiently severe, persistent or pervasive that it affects an individual’s ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with student’s school performance or status;
3. Otherwise adversely affects and individual’s educational opportunities.

Harassment as set forth above may include, but is not limited to:

1. Verbal, physical or written intimidation or abuse;
2. Repeated remarks of a demeaning or condescending nature; or repeated demeaning jokes, stories, or activities directed at the individual.

Sexual Harassment shall consist of unwelcome sexual advances, direct or indirect demands or requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Acceptance of such conduct is made either explicitly or implicitly a term or condition of an individual’s continued educational development or status;
2. Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual; and
3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of intimidating, hostile or offensive or educational environment.

Forbidden – It is the policy of the Montville Board of Education that harassment of any kind is forbidden. No member of the Board, employee of the Board, agent or employee organization or any student may harass any employee, person seeking employment or student as defined above. Accordingly, employees, students, and others are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees and students and to the public.

Although not an exhaustive list, the following are examples of conduct prohibited by this policy against sexual harassment: sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual’s dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendos; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student’s educational progress or creates an intimidating, hostile or offensive educational environment.

Reporting – Any student who believes that he or she has been the subject of harassment is to report the incident to their teacher, counselor or the school principal. The school principal shall follow administrative regulations as set forth in Policy Number 4118.112.

Complaint Procedure – The administration will investigate such complaints promptly and take corrective action where appropriate. The district will maintain confidentiality to the extent possible.

Penalty – Any student found to have engaged in harassment will be subject to immediate disciplinary action, up to and including expulsion from school or referral to legal authorities for prosecution, as judged appropriate on a case by case basis. The Board of Education will not tolerate reprisals or retaliation that occurs as a result of the good faith reporting of such claims of harassment. Such action will result in disciplinary action against the retaliator.

(Montville BOE Policy No. 5161, Adopted 6/09)

HONOR ROLL

The Honor Roll, designed to publicly recognize scholastic achievement, is attainable by all students whose grades reflect the highest ideals and standards of scholarship within the level of their ability.

Honor Roll is based on Quarter Grades.

- **High Honors**
 - All A's and no grade lower than a B+

- **Honors**
 - All A's and B's and no C's.

LUNCH

Students may either bring a lunch from home or purchase a school lunch, which is delivered from Tyl Middle School. Students may also place an order for breakfast before or during homeroom. Breakfast must be ordered one day in advance.

The Board of Education approved the following prices for the 2017-2018 school year:

\$3.00 for high school lunches; \$.40 for reduced

\$1.75 for high school breakfast; \$.30 for reduced

School lunch menus, as well as information on free/reduced lunch and how to pre-pay online for meals may be accessed via the Montville Schools webpage:

www.montvilleschools.org

MONTVILLE HIGH SCHOOL EXTRA CURRICULAR ACTIVITIES

Students may participate in extracurricular activities at M.H.S. including C.I.A.C. sports. In order to be eligible for sports, a student must pass at least four (4) subjects for the previous year for fall sports, and at least four (4) subjects for the previous quarter for winter and spring sports. Students must have a signed parent permission form and a physical within the last year.

MEDIA ACCESS TO STUDENTS

The Board of Education recognizes the important role the media serves in reporting information about the district's program, services, and activities. Therefore, the district will make every reasonable effort to provide media access to students.

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be unduly disruptive and shall comply with Board policies and district goals.

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

Students videotaping other students is strictly prohibited unless approved by administration.

Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school principal accordingly.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

(Ct. 5125 – Student Records, Confidentiality)

Legal Reference: Connecticut General Statutes
1-19(b) (11) Access to public records. Exempt records.
10-209 Records not to be public.

Federal Family Educational Rights and Privacy Act, Sec. 438, 20 U.S.C. Sec 1232g(1988).

Education of the Handicapped Act of 1975, as amended and renamed Individuals with Disabilities Education Act.

