



Plainfield High School

Student Handbook 2020/2021

PLAINFIELD HIGH SCHOOL

105 Putnam Road

PO Box 218

Central Village, CT 06332

Main Office: (860) 564-6422

Website: www.plainfieldschools.org

Pride Honor Success

Name: _____

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The mission of Plainfield High School is

- To promote academic excellence and personal development
- To provide rigorous instruction and high expectations
- To work in partnership with staff, families and the community
- To guide students in defining and pursuing a successful path to college, career and work readiness
- To cultivate lifelong learners and responsible, productive citizens

Vision of The Plainfield High School Graduate



THE RESPONSIBLE CITIZEN

- Demonstrates civic awareness and responsibility
- Acts ethically and accepts responsibility for decisions and actions
- Acts with empathy and kindness
- Actively engages in and takes ownership of lifelong learning



THE INFORMED THINKER

- Acquires and applies information across disciplines in real-world contexts
- Reflects critically on learning and life experiences and seeks out opportunities to grow
- Analyzes, evaluates, and challenges the veracity and validity from various sources
- Demonstrates curiosity and imagination
- Participates in career exploration and plans for the future



THE EFFECTIVE COMMUNICATOR

- Speaks and listens effectively for a variety of purposes
- Uses evidence and logic appropriately in communication
- Uses a variety of modes of expression to share ideas and create well-crafted work
- Collaborates effectively with others to develop new ideas and solutions



THE PROBLEM SOLVER

- Applies relevant information and technology to solve problems
- Generates thoughtful questions and hypotheses and develops a process to address them
- Critically analyzes and evaluates data and information to draw conclusions
- Perserveres even in the face of failure, obstacles and challenges
- Identifies and applies specific, accurate, reliable information to make decisions



THE PREPARED PROFESSIONAL

- Applies self-regulation coping skills when faced with a difficult/stressful situation
- Explores various careers of interest
- Applies professional career/work soft skills during daily interactions
- Demonstrates work related habits of reliability, punctuality, and employability
- Develops self-confidence and adaptability in academic and social situations
- Appropriately interacts with higher authority in school and work

Letter from the Principal

Dear Parents and Students:

I would like to welcome you to the Plainfield High School community! I look forward to an exciting 2020-2021 school year. Whether you are new to the school or a returning student, your involvement in academic and extracurricular activities is vital to personal development and the growth of the school community. The opportunities for enriching your lives are vast. It is up to each individual to seize the challenges and make the most of each moment spent at PHS.

In order to ensure a safe and productive academic community, we have rules and expectations that must be followed. This handbook contains the school's mission statement, academic, social and civic expectations, and rules and procedures. Please take the time to familiarize yourselves with rules and expectations for student behavior and with the standard procedures of the building. In addition, please read the school's mission statement and expectations for academic success.

The dedicated staff at PHS is committed to providing challenging and rigorous academic opportunities for all students. It is important to take advantage of what the school has to offer and this will ensure a fulfilling and personally rewarding high school experience.

I wish you all the very best for the 2020-2021 school year and encourage all to become involved participants within the school community.

Christopher L. Bitgood, PhD.

Principal

ADMINISTRATION

Christopher L. Bitgood, *Principal*
Stacey W. Kelleher, *Assistant Principal*
John W. Cote, *Assistant Principal*

FACULTY

** Indicates Faculty Coordinators/Team Leader*

ART

Cathleen Brown
Lindsey Demuth

BUSINESS

Lew Calhoun
Carrie LaRoche*

ENGLISH

Erin Duggan
Joshua Farrish*
Mindy Fennelly
Jason Greene
Laura Maher*
Savannah Marrison
Bethany Wagner

FAMILY & CONSUMER SCIENCE

Laura Salo

GUIDANCE

Donna Belisle
Emily Covill
Michael Faulkenberry
Michelle Laverty
David Willis*
Janet Harmon,
School Social Worker
Terry Liebel,
Career Coordinator

LIBRARY/MEDIA

JoAnn Titus

MATH

Paul Adams
John DiGiacomo
David Ewan
Ray Murray
Cassie Noble
Joyce Rice*
Ashley Wickham

MUSIC

James Flynn
Brian Stevenson

NURSE

Susan Nagel, RN
Melissa Sears, RN

PHYSICAL EDUCATION & HEALTH

Jan Voland, *Athletic Director**
Jason Chaviaras
James Langlois

RSP PROGRAM

Kathleen Silva
Cathleen Coddling

SCIENCE

Mark Bauer
Tandi Carignan*
Dr. Karen Culver-Rymsza
Heather Eighme
Kim Glazier
Anita Japp
Emily Loy

SOCIAL STUDIES

Lisa Bastien*
Russell Hart
Kevin Mariano
Patrick Smith
David Wilcox
Jon Zielinski

SPECIAL EDUCATION

Christopher Bailey
Bernie Dennler
Carolyn Holmy*
Jennifer Howe
Paul Kelly
John Lorange
Kate Silva

TECHNOLOGY EDUCATION

Timothy Jordan*
Tim LaFayette
William Treiss
Open

VISUAL COMMUNICATION

Lydia Mackela

WORLD LANGUAGE

Rebecca Bourque
Justin Scott
Open

STAFF**SECRETARIAL STAFF**

Jessica Gaudreau, Guidance Office
Paula Norgren, Attendance Office
Debra LaBonte, Main Office

SECURITY GUARDS

Matt Danis
Michael Rouillard

CAFETERIA STAFF

Linda Schultz

CUSTODIAL STAFF

Robert Hansen, *Lead Custodian*
Mark Beauregard
Steven Kennett
David Kettle
William Ridgway
Jennifer Simonds
Jeffrey Taranto
Elaine Tetreault

NOTIFICATION OF HIGHLY QUALIFIED TEACHERS

According to legislation, parents of each student attending any school receiving Title I funds may request, and the district will provide, in a timely manner, information regarding the professional qualifications of the student's classroom teachers. The information must include:

- If the teacher has met state qualification and licensing criteria for the grade levels and subject area in which the teacher provides instruction
- If the teacher is teaching under an interim certificate, a durational shortage area permit, a minor assignment, or as a substitute teacher
- The baccalaureate degree major and any other graduate certification degree held by the teacher; and the field of discipline of the certification or degree
- And information on whether the student is provided services by a paraprofessional and, if so, their qualifications.

COMMUNICATIONS

EMAIL

All Plainfield High School Faculty and Staff may be reached by e-mail. To do so enter their last name and first initial followed by @plainfieldschools.org

Example: To reach Mr. John Jackson: jacksonj@plainfieldschools.org

FAX

Main Office	(860) 564-2116
Attendance	(860) 564-6624
Guidance	(860) 564-6198

TELEPHONE

Main Office	(860) 564-6422	Hours: 6:30AM – 3:00PM
Attendance	(860) 564-6422	Hours: 6:30AM – 3:00PM
Guidance	(860) 564-6422	Hours: 7:00AM – 3:30PM
Plainfield Transportation	(860) 564-7017	
Pupil Personnel	(860) 564-6401	
Sterling Transportation	(860) 564-4219	

STUDENT HANDBOOK USAGE

Students are to carry their agenda with them each day to use for reference, recording class assignments and documenting hall passes. The cost to replace a lost handbook is \$5.00. They are available in the attendance office.

INTRODUCTION


Plainfield High School is a learning community that promotes and respects the uniqueness of individuals, knows the validity of rigorous instruction, and understands the need for a safe and orderly environment for all. The purpose of the student handbook is to provide students, parents, and faculty with information regarding school conduct, available services, and most important, academic and behavioral expectations. Education is a process that includes the mastery of academics, the growth of the individual, and the development of habits which lead to responsible behavior. **Please remember that the school's authority extends to areas near the school, other schools, busing, and school-sponsored events and activities. Plainfield High School will hold its students to high standards of behavior in and out of school.**

PART I: GENERAL INFORMATION

SCHOOL HOURS

Classes for all students begin at 7:15 a.m. and conclude at 1:15 p.m. (during 2020-2021 school year due to COVID-19 as it is usually 1:45) on most days except where noted on the school calendar. Teachers are normally available from 7:00 a.m. until 1:30 p.m. Student entry into the building is at 7:00 unless the student has an appointment to meet with a teacher prior to 7:00 a.m. Students are dismissed from school at 1:15 p.m. at which time they are to leave the building unless staying after for a school sponsored activity such as working with a teacher, attending a meeting, or participating in an extracurricular team sport or function. Students are not to loiter in the building or on school grounds unsupervised before or after school hours.

2020-2021 SCHOOL BELL SCHEDULE

Plainfield High School Schedule 2020-2021	
	
Block 1	7:15 - 8:30
Block 2	8:35 - 9:50
Block 3	9:55 - 11:55
A Lunch	Lunch 9:55 - 10:25
	Class 10:30 - 11:55
B Lunch	Class 9:55 - 10:25
	Lunch 10:25 - 10:55
	Class 11:00 - 11:55
C Lunch	Class 9:55 - 10:55
	Lunch 10:55 - 11:25
	Class 11:30 - 11:55
D Lunch	Class 9:55 - 11:25
	Lunch 11:25 - 11:55
Block 4	12:00 - 1:15

CANCELLATION

If the weather or other conditions indicate that schools will be closed, announcements will be made on the Plainfield High School phone message system and the following radio stations and cable TV channels:

AM WINY 13.50 – WTIC 1080 – EASTERN CT CABLE CHANNEL (22)

FM WDRC 102.9 – WILI 98.3 – WCTY/WICH 97.7
 WWLI 105.1 – WKSS 95.7 – WHCN 105.9

TV WFSB3 – NBC30

Board of education policy states that no activities will take place if school is canceled due to weather conditions.

DELAY

At times, conditions may indicate the need to delay the starting time of school rather than close for the entire school day. Delayed opening announcements will be made as indicated above. Delayed opening means that school will begin 2 hours later than normal, and therefore, all school transportation will arrive approximately 2 hours later than usual. If we must delay on a scheduled “half day” the school day will end at 1:45 P.M.

EARLY RELEASE

It is sometimes necessary to close early. Parents should discuss these possibilities with their children and make plans accordingly. In case of early release, the above stations will make announcements regarding release times. The typical early release time for Plainfield High School is 10:55 AM.

Early Release Schedule			
Block 1		7:15 - 8:06	51 min
	Passing	8:06 - 8:11	5 min
Block 2		8:11 - 9:03	52 min
	Passing	9:03 - 9:08	5 min
Block 3		9:08 – 9:59	51 min
	Passing	9:59 - 10:04	5 min
Block 4		10:04 – 10:55	51 min

2 Hour Delay Schedule

9:15am-1:15pm

Block 1		9:15-9:55		40 min
Block 2		10:00-10:40		40 min
Block 3		10:45-12:25		
	A Lunch	10:45-11:15		
	Class	11:20-12:25		65 min
	Class	10:45-11:18		33 min
	B Lunch	11:20-11:50		
	Class	11:53-12:25		32 min
	Class	10:45-11:50		65 min
	C Lunch	11:55-12:25		
Block 4		12:30-1:15		45 min

STUDENT ADVISORY

The Student Advisory Program is a mentoring/coaching program designed to provide students with an adult resource to assist students in dealing with problems and educational decision-making. Students are placed in groups of 15 or less with the same advisor each year. The program meets monthly; there are some exceptions.

ANNOUNCEMENTS

The announcements for the day are made over the public address system each morning and afternoon. Announcements regarding school activities must be initiated by a teacher or advisor, and turned in to the Main Office by 8:00 a.m. We expect all students to be attentive during announcements.

