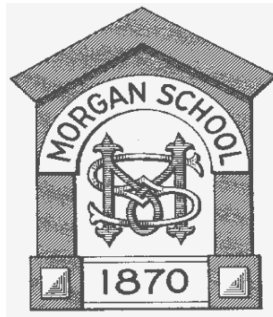


The Morgan School

"Intellect and Character – The Hallmarks of Excellence"



2019 - 2020

Student/Parent Handbook

IMPORTANT TELEPHONE NUMBERS

THE MORGAN SCHOOL

**Athletic Director-860.664.6530
Cafeteria-860.664.6459
Guidance-860.664.6544
Main Office-860.664.6504
Nurse-860.664.6574
Superintendent's Office-860.664.6500**

BOARD OF EDUCATION

**Erica Gelven- Chair
Omar Francis
Mike Hornyak
Sandy Luke
Lois Ruggiero
Kimberly Russo
Catherine Staunton**

DISTRICT OFFICES

**Maryann O'DonnellSuperintendent of Schools
Marco Famiglietti.....Assistant Superintendent
Carolyn Dickey.....Business Administrator
Kimberly Pearce.....Director of Special Services
Frank Rossi.....Director of Information Technology
Jon Siciliano.....Food Services Director
Gonzalo Carrion.....Director of Buildings & Grounds**

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MESSAGE TO OUR STUDENTS

Dear Students:

Welcome to each of you. I hope that this will be an exciting and successful year for everyone.

This handbook will help orient you to MORGAN and acquaint you with school policies, rules, procedures, and expectations. It is important that you and your parents become familiar with the information in this handbook. The policies, rules, procedures, and expectations outlined herein are intended to provide for a sound, rich educational environment and a productive school community.

MORGAN has an outstanding faculty and support staff who are dedicated to helping you grow academically and socially. Your success depends on the effort you expend and the decisions which you make. You are responsible for your own accomplishments at THE MORGAN SCHOOL.

Our first priority is your academic success. You cannot be academically successful unless you attend school on a daily basis, report to all your assigned classes, and conscientiously complete all course work. MORGAN faculty & staff will always give you their very best, and they expect only the very best effort from each of you.

We also hope that you will participate in the rich and varied co-curricular programs of THE MORGAN SCHOOL. These activities will add immeasurably to your success, and will enrich your days at MORGAN.

Take pride in yourself, in MORGAN, and in the town of Clinton. Make this year your best year ever!

Sincerely,

Keri Hagness

Keri Hagness, Principal

T H E M O R G A N S C H O O L

MISSION STATEMENT

The Morgan School cultivates intellect and character in partnership with families and the community. Students learn in a rigorous academic and student-centered environment that prepares them to become resourceful, productive, healthy citizens in a global society.

CLINTON FOUNDATION SKILLS AND COMPETENCIES

1. Reads a variety of literary, informational, and persuasive texts with understanding; is able to analyze, interpret, evaluate text; and reads for enjoyment.
2. Uses appropriate forms of expression and conventions of Standard English to communicate and develop thoughts, share ideas, influence and persuade, and create and entertain.
3. Applies understanding of a writing process (drafting, revising, editing, and rewriting) to improve writing.
4. Applies computational skills, number sense, and mathematical techniques to solve problems and judge reasonableness of results.
5. Listens to and views verbal and nonverbal presentations in order to understand, clarify, analyze, and make connections.
6. Delivers oral and visual presentations that demonstrate a coherent sequence of thought; the use of standard English conventions; and forms of expression, vocabulary, and tools appropriate for the purpose and audience.
7. Works collaboratively to accomplish a goal by exchanging ideas, synthesizing information, investigating solutions to a problem, sharing workload, and completing assigned tasks.
8. Designs and applies techniques for identifying and investigating real-world issues and problems by observing

and posing questions, hypothesizing, collecting and analyzing data, and communicating findings.

9. Investigates and evaluates information and arguments from a wide range of resources and perspectives to convey knowledge, establish a personal stance, or defend a position.

10. Develops digital literacy through the responsible use of digital tools to engage and collaborate within a global community of learners.

Habits of Mind-- for freshmen through seniors

1. Show initiative; demonstrate an ability to set, work toward, and achieve goals
2. Display compassion and empathy for others
3. Assume both personal and civic responsibility
4. Be receptive to new ideas and open to varying perspectives
5. Understand personal strengths and limitations; advocate for support when needed
6. Be willing to take risks and learn from mistakes; demonstrate resilience
7. Communicate respectfully and effectively with others; utilize skills to resolve conflicts
8. Create, imagine, and innovate; exhibit curiosity and passion for learning

The Morgan School Working Agreement 2019-2020

We are Morgan, We are Family Therefore, we agree to:

1. Build and support a positive CPS community.
2. Treat one another with kindness and empathy.
3. Refrain from gossip – just say “NO.”
4. Honor our time.
5. Foster an environment where people communicate openly and professionally.

6. Celebrate achievements of students, faculty, and administrators.
7. Consistently support and adhere to Morgan policies.
8. Press “refresh” - tomorrow is a new day.
9. Take time to reflect and be open to growth.
10. Value each other’s unique strengths and perspectives.

MORGAN FACULTY AND SUPPORT STAFF

Keri Hagness - Principal
Tyler Webb – Asst. Principal

John Madura
Julian Milcent
Alan Samet

ATHLETIC DIRECTOR

Lewis Pappariella

MUSIC

John Lampe
Raymond Smith

BUSINESS

Ryan Richetelli

PHYSICAL EDUCATION & HEALTH

Stephen Bailey
Peter Gersz
Kathryn Iverson
Danielle Lucas

ENGLISH

Paul Serenbetz, Chair
Eric Bergman
Eric Carroll
Leslie Chausse
Amanda Fairbanks
Julie Frydenborg
Heather O’Brien

SCIENCE

Chris Luther, Chair
Karen Kaestle
Emily Lisy
Eleni Vossoughi
Abigail Walston

FINE ARTS

Jessica Leiss

GUIDANCE

Mya Rodowicz, Chair
Moheba Sayed
Christie Williams-Kahn
Joni Zdunczyk

SOCIAL STUDIES

Melissa Hagedwood
Emily Kokernak
Jeff Motter
Diana Rizzo
Rachel Shook
Christopher Zawadski

LEARNING COMMONS

Shannon Robinson

MATHEMATICS

Stephanie Davis
Ally Holmes
Jessica Lynch

SPECIAL EDUCATION

Lynn Breton
Lynn Butkus
Joanne Cozzolino
Monica DeBerardinis
Marc Ferace
Melissa Harris
Merle Hart
Beth Nadeau
Joan Pasay

**TECHNOLOGY EDUCATION/
FAMILY & CONSUMER
SCIENCE**

Larry Chapman, Chair
Ted Enoch
Jessica Mularski
Sue Murphy

WORLD LANGUAGES

Laura Luther, Chair
Laura Martino
Susan Natale
Susan Peterson

HEALTH OFFICE

Lorraine Lewellyn
Veronica Ketch-Asst.

