Avon High School
2020-2021
Student Handbook

Michael R. Renkawitz, Principal
Dr. Eileen F. O'Neil, Assistant Principal
Dr. Diana I. DeVivo, Assistant Principal
Todd Dyer, Director of School Counseling
Tim Filon, Director of Athletics and Student Activities

Main Office	(860) 404-4740
Attendance	(860) 404-4740
Guidance Office	(860) 404-4750
Fax Number	(860) 404-4743
Athletics	(860) 404-4747

Avon High School
510 West Avon Road
Avon, CT 06001-2518
www.avon.k12.ct.us/avon-high-school

Name: _____

Grade:_____**Advisory:** _____

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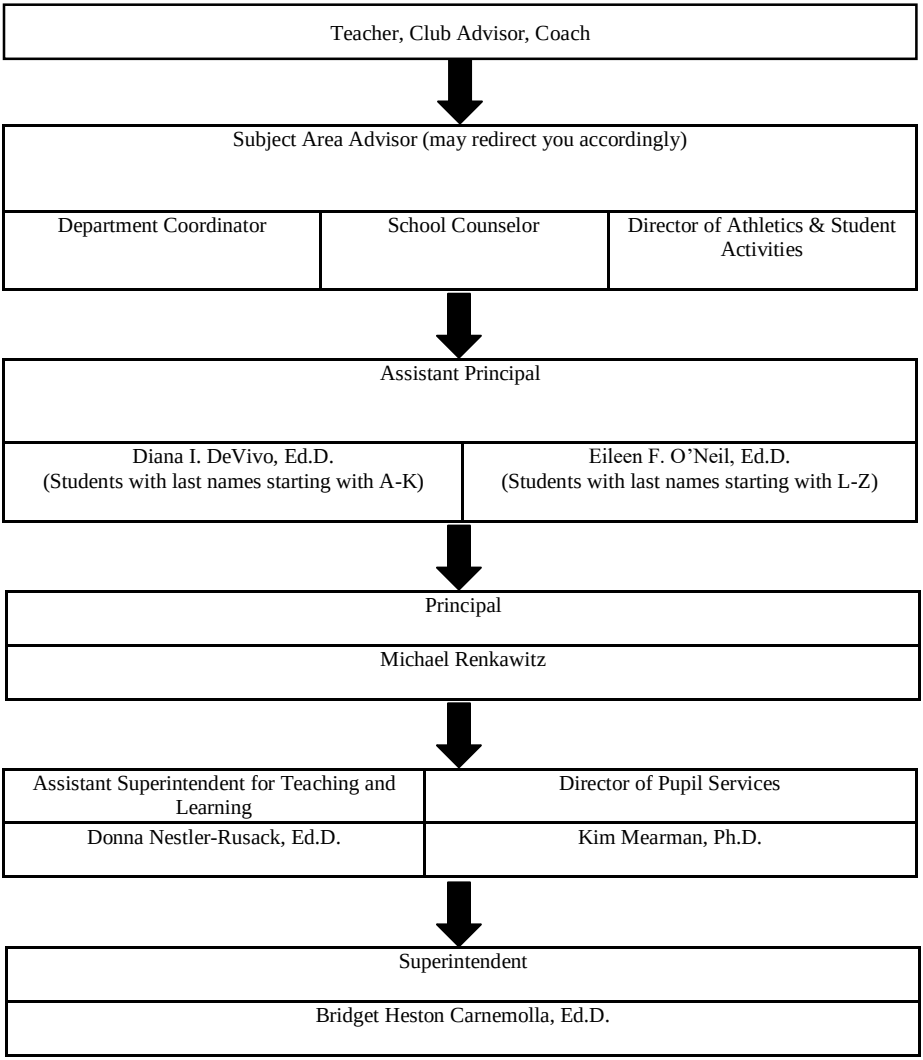
COMMUNICATION GUIDE

For matters involving instruction, discipline, or extra-curricular activities, please reference this guide and ***begin by contacting your son or daughter's teachers, advisors, or coaches.*** *These professionals work very closely with their students and can often provide the information you desire. Email is the most efficient way to make initial contact.*

Avon High School Parent/Guardian Communication Guide
(Matters Involving Instruction, Discipline, or Extra-Curricular Activities)



AVON PUBLIC SCHOOLS

2020-2021 CALENDAR

Adopted 7/22/2020

August – 1 Days				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September – 19 Days				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October – 21 Days				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November – 17 Days				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December – 17 Days				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January – 18 Days				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February – 18 Days				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March – 22 Days				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April – 16 Days				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May – 20 Days				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June – 8 Days				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

177 Instructional Days

185 Staff Days

KEY

- In-service – No School
- Important School Event
- Holiday/Vacation – No School
- Half Day – Early Dismissal

Any unexpected school closings will be made up following the scheduled last day of school

8/17-21	New Staff Orientation – no school
8/24-28	Convocation/Teacher In-service/Teacher Workday
8/31	First Day of School – Half Day
9/1	Half Day
9/2	PGS & RBS Open House
9/7	Labor Day – no school
9/9	TBS Grade 5 Open House
9/10	TBS Grade 6 Open House
9/16	AMS Grade 7 Open House
9/17	AMS Grade 8 Open House
9/24	AHS Open House
9/25	Professional Development – no school
9/28	Yom Kippur – no school
10/12	Columbus Day– no school
11/3	Election Day – no school
11/5	AMS Half Day/Afternoon & Evening Conferences
11/6	AMS Half Day/Afternoon Conferences
11/12	AHS Half Day/Afternoon & Evening Conferences
11/13	AHS Half Day/Afternoon Conferences
11/19	PGS & RBS Half Day/Afternoon & Evening Conferences
11/20	PGS & RBS Half Day/Afternoon Conferences
11/25-27	Thanksgiving Recess – no school
12/3	TBS Half Day/Afternoon & Evening Conferences
12/4	TBS Half Day/Afternoon Conferences
12/23	Half Day
12/24-31	Winter Recess – no school

1/1	New Year's Day – no school
1/15	Professional Development – no school
1/18	Martin Luther King Day – no school
1/25	Close of the 2nd quarter at AHS & AMS
2/15-16	Presidents' Day Recess– no school
3/4	AHS Half Day/Afternoon Conferences
3/5	AHS Half Day/Afternoon Conferences
3/11	PGS & RBS Half Day/Afternoon & Evening Conferences
3/12	PGS & RBS Half Day/Afternoon Conferences
3/17	TBS Half Day/Afternoon & Evening Conferences
3/18	TBS Half Day/Afternoon Conferences
3/19	Professional Development – no school
3/25	AMS Half Day/Afternoon & Evening Conferences
3/26	AMS Half Day/Afternoon Conferences
4/2	Good Friday – no School
4/12-16	Spring Recess – no school
5/31	Memorial Day – no school
6/10	Last Day of School, half day

FACILITY	ADDRESS	PHONE	HOURS	ADMINISTRATOR
Avon Board of Education	34 Simsbury Road	860-404-4700	7:30-4:00	Dr. Bridget Carnemolla, Superintendent
Avon High School	510 West Avon Road	860-404-4740	7:40-2:15	Michael Renkawitz, Principal
Avon Middle School	375 West Avon Road	860-404-4770	7:40-2:15	David Kimball, Principal
Thompson Brook School	150 Thompson Road	860-404-4870	8:20-2:55	William Duffy, Principal
Pine Grove School	151 Scoville Road	860-404-4790	8:50-3:25	Jess Giannini, Principal
Roaring Brook School	30 Old Wheeler Lane	860-404-4810	8:50-3:25	Noam Sturm, Principal
Avon Public School Pre-K	30 Old Wheeler Lane	860-404-4710	9:00-3:00	Tiffany Fox, Pupil Services Supervisor

Check the APS website for possible updated information - www.avon.k12.ct.us.

LEARNING MODEL SCHEDULES

FULL IN SCHOOL LEARNING

AHS In-School Learning Schedule			
Activity	**Start**	**End**	**Length of Time**
Arrival	7:10	7:25	15 minutes
Announcements	7:25	7:30	5 minutes
Period 1 / 2	7:30	8:50	80 instructional minutes
Passing time A-L	8:50	8:55	5 minutes
Passing time M-Z	8:55	9:00	5 minutes
Period 3 / 4	9:00	10:20	80 instructional minutes
Passing time A-L	10:20	10:25	5 minutes
Passing time M-Z	10:25	10:30	5 minutes
Period 5 / 6 / Lunch (six lunch waves)	10:30	12:30	80 instructional minutes, 25 minutes lunch, 15 minutes transition
Passing time A-L	12:30	12:35	5 minutes
Passing time M-Z	12:35	12:40	5 minutes
Period 7 / 8	12:40	2:00	80 instructional minutes
Dismissal	2:00		

Students opting for full remote learning:
Students opting for full remote learning will follow their assigned schedule. They will log into the class via the class's standing Google Meet located on the teacher's Google Classroom banner. Cameras are required to be on during the entire period to verify students are in attendance. Microphones are off unless asking or answering a question to minimize at home distractions for others. Students are expected to wear headsets or earbuds during the class to minimize at home distractions. Students opting out are not expected to be "in study hall," but rather using the time to complete their work and to study. Students will take their lunch break at the same time their period 5 or period 6 class goes to lunch.

Students opting out are expected to follow the same guidelines for dress as if they were in school. Students are cautioned about their background on camera.

AHS In-School Learning Schedule Early Dismissal			
Activity	**Start**	**End**	**Length of Time**
Arrival	7:10	7:25	15 minutes
Announcements	7:25	7:30	5 minutes
Period 1 / 2	7:30	8:07	37 instructional minutes
Passing time A-L	8:07	8:12	5 minutes
Passing time M-Z	8:17	8:27	5 minutes
Period 3 / 4	8:2	8:54	37 instructional minutes
Passing time A-L	8:54	8:59	5 minutes
Passing time M-Z	8:59	9:04	5 minutes
Period 5 / 6 / Lunch	9:04	9:42	38 instructional minutes
Passing time A-L	9:42	9:47	5 minutes
Passing time M-Z	9:47	9:52	5 minutes
Period 7 / 8	9:52	10:30	38 instructional minutes
Dismissal	10:30		

HYBRID LEARNING

During Hybrid Learning, students are assigned to a cohort based on their last name. Students whose last names start with A - L are in Cohort 1. Students whose last name starts with M-Z are in Cohort 2.

The district schedule for cohorts attending school or learning remotely:

Mondays and Tuesdays: Cohort 1 is in school; Cohort 2 is remote.
Wednesdays: Both cohorts are remote for a shortened day. Staff will have professional development in the afternoon.
Thursdays and Fridays: Cohort 1 is remote; Cohort 2 is in school.

When the assigned cohort is learning in school, the cohort members follow the "In School Learning" schedule.

When the assigned cohort is learning remotely, the cohort members follow the "Cohort at Home" schedule. Students will log into the class via the class's standing Google Meet located on the teacher's Google Classroom banner. Cameras are required to be on during the entire period to verify students are in attendance. Microphones are off unless asking or answering a question to minimize at home distractions for others. Students are expected to wear headsets or earbuds during the class to minimize at home distractions. Students in remote learning are not expected to be "in study hall," but rather using the time to complete their work and to study. Students will take their lunch break at the same time their period 5 or period 6 class goes to lunch.

Students attending remotely are expected to follow the same guidelines for dress as if they were in school. Students are cautioned about their background on camera.

Students who currently receive services related to an individualized plan (i.e., Special Education, 504, English Language Learners, Student Assistance Team) may be scheduled for additional days of In-School Learning during the Hybrid Learning Model in order to better meet their specific needs. This will be determined on an individual basis and within safety protocols.

Students opting for full remote learning:
Students opting for full remote learning will follow their assigned schedule. They will log into the class via the class's standing Google Meet located on the teacher's Google Classroom banner. Cameras are required to be on during the entire period to verify students are in attendance. Microphones are off unless asking or answering a question to minimize at home distractions for others. Students are expected to wear headsets or earbuds during the class to minimize at home distractions. Students opting out are not expected to be "in study hall," but rather using the time to complete their work and to study. Students will take their lunch break at the same time their period 5 or period 6 class goes to lunch.

Students opting out are expected to follow the same guidelines for dress as if they were in school. Students are cautioned about their background on camera.

HYBRID LEARNING

AHS In-School Cohort Learning Schedule
Follow the AHS In School Learning Schedule on page 13
Passing Time Cohort is changed to: Passing time A-E / M-Q Passing time F-L/R-Z

AHS In-School Cohort Learning Schedule Early Dismissal
Follow the AHS In School Learning Schedule Early Dismissal on page 14
Passing Time Cohort is changed to: Passing time A-E / M-Q Passing time F-L/R-Z

AHS At Home Cohort Learning Schedule
Follow the AHS In School Learning Schedule on page 13
Passing time is a break time for at home learners.

AHS At Home Cohort Learning Schedule Early Dismissal
Follow the AHS In School Learning Schedule on page 14
Passing time is a break time for at home learners.

HYBRID LEARNING

AHS All Students at Home Hybrid Schedule: Wednesday			
Activity	**Start**	**End**	**Length of time**
Announcements	7:25	7:30	Read the daily bulletin to keep up with school information.
Period 1	7:30	7:50	20 instructional minutes
Period 2	8:00	8:20	20 instructional minutes
Period 3	8:30	8:50	20 instructional minutes
Period 4	9:00	9:20	20 instructional minutes
Period 5	9:30	9:50	20 instructional minutes
Period 6	10:00	10:20	20 instructional minutes
Period 7	10:30	10:50	20 instructional minutes
Period 8	11:00	11:20	20 instructional minutes

FULL REMOTE LEARNING FOR ALL STUDENTS

If the district or school needs to go to full remote learning, students will follow their assigned schedule. They will log into the class via the class's standing Google Meet located on the teacher's Google Classroom banner. Cameras are required to be on during the entire period to verify students are in attendance. Microphones are off unless asking or answering a question to minimize at home distractions for others. Students are expected to wear headsets or earbuds during the class to minimize at home distractions. Students in remote learning are not expected to be "in study hall," but rather using the time to complete their work and to study.