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

Each school within the district shall provide time each school day for students to recite the Pledge of Allegiance and have a moment of silence. Reciting the Pledge of Allegiance is voluntary, however, in keeping with the Plainfield Board of Education's full intention to respect the constitutional rights of all students, it is the expectation that any student who chooses not to participate in the recitation of the Pledge, will stand, remain silent, and maintain order and decorum appropriate to the school environment. If, because of some personal philosophy or belief, a student, wishes to be exempt from this policy, the student's parent/guardian must notify the school's administration in writing.

BULLETIN BOARDS

Bulletin boards are primarily for the display of notices and posters pertaining to school activities. All publicity to be used in or on the school building or about the grounds must be approved by the Principal before posting or displaying. **Students must take down posters and announcements and remove tape on the day following an event.**

EVACUATION DRILLS AND SAFETY PROCEDURES

During all drills or safety procedures, attendance will be taken for all students, employees, and visitors. Visitors, including parents and guardians, must also follow all safety procedures. At times, town or district personnel will monitor the effectiveness of the drill. Cell phones are NOT to be used.

FIRE DRILLS at regular intervals are required by law and are an important safety precaution. It is essential that the building be cleared as rapidly as possible following the alarm. Classroom exit routes are posted in each room. All students are to remain with their class for the duration of the drill. The school bell signals will be given as an all clear.

LOCK-DOWN DRILLS will be held throughout the year. When the main office announces a "lock-down", students and staff are to remain in their classroom until notified by the administration, or Plainfield Police. All students are to remain silent throughout the drill. Students and staff outside the building will report to the "staging area" as announced by administration.

SECURE SCHOOL DRILLS occur when the police department may be involved in an incident around the school that does not pose a direct threat to the school, but may call for the school to secure the building until more information is known or the incident has resolved itself. When in a secure the school situation, students will immediately be brought back into the building, cease all outdoor activities, and make sure all exterior doors are locked. This is NOT a lockdown. All internal activities can proceed as normal. Students must remain in classrooms with their supervising teachers for the duration of secure school occurrence.

SECURITY CAMERAS are in use on the premises for the safety of students, staff and the school grounds. School administrators and security personnel have access to this recorded information.

SPORTS

Fall

Cheerleading - Varsity, JV
Cross Country - Boys - Varsity
Cross Country - Girls - Varsity
Football - Varsity, JV, Froshmore
Soccer - Boys - Varsity
Soccer - Girls - Varsity
Volleyball - Girls - Varsity, JV

Winter

Basketball - Boys - Varsity, JV, FR
Basketball - Girls - Varsity, JV

Indoor Track and Field - Boys - V
Indoor Track and Field - Girls - V
Cheerleading - Varsity, JV
Wrestling - Varsity
Unified Basketball

Spring

Baseball - Varsity, JV
Golf - Boys - Varsity
Softball - Varsity, JV
Track and Field - Boys - Varsity
Track and Field - Girls - Varsity

ELIGIBILITY FOR INTERSCHOLASTIC SPORTS and EXTRA-CURRICULAR ACTIVITIES

Plainfield Public Schools maintain high expectations for all students and, therefore, has adopted eligibility requirements for high school students to participate in extra-curricular activities. Eligibility for competing on interscholastic teams and participating in intramural and extra-curricular activities is determined by a student's academic standing, school attendance, and discipline record. Students must present proof of physicals prior to participating in "try outs" for school sports. It is the school principal's responsibility to ensure all participants meet eligibility requirements.

1. Students entering the high school as a ninth grader for the first time are automatically eligible to participate in extra-curricular activities during the first marking period in the fall regardless of their previous academic standing.

2. Official grades determine continued eligibility for extra-curricular activities and for eligibility for an activity which commences during the following grading quarter.
3. Eligibility for fall sports is determined by the number of credits received towards graduation at the close of the previous school year, not the fourth quarter grade. You must have received credit in at least **four** Carnegie units of work for which you did not previously receive credit to be eligible for fall sports participation. This may include credits earned during the summer. Thereafter, quarter grades, not semester grades, are used to determine eligibility. You must take and earn passing grades in at least four quarter Carnegie units and meet the academic requirements of your school to achieve eligibility. For additional information on academic eligibility, consult your athletic director, guidance counselor or school principal. **(CIAC Rules of Eligibility)**
4. Students earning two failing grades for a quarter will be placed on probation.
 - Students placed on probation are required to attend and participate in any support services offered or available. The student's grades and performance will be reviewed every ten (10) school days by the Eligibility Review Committee to determine continued participation. The Eligibility Review Committee will consist of an administrator, a guidance counselor, and a teacher.
 - If the Eligibility Review Committee determines that the student has not improved grades and/or performance, the student will be ineligible to participate. After another ten (10) school day period, the student may have his/her grades and performance reviewed again by the Eligibility Review Committee to determine participation during the next ten (10) school days.
5. As members of the Connecticut Interscholastic Athletic Conference (CIAC), varsity and junior varsity high school athletes must meet Plainfield's minimum eligibility requirements as well as those of the CIAC. Student athletes who are ineligible at the end of a quarter under the CIAC eligibility requirements are ineligible until the next official report card is issued.
6. Eligibility to participate in extra-curricular activities during any quarter is dependent on the previous quarter grades. Participation in the fall will be determined by the last quarter grades during the previous school year.
7. Students determined ineligible based on the grades from the last quarter of the year have the opportunity to improve those grades in an approved summer school program. Continued eligibility for those students will be reviewed by the Eligibility Review Committee.

See Athletic Handbook for additional information.

CLUBS AND ACTIVITIES

Student activities provide opportunities for each student to develop personal relationships, initiative, cooperation, dependability and leadership skills. Success is not measured by the number of activities in which a student participates, but the amount and quality of the work done in each activity. Eligibility for clubs & activities is the same as eligibility for athletics. Please refer to that section for extracurricular eligibility. The following is a list of organizations and activities sponsored by Plainfield High School to name a few:

<i>Pottery Club</i>	<i>Quilting Club</i>	<i>Student Council</i>	<i>Drama/Theater</i>
<i>Winter Guard</i>	<i>Games</i>	<i>Yearbook</i>	<i>Class Officers</i>
<i>Intramural Sports</i>	<i>FBLA</i>	<i>Debate Team</i>	<i>Natural Helpers</i>

CLASS OFFICERS

Each class elects officers annually under the supervision of the class advisors. Eligibility to run for a class officer position is the same as eligibility for participation in athletics. The officers elected are President, Vice President, Secretary, Treasurer, and Social Chairperson(s). The officers will provide leadership for class civic and social functions and for the growth of the class treasury, which is used in the senior year to partially defray the cost of graduation. Officers are expected to continuously demonstrate strong leadership skills and appropriate behavior. Failure to do so may result in loss of position.

CALENDAR OF EVENTS

All social events involving the students are planned by student committees supervised by the faculty sponsors of the classes, clubs or activities. Reservations for space and time for such events must be made with the Principal on the school calendar at least one month in advance.

ASSEMBLIES

Pep rallies and school assemblies are scheduled for all students. They have a purpose and they are part of your school experience and as such are a requirement for all students unless there is a legitimate reason for early dismissal, submitted in writing, from your parents. Students are expected to be on their best behavior. Unauthorized absence from assemblies will be treated as an unauthorized absence from class.

DANCES/PROMS

The school will sponsor a number of dances during the year. School dances, with the exception of proms, will be held from 7:00 p.m. to 10:00 p.m. No one will be admitted after 8:00 p.m. unless prior approval is received from one of the administrators. Students must be in school by 10:00 a.m. and remain in school for the remainder of the school day (no dismissals) in order to attend the scheduled dance or prom.

Students will be allowed to bring a guest to the dance, provided that they submit a dance permission slip form and are listed on the dance attendance list prior to the dance. All guests will be accompanied by the host student and will be asked to provide proper identification when they enter the dance. A guest must meet one of the following criteria in order to be considered a dance guest:

- Enrolled in a high school with the ability to show a proper high school ID or a letter of good standing from the principal of that high school
- PHS Alumni for not more than one year (exception for prom's will be considered)

A guest will be the responsibility of the host student and all rules and regulations of PHS will apply for the guest. School dress code attire is required for all students and guests attending the dance. **Students leaving the dance early will not be allowed to return and must leave the school grounds.** Students suspended on the day of a dance are prohibited from attending. Students absent on the day of a dance or day before the prom may not attend without permission from an administrator.

LOCKERS

***During the 2020-2021 school year students will not be assigned a locker due to safety issues related to COVID -19. Students are encouraged to utilize a backpack to transport and hold school related materials.** For gym lockers, students may either bring in their own lock or borrow a lock with a \$2.00 deposit. The instructor must have the combination or key to the lock. Students are responsible for their own property left in the locker room and for securing their lockers.

I.D. CARDS

Pictures will be taken in September for Identification Cards. These cards are used for athletic events, dances, library, and identification.

PHOTO/VIDEO RELEASE

High school students, especially those engaged in extra-curricular activities, can expect to be exposed to photographers and videographers at some time during their schooling including being recorded during live virtual class sessions. Students who do not wish to be photographed or videotaped must make their desires clear to the photographer/videographer and administration. Faculty and administration will assist students to avoid situations where they may be photographed or videotaped but the primary responsibility rests with the student.

YEARBOOKS

It is the responsibility of students to submit yearbook information/pictures when requested. Seniors who do not submit senior pictures will have their school identification pictures submitted. Seniors not wanting any picture published in the yearbook must make that known to the yearbook advisor. There are no refunds for yearbooks.

FUNDRAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 15 days before the event. Unless approved by the superintendent, a fund-raising activity by a non-school related organization is not permitted on school property.

ACTIVITY FEE

Activity Fees are collected in grades 9-12. Fees collected are used to cover the cost of caps and gowns and most other senior expenses. The dues collected are as follows: grade 9 - \$50.00, grade 10 - \$50.00, grade 11 - \$50.00, grade 12 - \$50.00. The \$200.00 which covers all four years must be paid to attend the prom, ball, class trip and graduation.

Classroom materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including: club dues, security deposits, materials for a class project that the student will keep, personal physical education athletic equipment and apparel, voluntary purchases of pictures, publications, class rings, yearbooks, etc., student accident insurance, insurance on school-owned instruments, instrumental rental and uniform maintenance, fees for damaged library books and school-owned equipment, and/or membership dues in voluntary clubs or student organization and admission fees to extracurricular activities.

AUTOMOBILES AND MOTOR VEHICLES

All student-operated vehicles on campus must be registered with the Attendance Office and display a PHS parking sticker. In order to obtain a sticker, students must submit the following to the Attendance Office: proof of junior or senior status (academic credits), a completed PHS vehicle registration form **located on pg. 22**, a valid driver's license, a valid automobile registration, \$5.00 for the cost of the parking sticker and proof of insurance for each vehicle driven to school. Failure to comply may result in the towing of the car at the student's expense and/or disciplinary action. Students are reminded that operating a motor vehicle on campus and parking in the student lot are privileges, which may be revoked at any time. All school rules and state traffic laws apply on campus.

The following rules apply to the Student Parking Lot:

1. Students may park only in the Student Parking Lot in the parking space designated by school administration.
2. Cars must be locked and occupy one parking space.
3. Students are not to sit in cars in the morning or during the school day.
4. Students may not go to their cars during the school day without written permission from an administrator.
5. Students are responsible for all items located in their vehicle.

PARENT INVOLVEMENT/COMMUNICATIONS

Students are more successful when there is consistent communication and interaction between home and school. Parent/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities. Parent/guardians should be familiar with their child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, and attendance at board of education meetings are strongly encouraged.

PHS PARENT ORGANIZATIONS

Panther Band Organization

The Panther Band Organization meets each month with the band director to discuss music events, fundraisers, and topics important to the music program. The PBO supports and provides funding for student trips. Members of the PBO help to fit students for uniforms, set up equipment, and produce awards programs for student musicians.