SPECIAL PUPIL SERVICES

Alina Gonzalez
Sara Thomas
Maureen Tranquilli

PARAPROFESSIONALS

Stephanie Cox
Rodney Davis
Noemi Diaz
Shannon Maxwell
Peter McManus
Kris Muratori
Mary Jo Phelps

CLERICAL

Cheryl Campbell, Main Office
Jeanean Cox, Main Office
Tania Kosiewicz, Main Office
Sharon Leon, Athletic Office
Janet Theiler, Guidance Office

CUSTODIANS

Louis Batista
Biljana Boskovic
Scott Davenport
Donna Donofrio
Sarah Merrill

TECHNOLOGY SUPPORT

Cat Hammel
Frank Rossi, Director

FOOD SERVICES

Vivian Capestany
Cindy Ellison
Jon Siciliano
Jennifer Urban

MAINTENANCE STAFF

Gonzalo Carrion, Director
Joe Buffington
Charles Gee
Tom Vincellette

BELL SCHEDULE-----

<u>Monday, Thursday, Friday</u>	<u>Tuesday,</u>	<u>Wednesday</u>
A-- 7:35-8:23	A--7:35-9:03	B-7:35-9:03
B-- 8:28-9:16	Advisory--9:08-9:42	Xblock-9:08-9:42
C-- 9:21-10:09	C--9:47-11:15	D-9:47-11:15
D--10:14-11:02	E--11:20-12:37	E-1:20-12:37
E-- 11:07-12:24	F--12:42-2:10	G-12:42-2:10
F-- 12:29-1:17		
G-- 1:22-2:10		

Late opening is always a 2-hour delay.

Early dismissal is at 11:14

ATTENDANCE POLICY

The administration has established an attendance policy regulation which reflects that time lost from class is essentially irretrievable in terms of opportunity for instructional exchange; that excessive absences rob teachers and students of teaching time that could be better spent on programs and activities; and that a student has an obligation to give, as well as receive, in the context of the classroom setting.

ATTENDANCE REGULATION

I. ABSENCE LIMITATION

It should be noted that an enrolled student is considered **chronically absent** when the total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

The Morgan School will notify families when there are absence concerns and when necessary, a parent meeting will be scheduled with the guidance counselor and Morgan administration to review and evaluate the situation.

A. Semester Courses:

Credit will be withheld in a semester course if a student exceeds nine (9) absences. Parents will be informed, in writing, of any loss of credit.

B. Year-long Courses:

Credit will be withheld in a year-long course if a student exceeds nine (9) absences in either semester. Parents will be informed, in writing, of any loss of credit.

C. 1. For purposes of this policy, all absences will count except for:

- ~Participation in an approved school activity
- ~Personal illness confirmed by a physician in writing

- ~Mandatory court appearance
- ~College visits (2 days each semester)
- ~Religious holiday
- ~Death in the family
- ~Suspension from school
- ~Limited absence from school for special activities with parental consent, subject to prior approval of the principal or associate principal

2. Family trips and vacations will not be regarded as reasons for exceeding the absence limitation. Parents are strongly discouraged from scheduling vacations during times when school is in session. **Any parent contemplating family vacations during school should contact the school at least two weeks prior to the contemplated vacation dates to ascertain its probable impact on the child's academic and credit situation.**

D. In order to be eligible for participation in athletics or other school-sponsored events and activities, a student must be in attendance at school for a minimum of four (4) hours on a full school day or two (2) hours on a half day. Students excused from school by the nurse's office are not allowed to participate in athletic practices, scrimmages or games on that day. Absences not related to illness and excused by the school administration do not prohibit a student from participating. Any student assigned to in-school or out-of-school suspension is prohibited from participating in practices, games, or performances on those days.

II. EXPLANATION OF STUDENT'S ABSENCES

A. All class absences, including those for tardiness and early dismissal, other than for a reason listed in I.B.1, will count toward the absence limitation even when explained by a parent.

Anytime a student misses class, the teacher will work with the student to regain lost instruction; however, the responsibility of missed classwork lies with the student. Unless a student has an extended illness, all missed work, including tests, assessments, and quizzes, will be made up within a period not longer than twice the length of the absence unless other arrangements are made with the teacher. Teachers may, but are not required to, provide classwork prior to any student absence.

- B. Procedure for parents to explain absences:
1. **Absence from school** - If a student is absent from school, a parent or guardian should call the school's main office (664-6504) that morning to report the absence. If a parent is unable to call the school, the student will be required to bring a note from the parent to the office within two days after returning to school explaining the day's absence. Failure to bring in a note will result in that absence being regarded as a truant and will be treated as a cut in every class. Phone verification WILL NOT be accepted on days after the absence. A note must be used in this instance.
 2. **Tardiness to school**
 - a. All class absences due to tardiness to school will be excused only for reasons listed under Section I-B.
 - b. Students tardy to school three times in an academic progress period (one month), an after-school detention will be assigned for the following day and there can only be one make up.
 - c. If a student has 6 unexcused tardies to school in an academic quarter, a parent meeting will be scheduled where further consequences will be discussed, including loss of parking privileges, restricted study hall, and/or detentions.
 - d. Classes missed due to unexcused tardiness will be considered cuts. Only one parental excuse per semester will be accepted for a student's late arrival to school.

- e. All students who are tardy to school must sign in and receive a tardy pass at the main office or face disciplinary action.
- f. If a student is more than twenty minutes late to a class with an unexcused tardy, that is considered a cut for that class.

3. Early dismissal from school

- a. All absences from class due to early dismissal will be treated as unexcused except for reasons listed under Section I-B.
 - b. Dismissal from school is subject to the approval of the administration upon written permission of the parent or guardian which states the reason for the dismissal. Students are to make every effort to schedule appointments for after-school hours, and not during the academic school day. Dismissal notes should be brought to the main office **before** school begins. **Notes must include student name, grade, reason for dismissal, phone number for verification, and signature of parent/guardian.**
 - c. Any student who leaves school before 2:10 p.m. without a permission slip from the main office will be considered **truant** for that part of the school day missed and will face disciplinary action.
- C. The Clinton Board of Education treats all students equally, regardless of age. Students who are 18 or older are responsible for abiding by all attendance regulations including absence, dismissal, tardiness, and class cutting.

Students age 18 and over who DO NOT live at home, and have provided verification thereof, may provide their own absence, tardiness, and early dismissal notes.

