

Grade: _____

Connect Teacher's Last Name: _____

****** This form should be signed, dated, and returned to your Connect teacher by Friday, September 2, 2016. ******

Students

“By signing below, I acknowledge that I have received a copy of the Farmington High School Student Handbook for 2016-2017. I understand that I am responsible for understanding and adhering to its contents.”

Printed Student Name

Student's Signature

Date

Parent/Guardian

The **FHS 2016-2017 Student Handbook and Planner** is the official notification for the standards of conduct at Farmington High School. This handbook provides information about school rules and procedures, as well as the most commonly referenced policies and regulations of the Farmington Board of Education. It does not provide complete policies or regulations, which are available by visiting www.fpsct.org and clicking on the “Board of Education” link. Please take time to read the handbook pages carefully. Please sign below to acknowledge that you understand that your child is responsible for adhering to the school policies outlined in the handbook.

Printed Parent/Guardian Name

Parent/Guardian's Signature

Date

**Failure to sign or return the form does not affect the student's responsibility to act in accordance with the policies outlined in the handbook.*



860-673-2514

STUDENT ABSENCES: It is the responsibility of parent/guardian to ensure compliance with the State's compulsory school attendance requirements (Conn. Gen. St. Sec. 10-184, 10-198a).

If your child must be out, please call the school at **860-673-2514 on the morning of the absence**. You may **also** provide a signed note to the office on the date of your child's return to school that includes your child's name, the reason for his/her absence, and a telephone number where we can reach you.

FARMINGTON HIGH SCHOOL

STUDENT AND PARENT/GUARDIAN HANDBOOK

2016 - 2017

10 Monteith Drive
Farmington, Connecticut 06034
www.fpsct.org

Main Office: (860) 673-2514
School Counseling Office: (860) 673-4393
Fax Number: (860) 673-7284

It is the policy of the Farmington Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program, including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder, learning disability and/or physical disability.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



Library Log-in Information

Students may access the Library *from home* at www.fpsct.org/fhslibrary. Usernames and passwords are listed below to access these subscription databases from home:

Ancient & Medieval History Online	Username: fhslibrary Password: fhslibrary
Brittanica	Username: fhslibrary Password: fhslibrary
Destiny	Username: student's pin number Password: student's pin number
Hartford Courant-Historical	Username: fhslibrary Password: welcome
Historical Newspapers by Proquest	Username: fhslibrary1 Password: fhslibrary1
History Reference Center	Password: home
ICONN Databases <i>(Databases provided by The Connecticut Digital Library)</i>	Password: home
JSTOR <i>(Note: JSTOR's pdf function works best in Firefox. In order to print an article from JSTOR, you must view article as a pdf and print from the pdf)</i>	Username: fhslibrary Password: fhslibrary
Library Resource Search <i>(A google-like search of all the library databases)</i>	Username: fhslibrary Password: fhslibrary
Noodletools <i>(Students now access Noodletools through an app within their email)</i>	
Opposing Viewpoints	Password: home
Sports Discus	Username: fhslibrary Password: fhslibrary
Student Research Center	Username: fhslibrary Password: fhslibrary

Note: The list is current as of June 2016. An up-to-date list can be found at:
https://docs.google.com/document/d/15gq5o3_xT5qVET6PKrgviCXVXnsEgqTep7kzlkakEjs/edit
or students can link to the list for the library webpage: www.fpsct.org/fhslibrary

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Mission Statement

Farmington High School's Mission and Expectations for Student Learning

Farmington graduates will acquire an understanding of the essential knowledge and skills in the core academic disciplines and develop the thinking and learning skills necessary to meet the challenges of local, national, and global citizenship in a rapidly changing world.

Academic:

All students will demonstrate mastery of cross-curricular and academic standards, exhibiting the knowledge, skills, and habits of mind necessary for college and career readiness.

Civic:

All students will communicate and collaborate effectively with others, demonstrating the dispositions needed for productive, ethical, and responsible citizenship.

Social:

All students will engage in experiences that promote the common good and reflect their ability to be a contributing global citizen.

Code of Conduct

Common Code of Conduct to Promote a Positive Climate for Learning in the Farmington Public Schools:

- ◆ We believe that all members of the Farmington School Community shall be valued as individuals who have a right to respect and personal acceptance.
- ◆ We believe that the school community must foster and protect the personal safety and security of all its members through specific policies and the enforcement of school regulations. We believe that whenever possible the disciplinary process should be educative. However, acts of aggression, threats and intimidation will continue to result in swift consequences.
- ◆ We believe the use of language in a school helps define its culture. The school community finds unacceptable the use of offensive, disrespectful, and vulgar language or gestures or symbols because it interferes with the constructive relationships of its members and detracts from the quality of the learning environment.
- ◆ We believe that our students must accept responsibility for their actions and for developing a healthy life-style and respect for school rules and the law.
- ◆ We believe that teachers, administrators, and staff must model appropriate behaviors for the students entrusted to their care. Parents/guardians, teachers, and other adults must work together to support children throughout their development in order to help them to acquire the attitudes and behaviors of responsible citizens.

Professional Expectations

Professional Expectations:

- ◆ We expect that teachers, administrators, and support staff consistently maintain the high standards for students' behavior, in classrooms, hallways, cafeterias, and at school functions, which are established for the Farmington Schools.
- ◆ We expect that the professional staff will collaborate with parents/guardians to support the success of every student in developing the attitudes and behaviors of responsible citizenship.
- ◆ We expect that professional staff will instruct students explicitly in the behavioral standards and expectations.
- ◆ We expect that staff members will evaluate the effectiveness of school practices, which promote the achievement of the community values embedded in these beliefs.

Schoolwide Positive Behavioral Interventions and Supports (SWPBIS) Improving Community through Respect, Responsibility, and Resiliency

1. Respect
 - ◆ Follow respectful norms of behavior
 - ◆ Be attentive
 - ◆ Be on time
 - ◆ Be polite and positive; listen to others
2. Responsibility
 - ◆ Be prepared for class
 - ◆ Take ownership for your behavior and performance
 - ◆ Attend class
 - ◆ Participate fully; be engaged
 - ◆ Follow the honor code
3. Resiliency
 - ◆ Effort matters - “Try your best”
 - ◆ Ask for help
 - ◆ Persist in the face of challenges
 - ◆ Set goals and follow-through
 - ◆ Positively manage your emotions and behaviors

Vision of the Farmington Public Schools Graduate

Farmington Graduates: Reaching Global Standards of Achievement, Leadership, and Citizenship

Farmington Public Schools’ Graduates will acquire an understanding of the essential knowledge and skills in the core academic disciplines and develop the thinking and learning skills necessary to meet the challenges of local, national and global citizenship in a rapidly changing world.

Critical Thinking and Reasoning: Students access, interpret, analyze, and evaluate ideas and information, draw evidence-based conclusions, synthesize new learning with prior knowledge and reflect critically on learning.

Collaboration and Communication: Students participate effectively in a variety of teams, actively listen and respond to the ideas of others, share responsibility for outcomes, articulate ideas clearly in multiple formats and use technology tools to enhance communication.

Problem Solving and Innovation: Students recognize problems, analyze data, ask questions, utilize a variety of resources, think flexibly, make connections and seek practical, innovative and entrepreneurial solutions.

Self-Direction and Resourcefulness: Students explore interests, take initiative, set learning goals, demonstrate persistent effort, adapt to change with resiliency and exhibit ethical leadership and responsible citizenship.

Farmington Public Schools
FRAMEWORK FOR TEACHING AND LEARNING

Principle # 1: Active Learning Community - Students learn best when they have a sense of belonging to a positive learning community in which they have regular opportunities to work collaboratively.

Students ...

- ◆ Establish and reflect on classroom and small group norms for respectful behavior and effective communication
- ◆ Participate actively in discussions and collaborative tasks
- ◆ Speak and write clearly to communicate with others
- ◆ Exchange meaningful and constructive feedback
- ◆ Clarify ideas by asking questions, listening to others
- ◆ Investigate and appreciate multiple points of view
- ◆ Share their work publicly and engage in dialogue about process and product

Principle # 2: Challenging Expectations - Students learn best when they understand performance expectations and are individually supported in meeting challenging standards.

Students ...

- ◆ Ask questions to clarify expectations and learning goals
- ◆ Use and maintain organizational systems to support academic achievement
- ◆ Persist in the face of challenging learning tasks
- ◆ Evaluate and revise work using rubrics, models, and feedback
- ◆ Overcome obstacles to understanding by seeking teacher or peer support
- ◆ Seek new resources and strategies for learning

Principle # 3: Meaningful Knowledge - Students learn best when they see content as meaningful and organized around big ideas and questions and can transfer learning to new contexts.

Students ...

- ◆ Look for connections between what they are learning and what they already know
- ◆ Articulate the purpose of their learning to themselves and others
- ◆ Transfer learning skills and knowledge from one context to another
- ◆ Recognize bias, values and beliefs and understand their impact on knowledge
- ◆ Access, analyze and create data to understand conceptual ideas
- ◆ Support thinking with clear, logical and relevant evidence

Principle # 4: Purposeful Engagement - Students learn best when they are actively engaged in authentic learning tasks and given opportunities to construct meaning and develop understanding.

Students ...

- ◆ Actively seek answers to their own questions and explore their interests
- ◆ Hypothesize, analyze, question, and evaluate ideas within the work of the discipline
- ◆ Accept opportunities to assume partnership and leadership roles in the classroom
- ◆ Take initiative to bring interesting ideas and resources into the classroom community
- ◆ Think critically and use reasoning skills to develop understanding
- ◆ Think creatively and use problem solving skills to develop innovative ideas

Principle # 5: Individual Responsibility - Students learn best when they make choices about and take responsibility for their own learning goals and progress.

Students ...

- ◆ Evaluate the quality of their performances/work products
- ◆ Set learning goals and reflect on progress
- ◆ Learn from their own mistakes and develop new strategies
- ◆ Advocate for themselves by asking for help when needed
- ◆ Learn to become self-directed to make choices that match interests and learning needs
- ◆ Assume responsibility for good work habits
- ◆ Develop leadership skills in areas of interest

Faculty and Staff

ADMINISTRATION

Bill Silva, Principal
Curt Pandiscio, Assistant Principal
Lisa Kapcinski, Assistant Principal
Mary Lundquist, Dean of Students

MONITORS

Lenny Brown
Deb Cappa-Kotulski
Scott Ferrigno
Michael Francis
Silvia Rydecki
Walter Stefanow
Mark Thompson
Lisa Zohlman

ART

Marguerite French
Katarina McKinney
Andrew Minor
Earl Procko
Julie Sawyer, Department Leader

BUSINESS

Jeffrey Daddio
Maria Giarratana

ENGLISH

Nelle Andrews
Tracey Barlow
Katherine Buckley
James Carter
Vanessa Clarke
Russell Crist
Lauren Gallucci
Virginia Gillis
Susan Holcombe
Megan Jones
Lauren Luciani
Melissa Lukanik
MaryJo Martinez
Heather Maynard
Kaitlyn McIntyre
Jill Pilon
Daniel Tartarelli, Department Leader
Jessica Tolles

LIBRARY, MEDIA & TECHNOLOGY

Martha Burr, Department Leader
Nancy Carlson, Librarian-Media Specialist
Andrew Marshall, Technology Teacher
Betty Manos
Kristi Ohanesian, School to Career
Ursula Fraley, Career/Technology Center

MATHEMATICS

Jacquelyn Broomall
Maureen Cop
Jeffrey Dauphinais
Andrew DeSimone
Michele Hall
Mary Hrenko
Julie Hughes
Brett Kalbacher
John Kostal
Laura Lanza, Department Leader
Mary Lundquist
John Meerse
Sean Mongillo
Joseph Narus
Caroline Presti
Pamela Rose

MEDIA/AUDIO-VISUAL

Evan Foreman

MUSIC

Katherine Carlson
Louise Carozza
Leslie Imse, Department Leader
Thomas Johnston

OFFICE STAFF

Terri Escajeda, Athletics
Jody Gottier, Attendance Office
Lynn King, Main Office
Denise Martin, Principal's Office
Marybeth Petersen, Main Office
Dori Platosh, Attendance Office
Katie Robidoux, Student Activities Bookkeeper
Catharine Teri-Savage, Data Center

SCHOOL COUNSELING

Kimberly Ambroise
Judi Gallinoto
Diane Gooding, School Counseling Secretary
Rebecca Gorman
Kimberly Hudock
Chris Loomis
Joanne Pandolfi, School Counseling Secretary
Jessica Schirano
Mary Sobin
Brooke Stanziale, School Counseling Director

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For example, Dr. Bill Silva:

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Mary Stewart
Debbie Tebbetts
Virginia Toepfer
Nyla Tresser
Eric Tucker
Timothy Walsh
Joanne White
Julie Yimoyines

SOCIAL STUDIES

Michael Baxer
Mark Chavey
James Dinnan
Jeff Gawle
Lance Goldberg
Deborah Holland
Margaret Monaghan
Patrick Mulcahy
Joel Nick
Jeremy Pilver
Nichole Richman, Department Leader
Amanda Roller
Kara Trubia
Emma Tuthill
Jennifer Wood

SPECIAL SERVICES

Katie Cartnick, Social Worker
Marissa Mallouf, School Psychologist
Christopher Garrahan, Social Worker
Amy Gaudet
Marybeth Griffin
Eric Hoffman
Jeremy Kalafus
TBD, Department Leader
Jeff Naparstek
C. Michael O'Connell
Kristin Paye-Baker, School Nurse
Laurie Singer, Director
EmmaLee Smith
Aimee St. Thomas
Kerry Tharpe
Megan Zelms, Secretary