Plainfield Athletic Booster Club

The Plainfield Athletic Booster Club exists to assist all athletic programs. This group has taken on major projects in recent years. Funds generated through the annual "Panther Plunge" have enabled the Booster Club to develop a practice field, to grade and sod the baseball infield, and to construct a weight training facility. Members work closely with the athletic director to plan sports awards programs for student athletes.

PROCEDURAL SAFEGUARDS & PARENT NOTICE

When Congress enacted Public Law 94-142 as the Education for All Handicapped Children's Act in 1975, they included a system of procedural safeguards designed to protect the rights of children with disabilities and their parents. During subsequent reauthorizations of the law, now known as the Individuals with Disabilities Education Act, congress maintained and added to these safeguards.

Procedural safeguards include the right to participate in all meetings, to examine all educational records, and to obtain an independent educational evaluation (IEE) of the child. Parents have the right to written notice when the school proposes to change or refuses to change the identification, evaluation or placement of a child.

The law includes several ways to resolve disputes including mediation, a "Resolution Session" and due process hearings. Procedural safeguards include legally binding written mediation agreements and confidentiality.

Section 504 of the Rehabilitation Act of 1973 prohibits all programs and activities receiving federal financial assistance, including public schools, from discriminating against students with disabilities, as defined in the law. A student with a disability under Section 504 is defined as one who has a physical or mental health impairment (including life-threatening food allergies) that "substantially limits a major life

activity,” such as walking, seeing, hearing, speaking, breathing, learning, working, caring for oneself, and performing manual tasks (29 U.S.C. 794 § 504; 34 C.F.R. § 104 et seq.).

“Substantially limited” is not defined in the law or Section 504 regulations. It is the responsibility of the Section 504 team to determine eligibility criteria and placement as outlined in the regulations. In order to determine a child’s qualification, an individualized assessment of the child is required. If qualified, the child is entitled to receive a free, appropriate public education, including related services. These services should occur within the child’s usual school setting with as little disruption as possible to the school’s and the child’s routines, in a way that ensures that the child with a disability is educated to the maximum extent possible with his non-disabled peers.

The Americans with Disabilities Act (ADA) of 1990 also prohibits discrimination against any individual with a disability, and extends the Section 504 requirements into the private sector. The ADA contains a definition of “individual with a disability” that is almost identical to the Section 504 definition. The ADA also provides a definition of substantially limits (42 U.S.C. §12101 et seq.; 29 C.F.R. § 1630 et seq.).

NON-DISCRIMINATION NOTICE

Plainfield Public Schools does not discriminate on the basis of race, religion, color, national origin, sex, age, marital status, sexual orientation, disability, ancestry, pregnancy, genetic information or gender identity or expression, in providing educational services. Plainfield Public Schools does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. Questions involving information or compliance on these matters should be directed to the Assistant Superintendent of Student Services at 860-564-6401.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will plan for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the

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

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

PART II: SCHOOL OFFICES, SERVICES, AND RESOURCE CENTERS

ADMINISTRATION OFFICES

The Principal, Dr. Christopher Bitgood, and Assistant Principal, Mr. John Cote, are located in the Main Office. Assistant Principal, Mrs. Stacey Kelleher, is located in the Attendance Office. Students should report to Administrative Offices for the following:

- appointments with the Principal or Assistant Principal
- help with disciplinary matters

ATHLETIC DIRECTOR'S OFFICE

Adjacent to the Gymnasium

The Athletic Director will be able to assist with:

- signing up for a team sport
- help with equipment or supplies
- information on game and practice schedules
- obtaining an athletic handbook
- contacting a coach
- locating the trainer

For complete information about athletics please visit our website:

https://phs.plainfieldschools.org/for_parents/athletic_program

Students interested in participating on a sports team at Plainfield must sign up on the Family ID website: **<https://www.familyid.com/organizations/plainfield-hs>**

ATTENDANCE OFFICE

Rotunda Entrance

Students should report to the Attendance Office for the following:

- absence notes
- tardy to school
- early dismissal
- attendance records
- elevator keys
- bus passes
- sign up for the late bus
- ASPEN password reset
- working papers
- student database changes

MAIN OFFICE

Upper Level Entrance

Students should report to the Main Office for the following:

- pay class dues
- lost and found
- tickets for school events
- ASPEN password reset
- credit card or debit card payments
- vending machines issues
- free/reduce lunch forms and status
- photo/student ID's

VISITORS

Visitors with official school business must report to the Main Office/Attendance Office for a visitor pass and sign in and out. ***Due to COVID-19 visitor access will be limited.**

NURSE'S OFFICE 1100 Wing

The Nurse is available to assist with:

- personal illness/injury
- administration of medications
- questions concerning health and safety
- chronic medical conditions
- medical records

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school. The school nurse is in the building from 7:15 a.m. – 2:25 p.m. daily. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. **Students who perpetually frequent the health office will be requested to obtain physicals to determine the root of their problem.** You must have a pass or signed agenda to see the nurse and you must sign in and out. You are to notify your teacher if you missed classes due to being at the Nurse's office. If the nurse is not available, report to the Main Office.

ADMINISTRATION OF MEDICATIONS

Parents of students requiring medication during school must contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in original container with proper labels and brought to the school nurse by the parent/guardian. Students are NOT permitted to transport medication to and from school. Students who violate the medication policy may be subject to disciplinary action.

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

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

(Plainfield Public Schools: Self-Administration of Medications, Policy 5035.7)

IMMUNIZATIONS

All students must be immunized against certain diseases and must present a certificate from a physician or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis B, Varicella (Chickenpox), Rubella and Hemophilus Influenza Type B.

INSURANCE

High School students are offered accident insurance as a school service. (Neither the school nor anyone connected with it profits in any way from the plan.) Whenever a student is injured while under the supervision of a member of the high school staff, the faculty member will file an accident report with the office. The office will give the student an insurance claim form when requested. The Board of Education carries an insurance rider on the policy to cover all students in all inter-scholastic athletics. Family insurance provides the primary coverage, however. Other than sports, student accidents are not covered by the school and parents are urged to obtain insurance.

ACCIDENTS

A student who suffers an accident in school, on school grounds or on the way to and from school, must report the circumstances immediately to the Principal's Office. The student will be provided first aid by the school nurse or other qualified persons in the absence of the school nurse. Additional medical attention will be arranged if circumstances appear to warrant it, however the school will not be financially responsible for the medical expenses beyond the first aid and liability insurance coverage carried by the Board of Education.

Accident report forms, for both insurances carried by the Board of Education and student insurance carried by the parent through the school, may be obtained from the school nurse and/or Main Office. Students who, because of religious beliefs, are not to receive medical attention in the event of an accident must have previously filed a statement to this effect with the nurse.

GUIDANCE OFFICE

1100 Wing

The School Psychologist, Speech and Language Pathologist, School Social Worker, and School Counselors, offices are located in the Guidance Office.

Students should report to the Guidance office for the following:

- ASPEN password reset
- student schedules
- make appointments with counselors
- report card copies
- transcripts
- scholarship packets
- attend PPT/504 meetings

GUIDANCE & COUNSELING

Counselors are available to help students with questions and problems that arise throughout the year. Appointments for conferences should be made through the guidance secretary. The results of testing, together with the school record, aid the counselor in helping the student make wise personal, educational and vocational decisions. In addition, the Guidance Department maintains a library of career materials, college catalogues, college videos, SAT resource materials and a computer information system (Naviance). Through Naviance, students may take an interest survey, obtain service job information and search for post-secondary programs across the nation matching their interests. Students are encouraged to make full use of these resources.

GUIDANCE CALENDAR

August	Freshmen Academy Open House
September	Meeting with seniors and parents in regard to College applications Deadline for SAT registration (Nov. test)*
October	College Fair for college bound Juniors and Seniors SAT I given to all Gr. 12 students PSAT given to all Gr. 10 and 11 students Metropolitan Achievement Test given to all Gr. 9 students Registration deadline for SAT (Dec. test) * College Planning Night
November	SAT I & II * All College Applications due in Guidance (This is a recommended deadline)
December	SAT I & II * Financial Aid Night at QVCC for parents and seniors Registration deadline for SAT (Jan. test) *
January	SAT I & II *
February	Junior planning No February offering for the SAT I & II Junior Planning Scheduling for next year Deadline for SAT registration (March test) *
March	Grade 11 students take the SAT at PHS Registration deadline for SAT I & II (May test) Local scholarship packets given to seniors
April	SAT I & II * (Grade 11 SAT State Assessment Alternative Date)
May	A.P. Tests
June	Sat I & II *

Note: The October test is offered to all seniors and a March or April SAT is given to all juniors at Plainfield High School during the regular school day as part of state testing requirements.

* SAT tests not offered at Plainfield High School but at neighboring sites (ex. Killingly High School) on a Saturday.

CAREER CENTER

The Career Center is located in the Guidance Office. Its goal is to provide our young adults a resource to prepare themselves for the future. The state School to Career initiative has focused our efforts to enable our students the opportunity to obtain the necessary knowledge and experience to make wise decisions about their future education and career choices.

WORKING PAPERS

Working papers are available in the Attendance Office or the Guidance Office for those who are sixteen years of age or older and who present a birth certificate and a “Promise to Employ” form properly signed by the employer.

AGE OF MAJORITY

In view of Public Act 127 of the 1972 Legislature which establishes eighteen (18) years of age as the age of majority, the following policies are adopted:

1. School regulations concerning all attendance matters (e.g., early dismissal, late admission, field trips, etc.) shall continue to be handled as they were previously. Students eighteen years of age not living with parents/guardians will be dealt with directly in attendance matters.
2. The school system recognizes its moral responsibility to the parent regardless of the age of the students in its charge. All contacts and records shall continue to be maintained with the home. Student eighteen years of age may request direct communication and parents shall be notified of that action.
3. Any student at or above the age of majority who, independent of parents or guardian, takes up residence in the Town of Plainfield and enrolls in the Plainfield School System shall be required by the Principal of the school in which he/she enrolls to submit a Certificate of Residence Form (in Guidance) certifying that he/she is indeed in residence within the Plainfield School District said Certificate to be attested to by the owner, renter or lessee of the property wherein he/she resides. Such Certificate must be complete and placed in the hands of the Principal or his designee within five (5) calendar days from the date of entrance of the student in question.
4. The Certificate of Residence shall be required of any student at the age of majority or above who, independent of his/her parents/guardians, takes up residence within the Plainfield School district and enrolls in the Plainfield Public Schools.
 - a. The above policy regulations are adopted under the assumption that reasonable school regulations should apply to all students regardless of age and that persons 18 years of age or over will be considered students first and adults second.

NOTIFICATION OF INTENT TO RELEASE INFORMATION TO MILITARY RECRUITERS WITHOUT PRIOR CONSENT

Current legislation requires that the Plainfield Board of Education provide, upon the request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. A parent of a secondary school student or the student himself or herself, if he or she has reached the age of majority, ("eligible student") may object to the release of the student's name, address, and telephone listing to military recruiters or an institution of higher education without prior written parental consent. A parent or eligible student who objects to disclosure of such information, without prior consent, may file a notice of objection with the school district at any time.

Recognizing the challenges faced by military recruiters, the No Child Left Behind Law requires high school to release information to colleges and other institutions of higher learning, upon request.

A list of the guidelines on military recruiters' and colleges' access to information can be found at the Web site: www.ed.gov/office/OM/fpco/hot_topics/ht_10-09-02.html. If you have any questions, please do not hesitate to call.

*Appropriate opt-out forms are located in the Guidance Department

LIBRARY/MEDIA CENTER

The high school library media center is a resource center for students, faculty, and community. The library media center is open daily before classes begin, during school hours, and after school Monday – Thursday from 2 – 3:30. English, Science, Math, and Social Studies teachers are available for tutoring after school in the LMC on Tuesdays and Thursdays. Students are encouraged to use the facility at these times.