III. CLASS CUTS

- A. A cut is an unexcused absence from a scheduled class or study hall.
- B. Cuts will be handled in the following manner:
 - 1. The first cut will result in a phone call home and either a teacher or office detention. This is at the teacher's discretion.
 - 2. The second cut will result in two office detentions and a parent/teacher conference.
 - 3. A third cut will result in a one-day in school suspension. Additionally a Morgan Student Assistance Team referral will be made.

IV. APPEAL PROCESS

A student losing credit because of school absences may appeal the decision as follows:

- A. The appeal committee may restore credit when it feels there are justified, extenuating circumstances.
- B. All requests for a hearing before the Appeal Committee must be made in writing to the assistant principal within three (3) days of the mailing of the notification of loss of credit to the parent/guardian.
- C. The student will bring to the Appeal Committee hearing corroborating information to support the appeal.
- D. The decision of the Appeal Committee will be made known to the parents, student, and teachers.

STUDENT-ADVISORY PROGRAM

The emphasis of the Advisory Program acknowledges our students' need to feel connected and supported to their school and community as they attempt to meet the high expectations that we have set for the graduates of The Morgan School. As we work together to build positive and effective relationships, we strive to enhance and strengthen students' experiences, both academically and socially, as well as create productive members of society.

Beginning in grade 9, students are assigned a teacher advisor. Approximately 12 - 15 students are in each grade-level advisory group. Students will remain in that advisory group until graduation. The curriculum/content is specific to each grade level and will change as the students progress through Morgan.

The advisory committee, working with the administrative team, develops the agenda of activities for each grade for Advisory time. Advisory groups will meet weekly (every Tuesday) for 30 minutes.

HOMEWORK

The purpose of homework is to help students become self-directed, independent learners and is related to the educational progress of the student. It serves to help all students reach their instructional goals.

Specific homework assignments may strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility, and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the student's work in school.

HOMEWORK REGULATIONS

Teachers will observe the following standards regarding the assignment of homework. The standards are expressed in terms of minutes per five-day school week. For all grades at The Morgan School, the maximum standard shall be 180 minutes of homework per week per class.

SUMMER READING REQUIREMENTS

The Morgan School Summer Reading Program is designed to serve several purposes. We want to promote the development of strong reading skills and to enrich students' vocabulary. But even more, we want students to appreciate the pleasures of a good read. Furthermore, the written prompts we ask students to complete afford them the opportunity to practice both CAPT and SAT writing skills while the reading itself gives them another book with which to "make connections" on these standardized tests.

All students at The Morgan School are expected to participate in the *summer reading program*. The primary aim of this activity is to promote an enjoyment and personal appreciation of the power of reading.

A list of required and suggested reading books is available on The Morgan School website. Incoming sophomores, juniors, and seniors will have the opportunity to take part in the "*I Love This Book*" program. Instead of reading one of the required books, students may sign up to read a book being offered for discussion by a member of the Morgan faculty or staff. In September, students will discuss this book in a book chat with a faculty member. Students not participating in the "*I Love This Book*" program must read the book(s) on the required reading list.

All College Prep and Career students must complete assigned writing prompts prior to their return to school in September. These prompts will be collected and graded. Honors students may substitute a book chat book only for their free choice book. They must complete the assigned readings. Students are strongly encouraged to keep a reading journal as they read, as these journals could be very helpful in future discussions of the text; the journals will not be collected or graded.

GRADING POLICY

PROGRESS REPORTS

Parents may access progress reports throughout the school year via Morgan's Parent Portal. Grades are updated every two weeks by teachers.

REPORT CARDS

Report cards are issued four (4) times each school year. Reports cards are mailed home and are usually issued within one week of the close of a quarter.

INCOMPLETE GRADE

A teacher may give a student a grade of INCOMPLETE (INC) whenever the teacher feels that valid, extenuating circumstances prevent a student from completing course requirements. Depending upon the severity of the circumstance, a student may be allowed from one (1) to fifteen (15) school days to complete missing work.

SEMESTER EXAMINATIONS

At the end of each semester, all students take examinations in all classes. These exams, called mid-year and final exams, are two (2) hours in duration. Specific days are set aside for these exams. Exam days are four(4) hours in length. Exams take place from 7:45 to 9:45am, and from 10:00 to 12:00pm. Students need only be present when they have an exam. At the end of each exam day, bus transportation is provided.

Students who are absent from an exam will not be permitted to make up the exam unless they present a note from a parent which states that the absence was for one of the reasons stated in I.B.1 of the *Attendance Policy*. **Students with an unexcused absence from an exam will receive a grade of zero (0).** At the discretion of the teacher, seniors may be excused from an examination if:

- A. At the end of the first semester (January), the senior has a semester average of 90 or better in the course
- B. At the end of the second semester (June), the senior has an average for that semester of 90 or better in the course

At the discretion of the teacher, underclassmen that opt to take an Advanced Placement exam may be excused from the final exam (June).

QUARTERLY HONOR ROLL

In order to qualify for High Honors, a student must earn an average of A- (10.0), and have no grade lower than a B-. In order to qualify for Honors, a student must earn an average of B (8.0), and have no grade lower than B-. A student cannot be named to either honor roll if she/he has any grade of incomplete.

RANK IN CLASS

Rank in class is cumulative and is based on data throughout the student's high school career. Course level is taken into consideration in the process and weigh grades differently for different levels. For instance, an A at Career level is equal to a B at the College Prep level which is equal to a C at Honors level. The final cumulative class rank for seniors is calculated after the first semester of their senior year.

NATIONAL HONOR SOCIETY

The Rexford H. Avery Chapter of the National Honor Society is composed of juniors and seniors who are selected by a faculty committee. To be academically eligible for the National Honor Society, a student must have a 3-year average of A- (CP level) and a GPA of 57.000 or better. To be selected, academically eligible students must present evidence of exhibiting high standards of leadership, service, and character at Morgan and in the community.

COURSE/LEVELING CHANGES

Guidance and/or administration will consider the request to override a teacher recommendation initiated by parents, and/or students, from the time students elect their courses in April until five (5) days prior to the start of school using the "Petition to Override a Teacher Recommendation" form.

Once the school year has begun, until the fifth meeting of a course, the following will take place depending on whether the class is a **core academic** class (English, math, science, social studies, world language) or an elective class. Parents or students may initiate course/leveling changes for **core academic** classes by putting in writing the reason(s) for the change and by signing a "Request for Change of Schedule" form. Course/leveling changes will then be allowed if there is agreement among the parent/guardian, the teacher, the department head, and the counselor that the student is in the wrong course or is misleveled. Should these individuals be unable to agree, the matter will be referred to administration for a decision and that decision will be final. **Elective course** changes will not require the "Request for Change of Schedule" form.