TECHNOLOGY EDUCATION

Kyle Bridgewater
James Corrigan

WELLNESS

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Ryan Leahy
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Edward Manfredi, Department Leader
Eric Misko, Athletic Trainer
Kelly Stokoe, Athletic Trainer
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Robin Keller
Tom McGinnis
Stefanie Pagano-Kor
Sybille Stadtmueller
Fabricio Suarez
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Andrew DeSimone
Heather Maynard
Margaret Mayr, Coordinator
Margaret Monaghan
Joel Nick
Tiffany Scharpf

To e-mail a faculty member:
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Time Schedules

Regular Daily Schedule

Warning Bell 7:29

Period 1	7:32 – 8:14
Period 2	8:18 – 9:01
Period 3	9:05 – 9:47
Period 4	9:51 – 10:33
Period 5	10:37 – 11:19
Period 6	11:23 – 12:05
Period 7	12:09 – 12:51
Period 8	12:55 – 1:37
Period 9	1:41 – 2:23
Student Support/Activities	2:27 – 2:55

Regular Bus Run 2:30

Late Run 3:50

Final Late Run 5:15

Friday Daily Schedule w/Connect

Warning Bell 7:29

Period 1	7:32 – 8:13
Period 2	8:17 – 8:59
Connect	9:03 – 9:13
Period 3	9:17 – 9:58
Period 4	10:02 – 10:43
Period 5	10:47 – 11:27
Period 6	11:31 – 12:11
Period 7	12:15 – 12:55
Period 8	12:59 – 1:39
Period 9	1:43 – 2:23
Student Support/Activities	2:27 – 2:55

Regular Bus Run 2:30

Late Run 3:50

Final Late Run 5:15

Friday Daily Schedule w/Extended Connect

Warning Bell 7:29

Period 1	7:32 – 8:12
Period 2	8:16 – 8:56
Connect	9:00 – 9:15
Period 3	9:19 – 9:59
Period 4	10:03 – 10:43
Period 5	10:47 – 11:27
Period 6	11:31 – 12:11
Period 7	12:15 – 12:55
Period 8	12:59 – 1:39
Period 9	1:43 – 2:23
Student Support/Activities	2:27 – 2:55

Regular Bus Run 2:30

Late Run 3:50

Final Late Run 5:15

1 Hour Delay

Warning Bell 8:29

Period 1	8:32 – 9:08
Period 2	9:12 – 9:49
Period 3	9:53 – 10:29
Period 4	10:33 – 11:08
Period 5	11:12 – 11:47
Period 6	11:51 – 12:26
Period 7	12:30 – 1:05
Period 8	1:09 – 1:44
Period 9	1:48 – 2:23
Student Support/Activities	2:27 – 2:55

90 Minute Delay

Warning Bell 8:59

Period 1	9:02 – 9:34
Period 2	9:38 – 10:11
Period 3	10:15 – 10:47
Period 4	10:51 – 11:23
Period 5	11:27 – 11:59
Period 6	12:03 – 12:35
Period 7	12:39 – 1:11
Period 8	1:15 – 1:47
Period 9	1:51 – 2:23
Student Support/Activities	2:27 – 2:55

2 Hour Delay

Warning Bell 9:29

Period 1	9:32 – 10:01
Period 2	10:04 – 10:34
Period 3	10:38 – 11:07
Period 4	11:11 – 11:40
Period 5	11:44 – 12:13
Period 6	12:17 – 12:46
Period 7	12:50 – 1:19
Period 8	1:23 – 1:51
Period 9	1:55 – 2:23
Student Support/Activities	2:27 – 2:55

Half-Day Schedule (No Lunch Served)

Warning Bell 7:29

Period 1	7:32 – 7:59
Period 2	8:03 – 8:31
Period 3	8:35 – 9:02
Period 4	9:06 – 9:33
Period 5	9:37 – 10:04
Period 6	10:08 – 10:35
Period 7	10:39 – 11:06
Period 8	11:10 – 11:37
Period 9	11:41 – 12:08

Farmington Alternative High School Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:15-10:10	Math	Health/PE	Math	Math	Math
10:10-10:20	Break	Break	Break	Break	Break
10:20-11:15	Social Studies	Social Studies	Social Studies	Social Studies	Civics/Study Hall
11:15-11:55	Lunch	Lunch	Lunch	Lunch	Lunch
11:55-12:50	Science	Science	Science	Groups	Science
12:50-1:05	Break	Break	Break	Break	Break
1:05-2:00	English	English	Job Skills Class	English	English
2:00-2:10	Break	Break	Break	Break	Break
2:10-4:10	Internship	Internship	Community Service/ Elective	Internship	Internship

Your Rights

Equal Education Opportunity

In compliance with regulations of Title VII of the Civil Rights Act 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987, and American with Disabilities Act of 1991, the Farmington Board of Education has policies to ensure equal educational opportunities for all students at Farmington High School.

Students have the right to participate fully in classroom instruction and extra-curricular activities regardless of age, sex, race, religion, national origin, color, handicapping conditions or sexual orientation or any reason not related to his/her individual capabilities.

All inquiries regarding the above policy statements including questions of grievance should be directed to the Principal, Farmington High School, 860-673-2514.

Title IX & Sexual Harassment Policy

NO PERSON SHALL, ON THE BASIS OF SEX, BE EXCLUDED FROM PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION UNDER ANY ACADEMIC, EXTRACURRICULAR, RESEARCH, OCCUPATIONAL TRAINING OR ANY OTHER EDUCATIONAL PROGRAM OR ACTIVITY OPERATED BY A RECIPIENT OF FEDERAL FUNDS.

-Title IX of the Educational Amendments of 1972

Sexual harassment is an illegal form of sex discrimination under Title IX. Title IX protects all aspects of sex equity in education, including equal academic opportunities, athletic opportunities and facilities, financial aid, counseling and advising, etc., in all educational institutions receiving federal funds.

5145.5 SEXUAL HARASSMENT POLICY

Adopted by the Board of Education (5/7/01)

- a. **Definition** – Any unwelcome sexual advancement, requests for sexual favors; other offensive verbal or physical conduct that is sexual in nature; the display, or circulation of written materials or pictures degrading to gender, or any conduct of a sexual nature when:
 1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or student grades or status; or
 2. submission to or rejection of such conduct by an individual is used as the basis for employment or schooling decisions affecting such individual; or
 3. such conduct has the purpose or effect of substantially interfering with an individual's work or school performance or of creating an intimidating, hostile, or offensive working or school environment.
- b. **Forbidden** – It is the policy of the Board that sexual harassment is forbidden. No member of the Board, agent or employee of the Board, agent or employee of any employee organization or any student may harass any employee, person seeking employment or student on the basis of sex.
- c. **Reporting** – Any student who believes (s)he has been subject to sexual harassment should report the incident immediately to his/her teacher, school counselor or the School Principal. Any employee who believes (s)he has been subject to sexual harassment should report the incident immediately to his/her supervisor, the Building Principal, the Assistant Superintendent, the Director of Special Services or the Superintendent.
- d. **Complaint Procedure** – All complaints shall be investigated promptly, in accordance with the complaint procedure in policy regulations. If it is found that sexual harassment has occurred, the Superintendent will take appropriate action.
- e. **Penalty** – Any board member, employee or student found to have engaged in sexual harassment will be subject to immediate disciplinary action, up to and including removal from office, discharge from employment, expulsion from school, or referral to legal authorities for prosecution, as judged appropriate on a case by case basis.

Eighteen Year Olds

Under Connecticut State Statute, 18 year olds fall under the same rules and regulations of other students in school as long as you are dependent, living at home, and/or claimed as an exemption on your parent/guardian's tax return. Notes for dismissal of any type must be from your parent/guardian. All school documents and correspondence will be sent to your parent/guardian.

Records and
the Family
Educational
Rights and
Privacy Act
(FERPA)

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

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

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

(2) The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.

Parents/guardians or eligible students may ask Farmington Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request).

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue S.W.
Washington D.C. 20202-4605

A copy of relevant federal, state and local policy and requirements regarding student records is available for review in the office of the Director of Special Services at Noah Wallace School. Should parent/guardians wish to have changes made in their child's record or challenge the content of the record, the following are the procedures to be followed:

1. The parent/guardian shall make his/her request for change in writing to the building principal or Director of Special Services.
 2. The parent/guardian's written request will be answered with a decision in writing within 10 days of receipt at the office of the principal or Director of Special Services.
 3. If the parent/guardian request is not met, then parents/guardians have the right to an impartial hearing. To obtain said hearing, the parents/guardians should file a written request with the Superintendent of Schools who will arrange for a resolution of request for a formal hearing.
 4. Should it be necessary to have a hearing, the hearing will take place within 30 school days of notification to the Superintendent of Schools and will consist of parties knowledgeable of policies relating to confidentiality who are not employees of the agencies involved. They shall be appointed by the Superintendent of Schools subject to consent of the parent/guardian or guardian.
-

Police in
Schools/
Questioning
and
Apprehension

Board Policy 5145.11

Schools are responsible for students during school hours, which includes protecting each student's constitutional right, assuring due process in questioning and arrest, and protecting students from any form of illegal coercion.

When police are investigating possible criminal acts which occurred, or may have occurred, on school property, or while under the jurisdiction of the school district, they may question students at school when the following procedures are observed:

1. Students will be questioned as confidentially and inconspicuously as possible.
2. An attempt will be made to notify the student's parent/guardian so that they may be present during the questioning. The school principal, or his/her designee, will be present.

When investigating a possible criminal violation occurring off school grounds or not part of a school program, police will be encouraged to question students in their homes; however, they may be permitted to question students in the schools when the procedures outlined above are observed.

Taking a Statement from a Juvenile (students who are 15 years old or younger)

Before questioning a juvenile suspect, a police officer

1. must have a parent/guardian present with the juvenile and
2. advise the juvenile and parent/guardian of the juvenile's rights

Before questioning a juvenile witness or victim

1. The presence of a parent/guardian is not required for statements but is strongly recommended.

Search and
Seizure

*Board Policy 5145.12 (a)
and 5145.12 (b)*

Search of Students and His/Her Effects

Fourth Amendment rights to be free from unreasonable searches and seizures apply to searches conducted by public school officials. A student and his/her effects may be searched if there are "reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law of the rules of the school." The way the search is conducted should be "reasonably related to the objectives of the search and not be excessively intrusive in light of the age and sex of the student and the nature of the infraction."

Search of a Locker, Desk, and Other Storage Areas

Lockers, desks, and other storage areas provided by the school system for use by students are the property of the school system. Such storage areas are provided for the temporary convenience of students only. The Board of Education authorizes the administration and/or law enforcement officials to search lockers and other school property available for use by students for the presence of weapons, contraband, or the fruits of a crime if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

No student shall keep or store personal belongings or materials in any storage area other than the one provided by the Board of Education and designated for his/her use by the school administration.

No student shall keep or store in a storage area assigned to him/her for his/her use any item the possession of which is illegal or in violation of school regulations or that endangers the health, safety, or welfare of self or others (such as matches, chemicals, ammunition, weapons, drugs, tobacco, alcoholic beverages, etc.).

When required by law and otherwise at the option of the building Principal, items that have been seized shall be submitted to the Police Department for proper disposition. Items not submitted to the Police Department shall be disposed of as directed by the building Principal.

Military
Recruitment of
High School
Students

The No Child Left Behind Act of 2001 requires that districts must, upon request, provide to military recruiters, colleges, and universities, access to the names, addresses, and telephone listings of secondary students. The district will permit parents/guardians and students over the age of eighteen or emancipated minors to prevent disclosure of this information to military recruiters and institutions of higher education if they write to the building principal at Farmington High School, 10 Monteith Drive, Farmington, CT 06034.

Academic Information

Academic Integrity

Academic Integrity Policy on Plagiarism and Obtaining an Unfair Advantage

One of Farmington High School's primary goals is to maintain high standards for its students in all areas, including scholarship and personal integrity. In order to encourage respect for self and others, and to maintain academic integrity, Farmington High School has instituted an academic policy on plagiarism and obtaining an unfair advantage. The purpose for creating this policy is to foster intellectual development and responsible citizenship, establish consistency of expectations, and ensure an understanding of the consequences which will result if the policy is not followed.

The policy pertains to the following categories:

A. Plagiarism: Presenting as your own the ideas, opinions, or work of others whether copied from source material, purchased, or otherwise obtained without giving proper credit through documentation. Examples of such actions include but are not limited to:

- ♦ Copying ideas, opinions, or text from print or computer sources.
- ♦ Cutting and pasting from computer sources.
- ♦ Purchasing or copying pre-written papers.

B. Obtaining an unfair advantage: Stealing, cheating, or lying with the intention of achieving a better grade on tests, quizzes, or academic assignments by dishonest methods. Examples of such actions include but are not limited to:

- ♦ Obtaining or passing on unauthorized copies of or information about tests, quizzes, or other course assignments.
- ♦ Unauthorized use of notes (written or on a calculator), books, or other data during a quiz or a test.
- ♦ Stealing or concealing library or course materials with the purpose or result of depriving other students of their use.
- ♦ Stealing or unauthorized copying of another student's answers, homework, notes, or course materials.
- ♦ Use of a cell phone or other electronic device for any reason during an assessment without the teacher's permission.

C. Assisting another student in any of the actions described above: Helping another student obtain an unfair advantage. Examples of such actions include but are not limited to:

- ♦ Sharing your homework with another student.
- ♦ Electronically forwarding your work to another student.
- ♦ Giving students information about the contents of a test or quiz.

Consequences for violations of the policy are as follows:

1 st Offense	Disciplinary consequence administered by the classroom teacher Required completion of the assignment or a similar assignment under the supervision of the classroom teacher A report will be filed in the main office A verbal and written report to parent/guardian
2 nd and subsequent offenses	Required completion of the assignment or a similar assignment under the supervision of the classroom teacher A report will be filed in the main office A mandatory meeting with parent/guardian, teacher, and school counselor Disciplinary consequence, up to and including expulsion, if deemed appropriate by the administration.