Most books may be checked out for two weeks. In addition to print resources, the library offers many digital reference resources which can be accessed right from our website at <https://plainfieldschools.follettdestiny.com>.

Learning the proper use of the library and observing its rules and procedures help to develop good citizenship, consideration for others, and valuable study skills. Students who intend to use the library during study hall must sign up in the library before school, then report to the study hall for attendance prior to going to the library. Any student who wishes to use the library during lunch must obtain a pass from the library before school. All students must sign in and out of the library.

PART III: ACADEMIC GUIDELINES

PROGRESS REPORTS and REPORT CARDS

	Marks Close	Due to Guidance	Number of Days
Q1 Progress Report	9-25-20	9-30-20	22
Report Card	10-30-20	11-4-20	23
Q2 Progress Report	12-4-20	12-9-20	21
Report Card	1-20-21	1-29-21	24
Q3 Progress Report	2-26-21	3-2-21	24
Report Card	3-30-21	4-9-21	21
Q4 Progress Report	5-7-21	5-11-21	22
Report Card	6-11-21	6-11-21	24

1st Semester Exams -- January 21, 22, 25, 26

2nd Semester Exams -- Last days of school: June 2021

Note: Dates are subject to change.

HIGH SCHOOL CREDIT

To receive credit for a course a student must:

- A. Fulfill the course requirements as set forth by the classroom teacher and approved by the principal.
- B. A total of twenty-six (26) credits are required for graduation.
- C. A numerical average of 65 is the minimal passing grade.

HONOR ROLL

At the end of each quarter the honor roll is determined by averaging the numerical grades in all courses taken for all students. To be considered for the honor roll, a student is required to be enrolled in at least 6.5 credits that quarter. To be awarded HIGH HONORS, the student's average must range between 90 and 100 and for HONORS; the student's average must range between 80 and 89. No single grade may fall below an 80. Incomplete grades or no mark for a class will exclude students from the Honor Roll.

HONOR CORDS

Students that display academic excellence in a particular subject area are eligible for honor cords. To receive an honor cord in a particular department, students must have **completed** at least three courses in that department and receive a final grade of 92 or better in each course.

Note: The honor cord criteria are based on final underclassman grades, and senior year averages at the end of the 3rd quarter. **Independent Study courses do NOT count towards honor cords.**

NATIONAL HONOR SOCIETY

Selection is based on four criteria: scholarship, character, leadership, and service. Students must have a cumulative average of 89.5 and must have completed at least three semesters. Eligible students will be evaluated with respect to the remaining criteria.

Students and parents should be aware that scholarship alone does not automatically ensure membership in the National Honor Society. It is an honor accorded to those students whose academic achievements not only meet the high standards of excellence set forth by the Society, but also whose conduct exemplifies every other aspect of its criteria. Selection of eligible candidates will be made by a faculty council. Once initiated, members will abide by the bylaws of the National Honor Society.

RANKING PROCEDURES

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

Class rank is determined at the end of each year according to total quality points earned. Quality points are determined by multiplying the numerical grade earned in a course by the weighted course value assigned to the level of the course (see chart). All courses which meet during the regular school day are considered. The level/weight of these classes will be determined by the cooperating teacher and administration. Independent studies/projects are included in class rank. Fifth year and transfer students with less than 4 semesters at PHS will not be included in class rank.

Community service and pass/fail courses from transfer students will not be considered, however, credit will be awarded. Determination of class valedictorian and salutatorian will take place after the 3rd quarter of senior year. Questions regarding class rank can be directed to the Guidance Office.

Grade point average (G.P.A.) is a straight numerical average reflecting the sum of the grades earned divided by the total number of courses taken and is not used in determining class rank. G.P.A. is also converted to a 4.00 scale for college reporting purposes.

Symbol (<i>as found in Program of Studies</i>)	Level	Weight
#	Advanced Placement	2.00
**	Honors	1.50
*	College Prep	1.25
Unmarked	Elective	1.00
Unmarked	Direct Instruction	1.00

GRADE ALPHANUMERIC EQUIVALENT RANGE

Alpha	Numeric	Scale
A	90 – 100	3.60 – 4.00
B	80 – 89	3.00 – 3.59
C	70 – 79	2.00 – 2.99
D	65 – 69	1.00 – 1.99
F	Failure: Below 65	0.00

STUDENT RECORDS

This annual notice to eligible persons who are enrolled or who have children enrolled in the school system states:

1. Students who have attained eighteen (18) years of age or parents who have children enrolled in school have a right of access to their own student records and those of their children under 20 U.S.C. 1232g and 45 C.F.R. subtitle A part 99, and Plainfield’s Student Record Policy 5140.
2. This policy is available at the office of the Superintendent.
3. Parents of students and students who have attained eighteen (18) years of age have the right to complain to the Family Educational Rights and Privacy Act Office concerning alleged failures of the school system to comply with 20 U.S.C., 1232g, 1 and 45 C.F.R., subtitle a part 99.

Student records are maintained to make effective educational decisions in the areas of instruction and guidance. Permanent records include directory information such as name, address, parents' names, birth date, grade level; supplemental data such as achievement scores, health information, attendance and basic family background information; and specific data such as psychological reports, individualized educational plans and observation reports.

All student records are confidential school property with the contents available only to parents, eligible students (over eighteen years of age), and to school personnel with legitimate educational interest in the student. Except in unusual court or subpoena situations, these records are available to others only on written authorization of the parent / guardian / eligible student. This restriction of prior parent consent is consistent with Section 1-19 of the Connecticut General Statutes ("Right to Know Law") and the schools maintain this right of privacy. Student records are not public records.

Parents have the right to inspect and review the records of their child after submitting written request. In the case of divorce or separation, the school must have in its file legal documentation regarding custody and the examination of records. An appropriate staff member will be present to explain and interpret the records. Copies of this policy may be obtained from the Administration Building.

MIGRANT STUDENTS

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

HOMEWORK

Homework is a necessary part of each student's educational program and is designed to support and extend classroom learning. Homework policies are unique to each course so please refer to the course syllabus.

Homework for out of school students: Parents may request homework for their children who will be out of school for 2 or more days. Homework may be picked up in the main office after 2:00 pm the day after the request was made. For individual course assignments parents may contact the teacher directly.

CHEATING/PLAGIARISM

All forms of cheating and plagiarism are not acceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. Consequences of cheating and/or plagiarism shall be academic in nature and may be cause for disciplinary action. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be "in school" and appropriate conduct and dress standards will apply to the field trip activity.

STATE TESTING REQUIREMENTS

All students in grade 11 will take the NGSS Science test as well as the SAT.

TEXTBOOKS

All books are loaned to students by Plainfield Public Schools. Students/Parents are held financially responsible for the return of books in unacceptable condition. Damaged or lost books must be paid for. Students will fill out cards on books loaned to them indicating condition and number. These cards will be used to check books at the end of the year. A determination of damage will be made at that time to assess the amount of monetary compensation required of the student. Report cards, awards, and schedules will not be issued until all financial obligations have been met.

INCOMPLETE GRADES

Students attending school regularly should not have incompletes, since all assignments are to be turned in when due. Except in special cases or prolonged excused absence from school, all incomplete grades are to be made up within ten (10) class days. In the event that an incomplete grade is not made up within the allotted time, the grade as earned will be recorded.

EXAMINATIONS

Students will be required to take mid-term and final examinations in all full credit courses. Each exam will carry a value of 10% of the final grade for a course. Students must take exams during the scheduled exam period. Exams may be taken at an alternative time due to extreme circumstances and with prior approval from administration.

REMOTE LEARNING

Students are expected to engage in remote learning when necessary. Students must attend scheduled virtual class meetings as well as complete all assigned work by the due dates. Student work will be graded based upon individual teacher grading policies. Failure to complete assigned work will result in a 0 for the assignment. Students are expected to adhere to dress code and all school related policies during online learning. Failure to adhere to such policies will result in administrative intervention. Students should attend online meetings in an appropriate area of their house and attend using the video and audio features to fully engage in the learning process. Students need to advocate for themselves and seek extra help and support as needed.

COURSE SELECTION

STUDENT SCHEDULING

All students must select a minimum of eight (8) one-credit courses. Annual student scheduling for the following academic year will be completed during the second semester of the present year. Once a schedule is arranged, a student may request a course change only by filing a "Request for Change Form" with a guidance counselor. Adding a course to a schedule may be made, provided space is available. Student requests for changes to avoid a particular teacher will not be honored. Courses may not be available due to insufficient enrollment. Students may drop a course only for educationally sound reasons as determined by the teacher, department chairperson, counselor, and administrator. Course changes that are approved must also have parental approval. Students who have made a conscientious effort but continue to be unsuccessful may request a transfer to another course prior to the end of the first marking period with approval.

Participation in the Connecticut Physical Fitness Assessment (C.P.F.A.) is mandatory for students in 10th grade.

ADDING OR DROPPING A COURSE

A student who is dropping a course to change to another course in the same department may do so at any time in the first quarter with teacher/counselor approval. After the quarter ends it is still possible to change levels with a completed long form. A course may be added or dropped with counselor approval and without penalty if done within the first 7 days of the semester. To add a course after the first 7 days is up to the discretion of the teacher/counselor/administration.

LATE WITHDRAWALS FROM COURSES

A student may withdraw from a course with teacher/counselor approval. If the drop is approved after the 10-day grace period the student will receive a “WP” on transcripts if that student was passing the course at the time of the drop. That student will receive a “WF” on transcripts if they were failing at the time of the drop.

INDEPENDENT STUDY

Students who wish to take a course in an area not offered by the school, or wishing to take a course offered by the school, but are unable to because of scheduling conflicts, may take the course independently for school credit.

Provisions

1. Any student who is maintaining at least a “70” average in all of their courses may be considered for Independent Study.
2. Independent Study courses must be either a ½ credit or one credit course.
3. Any faculty member may volunteer to act as a teacher mentor in the area of their expertise.
4. Students are allowed to take a maximum of two independent studies.
5. Formal request must be made within the first two weeks of the term.

Procedures for Courses Listed in Program of Studies

1. The student must obtain a Plainfield High School faculty member with expertise in the course as a teacher mentor.
2. The teacher mentor will submit to the Administration a written plan outlining the specifics of the Independent Study course.
3. The student will be expected to take the final examination of that course in addition to a final evaluation by the teacher mentor. The final evaluation should have been stated in the objectives of the Independent Study course.

Procedures for Courses Not Listed in Program of Studies

1. The student must obtain a Plainfield High School faculty member as teacher mentor.
2. The student must plan a specific program with the teacher mentor, gain approval by the Department Chairperson, and present a written proposal (contract) to the Administration.
3. The Administration will consult with the Guidance Department regarding the student’s capacity for Independent Study.

4. If the request is approved, the teacher mentor will assume full responsibility for checking the student's progress in fulfilling the original agreement, and will check with the student at least once a week.
5. In evaluating the student, the teacher mentor will plan the evaluation including plans for a cumulative portfolio, and submit it to the Administration for final approval.

STUDY HALL

Students may be assigned to a quiet structured study hall. Students are expected to complete homework, work on school projects, or sign out to other areas with a previously signed pass. Additionally, students may be referred to the Student Learning Center (SLC) or Math Lab for additional support. The purpose of a study hall is to compliment a student's academic success by providing a structured academic environment during the school day.

SUMMER SCHOOL OR MAKE UP OF FAILURES (Credit Recovery)

Students who have taken and failed a course during the regular school year are eligible for the summer credit recovery program through Acellus. Students are only eligible to retake a course that they have previously failed. Interested students should sign up with their Guidance Counselor prior to the start of the summer program.