Once the fifth class period has passed, course changes will not be permitted unless there are extenuating circumstances. After the second semester begins, course/leveling changes will be handled in accordance with the procedure utilized at the beginning of the school year for semester courses only.

If a teacher, at any time, feels that a student has been inappropriately placed, he/she should notify the student's counselor immediately.

Note: Students are not permitted to drop courses below a total number of six (6) courses per semester. In rare medical, special education or 504 situations, administration is permitted to approve a drop below six credits.

SUMMER SCHOOL AND TUTORING

Students who have failed a course may make up the work and earn graduation credit by attending any regular, recognized summer school. Work done during the summer will be averaged with the grade received during the school year to obtain a revised end-of-course grade. The school-year work will comprise 4/5ths of the grade and the summer work 1/5th of the grade. In order to qualify for summer school study or tutoring for credit, the student must have received at least two quarters of passing work in a full-year course, one quarter of passing work in a semester course, and have taken the final exam in the course.

The following are the minimum credit requirements for grade placement: Senior-----**16** credits; Junior-----**10** credits; Sophomore--**5** credits

BOARD OF EDUCATION POLICY RELATIVE TO THE MORGAN SCHOOL DIPLOMA

1. In order to graduate from The Morgan School, students must earn at least 23 credits.
 - A. Minimum requirements for The Morgan School diploma are:

English	4 credits	Computers	1.0 credit
Mathematics	3 credits	Health	1.0 credit
Science	2 credits	Physical Ed	1.0 credit
Social Studies	3 credits	Electives	6.5 credits
(including .5 credits in Civics and 1 credit in U.S. History)		Arts or Vocational Education	1.0 credit
		Freshman Course	.5 credit
 - B. Unless excused in writing by a doctor, a student must take and pass physical education each year while enrolled at Morgan. Requests to be medically excused from participation in physical education must be

submitted to the school nurse before any physical education class is missed.

2. To receive an honors diploma from The Morgan School, a student must follow the honors sequence for all four years.
3. Any student who has not completed the credits necessary in the required subjects for high school graduation will not be allowed to participate in the formal graduation exercises.
4. To graduate from The Morgan School, a student must have earned a minimum of 23 credits and pass the *Junior Portfolio Exhibition*.

JUNIOR PORTFOLIO EXHIBITION

All students will need to complete a *Junior Portfolio Exhibition* as part of their graduation requirement. The Junior Portfolio is designed to accomplish three tasks:

1. Help students identify and reflect on their learning and personal growth
2. Engage students in publicly presenting and explaining their learning
3. Collaboratively set goals for students' next stage of learning

In the fall of junior year, students at Morgan will present to a panel of Morgan community members their progress toward achievement of the school's academic expectations.

TRANSFER TO ANOTHER SCHOOL

Students should always apply at the counseling office for an official transfer form and, at the same time, return all Morgan School property. When these requirements have been met, a transcript of grades will be forwarded to the new school.

WITHDRAWAL FROM SCHOOL

If a student must withdraw from school, she/he should do so through the guidance office. All books and equipment must be returned at this time. Teachers will not sign the withdrawal form until all materials have been returned or paid for by the student.

DRESS CODE

In order to maintain an environment conducive to the educational process, The Morgan School **prohibits** the following garments from wear during the academic school day:

- a. Shirts and/or blouses which reveal the abdomen, chest, or undergarments.
- b. Shorts, miniskirts, or pants which reveal the upper thigh or undergarments.
- c. See-through clothing, tube tops or 'spaghetti strap' tops or clothing designed as sleepwear.
- d. Attire or accessories which depict logo or emblems that encourage sexually implicit messages, the use of drugs, tobacco products, or alcoholic beverages.
- e. Attire or accessories which contain overtly offensive or disruptive writing or pictures likely to unduly disrupt the educational environment, or which constitute "fighting words". This includes any images of weapons as defined by Clinton BOE Policy 5114.1.
- f. Head coverings of any kind, including but not limited to scarves, bandannas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps, or hoods. Any head covering worn to school, needs to be put away upon arrival into the building. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy.
- g. Footwear which mars floors or is a safety hazard.

- h. Sunglasses, whether worn or carried.
- i. Spiked or studded accessories, oversized or multi-finger rings, oversized metal belt buckles, or any clothing item that may present a safety hazard to the student, other students, or staff.
- j. The administration has the right to deem other items inappropriate if they are considered a safety hazard or distraction to the educational practice.

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

Students who fail to comply with The Morgan School policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the board of education's policy on student discipline .

ACADEMIC INTEGRITY

Students attending The Morgan School are given many opportunities to develop independent learning and study skills. One of the goals of The Morgan School is to develop in students the importance and value of being able to work independently and to conduct academic and scholarly investigations.

All work submitted by a student should be a true reflection of her/his own effort and ability. If the work submitted to the teacher is not, then the student has violated this policy and the principles concerning the importance of honesty and integrity.

Cheating is the practice of misrepresenting the work a student does by obtaining work done by someone else and submitting that work as a student's own, or having prior access to specific questions for which a student will be held accountable on an exam, quiz, daily assignment, or project. This definition also includes a student that helps another student in either of the

above circumstances unless permission has been given by the teacher.

Acts of cheating include, but are not limited to, the following:

- claiming credit for work that is not the product of a student's own honest effort
- gaining unwarranted access to materials or information so that credit may be dishonestly claimed by others
- surreptitiously using or hiding materials or information
- plagiarism (copying without giving credit)
- using old exams, test, quizzes, projects, and answer keys to copy or memorize specific questions and answers
NOTE: Tests that are permanently returned to students by the teacher, and are the property of the student, are exempt from this rule.
- using study aids not permitted by the teacher
- providing information to, or seeking information from, another student regarding material that is on an exam, test, quiz, or project
- submitting school work that does not reflect a student's own work, including homework
- knowledge of or tolerating any of the above

Any behavior that can be defined as cheating represents a violation of the mutual trust and respect essential to the educational process at The Morgan School. Consequences for cheating and/or plagiarism shall be academic in nature unless incidences that are major require disciplinary action. Consequences for cheating will take into account grade level of the student and the severity of the misrepresentation.

FIELD TRIPS

Field trips may be scheduled for educational, cultural or extracurricular purposes. All field trips must be approved by the principal **at least two weeks** prior to the date of the trip. Field trips which involve out-of-state travel must also be

approved by the superintendent of schools. If trips involve travel which is out of the country, they must be approved by the board of education at least one month prior to the date of the trip.

All students participating in any field trip must submit a completed, signed, parent/guardian permission slip. The form must indicate any medical conditions. These forms must be submitted to the health office one week prior to the date of the trip. NO STUDENT WILL BE ALLOWED TO PARTICIPATE IN ANY FIELD TRIP UNLESS THE PERMISSION SLIP IS SUBMITTED IN ACCORDANCE WITH THE ABOVE PROCEDURES.