Students may also face additional disciplinary consequences for conduct that violates this policy in accordance with the Board's policy on conduct and discipline.

Course/Program Changes – Adding and Dropping Courses

Since you choose courses with the help of your parent/guardian, teachers, and counselor, program changes should not occur often. Due to course failure or other circumstances, however, changes may become necessary.

Dropping or Adding a Course

If you wish to drop or add courses, see your counselor during study hall, lunch, or before or after school. If a course change is warranted, a course add/drop form must be completed and signed by your counselor, a parent/guardian, the teacher of the course being dropped, and the teacher of the course being added. You must continue to attend the course for which you are scheduled until you are issued a new schedule by your counselor. The new schedule is your official “ticket” into the new course or study hall.

Course Record of Dropped Courses

If you drop a course by the end of the 22nd day in a half-year course and the end of the 45th day in a full-year course, nothing will appear on your report card or transcript. If you drop a course after that, a “W” for withdrawn will appear on your permanent transcript. You may not drop a course after these deadlines. An administrator may consider an override of this rule if there are extenuating circumstances that can be properly documented. In any case, a “W” will appear on your permanent transcript after the aforementioned dates.

Course Selection

Each school year, FHS publishes a Program of Studies online, which lists the courses to be offered the following year. The Program of Studies is available on the FHS website. Your teachers and counselors will guide you in your course selection process.

Credit Load

Each year, you are required to carry a minimum of 6 credits. Vocational work experience and independent study credit is NOT counted toward the 6-credit requirement load, but will be counted toward the 22-credit graduation requirement.

Course Audits

Students may audit courses with the permission of Ms. Kapcinski. Students enrolled in a course can switch to an audit only within the first 10 days of the start of the course. Audited courses will not count as part of the 6-credit-load requirement.

Students auditing courses are expected to follow the attendance, tardiness, class work, testing, and behavior policies prescribed for the class. Their status is the same as that for all other students, except they do not receive credit for their work. Once a student elects to get credit or audit a course, this status will not be changed because of academic performance.

Exams – Midterms and Finals

Midterms and finals are each counted as 10% of your grade for a full-year course. The final in a half-year course counts as 20%. You must take mid-terms and finals.

Seniors maintaining a 90 average for a full year will be exempt from the second semester final exam. **Seniors** in a first semester or second semester half-year course with at least a 90 average will be exempt from that course final exam. Students who take the AP exam in a course and maintain at least a C average (73%) in the fourth quarter of the course may be exempt from their final exam. Averages will be calculated approximately one week prior to the beginning of the scheduled exam period using established standards for that course.

Graduation Requirements

Credit Requirements:

You are required to earn 22 credits in order to graduate from Farmington High School. A course that meets five times a week for a full period receives one credit. Other courses will be a percentage of this, depending on the class meetings.

Each student must complete specific courses, as well as electives, in order to graduate. The required credit distribution is listed below:

REQUIRED COURSES	CREDIT
English	4
Mathematics	3
Social Studies (incl. World History 1, World History 2, U.S. History, and a civics-based elective)	3.5
Science (incl. 1 Biology)	3
Vocational, Business, Art or Music	1
Physical Education and Health (Gr. 9, 10, Personal Wellness), and senior elective	2

In addition, the health requirement (mandated by the State) requires every student to participate in a health activity each year.

The credit totals listed above are for credits earned at FHS or at summer school. Credits earned at the middle school are included in the 22 credit requirements if they are beyond the state-mandated 20 credits that must be taken in high school.

Performance Standards Requirements:

Students must meet *Performance Standards Requirements* in the areas of literacy, science, math, and world language at a level that either meets or exceeds our established standards. To achieve these standards, a FHS student must achieve at least one of the following in each category:

Graduation Requirements (cont.)

Literacy

- ◆ Meet standard on the College and Work Readiness Examination (CWRA+)
- ◆ Score 500 or better on the PSAT 11 (NMSQT)
- ◆ Score 500 or better on the evidence-based reading or writing section of the SAT
- ◆ Score 22 or better on the English, reading, or writing sections of the ACT
- ◆ Meet standard on a mastery examination approved by the CT State Board of Education
- ◆ Meet standard on the American Literature, American Literature Honors the AP English Literature or AP English Language mid-course or end-of-course assessment (Farmington Literacy Standard Assessment)
- ◆ Score a 3 or higher on the AP English Literature exam or the AP English Language exam
- ◆ Meet standard in literacy on the Accuplacer
- ◆ If the graduation standard is not met prior to senior year, students will be required to meet standard through the Literacy Portfolio course

Math

- ◆ Score 500 or better on the PSAT 11 (NMSQT)
- ◆ Score 500 or better on the math section of the SAT
- ◆ Score 22 or better on the math section of the ACT
- ◆ Meet standard on the end-of-course assessment in Algebra 2 or 2H
- ◆ Meet standard on the end-of-course assessment in Precalculus or Precalculus H
- ◆ Score a 3 or higher on the AP Calculus exam or the AP Statistics exam
- ◆ Meet standard in math on the Accuplacer or the Tunxis 095 final exam
- ◆ Meet standard on the end-of-course assessment in Elements of Algebra and Trigonometry
- ◆ Meet standard on a mastery examination approved by the CT State Board of Education
- ◆ If the graduation standard is not met prior to senior year, students will be required to meet standard through the Math Portfolio course

Science

- ◆ Score 4 or 5 on the science CAPT
- ◆ Meet standard on the Farmington High School Assessment of Science Performance (FASP)
- ◆ Score a 3 or higher on the AP Biology exam or the AP Chemistry exam or the AP Physics exam or the AP Environmental Science exam
- ◆ If the graduation standard is not met prior to senior year, students will be required to meet standard through the Science Portfolio course

World Language

- ◆ Meet standard on the Farmington Language Standards Test (FLST)

Grading System

Academic Grade

Each teacher is required to announce at the beginning of the year how grades are computed. You may ask teachers to clarify grading procedures at any time during the course. Teachers assign letter grades using the following system.

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F	0-59
A	93-96	B	83-86	C	73-76	D	63-6		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

In full-year courses, each quarter counts as 20% of the final grade and each exam counts as 10% of the final grade for the course. In half-year courses, each quarter is 40% of the final grade and the exam is 20% of the final course grade.

Honor Roll

First or second honors are determined at the conclusion of each marking period and indicated on report cards. Honor roll categories are based on the following classifications:

First Honors	90 or higher average
Second Honors	85-89 average

Middle School Credit

Students who take and pass courses at the middle school, which are taught at the high school (currently Algebra I, Geometry, Spanish I, Spanish II, French I, and French II) will continue in sequence. Courses completed at the middle school will not be counted toward the course distribution requirements. They may be counted toward the 22 credit requirement for graduation, provided that they are beyond the state-mandated 20 credits that must be taken in high school. Transcripts will reflect the completion of these courses at the middle school. Grades will not be included in computation of students' cumulative average.

Report Cards and Student Progress

Report cards are emailed four times a year. These results are averaged into your final grade. In a full-year course, each quarter grade is counted as 20% of your full-year grade in a course. In a half-year course, each quarter is counted as 40% of your semester grade. These reports are used to determine your eligibility for sports. Report cards are distributed **about** one week after the marking period closes (see calendar).

During each quarter, your most updated grades will be available through PowerSchool. Login instructions will be mailed to you and your parent/guardian at the beginning of the year.

Standardized Tests

Science CAPT: All Sophomores are required to take this state test.

PSATs: The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) will be administered on Wednesday, October 19, 2016, to all juniors, sophomores, and freshmen. Farmington High School will pay the fee for students to take the PSAT.

SATs: Many colleges require that you take the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Some colleges require that you also take SAT Subject Tests. You should check the college's website early to determine what tests are required by your college. Students must individually register for these tests online.

<u>Test Dates</u>	<u>Tests Available</u>	<u>Registration Date</u>
October 1, 2016	SAT & Subject Tests	September 1, 2016
November 5, 2016	SAT & Subject Tests	October 7, 2016
December 3, 2016	SAT & Subject Tests	November 3, 2016
January 21, 2017	SAT & Subject Tests	December 21, 2016
March 11, 2017	SAT only	February 10, 2017
May 6, 2017	SAT & Subject Tests	April 7, 2017
June 3, 2017	SAT & Subject Tests	May 9, 2017

Test information can be found on <http://www.collegeboard.com> or actstudent.org. You should check the test information brochures for the testing location, since not all tests are given at FHS.

CT School Day SAT: All juniors are required to take this state test.

District Testing: All students are required to participate in benchmarking assessments given by the district. These assessments measure students' acquisition of the Vision of the Graduate skills as well as provide critical information regarding student achievement and programming.

AP Testing: Advanced Placement (AP) testing is given in May to students who have completed courses in AP classes. Teachers in these classes will distribute information on the application and preparation for these tests. Please refer to the calendar at the back of the book.

Summer School

The FHS summer school programs are credit-recovery programs that are designed to allow students to make up credits lost during the school year. Students who fail courses, therefore, must take the course failed and not another one. Students must have at least a 50% average in the course they wish to retake in order to be eligible for summer school. Any exceptions must be approved by Ms. Kapcinski.

Students who wish to take summer courses for enrichment may do so, but no credit will be given. Students who take summer courses for acceleration in a course sequence must receive permission from school administration prior to enrolling in the course.

Special Courses/ Programs

Credit toward graduation can be obtained in a number of alternate ways. Below are the most popular methods:

1. College Level Courses

You can receive high school and college credit for courses completed at several area colleges, including Tunxis Community College, Manchester Community College, Central Connecticut State University, University of Hartford, Trinity College, or St. Joseph College. If interested, contact your counselor. Enrollment for credit must be approved by administration prior to attending.

2. Independent Study Program

Recognizing that certain types of learning experiences are most effectively realized when students are allowed to work independently of formal classroom instruction, FHS offers an independent study program. This program is open to ALL students. In order to participate, you must find a teacher-sponsor who will help you develop an activity which may serve as an alternate to, part of, or all of a course in which you are currently enrolled. This proposal is submitted to Ms. Kcapcinski for approval within the first 10 days of each semester. After it is approved, a contract is then drawn up identifying the details of the project. Credit is awarded based on successful demonstration of the learning standards documented in the contract. This credit cannot be part of the six course credits required to be a full-time student at FHS and it is not factored into the GPA.

3. Online Courses

An online course will be treated as an independent study course. An online course cannot count towards the 22 credits for graduation nor in the distribution requirements. An online course will not be counted in the GPA, but may be listed on the transcript as an Independent Study. Further, if we offer the course as a core requirement, the student must take that course by the FHS teacher. An online course cannot substitute for a graduation requirement taught by a Connecticut certified teacher. If you would like this course to appear as an Independent Study credit on your transcript, the course must be approved by Ms. Kcapcinski prior to enrollment.

4. Credit Recovery

If you lost credit or failed a course given at Farmington High School and would like to make up the credit through an online credit recovery program, please see your school counselor for a list of approved programs. Administrative approval is required prior to enrollment.

Attendance

Attendance Policy

Regular attendance at school is critical to students' success and is required by district policy and Connecticut law. The loss of classroom instructional time because of absences adversely impacts both student learning and academic success. It also prevents the learning that occurs because of the interaction and the exchange of ideas among students and between the students and the teacher. Students have a responsibility to attend classes and be on time. Teachers are under no obligation to provide opportunities for make-up work for classes missed due to unexcused absences. In the event of an excused absence, it is the student's responsibility to ask teachers for make-up assignments.

FHS monitors students' attendance, reporting it on each report card.

Excused and Unexcused Absences

Whether an absence is excused or unexcused is determined by Connecticut state law and Board policy.

Excused Absences

1. A student's first nine (9) absences are considered excused when his/her parent/guardian submits appropriate written documentation to the school, or speaks to a school official, to explain the reason for and the length of the absence.
2. For the tenth (10th) absence and all subsequent absences, a student's absence from school is considered excused only for the following reasons:
 - a. Student illness (Note: All such student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of length of absence)
 - b. Student's observance of a religious holiday
 - c. Funeral or death in the student's family, or other emergency beyond the control of the student's family
 - d. Mandated court appearances (documentation required)
 - e. The lack of transportation that is normally provided by a district other than the one the student attends, or
 - f. Extraordinary educational opportunities pre-approved by building administrators and in accordance with the Connecticut State Department of Education guidelines
 - g. **Parents/guardians cannot excuse any absence beyond the ninth (9th) absence without meeting the above guidelines and providing appropriate documentation.**

Unexcused Absences

A student's absence from school is considered unexcused unless the absence:

1. Meets the definition for an excused absence and the documentation requirements are satisfied, or
2. Is the result of a school or district disciplinary action

For Seniors Only: Up to four (4) absences can be considered excused for college interviews and/or post high school vocational interviews with official documentation from the institution of higher learning.

Loss of Credit

Students may lose credit due to excessive unexcused absences, to be determined by the principal.

Excessive is defined as four (4) or more unexcused absences in a semester course and eight (8) or more unexcused absences in a full-year course.

You will be responsible for your attendance and are expected to have minimal absences from school. In accordance with Connecticut State Statute 10-184, you may lose credit in a course as a result of excessive unexcused absences. **If you miss more than 15 minutes of a daily class period, you will be considered absent from that class.** For those of you who lose credit due to excessive unexcused absences, you may make an attendance appeal. It is your responsibility to present official documentation and supporting evidence of all unexcused absences through the appeals process at the end of semester and full-year courses for which you lose credit. It is your responsibility to keep track of your unexcused absences, including copies of the required documentation, as the school will not provide these to you for the appeals process. ***Attendance appeals will be granted only in exceptional circumstances.***

If you lose credit in a course due to excessive absences, you will not receive graduation credit for the course; however, an academic grade will appear on your report card and permanent record. The permanent record will accurately tell a college admissions office or any other person not associated with the school how a student performed while at FHS. The zero that is recorded in the credit column because of excessive absences does not affect class rank.

