

2009 - 2010

# SOUTH WINDSOR HIGH SCHOOL

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161 Nevers Road, South Windsor, Connecticut 06074



# Bobcat Handbook

SOUTH WINDSOR HIGH SCHOOL

# Parent and Student Handbook

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South Windsor High School  
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South Windsor, CT 06074  
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South Windsor Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, age of disability in providing education services. Paula Schwartz, Interim Assistant Superintendent for Personnel and Administration has been designated to coordinate compliance with the non discrimination requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

South Windsor Public Schools does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. To request information about the applicability of title II of the Americans with Disabilities Act (ADA), interested persons should contact Paula Schwartz, Interim Assistant Superintendent for Personnel and Administration.

**South Windsor High School** is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

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# EQUAL EDUCATION OPPORTUNITY

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of age, sex, race, religion, physical or mental disability, national origin, ancestry, pregnancy, parenthood, marriage, sexual orientation, or for any reason not related to his/her individual capabilities.

Any student, parent/guardian, employee or employment applicant who feels that he/she has been discriminated against on the basis of race, color, age, national origin, sex or handicap may discuss and/or file a grievance with the Equity/Title IX Coordinator of the South Windsor Public Schools. Reporting should take place within 40 calendar days of the alleged discrimination.

Equity/Title IX Coordinator:  
Paula Schwartz  
South Windsor Public Schools  
1737 Main Street  
South Windsor, Connecticut 06074  
(860) 291-1215

## Equity/Title IX Grievance Procedure

The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to problems which 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 South Windsor Public Schools shall have an opportunity to bring such concerns to the attention of the Equity/Title IX Coordinator or Superintendent, who has the authority to resolve such complaints. The following grievance procedure shall be utilized by any student, parent, or employee in making a complaint or inquiry. Officials shall be governed by this procedure. Correspondence from school officials regarding the disposition of the complaint shall be sent by certified mail.

**Level I:** The complainant shall discuss the alleged discriminatory act or practice with the Equity/Title IX Coordinator or the individual closest to the daily decision-making level. This will normally be a principal, teacher, counselor, department chairperson, head custodian, or cafeteria manager. If satisfaction cannot be achieved through informal discussion, the following procedure must be initiated by the complainant.

**Level II:** The complainant shall, within forty calendar days whenever possible of the alleged incident, on forms provided, put the complaint in writing and file it with the Equity/Title IX Coordinator. Within five working days a conference must be held. Within five work days following the conference, the complaint must be resolved to the satisfaction of both parties or referred to the Superintendent of Schools. Unless the complainant has made a written request for a hearing at the next level no later than ten workdays after receiving a written response, the complaint will be considered resolved.

**Level III:** Within ten workdays after receipt of such complaint, the Superintendent must hold a hearing; and within five workdays of the hearing, resolve the complaint or negotiate a long-term solution. Unless the complainant has made a written request for a hearing at the next level no later than ten workdays after receiving a written response, the complaint will be considered resolved.

**Level IV:** The Board of Education, Superintendent, and the Equity/Title IX Coordinator shall proceed in accordance with appropriate state statutes.

For more information, please see full text of Board of Education Policy "Nondiscrimination and Equity in Employment and Educational Opportunity."

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# Quick Numbers at South Windsor High School

## MAIN OFFICE

Daniel Sullivan, Principal: 648-5007  
Sara Chamberlain, Secretary: 648-5007  
School Information 648-5000

## ASSOCIATE PRINCIPALS

Susan Czapla: Grade 10 and Grade 9 Community K – 648-6338  
Tiffany Violette: Grade 12 and Grade 9 Communities L & I - 648-5008  
Mitchell Orkin: Grade 11 and Grade 9 Community N- 648-5043  
Donna Kremidas: Secretary to the Associate Principals – 474-1467

**Athletic Director:** Nicole Raccio - 648-5006

**Bus Company:** First Student - 528-2234

**Guidance Department:** Carl Myslinski, Curriculum Program Coord. - 648-5003

**Nurses:** Barbara Dunham and Beth Piantek - 648-5009

**School Resource Officer:** Charlie Bowes - 648-5000 ext. 3100

## Central Office

Robert Kozaczka, Ed.D., Superintendent - 291-1205

Daniel Hansen, Asst. Superintendent for Curriculum and Instruction - 291-1210

Paula Schwartz, Interim Asst. Superintendent for Personnel and Administration - 291-1215

Donna McKenty, Business Manager - 291-1260

Denise Epps, Director of Special Services - 291-1235

## Curriculum Specialists and Curriculum Program Coordinators

Applied Technology/Business Education/Human Development:

Al Motherssele - 648-5000 ext. 3318

Art, Thomas Arey: 291-1245

World Language: Karen Stoj - 648-5000 ext. 3321

Health/Physical Education: Christine Wanner - 291-1252

Mathematics: Devra Larkins - 648-5000 ext. 3317

Music: Angela Griffin - 291-1246

Reading & Language Arts: Dianna Roberge-Wentzell - 291-1200

Special Education: Maureen Pearson - 291-1242

Science: Sheryl Mortensen - 648-5000 ext. 3315

Social Studies: David Archibald - 648-5000 ext. 3316

# *Letter from Mr. Sullivan, Principal*

South Windsor High School  
2009 - 2010

Welcome to the 2009-2010 school year at South Windsor High School. Whether you are new to the school, or returning for your senior year, you are a Bobcat and a part of something special.

Please take the time to read this handbook with your parents. This book outlines rules, procedures and school-wide expectations that everyone should be aware of. If you find that you have questions or need clarification please contact us.

As a school community we have much to be proud of in terms of student performance in the classroom, on the CAPT and the SAT. Yet we are confident that we can perform at a higher level. Let's challenge ourselves and each other to raise the bar!

Beyond academics, South Windsor High School has much to offer and we encourage all students to participate in co-curricular and extra-curricular activities. We have a highly regarded performing arts program, including numerous bands, choirs, and drama. We also offer a full slate of interscholastic athletics as a member of the Central Connecticut Conference.

Enjoy your four years at South Windsor High School. You'll be amazed at how quickly they go by!

Best Wishes~

A handwritten signature in cursive script that reads "Daniel P. Sullivan III". The signature is written in dark ink and includes a stylized flourish at the end.

Daniel P. Sullivan III  
Principal

# *South Windsor High School*

## **Mission Statement**

The mission of South Windsor High School is to develop lifelong learners and responsible citizens who demonstrate knowledge, intellectual curiosity, personal integrity, physical wellness, emotional maturity, and a respect for diversity. To that end we provide a safe and supportive environment, employ a variety of teaching strategies, and offer challenging curricular, as well as a range of extracurricular activities and opportunities for community involvement.

## **C.A.R.E Statement**

**C**ommunity **A**ccepts and **R**espects **E**veryone

South Windsor Public Schools will promote constructive participation and productive citizenship in the COMMUNITY; we will embrace diversity and ACCEPT individuality; we demonstrate the responsibility to RESPECT self and others; and we will create a respectful, safe, and ridicule-free environment where EVERYONE is responsible for his/her behavior.

## **Expectations for Student Learning**

The South Windsor High School graduate shapes information into knowledge and knowledge into understanding. He or she is

- An **E**ffective communicator who conveys ideas clearly and effectively
- A **R**esponsible citizen of the classroom and the school who shows a willingness to work toward improvement of the community
- A skilled **I**nformation processor who effectively gathers, assesses, and analyzes information
- A **C**ollaborative individual who learns from and contributes to the learning community
- A **K**nowledgeable person who uses a variety of complex reasoning skills to construct knowledge

## **South Windsor Community Position Statement**

The South Windsor community includes students, their families, adults, school personnel, and all other groups and service agencies that support the health and well being of children. All children are guaranteed by the community a safe and secure environment where they have the opportunity to grow and learn in order to achieve their own individual excellence. The focus of every learning environment must be to nurture students' individual and unique talents at their varying stages of development, and understand, respect, and include the diversity of their experiences. As a community, we believe we must set high standards in an atmosphere in which students feel they belong, are willing to take risks and explore alternatives, and are challenged to reach their fullest potential. Therefore, it is our responsibility as a community to provide children with opportunities that prepare them to be life-long learners in a fulfilling life as productive citizens of the twenty-first century.

# Board of Education Members

Check website [www.SouthWindsorSchools.Org](http://www.SouthWindsorSchools.Org) for Board of Education meeting dates, minutes and other information.

Janice Snyder, Chairman

David Joy, Vice Chairman

Kathleen Soucy-Daugherty, Secretary

Sheila Appleton

Diane Behler

Anthony Duarte

Carolyn Egan

Timothy Kenefick

Richard Mabey

# *Time Schedule*

Regular Days	7:25	-	2:00
Half Days	7:25	-	11:55
Delayed Opening	8:55	-	2:00
System-wide Conference Days	7:25	-	2:10
Curriculum Writing Days	10:45	-	2:00

## **Regular Class Schedule**

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
<b>7:25 – 8:21</b>	1	3	1	1	1	3	1	1
<b>8:26 – 9:22</b>	2	4	2	2	2	4	2	2
<b>9:27 – 10:28</b>	3	5	5	3	3	5	5	3
<b>10:33-11:58</b>	4	6	6	4	4	6	6	4
<b>Lunch 1: 10:33 – 10:53</b>								
<b>Lunch 2: 10:54 – 11:16</b>								
<b>Lunch 3: 11:15 – 11:37</b>								
<b>Lunch 4: 11:35 - 11:58</b>								
<b>12:03 – 12:59</b>	5	7	7	7	5	7	7	7
<b>1:04 – 2:00</b>	6	8	8	8	6	8	8	8

## **Late Opening (90 Minute Delay) Schedule**

Follow bell schedule per day rotation	
Warning Bell	8:50
Block 1	8:55-9:33
Block 2	9:38-10:16
Block 3	10:21-11:04
Block 4	11:09-12:34
Lunch 1: 11:09-11:31	
2: 11:30-11:52	
3: 11:51-12:13	
4: 12:11-12:34	
Block 5	12:39-1:17
Block 6	1:22-2:00

## SWHS Curriculum Writing Day Schedule

Optional Lunch	10:15 – 10:45
Block 1	10:45 – 11:30
Block 2	11:35 – 12:20
Block 3	12:25 – 1:10
Block 4	1:15 - 2:00

- School day begins at 10:45; optional lunch served at 10:15
- 2 Mondays/month: October – June: Only 1 in January and June
- First date of each month, Periods 1 – 4 will meet; Second date of each month, Periods 5 – 8 will meet.
- If there is a delayed opening due to weather, the Curriculum Writing day will be cancelled and school will follow the district opening schedule.

# *Calendar of Events*

<b>August 2009</b>		
August 24, 25, 27, 2009	1:00 PM - 4:00 PM	Band Camp
August 26, 2009	9:00 AM - 12:00 PM	Band Camp
August 24-25, 2009	8:00 AM	Link Crew Training
August 27, 2009	7:45 AM	Freshmen Orientation
<b>September 2009</b>		
September 2, 2009	7:25 AM	First Day of School
September 3, 2009	7:00 PM	Senior Parent Night
September 8, 2009	All Day	Picture Day
September 10, 2009	7:00 PM	Freshman Parent Night
September 14, 2009	7:00 PM	Fall Sports Information Night
September 16, 2009	7:25 AM	New Student Breakfast
September 24, 2009	6:30 PM	Open House
<b>October 2009</b>		
October 10, 2009	8:00 AM	SAT Testing
October 15, 2009	7:30 AM	ASVAB Testing
October 17, 2009	8:00 AM	PSAT Testing
October 23, 2009	7:30 AM	College Fair
<b>November 2009</b>		
November 4, 2009	7:45 AM	Blood Drive
November 14, 2009	Noon	Homecoming Parade
November 14, 2009	7:00 PM	Homecoming Dance
November 26, 2009	10:30 AM	Thanksgiving Football Game
<b>December 2009</b>		
December 2, 2009	7:00 PM	SWHS Band Rehearsal
December 2, 2009	7:00 PM	Financial Aid Night
December 3, 2009	7:00 PM	SWHS Band Concert
December 3, 2009	7:00 PM	Financial Aid Night (Snow Date)
December 4, 2009	7:00 PM	Orchestra Concert
December 7, 2009	7:00 PM	Winter Sports Information Night
December 9, 2009	7:00 PM	Choral/Jazz Concert
December 10, 2009	7:00 PM	Choral/Jazz Concert
December 12, 2009	10:00 AM	Student Council Children's Holiday Fair
December 14, 2009	7:00 PM	Fall Sports Awards Night
<b>January 2010</b>		
January 4, 2010	7:00 PM	8th Grade Parent Orientation
January 6, 2010	7:00 PM	8th Grade Parent Orientation (Snow Date)