If a student participating in a field trip has any medical conditions that may require specialized medical treatment or assistance, that student must be able to provide a person to accompany the student trained to administer the treatment or that student will not be able to participate in the field trip.

Any student whose behavior is considered detrimental to the well being of other students may be ineligible to participate by the principal or the assistant principal. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity.

COUNSELING SERVICES

The developmental guidance program is an integral part of the total educational program and is provided to assist students in learning to learn, in learning to live in society, and in learning to earn a living. Comprehensive, systematic and developmental activities are carried out to help students learn about themselves, to improve decision making skills, and to cope with change.

There are four components of this model:

1. **The Guidance Curriculum** focuses on decision making,

- goal setting, peer relationships, self-awareness, career awareness, world of work, labor-market information, educational and career planning.
2. **Individual Planning** is designed to help all students plan, monitor and manage their own learning, personal, educational and career development. With their counselor, they will develop, analyze and evaluate their plan.
 3. **Responsive Services** are reactions to the immediate needs and concerns of individual students whether these concerns involve educational interventions, individual or group counseling, crisis intervention, consultation or referral.
 4. **System Support** is the support the guidance program gives to other school programs such as: Morgan Student Assistance Team, Crisis Management Committee, and Planning and Placement Teams to help administrators and teachers identify student needs.

These components support the three broad domains of student development and a student's success plan:

- The **Academic** domain helps students get the most out of each learning situation
- The **Social/Emotional** domain assists students in the development of skills in relating to one another and the development of a strong, positive self-concept
- The **Career** domain includes the development of a positive attitude toward work and the development of skills to assist in the transition from school to work

All students have access to their guidance counselor as needed. Counselors also initiate appointments with students. The guidance office is open 7:15am until 2:45pm daily. Students may use the reference area in the guidance office to do career and college research via computers and reference books. *Naviance Family Connection* is an Internet-based resource The Morgan School guidance department utilizes to access self-discovery assessments, explore career options, conduct college

searches, and set personal, academic and career goals. With this information, students will create their own Student Success Plan, which is updated year by year to account for natural changes in interests and ability. Through this program, the guidance department can deliver messages to students and families, as well as send recommendations, transcripts, and school profiles to participating colleges.

THE COUNSELING INTERVIEW

Counseling is based on student/counselor relationships in which the student has the freedom to express his/her ideas and feelings. The student is encouraged to seek information and examine alternatives before deciding on a course of action. Counseling seeks to help students assume responsibility for making their own decisions and plans.

Counseling interviews are confidential EXCEPT when a student discloses anything that could be harmful or life threatening. Procedures have been developed for dealing with crisis situations. Those may include a referral to a social worker, school psychologist, or administrator.

TRANSCRIPT REQUESTS

All students who apply to colleges, to technical schools, for scholarships, or for jobs after high school will need an official copy of their high school transcript.

Official transcripts are mailed directly from the guidance office to the requesting institution. It is the student's responsibility to fill out a TRANSCRIPT REQUEST FORM (available in the guidance office or online) and give it to the guidance secretary ten (10) school days prior to the college application deadline.

SOCIAL WORK SERVICES

Morgan's social worker is available for interviews with students who need help with problems of adjustment in school

and with problems which need not be academic in nature. They are well acquainted with and can refer students to other community resources which are set up to help high school students with diverse problems. Students may request an appointment by leaving a note in the social worker's mailbox located in the main office.

Should a student feel the need for help with a personal problem, either school or home related, or that his/her parents would benefit by talking with a social worker, he/she should feel free to contact the school social worker. It should be noted that strict confidentiality is always maintained as it concerns information offered by the student during his/her interviews with the school social worker.

EXTRACURRICULAR ACTIVITIES

ACADEMIC ELIGIBILITY REQUIREMENTS

1. To be eligible for extracurricular activities at The Morgan School in the first marking period of a school year in grades ten through twelve, a student must have received at least five credits toward graduation by the end of the preceding school year.

In addition, during a school year in grades nine through twelve, a student must have received passing grades in at least five (5) subjects in the first, second, or third quarter to be eligible for extracurricular activities in the second, third, and fourth quarter respectively.

Graduation credit earned during the summer by any regularly approved board of education procedure will be accepted for the purpose of determining the eligibility of students desiring to participate in extracurricular activities in the first marking period of a school year.

When may a student who is ineligible become eligible?

If, on the day grades officially close, the teachers of a student

who is ineligible indicate, in writing, the student's quarter grade and if the number of courses passed totals or exceeds five, (one of which may be health **or** physical education) and the director of athletics or activity supervisor certifies this information, then that student becomes eligible to begin practicing in athletics or participating in activities. The student athlete will become eligible to participate when, according to CIAC regulation I.B.4, "*the official date on which the school requires grades to be distributed to students or on the tenth school day following the closing of grades, whichever comes first.*"

2. In order to participate in athletics or any other extracurricular activity, students must be in attendance at school for a minimum of four (4) hours on a full day or two (2) hours on a half day in order to participate in a game, practice, or any extracurricular activity. If students go home ill, they may not participate even if they have been in school for the minimum number of hours. Absences not related to illness and excused by the school administration do not prohibit a student from participating. Any student assigned to in-school or out-of-school suspension is prohibited from participating in practices, games, or activities on those days.
3. Administrative discretion will apply in all cases where students are requested to be released from class. The general practice will be that students will be released only when administration judges that such a release is in the best interest of the students and the school.
4. Every attempt will be made to see to it that students are released from evening practices/rehearsals by 9:30 p.m. Administrative discretion will apply in all cases where limits must be set on the time when students are released from evening practices.
5. Students who are on suspension will not be eligible to participate in athletics or other extracurricular activities while on suspension.

Upon entering the ninth grade (regardless of school or educational setting), a student will have eight (8) consecutive semesters of athletic eligibility. A student's athletic eligibility will end when (a) the eight consecutive semesters of eligibility have been exhausted, or (b) a student turns twenty (20) years of age. Student athletes who have semester eligibility remaining, will be allowed to compete during the year on which they will turn age 20. However, they will not be permitted to tryout, practice, or compete on a team during the published season dates when they reach age 20.

6. Students who would normally matriculate at The Morgan School, but who have decided instead to attend a Connecticut State Department of Education approved Charter School, Magnet School, Regional Cooperative School, or Inter-District Satellite School, may participate in extracurricular activities at The Morgan School if their alternative school does not offer ANY cocurricular or ANY INTERSCHOLASTIC ATHLETIC PROGRAMS.