If you lose credit in a course due to absences, you are still required to attend. Deliberate absences in this situation will be considered a class cut and insubordination.

Reporting Absences

Parents/guardians should call the school at 860-673-2514 on the day of their child's absence. This should be done before 8:30 in the morning in order to ensure accurate records. Parents/guardians must provide a note and other necessary documentation (see policy on excused and unexcused absences) to the school on the day of the student's return to school.

Attendance Appeals

ATTENDANCE APPEALS PROCESS

To seek an appeal, you must complete an "Attendance Appeals Form" for each course, listing each of the unexcused absences and the reason why, and providing necessary documentation that justifies the exceptional circumstances. Attendance Appeals Forms are available in the school counseling office or main office. Medical notes/other supporting documentation **MUST** be included with your appeal. The Appeals Committee will review your attendance and tardiness record.

Lateness/Tardiness to School

It is your responsibility to report to school on time. If you arrive after the 7:32 a.m. bell, you will be counted as "tardy to school." You are considered to be in school once you have arrived on school grounds.

Students who arrive late without a legitimate note from their parent/guardian will be considered "unexcused tardy." Any classes missed will be considered class cuts and subject to behavioral consequences. More than 15 minutes of missed class time constitutes a class absence and, if unexcused, a class cut. Any notes must be delivered to the attendance office no later than the day after the student is late. Also, please keep in mind that excessive tardiness can lead to the loss of privileges, such as a parking permit.

If you arrive at school late, please report directly to the attendance office in order to sign in. Repeated tardiness to school and/or repeated failure to sign in will result in disciplinary consequences. Additionally, excessive early dismissals will also result in disciplinary consequences.

Truancy

Under Connecticut law and Board policy, a "truant" is defined as any student, ages 5-18 inclusive, who has four (4) unexcused absences in a month or ten (10) unexcused absences in a school year. Disciplinary action may be taken. In addition, tests and academic work missed in class that day may be recorded as a zero.

Parents/guardians of students who are truant must attend a meeting with school administrators to review the reasons for the truancy and resolve the truancy problem. Under Connecticut state law and Board policy, if the parent/guardian fails to attend the meeting or otherwise cooperate in attempting to solve the truancy problem, the district will make a referral to court.

Early Dismissal

Early dismissal from school is generally discouraged. It is the view of the school that you should take the opportunity to use a full day of instruction to better prepare yourself for further education or for entering the work world.

The school recognizes that there are circumstances that may warrant an early dismissal. **If you need to be excused from school on a particular day, you must provide to the attendance office a parent/guardian permission note. This note must contain the date, time, and reason for the requested dismissal and must be given to the attendance office before period 2. If the note is brought in any time after period 2, a phone call will be made to a parent/guardian for verification.** The note for release is a request that will be reviewed by the administration and may be denied or granted by the school. It is not an automatic dismissal. You must sign out in the attendance office and obtain a release pass prior to leaving school. **A parent/guardian phone call is not a substitute for an early dismissal note.** If you are leaving for a medical appointment, you must bring verification from the doctor of your appointment.

Early Dismissal Cards

Early dismissal privileges are permitted to juniors and seniors who do not have scheduled classes during or after the time at which dismissal is requested. The early dismissal cards are a privilege and can be revoked by the administration. Early dismissal cards are to be carried at all times and must be presented on request. It is your responsibility to carry the correct cards each semester.

When permission is granted for you to leave school early, you are expected to clear the campus within 10 minutes and not return to school property, unless you have been given administrative permission to do so. Any student found loitering will be subject to loss of this privilege for a minimum of two weeks.

Any student with early dismissal who must return for a school-related activity after school, may choose to leave school grounds and return after the dismissal bell for the end of the school day. Loitering in the halls will be considered a pass violation.

Skip Days

In addition to being unexcused absences, skip days deny a day of education, detract from the educational environment before and after they occur, and are potentially dangerous. If you take part in "skip days" you are *truant* from school. Under Connecticut statute parents/guardians cannot give permission for truancy.

Attendance – A.P. Exams and State Exams

AP students who have registered for an exam must attend the entire exam period. All students must attend all state exams (i.e., Science CAPT, Connecticut school-day SAT, etc.) as mandated by the State Department of Education.

Attendance During Exams

Mid-term examinations are scheduled at the end of the first semester; final examinations are scheduled for the end of the second semester. It is very important that students be present and take examinations on those dates. Students who have unexcused absences on examination dates will not be allowed to take make-up exams. Students who are ill, however, will be allowed to take make-up examinations. In order to verify excused absences during examinations, a parent/guardian must call the school to inform us of the student absence by 8:00 a.m. on the day an examination will be missed.

Students must take their examinations during the scheduled time slots for their classes. Teachers have been asked not to provide alternate testing dates if requested by students or parents/guardians. If there is a special circumstance that would prompt you to seek an alternate examination time or date, you should contact Ms. Kapsinski in order to put forward this request as soon as possible.

**Parent/Guardian
Business/
Vacation Trips**

Parents/guardians should provide the school, prior to a parent/guardian vacation/business trip, with the name and number of the individual responsible for their son or daughter. This is important in terms of illness, early dismissals, and absences. No early dismissals will be granted without such notification.

Family Vacations

We strongly discourage parents/guardians from taking students out of school for personal vacations or trips while school is in session. Thus, we do not approve such vacations or trips. Such absences cause students to miss important curriculum and instruction, collaborative work, assessments, and assignments that are essential for learning and academic success. Students who do go on family vacations and, thereby, exceed the maximum allowable absences in a course, may lose credit for that course. Parents/guardians should be aware that work is not provided in advance for students who will be absent for vacations or trips while school is in session.

Please use this space as a worksheet for your absences:

<u>Date</u>	<u>Attendance Code</u> <u>(Unexcused/Excused/Tardy)</u>	<u>Comment</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

Sample School Absence Note

My child _____ was:
(Please print student's full name)

Absent all day Tardy, arrived at _____

Excused absences include (check one):

- Illness (*provide documentation if available*)
- Observation of religious holiday
- Family emergency or exceptional situation
- College visit (*seniors only*)
- Court/legal matters
- Other (*please explain below*)

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian daytime phone number: _____

Please provide completed form to Mrs. Platosh in the attendance office on the day student returns to school.

Behavior Code and Consequences for Misconduct

Behavior Code

All students at Farmington High School are expected to demonstrate appropriate and respectful behavior toward others, self, and property. As young adults, you are empowered with choices about your behaviors, relationships, and decisions. We expect as you continue to grow and mature, these choices will enhance your life at FHS. Students, teachers, and building personnel are expected to talk with and treat one another in a respectful and courteous manner. By working together, a healthy and productive learning environment will exist for everyone.

Our focus on respect, responsibility, and resiliency puts you in charge of your behavior. If you choose to demonstrate inappropriate behavior, you are responsible for your consequences.

Below is a list of consequences for certain behaviors which violate the Board's policy on conduct and discipline. Students should be aware that the consequences below are intended to serve as guidelines and that school administration reserves the right to deviate from the listed consequences. Situations not covered below will be handled at the discretion of the administration. A complete copy of the Board's Conduct and Discipline policy may be found at www.fpsct.org.

Behavior Code Violations and Consequences

<u>INAPPROPRIATE BEHAVIOR</u>	<u>CONSEQUENCE</u>
Tardy to class	Teacher's discretion
Unexcused Class Absence	Teacher/Administrative Action
Pass Violation	Teacher/Administrative Action
Off Limits (i.e., town library, parking lot, town hall, off campus)	Administrative Action
Smoking – including chewing tobacco, vaping, and E-cigarettes	Police/Administrative Action
Truancy – unexcused absence from school	Administrative Action
Disruptive behavior	Teacher/Administrative Action
Continual disruptive behavior	Referral to administration
Disruptive/insubordinate behavior	Administrative action
Swearing or inappropriate language to teacher or school staff	Administrative action
Public profanity (classroom, halls, school grounds)	Teacher/Administrative action
Fighting has no place at FHS (this includes intimidation, harassment, offensive and provocative language, attacking someone, assault)	1-10 days out-of-school suspension*
Theft	1-10 day suspension*
Carrying/using weapons (see complete weapons policy and procedures)	1-10 days out-of-school suspension/possible expulsion*
Violation of substance policy (see complete substance policy and procedures)	Administrative action
Cutting a Teacher Detention	Teacher/Administrative Action
Cutting an Assigned detention	Teacher/Administrative Action
Hazing – hazing, harassment, intimidation or any act that injures, degrades, or disgraces a student or staff member.	Administrative action

*The number of days assigned is at the discretion of the administration after a full investigation of the incident.

Bullying Behavior in School

The Farmington Public Schools are committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, harassment, and discrimination. The Farmington Board of Education has developed a district-wide Safe School Climate Plan, a full copy of which is available at www.fpsct.org or upon request to the Main Office.

Prohibition Against Bullying and Retaliation

The Farmington Public Schools prohibit:

- ♦ Any form of bullying behavior on school grounds; at any school-sponsored or school-related activity, function, or program, whether on or off school grounds; at any school bus stop; on any school bus or other school vehicle; or through the use of any electronic device provided by the school;
- ♦ Any form of bullying behavior outside of school if such bullying (1) creates a hostile environment at school for the student against whom the bullying was directed, (2) infringes at school on the rights of the student against whom the bullying was directed, or (3) substantially disrupts the education process or the orderly operation of the school; and
- ♦ Discrimination and/or retaliation against any individual who reports or assists in the investigation of any act of bullying.

Students who engage in bullying behavior (or in discrimination or retaliation as described above) are subject to appropriate school consequences, up to and including suspension or expulsion, in accordance with the district's Safe School Climate Plan, other Board policies and regulations, and applicable law. In addition, school administrators will notify appropriate law enforcement officers of any act of bullying that they believe constitutes a criminal offense.

Definitions of Bullying and Cyberbullying

"Bullying" means the repeated use by one or more students of a written, verbal, or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending any Farmington Public School that:

- ♦ Causes physical or emotional harm to the other student or damage to his or her property;
- ♦ Places the other 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 the other student (i.e., when the bullying is so severe or pervasive as to alter the conditions of the school climate);
- ♦ Infringes on the rights of the other student at school; or
- ♦ Substantially disrupts the education process or the orderly operation of a school.

Bullying includes, but is not limited to, any communication, act, or gesture described above that is based on a student's actual or perceived 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 his/her association with another individual or group who has or is perceived to have such a characteristic.

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

Reporting Complaints of Bullying

- ♦ Written Reports. Students and their parents/guardians may file written reports of bullying with any building administrator or school counselor. Written reports of bullying should be reasonably specific as to the basis for the report, including the time and place of the alleged conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. All bullying reports are forwarded to the school's administration for review and investigation.
- ♦ Anonymous Reports. Students may make anonymous reports of bullying to any school employee. Students may also request anonymity when making a report, even if the student's identity is known to the school employee. In such a case, an administrator (or his/her designee) will meet with the student (if his/her identity is known) to review the request for anonymity and discuss how maintaining anonymity may impact the investigation and possible actions to remedy the situation. Administrators will review all anonymous complaints and take reasonable action to address the situation without disclosing the source of the complaint and consistent with the due process rights of student(s) alleged to have committed acts of bullying. No disciplinary action is taken solely on the basis of an anonymous complaint.

Cafeteria and Food

The school houses a spacious cafeteria. You must eat in the cafeteria. **No food or drink is permitted outside the cafeteria. Students may not order or receive food from outside vendors.**

Pride in the facility and respect for the feelings of others who use this area should be enough to ensure that it is left in good condition. Those students found to be littering or leaving materials behind will receive disciplinary consequences.

Use of Outside and Common Areas

You are expected to be in classes, study hall, or permitted areas. All students may use the front circle. If you are a senior, you are permitted to use the senior patio during study hall time and lunch. **This area is reserved for seniors.** Students may not "hang out" in the halls.

The following areas are off-limits at all times:

- ♦ The town library
- ♦ The town hall
- ♦ Any school field
- ♦ Any parking lot and
- ♦ Any automobile

You are reminded that, once on school grounds in the morning, all students are considered present and may not go to the town hall, the town library, or off grounds without written permission.

Conduct at Assemblies

Throughout the year, numerous programs will be organized in the auditorium. These programs are meant to provide educational opportunities for you. Groups and individuals from both FHS and outside will be presenting and will expect you to be an attentive, responsible audience. Formal auditorium behavior does not permit talking, whispering, stamping, or booing.

Conduct at Athletic and Co-Curricular Activities

Students are expected to exhibit appropriate and respectful behavior at both home and away games. This includes no fighting, no booing or heckling, no noise-makers or horns, no inappropriate signs, no throwing or dropping of refuse, and no loitering in the immediate area before or after a game. School policy prohibiting the use or possession of drugs and alcohol applies at all events in which the school is involved, regardless of the site.

Dress Code

You are expected to dress and groom yourself in ways that are respectful of the seriousness of school and that neither distracts others from learning nor poses a threat to their health or safety.

- ♦ Your clothing should be clean, free from promotion of or reference to drugs, alcohol, or tobacco. It should not display offensive signs, symbols, or words.
- ♦ Your clothing should be free of slogans, names, titles, or the like, that are defamatory, harassing, or infringe upon the rights of any person(s), group(s), or that are likely to be disruptive.
- ♦ You may not wear anything that symbolizes membership in a gang.
- ♦ You may not wear clothing that is distracting or excessively revealing, such as see-through clothing, excessively short skirts or shorts, backless shirts, muscle shirts, tube tops, or shirts that reveal the midriff.
- ♦ You must wear shoes or appropriate forms of footwear.