STUDENT ADVISORY PROGRAM

The Student Advisory Program is a mentoring/coaching program designed to provide students with an adult resource to assist students in dealing with problems and educational decision-making. Students are placed in groups of 15 or less with the same Advisory each year. The program typically meets monthly.

EARLY COLLEGE EXPERIENCE

PHS students are provided the opportunity to earn college credits through the UCONN ECE program. Juniors with a 75 or higher in both Honors English II and Honors World History are eligible to earn 3 UCONN ECE credits (for a fee of \$125) by taking the American Studies course. A student must earn a C or higher to earn the credits. Successful completion of the course also satisfies a student's Modern U.S. History and English III graduation requirements for Plainfield High School. UCONN ECE Discrete Mathematics as well as other UCONN ECE courses are also available.

PARTNERSHIP PROGRAM

All juniors and seniors have the opportunity to earn college credits by applying for a High School Partnership Scholarship at either Quinebaug Valley Community Technical College or Three Rivers Community College. Students must fill out the FAFSA form in order to be eligible to take a course. Students who qualify for this program may take up to two college courses per college semester. Interested students should see their guidance counselor about academic eligibility and application procedures.

ADDITIONAL EDUCATION PROGRAMS

Students who are eligible for enrollment at Plainfield High School are given the additional option of applying at H.H. Ellis Technical High School, The Killingly High School Regional Vocational Agriculture Center, The Quinebaug Valley Middle College, Three Rivers Middle College (grades 11-12) or EASTCONN's Arts Magnet High School. Those students who wish to attend either of the schools must see their guidance counselor for additional information concerning these programs.

Plainfield High School also offers the P.A.S.S. and Responsive Student program for a limited number of qualified students. See guidance counselor for information.

COLLEGE CAREER PATHWAYS

In partnership with Quinebaug Valley Community College and Three Rivers Community College, students are eligible to earn college credit in conjunction with their high school coursework. Offerings may vary each year. See guidance for more information.

SENIOR PRIVILEGE – LATE ARRIVAL/EARLY RELEASE

Seniors assigned to study hall at the beginning or end of the school day may apply for late arrival or early release from school (**application pg. 62**). Students will not be permitted to arrive late and leave early due to Senior Privilege. Students who are accorded with this privilege must have a minimum 70 average with no failures on both progress reports and end of quarter report cards, acceptable school attendance, and good school behavior. Seniors must sign in at the Attendance Office upon arrival. Seniors are not to go to their lockers or wander in the building prior to the end of the first block. Those students leaving early must also sign out at the Attendance Office. Students leaving early are not allowed to remain on school property or return before dismissal time. Participation in either of these programs requires a completed application form with a parent signature filed in the Attendance Office. Please see additional requirements listed on the senior privilege application. Violation of any of these conditions will mean loss of privilege. Student schedules will NOT be changed to allow for the late arrival /early release program to be available.

WITHDRAWALS OR TRANSFERS TO PLAINFIELD HIGH SCHOOL

The procedure for withdrawal or transferring is as follows:

1. Obtain a withdrawal or Transfer Checkout sheet from the Guidance Office.
2. Have the form filled out by all your teachers, return all school books and property, and be sure all fees are paid. This includes cleaning out your locker.
3. Take the completed form to the Guidance Office for final clearance.
4. Failure to comply with the above regulations will result in transcripts being held up and will create incorrect registration in your new school.

Note: The state law requires a parent signature if a student wishes to leave school.

GRADUATION

GRADUATION REQUIREMENTS

To graduate from the Plainfield Public Schools a student must have earned a minimum of 26, and must have met the credit distribution requirement listed below.

A. English	4.0 credits
B. Mathematics	4.0 credits
C. Science	3.0 credits
D. Social Studies – Including Modern U.S. History (1) and Civics (0.5)	3.0 credits
E. Physical Education	1.0 credit
F. Health Education	0.5 credit
G. Technology	0.5 credit
H. Music / Art / Vocational	2.0 credits
I. Elective Courses	8.0 credits
	<hr/>
	26.0 credits

SCHOLARSHIP FINANCIAL AID AND AWARDS

Students should start early to establish records worthy of scholarship consideration. In general, requirements for scholarship consideration are some combination of the following: serious attention to studies, good character, financial need and involvement in the activities of the school. Many scholarships and awards are available to qualified students. Students should consult a Guidance Counselor for information regarding available scholarships.

GRADUATION CEREMONY

The graduation ceremony is the culminating activity for students of Plainfield Public Schools, and students' behavior at the ceremony should reflect this. Students that violate the school's conduct policy may be prohibited from participation in end of the year activities.

Graduating students will adhere to the dress code and all other protocols established by the class advisor(s). Attendance at all rehearsals is mandatory.

All seniors who are participating in the Acellus program or academic labs for credit must complete their requirements by **June 1st** to be eligible for participation in graduation ceremonies.

PART IV: CODE OF CONDUCT

Plainfield High School provides an atmosphere that is safe, orderly, and conducive to learning. As young adults, Plainfield High School students are expected to always conduct themselves in a manner that is responsible and mature. It is the expectation of the administration and staff that students are capable of self-direction and are able to exhibit social awareness, social conscience, and attitudes of good citizenship. Students are expected to do their part in maintaining an effective learning environment.

Regulations are established to foster an environment that allows all members of the Plainfield High School community to pursue their educational responsibilities with minimal interruptions, problems, or stress. Discipline is the process of changing a behavior that is inconsistent with school rules. The degree of discipline depends on the severity of the violation and the history of past offenses. The intent of the disciplinary code is to provide the most positive and safe high school experience possible for the students and staff of Plainfield High School.

A student who violates the district's code of conduct shall be subject to disciplinary action. The Plainfield's disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to alternative education program, in school suspension, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized board of education policy even if such conduct occurs off-property and during non-school time. Detailed information regarding Suspension, Expulsion/Removal of students from school is available in the Board of Education Policy 5114.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, materials, and furniture supplied by the school. Students who disfigure, deface or vandalize property, or do other damage to school property or equipment will be required to pay for damage and can expect disciplinary action.

Report cards, schedules, and awards will not be issued to any student who has failed to pay for damages he or she has caused. Writing on walls or lockers will be considered an act of vandalism and will be dealt with as a serious disciplinary matter.

DISCIPLINE GUIDELINES

Each case will be considered individually, and repeated infractions will result in more severe penalties. Detailed information regarding Suspension, Expulsion/Removal of students from school is available in the Board of Education Policy 5027.

LUNCH DETENTION

Students who receive a lunch detention will bring their lunch to the designated area and remain there for the entire lunch period.

DETENTION

Students who receive an afterschool detention will be given at least 24-hour notice of their assigned detention time. Location will be given to the student the day the detention is served. A late bus is available on Tuesdays and Thursdays only.

IN SCHOOL SUSPENSION (ISS)

Students who receive in school suspension (ISS) will report to the ISS/TAC classroom for the allotted time assigned by administration.

OUT OF SCHOOL SUSPENSION (OSS)

Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. Students will be given an informal hearing with the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation. Suspension from school will result in loss of extracurricular and social privileges during the period of suspension. Students on suspension are not allowed on school property during the period of suspension.

DISCIPLINE ALTERNATIVES/RESTORATIVE PRACTICES

In an effort to reduce out of school suspensions and arrests, and to provide an opportunity for a student to make reparation for a lapse in good judgment, the option of offering a community service alternative will be available at the discretion of the administration based on individual situations. First time offenders in situations concerning:

- stealing food items from the cafeteria
- less severe infractions of inappropriate physical contact
- major disruptions to the educational process as a result of inappropriate language or behavior will be considered for the option of community service alternative consequences.

The community service component consists of a total of twenty hours of service to the school custodial team and begins immediately after school on the day of the infraction. The student and parents/guardians will be informed of the community service option and, if agreed, will sign the contract stipulating two hours of service per day for ten consecutive days beginning the day of the infraction. Community service activities shall include but are not limited to:

- emptying trash bins
- cleaning bathrooms
- washing tables/desks
- cleaning gum from tables/desks
- washing windows
- washing locker surfaces
- sweeping entry ways and halls
- outside/landscape maintenance

Should the student and their parent/guardian choose not to complete the community service alternative; the student will be suspended as appropriate for the infraction and an arrest will be made if applicable.

Failure to complete the twenty hours of community service as described above will result in an immediate ten-day suspension from school.

The community service time accrued through this process cannot be applied to any other community service requirements or obligations, such as for course credit or other service organizations.

*The option of community service is available to first time offenders only and is at the discretion of the administration.

**Individual students, parents/guardians, teachers or businesses affiliated with the school have the right to press charges and pursue legal action regardless of the school's actions.

EXPULSION

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds the student's conduct endangers person(s), property, or the educational process or is in violation of a publicized Board policy. Students who have been expelled may be eligible for an alternative educational program. Expulsion from school will result in the loss of all extra-curricular and social privileges during the period of expulsion. The Board may modify the expulsion period on a case-by-case basis. Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school, and the expulsion was not for weapon possession and/or for the sale or distribution of illegal drugs.

Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is cause for expulsion for a calendar year. A student who possesses and/or offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Board may modify the expulsion period on a case-by-case basis.

Standards Governing in School Suspension, Suspension, and Expulsion

A pupil may be given in-school suspension, suspended out of school, or expelled for one or more of the following reasons:

1. Conduct on or off school grounds which seriously endangers persons or property or is a serious disruption of the educational process. Such prohibited behaviors include, but are not limited to, the following:
 - a. Conduct causing a threat or danger or injury to the physical well-being of self or other people
 - b. Physical assault on another person on school premises or on any means of school transportation which is not reasonably necessary for self defense
 - c. Theft of personal property, valuables or money from another person by means of force or fear
 - d. Willfully causing, or attempting to cause, damage to school or personal property
 - e. Knowingly possessing or transmitting any firearm, deadly weapon, dangerous instrument or martial arts weapon
 - f. Participation in, or intentional incitement, which results in unauthorized occupancy of any part of a school or school premises or other school district building, or vehicle, and failure to leave promptly such premises after having been directed to by the Principal or his designee in charge of such building, facility or vehicle; or participation in, or intentional incitement to participate in any form of disruptive demonstration. The school administration shall recognize pupils' rights to express points of view as long as such expression is not disruptive of the educational process
2. Open defiance, including verbal abuse, or the authority of any teacher or person having authority over the pupil, or other member of the staff
3. Repeated unauthorized absences from school or the assigned classroom
4. Intentional and/or successful incitement of truancy by other pupils
5. Fighting
6. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or controlled substance
7. Possession of transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana
8. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic

- drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind
9. Possessing or consuming any tobacco or vaping products as outlined by Board policy
 10. Knowingly using or copying the academic work of another person, book or internet source and presenting it as his/her own without proper attribution
 11. Falsification of school records
 12. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property
 13. Violation of any other board policy or rule dealing with student conduct, including that dealing with conduct on school busses
 14. Refusing to identify one's self, or giving a false name, to any employee of the Plainfield Board of Education or contractor working for the school
 15. Other serious misconduct determined by the school Principal or designee

GUIDELINES AND BOARD OF EDUCATION POLICIES

BULLYING PREVENTION AND INTERVENTION POLICY

The Plainfield Board of Education is committed to creating and maintaining an educational environment that is physically, emotionally and intellectually safe and thus free from bullying, teen dating violence, harassment and discrimination. In accordance with state law and the Board's Safe School Climate Plan, the Board expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.