AHS Full Remote Schedule			
Activity	**Start**	**End**	**Length of Time**
Announcements	7:25	7:30	Read the daily bulletin to keep up with school information.
Period 1 / 2	7:30	8:30	60 minutes: direct instruction / student work time / teacher support
Office time	8:30	8:45	15 minutes
Period 3 / 4	9:00	10:00	60 minutes: direct instruction / student work time / teacher support
Office time	10:00	10:15	15 minutes
Period 5 / 6	10:30	11:30	60 minutes: direct instruction / student work time / teacher support
Office time	11:30	11:45	15 minutes
Lunch	11:45	12:15	30 minutes
Period 7 / 8	12:15	1:15	60 minutes: direct instruction / student work time / teacher support
Office time	1:15	1:30	15 minutes
Office hours	1:30	2:15	45 minutes

AVON HIGH SCHOOL MAP

AVON HIGH SCHOOL MAP (continued)

AVON HIGH SCHOOL FACULTY 2020 – 2021

Art
Sara Glick
Jill Van Slooten

Business
Joshua Glick
Aaron Schrag

Engineering
Jim Buys
Jeff DuBois
Justin Schumacher

English
Jenna Aylsworth*
Andrew Dorr
Courtney Fusco
Harriet Gowanlock
Erin Killelea
Kim Kraner
Jeff Lombardo
Danielle Phillips
Matthew Stone
Craig Southard
James Quigley
Julia Wiellette

Math
Tracey Andreanna
Sally deGozzaldi
Jennifer Greene
Jeanine LaBrosse
Jaclyn Lawlor*
Mindy Litke
Ben Lukowicz
Jennifer Miller
Matt Mooney
Marlaina Napoli
Andrew Riddle
Steve Rivoira

Music
Andrew Brochu*
Kyle Culbertson
Refik Ismail

Science
Greg Dunford
Andrea Galuska
Steve Greco
Martha Kane
Athena Kosinski
Janet Loynes
Mike Marella
Kirsten Markowski
Scott Percival
John Salerni*
Scott Tinker
David Zaltin

Social Studies
Stuart Abrams
Timothy Curtis
Kyle Kramek
Jamaal Lee
Juliana McCormick
Colin McDermott
John McLaughlin
Louis Pellegrino
Elizabeth Sanborn*
Jessica Shaw
Michelle Zajac

Theater
Jill Paterson

Wellness
Cheryl Edwards
Katy Fisher
Jeff Redman

World Language
Lisa Berliner*
Genevieve Brand
Naomi Bravin
Lauren Drazen
Chaker Dridi Peter
O'Sullivan Eoin
Patterson Tanya
Romero
Paige Root
Claudine Rose

ELL
Ewa Sliwowski

Health Services
Susan Lane, R.N.
Mary Beth Twohig, R.N.

Internship Coordinator
Elizabeth Brisco

School Counseling
Todd Dyer* Andrew
Ellrod Lissa Irvine
Laura Sullivan
Heather Toyen

School Psychologists
William Boudreau
Aimee Davis

School Social Worker
Rose-Marie Mouning

Speech and Language
MaryBeth Bielat

AVON HIGH SCHOOL FACULTY 2020 – 2021 (continued)

Special Services
Lauren Crum
Al Dadario
Brad Devlin
Samantha Kurban*
Jennifer Malz
Carly McKenney
Mary O'Boyle
Sarah Parsons

Paraeducators
Leanne Digiuseppe
Christine Fiori
Viviam Garcia
Mary Howley
Sujatha Kamath
Lynn Levenston
Sharon Major
Alexander Mancini
Michael O'Keefe
Pam Redman
Rebecca Stromberg

School Resource Officer
John O'Neill

Math Lab
Peggy Wagner

Student Achievement Center
Heather Ross

Cafeteria Staff
Tami Benvenuto
Kiren Cooley Bump
Lynn Carcio, Store Mgr.
Nora Pomp*
Barbara Rovella
Nitza Sanchez
Bozena Szwala

Custodial Staff
Jason Bonvisuto
Partrick Brookman
Bryon Daley*
Brian Houle
John Lucas
Orlando Medina
Steve Silverman
Sal Saraceno
Russell Spitzer
Edward Vargas

Security
Rick Cody
James Connelly, Dir. of Security

Administrative Support Staff
Kelly Tubridy – Principal's Secretary
Robin Lazinsk – Assistant Principal's Secretary
Allison Locascio – Athletic & Student Activities Secretary
Beth Tormay – Assistant Principal's Secretary
Mary Tribuzio – Attendance Clerk/Register
Patricia Bialaski - LMTA
Jennifer King – School Counselor Secretary
Alexandra Pascale – Internship Assistant

***Indicates Department/Area Coordinator**

MISSION STATEMENT OF AVON PUBLIC SCHOOLS

Our mission is to inspire in each student a joy and passion for learning and a commitment to excellence, personal integrity, and social responsibility.

CORE VALUES AND BELIEFS OF AVON HIGH SCHOOL

Avon High School is a student-centered community that empowers each member to engage in authentic and substantive learning, develop effective leadership, and demonstrate humane character.

"THE NINE"- Academic, Civic and Social Learning Expectations

Academic Expectation #1: LEARN
Make interdisciplinary connections and integrate previous learning experiences

Academic Expectation #2: THINK
Use a variety of critical thinking and problem solving strategies

Academic Expectation #3: STRIVE
Assess the value of information, produce quality work, and strive for mastery

Academic Expectation #4: EXPRESS YOURSELF
Express ideas clearly and creatively

Academic and Social Expectation #5: FACE CHALLENGES
Respond to success and failure with reflection, resilience, and integrity

Social Expectation #6: CONTRIBUTE
Listen to the ideas of others and contribute in a meaningful way.

Social Expectation #7: CHOOSE WELL
Make informed choices that promote mental, physical, and emotional well-being

Social Expectation #8: BELONG
Enjoy a sense of inclusion and belonging

Civic Expectation #9: DO GOOD
Act in an ethical manner and recognize the potential to effect change

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal as we would like, we address students not directly as "you" but rather as "the student," "students," or "children." Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the Avon's Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications.

ENROLLMENT/PLACEMENT

A student seeking enrollment in the Avon Public Schools for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the central office. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal or designee will determine the grade placement of the child.

Nonresident students from other school districts within the state, (districts in the Hartford, New Haven, Bridgeport and New London regions) who apply pursuant to Board of Education regulations, may enroll in particular programs or schools within the district on a space available basis, without payment of tuition, as part of the inter-district public school attendance program called Open Choice. The Regional Educational Service Centers will determine which school districts are close enough to make transportation feasible.

The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person having control of a child seventeen years of age may exercise the option by personally appearing at the school district office to sign a withdrawal form. This form will include an attestation from the student's school counselor or a school administrator that the district has provided the parent or person with information on the educational options available in the school system and in the community. A student who has attained the age of seventeen and who has voluntary terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination unless such student seeks readmission to the District not later than ten school days after such termination in which school accommodation will be provided not later than three school days after such student seeks readmission. A student, nineteen years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Parents of students attending District schools have the option to enroll their child(ren) in a magnet school with which the District is a nonparticipating district, if the magnet school has unused student capacity. The District will pay any tuition charge. (Does not include tuition for a preschool magnet program.)

ACADEMICS

GENERAL INFORMATION

Face Masks
Students are required to wear a facemask or face covering that covers the nose and mouth at all times in the hallways and in classrooms. An exception is when eating a school breakfast in the assigned classroom before school begins, once seated at the assigned lunch area, or when directed by the teacher for a mask break.

Course of Studies
A *Course of Studies* booklet is published annually and is available on the Avon High School Website. The *Course of Studies* contains detailed descriptions of each course offered to students at Avon High School as well as recommended sequences of courses within content areas. Copies are available in both the administrative and school counseling offices.

Course Selection
Course selection materials are made available annually to students. Student course requests are based on teacher recommendations with input from students and parents/guardians. Prerequisites and recommendations for courses within an academic sequence are carefully considered. All course registration is completed online through the PowerSchool portal.

Pre-College Learning Opportunities
For additional information on the various pre-college learning opportunities at Avon High School, which includes Advanced Placement and University of Connecticut Early College (ECE), please see our Course of Studies.

CELL PHONES

Cell phones should be in silent/vibrate mode during school hours. Upon entering the classroom, students are expected to place their cell phone out of sight. Students should not take out their cell phone unless directed to for instructional purposes. Teachers may not require cell phone use for instructional purposes.

CHEATING/ACADEMIC DISHONESTY

One of the results of an Avon High School education is the graduation of knowledgeable citizens with great academic potential. Tests, homework, and various projects (including term papers) are designed to enable teachers to assess students' progress and offer appropriate instruction. In light of the above, it is the belief of the faculty and administration that, in order to support students in becoming responsible citizens, all work submitted by students to their teachers must represent their personal efforts.

Avon High School requires adherence to certain standards of academic integrity. These standards may be intuitively understood; however, the following examples represent some basic types of behavior that are unacceptable.

- Cheating: using unauthorized notes, study aids, or information on an examination; copying another student's work; allowing another person to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without permission from the course teacher
- Plagiarism: submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source
- Fabrication: falsifying or inventing any information, data or citation
- Obtaining an unfair advantage: (a) gaining access to examination materials; (b) stealing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaboration on an academic assignment; or (d) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work (ie calling out sick on days of assessments).
- Falsification of records or official documents: forging signatures of authorization on documents such as a letter of permission or a drop/add form
- Unauthorized access to computerized academic or administrative systems: modifying computer programs or systems, or interfering with the use or availability of computer systems or information
- Unauthorized use of teacher materials, accessed from a teacher's desk, files or computer

As members of this school community where academic integrity is a fundamental commitment, students are expected to abide by the basic standards. It is the students' obligation not to violate the system or aid in any violation. Any violation of these standards will result in appropriate consequences. Sanctions may include, but are not limited to:

- A grade of zero, or other failing grade, for any work in which cheating and/or plagiarism has occurred.
- Parent meeting/conference.
- A letter of reprimand to the student, copied to a parent/guardian.
- Student's school counselor will be notified.
- Student may jeopardize his/her eligibility for awards/recognitions offered by Avon High School.
- The student will offer a written apology to the faculty member in whose course the incident occurred.
- Students may jeopardize his/her eligibility or standing in the Avon High School Chapter of the National Honor Society.

CAPSTONE

Seniors will complete an independent research project that tackles a complex real world problem or engages in an intellectual pursuit. This is a pass/fail graduation requirement and students will receive 0.5 credit upon completion of their project. To support the progress of students' projects, an advisory program has been developed for the purpose of monitoring students' project timeline and developing essential research and communication skills. In addition, there will be a capstone skills course to offer more intensive support for students who struggle with topic development, research, or project organization. **If sufficient progress is not made (barring extenuating circumstances), students may forgo senior privileges and/or activities determined by the student's mentor, the capstone committee, and AHS administration.** For more detailed information refer to the AHS Capstone Handbook posted on the AHS website.

COMMUNITY SERVICE

Through community service, students may earn 0.5 credit per year by fulfilling the following:

- Endorsement of the project by faculty and community sponsors
- Approval of the service advisor
- Completion of 150 service hours
- Completion of written essay

Interested students should contact the School Counseling Office for an application.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes. An administrator may prevent a student from attending a field trip if there are significant behavioral or academic concerns. While on a trip, all students are considered to be in attendance of school. This means that conduct and dress standards will be appropriate for the field trip activity. The Board of Education strongly encourages all transportation of student to be on buses or other transportation vehicles which conform to the requirements of law and regulations of the State Department of Education. Students are responsible for all missed work from their other classes.

GRADING SYSTEM

Statement

Students at Avon High School are afforded the privilege of pursuing a subject as deeply as their individual imagination, initiative, and intellectual ability permit. To realize this goal, subjects are offered at several levels of pace and difficulty. A student is allowed to select the level which will be most appropriate in tandem with a teacher recommendation process and parent input. Courses will provide an appropriate degree of challenge for all learners.

Descriptive Statement of Levels

College Preparatory (CP): *All courses not otherwise specified in the course of studies are offered at the CP level*. Courses at the College Preparatory Level are designed for students who are proficient in communication and critical thinking skills.

Honors (H): To be successful at this level, students must have strong foundational skills and be capable of a high degree of abstract reasoning and critical thinking. They must be independent learners who are motivated to engage with complex text, concepts, and/or problems. Content is enriched and extends beyond core curricular requirements. Students will be expected to produce sophisticated work to demonstrate mastery.

College Experience: Advanced Placement (AP): Students are exposed to college level content that has a breadth and depth beyond the honors level. The level of rigor is equivalent to the same course at a competitive University and follows a national curriculum. Due to the testing timeline set forth by the College Board, some AP courses may require students to complete summer course work and/or participate in afterschool or evening review sessions. Students typically take a fee-based national exam at the culmination of the course.*
University of Connecticut Early College Experience (ECE): Students are exposed to college level content that has a breadth and depth beyond the honors level. The level of rigor is equivalent to the same course at the University of Connecticut (UConn). Students can register and pay a fee to receive UConn credit for successful completion of the course.*

Tunxis Community College: Students are exposed to college level content that has a breadth and depth beyond the honors level. The level of rigor is equivalent to the same course at Tunxis Community College.

*Some courses are offered as both AP and ECE.

Grading and Grade Point Average
A weighted grade calculation determines a student's grade point average. Each grade has a corresponding quality point value depending upon the level of the course as follows:

Grade	Advanced Placement/Early College Experience	Honors	College Preparatory
A+	5.33	5.00	4.33
A	5.00	4.67	4.00
A-	4.67	4.34	3.67
B+	4.33	4.00	3.33
B	4.00	3.67	3.00
B-	3.67	3.34	2.67
C+	3.33	3.00	2.33
C	3.00	2.67	2.00
C-	2.67	2.34	1.67
D+	2.34	2.00	1.34
D	2.00	1.67	1.00
D-	1.67	1.34	0.67
F	0.00	0.00	0.00
P/AU/W	Not Included		

Course Adds, Drops and Level Changes
- Students have eight school days (4 class meetings) after the beginning of the semester within which to add a new course. Beyond that, teacher permission is required.
- Students may drop a course without academic penalty (i.e. grade of W/F for the course for the semester) by October 1, for full year and first semester courses, and by March 1 for second semester courses. Beyond this date, a grade of W/F or W/P is recorded on the transcript.
- Academic load requirements must be maintained.
- The student must continue to attend the course he/she is requesting to withdraw from until the "Schedule Adjustment Request" has been processed by the school counseling office and a new schedule has been generated. **Failure to attend the original class while the adjustment request is being processed will result in disciplinary action for class cutting.**
- Level changes may only be requested until October 1, for full year and first semester courses, and March 1 for second semester courses.
- When a course level is changed, the grade from the previous course will transfer to the new course.
- Teachers may recommend a level change based on current levels of performance during identified level change windows.

Pass/Fail Regulations
Seniors only may designate one course per semester to take on a pass/fail basis. Seniors must formally identify the courses they wish to designate for pass/fail credit and submit an application requesting permission for their requests to the school counseling office by **October 1** of the first semester and by **March** 1 of the second semester. Seniors may designate up to 1/2 credit per semester as long as the credit selected is not one of the prescribed credits for graduation. There is no Pass/Fail option in Honors level courses.

Incompletes
- Incompletes will not be assigned without administrative approval.
- Incompletes are indicated on report cards as "I."
- A grade of incomplete must be resolved within **10 school days** of the closing date of the marking period unless an extension has been approved by the teacher.
- Work not completed in the designated time frame will be calculated as a zero and the resulting grade may affect co-curricular eligibility.