If your dress and grooming do not reflect these standards or are judged to be distracting, disruptive, or dangerous, your parent/guardian will be contacted and you will be subject to disciplinary action.

Electronic Devices (Cell Phones, MP3 players, electronic games, etc.)

We believe that the use of cell phones and personal audio players should be limited during the school day in order to minimize distractions. Fewer distractions will allow for students to concentrate on academics and encourage students to exhibit appropriate face-to-face interactions with peers and the adults in the building. However, we recognize that there are times when students may wish to use these devices during the school day. Therefore, students may use these devices at their discretion **in the cafeteria during their lunch or their cafeteria study hall**. Students may also use these devices in the hallway, **but only during passing periods**.

When classes are in session, cell phones and audio players must be **turned off** and be **out of sight** in all parts of the building, with the exception of the cafeteria. Students may never take a pass out of class to use their phone. Teachers, at their discretion, may require students to place electronic devices in receptacles until the end of class. Teachers may also grant students permission to use an electronic device while in class if it supports mastery of the learning objectives.

Consequences: Students who violate this policy will have their electronic device confiscated by a staff member at the time of the incident and turned over to the main office. After a **first offense** of the policy, students may retrieve their device in the office after the school day has concluded. Students who violate this policy a **second time** will have their device confiscated by a staff member and must have their parent/guardian come to school to retrieve the device at the conclusion of the school day. If a parent/guardian is unable to come in to pick up the device, the device will be held in the main office for three (3) school days after which time it will be returned to the student. Any student who refuses to surrender an electronic device to a staff member when directed or who continues to violate this policy will be considered insubordinate and will be subject to serious disciplinary consequences.

In no case will any personal communication device that provides for a wireless, unfiltered connection to the Internet or any device which has the capability to take photographs/videos/recordings of any kind be used for such purposes without the express permission of a teacher or administrator. Laser pens and pointers are prohibited in school. Students violating these restrictions will be subject to disciplinary action. Students may not use their devices to create, store, or share inappropriate photographs, videos, or text messages. Any violations of this policy will be reported to the administration and may be referred to the police.

Students bring all electronic devices to school at their own risk. Farmington Public Schools, Farmington High School, its facility and staff are **NOT** responsible for any damaged, missing, or stolen devices.

Gambling

Gambling is not allowed in any form on school grounds. Gambling may be described as wagering on any event. Card playing, flipping coins or bills, and rolling dice are all prohibited. Other activities that are not specifically mentioned but appear to constitute gambling are also prohibited. When a staff member sees what appears to be gambling, any gambling paraphernalia and money will be confiscated and not returned. Discipline for gambling is at the discretion of the school administration and will be handled on a case by case basis.

Smoking, E-Cigarettes, Vaporizers, and Tobacco Use on School Grounds

Smoking poses a serious health risk, both for the smoker and those receiving second-hand smoke. The State has mandated that smoking not be permitted anywhere in school buildings. Chewing tobacco is not permitted anywhere in or outside the building. Cigarettes (both tobacco and electronic), vaporizers, chewing tobacco, and lighters brought to school will be confiscated. They may be picked up by a parent/guardian or legal guardian within three (3) days unless they are deemed illegal to possess. Items not picked up by a parent/guardian or legal guardian within three (3) days will be disposed of. Items deemed illegal to possess will be turned over to the Farmington Police. If you are found smoking, vaping, or chewing tobacco, you will be assigned a disciplinary consequence and your parent/guardian will be notified. In addition, students who are 16 years of age or older may be issued a ticket by a Farmington police officer and be subjecting themselves to a \$50 fine (first offense) or \$100 fine (subsequent offenses). Students under the age of 16 who are caught smoking in school or on school property may be issued a summons to court by a Farmington police officer.

Farmington High School coaches and activity advisors have the right to impose additional sanctions with the approval of the Athletic Director and Mr. Pandiscio. Repeat offenders will face additional consequences as deemed appropriate by the administration.

Drug Use, Possession, or Distribution by Students -- Policies and Procedures

The Farmington Public School community is committed to providing an optimal educational environment for all students. This includes working to eliminate drug use, possession, or distribution by our students.

Although consequences are built into the process, our major thrust is prevention and intervention. Through our comprehensive K-12 Health Program, we strive to empower our students with knowledge and skills to make responsible decisions about their behaviors. We firmly believe the most effective deterrent to drug involvement is openness and communication among students, parents/guardians and the schools. This collaborative effort serves to enhance all aspects of school life in order to produce healthy, positive, and productive citizens.

STATE LAW RELATING TO THE STUDENT BEHAVIOR CODE

P.A. 92-82 (C.G.S. 21a-278a subsection (b))

Penalty for the illegal sale of drugs near schools and public housing projects. This section repeals the prior subsection (b) and imposes a three year mandatory minimum prison sentence on a non-drug dependent person who manufactures, distributes, sells, prescribes, offers, administers, or transports with the intent to sell illegal drugs in, on, or within 1,500 feet of an elementary or secondary school or public housing project.

P.A. 94-221 requires the high school to include in a student's cumulative record information regarding any suspension, including the conduct that led to the suspension.

BOARD OF EDUCATION POLICY RELATED TO DRUGS AND ALCOHOL (5131.6 Adopted 5/7/01)

Consequences for the Use, Sale, Distribution or Possession of Controlled Drugs, Controlled Substances or Alcohol

Any student in the Farmington Public schools using, possessing, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy.

Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such event, assessment and treatment costs will be the responsibility of the parent/guardian.

A meeting may be scheduled with the Pupil Services Team for the purpose of discussing the school's drug and alcohol policy with the student and parent/guardian.

Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

FHS SUBSTANCE USE POLICY FOR STUDENT-ATHLETES

Please refer to the FHS Policy which can be found in the "Activities" section of this handbook (p. 30) or in the Athletic Handbook.

SUPPORT FOR STUDENTS EXPERIENCING SUBSTANCE ABUSE ISSUES

At some time during their high school years, some students may experience substance abuse issues. No segment of the student population is immune from substance abuse problems. There is no stigma attached to students with substance abuse problems but there is a very real concern. It is impossible for anyone to lead a healthy, happy, and productive life where substance abuse exists. We encourage students and parent/guardians of students with substance abuse issues to seek help. The first place to turn for help is the student's school counselor. The school counselors at Farmington High School are trained to address substance abuse issues. If, for some reason, you are reluctant to talk with the school counselor, you should seek counseling or assistance from an outside agency. Many students and parent/guardians have found the Wheeler Clinic in Plainville (860-747-6801) to be helpful. In addition to the school counselors, the three building administrators and two social workers are available to speak with students and parent/guardians about substance abuse concerns.

Policy Related to
Weapons and
Dangerous
Instruments in
School

a. The Board of Education is concerned for the safety and welfare of all students and school personnel. For this reason, it is the policy of the Board that no student or other persons may possess, carry or use any type of firearm, deadly weapon, dangerous instrument, federal weapon, electronic defense weapon, martial arts weapon, or any other type of weapon while on or in school property, grounds, buildings, vehicles and buses or while at school sponsored events, whether on or off school property, or while off school property if the off-campus conduct seriously disrupts the educational process. Notwithstanding the foregoing, police officers may carry weapons in the performance of their duty.

b. For the purpose of this policy the following words shall have the following meanings:

Dangerous Instrument – Any instrument, article or substance which, under the circumstances, in which it is used or attempted to be used, is capable of causing death or serious physical injury.

Deadly Weapon – Any weapon, whether loaded or unloaded, from which a shot may be discharged or fired, or switchblade knife, gravity knife, billy, blackjack bludgeon or metal knuckles.

Electronic Defense Weapons – Any weapons or devices which are capable of immobilizing a person temporarily by an electronic impulse or current, but which is not capable of causing death or serious physical injury.

Federal Weapon – Any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of any explosive, the frame or receiver of any such weapon; a muffler or a silencer, or any destructive device (any explosive, incendiary, poisonous gas, bomb, rocket, missile, mine, grenade or similar device, or any weapon) that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than one-half inch in diameter.

Firearm – Any sawed-off shotgun, machine gun, rifle, revolver or other weapon capable of discharging or firing a shot, whether loaded or unloaded.

Martial Arts Weapon – Martial arts weapon includes, but is not limited to, nunchaku, kama, kasir-fundo, octagon sai, tonfa or Chinese star.

c. Possession and/or use of any other type of weapon or dangerous instrument by a student will lead to disciplinary action, up to and including expulsion from the school system. It shall be the policy of the Board to expel a student for one calendar year if the Board finds that the student possessed, carried, or used a deadly weapon or firearm or federal weapon in violation of this policy. The Board may modify the period of such a mandatory expulsion on a case-by-case basis.

d. In the context of a planned educational activity, firearms, deadly weapons, dangerous instruments, electronic defense weapons, martial arts weapons, federal weapons and other weapons may be brought to school premises or property

1. All laws and regulations governing the transportation and carrying of such objects are complied with.
2. Written permission is obtained from the Principal prior to bringing the object onto school property and premises and when the object is removed from the school property or premises.

Except when used in the educational activity itself, the object is to be secured or cased at all times when it is on school property or premises. The Superintendent's office must be informed, in writing, by the Principal prior to the event.

**Policy –
Acceptable Use
of Electronic
Communication**

The Farmington Public Schools electronic communications systems are valuable resources and property, which are provided and maintained at substantial expense by the school district for the purpose of supporting and facilitating the delivery of educational services. All electronic communication systems are school district assets and shall be used for school district educational and management purposes and authorized use only. Along with access to these technologies comes the responsibility for students, staff, and citizens to use them in a legal and appropriate manner.

Electronic communications systems, whether owned or leased by the school district include but are not limited to, computers, facsimile machines, electronic mail, voice mail, network access technology through the school district's electronic network to various information services, including the Internet and other online service

Regulations-Acceptable Use of Electronic Communications

The Farmington Public Schools provide access to electronic communication systems for students and employees. The purpose of these systems is to increase the effectiveness of the delivery of educational services. Electronic communication systems (hereinafter the "systems") include, but are not limited to, computers, facsimile machines, electronic mail, voice mail, and network access technology through the school district's electronic network to various information services including the Internet and other online services.

In order to maximize the benefits of these systems to the Farmington Public Schools, employees and students, the following regulations shall govern use of the system:

Privacy - Network storage areas and all electronic communications may be reviewed by system administrators to maintain system integrity and to ensure that students and employees are using the system in a manner consistent with this policy and regulations. The administration reserves the right to periodically monitor, access, and audit any information stored or transmitted over these systems with or without notice to employees or students consistent with applicable law. Information stored, processed to copy on these systems is not confidential. Passwords and access codes are designed to provide systems security from unauthorized users.

Inappropriate Materials or Language – All system users shall refrain from sending any form of harassing, threatening, or intimidating message at any time to any person.

System users shall not attempt to access materials which condone the commission of unlawful acts or that advocate or condone violence or discrimination towards other people (i.e. hate literature).

Illegal Copying – System users shall not download or install any commercial software, shareware, or freeware into network drives or disks unless they have written permission from the designated network administrator. No one shall copy other peoples' work or trespass in others' files.

Student and Employee Confidentiality – Sending any messages or information that violates the Farmington Public Schools confidentiality requirements or the confidentiality of student or employee information is prohibited.

Vandalism – Students or employees shall not engage in vandalism while using the services offered through the system. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, damage the computer equipment, the Internet, or other networks. This includes, but is not limited to, creating and/or uploading computer viruses or any attempt to change or modify the system, or bypass a password-protected area of the network.

Complaints or Problems of Misuse – Employees or students who receive any harassing, threatening or intimidating electronic communications shall report and provide a copy, if available, of threatening material to a school administrator as soon as possible. No employee or student should be expected to tolerate such treatment, regardless of the identity of the sender of the message.

Disciplinary Action – Any user violating these provisions, applicable state and federal laws, posted classroom and system rules, or related Board policies, is subject to loss of network privileges and other disciplinary options including expulsion (students), termination (employees), and criminal prosecution in accordance with Board policies and applicable laws.

The use of the system is a privilege, not a right, and may be revoked, if abused. School administrators will make final determination as to what constitutes acceptable use within the meaning of regulations and the penalties for violators. Violators will be held liable for all costs incurred for intentional damage to the system.

Teacher Intervention

In any classroom, your teacher expects you to act in a responsible and respectful manner. Your teacher has established the rules of that room, and is the most appropriate person to deal with the behavior and atmosphere of that classroom. Where appropriate, your teacher may speak to you after class, keep you after school, or assign an extra assignment. If the behavior continues to be disruptive, your teacher will contact your parent/guardian, and you may be sent to an administrator. If your teacher assigns you to an after school detention, you will have 24 hours to arrange transportation and to come to agreement on a schedule.

Parent/Guardian Contact

Our goal at Farmington High School is to help you become independent and to make good decisions. In behavior matters, we always try to deal with you directly and to help you resolve problems and difficulties. There are, however, times when we may need to have a conversation with your parent/guardian and you concerning difficulties you may be experiencing in school. Sometimes these meetings lead to Intervention Team meetings attended by your teachers.

Student Intervention Team Meetings

There are times when your teachers may sense that you are having difficulties that cannot be resolved easily. We have found that when your teachers work together with you and your parent/guardian, they sometimes can come up with a solution to help you in your studies or with your behavior. These meetings are called Student Intervention Team meetings and are there to help you.