These students shall have to meet the academic standards set forth in #1 above in order to be eligible to participate in any cocurricular or interscholastic athletic activity at The Morgan School. Students wishing to participate in cocurricular or interscholastic athletic activity under this policy must present a certified record of their alternative school attesting to the fact that they (1) have earned at least five credits in the previous school year to establish first quarter eligibility, or (2) have earned passing grades in at least five credit-bearing classes, quarters 1, 2, and 3 to establish eligibility in 2, 3, and 4.

A report card showing grades and credits or a transcript showing grades and credits can be used to establish academic eligibility under this policy.

FUND RAISING

1. Fundraising activities will be classified in two specific categories:
 - a. Soliciting - Students selling a specific item through direct sales (i.e., magazines, etc.)
 - b. Non soliciting - That type of fund raiser where the buyer must pursue the service or item (i.e., bake sale, car wash)
2. "*Class Sales*" of a soliciting nature will be limited to a fall and/or spring sale in the freshman year, or by the approval of the administration.
3. "*Annuals*" such as play production, band and chorus exchange trip, yearbook, AFS, and Special Education will be fixed on a yearly calendar.
4. All fundraisers, other than the above stated, must be requested, in writing, for prior approval. Requests will be directed to the principal. There will be no more than three fundraisers of any nature in a given month.
1. Sales activities of a non-solicitous nature held off school grounds may be approved by the principal without monthly limitations.
6. There will be no soliciting in school.
7. Students are requested to have no more than \$10 in cash with them at any given time during the school day. If larger sums of money are needed for purchases, it must be in the form of a check.

CLUBS

Student participation in all club activities is on a voluntary basis. The following clubs are available to students this year.

Amnesty International.....	Mrs. Chausse/ Mrs. Cozzolino
Anime Club.....Mr. Ferace
Art ClubMrs. Leiss
Drama Club.....Mr. Lampe
High School BowlMr. Bergman
Interact Club.....Ms. Iverson
Literary Magazine.....Ms. Frydenborg
Math Team.....Mrs. Davis
Mock Trial.....Ms. Russell
Model UN.....Ms. Russell
Morgan Musical TheaterMr. Lampe
Morgan React.....Ms. Edwards
Paw Print.....Mrs. Chausse
Peer Advocates.....Ms. Pinnette
Political Club.....Mr. Bergman
Student Council.....Mrs. Luther
Yearbook.....Mrs. Robinson

ATHLETICS

PERMISSION

Prior to engaging in a practice or game, students must have the permission to participate in athletics from a parent or guardian.

PHYSICAL EXAMINATION POLICY

For participation in athletics, all students in grades 9 thru 12 are required by the Clinton Board of Education to have a physical every thirteen months. This physical must be documented on the State of Connecticut Department of Education Health Assessment Record (form H-002) which can be downloaded from the district website at https://www.clintonpublic.net/UserFiles/Servers/Server_198360/File/Departments/Health%20Services/HealthAssessment.pdf This form will need to be returned to the health office before any student will be allowed to try out, practice, or compete in any sport.

CONDUCT OF PLAYERS AND SPECTATORS

When students are visiting another school for an athletic contest, it is expected that they will conform to the rules and regulations of that school and that they shall act in such a manner as to bring credit to themselves and to The Morgan School.

Proper sportsmanship is expected of spectators at athletic events. Inappropriate language or behavior, unruliness or unsportsmanlike behavior will lead to offenders being escorted out of the playing area and suspended from attending two (2) games. Repeat offenders will be banned from attending all games for the remainder of the season or one month, whichever is greater. A third offense will cause suspension from all athletic activities for a year.

USE OF ATHLETIC EQUIPMENT

All players are supplied with equipment for all athletic contests. It is the player's responsibility to take care of her/his equipment and she/he shall have to pay for any equipment which is lost. Abusive use of any type of athletic equipment will not be tolerated.

LETTERS AND AWARDS

Letters and awards are given for the following sports:

<u>WOMEN</u>		<u>MEN</u>	
Basketball	Soccer	Baseball	Lacrosse
Cross Country	Softball	Basketball	Soccer
Field Hockey	Tennis	Cross Country	Tennis
Golf	Indoor Track	Football	Indoor Track
Volleyball	Outdoor Track	Golf	Outdoor Track
Lacrosse	Fencing	Wrestling	Fencing

The initial award for participation in an activity shall be a letter. Each subsequent award in the same sport shall be a pin designating the sport. A student in the third year of a given sport shall receive a gold bar, and in the fourth year of the same sport, a gold star. In addition, The Morgan School presents an award to the outstanding athlete in each sport as well as to the female and male scholar athlete.

MAKE-UP WORK vs. TEAM PRACTICE

All makeup work and detention will take precedence over team practice and participation in all sports. School work is compulsory while athletics are voluntary.

CANCELLATION OF ATHLETIC CONTESTS

Whenever a regularly scheduled school day has been canceled, there will be no athletic contests, practices, or events related to athletics on that day.

CONDUCT OF STUDENT LEADERS

Students are encouraged to seek and assume leadership positions in student government, athletic teams, and extracurricular activities. Being selected as a student leader is a high, personal honor, and carries with it much responsibility. Leaders must exhibit outstanding scholarship, demonstrate a positive and caring attitude toward others, and exemplify the traditions and values of The Morgan School. Failure to comply with any of the above expectations may result in removal from the leadership position.

HEALTH SERVICES

School health services are provided under the direction of the school medical advisor, Dr. Eileen Lawrence. The school health program is governed by medical standing orders and school

health policies approved by the school medical advisor, the Board of Education, VNA Community Health Care, and the school district administration and is operated by a cadre of registered nurses and health-room aides.

The nurse or the health aide is scheduled to be in the health office from 7:30am to 2:30pm each day. The phone number for the health office is 860.664.6574. A student wishing to see the nurse during the school day must first obtain a pass from his/her teacher.

ALLERGIES

Parents should notify the school nurse of a student who has any allergies, especially if the student is allergic to bee stings, insect bites, or food products.

Pursuant to Public Act 14-176, schools are required to maintain epinephrine in cartridge injectors to be administered as emergency first aid to students who experience allergic reactions when the student does not have a prior written authorization of parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine. Public Act 14-176 provides that epinephrine may be administered on an emergency basis by a school nurse or if the school nurse is absent or unavailable, by a qualified school employee who has completed the training program required by the statute.

If you do not want your child to be given epinephrine in an emergency, please notify the school nurse in writing.

ILLNESS AT SCHOOL

If a student should become ill while at school, permission should be secured from the teacher to go to the health office. Under no circumstance is the student to leave the building

without permission. Parents or friends are not to be telephoned by a student without first being seen by the nurse or her aide, who will then decide whether the student should remain in school or be dismissed by a parent/guardian. A student must be signed out by a parent or guardian in the health office and then must report to the main office.