Independent Study
Independent study takes place in all curricular areas. Independent study is an arrangement between the teacher and student in a specific course which gives the individual student the opportunity to meet course objectives as well as develop his or her own particular interest in the subject area. This may consist of work done outside the confines of the class either during class time or outside the time allocated for class. Students interested in this type of opportunity should consult the teacher with whom they are enrolled and the appropriate department coordinator. Independent study programs are available for the student who wishes to independently pursue an educational program not available in any regular course offering. Such requests should be initiated by the student. A written plan should then be developed and submitted to the department coordinator, school counselor, and administrator for final approval. In each case, a teacher must agree to assume responsibility for the independent study program. A commitment from the teacher and the written plan should be finalized by the start of the semester in which the work will be done. Such programs may be taken on either a pass/fail or letter grade basis with the decision to be made prior to final approval of the program.

Final Exams
There will be a final examination period during January at the end of the first semester and in June at the end of the second semester for all students. If a student does not take the examination due to a valid reason, an incomplete will be issued for that course. Students will have to make up these incomplete grades as per the guidelines listed under Incompletes.

It should also be noted that students are expected to take their exams during the time slots they are scheduled. The administration must approve all requests to take exams at any time other than the scheduled time. Only in rare circumstances will the administration grant such requests.

Exemption from Final Exams
Seniors with a 90 average or higher in second semester courses and with the permission of the teacher will be exempt from a final exam in June. If the teacher elects to do so, the exemption must include all seniors in the class with a 90 or higher average. The senior exemption applies to those half-year courses that are scheduled during the first semester and to which students are randomly assigned by semester (e.g., Economics).

Students enrolled in AP courses may be exempt from the course's final exam provided they take the course-specific AP exam and have an 85 average or higher in the second semester.

Make-Up Work/Extra Help
Teachers are available on a regular basis before school, during unassigned periods, and after school for make-up assignments and extra help. Additional assistance may be obtained from all teachers at the request of students at a time specified by the teacher.

Missed work, for whatever reason, will be a zero in PowerSchool until it is made up. If it is not made up within the required timeframe, it will remain a zero.

Planned absence (field trip, athletics, doctor's appointment, etc.)
Students should be proactive and inform teachers ahead of time, get assigned work, and complete all assignments before the next class, according to teacher instructions. Teachers are not, however, required to give work ahead of time.

Unplanned absence (family emergency, illness)
Work is to be made up within a period no longer than twice the length of the student's absence. For example, if a student is out one day from school, he/she has two days to make up the work he/she missed. If a student is absent from class on an A day, the next B day counts towards the day count. Additional time may be obtained upon request if a reasonable excuse is provided, per teacher discretion.

Homework
Homework is an extension of classroom instruction and should be appropriate to the age, ability, and level of independence of students. Homework shall be carefully planned, communicated, and

evaluated for its purpose, appropriateness, value, and consistency across grade levels and courses. In addition to assigned homework, students are encouraged to read independently every day to develop and enhance their literacy and numeracy skills.

The purpose of homework is to:

- foster lesson enrichment;
- strengthen and teach the application of basic skills;
- review and practice skills that have been previously taught;
- develop initiative, responsibility and self-direction;
- build confidence by ensuring successful learning experiences.

For more information about Avon Public Schools' Homework Policy, refer to Board Policy #6154

GRADUATION REQUIREMENTS

Per BOE Policy 6146
Graduation from Avon Public Schools means (1) that students have satisfactorily completed the prescribed courses of study in accordance with their respective abilities to achieve, (2) that they have satisfactorily passed any examinations and satisfactorily demonstrated the district's performance standards, assessed in part by the statewide mastery examinations, established by the faculty and approved by the Avon Board of Education, and (3) that they have fulfilled the legally mandated number and distribution of credits.

Ending with Class of 2022:
To graduate from the Avon Public Schools, a student must earn a minimum of 22.5 course credits to graduate.

Course Credit Requirements for Graduation: The total number of course credits must include the following:

English	4.0 credits
Social Studies	3.5 credits1
Mathematics	3.0 credits
Science	3.0 credits2
STEM Elective	1.0 credit
Wellness	1.0 credit
Fine Arts	1.0 credit
World Language	1.0 credit
Capstone	0.5 credit
Personal Finance	0.5 credit
Elective Courses	4.0 credits

1. The social studies requirement includes 1.0 credit in US History, 2.0 credits in World History and .5 credit in Civics.
2. The science requirement includes 1.0 credit in life science (Biology), 1.0 credit in physical science (Chemistry or Physics) and 1.0 credit in Environmental Science.

Beginning with Class of 2023:
To graduate from the Avon Public Schools, a student must earn a minimum of 25 course credits to graduate.

Course Credit Requirements for Graduation: The total number of course credits must include the following:

English	4.0 credits
Social Studies	3.5 credits1
Mathematics	3.0 credits
Science	3.0 credits2
STEM Elective	2.5 credit

Wellness	1.0 credit
Health & Safety Education	1.0 credit
Fine Arts	1.0 credit
World Language	1.0 credit
Capstone	0.5 credit
Mastery Based Learning	0.5 credit
Personal Finance	0.5 credit
Elective Courses	3.5 credits3

1. The social studies requirement includes 1.0 credit in US History, 2.0 credits in World History and .5 credit in Civics.
2. The science requirement includes 1.0 credit in life science (Biology), 1.0 credit in physical science (Chemistry or Physics) and 1.0 credit in Environmental Science.
3. The elective requirement includes 0.5 credit in Humanities (English, Social Studies, Fine Arts)

STUDENT TRANSFER STATEMENT

Students who transfer to Avon High School following their sophomore year may be allowed to graduate with less than the number of required credits provided that they were meeting the promotion requirements at the school they were attending in grades 9 and 10. However, the students must meet the graduation requirements specified by Connecticut General Statutes and the course and credit requirements for grades 11 and 12 at Avon High School.

Transfer Credit

Students who have attended another high school and transferred to Avon High School will have credits listed on the official transcript as "Transfer Credit" with a "P/F" for a grade. Transfer credit will be reviewed by a school counselor and/or director of school counseling, and applied to graduation requirements as appropriate. External transcripts may be included with the Avon High School transcript as part of the college application process upon request. Transfer credit is not calculated in the AHS GPA, but will be recorded on the official transcript as a pass/fail.

MINIMUM COURSE REQUIREMENT

All high school students are required to take a minimum of five courses each semester excluding physical education. The principal may permit a student to carry fewer courses for a defensible reason. Seniors may designate up to .5 credit each semester on a pass/fail basis as long as the course is not required for graduation and the credit for the course exceeds the total number of course credits required for graduation.

Early Graduation

Seniors may be eligible to graduate at the conclusion of the first semester providing:

- They meet all academic requirements as specified in the graduation policy;
- They declare their intentions to graduate early by the end of the second full week of the school year in September. An application form should be filed with the student's counselor;
- They can be programmed to meet all academic requirements with a course load not to exceed six major subjects;
- There are available spaces in which to place the student.
- Final approval must be obtained from the high school principal.
- Seniors who request in September to complete their program after the first semester will be considered graduated as of February and their diplomas will be printed using the corresponding date. An informal graduation ceremony will be held in February; however, the student may elect to participate in the formal graduation held in June if they notify the administration prior to April 1.

Juniors may be eligible to graduate in June of 2021, providing:

- They meet all academic requirements as specified in Board Policy #6146(b-d);
- They file a formal application with their individual school counselor by the end of the first full week of the second semester of their junior year;
- There are available class spaces in which to place the student.

Valedictorian and Salutatorian

The Board of Education recognizes graduating students who have attained the first and second highest cumulative weighted grade point average for seven semesters by designating these students as class valedictorian and salutatorian. In addition to the weighted grade point average, eligibility for this recognition requires the following:

- The student must have been enrolled at Avon High School for no less than four semesters before the senior year.
- The senior student must be enrolled in a minimum of five and a half credits for the senior year, four of which must be in the core academic areas of English, mathematics, social studies, science and world language.

LIBRARY MEDIA CENTER

The Library-Media Center (LMC) has an abundance of information sources, both print and electronic, and is open to students from 7:30 a.m. to 3:30 p.m. daily, Monday through Friday. The following guidelines are in effect:

- The LMC is a space designed for quiet and productive work.
- Students are responsible for the materials they sign out. Lost or damaged books must be paid for by the student responsible for them.
- Books may beborrowed for three weeks and renewed once.
- Reference and media materials may be taken out overnight.
- Overnight materials are due in by the first period bell.
- The Chromebooks are resources shared by all the students and staff in the LMC. The purpose of these resources is to support and enrich the curriculum. Student use of the computer needs to be focused on those projects that are directly related to the curriculum.
- All students, regardless of grade, need passes to use the LMC during their study hall period(s). Students should go to the LMC the morning they need a pass to retrieve one.
- All students, regardless of grade, must sign in and out of the LMC.
- Once a student uses the pass, the student, regardless of grade, must stay in the LMC for the entire period.
- The LMC is a space for learning and appropriate behavior and respectful collaboration are expected. If a student cannot act accordingly, the student's library privileges may be revoked.

SCHOOL RECORDS/TRANSCRIPTS See Board Policy #5125

TEACHING ASSISTANT

Interested seniors, with permission from a teacher, can serve as a T.A. for an AHS class. The T.A. works on a variety of support tasks to enhance the learning programs of students. Goals include: deepen understanding in a curricular area of interest; gain insight into teaching as a career; collaborate with teachers and students for the benefit of all parties. A student may earn a maximum of 0.5 credit over two semesters. **The T.A. will receive a grade of pass/fail, not calculated in the weighted GPA.** Note: T.A.'s are not privy to student grades or other confidential information. **Seniors have until October 1 to register for a full year and first semester T.A. position and until March 1 for second semester T.A. position.**

All teaching assistants will join the class remotely via the teachers standard Google Meet located in the Google Classroom banner.

TESTING

Student progress is determined by teachers in the classroom and through standardized measures which may include but are not limited to Preliminary Scholastic Test (PSAT), ACT, and the SAT. In addition to formal tests, practice assessments may be given to measure current levels of student learning in core academic courses and provide the basis for identifying students in need of tutorial assistance and/or specific course selections in order to successfully meet graduation requirements.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed for damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library books or other educational materials.

WITHDRAWALS

Students withdrawing from school must notify the school counseling office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form. Students will be required to have all teachers sign and verify that materials have been returned. Students will also be expected to complete an exit interview with a building administrator or designee prior to their departure.

ATHLETICS AND STUDENT ACTIVITIES

ELIGIBILITY

To be eligible to participate in an after school activity, a student must be in attendance for at least two full class periods the day of the scheduled activity.

In addition, students will abide by all C.I.A.C. rules and regulations. ***Students must be passing (60% or better) four of the five core academic courses to be considered eligible for*** extracurricular activities.

Students lacking the required grades in their classes are considered automatically ineligible as of the school's report card issue date unless and until their appeal is granted. Eligibility appeals required to play a fall sport (i.e. as a result of Semester two grades the prior year,) must be sought and granted in order to begin practice/play in August. Each appeal will be considered on an individual basis (i.e. documentation of prolonged illness, completion of credit prior to the first day of practice in August).

Activities are to supplement the curriculum and participation in such activities is a privilege, not part of the right to school accommodations. The administration reserves the right to establish conditions for participation in such activities.

ATHLETICS

Through this program, students can compete in a chosen sport at a level equal to their own abilities. In recent years, the athletic program has expanded to offer a variety of sports. The following is a list of approved interscholastic athletic programs.

Fall	**Boys**	**Girls**	**Coed Teams**
	Cross Country	Cross Country	Cheerleading
	Football	Field Hockey	Crew
	Soccer	Soccer	
		Volleyball	
Winter	Basketball	Basketball	Cheerleading
	Indoor Track	Indoor Track	Swimming
			Wrestling
			Ice Hockey
Spring	Baseball	Softball	
	Crew	Crew	
	Golf	Golf	
	Lacrosse	Lacrosse	
	Tennis	Tennis	
	Track & Field	Track & Field	

Scholastic Athletic Eligibility (C.I.A.C.)
6.13 CIAC EIGHT (8) SEMESTER REGULATION

A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition. Date of entry is defined as the first date of enrollment as a grade 9 student taking four (4) or more high school subjects. (1) Students who are not eligible or elect to not participate do not preserve additional semesters for use at a later time. That is, there is no fifth year of eligibility per se. (2) A student who has attended 15 days or more may apply through the member school for consideration of a hardship waiver. Hardships involve serious documented medical situations where students are not able to attend school at all or become incapacitated. Injuries sustained in playing a sport do not constitute grounds for a medical hardship grant of an additional semester. Hardships will also be granted for a student who has been absent one or more semesters because of required military service. If a waiver is granted, the semester granted must be the same as the semester waived. Fall for fall, spring for spring. (3) The fact that a student has not participated for four seasons will not justify allowing such student to participate in interscholastic sports beyond the eighth semester after his or her entrance into the ninth grade. (4) This is an eight semester attendance rule, i.e., eight semesters of time not eight semesters of participation or competition rule. (5) Exception: A student who interrupts his/her school career in order to participate in a CSIET approved foreign study program may have his/her eligibility extended for up to two semesters, provided the student does not participate out-of-country in sports he/she wishes to play upon his/her return, subject to approval by the CIAC.

The implementation date was July 2006, affecting all students entering 9th grade in September 2006 and after. No student presently enrolled in grade 12, shall participate in the same branch of athletics for more than three (3) seasons at any school.

Student eligibility will be determined for all students on the date that report cards are issued or on the fourteenth calendar date following theend of the marking period, whichever comes first.

To be eligible for fall sports, a pupil must have received credit toward graduation at the close of the school year preceding the contest in at least four (4) Carnegie Units of work or its equivalent for which he or she has not previously received credit. "Equivalent" is any number of courses which are equal to one Carnegie Unit. Credit must be earned during the same academic year.
Students requiring further interpretation or additional information should contact the Athletic Director.

Athletic Travel
Students participating in interscholastic athletics must travel to and from contests away from Avon in transportation provided by the school. The only exceptions are:

- Injury to a participant which would require alternate transportation.
- Prior arrangement between the participant's parent/guardian and the Athletic Director for the student to ride with the parent/guardian. A 48 hour written notification to the Athletic Director and the coach (i.e. coaches have the necessary forms).

Under no circumstances will permission be given (even with approval by a parent/guardian) for a student athlete to drive to a contest.

Athletic Physical Exams
All students who participate in interscholastic and club sports must have an annual sports physical examination performed by a licensed physician (BOE Policy # 5141(c) or a "State of Connecticut Department of Education Health Assessment Record" prior to the start of a try-out and/or first practice session. Failure to submit the "Authorization for Participation in Interscholastic Sports" form will result in the exclusion from participation in all sports activities.

Athletic Equipment
All equipment and clothing issued to participants are on loan. Equipment and clothing not returned will be paid for by the participant at face value.