The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited. Students who engage in bullying behavior or teen dating violence shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

For purposes of this policy, "Bullying" means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:

- causes physical or emotional harm to such student or damage to such student's property;
- places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;
- creates a hostile environment at school for such student;
- infringes on the rights of such student at school; or
- substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

For purposes of this policy, "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

For purposes of this policy, "Teen Dating Violence" means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

Procedures for Reporting and Investigating Complaints of Bullying

- A. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. Such reports may be filed with any building administrator and/or the Safe School Climate Specialist (i.e. building principal), and all reports shall be forwarded to the Safe School Climate Specialist for review and actions consistent with this Plan.
- B. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In cases where a student requests anonymity, the Safe School Climate Specialist or his/her designee shall meet with the student (if the student's identity is known) to review the request for anonymity and discuss the impact that maintaining the anonymity of the complainant may have on the investigation and on any possible remedial action. All anonymous reports shall be reviewed and reasonable action will be

taken to address the situation, to the extent such action may be taken that does not disclose the source of the report, and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

- C. School employees who witness acts of bullying or receive reports of bullying shall orally notify the Safe School Climate Specialist or another school administrator if the Safe School Climate Specialist is unavailable, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.
- D. The Safe School Climate Specialist shall be responsible for reviewing any anonymous reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. The Safe School Climate Specialist shall also be responsible for promptly notifying the parents or guardians of the student alleged to have committed an act or acts of bullying, and the parents or guardians of the student against whom such alleged act or acts were directed, that an investigation has commenced. In order to allow the district to adequately investigate complaints filed by a student or parent/guardian, the parent of the student suspected of being bullied should be asked to provide consent to permit the release of that student's name in connection with the investigation process, unless the student and/or parent has requested anonymity.
- E. In investigating reports of bullying, the Safe School Climate Specialist or designee will consider all available information known, including the nature of the allegations and the ages of the students involved. The Safe School Climate Specialist will interview witnesses, as necessary, reminding the alleged perpetrator and other parties that retaliation is strictly prohibited and will result in disciplinary action.

Responding to Verified Acts of Bullying

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist or designee shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding not later than forty-eight hours after the investigation is completed. This notification shall include a description of the school's response to the acts of bullying. In providing such notification, however, care must be taken to respect the statutory privacy rights of other students, including the perpetrator of such bullying. The specific disciplinary consequences imposed on the

perpetrator, or personally identifiable information about a student other than the parent/guardian's own child, may not be disclosed except as provided by law.

- B. In any instance in which bullying is verified, the Safe School Climate Specialist or designee shall invite the parents or guardians of the student against whom such act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student/victim and policies and procedures in place to prevent further acts of bullying. The Safe School Climate Specialist or designee shall also invite the parents or guardians of a student who commits any verified act of bullying to a meeting, separate and distinct from the previously described meeting, to discuss specific interventions undertaken by the school to prevent further acts of bullying. The invitation may be made simultaneous with the notification described above in Section VII.A.
- C. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed. Such support plan will include safety measures to protect against further acts of bullying.
- D. A specific written intervention plan shall be developed to address repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual. The written intervention plan may include counseling, discipline and other appropriate remedial actions as determined by the Safe School Climate Specialist or designee, and may also incorporate a student safety support plan, as appropriate.
- E. Notice to Law Enforcement: If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.
- F. If a bullying complaint raises a concern about discrimination or harassment on the basis of a legally protected classifications (such as race, religion, color, national origin, sex, sexual orientation, age, disability or gender identity or expression), the Safe School Climate Specialist or designee shall also coordinate any bullying investigation with other appropriate personnel within the district as appropriate (e.g. Title IX Coordinator, Section 504 Coordinator etc.), so as to ensure that any such bullying investigation complies with the requirements of such policies regarding nondiscrimination.

BUS

Students should arrive early to the designated school bus stop and wait in a safe place on the shoulder of the road or on the sidewalk. *Students must wear a face mask/face covering at all times. Students should wait until the bus comes to complete stop before attempting to enter. While on the bus, students should be seated and keep hands and heads inside the bus at all times. Remember that loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horse play is not permitted around or on the school bus. Smoking, chewing tobacco, and vaping is not allowed on the bus. Students should maintain appropriate behavior at all times. Keep the bus clean: food, drinks, candy, gum, etc. are not to be consumed on the bus. Skateboards are not allowed on the bus. Video cameras may be in operation on the busses.

Bus transportation is a privilege and if it is abused, this privilege will be revoked. Students wishing to ride on a bus other than the one assigned must obtain approval by an administrator and obtain a Bus Pass from the Attendance Office. Students must present written parent permission to the office before first period and may pick up the Bus Pass prior to the end of the day.

Notice: Per Sterling Board of Education policy, non-Sterling students are not allowed on Sterling buses for any reason

ACCEPTABLE USE OF

COMPUTERIZED COMMUNICATION PRODUCTS AND SERVICES

The Plainfield Board of Education recognizes the educational value of computerized communication products and services provided through commercial software and the Internet. These services offer vast, diverse and unique resources to both students and teachers. Our goal in permitting the use of these products and services is to promote educational excellence through resource sharing and communication throughout the world.

In making decisions regarding student access to the Internet, Plainfield Public Schools considers its own stated educational mission, goals, and objectives. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways which point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

With access to the Internet and therefore to people all over the world, comes the availability of material that may not be considered appropriate for students and perhaps of little to no educational value in the context of the school setting. Every attempt will

be made to prevent access to inappropriate material, including measures to block or filter Internet access to visual depictions that are deemed obscene, pornographic, or otherwise harmful to minors.

Staff and students in the Plainfield Public Schools who use computerized communication products and services must adhere to the following regulations:

1. The use of computerized communication products and services must be related to the Plainfield Public School System's goals of educating students and/or conducting Plainfield Public School business.
2. Transmission of any material in violation of State or Federal regulations is prohibited. This includes copyrighted material as well as threatening or obscene material.
3. The Plainfield Board of Education will not allow the last name of any student to be published via electronic communication. In addition, a parent may deny permission for a student's first name and/or photograph to be used. Students will not access chat rooms, or any site that publishes personal information about a student.
4. Each student and his/her parent will sign the Student's Acceptable Use contract at the beginning of the year at each new school a student enters. Faculty and staff will sign the Acceptable Use contract at the beginning of each school year. Access to the Internet and Plainfield Public Schools' network will be denied until a signed Acceptable Use has been submitted.
5. The Plainfield Public School System network may not be used for downloading entertainment software or other files not related to the mission and objectives of Plainfield Public School System for use on Plainfield Public School System's network or computers or transfer to a user's home computer or other personal computer. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the Plainfield Public School System.
6. Plainfield Public School System computers may only be used by Plainfield Public School System staff and students, and others expressly authorized by the Plainfield Public School System to use the equipment.
7. Plainfield Public School System computers may not be used to interfere with or disrupt other users, services, or equipment. Plainfield Public School System computers may not be used to access another individual's materials, information, or files without permission.
8. The use of any non-Plainfield Public School District owned software, hardware or peripherals on any Plainfield Public School System computers

(including laptops, desktops, and the network) must be approved by the building principal or the superintendent of schools.

9. Plainfield Public School System software is licensed to the Plainfield Public School System by a large number of vendors and may have specific license restrictions regarding copying or using a particular program. Users must obtain permission from the Plainfield Public School System prior to copying or loading Plainfield Public School system software onto any computer, whether the computer is privately owned or is a Plainfield Public School System computer.

This policy also applies to any non-students who are expressly authorized by the Plainfield Public School System to use electronic information resources. Please see Policy 4214.4 Electronic Mail and Internet Use by Personnel.

Adopted: 3/13/96; Revised: 6/8/16

CHROMEBOOK USE AGREEMENT

Plainfield Public Schools is committed to the educational value that technology can provide to improve student learning by offering access 24 hrs. / 7 days per wk. to instructional resources. This document provides information about responsibilities and appropriate use of the Chromebook.

Plainfield Public Schools retains the sole right of ownership of the Chromebook. Students are permitted to use the district's loaned Chromebook for valid educational purposes. All users must be aware that there is no expectation of personal privacy in the use of the Chromebooks. Information shared through the use of the Chromebook is subject to school review and school control.

A Chromebook will be provided free of charge to the student for the school year. However, replacement of a lost, stolen, or damaged district issued Chromebook is the responsibility of the student and/or parent. Any device signed out must be returned by the end of the school year. A student who transfers out of district is required to return the device prior to the last day of attendance.

This Chromebook Agreement is valid for the time a student is in possession of the district-issued device. All students must comply with the Plainfield Public School's Acceptable Use of technology policy and must act in a responsible manner. Any misuse of the Chromebook may result in loss of access and privileges, as well as disciplinary action. By signing the Chromebook Agreement, the student agrees to follow and accept the above Chromebook user's agreement. Parents/guardians, should read and discuss the agreement with their student to ensure understanding of the responsibility they have in the use of their Chromebook.

CAFETERIA

The PHS cafeteria serves breakfast and hot lunch with a variety of a-la-carte items daily for students and faculty. Students may not leave school during lunch. Students are expected to report to the cafeteria during their assigned lunch period and remain for the entire assigned lunch period. Only students with a signed pass may leave the cafeteria. Students may only use the lavatories located in the cafeteria.

Common courtesy is expected from all students in the cafeteria. Students will:

- Proceed to the cafeteria for their assigned lunch period. No one should be late to the cafeteria unless they have a proper pass.
- Refrain from cutting in line.
- Use the chairs and not the tables for seating.
- Keep the table areas clean. Put all refuse in designated receptacles and deposit all recyclables in the proper container.
- Consume all food items within the cafeteria.
- Use appropriate table manners and speak in a normal tone of voice.
- Conduct personal grooming in the lavatory and not in the cafeteria.

Students are reminded that a clean cafeteria is not only necessary for health reasons, but is also a reflection on the school and on you as an individual. Students who fail to observe these guidelines will be subject to disciplinary action, including loss of cafeteria privileges. Students caught stealing food from the cafeteria will be subject to suspension and arrest. Also, falsely representing another student to gain free or reduced lunch is considered stealing and students will be subject to suspension and arrest.

CHILD ABUSE

Teachers, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologist, and licensed nurses are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives yearly training in their use.

Child abuse is defined as any physical injury inflicted by other accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, and deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

STUDENT CONDUCT

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. The jurisdiction includes any school – related activity, regardless of

time or location, and any off-campus school-related misconduct, regardless of time or location. Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time
2. Wearing a facemask/covering at all times unless directed otherwise
3. Being prepared for each class with appropriate materials and assignments
4. Being dressed appropriately. See “Dress Code”
5. Showing respect toward others.
6. Behaving in a responsible manner.
7. Paying required fees and fines.
8. Abiding by the code of conduct.
9. Obeying all school rules, including safety rules.
10. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
11. Cooperating with staff investigators of disciplinary cases and volunteering information relating to a serious offense.
12. Respect for the facility.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school related activities are prohibited from:

1. Cheating or copying the work of another student.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students, staff or guests.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful toward teachers, school employees, students or guests.
7. Playing with matches, fire, or committing arson.
8. Robbery or theft.
9. Damaging or vandalizing property owned by the school, other students or school employees.
10. Disobeying school rules on school busses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail, that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students. See “Sexual Harassment”
15. Assaulting a teacher, staff member or other individual.

16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a weapon or dangerous instrument.
18. Prescription drugs which are given to person other than who the drug is prescribed.
19. Smoking or using tobacco products including the use of vapes.
20. Hazing. See “Bullying”
21. Behaving in any way that disrupts the school environment or educational process.
22. Use of cellular phones, electronic pager, “beeper” device, music players and speakers, or laser pointer on school property without prior approval of the school principal. See “Electronics”
23. Littering.
24. The consumption of food or beverages outside of the designated area.
25. Loitering in or around the building during non-school hours.

Students on suspension (either in or out of school) will not be allowed to attend any school-sponsored activity either on school grounds or off campus during the suspension.