Detentions

Detentions that are assigned by an administrator are generally held during your lunch and/or study hall period. You must be on time and bring work with you to the detention. You may not talk or use electronic devices (other than calculators for school work). You may bring your own lunch from home or pre-order a lunch from a selected menu. If you do not comply with the rules, the detention monitor will remove you to the main office and you will be assigned additional consequences by your administrator.

Suspension

If you participate in serious disruptions, or activities considered dangerous or unlawful, you will be suspended from school for a period of time. This period of time can be from one to ten days and will be served in-school or out-of-school as determined by your administrator in accordance with Public Act 10-111, Section 10-233c of the Connecticut General Statutes. If you repeatedly are suspended, the number of days increases.

If you are suspended from school, you will be allowed to make up tests or quizzes that were given during the suspension at a time and place designated by the teacher. The teacher does not have to provide extra help for your missed work.

You are not permitted to participate in any school event while on suspension and are not permitted on school grounds during the suspension. Any student who is suspended from school will be ineligible to participate in any activity after school or on weekends during the period of suspension. Suspensions officially end on the day the student returns to school.

The following breaches of conduct on school property, school transportation enroute to or from school, or at any school-sponsored activity can result in a suspension. These are, however, not the only behaviors that can result in suspension:

1. Willfully striking, assaulting, or causing bodily harm to a student or member of the school staff;
2. Theft;
3. Use of profanities or obscene or insulting language or gestures to anyone;
4. A walk-out or sit-in within a classroom or school building;
5. Blackmailing, threatening or intimidating a school staff member or student;
6. Deliberate refusal to obey a member of the school staff;
7. Vandalism;
8. Forgery;
9. Repeated class cutting;
10. Truancy or leaving grounds without permission;
11. Failure to attend your regular detentions;
12. Continued pass violations, off-limit violations or smoking violation;
13. Violation of field trip rules;
14. Using, possessing, selling or dealing in drugs or alcohol (see Drug Policy);
15. Conduct causing a threat of danger to the physical and/or emotional well being of the student or other people;
16. Violations of the weapons and dangerous instruments policy;
17. Other causes deemed harmful to the health and welfare of the school.

Expulsion

The Board of Education reserves the right to expel from school any pupil, regardless of age, who, after a full hearing in accordance with G.S. 10-234, is found guilty of conduct detrimental to the best interest of the school. Written notice of such hearing shall be sent to the pupil and his/her parent/guardians or guardian, by certified mail, at least five days prior to the date of the hearing. A written report of the action of the board in expelling each such student shall be mailed to the State Board of Education within five days of the effective date of such action in accordance with G.S. 10-234.

Being expelled from school is a serious consequence and is considered only after a review by the school board. You and your parent/guardian have the right to ask questions and to meet with the Board of Education. Please be aware of State Statutes regarding firearms and drugs as specified on Page 26. These are not the only behaviors, however, that can result in expulsion.

Student Activities

Athletics

Farmington High School supports girls' and boys' athletic teams and is a member of the Central Connecticut Conference and the Connecticut Interscholastic Athletic Conference (CIAC). You can contribute to the athletic program by participating on sports teams and by attending games to support your fellow students. Athletics are another area stimulating personal growth, self-confidence and good health.

The following is a list of athletic teams offered at Farmington High School:

Female

Basketball – Varsity, J.V., Freshman
Cheerleading – Varsity
Crew – Varsity, J.V., Novice
Cross Country – Varsity
Field Hockey – Varsity, J.V.
Golf – Varsity
Gymnastics – Varsity
Indoor Track – Varsity
Lacrosse – Varsity, J.V., Developmental
Soccer – Varsity, J.V., Developmental
Softball – Varsity, J.V.
Swimming/Diving – Varsity
Tennis – Varsity
Track and Field – Varsity
Volleyball – Varsity, J.V., Developmental
Unified – Soccer, Basketball, Track/Bowling

Male

Baseball – Varsity, J.V., Freshman
Basketball – Varsity, J.V., Freshman
Crew – Varsity, J.V., Novice
Cross Country – Varsity
Football – Varsity, J.V., Freshman
Golf – Varsity, J.V.
Ice Hockey – Varsity co-op team
Indoor Track – Varsity
Lacrosse – Varsity, J.V., Developmental
Soccer – Varsity, J.V., Freshman
Swimming/Diving – Varsity
Tennis – Varsity
Track and Field – Varsity
Wrestling – Varsity, J.V.
Volleyball – Varsity, J.V.
Unified – Soccer, Basketball, Track/Bowling

Athletic Awards

Letters are awarded to varsity squad members based upon standards of participation set by the athletic department for each sport. A letter is awarded to a student who qualified for the first time; thereafter, a certificate and a pin are awarded to a student in lieu of additional letters.

An Outstanding Athlete Award will be given to a senior boy and girl who truly performed in outstanding fashion during the athletic season. These awards are presented at the annual Awards Ceremony.

Numerals are awarded to freshman athletes based upon athletic department criteria. Student managers who accumulate a total of three years as a manager or who manage three sports are awarded a letter.

Co-Curricular and Extra Curricular Activities

An important goal of the Board of Education is the development of capable, independent individuals. To meet this goal, a student's school experience should reflect a balance between academic, co-curricular, and social activities. The school's primary goal in sponsoring co-curricular and social activities is to provide a healthy and positive environment, which contributes to the social and emotional development of students.

You are encouraged to participate in various clubs, sports, and other programs after school; involvement in co-curricular activities allows you to expand your school experience. Establishing new friendships with your peers and working with teachers outside the classroom are two benefits of becoming a more active school citizen.

Since activities are viewed as an integral part of the educational experience, the essential guide for student behavior is that all school rules for appropriate behavior are in effect during these activities.

FHS Substance Use Policy for Student-Athletes

(Effective 7/1/07)

Health and Student Athletes --The Use of Illegal Substances: The health and welfare of FHS student athletes is an important part of interscholastic athletics. Appropriate decisions and actions regarding the use of illegal substances is a critical expectation for FHS student athletes.

Any use or possession of illegal substances (drugs, alcohol, steroids) by a student-athlete is prohibited. This is a 24-hour rule, extending beyond the school day. If the FHS administration and athletic director confirm behavior that violates this aspect of the policy, the following consequences will be assessed:

1. **First Offense** – The student-athlete will not be allowed to participate in practices or games for a three-week period beginning with the date of the offense.
2. **Second Offense** – If a second violation of this substance abuse policy occurs anytime during the student-athlete's school career, the student-athlete will not be allowed to participate in practices or games for a 10-week period beginning with the date of the offense and ending after 10 weeks. This suspension may cross from one season to the next.
3. **Third Offense** – If a third violation of this substance abuse policy occurs anytime during the student-athlete's school career, the student-athlete will not be allowed to participate in practices or games for a one-year cycle (365 days) beginning with the date of the offense.

In each case, there will be a mandatory meeting with your school counselor and the athletic director regarding the offense prior to re-joining the team. Additionally, the student-athlete's continued participation in interscholastic athletics may be contingent upon his/her successful completion of an approved counseling or treatment program addressing substance abuse issues and/or decision making skills.

The Use of Tobacco Products: The use of tobacco and/or tobacco products, vaporizers, and E-cigarettes during the season is not permitted. Violation of this aspect of the Code will result in the student-athlete not being allowed to participate in practices or games for a period of seven days beginning with the day of the offense. Each additional offense will carry the same penalty.

Please refer to the Athletic Handbook and to the Student Code of Conduct for Interscholastic Athletics for more information.

Attendance Policy for Participation

In order to participate in any event, activity, or game which occurs on a school day, a student must be in attendance at school by 10:00 a.m. or not leave prior to 12:00 noon (a minimum of 4 hours of attendance) on the day of the event.

Eligibility For Athletics and Co-Curricular Activities

You will not be permitted to take part in practices, rehearsals, and/or meetings of athletic teams, clubs, intramurals, or other activities during the period of scholastic ineligibility. There are two policies that apply to ineligibility: One is a Farmington High School policy and one is that of the Connecticut Interscholastic Athletic Conference (CIAC). Your eligibility is based on your most recent report card.

In order to be eligible you must:

<u>Farmington Policy</u>	<u>CIAC Policy</u>
<ol style="list-style-type: none">1. Have an average of not less than 70%, and2. Fail no more than one course, and3. Have passed at least 4 courses (excluding Health/P.E.) on your most recent report card.	<ol style="list-style-type: none">1. Have passed at least 4 courses (excluding Health/P.E.) on your most recent report card.2. For fall athletics, have earned at least 4 credits the previous year (not including Health/P.E. credits). These may also be earned in an approved summer school program.

If you do not meet the CIAC standard, you may not participate and you may not appeal this with Farmington Public Schools. If you do not meet the Farmington standard, you may appeal your ineligibility status as described below. Students entering Farmington High School from 8th grade are automatically eligible to participate in activities or sports regardless of their previous academic record.

It is the student's responsibility to determine whether he/she is in jeopardy of falling below 70% for the quarter. Student eligibility will be determined for all students on the date that report cards are **distributed**. Students under suspension will not be allowed to attend or participate in any activity, club, or athletic activity during the period of suspension, including weekends.

Any individual coach/activity leader may wish, with the approval of the athletic director or administration, to establish additional penalties for infractions of school or team rules other than what is decreed by the above policy. Such actions are seen as permissible by the FHS eligibility policy.

Eligibility Appeals

Students who meet the CIAC standard but fail to meet the Farmington standard may appeal their ineligibility status. If an appeal is granted, the student will be placed on probationary status.

In order to appeal:

1. Students must have at least a 65% average on the preceding report card (FHS requirement); and
2. Have passed a minimum of four courses that meet 5 times a week (the CIAC standard).

<u>To make an appeal, the student must submit a letter to Ms. Lundquist, dean of students. The letter should include:</u>
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- | |
|---|
| <ol style="list-style-type: none">1. An explanation of why the student is ineligible.2. A statement about how the student intends to do better academically.3. An explanation of why the appeal should be considered. |
|---|

The eligibility appeal letter should be delivered to Ms. Lundquist within five days of the issuance of report cards. The student will meet with Ms. Lundquist to discuss the letter. Until Ms. Lundquist has made a determination on the appeal, the student is not eligible to participate in the activity or sport.

If an appeal for probationary status is granted:

1. The student will meet with academic teachers to discuss a plan for improvement
2. The student will attend SPA 230 at least twice per week to get academic assistance
3. After two weeks on probation, the student will meet with the Dean of Students to review progress. If the student has made adequate progress, the probation will be extended for another two weeks, at which time there will be another meeting with the Dean of Students. This process will continue until the end of the marking period.

Failure to meet the above criteria will result in a loss of eligibility for the remainder of the marking period.

Under no circumstances will students be permitted to participate in inter-scholastic athletics unless they meet the CIAC standards.

NCAA Eligibility for College

In order to participate in intercollegiate athletics at the Division I or Division II level, all student-athletes must be certified by the NCAA Initial-Eligibility Clearinghouse. The complete set of eligibility requirements can be found online at http://www1.ncaa.org/membership/membership_svcs/eligibility-recruiting/faqs/ie_quick_ref.pdf or in the school counseling office.

Clubs and Activities

The following activities are opportunities for you to more fully involve yourself in the life of Farmington High School. We encourage you to extend yourself and contribute to the Farmington community. The student activity center is located in the cafeteria.

Human Rights and Advocacy

American Red Cross - Toepfer
BRAVE - Monaghan
CT Forum - Mulcahy
Gay Straight Alliance (GSA) – Holland, O’Connell
Project Haiti – Deasy
S.A.D.D. - Martinez
Unicef - Baxer
Unity Club – Ambrose, Gorman

Academic Competition

Bio Olympiad - TBA
Debate- Nick
Economics- Nick
FHS Finance - Daddio
FIRST Robotics – Barron, Forstbauer, Hall
Geography Club - Mitchell
History Day - Tuthill
Math Club - Rose
Mock Trial- Nick
Model UN - Goldberg
Quiz Bowl – Crisanti
Science Olympiad - Tucker
TEAM - Lanza

Service

Environmental Conservation Organization - Dinnan
FHS Cares - Mitchell
Habitat for Humanity - TBA
Interact - Mrs. Gallinoto
It’s Good to Get Out - Nancy Parent
Project Rebuild – Corrigan

Governmental

Agora - Mulcahy
FHS CT Youth Forum – Mulcahy
Military History - TBA
Young Republicans - Holland
Young Democrats - Holland

Creative Arts

Art Club – Minor, Procko
Drama - Buckley
Fashion - McKinney
Photography - French
Songwriters – Johnston
Step Club – Johnson, Pagano-Kor
Tribe’s Best Dance Crew (TBDC) - Pagano-Kor

Language

Bien Ou Bien - McGinnis
Las Voces - TBA
Sign Language - Keller

Technology

9:05 News – Foreman, Martinez
Audio-Visual Club - Foreman
Innovation Club – Compton, Daddio
Radio - Foreman
Tech Support Group (TSG) – Osman

Publishing

Newspaper - Valenzuela
Writer’s Collective and Literacy Magazine - Carter, Luciani
Yearbook – Fraley

Leadership

Peer Leaders – Crist, Stokoe
Principal’s Advisory Council (PAC) - Silva
Student Council – Crist

Special Needs

FRIENDS – Griffin

Common Interest

Astronomy - Connors
Bowling Club – Narus
Chess - Forstbauer
Classic Book Society - Crist
Dog Rescue – Connors, Nardine
Endangered Animals Club -Tuthill
Farmington Rock Orchestra - Scharpf
Philosophy - Carter
Quiz Bowl - Crisanti

Honor Societies

Mu Alpha Theta (Math) - Rose
National French Honor Society - McGinnis
National Honor Society – Chamberlain, Griffin
National Spanish Honor Society - Suarez
Tri M – Imse

Physical

Ski Club - Butterfield
Ski Racing Club - Scott
Yoga - Buckley
Zumba - Barlow

Intramurals - Machol

Alpine Skiing, Badminton, Bowling, Golf, IBA
Basketball, Open Gym, Table Tennis, Weight
Training

New Clubs

New clubs may be formed during the school year. Interested students must have a faculty sponsor. The club may then be presented for approval to the administration.