Rules and Regulations
Students and parents are encouraged to become familiar with all C.I.A.C rules and regulations, as well as the Avon High School Student Athletic Handbook. Both are located on the Avon High School Athletic webpage.

Intramurals
Intramural activities are offered co-educationally as an outgrowth of the physical education program based on student interest. Please contact the Athletic Director for more information.

The Booster Club
The Avon Booster Club is a volunteer organization that aids and assists in the development and enhancement of Avon High School athletic programs, while promoting a spirit of sportsmanship and responsibility among student-athletes.

The Club supplements the Avon High School Athletics budget by covering the costs of essential equipment and resources for the sports teams that are not covered by the budget. In recent years, the club has funded the purchase of scoreboards, goals and nets, timing devices, and coaches' continuing education, while awarding thousands of dollars in scholarships to qualified student-athletes.

The Avon Booster Club raises money through fundraising activities including a town-wide patron and ticket drive, an annual golf tournament, and through member dues and donations. Every AHS student-athlete benefits directly from Booster Club donations, and the Booster Club aspires to have all of their families involved in the club.

STUDENT ACTIVITIES

The Avon High School administration and faculty consider co-curricular activities to be a very important part of every student's high school career. Students interested in starting a club or activity that is not offered should contact the Athletics Director to propose their idea. All activities must be scheduled through the AHS administration at least two weeks in advance.

Clubs and Performing Groups
Student clubs, performing groups, athletic teams and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

Dances and Social Events
School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all dances.

Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

Student Publications
The official student newspaper provides an instructional device in the teaching of writing and other journalistic skills. It also provides a forum for the opinions of students, school staff and members of the community, as well as to serve the entire school by reporting school activities.

The newspaper advisor shall have the primary responsibility of reviewing each article prior to its publication. The school principal or designee other than the newspaper advisor may also review copy prior to its publication. However, such copy must be returned to the student editors within 72 hours after it is submitted for review.

A list of Avon High School's current co-curricular offerings follow. Please check the web site for up-to-date information listing of Student Activities:

Animal Welfare	Mock Trial
AHS Conservatives	Model UN
AHS Democrats	Music Service Society
Amnesty International	Musical (Spring)
A.V.O.N.	National Honor Society
Cake for a Cause	Newspaper
Certamen Club	Pep Band
CT Youth Forum	Philosophy Club
The Entrepreneurship Club	Robotics
Falconatics	Science Club
Fall Play	Ski Club (sign up based)
Film Club	Sierra Club
Finance and Investment Club	Student Government
Fishing Club	Trivia Team
Gay Straight Alliance	Tutoring in the City
Girls Who Code	Ultimate Frisbee
Improv Club	Unified Sports
Jazz Band	Unified Theater
Jewish Cultural Club	Unicef
Kulture with a K	Veg Club
LEO	World Language Club
Literary Arts Magazine	Writing Center
Math Team	Yearbook
Mental Health Club	

SENIOR PRIVILEGE

During their senior year, several students assume their majority, register to vote, decide upon a post-high school option for further schooling or employment, and provide the leadership that sets the tone within the school community. Seniors therefore, may earn certain privileges.

Arrive late/leave early
Specifically, they may arrive late or leave earlier under specific conditions. Below is a copy of the Senior Privilege form. Students may pick up a form in the office or on-line. Failure to meet these responsibilities will result in forfeiture of senior privileges.

Avon High School offers a Senior Privilege practice, which allows senior students, who are on track to graduate on time and who have a free period at the *very beginning* of the school day or free period at the *very end* of the day, *with parental permission*, to come in to school late or leave early. Please review your son/daughter's schedule and check all that apply below. Then sign and date this form. Your child will then go to his/her school counselor to verify he/she can meet the graduation requirements by June 2021. Your child then returns the completed for to the main office. The Senior Privilege begins after the principal signs off on it.

Avon High School, 2020-2021

Free Period: Late Arrival/ Early Dismissal for _____
(Student name, please print)

My son/daughter has free periods:

☐ *first* period of the day, 1(A) 2(B) *(please circle all that apply)* and has my permission to come in to school *late*, as long as he/she is **on time** for the next class.

☐ *last* period of the day, 7(A) 8(B) (*please circle all that apply)* and has my permission to leave school *early* and not return until after school activities begin.

Privileges will only be in effect once this agreement has been signed, returned, and verified by the principal

Please note, students who have any unpaid obligations, fines, etc…may have these privileges suspended until all obligations have been satisfied.

Conditions:

1. Students must enter or exit the school through an authorized entry/exit point.
2. Students arriving after period 1 will be *required* to sign in at the security station at the main entrance and are *expected* to show their student ID to security. Students will be *required* to arrive in time for **their next class** and **chronic tardiness to school** may result in this privilege being revoked.
3. This is **NOT** a parking permit. Students must either have an AHS Parking Permit if driving, or make arrangements for rides.
4. Parking without a permit may result in this privilege being revoked.
5. Students leaving for period 7(A) or 8(B) will be required to sign out in the main office. Students will be required to show their student ID. Students do not return to school for authorized activities until after dismissal.

Senior Open
Seniors will be assigned to the library or other location for periods that they do not have a class. Attendance will be taken and absences will be treated as a class absence.

Age of Majority

When a student reaches the age of majority (18 years of age by law) and wants to assume responsibility for matters pertaining to school, he/she must see his/her school counselor, review the following factors involved, and complete the proper forms.

- The student has the right of access to and release of school records.
- The student assumes the right and responsibility for matters relating to attendance (authorization for absences, tardies, and early dismissals).
- Parents/guardians of students who are registered at the secondary level retain the right of access to records and communication on all school matters if the 18-year-old remains a dependent of the parents/guardians for federal tax purposes.
- All school policies and procedures shall continue to apply to a student who reaches the age of majority.
- In the event a student wishes to be solely responsible for access to and release of records and for all school communication, he/she must submit proof that he/she is no longer a dependent of parents/guardians for federal tax purposes.

SUPPORT SERVICES

STUDENT HEALTH SERVICES

The Health Office is located adjacent to the main office. There is a registered nurse in the building throughout the school day from 7:30 a.m. to 2:30 p.m. Occasionally, a substitute nurse may be working in the health room.

In addition to the student's personal physician, there is a school medical advisor, Dr. Rosenberg, who is available to the nurse for consultation. There is also a dental advisor, Dr. Sanford, who is sometimes called for consultation.

ADMINISTRATION OF STUDENT MEDICATIONS IN THE SCHOOLS (Board Policy #5141.22 (a)

Please reference the full board policy for further information.

Policy #5141.22

A. Definitions
B. General Policies on Administration of Medications
C. Diabetic Students
D. Epinephrine for Purposes of Emergency First Aid without Prior Authorization
E. Naloxone for Purposes of Emergency First Aid
F. Documentation and Record Keeping
G. Errors in Medication Administration
H. Medication Emergency Procedures
I. Supervision
J. Training of School Personnel
K. Handling, Storage and Disposal of Medications
L. School Readiness Programs and Before-and-After School Programs
M. Review and Revision of Policy

REFUSAL TO PERMIT ADMINISTRATION OF EPINEPHRINE FOR EMERGENCY FIRST AID

State laws permits the parent or guardian of a student to submit a written directive to the **school nurse or school medical advisor** that epinephrine shall not be administered to such student in emergency situations. This form is provided for those parents who refuse to have epinephrine administered to their child. You may pick up a copy of the form in the nurse's office.

Administration of Medication
When a student requires prescription or non-prescription medication at school, there are very specific health regulations. The school nurse may not give medication to a student at school without a written order from a licensed physician and written parent/guardian authorization. Medication permission forms are available from the school nurse. All medication must be in a prescription container with the name of the medication, the dosage, and the student's name on the label. Medication is kept in the health room and brought to the school nurse by the parent or legal guardian.

Please remember that students are not permitted to bring medication to school or take it unsupervised. If possible, the student should have the medication administered at home.

Standing Order Medication
Standing Order Medications are those medications listed on the back of the student's emergency card and are authorized by the school medical advisor and the parent/guardian to be administered at the discretion of the school nurse. These medications include acetaminophen (Tylenol), and an antacid (Mylanta or Maalox), Benadryl, and Albuterol (an inhaler-type medication) are available for emergency use. Adrenaline is ordered by the school medical advisor for life-threatening emergencies.

Communicable/Infectious Diseases
Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Disabilities
Avon Public Schools will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

Emergency Medical Treatment
Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

Health Records
School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) to maintain the privacy of protected health information.

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.

Immunizations
Before being permitted to attend the Avon Public Schools, the Avon Board of Education requires that each student be immunized as follows:

- Diphtheria, Tetanus, Pertussis (DTP) - At least three doses of diphtheria, tetanus, pertussis vaccine (the last dose given on or after the fourth birthday). Students who begin the Td series after their seventh birthday need only three doses, one of which should be Tdap.
- Poliomyelitis - three doses of trivalent oral polio vaccine (TOPV) or three doses of inactivated polio vaccine (IPV) - the last dose must have been given no sooner than the fourth birthday. This usually results in most students receiving four doses.
- Measles, Mumps and Rubella (German Measles) - either immunization consisting of two doses of MMR vaccine, given at least one month apart (the first dose given on or after one year of age and the second dose with the grade 6 health assessment) or written confirmation of a history infection or laboratory certified serological evidence of immunity.
- Varicella: Two doses for students older than thirteen years of age or verification of disease.
- Hepatitis B: Three doses, last dose on or after twenty-four weeks of age.
- For the policy regarding exemption from the above immunization requirement, please contact the school nurse.

Physical Examinations

- All incoming students must have documentation of up-to-date immunizations in order to enter school.
- A physical examination is required for students enrolled in grade 10. The examination must be done between May 15 of the previous school year and May 31 of the school year in which the student is enrolled in that grade.
- All new students transferring from out of state must have a health assessment within two weeks of entering school and all immunizations must be up to date. A physical examination which has been done by an out-of-state physician (U.S. only) is acceptable if completed within the prior six months. Non-compliance will result in exclusion from school.
- All new students transferring from another Connecticut school do not require a physical examination for school admission; however, their health records from their previous school must be sent and all immunizations must be up to date. A physical assessment will be required before May 31 if the student is enrolled in grade 10.

STUDENT NUTRITION AND PHYSICAL ACTIVITY

School Wellness Policy
The Avon Board of Education recognizes its responsibility for the health and wellness of the students who attend the district's schools by promoting good nutrition and physical activity as part of the total learning environment. The Avon Board of Education promotes an environment, in and out of the classroom where students learn and participate in healthy dietary and lifestyle practices. The Avon Board of Education believes that improved health and wellness fosters improved student learning.

The school district will provide a comprehensive nutrition education program through its curriculum at all school levels. Foods available on school grounds and at school-sponsored activities during the instructional day should meet high nutritional standards to promote good dietary habits and healthy living.

A comprehensive physical and health education program, along with physical activity, are an essential component of a school curriculum. Physical activity should be included in a regular program of physical education, extracurricular activities, and recess.

The Superintendent of Schools, or his/her designee, and a wellness committee will develop administrative regulations for implementing, monitoring, evaluating this policy.

SCHOOL COUNSELING

Transfers and Withdrawals
Students withdrawing from school must notify the School Counseling Office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form. Students will be required to have all teachers sign and verify that materials have been returned. Students will also be expected to complete an exit interview with a building administrator or designee prior to their departure.

School Counseling Program
The Avon High School Comprehensive School Counseling program plays a primary role in supporting the academic, social/emotional and post high school planning components of student success. In following a prescribed scope and sequence of activities, the department ensures that each student at Avon High School participates in their own development, both as an individual and as a member of the larger high school community, in support of "The Nine" academic, civic and social learning expectations. Counselors meet with students on both an individual basis and in group settings throughout the student's high school career.

Students are assigned to counselors alphabetically by student's last name, with efforts made to retain the same counselor for all four years. Students may schedule a meeting with their counselor by visiting the department and making an appointment in their counselor's book; parents with questions or concerns are encouraged to make an appointment by calling the school counseling administrative assistant.

Academic Planning
School counselors assist students in developing a course of study appropriate to student's level, interest, and possible career pathway; students are encouraged to make use of resources (PowerSchool, etc.) in order to set goals and track progress.

Post-High School Planning
School counselors help students to gain knowledge about their own interests and skills by making use of assessments (skills and knowledge inventories, personality type assessors, etc.), technology-based programs (Naviance, etc.) and individual counseling to develop an ongoing plan for life beyond high school.

Social/Emotional Support
School counselors can help students with a wide range of issues including decision-making skills, transitions, and learning how to manage peer relationships, among others.

Counseling and Referral Services
School counselors will provide assistance with referrals to in-school and outside agencies as appropriate, in consultation with other student support personnel, including school social workers and the school psychologist.

School Counselors adhere to and protect student confidentiality in student discussions and in the maintenance of student records. Exceptions to confidentiality occur when a student is at risk of harming him/herself or others; in this case, parents and appropriate personnel are informed.

ACADEMIC SUPPORT SERVICES

Scientific Research Based Intervention (SRBI)
Scientific Research Based Intervention (SRBI) is a state and federally mandated program designed to improve the quality of instruction for all students in the core subject areas of reading, writing, and math. AHS is fully committed to implementing SRBI. AHS is also committed to making sure that the district's program for SRBI, including implementation of strong curriculum in reading, writing, and

math, professional development for teachers, a system of assessment of progress in each tier of intervention, and the system for communication of results with parents, is equal to the task.

School-Wide Pre-Referral Approaches and Interventions
The District utilizes the core principles of the Response to Intervention (RTI) process, as embodied in Connecticut's Framework for RTI, "Using Scientific Research-Based Interventions: Improving Education for All Students," which combines systematic assessment, decision-making and a multi-tiered delivery model to improve educational and behavioral outcomes for all students.

Academic and behavioral supports and targeted interventions shall be used for students who are not making academic progress at expected levels in the general curriculum.

Parent Involvement in the SRBI Process
The District shall inform parents regarding the use of scientific, research-based interventions, including:

- The state's policies regarding the amount and nature of students' performance data collected and the general education services provided;
- Strategies used to increase the student's rate of learning; and
- The parent's right to request a special education evaluation.

District implementation of any of the above practices will not impede or delay the appropriate evaluation of a student suspected of having a disability, and the student's right to a free appropriate public education (FAPE).

(cf. 3231 – Medicaid Reimbursement for Special Education Students)
(cf. 5145.71 – Surrogate Parent Program)
(cf. 6159 – Individualized Education/Special Education Program)
(cf. 6164.4 – Identification of Special Needs and Abilities)
(cf. 6171 – Special Education)
(cf. 6172.2 – Remedial Instruction)
(cf. 6172.21 – Supplementary Services)

Student Assistance Team (SAT)
The Student Assistance Team (SAT) process is designed to provide students with the supports they need to address various behaviors of concern that interfere with their education. This team approach is education at its best, where a diverse group of professionals share their collective expertise and creativity to design and implement an action plan that assists a student in overcoming any obstacles to learning. The SAT is created for each individual student using a variety of AHS personnel who have either a direct connection to the student or expertise that will assist the team in addressing the student's particular needs. Referrals for SAT support may be made by anyone in consultation with the student's school counselor. An SAT meeting will be scheduled subsequent to the referral. Additional SAT meetings may be recommended by the team.