DRESS CODE

The Plainfield Board of Education believes that proper etiquette, social customs, and good grooming clearly impact the educational process. Therefore, the Board requires that all students wear appropriate clothing to school, or school functions including the use of facemasks. Any extreme in clothing, hair, cosmetics, jewelry, facemasks or appearance that are issues of safety or that may disrupt the normal operations of the school are not acceptable. It is important to the function of the school that the proper decorum be maintained at all times. Therefore, each school under the direction of the building principal will establish an appropriate dress code. The Board of Education authorizes the school administrator to employ appropriate disciplinary procedures to implement and enforce this policy.

Cleanliness, neatness, and modesty are expected in a student’s appearance at all times. Students should pay close attention to their personal hygiene and dress in a manner which is in good taste and creates no health or safety hazard. **Again, a student’s attire should not be disruptive to the educational process.** Students in violation of the dress code will be required to change into appropriate clothes. Parents will be asked to bring in suitable clothes as necessary. If unable to change, the student will spend the remainder of the day in TAC. Continuous violation of dress code will result in further disciplinary action.

Specifically, the following are not acceptable at any time:

- Bulky sweatshirts
- Blankets
- Swim wear
- Excessively short or revealing shorts or skirts
- Excessively tight or revealing attire
- Bare midriffs, night wear, see through blouses, NO tank tops of any kind, split/open weave pants
- Hats or other head wear (visors, bandannas, hoods, sweatbands, scarf)
- Articles or clothing depicting illegal substances, tobacco, alcohol, sexually suggestive or profane slogans, vulgarity, or illustrations
- Articles of clothing that depict, represent or imply racial/cultural bigotry or hatred through slogans or illustrations
- Wallet chain over 6 inches
- Pants worn below the waist, undergarments visible
- Undergarments worn as outer garments
- Spiked wrist/neck bands, spiked clothing
- Slippers of any kind/pajamas or sweat/lounge pants
- Ripped jeans/pants
- Articles of clothing torn or with holes
- Men's tank tops/ men's sleeveless shirts
- Facemasks with inappropriate pictures or language

DRUG AND ALCOHOL USE POLICY

The use, possession, and/or sale of alcoholic beverages and non-prescribed drugs, and drugs not prescribed for the individual in possession are forbidden on all school property. This prohibition applies to all students participating in all officially sanctioned school activities wherever they are conducted. This prohibition includes transportation to and from such activities on school buses and/or other officially sanctioned transportation facilities. Discipline up to and including expulsion may be applied for violation of the above at the discretion of the Board of Education.

Recognizing that drug use and abuse may be indicative of serious underlying problems, every effort will be made to offer a student help and assistance, including early identification, referral for treatment and aftercare support. Disciplinary procedures will be administered with the best interest of the student, school population and community in mind.

The Plainfield Public Schools staff, in cooperation with local law enforcement officials, will work collectively in an effort to help students understand the serious legal, social and medical consequences associated with alcohol and drug abuse.

ELECTRONICS

The Plainfield Board of Education recognizes its responsibility to provide a classroom environment free from disruptions to the educational process. However, the Board does recognize and embrace the educational value of technology when used in conjunction with classroom instruction. Therefore, the use of electronic devices (i.e. cellular phones, iPods, iWatch, etc.) will not be permitted unless authorization is granted by the building principal, or the classroom teacher for educational purposes. Any student using personal communication devices, laser pointers or electrical entertainment (*e.g. portable DVD, iPods, Gameboys, or cell phones*) without permission will be subject to disciplinary action. **LEGAL REFERENCE: PA 95-304. Electronic devices (including but not limited to those listed above) lost, stolen or damaged in school are not the responsibility of the school or administration.**

HALL PASSES

Students are not permitted in the corridors during class periods unless they have a signed Handbook/Agenda or other provided pass. Students who abuse pass privileges may lose them for a period of time as deemed appropriate by school administrators and be placed on pass restriction. Students must use their Student Handbook/Agenda booklet or other approved pass to obtain written permission to pass in the halls during class time. Students are also not allowed in the corridors after 1:10 pm in order to minimize classroom disruptions prior to the end of the school day.

LEAVING SCHOOL GROUNDS

No student is allowed to leave school grounds at any time for any reason during the school day without approval from an administrator. Students will be allowed to leave school early **ONLY** with the permission of their parents or guardians and a school administrator. Parental notes are to be turned into the Attendance Office before school in the morning for placement in the student's attendance file. Students will be expected to sign the early dismissal book at the time that they leave. Students who return to school during the day after a dismissal are to sign in at the Attendance Office. Violations of these procedures will result in suspension from school.

Note: For students traveling to school via private transportation the school day begins upon arrival to campus. For students taking the bus to school the school day commences when arriving at the bus stop.

OUT OF SCHOOL MISCONDUCT

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

during non-school time. Examples of off-school conduct that may result in such discipline by the school include but are not limited to:

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

PROBATION

Certain offenses may result in social probation. During the assigned period of probation, the student may not attend any after-school, evening, or extra-curricular activities including athletics.

SEARCH AND SEIZURE

The right to inspect desks, lockers and other equipment assigned to a student may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desk and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possess illegal matter, such as a dangerous weapon, vapes/vaping products, or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search.

SEX DISCRIMINATION AND SEXUAL HARASSMENT POLICY

It is the policy of the Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student

or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action. The Assistant Superintendent of Schools is responsible to oversee Title IX issues as directed by the Superintendent.

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance. In a school setting, sexual harassment is conduct that

1. is sexual in nature;
2. is unwelcome; and
3. denies or limits a student's ability to participate in or benefit from a school's educational program.

Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

SMOKE FREE ENVIRONMENT

The use and possession of tobacco products and/or vaping products by students is prohibited at all times within all school buildings, all school property, and all school buses, including field trips and other such activities. For the purposes of this policy, "use of tobacco product" shall mean all uses of tobacco, including but not limited to,

cigarettes, electronic cigarettes, vapor pens, cigars, snuff, blunts, bidis, pipes, chewing tobacco, or any other substance that contains tobacco or nicotine, and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products.

TRESPASSERS

Students on school property during regular school hours who are suspended or no longer enrolled are trespassing and may be subject to arrest. Students in school or on school grounds after school hours and not affiliated with a school activity may also be considered trespassing. Please notify the office of anyone suspected of trespassing.

TRUANCY- SEE ATTENDANCE

USE OF PERSONAL COMMUNICATION DEVICES

The Plainfield Board of Education recognizes that personal communication devices can play an important role in education. The Board also recognizes its responsibility to provide a classroom environment free from disruption to the educational process. In order to fulfill this responsibility, the use of personal communication devices (e.g. pagers, cellular telephones, text messaging devices, personal data assistants, etc.) by staff and students will be permitted as long as the following conditions are met:

1. During school hours, the use of the personal communication devices is for educational purposes only. It will be used under the direction of staff or administration and in a manner that is not disruptive to other students and staff.
2. Staff and students will not be permitted to access, view, record, display, or distribute inappropriate images or recordings.
3. Staff or students will not be permitted to take photographs, video and/or audio recordings without the knowledge and consent of the individual(s) being photographed or recorded.
4. The use of personal communication devices by staff will be permitted during times when the staff is not assigned to an instructional period. The use should not take away from their professional responsibilities and should be used in an environment away from students.
5. Parents should not call students directly during school hours.

Any staff member or student using personal communication devices in violation of this policy will be subject to disciplinary action. A teacher or administrator who discovers a student using a personal communication device during class time shall ask the student to discontinue use of the device and to put it away in a pocket, bag, locker, etc. If use continues, the device will be confiscated and the administrator will contact the parent/guardian to retrieve the device.

WEAPONS AND DANGEROUS INSTRUMENTS POLICY

The Plainfield Board of Education recognizes that possession and/or use of a weapon or dangerous instrument by a student is detrimental to the welfare and safety of the students and the staff within the school district. Possession and/or use of any weapon or dangerous instrument in any school building, on school grounds, in any school vehicle, or at any school sponsored or approved activity, is prohibited. For purposes of this policy, “weapon” and “dangerous instrument” include, but are not limited to, any: pistol, revolver, rifle, shotgun, air gun, spring gun, slingshot, bludgeon, artificial knuckles, knife, chemical weapon, explosive device, “stun” gun, or other electric shock producing device, any device having a sharp point or edge, such as an ice pick or razor, and any other similarly dangerous instrument capable of inflicting injury.

Possession of an instrument that might otherwise be considered a “dangerous instrument” such as a baseball bat, tool or laboratory device, is permitted if such instrument is in a student’s possession because, and to the extent that, such instrument is necessary for the student to participate in an approved school program, extra-curricular activity, science fair or other similar event.

Whenever a school administrator has a reasonable suspicion that a student is in possession of a weapon or dangerous instrument, such administrator is authorized to conduct an unannounced inspection of such student’s locker, desk, vehicle parked on school property, the pockets of the student’s clothing, an/or any purse, gym bag or other receptacle belonging to or under the control of the student. Any search by an administrator must be reasonable related to the objectives of the search, and must not be excessively intrusive in light of the age and sex of the student. A student found to have in his/her possession any weapon or dangerous instrument will have that item confiscated, and will be subjected to school discipline, which may result in suspension and/or expulsion.

In any case in which there is a possible violation of a criminal law which relates to the possession and/or use of a weapon or dangerous instrument, the school administration will work cooperatively with police, prosecutors and other law enforcement authorities.

STUDENT ATTENDANCE AND TRUANCY

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. To assist parents and other persons in meeting this responsibility, the Board of Education, through its Superintendent, will adopt and maintain procedures to implement this policy.

UN-AUTHORIZED absences may result in a 1-point reduction to classes/courses missed – only up to five (5) points each quarter may be deducted, and that absence in one quarter do not carry forward to the next quarter. Unauthorized absences are recoverable through extra work. *Authorized Absences are defined as an absence of a student which has a valid, signed note of explanation and for which the absence is not in the control of the student or the family.*

Legal References:

- Connecticut General Statutes §10-220, §10-184, §10-186, and §10-198a
- Guidelines for Reporting Student Attendance in the Public School Information System (Connecticut State Department of Education, January 2008)
- Connecticut State Department of Education Circular Letter C-2, Utilizing Local Support Resources Prior to Referral of Students for Family with Service Needs (August 4, 2009)
- Connecticut State Board of Education Memorandum, Definitions of Excused and Unexcused Absences (June 27, 2012)
- Connecticut State Department of Education, Guidelines for Implementation of the Definitions of Excused and Unexcused Absences and Best Practices for Absence Prevention and Intervention (April 2013)

**ADMINISTRATIVE REGULATIONS
REGARDING ATTENDANCE AND TRUANCY**

A. Definitions:

1. "In Attendance" - any day during which a student is not considered to be absent from his/her assigned school, or from an activity sponsored by the school (e.g. field trip), for at least one half of the school day.
2. "Absence" - any day during which a student is not considered "in attendance" at his/her assigned school, or on a school sponsored activity (e.g. field trip), for at least one half of the school day. Students who miss an entire block of class will still be considered absent for that block.
3. "Disciplinary Absence"- Any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused.
4. "Excused Absence" - a student is considered excused from school if the school has received written documentation describing the reason for the absence within ten (10) school days of the student's return to school, or if the child has been excluded from school in accordance with section 10-210 of the Connecticut General Statutes (regarding communicable diseases), and the following criteria are met:
 - a. Any absence before the student's 10th absence, is considered excused when the student's parent/guardian approves such absence

- and submits appropriate written documentation in accordance with this regulation.
- b. For the student's 10th absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:
 - i. Student illness (verified by an appropriately licensed medical professional);
 - ii. Religious holidays;
 - iii. Mandated court appearances (documentation required);
 - iv. Funeral or death in the family, or other emergency beyond the control of the student's family;
 - v. Extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation;
 - vi. Lack of transportation that is normally provided by a district other than the one the student attends.
 5. "Unexcused absence" - any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence. The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.
 6. "Truant" - any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.
 7. "Educational Evaluation" - for purposes of this policy, an educational evaluation is an assessment of a student's educational development, which, based upon the student's presenting characteristics, would assess (as appropriate) the following areas: health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status and motor abilities.