January 14, 2010	7:00 PM	French, Spanish, Latin, Honor Society Induction
January 23, 2010	7:00 PM	Dance
January 25, 2010	7:00 PM	Junior Parent Night
January 27, 2010	7:00 PM	Junior Parent Night (Snow Date)
<b>February 2010</b>		
February 5, 2010	7:00 PM	Drama Production
February 6, 2010	7:00 PM	Drama Production
February 11, 2010	7:00 PM	FBLA: Teacher Talent Show
February 25, 2010	7:00 PM	FBLA: Teacher Talent Show (Snow Date)
February 27, 2010	7:00 PM	Cabaret
<b>March 2010</b>		
March 2-26, 2010	AM	CAPT Testing Period
March 5, 2010	7:00 PM	Evening of Swing (Maneely's)
March 13, 2010	8:00 AM	SAT Testing
<b>April 2010</b>		
April 1, 2010	7:45 AM	Blood Drive
April 5, 2010	7:00 PM	Winter Sports Award Night
April 6, 2010	7:00 PM	Spring Sports Information Night
April 29, 2010	6:00 PM	K-12 Art Exhibition Opening (SW Public Library)
<b>May 2010</b>		
May 3, 2010		AP Exam: United States Government & Politics
May 3, 2010		AP Exam: French
May 4, 2010		AP Exam: Spanish
May 4, 2010		AP Exam: Statistics
May 5, 2010		AP Exam: Calculus
May 6, 2010		AP Exam: English Literature
May 7, 2010		AP Exam: Studio Art
May 10, 2010		AP Exam: Physics
May 10, 2010		AP Exam: Biology
May 10, 2010	6:30 PM	Symphonic Band Dress Rehearsal
May 11, 2010		AP Exam: Chemistry
May 12, 2010	7:00 PM	Jazz Concert
May 12-14, 2010	7:20 AM	Honor Roll Assembly
May 13, 2010		AP Exam: World History
May 13, 2010	6:30 PM	Symphonic Band Concert
May 13, 2010	8:00 PM	Orchestra Concert
May 20, 2010	7:00 PM	Underclass Awards
May 21, 2010	6:30 PM	Senior Reception
May 26, 2010	7:00 PM	Senior Awards
May 27, 2010	All Day	Senior Outing
<b>June 2010</b>		

June 2, 2010	4:00 PM	SWHS Senior Art Exhibit Opening (SW Library) Awards 4:30
June 3, 2010	7:00 PM	Choral Concert
June 4, 2010	7:00 PM	Choral Concert
June 5, 2010	8:00 AM	SAT Testing
June 9, 2010	7:00 PM	Spring Sports Awards Night
June 16, 2010	6:00 PM	SWHS Alumni Art Show Opening (SW Public Library)
June 17, 2010	11:45 AM	Senior Luncheon and Honor Cord Awards
June 22, 2010	6:30 PM	Graduation

# Attendance

South Windsor High School's vision for learning is based on the principles of constructivism which require the active participation of the learner. Learning is not simply the transmittal of information from teacher to student. It is a dynamic process among teachers and students that involves exchanging ideas and attitudes, sharing experiences and interpretations and "constructing" one's understanding. Our deep commitment to this vision of learning makes regular class attendance essential to learning.

Our attendance policies and procedures reflect South Windsor High School's vision for learning and its commitment to helping students develop behavioral and cognitive patterns necessary for meeting personal and professional commitments as adults. Violation of SWHS attendance policy and procedures may result in loss of credit. Please refer to our attendance policy located under the School Policies section of this handbook for more information.

## **Class Cuts**

When a student is present in school but misses more than half of a class period without proper documentation, that absence will be considered a class cut. The first class cut will result in a teacher detention and a teacher phone call to the parent. Teachers will report additional class cuts to administration who will take appropriate disciplinary action. Any graded assignment or assessment missed when cutting class will be recorded as zero.

## **Early Dismissal**

A student is not allowed to leave school before 2:00 P.M. unless approved by the principal, associate principal, or the nurse. Violation of this rule will require disciplinary action. Approval will be granted for the reasons cited in the South Windsor High School Attendance Policy which can be found in the school policies section of this handbook.

Generally speaking, students will not be dismissed before the close of school unless a written request is received from the parent BEFORE the early dismissal is desired. The student should bring the written request to the office before school starts. Students may leave directly from class but should sign in with the main office when returning before 2:00 P.M. If an extreme emergency arises and a student must be dismissed without prior notification, the parent/guardian must contact the main office before the student is released from school.

## **Early Dismissal/Late Arrival**

Students who have secured parent and administrator permission and are currently 11<sup>th</sup> or 12<sup>th</sup> graders can have early dismissal and/or late arrival privileges. Students who have this privilege must be out of the building during this time. In the event a student must take the bus into school and they have late arrival or they need to wait for a ride and they have early release, they must wait in the cafeteria. They may not leave the building or school grounds and return for a ride. Failure to follow the rules set up for this privilege may result in revocation of early release or late arrival and placement in a study hall.

## **Excused Absences**

The South Windsor Board of Education has identified reasons for which an administrator may excuse a student's absence from school. Those reasons are:

- a) Reasons of health, including personal illness, incapacity, or doctor's visits. The administration reserves the right to require physician or other appropriate certification for absences in excess of five (5) consecutive days or of a total of fifteen (15) days in any school year.
- b) Religious holidays.
- c) College visits.
- d) Court appearance.
- e) Funeral or death in the immediate family.
- f) Approved school activities, including field trips.
- g) Suspension or expulsion.
- h) Family vacations and other circumstances must be approved by a building administrator in order for it to be an excused absence.

It is the parent or guardian's responsibility to verify a student's absence either by calling the attendance office at 648-5005 before 9 AM, OR by sending a note to the school. Please note that our attendance line is in operation 24 hours a day, every day. In the note or phone message, please indicate the student's name, the date(s) of the absence, the reasons for the absence, the name of the parent, and the parent or guardian's phone number. The school must receive the note or phone call within three days of the student's return to school. When the principal or his designee determines that an absence is excused per the above policy, office personnel will so note in the student database. Failure to take responsibility for making up missed assignments or assessments within the prescribed time frame negatively affects student achievement. It is clearly to the student's advantage to make arrangements for make up work immediately upon his or her return to school. Absence from school bars a student from participating in ALL extracurricular activities for the day(s) of the absence, unless prior administrative permission is granted. Students are expected to keep up with assignments during an absence to the extent possible. If an absence exceeds three days, a parent or student may request the assistance of our guidance department in obtaining assignments. In that case, please call the guidance office at 648-5003.

## **Reporting a Student Absent from School**

- It is the parent/guardian's responsibility to verify a student absence from school.
- The school must receive a parent phone call or note within three days of the student's return to school.
- Call 648-5005 before 9:00 A.M. or send a note to the school within three days of the student's return to school.
- State the student's name, date(s) of the absence, reason for absence, name of parent/guardian, and phone number where parent/guardian can be reached. Reasons for excused absences can be found below.

## **Tardiness to class**

Teachers will admit tardy students to class. However, if the student cannot present a pass excusing the tardiness, the tardiness will be considered unexcused and the student will receive a grade of zero for any assignment or assessment missed. Teacher detention will be assigned. Excessive tardiness will be referred to

administration for further action. Unexcused tardiness in excess of half of the period will be considered a class cut and treated accordingly.

## **Tardiness to school**

Students who arrive tardy to school, with a parent note or after a parent phone call, must check in at the main office. Upon receipt of a parent's note or phone call, a notation will be made in the student data base and the student will be issued a pass to class. Unexcused tardiness carries the same penalty as unexcused absences from the missed classes. Students arriving at school later than 10:00 AM must be admitted by an administrator. Students arriving at school later than 10:00 AM will not be allowed to participate in any extracurricular activities that day unless approved by an administrator.

## **Truancy**

Any student, eighteen or younger, who has four unexcused absences from school in any one month or ten unexcused absences within a school year is considered truant. A student, eighteen or younger, with twenty unexcused absences within a school year is considered habitually truant.

## **Unexcused Absences**

By default, any absence that is not deemed to be excused is unexcused. Students with unexcused absences are expected to make up missed work but cannot receive grade credit for the work. Teachers will record a grade of zero for any assignment or assessment missed during an unexcused absence.

# Emergency Closing of School

School cancellation, delayed opening, and early dismissal announcements will appear on the district Web site, [www.SouthWindsorSchools.Org](http://www.SouthWindsorSchools.Org).

## SchoolMessenger Notification System

SCHOOLMESSENGER is an alert notification system that offers rapid notification to parents and guardians through voice messaging and e-mail. This state-of-the-art service enables you to receive information within minutes about early dismissals and school emergencies.

## Media Emergency Closing Contacts

The following media emergency closing contacts also carry our school cancellations, delayed openings, and early dismissals:

<u>TV Stations</u>	<u>Radio Stations</u>
WVIT Channel 30 WFSB Channel 3 WTNH Channel 8	WDRC 1360 AM WWYZ 92.5 FM WTIC 1080 AM WTIC 96.5 FM WKSS 95.7 FM

Please do not call the radio station, police department, or Board of Education Office for school closing information.

The South Windsor Public Schools, as well as a majority of school districts throughout the state, use the Connecticut Weather Center for posting weather and non-weather related essential announcements. Weather related announcements include cancellations of school, meetings and/or activities, delayed openings, and early dismissals. The email notification system will inform you of the posting and link you to the Center's home page. One click on "Cancellations and Notifications" and the second click on "Schools" will bring you to the posted message. To register for this free service visit: [www.ctweather.com](http://www.ctweather.com).

Have a plan for your child to be able to get into your home when school closes early. In the rare event that an emergency occurs while school is in session, i.e., power failure, weather emergencies such as thunderstorms, ice storms, snow storms, or other emergencies, a protocol has been established in each school which will ensure the safety of all students and staff. In addition, emergency plans are in place for each school with the South Windsor Police and Fire Departments.

Because an emergency could involve the local police and fire departments, it is critical that the streets and parking lots surrounding the school and the playground area be kept completely clear. **Therefore, parents are not to come to the school to pick up their child(ren) unless directed to do so through school messenger, media emergency closing contacts or a school administrator.**

# Academic Information

## Graduation Requirements

The Board of Education conforms with state regulations regarding credits for graduation from high school.

### I. Introduction

Graduation from the South Windsor Public Schools implies that all students have:

1. Satisfied the prescribed courses of study for the grade level in accordance with their respective abilities to achieve.
2. Satisfactorily passed any examinations and/or standards established by the faculty and approved by the Board of Education.
3. Satisfied all course credit requirements.
4. Effective with the graduating class of 2006, successfully met the school district performance standards.

### II. Credits

Only courses taken in grades nine through twelve, inclusive, shall satisfy this graduation requirement except that a student may be granted credit for the successful completion of course work at an institution accredited by the Department of Higher Education or a regional accrediting agency. One three-credit semester course, or its equivalent, shall equal one-half high school credit.

A total of 21 credits are required for graduation from South Windsor High School. These credits must include the following:

English.....4 credits

Mathematics.....3 credits

Science.....3 credits

Must include 1 credit in Physical Science and 1 credit in Biological Science.

Physical Education.....1 credit

Social Studies.....3 credits

Must include 1 credit in United State History, 1 credit in Modern World History, and ½ credit in Civics and American Government.

Arts/Career.....1 credit

May include art, music, human development, technology education, business

Electives.....6 credits

- Each student is expected to schedule a minimum of 5.50 credits each year. Promotion to the next grade level is based upon accumulation of credits. Credits are accumulated when students successfully complete all course academic requirements.
- Students may withdraw without penalty from class only during the first three weeks of a semester course. For a full-year course students may withdraw from class only during the first four weeks of the year.

### III. District Performance Standards

In addition to earning the minimum 21 credits, a student must also meet four district performance standards in math, English, science and social studies to qualify for graduation. A student can meet district performance standards by scoring proficient on the Connecticut Academic Performance Test

(CAPT) during his/her sophomore or junior year.

- A student who does not meet proficiency in one or more areas of the sophomore CAPT will be provided opportunities in his/her junior year to demonstrate proficiency.
- A student in his/her senior year who has failed to demonstrate proficiency on the CAPT or the district performance standard assessments will be enrolled in a program that is specifically designed to address the performance standards. Successful completion of the program expectations will meet the district performance standard requirement.
- A senior who is not eligible for graduation with his/her class as a result of his/her inability to meet district performance standards may select one of the following options:
  - ◆ Enroll in a summer school program specifically designed to address the performance standards. Successful completion of the program will meet the district performance standard requirement.
  - ◆ Return in September as a fifth year student for a minimum of one semester, and enroll in a program that is specially designed to address the performance standards. Successful completion of the program expectations will meet the district performance standard requirement.
- A student who transfers into South Windsor High School from another Connecticut public school in his/her junior or senior year and has met the standards from the sending school will satisfy the South Windsor district performance standards.
- A student who transfers into South Windsor High School after completing at least three years in a private high school or an out-of-state high school will have his/her student records and transcripts reviewed by the appropriate curriculum specialists or curriculum program coordinator. As a result of the review, a determination will be made as to whether or not the student will be exempt from the district's performance standards. A nonexempt student will be required to meet South Windsor district performance standards. Parents and students will be informed by the student's guidance counselor as to what requirements still have to be met in order to graduate from South Windsor High School.
- South Windsor High School's graduation requirements apply to all students, including special education students. The planning and placement team (PPT) will consider appropriate accommodations to demonstrate proficiency toward district performance standards. Decisions of the PPT regarding accommodations must be outlined within a student's Individualized Education Plan (IEP). Accommodations and modifications of course requirements should fit a student's strengths and weaknesses, not a disability category, and be in effect within the IEP for class work.