Student Assistance Center (SAC)
The Student Aassistance Center (SAC) is a tutorial service provided by Avon High School for those students who continue to experience Academic difficulty, even after regular use of teacher extra help sessions. Referrals for SAC support should be made through School Counseling.

SAC will operate remotely during the 2020-21 school year. Students may access SAC via the standard Google Meet located in the SAC Google Classroom banner.

Math Lab
The math lab provides content specific support for students struggling in a specific discipline. The lab is open daily during the school day with content area specialists available to provide academic support.

The Math Lab will operate remotely during the 2020-21 school year. Students may access the Math Lab via the standard Google Meet located in the SAC Google Classroom banner.

Writing Center
Peer tutors volunteer to work during their open periods in The Writing Center located in the north wing before school Tuesdays or after school on Thursdays. The purpose of the Writing Center is to provide a space for students to support each other in their writing through critical feedback and conversation. The Writing Center is a support for writers of all levels.

The Writing Center will operate remotely during the 2020-21 school year. Students may access the Writing Center via the standard Google Meet located in the Writing Center Google Classroom banner.

HOMEBOUND TUTORING

Home instruction may be available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or recommended by the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

CONDUCT AND DISCIPLINE

Face Masks
Students are required to wear a facemask or face covering that covers the nose and mouth at all times in the hallways and in classrooms. An exception is when eating a school breakfast in the assigned classroom before school begins, once seated at the assigned lunch area, or when directed by the teacher for a mask break.

CODE OF CONDUCT

Students are responsible for conducting themselves properly in a 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. This 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:

- Attending all classes, regularly and on time, and engaging in the learning process
- Being prepared for each class with appropriate materials and assignments
- Being dressed appropriately
- Showing respect toward others
- Behaving in a responsible manner
- Respecting school property, resources and facilities
- Obeying all school rules, including safety rules, and rules pertaining to Internet safety
- Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels
- Cooperating when disciplinary action is taking place

Students at school or school-related activities are prohibited from the following. The bolded topics are outlined in more detail in other sections of the handbook:

- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Cutting class, being chronically tardy, or failing to attend detention and/or Disciplinary Saturday School.
- Throwing objects that can cause bodily injury or damage property.
- Leaving school grounds or school-sponsored events without permission.
- Directing profanity, vulgar language, or obscene gestures toward other students or staff.

- Disobeying directives or failing to cooperate with school personnel or school policies, rules, and regulations.
- Playing with matches, lighters, fire, or committing arson.
- Committing robbery or committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
- Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
- Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
- Assaulting a teacher, staff member, or other individual.
- Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
- Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
- Prescription drugs which are given to a person other than who the drug is prescribed.
- Smoking or using tobacco products, including electronic nicotine delivery systems (e-cigarettes) and vapor products containing any substance.
- Hazing, bullying, harassing, threatening.
- Behaving in any way that disrupts the school environment or educational process.
- Using electronic devices during the school day in an inappropriate manner.
- Violating the district's Internet Safety policy and/or Online Social Networking Policy.
- Taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, lewd or otherwise illegal images or photographs, whether by electronic data transfer of other means, including but not limited to texting and emailing.
- Violating any state or federal law which would indicate that the student presents a danger to any person in the school or to school property..
- Damaging, stealing, or vandalizing property owned by the school, other students, or school employees.
- Disobeying school rules on school buses.
- Fighting, committing physical abuse, or threatening physical abuse.

A student who violates the district's code of conduct shall be subject to disciplinary action. The Avon Public School's disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an 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-school property and during non- school time.

DISCIPLINE

Removal from Class

A teacher or administrator may remove a student from class if the student deliberately causes a serious disruption of the educational process. The teacher must send the student to a designated area and notify the administration at once.

A teacher may not remove a student from class more than six times in one school year or more than twice in one week unless the teacher refers the student to the administration for an informal hearing. The administration will inform the student of the reasons for the disciplinary action and give the student an opportunity to explain the situation.

The teacher or administrator will inform the parents or guardian of any minor student removed from class about the disciplinary action within 24 hours of the student's removal from class.

Detention

Detentions will be assigned as a result of student misconduct. They will occur Monday through Friday afternoons after school from 2:05 p.m. to 2:50 p.m. or at other appropriate times. As a general rule, students will not be excused from detention to attend after-school activities or work.

Teacher Detention
Teachers may require students to meet with them before or after school to correct poor classroom behavior and/or academic performance. Generally, one day's notice of a detention assignment will be given. If a student fails to report for detention, the teacher will call his/her parents/guardians and then based upon the conversation, reschedule the detention or refer the student to the office. If a student is referred to the office for missing a teacher detention, he/she will be assigned a minimum of two office detentions.

Office Detention
The administration may require students to stay after school for inappropriate behavior or failure to meet responsibilities. If a student fails to serve an office detention, he/she will be assigned additional office detentions, Saturday School, or Suspension.

Disciplinary Saturday School
Disciplinary Saturday School (DSS) takes place from 9:00 a.m. to 12:00 noon on designated Saturdays. Students may be assigned to DSS for the following:

- Class cutting
- Being in restricted areas
- Detention cutting
- Being in possession of smoking materials
- Leaving school grounds without permission.
- Other serious or persistent rule violations.

The following rules apply to Disciplinary Saturday School:

- Tardy students are not admitted and are reassigned to another DSS.
- In case of illness, a parent/guardian must call the school and provide a written excuse the following Monday.
- Unexcused absence from DSS results in an automatic one day in-school suspension the following week.
- Students must bring work for three hours.
- Students may not leave their seats without permission or talk with other students.
- Students are responsible for their own transportation.

Students who violate one or more of the above listed rules or behave inappropriately in other respects are subject to further disciplinary action.

If a student behaves in such a way as to warrant removal from DSS, parents/guardians will be notified and asked to come to school to pick up the student.

Expulsion/Suspension
Please refer to Board of Education Policy #5144(a-s) for further information pertaining to removal, suspension, or expulsion.

In-School Suspension
The administrator may impose in-school suspension in cases where a student's conduct endangers other people or property, seriously disrupts the educational process or in other appropriate circumstances. The administrator may not impose in-school suspension on a student without giving the student an informal hearing.

The administrator will not place any student on in-school suspension more than 15 times or for a total of 50 days in one school year, whichever results in fewer days of exclusion.

The administrator will notify the parents or guardians of any minor student placed on in-school suspension within 24 hours of the beginning of the suspension.

In-School Suspension (ISS) occurs on a regular school day from 7:10 a.m. to 2:00 p.m. A student assigned to ISS reports to the ISS room for a full-day supervised study hall instead of attending scheduled classes. The following rules are operative in ISS:

- Quiet study rules are in effect.

- Electronic devices are not allowed unless prior authorization is received.
- Students will be escorted to purchase lunch if needed.
- Time must be used to complete school work.
- No socializing or visitors.
- One pass to locker/lavatory in the morning and one in the afternoon.

Failure to comply with ISS rules will result in referral to the appropriate assistant principal and additional in-school or out-of-school suspension time.

Out-of-School Suspension

The administrator may suspend a student for inappropriate conduct as described in Section II of this policy for not more than 10 consecutive school days. The administrator will follow these procedures in implementing the suspension:

- Unless an emergency exists, the administrator will not suspend a student without giving them due process when discussing the disciplinary infraction. In the event of an emergency, due process will be given as soon as possible.
- The administrator may consider past disciplinary problems that have led to a student's removal from a classroom, suspension, or expulsion in determining the length of suspensions.
- After suspending a student, the administrator will make reasonable attempts to notify the parents or guardians immediately by telephone about the suspension and the causes for the suspension.
- The administrator will also send a letter to the student's parents or guardians at the last address on the student's school records within one school day of the suspension and offer the parents or guardians an opportunity for a meeting to discuss the suspension.
- In all cases, the administrator will inform the parents or guardians of any student who has been suspended within twenty-four hours of the time of the suspension.
- The administrator will inform the Superintendent of Schools of the suspension by the close of the school day following the suspension.
- The student will be allowed to complete any class work, including examinations, missed while under suspension without penalty.
- Notice of the suspension will be recorded in the student's cumulative educational record. The notice will be expunged from the cumulative educational record by the Board if the student graduates from high school.
- The decision of the administrator with regard to disciplinary action up to and including suspensions shall be final.
- During the period of suspension, the student will not be permitted to be on school property or to attend or participate in any school activities.

If a student already has 10 suspensions or suspensions totaling 50 days in a school year, the administrator will inform the Superintendent of Schools and request a formal hearing for the student before the Board of Education.

Expulsion

A principal who has cause to believe that a student has engaged in conduct described in Sections II and III of this policy may consider recommending the expulsion of the student.

The principal must recommend expulsion proceedings in all cases against any student whom the administration has reason to believe:

- Was in possession on school grounds or at a school activity of a deadly weapon, dangerous instrument, martial arts weapon, or firearm as defined in 18 USC 921 as amended from time to time; or
- Off school grounds, possessed and used a firearm as defined in 18 USC 921 or in violation of C.G.S. Sections 29-35, or possessed and used a firearm as defined in 18 USC 921, a deadly weapon, a dangerous instrument or a martial arts weapon in the commission of a crime under Chapter 952 of the Connecticut General Statutes; or
- Was engaged on or off school grounds in offering for sale or distribution of a controlled substance (as defined in C.G.S. Sections 21a-240(9), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense,

offering or administering is subject to criminal penalties under C.G.S. Sections 21a-277 and 21a-278.

ATTENDANCE

Regular attendance at school is an integral part of the education of each student. Students must be engaged actively in the learning process on a daily basis. Grades earned in any course will reflect daily participation as well as the fulfillment of other academic requirements established by the school. Consistent involvement and interaction of each student with the curriculum, teachers, and peers are all essential elements in the maximum development of the potential of each person.

Regular attendance at school is, by state statute, the shared responsibility of the parents/guardians and of the student. The administration and staff of Avon High School are committed to working cooperatively with parents/guardians and students to achieve regular attendance.

Regular attendance at school is, by state statute (Connecticut General State Sec. 10-184, 10-198a) the shared responsibility of the parents/guardians and of the students. In addition to the information below, please refer to **Board of Education Policy 5113(a), 5113(b) and 5113(c) and its regulations.**

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 regular school day.

Excused absence:

- for absences one through nine, a student's absence is considered excused if written documentation of the reason for the absence has been submitted upon the student's return to school.
- for absences ten and above, the absence will be excused only for the following reasons:
    - student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence)
    - student's observance of a religious holiday
    - death in the student's family or other emergency beyond the control of the student's family
    - mandated court appearances (additional documentation required)
    - the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason)
    - extraordinary educational opportunities pre-approved by district administrators and in accordance with the Connecticut State Department of Education guidance

See expectations regarding make-up work under academics guidelines in previous section.

Unexcused absence: A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- the absence meets the definition for an excused absence (including documentation requirements)
- the absence meets the definition of a disciplinary issue

Upon the **fifth** absence in a class in a semester, credit will be suspended for that class pending a review by the Attendance Review Board.

Absence Procedure

Avon High School has a designated absence telephone line—860-404-4740, press 1. In the event that a child is absent from school, a parent/guardian (regardless of student's age) should notify the school by phoning the absence line before 9:00 a.m. and state the reason for the absence. Written confirmation of the absence must then be submitted to the attendance office upon student return to school. If written notification from a parent/guardian has not been received, the absence will remain noted as "unverified." Parent/Guardian notes must include the student's full name, grade, date of absence/tardy or dismissal, the specific reason for the absence, the signature of the parent/guardian, and a daytime

phone number where a parent/guardian can be reached to verify the note. All notes should be brought to the Attendance Office located in the main office on the first floor of the high school.

Tardies
Students are required to be punctual for classes, study halls, and homeroom. Tardiness to classes, study halls, and homeroom will be dealt with by the teacher in charge. Chronic problems in tardiness will be referred to the school administration. The following regulations apply:

Tardiness to School

- A student arriving at school after the beginning of the first class of the day is considered tardy. Any such student must immediately report to the Main Office to be recorded as tardy to school and obtain a pass to class.
- Arrival after the beginning of the first period of the day **will be excused only** if a late arrival has been **previously arranged** by a parent/guardian or a majority student by telephone, letter, or personal conference with the student's assistant principal on a previous school day or, in an emergency, on the day of the occurrence.
- Parent/guardian calls or notes to secretaries regarding tardy arrivals are not "excused" tardies.
- All other tardies will be unexcused.
- On the event of the fourth unexcused tardy in any marking period, two after-school detentions will be assigned.

Tardiness to Class

- Individual classroom teachers will determine whether or not students have arrived tardy to their classes.
- Arrival 20 minutes or later to a class without permission from a teacher or administrator is considered to be a class cut.
- Individual teachers will impose consequences for tardiness to class.
- After the fourth tardy arrival to a class, the classroom teacher may refer a student to administration for more severe consequences.

Class Cuts
An absence or tardy that occurs for no legitimate reason.

Truancy is defined as an unexcused absence from all or most classes on a given day; students who are habitually truant may be referred to the School Resource Officer and/or Family with Service Needs/DCF. Saturday School is assigned by the AP for truancy.

Class cuts refer to unexcused absences from class or instances where student is tardy for more than 20 minutes of class; students who choose not to attend class without permission will be subject to the appropriate discipline..

Parents/guardians will be notified of all class cuts via our automated phone system.
Students who are truant or cut class will not receive credit for missed work and/or assessments.

Early Dismissal
We discourage leaving early due to our belief that a very valuable part of a student's educational experience (extracurricular activities, individual extra help with teachers, etc.) takes place at the conclusion of the school day. In addition, leaving school early may preclude a student's use of the Library Media Center and other resources during non-class periods, resources which often contribute significantly to academic success. Students dismissed early due to illness will not be able to participate in any co-curricular or other school activities on that day.

Parents/guardians are asked to limit requests for early dismissal during the school day to medical or dental emergencies. All other requests for early dismissal must be approved by an administrator. When it is necessary, a written request from the parent/guardian must be submitted to the attendance clerk by 7:40 a.m., stating the reason for the dismissal. The note must also include the date and time

of the dismissal. The absentee list will contain the names of all students to be dismissed. At the time of dismissal, the student must sign out in the Main Office.

Leaving School Grounds
Other than senior privilege, unless given special permission from the office, students are not to leave school grounds until the end of the school day. Taking unauthorized leave of school grounds will result in assignment to Saturday Disciplinary School, in-school suspension, or out-of-school suspension. Students being dismissed during the school day will be issued a dismissal pass by the office. **Students will be required to show their ID when entering/exiting the building prior to the end of the school day.**

Pass System
Students will need a pass for admission to class without consequence once the period has begun. Once a student is in class within the academic wing, he/she may, with the teacher's permission, leave class to go to a locker, lavatory, or drinking fountain. Students need a pass to go to the Health Office.