If a student has driven to school, and becomes ill during the school day, permission must be given by a parent/guardian, via phone [860.664.6574] for that student to drive home. The student must return the dismissal form to the main office, signed by a parent or guardian, upon return to school.

A student **will not** receive a dismissal from the school nurse if the student notifies a parent by cell phone outside of the health office. Cell phones are **not** permitted to be used during school hours and the school nurse must evaluate the health-related situation in the health office.

To assure a speedy, uncomplicated recovery and to protect other students, a child with symptoms of illness should be kept at home. A child with a temperature of 100 degrees or higher or other symptoms of acute illness, such as diarrhea or vomiting, shall be excluded from school. **A child should be kept home until his/her temperature has been normal for 24 hours.**

HEALTH SCREENING

Various health screenings take place in school and are performed according to the following schedule:

Type Screening	Which Students	Grade Level
Vision	All Students	K, 1, 3-5
Audiometric (hearing)	All Students	K, 1,3-5
Postural	Female students in grades 5&7 Male students in grade 8 or 9	

PHYSICAL EXAMINATIONS

Clinton Board of Education Policy and Connecticut State Law, Section 10-206c, require a physical examination conducted by a family physician for all students prior to entering kindergarten, seventh grade and eleventh grade. Examinations completed after January 1 of your child's fifth or ninth grade year that are submitted to the school nurse on the state-issued blue Health Assessment Record are valid to complete this requirement. Students may not attend classes until all paperwork is completed and received by the school nurse.

IMMUNIZATIONS

Connecticut law requires that a child be adequately immunized before being permitted to enter school and mandates that any student not enrolled in an immunization program, not adequately immunized, and/or who fails to qualify for an exception status shall be excluded from school until such time as the requirements have been met.

MEDICATIONS

Medications such as pills, drops, inhalers, ointments, etc. are not to be carried on a student's person or left in a desk. Prescribed medications must be in the original container from the physician or pharmacy. Prescription or over-the-counter medications to be taken by a student in school must be given by a parent to the nurse or principal with a written authorization as described below:

The "State of Connecticut Department of Public Health Religious Exemption Statement" and the "Connecticut Department of Public Health Medical Exemption Certification Statement" forms can be obtained through the child's physician or the Morgan health office. Forms will not be accepted without appropriate documentation.

The nurse maintains a supply of Tylenol/acetaminophen which she may dispense per standing order by the medical

advisor to a student without written authorization from a physician if the back of the yellow emergency card is signed by the parent. A student is allowed Tylenol/acetaminophen only five times per school year without a doctor's order. Motrin/Ibuprofen is NOT dispensed without a doctor's order.

MEDICAL EXCUSE FOR PHYSICAL EDUCATION

If a student has been injured or becomes ill during the school day and must be excused from physical education, the school nurse may excuse the student from physical education that day. PE restriction beyond that day must be written by the student's physician. Classes missed as a result of a medical excuse must be made up.

MAKE-UP WORK POLICY

Upon the return of students to school, they must see all of their teachers to determine what material they missed in order to bring their work up-to-date promptly. Tests or quizzes that are to be made up should be taken within three (3) school days of the students' return unless unusual circumstances exist.

Students who miss class(es) due to tardiness to school are responsible for turning in all assigned work that day and may be required to make up any missed tests or quizzes.

PHYSICAL EDUCATION INFORMATION

Regular attendance is expected of *all* students. You must obtain two (2) credits in combined P.E./Health in order to graduate, unless medically excused.

The physical education program is based on an elective system. By their nature, some activities may lead to more aggressive play. Students should be aware of this in signing up for various activities. If you are absent from physical education, with a valid excuse, you are still required to make up the class in order to complete the class requirement.

MEDICAL EXCUSE

If a student has been injured or is ill during the school year and must be excused from physical education, a note must be submitted at the onset of the “medically excused” period. This note will cover a two-week period and must be signed by a physician. Should there be a need for an extension, the doctor must fill out a “*Physical Education Medical Excuse*” form (which can be obtained at the health office) and advise in what type of limited program the student may participate.

Failure to provide a doctor’s written excuse will result in failing that marking period. Retroactive excuses will not be accepted.

EVACUATION DRILLS

Evacuation drills are scheduled on an irregular basis. All teachers and students should react quickly, quietly, and in an orderly fashion to the fire signal (an alarm that rings continuously during the alert) and leave the building through the fire exit posted in each classroom. If a person is in the hall at the time the alarm sounds, she/he should leave the building by the nearest exit. An administrator will signify that the drill is over and all students will return to their regularly scheduled classes or study hall.

EVACUATION PLAN FOR HANDICAPPED PERSONS

For the purposes of this plan, a handicapped person is anyone who, because of a physical disability (temporary or permanent), might have difficulty in evacuating the building at the pace the school population is moving. This inability could cause harm to the student or staff member and/or others by causing congestion leading to an accident.

Schedules of all mobility-handicapped students and staff will be kept in the main office as well as in the guidance office so that the individual’s scheduled location will be available to fire

emergency personnel and other emergency personnel.

If handicapped students are assigned to a teacher at the time of an emergency, the staff member should remain with the students and assist them to evacuate in the safest manner possible.

If handicapped students are not assigned to a teacher at the time of an emergency, the nearest staff member should take charge and follow the procedures in the previous paragraph. This is most likely to occur during passing time.

In the case of handicapped staff members, the nearest staff member should remain with them and assist them to evacuate in the safest manner possible.

BOMB THREATS

In the event of a bomb threat, written or verbal, within the confines of a Clinton school, the building principal or her/his designee shall have the discretion of evacuating the students and staff from the building or not. Busses may be ordered upon the recommendation of the building principal, the superintendent of schools, or her/his designee, to transport students home. If school time is lost, it shall be made up at the discretion of the superintendent.

LEARNING COMMONS

The learning commons (library) is open to all students and faculty daily from 7:30am to 2:40pm. The learning commons may be used for study, reading, and independent work, as well as group projects.

CIRCULATION

1. *Books* - two weeks with renewals.
2. *Magazines* - do not circulate. Copies of materials can be obtained at a minimal charge.
3. *Reference Books* - do not circulate. Copies of material can

also be obtained at a minimal charge.

USE

All students reporting to the learning commons are required to remain there until the end of that period unless otherwise specified. Out of consideration for others, it is requested that conversation in the learning commons be kept to a minimum. Your cooperation is essential if everyone is to benefit from the information and services available in the learning commons.

CAFETERIA

The Morgan School cafeteria is operated on a non-profit basis. The lunch period is divided into three sections so that each student will have sufficient eating time and space. Students will be informed at the beginning of the school year as to which lunch section they have been assigned.

Students are prohibited from ordering food for delivery to The Morgan School during school hours.