#### Notification of Parents

- A letter detailing the academic and performance requirements will be mailed to all incoming freshmen and transfer students and their parents/guardians.
- Achievement of standards will be recorded on report cards, which will be mailed to parents/guardians.
- CAPT scores will be mailed to students and parents/guardians upon release of the scores from the Connecticut State Department of Education.

- A student’s guidance counselor will inform the parents/guardians no later than October 1 of each year of the district performance assessments that the student will need to take in order to meet the requirement.
- At the end of a student’s junior year, a certified letter will be sent to parents/guardians of junior students outlining credits achieved and requirements still needed for graduation.
- At the end of the first quarter of a student’s senior year, a certified letter will be sent to parents/guardians of seniors who are in danger of not meeting all graduation requirements.

## Early Completion of Graduation Requirements

Most students will graduate from South Windsor High School after having attended for four years (Grades 9 through 12) and having earned a minimum of 21 credits. It is possible, however, for a student to graduate in less than 4 years, in order to accept early admission to college or for other valid reasons. All requirements must be met before a student can graduate. Each request for early graduation will be reviewed individually. Details are available from the guidance counselors.

## Class Standing

Students are promoted to Grades 10, 11 & 12 at the discretion of the building principal after careful review of the student’s academic achievement for that year. A student’s classification as to grade after entering Grade 9 is determined by the number of credits earned or accumulated at the end of each year. Each student must accumulate 4.5 credits to become a sophomore, 9.75 credits to become a junior, and 14.75 credits to become a senior.

## Marking System

For the purpose of averaging term grades, final exam marks, and final grades, the following numerical and letter grade scale is used.

<u>Excellent</u>	<u>Very Good</u>	<u>Average</u>	<u>Poor</u>	<u>Failure</u>
93-100 = A	87-89 = B+	77-79 = C+	67-69 = D+	0-59 = F
90-92 = A-	83-86 = B	73-76 = C	63-66 = D	
	80-82 = B-	70-72 = C-	60-62 = D-	

Also, the following letter grades can be used:

- I = incomplete work due to illness or extended absence
- Students have ten days to make-up work before a report card grade is calculated.
  - All fourth quarter incomplete work must be made up by July 1 unless other arrangements are made with the teacher through the guidance counselor and approved by an administrator.
- MN = excused from physical education for medical reasons
- P = pass
- AU = audit
- NC = no credit (due to attendance)
- W = withdrawn
- Y = Meets proficiency
- N = Does not meet proficiency

## Final Grades

For full year courses each marking period grade counts 20% and mid-term and final exams each count 10% in calculating a student's final grade in a course

For semester courses each marking period grade counts 40% and the final exams each count for 20% in calculating a student's final grade in a course.

## Weighted Grading

It is the policy of the South Windsor Board of Education to weight high school courses values. Advanced placement courses will have a greater value than honors courses. All courses having weighted values will be used in computing class rank.

## Course Values

Courses at South Windsor High School are offered at five levels. Each of these levels is assigned a course value.

Level	Value
5 (Advanced Placement)	6.5
4 (Honors)	5.5
3 (College Preparatory)	4.0
2 (College Preparatory-Average)	2.5

South Windsor High School uses two indices of student achievement: the grade point average and the quality point average:

- ❖ The grade point average is calculated using the grades earned during an individual marking period. Each grade carries a point value according to the chart below. Each point value is multiplied by the credit equivalent of the course (courses that meet 4 times per week are equivalent to 1 credit; courses that meet twice each week are equivalent to 0.5 credits). The sum of these values is then divided by the total number of credit equivalents. The grade point average is used to determine athletic eligibility and honor roll status each marking period.
- ❖ The quality point average is calculated at the end of each school year using the final grades for all courses taken in the student's high school career. The point value of each grade earned is multiplied by the number of credits for the course and the value of the course (see charts below). The sum of these values is then divided by the total number of credits attempted. All courses taken at South Windsor High School, excluding Independent Studies and those which are graded P or F, are used in computing class rank. The quality point average is used to determine a student's rank in class.

## Grade Points

Each grade is also assigned a point value:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A- = 3.7	B = 3.0	C = 2.0	D = 1.0
	B- = 2.7	C- = 1.7	D- = 0.7

## **Change in Level**

A student who requests for a Change in Level for a course after the school year has started should begin the process with a discussion with their classroom teacher. At this time the Guidance Counselor will begin the paperwork. It is the student/parent's responsibility to speak with the classroom teacher. If there is agreement as to the appropriate level then the Guidance Counselor may change the level. If there is no agreement then it is the student/parent's responsibility to speak with the appropriate Curriculum Specialist or Curriculum Program Coordinator. If there is agreement as to the appropriate level then the Guidance Counselor may change the level. If there is not agreement then it is the student/parent's responsibility to speak with the building principal in order to try to resolve the issue of appropriate level. Any change in level needs to be approved by a building administrator after the 10<sup>th</sup> school day from the start of classes.

## **Dropping Courses**

A student who drops a required course or elective course after ten (10) school days from the start of the class will receive a "W" on their permanent record, and a "W" in the marking period when the course was dropped. This "W" is equivalent to an "F" when used in determining G.P.A. and class rank. This does not apply to approved course level changes.

## **Final Exams**

- 1) Final exams or culminating experiences are administered at the end of all semester courses and all full year courses. Mid-year exams are administered in January for all full year courses. A special exam schedule is developed to afford all students ample opportunity to do well. Mid-year and final exam schedules will be published near the end of each semester.
- 2) A senior will be exempt from a final exam if he/she meets the following criteria in any of his/her classes:
  - a. an average of A- or higher
  - b. no unexcused absences in the course
  - c. no suspensions during the school year

Approximately ten school days prior to the end of the second semester (first semester for one semester courses only), each teacher will notify the administrator of those seniors who meet the first two criteria. The administrator will determine which students meet the third criteria.

Students will be expected to complete all assignments for the remainder of the semester, including collaborative activities associated with the final exam. Report cards will indicate those exams from which a student was exempted.

- 3) Students are required to attend school only when they are scheduled for a final exam during these special times. Students who attend school when not scheduled for a final exam, report to a study hall in the cafeteria. Loitering in the building or on school grounds is not permitted.

## **Homework**

Homework is defined as those activities and assignments, whether they are daily, short-term, or long-term assignments, to be prepared outside of the classroom. Homework assignments may include reading, studying, memorizing, thinking, performing, reviewing, constructing, viewing, drilling, outlining, or research activities.

Homework is assigned on a regular basis and adheres to the curricular expectations in each subject area. Specific assignments, their quality and quantity, will be determined by the teachers in conjunction with the expectations of each area. It will normally take a typical student from one to three hours per day to successfully complete the assigned homework. Depending upon the nature of the assignment, homework may receive an individual mark. How successfully students complete homework assignments will be a factor in their course grades.

## Indebtedness

Grade reports, transcripts, certifications, or other information about a student may not be released for any student with unmet financial obligations. Seniors could jeopardize graduation if financial responsibilities have not been satisfied.

## Honor Roll

To be eligible for honor roll distinction, a student must carry 5 credit equivalents of graded courses during a marking period. Pass/fail courses will not count toward the minimum 5 credit equivalents required. In order for a student to be placed on the Honor Roll for any individual quarter, a student must earn a G.P.A. of at least 3.0 with no grade lower than C-. To be placed on the High Honor Roll for any quarter, a student must obtain an “A-” average (3.7 G.P.A.) with no grade lower than B-.

In order to be on Honor Roll at South Windsor High School, you must meet the following criteria:

1. Carry a course load of no less than 5 *graded* credits (classes that meet daily) in the current marking period. Pass/Fail courses and independent study classes may not be included in these credits. (SWHS requirement).
2. Earn passing grades in at least 4 credits (classes that meet daily).
3. Maintain a quarterly GPA of at least 3.0 with no grade below C- to be on Honor Roll.
4. Maintain a quarterly GPA of at least 3.7 with no grade below B- to be on High Honor Roll.

To determine whether or not you made the honor roll, use your most recent report card to answer the following questions:

1. Does your current schedule include at least 5.5 credits for the year and at least five <i>graded</i> courses that meet daily in this marking period? Pass/Fail classes and independent studies may not be included.	YES: Go to question #2.  NO: <b>You are ineligible for honor roll.</b>
2. Are all of your grades C- or better?	YES: Go to question #3.  NO: <b>You are ineligible for honor roll.</b>
3. Did you earn a marking period GPA of at least 3.0?	YES: Go to question #4  NO: <b>You do not qualify for the honor roll.</b>

4. Did you earn a marking period GPA of at least 3.7?	YES: Go to question #5.  NO: <b>You earned Honors. Congratulations!</b>
5. Are all of your grades B- or higher?	YES: <b>Congratulations! You earned High Honors.</b>  NO: Go to question #6.
6. Are all of your grades C- or better?	YES: <b>Congratulations! You earned Honors.</b>  NO: <b>You do not qualify for honor roll.</b>

## Progress Reports and Report Cards

Progress reports are used to communicate a student’s academic status at the midpoint of each marking period. This is not a “report card” but simply an indication of the student’s current progress. Report cards are mailed home at the end of each semester. The final grades for each course will be rolled over to the student’s transcripts at the end of the school year.

## Student Records

Recent federal legislation (“No Child Left Behind”) requires that schools provide student names, addresses, and phone numbers to military and college recruiters when requested. This information, however, will be withheld from such distribution, at a parent’s request. ***If you prefer that we not distribute your child’s name, address, and phone number to the military and to colleges, please notify my office (SWHS, Principal’s Office, 161 Nevers Road, South Windsor, CT 06074) or email ([baube@swindsor.k12.ct.us](mailto:baube@swindsor.k12.ct.us)) by October 10.***

## Summer School

South Windsor High School offers a limited number of courses in the summer for students who have attempted, but did not earn credit in courses required for graduation. Information about the courses available, schedule of classes, and tuition fees will be available late spring.

South Windsor students who are interested in enrichment courses, earning extra credit or making up lost credit may enroll in other planned programs in the area with the approval of the administration. Interested students should seek the advice of their guidance counselor.

*The format of Summer School is subject to change pending recommendation of administration.*

# Student Support Services

## Guidance and Counseling Services

The purpose of the Guidance Program is to assist and support students so that all students will extract the greatest gains from the South Windsor High School program of studies, will be able to meet the school's performance standards, and will become lifelong learners and responsible citizens.

Specific services provided students include:

- planning and scheduling an appropriate program of studies
- monitoring academic achievement
- guiding students and parents through the college search and application process
- exploring career opportunities
- administering nationwide tests
- providing individual counseling

In addition to individual student and counselor meetings, guidance services are delivered to students through an integrated developmental guidance program which is proactive in nature with sequential activities that are appropriate for each grade level.

Parents and students can access comprehensive and up-to-date information about services and programs offered by the South Windsor Guidance Department on the school website.

**A student may make an appointment with a guidance counselor by going to the guidance office at any time and completing an appointment request form. Parents may schedule appointments by calling the guidance office – 648-5003.**

### Counselor Assignments

#### Grades 10 – 12

Adams – Carroll	Ms. Joanne Levy
Carter – Fienman	Ms. Gail Stone
Fiore – Kanaris	Dr. Michael Bombara
Kapisak – Meagher	Ms. Julie Wlodarczyk
Meegan-Riding	Mr. Robert Larochelle
Rinaldo - Vanderjagt	Ms. Michele Quinn
VanDerlinden – Z	Mr. Carl Myslinski*
* PEP	

#### Grade 9

Learning Community L	Ms. Michelle Brown-Quinn – Mrs. Gail Stone
Learning Community I	Mrs. Julie Wlodarczyk – Dr. Mike Bombara
Learning Community N	Mrs. Joanne Levy – Mr. Myslinski
Learning Community K	Dr. Bob Larochelle – Mr. Myslinski

## Counseling Services

A social worker is assigned full time to the high school. The responsibilities of the social worker include assisting a student with identified emotional and social problems to function more successfully within the school environment through individual and group counseling.

Services are provided through self-referral by the student or referral from staff, administration or parent/guardian. Students in need of further psychological and/or psychiatric help from other agencies within and outside the school district are referred as needed.

## Confidentiality

School counselors are obligated to maintain the confidentiality of their interactions with students. Therefore, the confidentiality of information received and any written records are safeguarded. School counselors do not disclose information that a student has shared within the context of a counseling session, unless such disclosures are necessary to protect the student from posing a serious threat to him/herself or others.

When issues arise within the family that parents feel may influence a student's performance at school, please let guidance counselors know. Counselors and social workers will be discreet and confidential, in communication with teachers, especially as they pertain to family issues. If counselors are not able to provide direct assistance, then at least we can direct you to those who can.