Trips and Vacations
Absence from school for personal or family vacations is not considered an excused absence. Parents/guardians who choose to vacation during officially scheduled school days do so without official approval and absences will be marked unexcused. Parents/guardians are required to notify their assistant principal's office in writing prior to the absence. In addition, parents/guardians should notify teachers prior to the absence. In accordance with Board of Education policy, teachers are not required to prepare work in advance of student absence for family vacations. **Teachers are not required to re-teach or to tutor individual students for make-up work when the student has returned.** Teachers will, however, provide opportunities and establish reasonable deadlines for students to make up tests, quizzes, homework, and other assignments missed during the absence. High school is a time of increased academic demand as students challenge themselves with rigorous coursework in preparation for post-graduate plans. The loss of instructional time for any absence creates stress for the student. Students have the best chance of succeeding in school with regular attendance in classes.

Student Absences and Athletics/Activities Eligibility
Per the Athletics Handbook:

- The participating student must attend their regularly scheduled classes on the day of any activity. A participant must be present for a minimum of **two full class periods** in order to participate in athletics that day. Exceptions to this rule may be granted by the administration in emergency or highly unusual circumstances.
- If a student is unable to participate in Wellness class on a particular day due to a medical excuse, the student may not participate in any athletic activity on that particular day. If a student does not participate in Wellness class due to a class cut, absence or forgotten gym clothes, the student may not participate as a member of a team for that day.
- Unexcused absences/ class cuts will result in the student being suspended from any school activity on that day or the next day.

Please refer to Board of Education Policy 5113(a), 5113(b) and 5113(c) and its regulations for more information regarding attendance.

BULLYING

Avon High School and the Board of Education are committed to creating and maintaining an educational environment free from bullying, 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 the Board of Education.

Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension, and expulsion, and consistent with state and federal law.

The following are examples of bullying:

- The repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district
- 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, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or 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

Cyber bullying 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 more information, see Public Act No. 11-232, An Act Concerning The Strengthening of School Bullying Laws.

BUS CONDUCT

Students are required to adhere to the following behavior code:

- Students are required to wear a face mask that covers the nose and mouth at all times.
- Be at the bus stop at designated time to help keep the bus on schedule
- Wait in one group for the bus on the shoulder of the highway or sidewalk away from the main thoroughfare
- When boarding the bus, stay in line - crowding is dangerous and enter in an orderly fashion
- Remain properly and quietly seated while the bus is in motion
- As a passenger, all parts of the body must be kept inside the bus at all times
- Never throw objects in the bus, out of the bus window, or, when off the bus, at the vehicle
- Obey instructions of the bus driver promptly
- Refrain from defacing or marring the school bus in any manner
- Refrain from distracting the attention of the bus driver
- Be courteous to fellow passengers and bus driver
- Refrain from eating or smoking on the bus
- Refrain from using foul language and from leaving articles on the bus
- When leaving the bus, stay in line. Do not crowd, push, or lag behind; leave in an orderly fashion.
- If it is necessary to cross a street after leaving the bus, remain directly in front of the bus until the bus driver signals that it is safe to cross. Proceed directly across the street after checking both directions as an added protection.

Bus drivers are required to report improper behavior to the building principal. Principals will notify parents/guardians and apply consequences when necessary to encourage corrective action. For repeated minor offenses, the student may be denied transportation for a period of one to five days following a conference with parents/guardians. For major offenses which threaten the welfare of others, the principal may deny transportation for one to ten days without a conference beforehand.

Parents and/or guardians of pupils found guilty of bus vandalism will be expected to make restitution to the bus company for actual damages. Due process hearings will be held by the principal in accordance with state law. Legal action may be taken, if deemed appropriate, by the bus contractor.

CELL PHONES

Cell phones should be in silent/vibrate mode during school hours. Upon entering the classroom, students are expected to place their cell phone in the designated "cell phone tree" for the duration of the period. If a student needs to use the restroom, the cell phone remains in the "cell phone tree." At the teacher's direction, cell phones may be used for educational purposes during the period. Teachers will not require cell phone usage for an assignment.

COMPUTER AND NETWORK USE

Technology is available as an academic resource for all students, but is a privilege, not a right. Avon High School expects appropriate behavior both with district technology and also on the internet and/or the district network. Students should understand that their use of computer and network resources are being visually and electronically monitored and/or logged at all times. For more information, refer to the district's computer and network acceptable use policy.

HARASSMENT STATEMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, or any disability they may have. The District has zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to shop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal. To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the administrator or any adult they feel comfortable with.. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

HAZING ACTIVITIES

Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization.

Hazing, bullying or abuse of students or staff will not be tolerated. Any student who engages in an act that injuries, degrades or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.

BREATHALYZERS
The safety of students is a primary concern. Students who consume alcohol and/or are under the influence of alcohol at school or at any school function pose a danger to themselves and others. In order to protect student safety, school administrators may utilize a breathalyzer to determine whether a student is under the influence of alcohol.

DANGEROUS WEAPONS & INSTRUMENTS
The Avon Board of Education (refer to Board Policy #5144) strictly prohibits the possession, conveyance, use, or storage of weapons or look-alike on school property at school-sponsored events, in or around a school vehicle, or school bus. This ban applies to students, employees, and visitors, even those who may have a legal permit to carry a weapon.

The administration retains final authority in determining what constitutes a weapon, especially when evaluating potential danger. However, all of the following are considered weapons: knife blades, mace, pepper spray, cutting instruments, nunchaku sticks, lasers, BB guns, shockers, razor blades, brass knuckles, acid, metal pipes, sharpened stocks, stun guns, firearms, ammunition, explosive devices, fireworks, pyrotechnics, matches, lighters, slingshots, or any other instrument capable of inflicting serious injury. Weapon look-alikes, such as toy guns, are also considered weapons under this policy, and are therefore prohibited.

Law enforcement officials may carry weapons on school property. Principals may issue exceptions for items such as cutting instruments used in art or tech ed, or weapons or look-alike used for the instrumental programs (e.g., for drama classes). These exceptions would be for classroom use only. There are no other exceptions.

All discoveries of any prohibited weapons in the above-mentioned areas will be reported to local law enforcement officials.

Students - Possessing, displaying, using, or storing a weapon on school grounds is a serious violation of the Code of Conduct and will result in immediate suspension, a hearing, and an expulsion from school. The superintendent may recommend a modification of the expulsion on a case-by-case basis.

Any student, employee, or visitor who has reasonable grounds to suspect that a violation of this weapons policy is required to report such suspicions immediately to the principal.

SMOKING & TOBACCO USE
Connecticut state law prohibits the use of tobacco products by students, employees and visitors at all times on school property. Such products include but are not limited to cigarettes, chewing tobacco, vaporizers, e-cigarettes, nicotine delivery systems or any electronic device designed to simulate smoking.

Students who violate this policy are subject to the penalties listed below and will also be referred to the School Resource Officer.

Use, Sale, Possession of Alcohol and Drugs By Students (Refer to BOE Policy #5131.6)
Teachers shall emphasize the effect of alcohol, nicotine, tobacco and drugs on health, character, citizenship and personality development wherever appropriate in the wellness education program and other contexts which touch on the subject. (cf. 5131.6 - Drugs, Tobacco, Alcohol)

PROCEDURES

Emergencies
In school - If a student's condition or behavior creates an emergency situation, any employee will take the following steps:

1. Contact the school nurse immediately. The school nurse will call for local emergency medical care and treatment.
2. Contact building administration who will notify the school's medical emergency response

team and local emergency medical care, the student's parents or guardians, and the police, when appropriate.

Away from school - If the student's condition or behavior creates an emergency situation at a school activity away from the school grounds or out of the district, the employee will immediately contact 911 or the local emergency medical response team.

Involuntary Disclosure or Discovery of Drug/Alcohol Problem

When a professional employee learns from a source other than the student's confidential disclosure or has a reasonable suspicion that the student, on or off school grounds or at a school-sponsored activity, is under the influence of, or possesses, uses, dispenses, distributes, administers, sells or aids in the procurement of a controlled drug, controlled substance, drug paraphernalia or alcohol, that information is considered to be involuntarily disclosed. In this situation, the following procedures will apply:

1. The employee must immediately report the suspicion to the building administrator or designee.
2. The building administrator or designee who has reasonable suspicion that the student has violated or is violating either the law or this policy may then search the student's person or possessions.
3. If the building administrator or designee reasonably determines that the student is under the influence or in possession of a drug, including alcohol, the building administrator or designee will take the following steps:
    a. Contact the police if the student is in possession of drugs or alcohol.
    b. Ask the student to submit to a Breathalyzer test if the suspicion involves the possibility of alcohol consumption. The Breathalyzer test is a secondary indicator to confirm or refute the administrator's suspicion of alcohol consumption. A trained school administrator will administer the test in the presence of an adult witness. The school administrator will inform the student, parents or guardians and the Superintendent of Schools of the results upon completion of the test, and note the results in the administrator's discipline report,
    c. Notify the student's parents or guardians.
4. Any physical evidence obtained in the search of a student, or a student's possessions, indicating that the student is violating or has violated a state or federal law must be turned over to law enforcement officials as soon as possible, but not later than within three calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. C.G.S. Section 10-154a(c). The Superintendent of Schools designates the principal of each school as responsible for properly holding any confiscated alcohol and drugs, and delivering them to proper public authorities. All school employees must contact the building administration immediately upon obtaining such physical evidence.

Voluntary Disclosure of Drug/Alcohol Problem (Self-Referral)

The following procedures will apply when a student privately and in confidence voluntarily discloses to a professional employee information concerning the student's use, possession, distribution or sale of a controlled drug, controlled substance or alcohol.

1. Professional employees are permitted, in their professional judgment, to disclose this information when the information concerns the student's alcohol or drug abuse or alcohol or drug problem. In no event, however, will they be required to do so. **C.G.S. Section 10-154a(b)**. If a professional employee deems that disclosure of a student's drug or alcohol problem is appropriate, the employee will report the student's name and problem to the building administrator or designee who will refer the student to the appropriate school staff members for intervention and counseling.
2. Any physical evidence obtained from such student through a professional communication indicating that a crime has been or is being committed by the student must be turned over to school administrators or law enforcement officials as soon as possible, but no later than two calendar days after receipt of such physical evidence, excluding Saturdays, Sundays and holidays. Employees will contact the school administrator immediately upon obtaining physical evidence. In no case, however, will such employee be required to disclose the name of the student from whom the evidence was obtained. **C.G.S. Section 10-154a(b).**

3. Any professional employee may obtain advice and information concerning appropriate resources and refer the student accordingly.

Disciplinary Action

The building administration will apply appropriate disciplinary and evaluative procedures as specified in BOE Policies and these administrative regulations.

1. Violations of this policy are cumulative from year to year in the same school while a student is attending the Avon Public Schools. The revocation of the student privilege to participate in or attend any school-sponsored activity as described in these regulations will carry over from one school year to the next.
2. In addition to any exclusion from school privileges that may result from the implementation of the suspension and expulsion procedures, the building administration will follow the following guidelines in assessing the student's privilege to participate in or attend any school sponsored activity, including athletic events and practices, that occurs after school hours. The loss of this privilege will not apply to events or activities associated with the academic curriculum or course work, such as band or choral performances, and drama productions.
    a. After a student's first violation of this policy, the building administration may revoke the student's privilege of participating in or attending any school sponsored activity for a period of 15 consecutive calendar days falling within the beginning and end of the school year calendar and commencing with the date of the suspension.
    b. After a student's second violation of this policy, the building administration may revoke the student's privilege of participating in or attending any school sponsored activity for a period of 30 consecutive calendar days falling within the beginning and end of the school year calendar and commencing with the date of the suspension.
    c. After a student's third and subsequent violations of this policy, the building administration may revoke the student's privilege of participating in or attending any school sponsored activity for a period of 120 consecutive calendar days falling within the beginning and end of the school year calendar and commencing with the date of the suspension.
3. The building administrator may refer students found to be in violation of this policy to an appropriate agency and/or professional licensed or certified to assess and treat individuals with substance abuse disorders and/or co-occurring substance abuse and behavioral health disorders. The assessment and treatment costs of the referral will be the responsibility of the student's parents or guardians. The building administrator may require the student and parents or guardians to meet with the appropriate school staff members to discuss the Board's drug and alcohol policy and related administrative regulations before the student is readmitted to school.
4. If the building administration determines that a student has violated this policy off school grounds and not at a school-sponsored event or activity, the school administration may deny the student the privilege of participating in any after school activity, including athletic events and practices, as described in Section 2 above.
5. If the school administrator determines that the student's behavior is seriously disruptive of the educational process, the school administrator may suspend the student from school and/or recommend expulsion from school in accordance with Board Policies.
6. In addition, coaches and faculty advisors may impose additional penalties, such as removing a student from a leadership position, with approval from the principal.

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 a publicized board policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

1. Sale, possession, use, or distribution of dangerous weapons, including martial arts weapons;
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.

PERSONAL ELECTRONICS USE

Cellular telephones, iPods, laptops, handheld video games, and other personal electronic devices of any size should be turned off and should be out of sight with the exception of approved times and spaces. The cafeteria, the LMC, and the gallery have been designated as a free zone for electronic devices. In addition, electronic devices may be used during passing time in the hallway between classes, not during class time.

For any location in the school not named above personal electronic devices should be turned off and put away. For any use of a personal electronic device within the classroom setting, explicit permission of the teacher is required. In addition, the following rules are to be adhered to whenever using a personal electronic device in the school:

- Student takes full responsibility for his or her electronic device and keeps it with himself or herself at all times. The school is not responsible for the security of the electronic device.
- Students must follow school rules and policies when using any personal electronic device and must not cause disruption to instruction or school activities.
- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- The use of personal communications devices in the classroom is at the discretion of the teacher and the student accesses only files on the device or internet sites which are relevant to the classroom curriculum. **Students may not take any pictures or recordings (still, video, or audio) without the explicit permission of teacher or students to be recorded.** School is a place of business; and teachers, students, and others should feel secure that they are not being surreptitiously photographed or taped.
- No access to the school network (including student/teacher drives or printers) will be provided. Students must not attempt to connect to the network or printers.
- Teachers may have individual collection policies regarding electronic devices and/or allowing regulated, monitored electronics use for academic purposes. Students must abide by them.

SEARCH AND SEIZURE

The Avon Board of Education may conduct reasonable searches and seizures of school property and of students and their desks, lockers, personal property, and motor vehicles only as is reasonably necessary to enforce laws and Avon Board of Education policies and administrative regulations, and to protect the health, safety and welfare of all students, staff, employees and visitors.