B. Written Documentation Requirements for Absences:

1. Written documentation must be submitted for each incidence of absence within ten (10) school days of the student's return to school. An incidence of absence is considered consecutive days of absence.
2. The first nine (9) days of absence will be excused upon receipt of a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate.
3. For the student's 10th absence, and all absences thereafter, documentation of the absence must be submitted in accordance with paragraphs 1 and 2 above, and must also include the reason for the absence and the following additional information:

- a. Student illness:
 - i. signed note from a medical professional, who may be the school nurse, who has evaluated the student confirming the absence and giving an expected return date; or
 - ii. signed note from school nurse who has spoken with the student's medical professional and confirmed the absence, including the date and location of the consultation.
 - b. Religious holidays
 - c. Mandated court appearances: police summons, subpoena, notice to appear, signed note from a court official; or other official, written documentation of the legal requirement to appear in court.
 - d. Funeral or death in the family, or other emergency beyond the control of the student's family: written document must explain the nature of the emergency.
 - e. Extraordinary educational opportunity pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this policy: written pre-approval from the administration, in accordance with this regulation.
 - f. Lack of transportation that is normally provided by a district other than the one the student attends.
4. Neither e-mail nor text message shall serve to satisfy the requirement of written documentation. In rare and extraordinary circumstances, a building administrator may, in his/her own discretion, accept the delivery of written documentation through a scanned copy sent by e-mail.
 5. The Plainfield Public Schools reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.
 6. Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

C. Extraordinary Educational Opportunities:

1. To qualify as an extraordinary educational opportunity, the opportunity must:
 - a. be educational in nature and must have a learning objective related to the student's course work or plan of study;
 - b. be an opportunity not ordinarily available for this exemption;
 - c. be grade and developmentally appropriate; and
 - d. include content that is highly relevant to the student; while some opportunities will be relevant to all students, others will contain very specific content that would limit their relevance to a smaller group of students.
2. Family vacations do not qualify as extraordinary educational opportunities.
3. All requests for approval of extraordinary educational opportunities must:
 - a. be submitted to the building principal in writing prior to the opportunity, but no later than ten (10) school days prior to the

- opportunity except in exceptional circumstances at the discretion of the building administrator;
- b. contain the signatures of both the parent/guardian and the student;
 - c. include an outline of the learning objective of the opportunity and include detail as to how the objective is linked to the student's coursework or plan of study;
 - d. and include additional documentation, where available, about the opportunity.
4. Extraordinary Educational Experience Request Form:
Pursuant to guidelines from the Connecticut Department of Education, the Plainfield Public Schools will consider certain extraordinary educational experiences to be excused absences. In order for an experience to qualify as an extraordinary educational experience, the opportunity must be educational in nature and must have a learning objective specifically related to the student's coursework or plan of study. It is important to note that not all memorable and/or life experiences are considered extraordinary educational experiences for the purpose of an excused absence. In order to qualify, the experience must be an opportunity not ordinarily available to the student. The experience must be grade and developmentally appropriate and the content of the experience must be highly relevant to the individual student. Whether an experience fits the requirements of an extraordinary educational experience for the purpose of an excused absence is a determination within the discretion of the building principal or his/her designee. To request consideration of an experience as an extraordinary educational experience, the following form must be filled out, signed by the parent and student, and returned at least ten (10) school days in advance of the date of the opportunity. Please note that approval is not assured. Approvals are awarded on a case-by- case basis and are based on a number of factors. An experience approved for one student does not guarantee that it will be approved for others.
5. The building principal shall provide a response in writing and include the following:
- a. either approval or denial of the request;
 - b. brief reason for any denial;
 - c. any requirements placed upon the student as a condition of approval;
 - d. the specific days approved as excused absences for the opportunity;
 - e. the understanding that the building administrator may withdraw its approval if the opportunity is canceled or the student fails to meet the agreed-upon requirements of the approval.
6. All decisions of the building principal relating to extraordinary educational opportunities shall be final.
7. Students who are granted excusal from school to participate in extraordinary educational opportunities are expected to share their experiences with other students and/or school staff when they return.
8. Approval for an extraordinary educational opportunity is determined on a s and the analysis of individualized factors. An opportunity approved for one student may not be approved for another.

D. Truancy Exceptions:

1. A student seventeen (17) years of age shall not be considered truant if the parent or person having control over such student consents to such student's withdrawal from school. Such parent or person shall personally appear at the school district office and sign a withdrawal form indicating such consent. Such withdrawal form must include an attestation from a guidance counselor or school administrator from the school that the district provided the parent (or person having control of the child) with information on the educational options available in the school system and community.
2. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative program, the student shall not be considered to be "truant."

E. Readmission to School Following Voluntary Withdrawal:

1. Except as noted in paragraph 2 below, if a student voluntarily withdraws from school (in accordance with Section D. above) and subsequently seeks readmission, the Board may deny school accommodations to the student for up to ninety (90) school days from the date of the student's withdrawal from school.
2. If a student who has voluntarily withdrawn from school (in accordance with Section D. above) seeks readmission within ten (10) school days of his/her withdrawal, the Board shall provide school accommodations to the student not later than three (3) school days after the student requests readmission.

F. Determinations of Whether a Student is "In Attendance":

1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered "in attendance."
3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being "in attendance" for every day that they receive instruction from an appropriately certified teacher for an amount of time deemed adequate by the administration so as to ensure that the student is able to successfully return to the regular classroom setting.

G. Procedures applicable to students ages five (5) to eighteen (18)

TRUANCY

When a student is considered truant, school officials may take disciplinary action, which may include after school detention or other discipline as appropriate. Tests and academic work missed in class that day will be recorded as zero grades. Parents have the responsibility to assist school officials in remedying and preventing truancy.

- A. When a student is truant, the building principal or his/her designee shall schedule a meeting with the parent (or other person having control of such student) and appropriate school personnel to review and evaluate the reasons

for the student's truancy. This meeting shall be held no later than ten (10) days after the student becomes truant. The district shall document the meeting, and if parent or other person declines to attend the meeting, or is otherwise is non-responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.

- B. When a student is truant, the Superintendent or his/her designee shall coordinate services with and referrals of students to community agencies providing child and family services, as appropriate. The district shall document efforts to contact and include families and to provide early intervention in truancy matters.
- C. If the parent or other person having control of a student who is truant fails to attend the meeting held pursuant to subsection a., above, or otherwise fails to cooperate with the school in attempting to solve the truancy problem, the Superintendent shall file, within fifteen calendar days of such failure to attend the meeting or other failure to cooperate with the school in attempting to solve the truancy problem, for such truant a written complaint with the Superior Court pursuant to Conn. Gen. Stat. § 46b - 149 alleging the belief that the acts or omissions of the truant are such that his/her family is a family with service needs.
- D. In addition to the procedures specified in subsections a through c above, a regular education student who is experiencing attendance problems should be referred to the building Child Study Team to consider the need for additional interventions and/or assistance. The Team will also consider whether the student should be referred to a planning and placement team ("PPT") meeting to review the student's need and eligibility for special education. A special education student who is experiencing attendance problems should be referred to a PPT meeting for program review.
- E. If a FWSN petition is filed and the court orders an educational evaluation of the student, the district shall conduct an appropriate educational evaluation if no such evaluation has been performed within the preceding year.
- F. For a regular education student, the educational evaluation will be conducted or arranged for by appropriate school personnel and coordinated through the Child Study Team. Upon completion of the evaluation of a regular education student, the Child Study Team shall review the evaluations and make appropriate recommendations for alternative procedures, programs or interventions. Such recommendations may include a referral of the student for further evaluation and/or consideration for special education eligibility.
- G. In the case of a student who requires or may require special education and related services, the district shall convene a PPT to determine what evaluations may be appropriate to assess any specific areas of concern. The PPT shall reconvene to review the evaluations and make appropriate recommendations regarding the student's need for special education services and the need, if any, to write and/or revise the student's individualized education program ("IEP").
- H. Reports to the State Regarding Truancy Data:

Annually, each local and regional board of education shall include information regarding truancy in the strategic school profile report for each school under its jurisdiction and for the school district as a whole submitted to the Commissioner of Education. Measures of truancy include the type of data that is required to be collected by the Department of Education regarding attendance and unexcused absences in order for the department to comply with federal reporting requirements and the actions taken by the board of education to reduce truancy in the school district.

- I. **Attendance Records:** All attendance records developed by the Board shall include the individual student's state-assigned student identifier (SASID).

TARDINESS TO SCHOOL

Any student late for school must immediately report to the Attendance Office and sign the tardiness book and request an admit slip to the first period class. A note from home is required. Any student with an unexcused tardy to school will not be allowed to participate in any after school activities that day (sports, clubs, dances, etc.). Students may receive an office detention for unexcused tardiness to school. The Attendance Office will issue the detention, and each successive detention to the student. Excessive tardiness may result in the loss of school privileges and extra-curricular activities.

TARDINESS TO CLASS

Teachers will assign after-school detention to any student late to class without a legitimate pass. Excessive tardiness will result in a referral to Administration and further disciplinary action.

EARLY DISMISSAL FROM SCHOOL

Students requesting an early dismissal from school must bring a note from a parent/guardian to the Attendance Office by the end of the first period of the day. The office may call to verify the note, so the telephone number must be on the note. A dismissal slip will be issued by the Attendance Office. Since dismissals cause absence from class the regulations in this attendance policy will also apply to early dismissals from school. Students will return to the Attendance Office before leaving the building to sign the dismissal book.

PERFECT ATTENDANCE

Perfect school attendance is defined by no absences, no incidents of tardiness, or any early dismissals.

Application for Senior Privilege

Name: _____

I am requesting to receive Senior Privilege for the following study hall period:

Period: _____

I understand that I must meet the following criteria in order to maintain Senior Privilege.

- Senior Privilege may only be obtained for Block 1 or Block 4, not both.
- Student must maintain a minimum 70 average, with no failures.
- Student must arrive to school on time. Six (6) unexcused tardies/dismissals or absences result in the loss of Senior Privilege for the remainder of the semester.
- Student must exhibit acceptable school attendance.
- Student must sign in at the Attendance Office immediately upon arrival and report to class by 8:45.
- Student may not go to their lockers until 8:40 (passing time).
- Student must sign out at the Attendance Office before exiting the building.
- Student must leave school grounds immediately upon dismissal.
- Student must adhere to all School Policies.

*I understand the criteria for Senior Privilege and understand that the violation of any of these conditions will mean the loss of this privilege:

(Student Signature)

(Date)

(Parent Signature)

(Date)

(Administrator Signature)

(Date)

STUDENT PARKING PERMIT

The information below is to be completed by parent/guardian.

My student, _____, has permission to drive the vehicle described below to school. It is understood that the violation of the driving and parking regulations listed in the Handbook may result in the suspension of this privilege.

(Parent Signature)

(Date)

Vehicle Information

Year: _____ Make: _____ Model: _____

Body Color: _____ License Plate: _____

Driver's License Number: _____

Insurance Carrier _____

Insurance Policy Number _____ Expiration Date _____

Student Name _____ Grade _____

Home Phone Number _____

* I have read and understand the school parking regulations in the Student Handbook.

(Student Signature)

(Date)

Assigned Parking Space: _____