## Communication

If a parent has questions about a class, he or she should contact the teacher. You can contact a teacher by telephone (648-5000) or by email. Email addresses are posted on the SWHS Web site ([www.swindsor.k12.ct.us](http://www.swindsor.k12.ct.us)). Please call the guidance department at 648-5003 if you need assistance in communicating with a teacher.

## Nationwide Examinations

The most current information is summarized below concerning the four major tests used for college admissions and scholarships. Changes may so students should check with counselors concerning specific tests.

- A. The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is given in October. The combined test is used to familiarize students with the college boards. It is also the basis of awarding National Merit Scholarship funds. Students planning to enter college should take this test in their junior year. Sophomores often participate in this testing to become familiar with the procedures. **This test will be given at South Windsor High School this year on October 17, 2009.**
- B. The Scholastic Assessment Test (SAT I - Reasoning Test) College Entrance Exams is one of the admission requirements of most senior colleges and many junior colleges This test is given at selected secondary schools on dates specified by the College Entrance Examination Board (CEEB). In addition to the SAT I, a number of colleges also require one or more

Subject Tests (SAT II - Subject Tests) for admission. These are one-hour examinations in specific subject areas and are also offered on specific dates.

## SAT Administration Schedule

<u>TEST DATES</u>	<u>TESTS</u>
*October 10, 2009	SAT I & Subject Tests
November 7, 2009	SAT I & Subject Tests
December 5, 2009	SAT I & Subject Tests
January 23, 2010	SAT I & Subject Tests
*March 13, 2010	SAT I
May 1, 2010	SAT I & Subject Tests
*June 5, 2010	SAT I & Subject Tests

*\*SAT will be administered at South Windsor High School on these dates.*

**THE SOUTH WINDSOR HIGH SCHOOL TEST CENTER CODE IS 070700.**

**American College Testing (ACT)** - A number of colleges prefer the ACT. These tests are given five times a year on specified dates in October, December, February, April and June. This test is administered at East Hartford High School and other nearby test centers.

The Armed Services Vocational Aptitude Battery Test (**ASVAB Test**) will be administered at South Windsor High School on October 15, 2009

## Scholarships and Financial Aid

Students who plan to continue their education and will be applying for financial aid should notify their counselors early in their senior year so that they can be advised of necessary forms and deadline dates for receipt of such forms.

## Career Center

The SWHS Career Center functions as a central information center and provides resources for students, teachers, parents, and members of the community to explore the opportunities available to students after graduating from high school.

The focal point of the Career Center is the Careerware Choices Program. Students select certain criteria such as strengths, aptitudes, likes and dislikes, majors or admission standards on the computer. The program will list occupations or colleges that fit those criteria. The student may then use any or all of the following support items: college and occupational reference books, video career library and college videos, pamphlets, catalogues, etc. The student should repeat the process as often as necessary, using different criteria until appropriate decisions can be reached.

Many college admissions representatives visit the school Career Center and meet with students in a small group setting. Information about scholarships and other financial aid is also provided through the Career center and a limited number of college applications are available.

Military recruiters visit the center regularly. These military visits are published regularly.

The Career Center also has computer software, catalogues, books and videotapes that can be signed out and used at home. People borrowing materials must return them promptly so they are available to other students.

**Students may make an appointment to use the center by completing an appointment request form.**

## **Health Services**

The Health Room is accessible to all students during the school day. If there is any question about a student's well being, the student should stay at home until the symptoms disappear, thus eliminating the spread of colds, sore throats or other contagious diseases.

### Health Room Policies

- The first week of school, all students are given an Emergency Information Card with telephone numbers of parents/guardians, physician, dentist and two additional people to contact in case of an emergency. This information needs to be verified, signed, and returned to school within 3 days. The parent/guardian signature may also give the nurse permission to administer Tylenol.
- Except in an emergency, any student who wishes to see the nurse must obtain a pass before coming to the Health Room. They will be given a pass to return to class at the completion of the visit.
- If a student becomes ill during the school day, a medical dismissal will be arranged between the nurse and the parent/guardian.
- If a student has a serious illness or accident out of school, the parent should inform the nurse with the student's health condition.
- Any student who wishes to be excused from physical education class must bring an excuse from a parent/guardian or physician to the nurse before reporting to class.

### Accidents (Medical)

All accidents or injuries on school property must be reported to the nurse within 24 hours.

### Life-Threatening Food Allergies

Public Act 05-104, An Act Concerning Food Allergies and prevention of Life-Threatening Incidents in School requires the State Department of Education to develop guidelines for the management of students with life-threatening food allergies and have these guidelines available by January 1, 2006. In addition, not later than July 1, 2006, each local and regional and board of education shall implement a plan based on these guidelines for the management of students with life-threatening food allergies enrolled in the schools under its jurisdiction which includes the development of an individualized health care plan for every student with life-threatening food allergies.

### Medication Policy

If a student's physician prescribes a medication to be used during the school day, either daily or occasionally, a State Medication Form must be completed by your physician and the parent/guardian. State law requires an adult to bring the medication to school in a pharmacy prepared container that is properly labeled with student name, drug, strength, dosage, frequency, physician's name and date of original prescription. Students who need inhalers for asthma or a medically diagnosed allergic condition requiring prompt treatment (bee sting, food allergies), may carry their medication and self administer it

provided the proper forms are completed and the parent/guardian indicates that the student is responsible and understands how to self administer the medication. If a student has severe asthma, it may be wise to have a second inhaler in the Health Room in case he/she needs one.

Under standing orders of the medical advisor, acetaminophen (Tylenol) may be given to students for minor health problems. Except for acetaminophen, non-prescription medications must have a written order from the physician/dentist and written authorization from parent/guardian to administer. Any student found consuming unauthorized medications or transferring medication to another student will be subject to disciplinary action.

### Health Assessment and Immunizations

All currently enrolled students must have an immunization update and health assessment including either a hemoglobin or hematocrit blood test before the end of Grade 10. Students without evidence of such exam will not be admitted to school the next year until these immunization and health assessments forms are turned in to the health room.

9<sup>th</sup> graders will be screened for scoliosis. 9<sup>th</sup> and 10<sup>th</sup> graders will undergo a vision screening. 10<sup>th</sup> graders will undergo a hearing screening.

### Home Instruction

Students who are unable to attend school due to extended illness may request to have tutors assigned to them by the Special Services Department. Extended illness is defined as an absence of 15 consecutive school days or more. A written statement must be submitted to the Special Services Department, 1737 Main Street, South Windsor, Connecticut, before such services can be started. Forms are available from the South Windsor High School Guidance Department (648-5003) and Special Services Department (291-1240).

### Wellness

The United States Department of Agriculture mandated that all school districts throughout the United States create and implement a wellness policy that took effect July 1, 2006. As a result, the Board of Education has created a Wellness Policy. For your reference, the policy is found on the district website <http://www.southwindsorschools.org>.

## **Media Center**

The facilities of the Media Center are open to all students and faculty daily. The multi-media collection includes books, magazines, videos, and electronic databases with Internet access. Teachers and students are encouraged to ask for help from the media center staff. The Media Center is intended for reading, research, and study. It is a quiet facility; students who disturb others or who use the center for socializing will be denied use of the center.

#### A. Library Books:

Most books may be signed out from the Media Center on a three-week loan basis. Exceptions are reference and reserve books. A fine of five cents per book per school day will be charged for failure to return books by their due date.

#### B. Admission to Media Center:

Space limits the number of students who may attend the Media Center. In order to visit the Media Center during the day, students must obtain a pass from the Media Center staff, in advance. All students must sign in when entering the Media Center.

C. Hours of operation:

Monday – Thursday 7:00 A.M. – 4:00 P.M.

Friday - 7:00A.M. – 3:00 P.M.

D. The Media Center Handbook available to students and parents through the center explains policies, regulations, and resources in greater detail.

### SWIFTNet Acceptable Use

The purpose of the South Windsor Information Technology Network (SWIFTNet) is to promote the exchange of information to further education and research and is consistent with the Vision Statement of South Windsor Public Schools and its Technology Mission. In order to use South Windsor Public Schools technology during your tenure at SWHS, a student and their parent/guardian must submit a signed SWHS Student User Agreement (SWIFNet) at the beginning of their freshmen year. The forms will be sent home for your signatures or you can find them on our website [www.Swindsor.K12.CT.US](http://www.Swindsor.K12.CT.US) in the pulldown: For Students, Forms, Internet Use.

## **Cafeteria**

Food Services provides a variety of food choices for the students and staff at SWHS. Go to the district website at [www.SouthWindsorSchools.Org](http://www.SouthWindsorSchools.Org) under link for parent to see the menus.

- Breakfast is served each morning from 7:00 a.m. - 7:20 a.m. featuring assorted SWHS specialties and the basics (cereal, fruit, milk, muffins, and juice.) The Breakfast/Snack line remains open until 10:26 a.m. to provide junior and senior study hall students with snacks/breakfast foods.
- Lunch is served between 10:31 a.m. and 11:55 a.m. from the meal court and offers choices from five serving lines. Students may select one of the featured meals at each line at an all-inclusive price, or may select items from any line at a la carte prices. Soup bars and specialty bars are also available at specified times.
- Students choose their meal and pay a cashier. Students and/or parents may deposit money into an account that the student uses to purchase meals. Accounts are managed by a computerized point of sale system.
- Napkins and utensils are available at the cashier stations.
- Condiments are available at a condiment bar. Care should be taken by students at the condiment bar to leave it clean for other students.

### Cafeteria Expectations for Students

1. You must take trays and trash to the dish room window or to one of the tray carts and trash disposal areas near cafeteria exits at the end of each lunch period. You should leave tables and chairs clean for the next student group to use.
2. You are expected to act responsibly and respect the rights of others. The lunch period should be a pleasant social time with students conducting themselves with proper decorum. Students who do not follow cafeteria expectations may receive disciplinary consequences.

Students may not take food from the cafeteria without permission from an administrator.

# Transportation

The South Windsor Board of Education provides transportation for distances over a mile or where hazards prevail. Bus stops are arranged at central points of pick-up. Students are expected to conform to regular standards of behavior while being transported to and from school. Transportation may be denied to any student who does not behave properly on the bus. The decision to withhold transportation rests with the principal of the school, and in each case parents will be informed.

If the building principal is not available to respond to questions/concerns about transportation, parents should contact the district business manager at 291-1260.

Parents should not:

- Board the bus or discuss any transportation issues with the bus driver.
- Contact the bus company or bus management to report problems or ask questions.

## Late Buses

Transportation is available on Monday, Wednesday, and Thursday for those students required to stay after school for school business, activities or detention.

- Late buses leave from the front of the school at approximately 3:45 p.m.
- Routes are posted in the Main Office and are different from normal daily bus runs. Students should check these routes to ensure being dropped off at a point nearest their residence.
- Conduct on late buses is expected to comply with the regulations in Appendix C.

Students riding the late bus MUST have a Late Bus Pass, issued by the teacher with whom the student was working.

# *Student Responsibilities*

## **Care of School Property**

All textbooks and equipment (including media center materials, athletic uniforms and equipment, etc.) issued to students should receive the best possible care. If school-issued material is lost, the student must pay for it; if school-issued material is damaged, the student will be assessed for the damage. Students will be assessed for the cost for any damage done to the school building or property.

## **Emergency Response Drill**

Throughout the school year, pupils are expected to practice the appropriate actions, responses, and behaviors for emergency situations. These emergencies may include, but are not limited to, fire drills, intruder simulations, dangers from natural disasters (hurricane, severe lightning) or medical emergencies and evacuations. The purpose of these drills is to give students a rehearsal of the expected student behaviors so that in the unfortunate event of an emergency situation, students will respond in a safe manner. The key to making these drills successful is for each student to carefully follow the instructions of staff members.

## **Fire Drills**

When the alarm sounds (a continuous sounding of horns) pupils must leave the building according to directions posted in the classroom. The teacher should lead the group, and the last student should close the door and turn off the lights. If the fire alarm sounds during passing time or lunch, students must leave by the nearest exit.

## **Fire Extinguishers/Fire Alarms/Automatic External Defibrillators**

Fire Extinguishers are placed throughout the school for emergency use only. Misuse, tampering, and/or discharge of any fire extinguisher for any reason other than its intended use will result in serious school disciplinary action and referral to appropriate authorities.

## **Lost and Found**

Lost and found articles may be claimed or turned in at the Main Office. Unclaimed items will be periodically donated to charity.

Personal belongings on school property are not insured by the district.

# Make-up Work

A student who has missed class is expected to make up all school work. In order to receive academic work for make-up work the student's absence must be excused by an associate principal. **The student should make arrangements with the teachers for making up assignments on the day he/she returns to school.** Students are expected to complete such work in a reasonable period of time, generally five school days.

The following guidelines have been established by the South Windsor Board of Education for the teaching staff with regard to make up work.

1. Make-up for health and emergency reasons will be provided. All staff will assist such students to the greatest extent possible.
2. Students on extended vacations or who have non-emergency absences will be allowed to make up missed work, but the students will be expected to do the work primarily by themselves.
3. Parents requesting assignments in advance, along with worksheets and the like prior to extended vacations, will receive only what has already been prepared.