The Avon Board of Education may utilize narcotic-sniffing dogs or devices to inspect any areas, including but not limited to desks, lockers or other storage areas, or motor vehicles.

The right of a school official to inspect a student's person, desk, locker or other storage area, or motor vehicle requires protection of the student's personal privacy and protection from coercion.

Students will be informed of the Avon Board of Education's policy that allows school officials to conduct reasonable searches and seizures of a student's person, desks, lockers or other storage areas, and motor vehicle.

The decision to search will be made by the Principal or the Principal's designee. The search will be made in the presence of at least one witness. No police officer shall be present unless previously authorized by the Superintendent of Schools or his/her designee.

The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and gender, and the nature of the infraction.

Any evidence of a student's illegal conduct or conduct that violates the rules of the school produced as a result of ta search conducted in accordance with this policy and regulations will be subject to seizure. Where required by law, the Principal, will submit the evidence to the Police department for proper disposition. Evidence not submitted to the Police Department will be disposed of as directed by the Principal.

An Administrator may conduct a search when the administrator has reasonable grounds to believe that:

1. At the inception of the search, the search will reveal evidence that the student has violated or is violating the law or the rules of the school. Factors that may contribute to the suspicion include:
    a. Eyewitness observations by school personnel,
    b. Information received from reliable sources,
    c. Suspicious behavior by the student, or
    d. An alert on an area by a narcotic-sniffing dog or device.
2. There is the probable presence of contraband material which would pose a serious threat to the maintenance of discipline, order, safety and health in the school; or
3. Materials within the student's desk, locker or storage area or motor vehicle may pose a risk to health, safety and welfare of all students, staff, employees and visitors.

POLICY REGARDING SEX DISCRIMINATION AND SEXUAL HARRASSAMENT
Board Policy # 5145.5 (a-d)

It is the policy of the Avon Board of Education to prohibit any form of sex discrimination or sexual harassment. 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 will be subject to disciplinary action.

The Superintendent of Schools, or his/her designee will develop administrative regulations implementing this policy.

Definitions
Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any educational program receiving federal financial assistance.

Sexual harassment: 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 programs.

2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.

3. Displays of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, 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.

Procedure

It is the express policy of the Avon Board of Education to encourage victims of sexual discrimination or sexual harassment to report such claims. Students are encouraged to promptly report complains of sex discrimination or sexual harassment to the appropriate individual as set forth in the administrative regulations of this policy. The administration will investigate such complaints promptly, take interim measures, and take corrective action where appropriate. The district will maintain confidentiality to the extent appropriate. The Avon Board of Education will not tolerate reprisals or retaliation that occurs as a result of the good faith reporting of such charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

The school district will periodically provide staff development for district administrators and periodically distribute this policy and the administrative regulations to personnel and students in an effort to maintain an environment free of sexual discrimination and sexual harassment.

Sex discrimination and/or sexual harassment may also constitute bullying behavior under the Board's bullying policy.

Legal References: Available in the Avon Board of Education Policy Book.

REGULATION FOR POLICY REGARDING SEX DISCRIMINATION AND SEXUAL HARRASSMENT

(Regulation #5145.4 to Board Policy #5145.5 (a-b)

Complaint Procedure

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to promptly report such claims to the Principal or his/her designee. Preferably, complaints should be filed within thirty (30) days of the alleged occurrence. Timely reporting of complaints facilitates the investigation and resolution of such complaints. In appropriate circumstances, due to the age of the student making the complaint, a parent or school administrator may complete the written complaint on behalf of the student.

As soon as the student feels that he or she has been subjected to sex discrimination or sexual harassment, he/she or his/her parent/legal guardian should make a written complaint to the building principal or his/her designee. The student will be provided a copy of the Board's policy and regulation and made aware of his or her rights.

The written complaint will include:

1. Name of the complainant;
2. Date of the complaint;
3. Date(s) of the alleged harassment/discrimination;
4. Name(s) of the harasser(s) or discriminator(s);
5. Location where such harassment/discrimination occurred;
6. Names of any witness(es) to the harassment/discrimination;
7. Detailed statement of the circumstances constituting the alleged harassment/discrimination; and
8. Remedy requested.

Any student who makes an oral complaint of harassment or sex discrimination to any of the above-mentioned personnel will be provided a copy of this regulation and will be requested to make a written complaint pursuant to the above procedure. In appropriate circumstances, such as due to the age of the student making the complaint, a parent or school administrator may be permitted to fill out the form on the student's behalf.

Employees and students will submit all complaints to the Principal unless that individual is the subject of the complaint, in which case they should submit the complaint to the Superintendent of Schools.

If the complainant is a minor student, the Principal or Superintendent of Schools, or his/her designee, should also consider the appropriateness of completing a child abuse report.

Upon receipt of a written sexual harassment complaint, the Title IX Coordinator or designee shall promptly investigate all complaints of sexual discrimination or sexual harassment against a student, regardless of whether the conduct occurred on or off-school grounds. The investigation shall be conducted discretely, and will maintain confidentiality insofar as possible while still conducting a thorough and effective investigation.

Any student who makes a complaint shall be notified of the district's intent to investigate the complaint. In the event the student requests confidentiality or that an investigation not be conducted, the district will take reasonable steps to investigate and respond to the complaint to the extent possible, given the request for confidentiality of that, the district not investigate the complaint. If the student insists that his/her personally identifiable information not be shared with the alleged perpetrator, the student will be informed that the district's ability to investigate and/or take corrective action may be limited.

Upon receipt of a sexual harassment or sex discrimination complaint, the Title IX Coordinator shall either promptly commence and investigation of the complaint, or shall designate a school administrator to promptly investigate the complaint. The Title IX coordinator or designee shall:

1. Offer to meet with the complainant within then (10) school days to discuss the nature of the complaint, identify individuals the complainant believes has relevant information, and obtain any relevant documents the complainant may have;

2. Provide the complaint with a copy of the Board's sexual harassment policy and accompanying regulations;

3. Consider whether any interim measures may be appropriate to protect the alleged victim, pending the outcome of the investigation;

4. Investigate the factual basis of the complaint, including, as applicable, conducting interviews with individuals deemed relevant to the complaint;

5. Consider whether alleged sex discrimination or sexual harassment has created a hostile school environment, including consideration of the effects of off-campus conduct on the school;

6. Communicate the outcome of the investigation in writing to the complainant, and to any individual properly identified as a part to the complaint (to the extent permitted by state and federal confidentiality requirements); within sixty (60) school days from the date, the complaint was received by the Superintendent's office. The investigator may extend this deadline for no more than fifteen (15) additional school days in needed to complete the investigation. The complainant shall be notified of such extension.

The written notice shall include a finding whether the complaint was substantiated and if so, shall identify, to the extent possible, how the district will remedy the discrimination or harassment, adhering to the requirements of state and federal law.

When sex discrimination or sexual harassment has been found, take steps that are reasonably calculated to end the discrimination, take corrective and/or disciplinary action aimed at preventing the recurrence of the harassment or discrimination, as deemed appropriate by the Superintendent, or his/her designee, and take steps to remedy the effects of the sex discrimination or sexual harassment.

If the student complainant or alleged perpetrator is dissatisfied with the findings of the investigation, he or she may file a written appeal within thirty (30) calendar days to the Title IX Coordinator, or, if he/she conducted the investigation, to the Superintendent of Schools, who shall review the Title IX Coordinator or designee' s written report, the information collected by the Title IX Coordinator or designee together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes sexual harassment or sex discrimination.

The Title IX Coordinator or Superintendent of Schools may determine if further action and/or investigation is warranted. After completing this review, the Title IX Coordinator or Superintendent of Schools shall respond to the complainant, in writing, within fifteen (15) school days following the receipt of the written request for review.

If a sex discrimination complaint raises a concern about bullying behavior, the Title IX Coordinator shall notify the Safe School Climate Specialist or designee who shall coordinate any bullying investigation with the Title IX Coordinator, so as to ensure that any such bullying investigation complies with the requirements of applicable Board policies.

Retaliation against any individual who complains pursuant to the Board's policy and regulations is strictly prohibited. The district will take actions necessary to prevent retaliation as a result of a filing complaint.

At any time, a complainant alleging sex discrimination or sexual harassment may file a formal complaint with the Office for Civil Rights, Boston Office, U.S. Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, (617) 289-0111.

Copies of this regulation will be distributed to all students.

The Title IX Coordinator for the Avon Board of Education is Mr. Roberto Medic, whose office is located at 34 Simsbury Road, Avon, CT 06001 and whose telephone number is 860-404-4700.

Legal References: Legal References: Available in the Avon Board of Education Policy Book.

COMPLAINT FORM REGARDING SEX DISCRIMINATION AND SEXUAL HARRASSMENT – STUDENTS

The student complaint form (Form 5145.5) regarding sex discrimination and sexual harassment is available in the main office.

STUDENT DRESS

Students are encouraged to dress and groom themselves for the business of school, and refrain from wearing clothing that is not consistent with the education process

Student Dress: Board of Education Policy #5132
In order to maintain an environment conducive to the educational process, the Avon Board of Education prohibits the following from wear during the academic school day:

a. Footwear which may cause a safety hazard.

b. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any articles of attire which present a safety hazard to the student, or other students or staff such as oversized metal belt buckles and all metal belts.

c. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.

d. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words."

e. Attire or accessories which depict logo or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.

f. Shorts, skirts, or pants which reveal undergarments.

g. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy on student discipline.

Staff member's responsibility

If a staff member finds one or more of the above rules violated, this procedure will be followed:

- A staff member makes a request of a student and the student responds appropriately. The staff member should report this interaction to the assistant principal's office as a matter of record.
- If the staff member prefers, he/she can contact the assistant principal directly, and the assistant principal will make every effort to speak to the student in a timely fashion.
- If a student does not comply with a staff member's request, the student will be referred to the appropriate assistant principal who will evaluate the situation.
- Appropriate action will then be taken and the staff member will be notified of the action that was taken. If a rule is violated at a dance or other school function, a student can be asked to leave.
- When necessary, a parent/guardian will be notified.
- A student who is not properly attired for school will be asked to remedy the infraction(s). Parents/guardians may be called to bring appropriate clothing to school.

STUDENT IDENTIFICATION CARDS

In the interest of school safety and security, students (and staff) are issued an Avon High School Identification Card (ID) and lanyard. Students (and staff) are required to have the ID and lanyard in their possession and visible for all to see.

GENERAL INFORMATION

ADVERTISING

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

AMERICANS WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. Districts may not discriminate against any person with a disability, regardless of whether the program or activity in which that person is involved receives federal funding directly.

All individuals who are disabled or "handicapped" are protected under Section 504. However, individuals who have been determined to be "handicapped" under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with "handicaps" are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

- Has a physical or mental impairment which substantially limits one or more of such person's major life activities,
- Has a record of such an impairment, or
- Is regarded as having such an impairment.

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students' strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

ASSEMBLIES

There are times when classes, grades, teams or the entire school may gather for assembly programs. Attendance at assemblies is expected just as it would be in academic classes, particularly as these programs enrich and extend student learning. A student's conduct in assemblies must meet the same standards as in the classroom.

AUTOMATED PHONE MESSAGING SYSTEM

The Avon Public School system uses an automated phone messaging system which gives school administrators the ability to easily contact parents/guardians immediately of news that needs to be communicated. Administrators have the ability to send personally prerecorded messages to the entire school community, or they can tailor transmissions to smaller groups, when needed. The automated phone messaging system is also used for communication regarding your child's attendance.

BAN ON ROLLERBLADING, ROLLER SKATING AND SKATEBOARDING

Students shall not rollerblade, roller-skate, or skateboard on school grounds at any time, whether during or after school hours. For the purpose of this ban, school grounds includes school buildings, parking lots, paths and walkways, playgrounds, staircases leading to school building entrances. Students on rollerblades or roller-skates shall remove equipment before entering the school grounds. Students on skateboards will dismount before entering the school grounds. Students choosing to carry rollerblades, roller-skates or a skateboard onto school grounds will promptly store such equipment in lockers or other approved storage areas. When leaving school grounds on rollerblades, roller-skates or skateboards, students are strongly urged to wear safety helmets and equipment.

CAFETERIA

All eating is to be done in the cafeteria. Food is not permitted elsewhere in the building. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained from the Director of Food Services, Maggie Dreher, (860) 404-4724.

Food and beverages offered for sale to students, whether in the cafeteria or vending machines will meet federal and state standards and guidelines. Sodas and sports drinks will not be available for sale. In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur. Charging is not encouraged by the District but on those occasions that a student does not have money they will be offered an alternate meal.

CHILD ABUSE

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

All school employees, including teachers, superintendents, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers, psychologists, 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 receive yearly training in their use.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

CRISIS INTERVENTION

Avon High School understands that personal crisis and suicide among adolescents and adults are complex issues requiring the resources of school, home and community. Therefore, all students, teachers and parents are charged with the responsibility of reporting to the appropriate school authority any “student at risk, or in crisis.” If you sense that anyone is in need of assistance or monitoring as a preventative measure you should report this to a teacher, guidance counselor or administrator. All reports will be held in strictest confidence.

DEFIBRILLATORS IN SCHOOLS (AED’S)

Avon High School has two external defibrillators (AEDs) and several school personnel trained in AED operation and cardiopulmonary resuscitation (CPR). The AED and trained personnel will be available during the school’s normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies.

DISTRIBUTION OF MATERIALS

Printed materials may be distributed to parents through students as a means of communication. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the office of the superintendent to determine whether the request complies with school policy.

The principal or his/her designee may approve such distribution providing the material:

- Is related to the school, community, local recreational or civic activity,
- Does not relate to any religious belief or activity, or promote private gain,
- Does not promote any outside governmental political party, candidate or position,
- Does not promote profit making organization, and.
- Does not advocate a position regarding a referendum question.

Materials that have a religious content may be made available to students during non-instructional time. The District has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the District.

Publications prepared by or for the school may be posted or distributed, with prior approval by the principal, sponsor or teacher. Such items include school posters, brochures, school newspaper and yearbook.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event of the closing, delayed opening, or early dismissal of school because of inclement weather or other emergency, announcements will be made via local media. Closing information will also be posted on our website and shared via our phone messaging system and/or through school messenger.

FACILITIES

Common areas refer to those shared spaces used by students, staff, and visitors to the school. They include: corridors, lobbies, cafeteria, library-media center, lavatories, computer labs, health center, the front circle, walkways, driveways, and parking lots. Students are required to conduct themselves in these areas in a controlled, courteous, and respectful manner.

A reminder that passes are required for the Library Media Center and the Health Office.

Health Office
Students may go to the health office to see the school nurse with a pass from their classroom teacher or during their open period. Students should not use the Health Office as a place to socialize.

Courtyards
Students may use the connecting courtyards between the art rooms and the academic wing to pass between classes.