Yearbook

The yearbook is a record of activities and happenings in our school. All students are encouraged to contribute to the yearbook; see Mrs. Fraley in the Career Center for more information. Yearbook orders and sales occur during the school year. Students are urged to order a Yearbook as the few extras sell out quickly.

**Student Council
and Class
Officers**

STUDENT COUNCIL

The function of the Student Council is to act as a liaison between the student body and the staff in matters pertaining to the whole of the student body and to participate in community service projects. It assists in the discussion of school policies, and deals with matters concerning the welfare of the student body. The council's aims are to further the best interest of the school by working to develop a closer relationship among students, faculty, and administration.

The Student Council is elected annually. The council consists of elected class officers, elected delegates at large, and cabinet members at large.

Student Council 2016-2017	
Advisor: Mr. Crist	
Executive President	Kevin Dunst
Executive Vice President (internal)	Theodore Colavecchio
Executive Vice President (external)	Clayton Herr
Executive Treasurer	Christopher Ware
Executive Secretary	Cathryn Tuttle

CLASS OFFICERS

Each class in Farmington High School elects eight class officers who are responsible for all of the business, fund-raising, and social activities of the class. The officers are elected the previous spring from grades 10, 11 and 12 and in September for grade 9.

If you intend to run for office you must submit a petition signed by at least 50 students and two letters of recommendation from teachers or from your class advisors.

Class of 2017	
Advisors: Ms. Crowe, Ms. Pagano-Kor	
President	Allen Haugh
Vice President	Navva Sedigh
Treasurer	Luke Steele
Secretary	Laura Godfrey
Delegates	Anonio Anton, Bruno Caruso, Carly Thureson, Erik Weigmann

Class of 2018	
Advisors: Mrs. Luciani, Mrs. Tolles	
President	Jocelyn Bohlman
Vice President	Kate Gregory
Treasurer	Sushane Sharma
Secretary	Haley Prisloe
Delegates	Katia Battistoni, Chris DiLullo, Christopher Lagosz, Annika Sager

Class of 2019	
Advisors: Mr. Daddio, Ms. Gallucci	
President	Joanne Le
Vice President	Haoyi Wang
Treasurer	Samantha Ruh
Secretary	Dayna Deakin
Delegates	Molly McGuigan, Julia Pignatella, Som Sedigh, Katie Siuta

Class of 2020	
Advisors: TBA	
Officers TBA - Fall 2016	

Class Dues

Each class (freshman, sophomore, junior, and senior) designates an amount of money required for yearly events. There are numerous expenses and items including the prom, the yearbook, senior picnic, and cap and gown expenses in the senior year. Classes hold fund-raising events to reduce their costs. All students are required to contribute, unless arrangements are made through your counselor or an assistant principal.

National Honor Society

I. Mission Statement

To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of FHS.

II. Selection Criteria

Membership in the National Honor Society is an honor bestowed upon a student by a faculty council. Initial eligibility shall be determined through an evaluation of each student's academic achievement at FHS, up to and including the 2nd marking period of the junior year. Juniors who have achieved a minimum 90% GPA following the close of 2nd quarter grades are eligible for consideration to be inducted in the spring of their junior year. Upon meeting this initial standard, students will be invited to submit further documentation regarding their qualifications in the remaining three categories: service, leadership, and character. Prospective members must provide evidence of strength in all categories. If a junior is not selected or doesn't apply in the spring of their junior year, then an additional opportunity is provided in the fall of their senior year, with the same eligibility requirements. If selected, members have the responsibility to continue to demonstrate these qualities. The following are guidelines to be considered regarding each of these qualities:

A. Service: Participates in outside activities (scouts, church groups) and volunteers services for the aged, poor, or disadvantaged; is willing to sacrifice to offer assistance; works well with others and is willing to take on difficult or inconspicuous responsibilities; cheerfully and enthusiastically renders any requested service to the school.

B. Leadership: Successfully holds school offices or positions of responsibility, conducting business effectively and without prodding; demonstrates initiative in promoting school activities; exercises influence on peers in upholding school ideals; is able to delegate responsibilities; inspires positive behavior in others; is thoroughly dependable in any responsibility accepted; is a forerunner in the classroom, at work, and in school or community activities.

C. Character: Upholds principles of morality and ethics; cooperates by complying with school regulations; consistently exemplifies desirable qualities of behavior; takes criticism willingly and accepts recommendations graciously; shows courtesy, concern, and respect for others; demonstrates the highest standards of honesty and reliability.

Questions about membership in the National Honor Society should be directed to Ms. Griffin ("Friends" Room) or Ms. Chamberlain (World Language Department).

Student Responsibilities

Health/Medical Information and Procedures

Students must present evidence to the school nurse that they have had a physical examination by a doctor done in the calendar year in which you began 10th grade.

Prior to attending school, transfer students entering 9th grade must present evidence of a physical examination done no earlier than the calendar year in which 6th grade was begun. Transfer students entering 10th, 11th, or 12th grade must present evidence prior to attending school of a physical examination done no earlier than the calendar year in which 10th grade was begun.

In order to participate in any practice or play of interscholastic athletics, a student must submit a form for a physical exam that is no more than one year old. If the physical exam expires during the sports season, a new valid physical exam form must be submitted in order to continue practice or play.

An athlete who is injured, incapacitated, or who becomes seriously ill while participating in a sport to the degree of needing a doctor's attention will not be allowed to participate in that sport or other sports that year without written permission from a physician. Return to play will be overseen by the Athletic Trainer.

Written or online parent/guardian permission is required at the start of each school year for students to receive acetaminophen and ibuprofen from the nurse. A written order from a doctor, dentist, nurse practitioner, physician assistant, or optometrist, as well as written parent/guardian permission, is required for all medications (prescription and non-prescription) to be administered by the nurse or to be self-administered by the student. PLEASE NOTE: CONTROLLED MEDICATIONS CANNOT UNDER ANY CIRCUMSTANCES, BE CARRIED OR ADMINISTERED BY STUDENTS. Medication authorization forms are available on the FHS website under "Student Forms."

All medications, except those approved for self-administration, must be transported by parents/guardians and stored in the health office. No more than a 90-day supply of any medication for a student will be stored at the school.

The high school health center is on the first floor to the left of the stairway to the 2nd and 3rd floors, across from the school counseling office. A registered nurse is on duty between 7:30 a.m. and 2:20 p.m. If you become seriously ill or injured during the school day, you are to report to the nurse's office or the nurse should be called immediately. For less serious illness, you should first report to class and get a pass from your classroom teacher. If the nurse is not in her office, report directly to the main office. Do not, under any circumstances, use the student lavatory as a recovery center. You must sign in at the nurse's office when reporting.

Homework Assignments Requests

Homework assignments are provided by the school for those students who are absent and cannot get assignments any other way. Arrangements can be made to have assignments sent home by calling the high school main office. You should allow at least 48 hours for the secretarial staff to obtain the assignments. Family vacations while school is in session are discouraged, and our ability to accommodate homework requests for absences related to this reason should not be expected.

Lockers

You will be assigned a locker in which to keep belongings. You should not have large sums of money or valuable possessions – musical instruments, jewelry, cameras, Ipods, and such – in your lockers. THE SCHOOL DOES NOT HAVE INSURANCE TO COVER ITEMS STOLEN FROM LOCKERS. It is your responsibility to provide security for materials left in lockers. Past experience has shown that you should not share your locker or give your combination to others. Lockers should be kept neat and clean and are not to be abused by kicking, slamming, or being forced open unnaturally. Broken lockers are to be reported to the custodian.

If you place your own padlocks on lockers, you should be aware that, in an emergency situation, the school administration may have to cut the locks off. In order to avoid this, you should leave the lock's combination or an extra key with the main office. ALL LOCKERS REMAIN THE PROPERTY OF THE TOWN OF FARMINGTON AND MAY BE OPENED FOR INSPECTION AT ANY TIME BY SCHOOL ADMINISTRATORS OR DESIGNEES.

Personal Property

Farmington High School cannot assume responsibility for the loss of any student's personal property. You are warned not to bring personal property of substantial value to the school building or bring large sums of money to school for any purpose. Where such a situation is unavoidable, valuable property or large sums of money may be stored in the school safe for short periods of time. The school will not guarantee the safety of stored items.

Safety Glasses

You are required to wear safety glasses in the automotive, wood, and welding shops outside the designated lecture area.

Student Email Accounts

All FHS students have a school email account (ending in fpsect.org) allowing them to access a variety of communication and collaboration tools and Naviance. This email account is the property of the Farmington Public Schools and may be used only for work connected to school and to communicate with teachers and administrators. It may not be used for any other purpose. In addition, teachers and administrators will accept emails from students only if they are sent from school email accounts. You should understand that this is not a private email account, and school officials may view emails through this account at any time without notice. Use of your school email account is covered by the Acceptable Use of Electronic Communications policy (see page 26), as well as other school rules, including those found in the student behavioral expectations and practices section of this handbook.

Study Halls

In order to maintain the proper atmosphere in study halls, you must abide by all the rules established in that area. The teacher and/or aide is always in full charge of these areas. Teachers have complete authority for making all decisions regarding passes and student behavior.

FRESHMAN STUDY HALL - Freshmen will be assigned to a quiet study hall in regular classrooms.

SOPHOMORE STUDY HALL - Sophomores will be assigned to a study hall in regular classrooms and/or the cafeteria.

JUNIOR AND SENIOR STUDY HALL - Juniors and seniors will generally be assigned to cafeteria study halls.

Attendance is taken in all study halls and unexcused absences are considered class cuts.

Textbooks and School Issued Equipment

Farmington High School furnishes you with all textbooks required for courses. You must pay for lost, damaged, or defaced books or equipment. Hardcover textbooks should be covered. Texts must be returned to the classroom teacher no later than the time of the final exam in order to avoid lost book charges. It is your responsibility to return your books to your teachers. When you return your books to your teachers, they will give you a receipt. Save your receipts as proof that you have returned your books. The final report cards are withheld until all obligations are completed, including lost books.

Unpaid Debts

If you have not returned or paid for school texts, locks, supplies, or other items by the end of each quarter, you will get a reminder that you have unpaid debts and certain privileges (i.e. parking passes, senior passes, uniforms, etc.) will be withheld until you settle your debt. Your final report card of the year will not be mailed to you until you pay your debt or return the items that are due to the school. Graduating seniors who have unsettled debts will have diplomas and all school records withheld.

Visitors and School Safety

All visitors must enter through the visitor entrance near the auditorium to sign in and obtain a visitor's badge. This badge is to be worn and clearly visible while the visitor is on campus. Students are encouraged to alert a teacher or an administrator when they see someone or something suspicious in the school.

Student Privileges

Parking Privileges and Regulations

Student parking at FHS is limited to the available number of parking spaces in the student parking lot. Demand for spaces exceeds the number of available spaces. Therefore, not all students who request parking privileges can be accommodated. While we understand that students have many reasons, often compelling ones, why they would like parking privileges, we simply do not have enough parking to provide spaces for all students who request them. Please understand that we are as fair and objective as possible in how we allocate the available spaces.

- ♦ We do not take special requests for parking. Each September, a lottery is held for the available parking spaces. Priority is given to **seniors**. Any additional spaces remaining after the seniors have been accommodated may be allocated to **juniors**, again based on a lottery. The cost of parking permits is \$150.
- ♦ If there are adequate spaces, juniors who have requested parking passes will be put into a lottery in September and again in January and will be offered the remaining spaces. Having a pass in the Fall does not guarantee that you will get one again in the Spring.
- ♦ All student cars must display a current parking permit.
- ♦ Students must park only in designated parking spaces. Any cars blocking travel or fire lanes, or otherwise illegally parked, will be ticketed by the Farmington Police Department or towed. Other parking and driving violations may result in parking fines, the loss of driving privileges, towing, and other consequences as deemed appropriate by the administration.
- ♦ Parking permits are “non-transferable.” A permit may only be used by the student to whom the permit is originally issued. The unauthorized reproduction of permits, the theft of permits, the sale of permits, as well as the unauthorized use of permits (or any reasonable facsimile thereof) will be considered a serious offense and subject to consequences as deemed appropriate by the FHS administration.
- ♦ Students with outstanding parking fines will not be issued a parking permit until all fines are paid in full.
- ♦ Students must have a valid driver’s license in order to submit an application for a parking permit.
- ♦ If driving a car other than the registered car, students must report to the attendance area before the school day begins to sign in the unregistered car. The monitor will assign tickets to unregistered cars.
- ♦ If you feel you have been unfairly assigned a parking fine, you have one week in order to contest this fine. You should see Ms. Lundquist, dean of students, in order to appeal your ticket. After one week, you will be required to pay the fine.

Parking privileges may be temporarily or permanently revoked or suspended for the reasons that include, but are not limited to the infractions listed below. Students whose parking privileges are revoked or suspended for disciplinary reasons forfeit their parking fee.

- ♦ Speeding in excess of 15 m.p.h. or any other act endangering life or property while on school grounds;
- ♦ Parking in an area other than the student parking lot during the school day (in the teacher lot, in the visitor spots by the circle, in undesignated spots, or in fire lanes);
- ♦ Failure to display permit correctly;
- ♦ Unsettled debts owed to the school;
- ♦ Excessive tardiness to school; and
- ♦ Leaving school without permission

Pass Privileges

You are required to have a pass written by a teacher or a lanyard from a teacher when leaving the classroom, study hall, or other instructional area. The pass must contain name, origin, destination, time, and signature. Violations of this policy may result in the loss of pass privileges.