The Board of Education wishes to remind parents/guardians that the reason for these guidelines is not to punish students, but rather to allow teachers to use their time to better prepare class presentations and to use their after-school time for students who have missed work or are seeking extra help for regular classroom activities. When a student receives an incomplete on his/her report card, that student has ten school days in which to make up the work. Any incomplete not made up within ten days will result in a failing grade for that marking period and/or exam. The ten school days allowed for make up begin on the day report cards are issued. All fourth quarter incomplete work must be made up by July 1 unless other arrangements are made with the teacher and approved by an administrator.

Students who have incomplete grades because of extended illness will be allowed more time to make up incomplete work. The appropriate amount of time will be determined by the guidance counselor, associate principal, teachers and student.

# Registration and Parking of Student Cars

Parking is reserved **primarily** for seniors and cooperative work experience students. **Seniors will have priority in the distribution of parking permits. When all parking permits have been distributed, a waiting list will be established.** Due to the limited availability of parking at the high school, we are often unable to offer parking to other students.

## To register a vehicle for school parking:

1. Submit
  - a. A completed application,
  - b. a copy of student's valid driver's license,
  - c. a copy of vehicle registration ,
  - d. a fee of \$100 for full year parking
2. Seniors who have not received their license by August who wish to reserve a parking spot need to submit a copy of their valid learner's permit, registration form and appropriate fees. Passes will be held until a copy of the valid driver's license is provided.

All parking spots will be on a first come first serve basis. Students who park in the SWHS lot without an official permit or who do not park in the designated student lot, will be towed at the student's expense. **Parking passes are non-transferable.** Additionally, violations of school rules may result in disciplinary action including the revocation of the parking privilege. If your parking privilege is revoked due to disciplinary actions, fees are not refunded. Students must park their vehicles upon arrival to school. Loitering of any kind is not allowed.

The Board of Education assumes no responsibility for damage to or theft of a vehicle or any item stored in or on a vehicle parked on school property. The speed limit for all school roadways, whether posted or not, is not to exceed **15 MPH**. Students must follow all posted traffic patterns. No item, the possession of which is illegal or in violation of school regulations or which endangers the health, safety or welfare of persons, shall be stored in or on a vehicle parked on school property. If the administration believes that a vehicle on school property is being used in a manner which may be injurious or illegal, it shall refer the matter to the police.

## Sportsmanship

Student actions at extra-curricular and athletic events are a reflection on our school community. All students are expected to demonstrate good sportsmanship.

### A. Participants

1. always play hard, but according to the rules.
2. abide by official's decisions.
3. show respect for opponents.
4. bring pride to myself, my teammates, family, school and community.
5. display the principles of good sportsmanship.

### B. Spectators

1. cheer **for** my team, **not against** opponents.
2. respect the decisions of officials.
3. withhold caustic criticism of participants and coaches/advisors.
4. appreciate the efforts of the participants.
5. understand that involvement in the activity is the student's most important accomplishment.

## Student Identification Cards

All students will be issued a student identification card which will include a picture of the student, his/her name, student identification number, grade, and name of the school. Each student must have this identification on his/her person while attending school and/or school functions. Student identification cards must be presented when signing out school library materials.

## Working Papers

Working papers are issued in the Guidance Office. Students seeking working papers must be South Windsor residents and must submit a letter from the prospective employer, also called a "promise of employment".

# *School Policies*

## **Academic Integrity**

The South Windsor High School community holds that each member should live by and respect personal and academic integrity. While we recognize and value collaboration as a significant aspect of education, it is also necessary to outline the breaches of our community standards. The most serious of these include:

- Copying another's work
- Sharing one's academic work with another student unless permitted by teacher
- Submitting someone else's work as your own
- Failing to provide documentation when using outside reference material
- Using any materials that are forbidden and dishonest, such as cheat sheets and language translators
- Internet plagiarism—which includes using materials found on the internet without citing source or web page

Important to note: Cheating may occur on homework, tests, take-home projects, and corrected assignments in class

The consequences of breaking the Code of Academic Integrity of South Windsor High School are serious. Students will receive a '0' for the work without an opportunity to resubmit. Parents/guardians will be notified by the teacher. Administrators may meet with students. A violation of the policy may result in forfeiture of awards recognitions or non-admittance into National Honor Society at South Windsor High School.

## **Affection**

School hours are not the time, and South Windsor High School is not the place, for inappropriate displays of affection.

## **Alcoholic Beverages/Drugs/Substance Abuse**

Board of Education Policy states that the possession, use, distribution or sale of alcoholic beverages or drugs on school property or at a school-sponsored event is prohibited. The student will be suspended and the police will be notified. This rule applies to all school-related functions and/or activities whether held on or off school property, during the regular school day, in the evening, on weekends, or during school vacations. When administration has an indication that a student may be in possession of alcohol or may have consumed alcohol the substance and/or the student may be tested using an alcohol detecting wand. An administrator will use the wand to test any substance suspected of containing alcohol, and will interview any student suspected of being under the influence of alcohol. If the student denies the consumption of alcohol, but other indicators suggest consumption to the administrator, the student will be given the opportunity to prove his or her position with the alcohol detection wand. If the student refuses to take the test the administrator will proceed as if the student had consumed alcohol.

Any student in the South Windsor Public Schools who, on school grounds, during a school session, or anywhere at a school-sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, sells, or aids in the procurement of alcohol, narcotics, restricted drugs, mood-altering substances, or drug paraphernalia shall be subject to discipline pursuant to the procedures outlined below:

- A. Any student found to be in violation of this policy for the first time will receive a suspension for up to ten (10) days, or a referral for expulsion, following the procedures outlined in Sections 5114(e), 5114(f) and 5114.1 of the **Board of Education Rules of Order and Policy** and Section 10-233(a)-(e) of the Connecticut General Statutes. In cases of distribution or sale, law enforcement officials will be notified.

Whenever a student is expelled for the sale or distribution of drugs or alcohol, the student will be referred to an appropriate drug counselor/agency for evaluation and recommendation for rehabilitation. The name of the student will be sent to the commissioner of education within thirty (30) days after the student is expelled.

- B. In addition, the building administrator will refer the student to one or more of the following alternatives for assistance:
- 1) In-school counseling.
  - 2) An alcohol or other drug abuse group being held on school property.
  - 3) Community self-help groups, organized to assist individuals with alcohol or drug problems.
  - 4) Appropriate agencies that assess and treat substance abuse. Referral of a student to an appropriate drug counselor/agency does not obligate the school to pay for such referral. The choice of the counselor/agency is left to the student and family, although the school will provide a list of appropriate drug counselors/agencies. Treatment and related fees for services rendered by the counselor/agency are the decision and responsibility of the student and family.
- C. Subsequent violations of this policy shall result in suspension(s) or expulsion, as appropriate, pursuant to Sections 5114(e), 5114(f) and 5114.1 of the **Board of Education Rules of Order and Policy** and Section 10-233d(a)-(e) of the Connecticut General Statutes. In assessing discipline, the administration and/or Board of Education may consider evidence of past disciplinary problems, which led to removal, suspension, or expulsion.

See Appendix C for further information.

## **Attendance Policy**

South Windsor High School's Mission and Expectations for Student Learning require the active participation of all students. Learning is not simply the transmittal of information from teacher to student. It is a dynamic process among teachers and students that involves exchanging ideas and attitudes, sharing experiences and interpretations, and constructing one's own understanding.

Our deep commitment to this vision of learning makes regular class attendance essential to the learning process. In keeping with our mission and expectations, we have established attendance regulations and procedures to help students develop behavioral and cognitive patterns necessary to become life-long learners and responsible citizens.

Excessive absenteeism from class keeps students from fully participating in the learning process, therefore students who miss 16 classes in a course that earns one credit will not receive credit for that course. Likewise, students who miss 8 classes in a semester course that earns less than one credit will not receive credit for that course. Details regarding the attendance cap are listed below.

Denial of Credit Due to excessive Absence from Class: In a one-credit class, any student who is absent 16 times will be denied credit in that class. In half-credit and quarter-credit classes, any student who is absent 8 times will be denied credit in that class.

**All absences from class, except for absences due to religious holidays, suspensions, funerals for immediate family members and school activities (including field trips) will count toward the attendance cap.**

**Any time a student misses more than half of a class period, it will count as a class absence.**

Teachers will notify a parent in writing as follows:

	One-Credit Courses	1/2 or 1/4 Credit Courses
First Notice	8 Absences	4 Absences
Second Notice	12 Absences	6 Absences
Denial of Credit	16 Absences	8 Absences

Any student who is denied credit in a class (or his/her parent or guardian) may request an appeal by filing a complete written appeal request form with his or her associate principal within 10 days of the issue of the loss of credit notice. A meeting with the attendance appeals committee will be scheduled.

## Bullying

Bullying behavior by any student in the South Windsor 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 a 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. Parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying 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 and Regulation 5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request. See Appendix A: BOE Student Policies - Bullying.

## Cell Phones/Electronic Paging Devices

Students shall not possess or use a remotely activated paging device while school is in session (7:25 to 2:00). The school principal may grant written permission for such possession and use of a paging device by a student if the student or his parent or guardian establishes to the satisfaction of the principal that a reasonable basis exists for the possession and use of the device.

The Board of Education shall consider the special needs of parents and students in determining whether to restrict the student possession of use of cellular mobile telephones.

A "paging device" is defined as a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor such as a cell phone. For all purposes, a cell phone is defined as anything that has the capability to transmit text messages or phone calls, including i-Phones.

A person who discovers a student in possession of a paging device, without the written permission of the principal, or a cellular telephone, without the approval of the Board of Education, shall report the violation to a school administrator who shall confiscate the device which is forfeited to the District. Failure to give a cell phone to a staff member who requests it is considered insubordination and may result in disciplinary consequences.

*\* The cell phone policy is currently under Board of Education review. It will be posted on the website when it becomes available.*

## **Discipline**

In addition to any previously understood normal duties, teachers and administrators shall have the right to take disciplinary action against disruptive behavior in the classrooms and building in general that substantially affects discipline and control. Disciplinary consequences may include but are not limited to detention, suspension, community service, or expulsion.

### **Office Detention/Saturday Detention**

An office detention will be given at the discretion of the administration. Office detention is a penalty issued to students for infractions of school rules. The student will remain in detention from 2:15pm – 3:45pm.

Guidance for office detention/ Saturday detention:

- The detention supervisor is in charge of detention. All school rules, as summarized by the concept of **C**ommunity **A**cccepts and **R**espects **E**veryone, are in effect and will be enforced.
- The detention room is a quiet place to do academic work, including homework, reading, planning, etc. Socializing is not permitted.
- Students are responsible for bringing enough homework and/or reading material to occupy their time during the detention. Students must also bring any necessary materials such as notebooks, pens, rulers, calculators, etc. The detention supervisor is not obligated to allow students to leave during detention.
- Food, beverages, games, radios are not allowed in office detention.
- Students who disrupt the detention may be removed and assigned to at least two additional detentions and/or suspended from school.
- Students are to report to detention on the day(s) assigned. No student will be excused for athletics, extra-curricular activities, work, etc.
- Failure to serve an office detention may result in a Saturday detention.
- Failure to serve a Saturday detention may result in a suspension.

### **Classroom Detentions**

Any disturbance in class or study hall may be handled by a classroom detention assigned by a teacher. Students failing to report for a classroom detention will be assigned an office detention and will continue

to receive detentions until it is served or the student is suspended. Advance notice of 24 hours will be given for each classroom detention.

## **Dress and Grooming**

The South Windsor Board of Education has established a policy on student dress and grooming that is designed to promote a school climate that is positive, safe, and free of distractions and disruptions.

In order to meet these expectations, we have established guidelines to identify clothing that is contrary to this policy and, therefore, not permitted in school during the academic school day.

To create the atmosphere described above, our dress code prohibits:

- Coats, jackets or other attire normally worn as outerwear;
- Footwear which marks/damages floors or is a safety hazard;
- Sunglasses (unless required by a doctor's order);
- Spiked or studded bracelets, rings, belts, etc.;
- Attire or accessories that portray disruptive writing, pictures, sexual references, or that depict logos or emblems that encourage the use of drugs, alcohol, or tobacco products;
- Apparel that is worn to symbolize membership in a gang or clique;
- Distracting clothing that reveals the upper thigh, midriff, or torso, including but not limited to:
  - see-through clothing;
  - mini-shorts or skirts;
  - garments that reveal the upper thigh or undergarments;
  - garments that reveal the midriff;
  - garments that are strapless or with straps less than one inch wide;
  - garments with revealing necklines.

## **Extra Mailings**

Non-custodial parents may make written request to the guidance office for extra mailings of school information including Progress Reports, Grade Reports, newsletters, etc. This request must be made annually. It is the custodial parent's responsibility to notify and provide legal documentation to the school if non-custodial parent does not have the right to information from school.

## **Fundraising**

Students seeking to raise funds for any group or activity are required to meet with the principal prior to raising any funds.

## **Hazing**

The Board of Education policy is designed to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

# Fraternities, Sororities, Other Secret Societies

South Windsor Board of Education policy considers fraternities, sororities and other secret societies not in best interest of the schools. Therefore no such group is recognized or encouraged in any way. No meeting or any other activities of any such group is permitted in any of the schools, nor may any staff member act as sponsor or advisor in any capacity for any such group.”