Lavatories
Student lavatories are located on each floor of the academic wing and adjacent to the nurse's office as well as girls' and boys' locker rooms. Gender neutral lavatories are located near the main entrance, across from the auditorium. Everyone should work to see that lavatories are kept clean and undamaged. Students who smoke, loiter, or deface the lavatories will face severe disciplinary action.

Restricted Areas
At no time are any students permitted to congregate in the parking lots, walkways, entrances, elevator lobby, in the wooded areas contiguous to the school, or on the athletic fields for any unauthorized purpose.

Parking Lots
Students are not permitted in the parking lots during the school day without an authorized pass. Students who drive to school must obey the posted speed limit and adhere to the regulations pertaining to parking privileges. To retrieve articles forgotten in cars during the school day, or to otherwise be in the parking lot, students need a pass from the office.

FEES

Students are responsible for taking care of the books and other school equipment that are lent to them. Students are required to return all books and materials when they take their final exams (January for first semester courses and June for all other courses). Lost or damaged items must be remunerated by published deadlines. If students fail to return books and/or materials, or pay the related fine, a hold may be placed on student accounts and privileges until the issue is resolved.

FINANCIAL ASSISTANCE

Students will not be denied the opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help. Trips that are not essential to curriculum are excluded from this practice.

FIRE DRILLS, SAFETY DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such crisis response drill will be planned and conducted with the local law enforcement agency.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

FIRST AMENDMENT RIGHTS

The Avon Public Schools recognize that students have a right to bring into our schools, in a judicious manner governed by regulations, items for posting that are not considered obscene, libelous, disruptive, vulgar, and are deemed by the Administration to be consistent with community standards.

FOOD ALLERGIES

The school is committed to providing a safe environment for students with food allergies and to support parents regarding food allergy management. A plan based upon guidelines promulgated by the State Department of Education will be implemented for each student for the management of students with life-threatening food allergies and glycogen storage disease.

Substitutions to the regular meal provided by the school will be made for students who are unable to eat school meals because of their disabilities, when that need is certified in writing by a physician. Meal services will be provided in the most integrated setting appropriate to the needs of the disabled student. An Individualized Health Care Plan (IHCP) and an Emergency Care Plan (ECP) shall be developed and implemented for students identified with food allergies. Such students may also be eligible for accommodations and services under Section 504 and special education law.

FREE AND REDUCED LUNCH PROGRAM

Avon Public Schools participates in the national free and reduced lunch program. For more information or to enroll, go to the high school website.

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 Director of Athletics and Student Activities at least 10 days before the event.

GRADUATION DATE

The graduation date is established by the Board of Education IAW state statute. Once the date is decided upon, the school will share all plans for the graduation ceremony.

HOMELESS STUDENTS

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. Please Contact Avon Pupil Services for more information.

INSURANCE

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangements are contractual between the parent and insurance carriers and the Avon Public School assumes no liability from disputes arising from such contract.

LOST AND FOUND

Lost and Found is located in the health office. Students having lost or found items are urged to report this information or turn in found items. In many cases it takes several days for lost items to appear in the lost and found. Please check back several times for your lost item(s). Any incidents of possible theft are to be reported to school security located in the main office. At the end of each semester, all items left in the lost and found will be donated to charity.

MAGNET SCHOOLS

It is recognized that some students may benefit from attendance at a magnet school not limited by school district boundaries. District students may enroll directly into a magnet school, with which the District does not have a participation agreement, on a space available basis. The District will be responsible for any tuition for such enrollment, but not for transportation, unless the magnet school is within the boundaries of the school district. Tuition will not be paid by the district for a student placed by their parents/guardians in a preschool (PK) magnet program.

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

The federal No Child Left Behind Act requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

NONDISCRIMINATION (Policy 5145.4(a))

This school system pledges to avoid discriminatory actions and seeks to foster good human and educational relations which will help to maintain:

- equal right and opportunities for all students in the school community;
- equal opportunity for all students to participate in the total school program of the schools;
- continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences;
- training opportunities for improving staff ability and responsiveness to educational and social needs of students;
- opportunities in educational programs which are broadly available to all students with access not solely based upon race, color, religious creed, age, marital status, national origin, sex, sexual orientation, handicap or physical disability;
- an appropriate learning environment for all students which includes (a) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology, (b) equitable allocation of resources among district schools and (c) a safe school setting.

Each student, at the time he/she becomes eligible for participation, will be advised of his/her right to equal access under Rehabilitation Act of 1973, Section 504 to participate in school programs without discrimination on account of age, race, color, sex, sexual orientation, gender identity or expression, religion or national origin, marital status or physical disability.

The Superintendent of Schools or his/her designee shall develop regulations for hearing student grievances.

The Avon Board of Education designates the Superintendent of Schools or his/her designee as the school system's nondiscrimination Compliance Officer and will publicize the name, office address, and business telephone number of the designee. Inquiries about the enforcement of this nondiscrimination policy can be directed to the Compliance Officer, or to the Director of the Office of Civil Rights, Washington, D.C.
Policy adopted September 28th, 2015

POSTERS

Signs and posters that students wish to display must be approved by an administrator. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

PROPERTY, LOCKERS AND EQUIPMENT

All textbooks are the property of the Town of Avon and are to be covered and given proper care. Each student is responsible for the care and return of assigned books and other equipment.

Lockers will not be issued to students for the 2020-21 school year. Use of a locker for the storage of illicit drugs, alcoholic beverages, articles of another without the owner's permission, or items that are hazardous to the well-being of the school, any of its students or others, is prohibited. Lockers may be opened by school administrators with reasonable suspicion.

Team locker rooms are for in-season student-athletes. Student Athletes should provide their own locks for use within the team locker room. **Student-athletes also need to provide their own locks to secure clothing, money, valuables and other personal items.** Lockers are to be kept orderly at all times. Any student who abuses or damages a locker is subject to disciplinary action and assessment for repairs.

While students should report thefts immediately to the security office and complete a theft report, **it is not school policy to reimburse for lost or stolen items**.

PSYCHOTROPIC DRUG USE

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

SAFETY/ACCIDENT PREVENTION

Student safety on campus and at school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's code of discipline
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day and Veterans Day are encouraged. Avon High School reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

SCHOOL RECORDS;CONFIDENTIALITY *(Board Policy #5125)*

The Avon Board of Education will comply with applicable regulations regarding confidentiality and access to all student records. The Avon Board of Education shall implement procedures that ensure strict confidentiality of student records while providing proper parental and/or student access to records. Availability of these policies and procedures shall be made known annually to all parents/guardians of children within the District

Students, parents/guardians, or adult students have the right to examine or receive copies of all data related to student records. A request to examine the student record shall be granted within five school days. Copies of the requested portions of the student record shall be made available within ten school days. The school system shall make qualified personnel available to respond to all reasonable requests for explanations and interpretations of the student record. Parents/guardians or eligible students may have individuals of their choosing participate with them in such a review. Requests for such review shall be directed to the school principal, who is the records custodian. The records custodian (building principal) may release information and/or copies of student records without prior authorization to:

1. School officials, including teachers who have a "legitimate educational interest" as determined by the records custodian;
2. Officials of the U.S. General Accounting Office; Health Education, and Welfare Department; and the State Education Department regarding specific data to evaluate Federal programs or enforce Federal laws;
3. State and local officials who, under state law, are required to get specific information;
4. Parents/guardians of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954;
5. The court, as required by an order of subpoena, upon condition that the student, parent/guardian, or adult student is notified in advance by the records custodian;
6. Persons regarded as "appropriate" by the records custodian in an emergency situation if

common sense dictates release of the information is urgently needed in order to protect someone's health or safety;

7. Officials of another school or school system in which the student seeks to enroll provided the records custodian or his designee has received a written request from such an official.

The records custodian shall make a reasonable attempt to notify the parents/guardians of the student or the adult student of the transfer of records.

Personally identifiable information contained in the student record, other than the fact that the student is enrolled in school, will not be furnished to any person(s) other than those listed above unless there is written authorization from the student, parent/guardian, or adult student.

Challenging the Student Record

The student, parent/guardian, or adult student shall have an opportunity to challenge the content record to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student as per Board Policy #6160, a copy of which is available in the principal's office and in the Board of Education Office.

SCHOOL TELEPHONES

Students will not be called to the office to take telephone calls. In an emergency, a message will be delivered to a student. The office telephones are not to be used by students except with permission from administration. There are no public-pay-telephones in the school.

SDE COMPLAINT RESOLUTION PROCEDURE

The Individuals with Disabilities Education Act (IDEA, the federal special education law) establishes the requirement that State Education Agencies adopt written procedures for the investigation and resolution of any complaint which alleges that an education agency has violated a requirement of the IDEA. This booklet specifies the process to be used by the Connecticut State Department of Education, Bureau of Special Education, in the investigation and resolution of these complaints as well as complaints which allege that an education agency has violated a requirement of the Connecticut laws regarding special education (Connecticut General Statutes Sections 10-76a to 10-6h inclusive, of the general statutes and the implementing regulations).

Complaints and questions regarding the Complaint Resolution Process or requests for copies of this booklet should be directed to: Connecticut State Department of Education, Bureau of Special Education, 165 Capitol Avenue, Room 364, P.O. Box 2219, Hartford, CT, 06145-2219 or by telephone (860)713-6928.

STUDENT AUTOMOBILE USE

Permission for students to park at Avon High School is a privilege

Final authorization to park is not granted by school administrators until an application form is completed and a fee paid. **Parking fees are $150.00 per year.** Applications, made available first to seniors only, will be available at the start of school. If additional spaces are available after all senior requests have been made, then parking spaces for juniors will be on a first come basis, for as long as spaces are available. The parking fee will be prorated based on the time of the application. Rates are listed on the application.

Students without a parking permit and who need a temporary, emergency permit, may apply for one in the main office**.** Emergency spaces are allocated prior to the day parking is needed. A temporary Parking Permit tag will be issued and placed on the dashboard.

- If parking permit requests exceed the number of spaces available for student parking, then parking permits will be issued to qualified senior candidates through a random drawing.

- Permits can only be issued for the student's vehicle(s) and are non-transferable to another vehicle.
- Parking privileges may be revoked or suspended and other penalties, including fines, applied for violating any of the following:
    - Parking in areas other than those designated for the student
    - Parking in visitors spaces before 2:00 p.m.
    - Driving the wrong way in any one-way designated area, by field hockey field
    - Speeds over 10 miles per hour in the parking lot or any other act that may endanger lives or personal property
    - Failure to maintain satisfactory school citizenship
    - Failure to display permit decal (decals must be placed hanging from the rear view mirror with the numbers visible, facing out)
    - Leaving school grounds without permission
    - Providing false or non-current information on the parking application
    - Taking underclassmen or seniors without senior privilege off campus
- Cars illegally parked on-campus are subject to fines and may be towed at the owner's expense.

STUDENT GRIEVANCE PROCEDURES (Title IX)

Designation of Responsible Employee

The Avon Board of Education designates the Superintendent of Schools or his/her designee as the responsible employee to coordinate school district compliance with Title IX and its administrative regulations.

The District's Compliance Officer, shall formulate procedures for carrying out the policies in this statement and shall be responsible for continuing surveillance of district educational programs and activities with regard to compliance with Title IX and its administrative regulations.

The District's Compliance Officer shall, upon adoption of this policy and once each academic year thereafter, notify all students and employees of the District of the name, office address and telephone number of the designee. Notification shall be by posting and/or other means sufficient to reasonably advise all students and employees.

Grievance Procedure

Any student or employee shall have a ready means of resolving any claim of discrimination on the basis of sex in the educational programs or activities of the District. Grievance procedures are set forth in Policy 9350 of the Avon Board of Education.

Dissemination of Policy

The Superintendent of Schools or his/her designee shall notify applicants for admission, students, parents/guardians of elementary and secondary school students, sources of referral of applicants for admission, employees and applicants for employment that it does not discriminate on the basis of sex in the educational programs or activities which it operates and that it is required by Title IX and its administrative regulations not to discriminate in such a manner. The notification shall be made in the form and manner required by law or regulation. Dr. Eileen O'Neil can be reached at eoneil@avon.k12.ct.us and (860)404-4740 ext. 1262 and Andrew Ellrod can be reached at aellrod@avon.k12.ct.us and (860)404-4740 ext. 1186. *Policy adopted: September 28, 2015*

STUDENT SCHEDULES

The high school daily schedule follows a two day cycle (A days and B days) with the school day running from 7:25 a.m. to 2:00 p.m. A days consist of periods 1, 3, 5, and 7 while B days consist of periods 2, 4, 6, and 8. Due to staff sharing between schools, there will be two permanent A days and two permanent B days each week. The fifth day will alternate to allow for an even number of each day over the shortest amount of time. Occasionally an Advisory period will be added which is a 30-minute block during the school day. All four blocks will still meet on Advisory days. Refer to the schedule at the beginning of the handbook.

STUDY HALLS

- All underclassmen (non-seniors) are assigned to study halls when not assigned to a class.
- Students must have work materials with them to use during the study period.
- Students will generally not be permitted to leave study halls.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested, as to whether the child is provided services by paraprofessionals and their qualifications.

TITLE I PROGRAMS

The Superintendent of Schools or his/her designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities for educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalence among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalence among the District's schools.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents of students receiving services, or enrolled in programs under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parental Involvement Compact

The Superintendent of Schools or his/her designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and

(3) other provisions as required by federal law. The Superintendent of Schools or his/her designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in, programs under Title I.

School-Level Parental Involvement Compact

Each Principal or his/her designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Principal or designee shall ensure that the Compact is distributed to parents of students receiving services, or enrolled in, programs under Title I.

(cf. 3541 - Transportation) (cf. 5111 - Admission)
(cf. 5117.1 - Intra-district Choice) (cf. 5118.1 - Homeless Students) (cf. 5125 - Student Records)
(cf. 5145.14-On-Campus Recruitment) (cf. 5145.15 - Directory Information)
(cf. 6141.311 -Programs for Limited English Proficient Students) (cf. 6141.312 - Migrant Students)
(cf. 6159.1 -Teacher Aides) (cf. 6162.51 - Student Privacy)
(cf. 6172.4-Title I Parent Involvement)

VACATIONS

Families are strongly encouraged to take vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered “unexcused absences.

VISITORS

Visitors are required to wear a facemask or face covering that covers the nose and mouth at all times. Visits to the school will be limited based on need and at the discretion of the principal or his/her designee. All visitors must have an appointment entered on the visitor calendar in advance of their arrival to the school. Visitors sign in with building security at the start of the visit and comply with visitor regulations. Visitors must sign out prior to leaving.

WEBSITES

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school’s web page. Student maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions.

WORKING PAPERS

Working papers for residents of the town of Avon are available through the Guidance Office. Students must present both a Promise of Employment from their prospective employer as well as proof of age (birth certificate, driver's license, etc.). Processing working papers usually takes one working day. Please take this fact into consideration when making arrangements relative to employment start dates, etc.