Videotaping and filming of school district employees shall have the prior written consent of the building principal and the participating employees. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver shall be obtained from the student's lawful custodian. If an employee or student is included in a film or videotape, but is not the primary subject, permission to show the tape or film shall be considered granted unless the school has been notified in writing to the contrary. Additionally, if a student has a disability or is exceptional and if such student will be identifiable as such on the film or videotape, prior written consent/release/waiver shall be obtained from the student's lawful custodian. If film or videotape is used for any purpose other than the purpose set forth on the employee consent form, then release/waiver forms shall be obtained from each participating employee and his/her principal.

MEDICAL CARE

PBL and Pathways Campus has a nurse on site on a part time basis. Some staff members are certified in First Aid and CPR. If students have an accident or are ill and unable to continue schoolwork, they should consult the nurse (or appropriate staff if the nurse is not available).

If a student needs medical services beyond the scope of our expertise the school nurse from Montville High School will evaluate the student or if enrolled, they may be transported to the UCFS clinic at the high school to be seen.

MEDICATION

The Montville Board of Education has a written policy regarding the administration of prescribed or over-the-counter medication during school hours. Students may take medication at school only after:

1. The form is signed by the prescribing physician/dentist
2. The form is signed by a parent or guardian.
3. The form must be on file at the school
4. The written order is valid only for the school year it is issued.
5. Medication must be delivered to the school by an adult and must be in original container. No more than a 45-day supply of medication can be kept at school. Medication will be destroyed at the end of the school year unless picked up by an adult.

NONDISCRIMINATION

The Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its education programs or activities, or the denial to any person of the benefits of any of its education programs or activities on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorders, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

Any student, parent/guardian, staff member or applicant to our programs, who alleges discrimination, should pursue the procedure for redress of the alleged grievance as outlined in Montville Board of Education policy 4111.1, Nondiscrimination/Affirmative Action.

OPEN HOUSE

An Open House for parents is held during the first month of school. Notification will be sent home and parents, family and friends are encouraged to visit.

PATHWAYS PROGRAM OVERVIEW

School Hours: Monday-Friday 7:30am-2:05pm
District Half Days 7:30am-11:15am

Goals

Provide a setting and experiences where students can:

- Establish and maintain connections and form social bonds in school, home and community.
- Explore and practice problem-solving skills and achieve their academic and personal successes.
- Build self-control and responsibility.
- Demonstrate respect, concern and service to others.

The staff will provide a mentoring environment of unconditional acceptance that focuses on development of skills and strategies to promote social, emotional and academic growth.

Circle of Courage

The Circle of Courage is the foundation of the philosophy for Pathways. It draws upon ideas from science, psychology, Native American wisdom and contemporary resilience thinking. It is designed to empower youth by determining what unmet needs they have based upon the following four areas: Belonging, Mastery, Independence and Generosity.

Response Ability Pathways (RAP) is the method in which we apply the Circle of Courage. RAP uses a clear-cut problem-solving format: Connect-Clarify-Restore. This is the normal process for resilient coping found in all cultures. RAP taps the strengths and natural capacity students already have to connect with others for support, clarify challenging problem and restore respect.

Life Space Crisis Intervention is the approach Pathways staff utilize to deal with students in crisis. LSCI is an advanced, interactive therapeutic strategy for turning crises into learning opportunities for students with chronic patterns of self-defeating behaviors. LSCI views problem or stressful incidents as opportunities for learning, growth, insight and change.

Community Experience

Community experiences are a vital component of student learning in Pathways. These experiences include:

- Work with rescue animals weekly to develop trust and healing.
- Weekly community service experiences to foster a sense of generosity.
- Adventure training to build belonging and trust.

PHYSICAL EXAMINATIONS/HEALTH ASSESSMENTS

Health assessments are required during grade 10 to comply with Connecticut School Health Law (PA80-440). In order to be considered valid, the health assessment must be completed prior to entrance in grade 11.

PROJECT BASED LEARNING (PBL) PROGRAM OVERVIEW

Project Based Learning is a teaching method in which students gain knowledge and skills by working for an extended period of time to investigate and respond to a complex question, problem or challenge.

School Hours: Monday-Friday 7:30am-2:05pm
District Half Days 7:30am-11:15am

Goals

- Increase student motivation and engagement in learning.
- Is more effective than traditional instruction in increasing academic achievement.
- Improve student retention of knowledge over time.
- Improve mastery of 21st century skills.