## Laser Pointers

State Law forbids the possession of laser pointers on school grounds for students under the age of 18. Students, in possession of laser pointers, under the age of 18 will be referred to the South Windsor Police Department.

## Late Arrival/Early Release

Juniors and Seniors who are not CWE students and who are scheduled in a study hall during the first/last two periods of the day, may with parental consent, arrive late or leave school early. Students who have approved late arrival must arrive five minutes before their first scheduled class. Students who have approved early dismissal must leave the school immediately upon dismissal and not return to school grounds until 2:00 p.m. Students choosing to stay on a particular day must sign in to study hall for that entire period. Loitering inside or outside the building will not be tolerated and will result in disciplinary action.

## Lockers

At the beginning of each school year, students will be assigned a general locker by request only. In addition, students who are taking Physical Education will have access to a locker in the locker room. **It is the student’s responsibility to supply locks.** Students are not to share lockers or lock locker combinations. The school is **NOT** responsible for lost books or personal belongings. Students are requested to **NOT** bring items of value (i-Pods, phones, money) to school to be stored in lockers. **In the event that items are stolen from lockers (both regular lockers and physical education/locker room lockers) the school holds no accountability for lost or stolen items.**

Students are responsible for the care and maintenance of lockers assigned to them. No defacing will be permitted. Students are requested not to overload their lockers as this can damage the door and locking mechanism. The associate principal’s office should be notified of any locker needing repair.

Students are not to store in their lockers any item which is illegal, or in violation of school regulations, or which endangers the health, safety, or welfare of self or others (matches, chemicals, ammunition, weapons, drugs, alcoholic beverages, etc.). School officials may on their own, or in conjunction with police, open, search, and inspect any locker where there is reasonable suspicion that it contains unlawful or dangerous items or that it is not being kept in a sanitary condition. If a police dog detects the presence of drugs in a student’s locker, car, or other property, an administrator will interview that student regarding the findings, and the student will be subjected to a conventional search to confirm the presence of the drug. These searches will be conducted within South Windsor Board of Education policy. Evidence obtained in such a search may be used in school disciplinary or law enforcement actions. Except in

emergencies, school officials will make a reasonable attempt to notify the student and/or parents prior to a search and will attempt to have the student and/or parents present while the search is conducted.

## **Passes**

All students in corridors during class time must have a pass completed by a teacher or staff member. Passes are issued by the staff member to students who need to move from one area to another. Students must present the pass when asked to do so by any staff member. Failure to do so will be considered insubordination and will result in disciplinary action. The pass is valid only to the stated destination and return.

## **Personal Audio-Visual Equipment**

Personal audio-visual equipment shall not be used during school. Any inappropriate and/or disruptive use of such equipment will result in its confiscation. Repeat offenders will face additional disciplinary action and shall not be entitled to reclaim equipment until the last day of school.

The school is not responsible for lost or stolen personal audio-visual equipment.

## **Pets and Animals**

Requests to bring pets and/or animals to school for instructional purposes must receive prior approval by the classroom teacher, department chairperson, AND a school administrator.

## **Public Act #94-221 (Expulsion)**

Students are informed that any activity that takes place outside of school that compromises the safe and orderly environment of SWHS may be subject to expulsion, according to P.A. 95-304. Students arrested on weapons and drug related charges are subject to the recommendation for expulsion from school.

In accordance with House Bill 6898, an Act Concerning School Safety - Felony and Class A misdemeanors are reported to school officials by police. In such cases, students will be required to attend an assessment hearing with his/her parent or guardian and school administration.

Requires the expulsion of students found to have possessed a weapon on school grounds or at a school-sponsored activity.

Requires that notice of suspension and the conduct for which the pupil was suspended be included in the student's cumulative record. Recent legislative changes to Public Act, 96-226 allow districts to (1) deny school accommodations for up to 90 days to children 16 years of age or older who voluntarily terminate enrollment and subsequently seek re-admission. (2) Place in alternative programs children who are 19 years of age or older and cannot acquire a sufficient number of credits for graduation by age 21.

## **School Records**

Pursuant to the Family Education Rights and Privacy Act of 1974 (20 U.S.C. 1232g) the South Windsor Public Schools have prepared detailed policies governing the maintenance of, and parental access to, student records. A copy of this policy is contained in the Special Services Handbook, which is on file in the office of the Principal, the office of the Director of Special Services and the office of the

Superintendent of Schools. You may request a copy of this policy from the Principal. Parents who wish to review records of their children should contact the building principal or guidance counselor.

Students and parents who wish to release records to a third party must complete a Third Party Release Form. This form is available in the Guidance Office.

## **School-Related Problems and Concerns Procedure**

From time to time, parents may wish to bring problems or concerns to the attention of appropriate school officials. To assist parents in this regard, the following general guidelines may be helpful:

1. Any concern regarding a school-related matter should first be raised by the parent with the staff member most directly involved. (i.e., questions regarding the content of instructional materials or homework assignments should be raised with the teacher involved.)
2. If the matter remains unresolved, the parent may wish to speak with the building principal, who may refer the matter to the Curriculum Specialist/Department Chairperson. Appointments can be scheduled by contacting the office of the principal involved.
3. If the matter still is unresolved, the parent may wish to speak to the superintendent. For an appointment, simply contact the superintendent's office.
4. If the matter still remains unsolved, the parent may wish to bring it to the attention of the school board by communicating directly with the chairperson of the school board.

We urge that parents use the progressive steps outlined above as most problems can be addressed satisfactorily by the teacher or other staff member most directly involved. Starting "at the top" inevitably results in no decision and the matter being remanded to the staff member most directly involved.

The following are examples (not an all-inclusive list) of issues which are more appropriately addressed at the levels indicated.

1. Teachers
    - a. Student homework assignments, quizzes, and tests;
    - b. Course content, instructional materials, academic progress, extra help;
    - c. Issues related to classroom discipline, relationships with other pupils and the teacher;
    - d. Athletic issues with the teacher/coach involved and then, to the athletic director.
  2. Guidance Counselors
    - a. Problems between school and home; teacher and pupil; pupil and other pupils;
    - b. Personal matters relating to student development, behaviors, interactions with others;
    - c. Course selections and student schedule;
    - d. College placement and career information.
  3. Principals/Associate Principals
    - a. Any issue arising out of a school building when no other staff member can be specifically identified;
    - b. Student placement issues (in a class, program, instructional level);
    - c. Instructional and co-curricular program issues (athletics, music, drama, etc.);
    - d. Matters related to the physical plant;
    - e. Complaints, dissatisfaction, or concerns regarding school personnel;
    - f. Student records; school-wide discipline issues; bus conduct issues.
  4. Superintendent
    - a. Questions regarding school board policies and administrative procedures;
    - b. School board meeting and agenda items;
    - c. Any school system records or documents;
-

- d. Budgetary matters;
  - e. Hiring and supervision of staff;
  - f. Complaints, dissatisfaction, or concerns regarding school personnel or services which have not been resolved at the principal's level;
  - g. Suggestions or requests for change in the curriculum;
  - h. Transportation matter (if not resolved by transportation coordinator/business manager).
5. School Board
- a. Matters pertaining to policy (class size; student field trips; fund-raising activities, etc.);
  - b. Requests that specific courses and programs be included in the program of studies;
  - c. Complaints regarding the superintendent;
  - d. School board minutes and agenda items (chairperson of school board);
  - e. Budgetary matters; long-range planning (facilities, programs, etc.).

## **Sexual Harassment**

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987 and the American With Disabilities Act, the South Windsor Board of Education adopts the following Equal Employment Opportunity and Equal Education Opportunity Policies.

Sexual harassment has been clearly established as a form of sexual discrimination. Sexual harassment is defined as follows:

Any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of educational benefit or employment (2) submission or rejection of such conduct by an individual is used as the basis for decisions affecting the individual's education or employment or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or work performance or creating an intimidating, hostile or offensive educational or working environment.

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

- Touching
- Verbal comments
- Sexual name calling
- Sexual rumors
- Inappropriate public display of affections
- Gestures
- Leers
- Jokes/cartoons/pictures
- Inappropriate statements of a sexual nature
- Pulling at clothes
- Attempted rape/rape

## **Social Events**

School dances/events provide important social experiences. Students are expected to follow all school rules when attending school dances/events on or off campus.

### Rules relative to dances

1. Only full-time South Windsor High School students may attend. Some events may allow for guests to attend, in which case, a Guest Application Form must be completed and approved by an administrator. Juniors and seniors may invite guests who do not attend South Windsor High School to the Junior Prom and Senior Reception. Juniors and seniors who wish to bring a guest who is not a current student must see their associate principal for a guest application form.
2. Students are not allowed to return to a dance/event once they leave the school building.
3. Food/drink must be consumed in the cafeteria.
4. Students must comply with the school dress code. Sneakers or soft-sole shoes should be worn in the gymnasium.
5. Students will not be permitted to enter the dance after 9:00 p.m. unless arrangements are made in advance with an administrator.
6. Any student suspected by administration of having consumed alcohol will be subject to an alcohol test with an alcohol detecting wand.

## **Student Discipline**

**Students should be aware that the school campus is not immune to the law. Illegal acts of any kind will not be tolerated and can result in referral to the proper authorities.**

The following breaches of conduct on school property, on school transportation, or at any school sponsored activity, may result in removal, suspension, or expulsion.

- A. Violating a school regulation
- B. Disruptive activities at school functions
- C. Disrupting classroom procedures
- D. Willfully or recklessly striking or assaulting, or attempting to strike or assault, another person (i.e. teacher, staff, or student)
- E. Stealing or attempting to steal school property, private property, or other public property
- F. Causing, or attempting to cause, damage to school property, private property, or other public property
- G. Possessing, using, transporting, or transmitting any firearms, knives, explosives, dangerous instruments, or other deadly weapons or substances of no reasonable use to the student at school;
- H. Possessing, using, selling, transporting, transmitting, consuming, or having consumed dangerous drugs, narcotics, or alcoholic beverages without authorization. Dangerous drugs or narcotics shall mean any controlled drug as defined in Connecticut General Statutes, Section 21a-240, as amended
- I. Possession or use of electronic paging or two-way communication devices, such as beepers (or cell phones)
- J. Using obscene, or profane, language, or making obscene or profane gestures to members of the school staff, students, or other persons
- K. Deliberately refusing to comply with a reasonable directive from a member of the school staff
- L. Participating in a walk-out, sit-in, or boycott, picket, or other demonstration which disrupts the educational process
- M. Threatening, harassing, intimidating, or blackmailing school staff, students or other persons
- N. Leaving school grounds without permission. **Students are not allowed to leave the building during lunch or between classes. This is grounds for suspension.**
- O. Failure to report to, or remain in, an assigned area
- P. Violating smoking regulations
- Q. Violating published attendance regulations
- R. Violating any other disciplinary regulations and directives of the South Windsor Public Schools

- S. Wearing any article of clothing (including jackets, shoes, hats, and bandannas), jewelry, or other item which is identifiable as a known symbol of gang membership or affiliation is not allowed
- T. Misconduct off school grounds if such misconduct off school grounds is violative of a publicized policy of the Board of Education and is seriously disruptive of the educational process
- U. Gambling
- V. Throwing of food or causing disruption in the cafeteria
- W. Disruptive behavior in any assembly
- X. Abuse of hall passes
- Y. Loitering in school and on school grounds

In the case of any suspension, involvement in extracurricular activities will not be allowed from the date of the incident until the day of the student's return to school.

No student shall be suspended from school for more than 50 days or more than 10 times, whichever comes first.

**If students do not identify themselves after requested to do so by a faculty member, they will be disciplined. With safety being a major issue in schools, it is imperative for students to identify themselves. It is reasonable to ask an individual to identify himself or herself.**

## Telephone calls

Students will not be taken out of class or study hall to receive telephone calls. Students may not use the phones in the classrooms to make a call without permission. If students need to use a phone during their lunch period or before or after school, they may use the phone in the main office.

## Tobacco Products

In accordance with the policy of the South Windsor Board of Education, tobacco products are prohibited at all times within the building and anywhere on school property. Students who are found in violation of this Board of Education policy may be subject to suspension or expulsion.

## Toys

Any items or activities that detract from the educational environment are not permitted in school. This includes water guns, hacky sacks, playing cards, etc. Use of such toys and/or items will result in confiscation and/or disciplinary action.

## Vandalism

A student shall not intentionally cause or attempt to cause damage to public and/or private property either on school grounds, during a school function, or at an event off school grounds. Intentionally causing or attempting to cause damage of public and/or private property shall result in suspension from school.

The parent or guardian of any minor/unemancipated child who willfully cuts, defaces or otherwise injures in any way any property real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law.

The parent or guardian of a minor child shall also be held liable for all property belonging to the school system lent to the student and not returned upon demand of the school system. The student may also be subject to disciplinary action.

## **Video Release**

Electronic images and still photos of students are occasionally used for a variety of purposes. These may include newspaper articles, cable TV, videotapes of school events, class projects, and similar activities. If you choose not to have your child participate, please notify the school in writing.