Senior Privileges

Seniors will be assigned a study hall in August. Attendance is mandatory and non-attendance will be considered a cut.

Seniors do not need a pass to go to the library during their study hall or lunch, but they must be in the library within the first five minutes of the period. Seniors are allowed on the senior patio. Students are not allowed to linger and socialize in the hallways. The parking lot is off limits. Seniors must have a pass from a teacher to go to department offices, the tutorial rooms, and any classroom.

General Information

Advertising/ Posting of Signs

All advertising or signs (no more than 10 signs per event or group) dealing with student activities must be approved by the Student Activities Director before being placed on display. Signs should be submitted in the Student Activities Center in the cafeteria. They will then be stamped with an approval stamp indicating the last day the sign may be posted. Custodians will remove any unstamped or expired signs. Approved signs should not be posted on any painted surface nor damage any other surface. It is acceptable to tape signs to brick walls. Outside groups or organizations are not permitted to post signs without approval of an administrator.

Bus Evacuation

During the year, students are required to participate in a practice bus evacuation. Generally, these take place upon bus arrival in the morning. If you are on crutches during the drill or have any injury, please use your judgment in whether or not to participate.

Students during any emergency are expected to stay in their seats until given instructions. Two students are assigned to help in exiting the back of the bus. One student opens the door and gets out, assisting those that follow. The other student is to remain on the bus helping students with their books. Students should exit starting from the back of the bus.

Career Center

The Career Center, which houses career, college, and employment information, is located next to the school counseling office in Room 161. There are catalogues and information on colleges, vocational schools, and the various armed services programs. You may use this office for a class project or assignment or you may independently use the available facilities to look into career possibilities. Working papers may be obtained from Mrs. Fraley in the Career Center.

College Scholarship Information

A large number of scholarships are offered each year to FHS students by various community members, organizations and businesses. These scholarships are available to academically talented students, as well as needy students and those students who have special talents, interests, or skills. Be sure to check in the school counseling office, Naviance, and on the bulletin boards for information regarding applications and qualifications.

Dances

Guests: Guests are not permitted at FHS dances. Class advisors may give permission for guests to attend the junior and senior proms. Please speak to your class advisor if you would like to bring a guest to either of these dances.

Times: Dances will take place from 7:30 p.m. to 10:30 p.m., and students must be in by 8:15. Arrangements for transportation home should be made prior to the dance.

Conduct: All rules for behavior listed in the student handbook will apply, including appropriate dress. Parents/guardians may be called to pick up a student whose clothes or dancing is deemed inappropriate.

Ticket Sales: No tickets will be sold at the door. All tickets must be bought by the close of lunch on Friday.

Alcohol and Drugs: Anyone out of compliance with the school drug and alcohol policy will face school disciplinary action. Please note that the administration may use alcohol screening devices as one means to assure compliance with this rule.

Employment for 15-Year-Olds – State Law

As of June 19, 1992, State law allows 15 year olds to work only during school vacations and then only as baggers, cashiers, or stock clerks in mercantile establishments. A vacation is considered five or more consecutive school days, during which school is not in session. This legislation repealed parts of a statute that since 1987 had allowed 15 year olds to work, under certain guidelines, when school was in session. The revised law allows 15 year olds to work only during school vacation, for no more than 40 hours a week or for no more than eight hours a day and only between 7:00 a.m. and 7:00 p.m., except from July 1 to the first Monday in September, when they may work until 9:00 p.m. Employers must keep on file certificates stating that minors are 15 or older. If you have questions concerning the law, you may call the Department of Labor Working Conditions Division at 566-4550.

FHS Connect

All Farmington High School students are assigned to an FHS Connect group. The purpose of this group is to help students connect to the school, to adults in the building, and to peers through different learning opportunities that are not discipline specific. Students will have a chance to connect what they learn in this group to the Vision of the Graduate skills. Attendance at these meetings is mandatory for all students.

Fire Alarms

When the fire alarm sounds, you are to stop all work immediately and follow the teacher's instructions for leaving the building. Signs indicating the appropriate exits are posted in each room. You should exit the building in a quiet, orderly manner and proceed with the teacher to the outside waiting area designated for that class. Teachers will take attendance once the class has gathered at the outside waiting area. The names of missing students will be reported to the administration.

No one is to go to his or her lockers for clothing prior to evacuation of the building.

Fund-Raising Activities

All contests and student fund-raising activities and items to be sold must have the permission of the administration before contracting with suppliers or beginning any sales or other activity. Participation in such activities shall not be mandatory.

Federal and State Regulations for participants in the National School Lunch Program require that all proceeds from the sale of food 30 minutes before, during, and 30 minutes after the lunch period must accrue to the school lunch programs. Therefore, requests for fund-raising food sales in the cafeterias or dining rooms or elsewhere in the building, during this time frame, must be denied.

Homebound Instruction

Instruction at home is provided for students who are ill for an extended period of time. In order to be eligible, students must usually be confined to home under doctor's orders for three school weeks or more. In cases where it is certain that the student will be confined for more than the three-week minimum, the instruction may begin approximately two weeks from the date of the first absence.

Questions about homebound instruction should be directed to Dr. Laurie Singer the Director of Special Services at 860-677-1791, or your school counselor.

Late Buses

Late buses are available to students at approximately 3:50 and 5:15 p.m. Students are not to leave school grounds after school and return to take the late bus. You should be aware that late buses do not traverse the entire regular bus route.

A late bus is also available for Open Choice students. The schedule for the bus is determined early in September. Inquire at the attendance office for details.

Library Media Center

The Library/Media Center offers many options to assist students with their assignments and enjoyment of recreational reading. In addition to our extensive collection of books and databases, we also offer magazines, iPads, Nooks, Kindles, laptops, audiobooks, and e-books through Overdrive that can be downloaded to a personal device. The library staff is happy to provide help with all student needs. In addition to being open before school and throughout the school day, we offer extended hours Monday-Thursday after school to ensure that we are accessible to everyone.

In order to maintain an academic atmosphere, we have developed some basic procedures for students to follow:

- ♦ Juniors and seniors may enter the library in the first five minutes of a period. They do not need a pass, but they must sign in at the entrance. Juniors and seniors may leave once they have completed their work.
 - ♦ Freshmen and sophomores must get a pass from the library staff or a subject area teacher when they need to use the library to complete a specific assignment. Passes may be obtained before school or between periods at the circulation desk. Freshmen and sophomores need to arrive in the first five minutes of a period and sign in at the entrance.
 - ♦ All students are expected to show respect for their fellow classmates by keeping noise to a reasonable level and using the library appropriately.
-

Lost and Found

Books and valuables are in the main office. Clothing is in the P.E. department.

Medical Early Dismissal

The school nurse will only dismiss a student who meets criteria for school exclusion as dictated by the Board of Education policy and standing medical orders. This includes fever of 100F or higher, vomiting, or two or more episodes of diarrhea. This may also include various signs of illness or injury that the school nurse determines to be incompatible with the student staying in school. If the school nurse is dismissing a student from school, the parent/guardian will be notified and instructed to pick up their child. Students must sign out with the attendance secretary before leaving school. Only the parent/guardian, guardian, or individual identified on the student's emergency information will be allowed to transport the student from school. Arrangements for alternate persons to transport an ill student must be provided to the nurse in writing. All nurse-dismissed absences would be considered excused.

If a parent/guardian decides to dismiss their student for a medical reason that the school nurse has not determined requires dismissal, this would be considered a parent/guardian dismissal. The parent/guardian would then have to go the attendance office, fill out the attendance dismissal paperwork, and their child would be called down for dismissal by the attendance secretary. Only the first 9 absences can be excused by a parent/guardian. Absences after the 9th must be accompanied by a doctor's note in order to be considered excused. Multiple unexcused absences from any individual class can result in loss of credit in accordance with the credit policy.

If a student is being dismissed by the parent/guardian or nurse for a medical reason, it is against school policy to allow that student to drive home. Parents/guardians wishing to override that policy must provide permission in writing to allow their child to drive home despite being ill. This permission can be faxed to the school nurse at 860-673-8028 for nurse dismissals or to the attendance office at 860-673-1073 for parent/guardian dismissals.

Any student who has been diagnosed with a communicable disease such as strep throat, mononucleosis, chicken pox, pneumonia, impetigo, etc., should inform the school nurse as soon as it is diagnosed. The school nurse can advise parents/guardians as to when their child will be cleared to return to school after such diagnoses.

Medical Excuse from Physical Education

There are times when it is necessary for students to seek medical excuses from participation in physical education. In situations requiring short-term excuses due to colds or minor injuries, a note from a parent/guardian or guardian must be presented to the school nurse. The nurse approves the excuse and the student reports to class where the teacher will assign the student to an appropriate level of participation for the duration of the excuse.

In situations requiring a long-term excuse due to more serious illness or injury, you must present the nurse with a doctor's note explaining the reason for and the length of time of the excuse. You are required to report to class, where the teacher has the option of assigning you to a study hall for the duration of the excuse.

A medical excuse is valid for a part of the school year or the entire school year only. If you require a medical excuse from one school year to the next, you must repeat the excuse procedure each September.

Medical Facilities

The high school nurse's office is on the first floor to the left of the stairway to the 2nd and 3rd floor, across from the school counseling office. A nurse is on duty between 7:30 a.m. and 2:20 p.m. If you become seriously ill or injured during the school day, you are to report to the nurse's office or the nurse should be called immediately. For less serious illness, you should first report to class and get a pass from your classroom teacher. If it is not an emergency, you will be required to show your pass upon arrival to the nurse's office. The nurse will not provide a pass to students who arrive without a pass in non-emergency situations. If the nurse is not in her office, report directly to the main office. Do not, under any circumstances, use the student lavatory as a recovery center. You must sign in at the nurse's office when reporting.

Morning
Opening
Exercises

The morning opening exercises shall include an opportunity at the start of each school day to allow those students who wish to do so to observe a moment of silent meditation and an opportunity to recite the Pledge of Allegiance. The morning opening exercises may also include activities such as one or a combination of the following: Patriotic song, reading, music, student speakers, news reports, sharing experiences, announcements, planning the day's work, appropriate activities for special days, and assignment of duties. For more information, please refer to Board policy number 6115, available on our website.

School Closing

A decision to close school or delay the opening of school because of inclement weather or any other emergency is made by the Superintendent of Schools.

Local radio stations will be notified if the schools are to be closed for the day or if the opening of school is to be delayed. Announcements will be broadcast starting at 6:30 a.m. This information can also be found on various local news stations and on their websites. It will also be posted at www.fpsct.org.

You are requested not to call the school or the radio station.

School
Counseling
Appointments

Meetings with your school counselor can be made through his/her online appointment book, YouCanBookMe. Students are encouraged to book an appointment with their school counselor during a free period or lunch. In the case of an emergency, please come directly to the School Counseling Office and speak with a secretary. If you need support outside of school hours, please call the Infoline at 2-1-1 for any service or program.

School
Counselors

Each student is assigned a school counselor for all four years of high school when they enter FHS. School counselors assist students with academic planning, personal counseling, college counseling, and career advice individually and through developmental counseling lessons taught in the classroom. Individual appointments may be scheduled during a free period, study hall, or before and after school. You and your parent/guardian will meet once a year for your annual counseling conference, beginning in 10th grade. This annual individual meeting will be scheduled by the counseling secretary. You and your parent/guardian will receive an invitation with more detail.

During 9th grade, you will participate in Freshman Seminar for 10 weeks, which is led by your school counselor during your first semester at Farmington High School.

Visitors

It is the desire of the Farmington Board of Education to encourage parents/guardians and responsible groups to visit our school. The Board also recognizes its responsibility to protect students and preserve the educational process. Therefore, only prospective students will be allowed as visitors. Prospective students must be cleared through school counseling before the request is presented to the administration and a visitor's pass is issued. **A 24-hour notice is required.**

Withdrawing
from School

If you withdraw from school, you must notify the school counseling office of your interest to withdraw and see that the necessary forms are completed. If you are 18 or older, you may withdraw yourself from school.

Phone Numbers and Helplines

WHERE TO GET HELP IN FARMINGTON INFORMATION CARD

EMERGENCY NUMBERS:

Police	911
Fire	911
Emergency Medical Service	911
Mental Health Services or Programs	211
Info Line	860-522-4636
Alcohol 24-hr. Help Line	1-800-252-6465
Abused Women/Child Shelter	860-527-0550
Child Abuse Care Line	1-800-842-2288
Help Line 24 hr. Crisis Line	860-524-1182
Suicide Prevention	860-747-3434
Poison Control	1-800-222-1222
National Runaway Switchboard	1-800-RUN-AWAY

SELF-HELP GROUPS:

AA	860-282-5924
Al-Anon/Alateen	888-825-2666
Adult Children of Alcoholics Info Line	860-522-4636
AIDS Hotline	1-800-CDC-INFO
Cocaine Hotline	1-800-COCAINE
CT Compulsive Gambling	1-800-346-6238
Crisis Pregnancy Center	860-673-7397
Domestic Violence Hotline	1-800-774-2900
Eating Disorders	1-800-941-5313
Mental Health Association	860-529-1970
Narcotics Anonymous	1-800-627-3543
National Institute Drug Abuse	1-800-662-HELP
Planned Parenthood	860-953-6201
STD Hotline	1-800-227-8922
Stop Smoking	1-800-END-HABIT
Victim's Rights	1-800-822-VICT

SERVICES:

Human Services	860-673-8226
UCONN Health Center	860-679-2000
Wheeler Clinic Crisis Helpline	1-888-793-3500
Institute of Living	1-800-673-2411