Projects at the PBL Campus are directly tied to grade level content and common core standards. Students at the PBL Campus must meet the same graduation requirements as Montville High School's main campus.

Job Shadows & Internships

Job Shadows

Prior to beginning in an internship all students must participate in a minimum of one shadow day. Based on an identified interest, students work with an Internship Coordinator to identify a potential business for a shadow day.

During the shadow day students look to gain knowledge of given components of the business/career. Based on the information gathered, the student, business owner and internship coordinator determine if an internship is the next step.

Internships

Internships provide real world experience to students by giving them an opportunity to explore and gain relevant knowledge and skills required to enter into a particular career field. Students work in an internship two days per week. The students are evaluated by the business as well as the Internship Coordinator. Students receive elective credit for the work they do at the internship sites.

REPORT CARDS/PROGRESS REPORTS

Report cards will be issued four times a year. In addition, a progress report will be mailed home mid-marking period of each quarter.

SCHOOL CANCELLATION

When school must be cancelled due to inclement weather or other emergency situations, announcements will be made on local radio stations – WNLC, WTYD, WCTY, WICH, WSUB, and local TV stations. An announcement may also be made by telephone via Global Connect.

SCHOOL CLIMATE

The Montville Board of Education has the responsibility to maintain a school environment free from bullying. In accordance with state law, it is the policy of the Board that any form of bullying behavior by students, teachers, administrators or other employees, whether in the classroom, on school property or at school-sponsored events, is expressly forbidden. The Board's commitment to addressing bullying behavior involved an approach that includes education and promotion of a school climate in which bullying will not be tolerated by students and staff.

Definitions:

Bullying means any overt acts by individuals or group of individuals committed more than once during the school year with intent to ridicule, harass, humiliate or intimidate the other person. Bullying could include such behaviors as physical intimidation or assault; extortion; oral or written threats (including the use of electronic devices); teasing; putdowns; name-calling; threatening looks, gestures or actions; cruel rumors; false accusations; and social isolation.

School Sponsored Activity means any activity conducted on or off school property, (including school buses or other school-related vehicles) that is sponsored, recognized or authorized by the Board of Education.

Prevention and Intervention Strategy may include, among other things:

- Implementation of positive behavioral interventions and support systems or programs designed to create a safe and positive school climate.
- A school survey to determine the prevalence of bullying.
- A school bullying prevention coordinating committee.
- School rules prohibiting bullying, harassment and intimidation and appropriate consequences for those who engage in such acts.
- Adequate adult supervision of outdoor areas, hallways, lunchrooms and other specific areas where bullying is likely to occur.
- Grade appropriate bullying prevention curriculum for all grades.
- Individual interventions with the bully, the bullied child, parents and school staff.
- School-wide training related to a safe school climate.
- Promotion of any parent involvement in the prevention of bullying through training and meetings.

SCHOOL CLIMATE (CONT.)

Students who engage in bullying behavior at school-sponsored activities shall be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline (Board Policy 5140). Personnel policies and practices will determine any disciplinary action for an employee.

To implement this policy, The Board of Education assigns the Superintendent to develop and adopt regulations to address the existence of bullying in the schools. These regulations will:

- Enable students to report acts of bullying orally in confidence or anonymously in writing to teachers and school administrators.
- Inform students annually of the process by which to make anonymous reports.
- Enable parents or guardians to file written reports of suspected bullying with the principal.
- Require teachers and other school personnel who witness acts of bullying or receive student reports of bullying to notify school administrator in writing.
- Require school administrators to investigate any report, including any that are anonymous (No disciplinary action will be taken solely on the basis of an anonymous report).
- Include regulations concerning bullying in the student code of conducts and in all student handbooks.
- Invite the parents or guardians of the bully and the victim to meet jointly or separately with the school administration.
- Maintain a list of all verified acts of bullying and make them available for public inspection.
- Establish case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline.
- Consistent with confidentiality restrictions imposed under the "Family Educational Rights Privacy Act" (FERPA) and the district's Confidentiality and Access to Student Information policy and regulations, require school administrators to provide a written description of the offending behavior, the response to the bullying behavior and the consequences that may result from the commission of further acts of bullying to both parents/ guardians of the aggressor and the victim.
- Identify the appropriate school personnel who will receive the bullying report and investigate a complaint.
- Annually report the number of verified acts of bullying to the State Department of Education (SDE) in the manner prescribed by the education commissioner.