## **Visitors and Guests**

Definitions: Visitor - Anyone who wishes to visit the school on school-related business.

Guest - Someone who is invited by a student to attend school for the day.

Visitors - Upon arrival, all visitors must report directly to the main office. An administrator must approve the visitor's request. The visitor must comply with all school rules.

Guests - Students are only permitted to bring guests to South Windsor High School if a valid reason for the visitation is given, and permission is granted by a building administrator. Written permission from the sponsor's parent, the guest's parent, and the guest's principal must be received prior to approval. A guest pass, issued by an administrator, is valid for one day. Students may not have more than one guest at a time. No guests are permitted after June 1.

# Co-Curricular Activities

## **Interscholastic Athletics**

### Cheerleaders

The organization is open to all students. Tryouts are held in the spring of each year. The main function of the squad is to create school spirit for the athletic program. Additionally, the group strives to develop sportsmanship and good relationships between competing schools.

### Interscholastic Athletic Program

<b>Season</b>	<b>Sport</b>	<b>Boys' Varsity</b>	<b>Boys' JV</b>	<b>Boys 9<sup>th</sup> Gr</b>	<b>Girls' Varsity</b>	<b>Girls' JV</b>	<b>Girls 9<sup>th</sup> Gr</b>
Fall	Cross Country	X			X		
Fall	Field Hockey				X	X	
Fall	Football	X	X	X			
Fall	Soccer	X	X	X	X	X	X
Fall	Volleyball				X	X	X
Winter	Basketball	X	X	X	X	X	X
Winter	Gymnastics				X		
Winter	Hockey	X					
Winter	Indoor Track	X			X		
Winter	Wrestling	X					
Spring	Volleyball	X					
Spring	Baseball	X	X	X			
Spring	Golf	X					
Spring	Softball				X	X	
Spring	Tennis	X			X		
Spring	Track	X			X		
Spring	Lacrosse	X	X	X	X	X	X
Yearly	Cheerleading				X		

### CIAC Eligibility Rules

Students are NOT eligible:

1. If they have not passed at least four units at the end of the last marking period.
2. If they turn 20 years of age during the season they are currently playing in or will be playing in.
3. If they have changed schools without a change of legal residence.
4. If they have played the same sport for more than three seasons in grades 10, 11 and 12.
5. If they play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season.

## South Windsor High School Eligibility Rules

In order to be eligible to participate in interscholastic athletics at South Windsor High School, you must meet the following three requirements established by both South Windsor High School in addition to any requirements of the Connecticut Interscholastic Athletic Conference:

1. Carry a course load of no less than 5 *graded* credits (classes that meet daily) in the current marking period. Pass/Fail courses and independent study classes may not be included in these credits. (SWHS requirement).
2. Earn passing grades in at least 4 credits (classes that meet daily).
3. Maintain a quarterly GPA of at least 1.7.

Eligibility is always determined on the date that report cards are issued. First marking period grades determine CIAC and SWHS eligibility during the second marking period. Second marking period grades determine CIAC and SWHS eligibility for the second quarter. Third marking period grades determine CIAC and SWHS eligibility for the fourth marking period. Fourth marking period grades determine SWHS eligibility for the first marking period. The CIAC considers the total number of credits earned in a school year in determining eligibility for the first marking period. The CIAC permits credits earned in summer school to count toward eligibility. SWHS does *not* consider summer school grades in determining eligibility for the first marking period.

Any student who earns below a "C-" (1.7) grade point average will be considered on Athletic Probation on the day that report cards are distributed. The student will need to earn a "C-" (1.7) grade point average or better in the subsequent marking period or they will be declared ineligible for athletic participation. The student will become eligible when they receive a report card with a "C-" (1.7) grade point average or better.

To determine your eligibility, use your most recent report card to answer the following questions:

1. Does your current schedule include at least 5.5 credits for the year and at least 5 graded courses that meet daily in this report card period? Pass/Fail classes and independent studies may not be included.	YES: Go to question #2  NO: <b>You are ineligible</b>
2. In the current marking period, did you earn passing grades in at least 4 of the courses that meet daily?	YES: Go to question #3  NO: <b>You are ineligible</b>
3. Did you earn a marking period GPA of at least 1.7?	YES: You are eligible  NO: Go to question #4
4. Did you earn a marking period GPA of at least 1.7 in the previous marking period?	YES: <b>You are on athletic probation</b>  NO: <b>You are ineligible</b>

### Physician's Statement

All participants are required to receive a physical examination at their own expense before they are allowed to participate in a practice, scrimmage, or game. A current athletic physician statement must be

signed after June 1<sup>st</sup> of the upcoming academic school year. If you receive a physical from your family physician, your physical is good for two years. However, you are still required to have the Physician's Statement Form signed by your doctor and turned in to our office every year.

The physical form and the parent release form must be turned in to the office with the appropriate fee in order to try out and participate in athletics.

## Participation Fee

The participation fee must be paid prior to tryouts. The annual assessment for participating in interscholastic sports is as follows:

- \$100.00 per sport; \$250.00 limit per family.
- Fee waived for students receiving free or reduced-price lunch.
- Fee will only be returned to a student who is cut from the team during the tryout period.

## Student-Athlete Expectations

All student-athletes are expected to appropriately conduct themselves on and off the field in accordance with South Windsor Public Schools and CIAC policies and rules. Unsatisfactory behavior or showing lack of respect to their opponents, officials, coaches or spectators may result in suspension from the team. Students must attend practices and games according to team and school rules and equipment must be properly cared for by the athlete.

Student-athletes must attend school on the day of the game, unless special permission from the athletic director and/or principal has been issued. Students arriving at school later than 10 am will not be allowed to participate in any extracurricular activities or athletic contest that day unless approved by an administrator. If a student-athlete misses a practice/game due to an event that is academically-related, he or she must get prior approval from athletic director. A spot in the starting line-up and playing time are not guaranteed after a vacation or extended absence from the team. Please refer to the current SWHS Student-Athlete Handbook for a more detailed list of policies, rules, and expectations.

## Sports Insurance

The South Windsor Board of Education has purchased an accident medical insurance plan to help cover medical expenses resulting from interscholastic sports injuries. All players, coaches and managers of every interscholastic sport, including cheerleading, are covered while participating in or traveling, while under the supervision of proper school authority, to or from any regularly scheduled game or practice of any interscholastic sport.

This is an excess type program. The plan does not cover treatment or service for which benefits are payable or service is available under any other insurance or medical service plan available to the insured person, including, but not limited to, HMOs, PPOs, workers' compensation, and automobile medical insurance.

The benefits under the Interscholastic Sports Plan purchased by the Board of Education are:

- Up to 104 weeks of coverage from date of accident.

- Depending on treatment, care and services, 80% of the usual and customary charges will be paid subject to limits described in the Covered Charges schedule after a \$100 deductible, and after other insurance under which the student athlete may be covered has been exhausted.

The principal's office has a description brochure of the plan on file and the school has been supplied with claim forms. When injuries are reported, the claim form should be completed and sent to the Program Administrator:

Colonna Associates  
P.O. Box 4242  
Hamden, Connecticut 06514

### Interscholastic Suspension Due to Use and/or Possession of Tobacco Products or Use and/or possession of Alcohol, Drugs and/or Drug Paraphernalia

When a student athlete is found to use or possess tobacco products, he or she will face consequences in accordance with the progressive disciplinary processes set forth in Board of Education Policy #5131.61 and 5131-611.

When a student athlete is found to use, distribute, sell, and/or possess drugs, drug paraphernalia, and/or alcohol, the student will face consequences, as the Administration deems appropriate based on the specific circumstances. Generally, such consequences will be determined in accordance with the progressive disciplinary processes described in Board policy 5131.611. The Administration reserves the right to deviate from these progressive disciplinary processes as it deems appropriate.

These consequences for tobacco, alcohol, and drug possession and/or use relate solely to participation in athletics, and school discipline may otherwise be imposed if the student's conduct so warrants. The policy shall apply each school year from the first day of CIAC practice eligibility in August to the last day of school in June regardless of whether the athlete is currently participating in a sport or not.

## **Clubs and Activities**

There is a variety of clubs and activities at South Windsor High School. The following is a listing of the clubs and activities presently in place at South Windsor High School. Please see the note at the end of this section if students wish to start a new club or activity.

### Art Club

The Art Club is a group of serious art students who work independently after school without interruption on special projects or their own projects.

### Capitol Area Mathematics League Team

The CAML team is open to any student who is intrigued by math or seeks the challenge of mathematics competitions. The CAML team meets weekly to practice for competitions against 23 other Hartford area schools. Individual students can advance to regional and national competitions.

### Drama Club

Students interested in acting, set design, technical support and general stage work are encouraged to join. Two major productions are staged each year. Student directed one-act plays are usually offered each spring. All Drama Club members must maintain at least a C- average. A member whose average is not at least a C- will be permitted to participate on a probationary status for one marking period. In order for the student to become eligible again, the student must have attained an average of C or better by the end of the probation period. Tutoring will be made available if a student or his family makes a request for such help.

### FIRST Robotics Team

The FIRST competition is a national engineering contest that exposes high school students to the world of engineering. Students and local engineers work together to brainstorm, design, construct, and test robots.

### Gay/Straight Alliance

The Gay/Straight Alliance provides students with positive role models for all students in order to combat isolation and promote increased understanding among all members of the school community.

### History Club

This group is open to any student who is interested in or fascinated by how people react to problems and situations over time. Members participate in board games, simulations, discussions, movie analysis and re-enactment of historical events.

### Interact

Interact is a service club open to all students at South Windsor High School. Students participate in fun, meaningful service projects that meet the needs of local and international organizations.

### Literary Magazine Club

This organization solicits creative writing and visual art from students for publication in a student designed magazine, *In My Mind's Eye*. Works of fiction, non-fiction, poetry, and other creative pieces are included in this spring publication. Magazines may be purchased for a nominal fee. See your English teacher if you are interested.

### Mock Trial Team

This organization competes against other schools on a state level. Students assume roles such as lawyers and witnesses in court room competition as they seek to employ proper techniques of court room procedure to outwit and outscore an opposing school. This team is usually formed from members of the government classes.

### Model United Nations

This Model United Nations is an organization in which each member works within a delegation to represent a member of the United Nations. The team attends annual conferences at The University of Hartford and Harvard University.

### National Honor Society

National Honor Society is an organization that brings the achievements of outstanding senior high school students to the attention of their classmates, their parents, their communities, and the colleges they plan to attend. There are chapters in more than 20,000 secondary schools, which strive to give practical meaning to the Society's dedication to scholarship, service, leadership and character. The organization is based on

the 4 qualities of scholarship, service, leadership and character. Students are eligible for consideration if they have a cumulative quality point average of 14.8. Students who have met the 14.8 QPA requirement are asked to submit validation of significant participation in an average of 2 activities (school and/or community) per high school year, and a brief essay on how they have demonstrated the qualities of scholarship, service, leadership and character, as defined below. In addition, teachers are asked to rate candidates on these qualities. Selection is made by a committee of teachers, considering the academic and activity record, teacher ratings and student essay. Please refer to the South Windsor High School website for the National Honor Society by-laws.

**SCHOLARSHIP:** Performance consistent with ability; independence in and responsibility for own learning; a quest for knowledge; a positive attitude toward learning; scholastic achievement.

**SERVICE:** Concern and/or sacrifice for others; involved in activities in which a primary goal is to benefit someone other than oneself.

**LEADERSHIP:** Initiative; the ability to organize and direct activities; the ability to lead and leading in actuality or by example in the classroom, the school and the community.

**CHARACTER:** Responsibility; self-discipline and self-control; integrity; self-motivation, perseverance; respect and concern for others.

### Newspaper

The *Southwinds* is a student produced newspaper that focuses on local, state, and national news items as well as school related issues. Students enrolled in the Journalism I and Journalism II classes serve as editors and producers of the newspaper and are involved in all aspects of journalism including newsgathering, writing, editing, photography and the publishing process. Students not enrolled in the classes are also invited to contribute articles or participate in the production process as time permits.

### Outing Club

Students are given a chance to get out into the great outdoors and try something new. Trips can be day, weekend and weeklong throughout Connecticut, New England, and beyond. Some activities have included downhill skiing, snowboarding, cross country skiing, hiking, mountaineering, rock climbing, whitewater rafting, sea kayaking, canoeing, and mountain climbing. Always open to new ideas and trying new things.

### SADD (Students Against Destructive Decisions)

To provide students with the best prevention and intervention tools possible to deal with the issues of underage drinking, other drug use, impaired driving and other destructive decisions.

### Science Olympiad

Come be a part of our science teams. We have two teams that compete in all areas of science from astronomy to zoology. We also compete in robotics, airplane and other building events.

### Spirit Club

This club is open to any students willing to join. The purpose of this club is to promote student awareness in sports while also bringing pride back to our school. Members of the Spirit Club will decorate the halls for sporting events and create new ideas to get people participating more in after school functions.

### Student Advisory

Student Advisory Council is made up of students who meet regularly with the principal to discuss issues affecting student life at South Windsor High School.