This policy and applicable regulations will be included in publications of rules, procedures and standards of conduct for school and in all student handbooks.

SEARCHES

Student searches may be conducted when it is determined that there is reasonable suspicion due to violations of school policy. This may include, but not be limited to, possession of illegal substances and contraband. The decision for the search shall be made by the principal or principal's designee. The search shall be made in the presence of at least one witness.

SEXUAL HARASSMENT POLICY

The Board will appoint a harassment grievance officer who will be vested with the authority and responsibility of processing harassment complaints. Any individual who believes that he or she has been sexually harassed should immediately contact the grievance officer. In the event that an individual is uncomfortable, for any reason, with discussing the matter with the grievance officer, he or she should contact the Superintendent, another supervisor, administrator, counselor or teacher with whom he or she is comfortable discussing the matter.

All complaints will be handled by the Board in a timely manner and will be treated as confidentially as permitted by the circumstances. Any individual who is not satisfied with the resolution of his or her complaint should contact the Superintendent of Schools.

If an investigation reveals that the complaint is valid, prompt action will be taken to stop the harassment immediately and prevent its recurrence. Violation of this policy will not be permitted, and may result in discipline up to and including termination or expulsion.

This notice is a general statement of policy and no more. It does not constitute a term or provision of any contract of employment or implied contract of employment between the Board of Education and any individual employee nor does it create contractual obligations on behalf of the Board of Education.

Any person may also file a complaint of illegal discrimination with the Office Civil Rights, Washington, D.C., at the same time she/he files the grievance during or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the Office of Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.

Title VI, Title IX, Section 504 Coordinator:
MS. Paula LaChance, Director of Special Services
Office of the Superintendent
C/O Montville High School, Oakdale, CT 06370
(860) 848-1228

STUDENT GOAL MEETINGS

Goal meetings will take place three times per year. It is expected that parents will attend each of these goal meetings. Staff will contact parents to schedule meetings. Additional conferences will be held upon request of parent/guardian or teacher.

STUDENTS RECORDS

Student records are available to parents/guardians and students upon written request. Consent must be obtained from a parent or 18-year old student before any personal data is transmitted to a third party outside of the school system. A parental written request to inspect and preview records will be honored within ten (10) days of request and not less than three (3) days.

TARDINESS

A student is late to school if he/she is not in the building by 7:30am. A student who is late to school must report to the office to sign in.

THEFT POLICY

No personal items should be left unattended. Students are responsible for their personal property and any school property assigned to them.

THE FACULTY, STAFF AND ADMINISTRATION ARE NOT LEGALLY OR FINANCIALLY RESPONSIBLE FOR LOST, STOLEN OR MISPLACED PERSONAL PROPERTY/ITEMS.

All thefts should be reported to staff or administration within 24 hours of their discovery.

TRANSPORTATION

Students are expected to behave in an appropriate and responsible manner while riding on Montville transportation. The driver is in charge of the bus or van until everyone is safely discharged.

If a student misbehaves on school transportation, it is the duty of the driver to report the incident. The student may be deprived of the privilege of being transported and must find other means of transportation to and from school.

TRUANCY

The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures of students. Referral to legal authorities normally shall be made only when local resources are exhausted.

Truant shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in on school year.

In attendance shall mean a student if present at his/her assigned school, or a school sponsored activity, including field trips, interscholastic competitions, for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

The school administration will make a concentrated effort to prevent and remedy truancy in its early stages for students who are found to be truant.

UNIVERSAL PERMISSION SLIP

The Universal Permission Slip allows parents/ guardians to give permission for their son/daughter to participate in various activities. This permission slip must be turned in to the main office the first week of school.

VIOLATION OF CIVIL LAW

Violation(s) within the school, which constitutes a breach of civil law, i.e., committal of a crime, will be referred to the police for cooperative resolution. Both suspension and expulsion proceedings against a student may be considered by the school.