## Student Council

This is the student government organization. Representatives meet regularly to discuss student concerns, plan programs, and serve the students of the school. This organization is open to anyone who wishes to join. Listen for announcements and watch for posters early in the year.

## Student Musician Executive Council

This is an activity for student officers and student producers who are in Concert Chorus, Choral Spectrum, Band, Wind Ensemble, Orchestra, and School Musical. The mission of this group includes: establishing and maintaining a music web site for SWHS; creating, editing and publishing the quarterly music department newsletter; creating programs for each of the concerts; work on logistics for shows and work on the music library.

## SWHS-TV News Team

The SWHS-TV News Team is a student produced television news program that is broadcast weekly on COX Public Access. Members of the team are involved in all aspects of television news including videotaping, interviewing, writing, editing, directing and TV studio operation. News programs are videotaped in our own studio and control room and edited on non-linear editing systems using Final Cut Pro. This is an exciting opportunity for students to be involved in a team effort that is seen throughout South Windsor and neighboring communities on Public Access Television.

## South Windsor Environmental Club

This club offers students the chance to discuss and act upon the environment. Students will work together to learn more about the environment, pass on this knowledge to other students, and develop plans to create improvements, particularly on the local level. This club meets weekly.

## The Technology Student Association

TSA is a non-profit national student organization devoted to teaching technology education to young people.

## Unified Sports

Unified Sports® is a registered program of Special Olympics that combines approximately equal numbers of athletes with and without mental retardation on sports teams for training and competition. All Unified Sports® players, both athletes and special partners, are of similar age and matched sport skill ability. Unified Sports® teams are placed in competitive divisions based on their skill abilities, and range from training divisions (with a skill-learning focus) to high level competition. At the middle and high school level, students compete in statewide Unified Sports® tournaments. The CIAC currently holds tournaments in the sports of soccer, basketball, volleyball, and softball. And, as the program continues to grow, new sports are sure to be added!

## Young Educators Society

The Young Educators Society provides students with opportunities to explore teaching as a career option. The society helps students gain a realistic understanding of the nature of education and the role of the teacher as well as coordinate information about teaching as a profession. Students are offered the opportunity to attend important workshops at Eastern Connecticut State University.

## Wish to Start a New Club

Any group of students wishing to start a new club/activity must prepare a written proposal and present it to the building administrator responsible for student activities. This proposal must include a staff member who has agreed to assume responsibility for the group and attend all meetings. The proposal must also include information about the purpose of the club/activity, when, how often, and where the group will meet.

# Appendices

## **Appendix A: BOE: Student Policies - Bullying**

5131.911

### **Students**

#### **Bullying**

The Board of Education promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another student is prohibited.

Bullying is defined as any overt acts by a student or groups 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 committed more than once against any student during the school year. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school.

Examples of bullying include, but are not limited to:

1. physical violence and attacks
2. verbal taunts, name-calling and put-downs including ethnically-based or gender-based verbal put-downs
3. threats and intimidation
4. extortion or stealing of money and/or possessions
5. exclusion from peer groups within the school

Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this district and is prohibited.

**Students who engage in any act of bullying, while at school, at any school function, or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.**

A comprehensive program, involving everyone in the schools and the community, to address bullying at all school levels is essential to reducing incidences of bullying. Such a program must involve interventions at all levels, school wide, classroom and individual.

The District's program:

1. Permits anonymous reports of bullying by students to teachers and administrators and

written reports of suspected bullying by parents or guardians;

2. Requires teachers and other school staff to notify school administrators in writing of bullying acts they witness and students' reports they receive;
3. Requires school administrators to investigate parents' written reports and review students' anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report;
4. Requires each school to maintain a publicly available list of the number of verified bullying acts that occurred there, and within available appropriations, report such number to the Department of Education annually and in such manner as prescribed by the Commissioner of Education;
5. Requires each school to have prevention and intervention strategy, as defined by statute, for school staff to deal with bullying, including language about bullying in student codes of conduct and in all student handbooks;
6. Requires each school to notify parents or guardians of all students involved in a verified act of bullying and invite them to attend at least one meeting. The notice shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and to the other parent/guardian if requested. The notice must describe the school's response and any consequences that may result from further acts of bullying;
7. Requires the development of case-by-case interventions for addressing reported incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline;
8. Requires students to be notified annually of the process by which they may make reports of bullying;
9. Requires 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;
10. Inclusion in the District's staff development program for certified staff training pertaining to the prevention of bullying, effective July 1, 2009.

**The Board expects prompt and reasonable investigations of alleged acts of bullying. The Principal of each school or his/her designee is responsible for handling all complaints of alleged bullying.**

In addition, the norms that are established by adults through consistent enforcement of all policies pertaining to conduct and modeling appropriate behavior at school and at home will reduce the instances and damage of bullying. It is necessary for students to promote the concept that caring for others is a valued quality, one that is accepted and encouraged.

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

The Superintendent shall develop rules and procedures, which carry out the provisions of this policy. This policy shall be included in all student and faculty handbooks and shall be disseminated to the public in a manner to be determined by the Superintendent.

This policy shall not be interpreted to prohibit a reasonable and civil exchange of opinions, or debate, that is protected by state or federal law.

- (cf. [0521](#) – Nondiscrimination)
- (cf. [5114](#) – Suspension and Expulsion/Due Process)
- (cf. [5131](#) – Conduct)
- (cf. [5131.21](#) – Violent and Aggressive Behavior)
- (cf. [5131.8](#) – Out-of-School Misconduct)
- (cf. [5131.912](#) – Aggressive Behavior)
- (cf. [5131.91](#) – Hazing)
- (cf. [5144](#) – Discipline/Punishment)
- (cf. [5145.4](#) – Nondiscrimination)
- (cf. [5145.5](#) – Sexual Harassment)
- (cf. [5145.51](#) – Peer Sexual Harassment)
- (cf. [6121](#) – Nondiscrimination)
- (cf. [6121.1](#) – Equal Educational Opportunity)

Legal Reference: 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.

PA 06-115 An Act Concerning Bullying Policies in Schools and Notices Sent to Parents or Legal Guardians.

**Policy adopted: January 14, 2008**

**Policy revised: May 26, 2009**

## **Students**

### **Bullying Behavior in the Schools**

The following sets forth the procedures to implement Board Policy 5131.911 concerning the prohibition against bullying in the South Windsor Public Schools. Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or staff.

It is imperative that bullying be identified only when the specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as bullying, however, will result in appropriate disciplinary consequences for the perpetrator.

#### **I. Definition:**

In accordance with state law and Board policy, "bullying" means any overt acts by a student or a 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.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Board policy. The determination that conduct does not constitute bullying under state law and Board policy, however, does not restrict the right of the Administration and of the Board of Education to impose appropriate disciplinary consequences for student misconduct.

- Location. Bullying behavior in violation of Board policy must occur on school grounds or at a school-sponsored activity (which by Board policy includes transportation services). Conduct that occurs off-campus (*e.g.* harassment over the Internet, physical intimidation in the community) is not bullying under this Policy and Regulation.

While not considered bullying under state law and Board policy, conduct that would otherwise be considered bullying occurring off-campus (and outside of any school-sponsored activity) may subject the perpetrator to disciplinary action. Discipline for such conduct may be imposed if such conduct violates a publicized policy of the Board and is

seriously disruptive of the educational process. Unless such conduct triggers a mandatory expulsion under Conn. Gen.

Stat. § 10-233d(a), however, school officials are authorized to impose discipline for such off-campus conduct only if such conduct markedly interrupts or severely impedes the day-to-day operation of the school.

- Repeated misconduct. Bullying behavior in violation of Board policy must be “repeated against the same student over time.” An isolated incident, however egregious, is not “bullying” under state law and Board policy. Similarly, numerous acts of misconduct against different students does not constitute “bullying” under state law and Board policy.

- Ridicule, humiliation, and/or intimidation. Bullying behavior is more than misconduct. Such behavior is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.

- Types of conduct. Bullying can take many forms and can include many different behaviors having the overt intent to ridicule, humiliate or intimidate another student. Examples of conduct that could constitute bullying include:

1. Physical violence and/or attacks;
2. Verbal taunts, name-calling and put-downs, including taunts based on ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics;
3. Threats and intimidation (through words and/or gestures);
4. Extortion or stealing of money and/or possessions.

## **II. Complaint processes**

A. Publication of the prohibition against bullying and related procedures

The prohibition against bullying shall be publicized by including the following statement in the student handbook of each of the district schools:

“Bullying behavior by any student in the South Windsor 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 a 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 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 and Regulation 5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.”

#### B. Formal complaints

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher or administrator/designee, and they shall be promptly forwarded to the building principal/designee for review and action in accordance with Section IV below.

#### C. Informal complaints

Students may make informal complaint of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator/designee who receives an informal complaint shall promptly reduce the complaint to writing, including the information provided. Such written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the building principal/designee for review and action in accordance with Section IV below.

#### D. Anonymous complaints

Students who make informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s) and administrator(s)/designee who receive the complaint. Should anonymity be requested, the principal/designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

### **III. Staff responsibilities and intervention strategies**

#### A. Teachers and other school staff

Teachers and other school staff who witness acts of bullying, as defined above, shall promptly notify the building principal/designee of the events observed, and shall

promptly file a written incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected bullying shall promptly notify the building principal/designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal/designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a succinct written report of the informal complaint, which shall be forwarded promptly (no later than the next school day) to the building principal/designee. If the report is an informal complaint by a student that is received by other school staff, this employee shall verbally report the matter to the principal/designee promptly (no later than the next school day).

In addition to addressing both informal and formal complaints, teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of “bullying.”

## B. Administrator responsibilities

### 1. Investigation

The principal/designee (or other responsible program administrator) shall be promptly notified of any formal or informal complaint of suspected bullying received by any building administrator, teacher or other professional employee. Under the direction of the building principal/designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### 2. Remedial actions

Verified acts of bullying shall result in intervention by the building principal/designee that is intended to assure that the prohibition against bullying behavior is enforced, with the goal that any such bullying behavior will end as a result.

Bullying behavior can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying” as defined above will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal/designee. The following sets forth possible interventions for building principals/designee to enforce the Board’s prohibition against bullying.

a. Non-disciplinary interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. The victim’s communication and assertiveness skills may be low and could be further eroded by fear resulting from past intimidation and fear of future intimidation. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern.

b. Disciplinary interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

3. The Superintendent shall be responsible for developing an intervention strategy for school staff to respond to bullying.

#### **IV. Reporting obligations**

A. Report to the parent or guardian of the perpetrator

If after investigation, acts of bullying by a specific student are verified, the building principal/designee shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

**B. Reports to the victim and his/her parent or guardian**

If after investigation, acts of bullying against a specific student are verified, the building principal/designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

**C. List of verified acts of bullying**

The principal/designee of each school shall maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with Section III(1) above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.

**Regulation approved: January 14, 2003**

# Appendix B: BOE: Sexual Harassment

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## Personnel, Students

### Sexual Harassment

It is the policy of the South Windsor Board of Education that sexual harassment is forbidden and will not be tolerated. It is the policy of the Board to maintain a learning environment free from sexual harassment, insults, and intimidation. Evidence of reprisal against a complainant or witness shall be viewed as a violation of this policy.

Sexual harassment has been clearly established as a form of sexual discrimination. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, other offensive verbal or physical conduct that is sexual in nature, the display or circulation of written materials or pictures degrading to gender, any conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual employment or student grades or status; or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or schooling decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work or school performance or of creating an intimidating, hostile or offensive working or school environment.

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

- Touching
- Verbal comments
- Sexual name calling
- Sexual rumors
- Inappropriate public display of affections
- Gestures
- Leers
- Jokes/cartoons/pictures

- Inappropriate statements of a sexual nature
- Pulling at clothes
- Attempted rape/rape

Any student who believes he or she has been subject to sexual harassment should report the incident immediately to his or her school principal, assistant principal, or guidance counselor. Any employee who believes he or she has been subject to sexual harassment should report the incident immediately to his or her immediate supervisor, or the assistant superintendent for personnel and administration.

All such incidents shall be investigated in accordance with the applicable complaint procedures which the Superintendent shall adopt by regulation. The district will respect the confidentiality rights of the complainant and the individual(s) against whom the complaint has been filed as much as reasonably possible, given the necessity to investigate allegations and take disciplinary action when sexual harassment has occurred.

Any employee or student found to have engaged in sexual harassment will be subject to immediate disciplinary action up to and including discharge from employment, expulsion from school, or referral to legal authorities for prosecution as judged appropriate on a case-by-case basis.

Legal Reference: Civil Rights Act of 1964, Title VII, 42 U.S.C. §2000-e2(a).

Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, effective 10/15/88.

Title IX of the Education Amendments of 1972, 34 CFR Section 106.

[46a-60](#) Discriminatory employment practices prohibited.

Constitution of the State of Connecticut. Article I, Section 20.

**Policy adopted: September 23, 1997**

**Policy Revised: March 25, 2003**

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Please note: All extensions are subject to change however e-mails are constant.