VISITORS

All visitors must report to the office. Parents and members of the community are welcome to visit the school and are asked to sign in and be issued a visitor badge prior to the visit.

WORKING PAPERS

Students who need working papers may obtain them in the high school main office. The student **MUST** bring "Proof of Employment" and proof of his/her birth (birth certificate or driver's license).

MEDICAL

MEDICAL EXCUSES FROM PHYSICAL EDUCATION

If a student is healthy enough to attend school, they are expected to fully participate in Physical Education just as they would any other class. ***In order for a student to be excused from Physical Education, they must have a diagnosed condition or injury AND have a signed and dated not from their doctor.***

- Students are required to bring in a note from a physician in order to be excused from physical education. This note is to be given to the school nurse. The nurse will notify the appropriate staff. A duplicate of the form must be kept in the student's medical folder along with the note from the physician.
- If the period of time the student is excused by the physician is four weeks or less, the nurse notifies the appropriate staff and the student remains in the class as an observer and is responsible for knowledge of the material covered.
- In the above situation, the student will not be held responsible for any physical activity and shall receive an X for excused.

MEDICAL PHYSICAL EXAMINATIONS

Mandatory Requirement

Health Assessments are required during grade 10 to comply with Connecticut School Health Law (PA80-440). In order to be considered valid, the health assessment must be completed after completion of grade 9 and prior to the entrance into grade 11.

MEDICATION PROCEDURES

The Montville Board of Education has a written policy regarding the administration of prescribed or over-the-counter medication during school hours. Students may take medication at school only after:

- The district's authorization form, which includes the doctor's written order, has been completely filled out.
 1. The form is signed by the prescribing physician/dentist.
 2. The form is signed by a parent or guardian.
 3. The form must be on file at the school.
 4. The written order is valid only for the school year it is issued.
- Medication must be delivered to the school by an adult and must be in the original container. No more than a 45-day supply of medication can be kept at school. Medication will be destroyed at the end of the school year unless picked up by an adult.

Epinephrine for Purposes of Emergency First Aid without Prior Authorization

1. The school nurse shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to student who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.
2. The parent or guardian of any student may submit in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such a student pursuant to this section.
 - a. The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine;
 - b. The Board shall annually notify parents or guardians of the need to provide such written notice.

UNITED COMMUNITY & FAMILY SERVICES (UCFS) **SCHOOL BASED HEALTH CENTER**

860-822-4798 / Fax: 860-367-0634 www.montvilleschools.org/healthcenter

United Community & Family Services (UCFS) has an office at Montville High School providing medical, behavioral health and preventative healthcare to students enrolled at MHS.

What is a school based health center (SBHC)?

The UCFS school based health center at Montville High School is a doctor's office inside of your child's school. The services are provided by an APRN (advanced practice registered nurse) and behavioral health clinician who are experts in adolescent health and are employed by UCFS. UCFS SBHC will also be home to the Smiles on the Move oral health program which offers oral health screening, x-rays, fluoride treatment and cleanings. The intention of the UCFS SBHC is to supplement the care your child receives at their pediatrician's office. The UCFS SBHC staff communicate with your child's primary care physician to keep them updated about the care your child receives at the UCFS SBHC.

What services are provided at the SBHC?

Services provided at the UCFS SBHC include: yearly well-child examinations, vaccinations, sports physicals, acute care visits (e.g. sick visits, lacerations, injuries, etc.) and chronic care visits (e.g. asthma, ADHD, etc.). We encourage early intervention and prevention through prompt medical treatment and education. The behavioral health clinician provides mental health assessments, substance abuse screenings and counseling. The APRN and Behavioral Health Clinician work closely with the school nurse to ensure effective communication. The dental hygienist will be on site several days each year to provide oral health screening, xrays, fluoride treatment and cleanings.

Will these services be billed to my insurance?

Yes, all services provided at the UCFS SBHC including copays will be billed to the insurance listed on the completed registration form. If your child is uninsured, please call 860-822-4798 to assess if your child is eligible for other insurance options. To download forms or additional information visit: www.montvilleschools.org/healthcenter