CONDUCT DURING LUNCH PERIODS

1. All students must be in the cafeteria at the beginning of their lunch period, and may not leave until their lunch period has ended.
2. All food must be eaten in the cafeteria or in an approved location. Students should cooperate on keeping the cafeteria clean by disposing of all papers and/or garbage in the trash cans provided. It is only courteous to provide a clean table and cafeteria for those students who eat later lunches. Lunch should be a pleasant time to visit friends and to relax before your next class. Respect your classmates by helping make their lunch time an equally

pleasant experience.

3. Stealing food from the cafeteria may result in either school suspension and/or arrest.
4. Before exiting the cafeteria, students will be asked to clean the area in which they were sitting. The last student to leave a table area will be responsible for its cleanliness.
5. Anyone throwing food in the cafeteria may be suspended for up to ten (10) school days.

STRUCTURED STUDY PERIODS

All study periods meet in individual classrooms where attendance is taken. Students are expected to work quietly on school work.

SENIOR PRIVILEGE

Seniors who are deemed to be in good standing by the administration from the previous quarter and have their parents' permission, may be excused from first or last period study hall attendance. Students must fill out a **Senior Privilege Form** and have it signed by their parent/guardian.

MOVEMENT THROUGH THE HALLS

Students must sign out and sign in to travel through the halls. Students who misuse/overuse the sign out process may have restrictions placed on this privilege.

LOCKERS

Lockers are the property of the Clinton Board of Education. They are assigned for student convenience. Students are responsible for the security of locker contents (personal and school-owned items which are issued to them). Access to lockers after school is limited. Students should be sure to get anything they need from their locker at the close of school.

The Morgan School reserves the right to, with reasonable cause, search any locker if the locker is thought to contain materials that may be injurious or illegal. The discovery of dangerous or illegal materials, or items which violate school policy, shall be reported to parents, the superintendent of schools, and/or the Clinton Police Department as deemed appropriate.

STUDENT DRIVING AND PARKING

The following procedures will be used:

1. Students may park in either the North or the South parking lot.
2. Students must fill out a parking-permit form which needs to be signed by a parent and returned to the main office. To obtain a permit, a non-refundable fee of \$10 must be paid.
3. Students will be given a hang tag that must be displayed. There are no assigned parking spots.
4. Visitor parking is designated for **visitors only**. Students will be fined \$25 if caught parking in a **visitor** spot and risk losing their parking privileges.
5. Student cars not displaying a valid parking permit, or parking in NO PARKING areas, FIRE LANES, staff spaces, or visitor spaces, will be ticketed.
6. Violation of the parking rules will result in a loss of parking privileges.
7. The Morgan School reserves the right to have cars parked at The Morgan School searched by appropriate authorities if there is reason to believe that the car contains illegal or dangerous items. The discovery of such items can result in disciplinary action as well as referral to the police.

GENERAL INFORMATION

MAIN OFFICE

The main office is open from 7:00am until 3:00pm each school day.

LOST AND FOUND

Lost and found articles may be recovered in the main office.

INSURANCE

The school annually makes available to all students an accident insurance policy at a very minimal rate. It is recommended that all students purchase this policy to cover accidents which occur during school time and cannot be covered by the school's liability insurance policy.

WORKING PAPERS

Working papers are available through the main office. Individuals sixteen and seventeen years of age, and who present a *Promise of Employment* form properly signed by the hiring person/company and official proof of age, either a birth certificate, driver's license, or baptismal certificate will be issued working papers. Individuals must personally apply for these papers. Papers are issued during regular school hours.

VISITORS

Except for unusual circumstances, no visitors will be allowed at The Morgan School during the school day. If a prospective student wishes to visit the school, a written request must be presented, in advance, to the guidance department chair by a parent/guardian of the prospective student. [Note: Only one visit is allowed for a prospective student.]

NO-SCHOOL/EARLY-DISMISSAL ANNOUNCEMENTS

No-school announcements are made sometime between 5:30 and 8:00am via an auto phone system. Information about school closings, delayed openings, or early dismissals can also be found at the following locations:

Internet: www.clintonpublic.net

TV: WTNH Channel 8; WVIT Channel 30; WFSB Channel 3

DETENTIONS

Students are required to report to detentions assigned them by their teachers. Failure to report to a teacher detention will result in the assignment of one or more office detentions. Failure to report to office detentions will make the student liable for in-school suspension. Office detention is held Monday thru Thursday from 2:10 until 2:55pm.

CELL PHONE POLICY

Cell phone use and text messaging easily becomes distractions to the educational process. Morgan's classroom cell phone policy is "**OFF AND IN CELL PHONE HOLDERS**". **[NOTE:** ...unless a teacher determines the need for students to use their phones for educational use in the classroom.] Students are required to store their cell phones in the classroom holders during each class period. During passing, study hall, and lunch, students may use their phones.

- **First offense:** Student refusal to turn in cell phones to teachers in the classroom is a violation of school rules and students will be subject to disciplinary action
- **Second offense:** Parent/guardian must pick up phone
- **Third offense:** School keeps phone until end of whatever quarter offense occurs

In addition, multiple cell-phone violations will result in progressive disciplinary action.

In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capacity to take photographs of any kind. Students found to be using any electronic communication device are in violation of board of education policy and school rules and shall be subject to disciplinary action. Further, a student may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that cause substantial disruption

to school operations or interferes with the rights of other students or staff members.

The sending, sharing, viewing or possessing of pictures, emails or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited in the school setting and can result in action taken by both the school and the police.

ELECTRONIC DEVICES (IPOD's, Electronic Games, I-Phones, Etc.)

Student use of electronic devices such as IPOD's and other personal electronic devices will be at the discretion of the teacher. Students are not to have earplugs in their ears during the school day unless permitted by the teacher. Students' failure to follow teacher expectations will be subject to disciplinary action.

DISCIPLINE STATEMENT

The main purpose of a code of behavior in a school setting is to maintain an atmosphere which is conducive to learning and allows for maximum study, education, and safety. Any conduct which hinders this aim will be considered an infraction of our behavior code and will be dealt with accordingly.

DEFINITION OF CONSEQUENCES

- A. **Warning**—notation of the infraction is recorded via the discipline referral process and kept on file for future reference.
- B. **Detention**—a silent study period held after school (2:15 – 2:55pm.)
- C. **Parent conference**—notification of the infraction to the parents (including, but not restricted to a note, phone call, meeting, or e-mail and a discussion of the school's behavior expectations and disciplinary consequences.

- D. **Police referral**—when appropriate and/or necessary.
- E. **In-school suspension**—removal of the student from all school-time interactions for a designated number of days.
- F. **Out-of-school suspension**—removal of the student from school for a specific period of time. Students who are under suspension are prohibited from being on school grounds or attending extracurricular activities.
- G. **Expulsion**—removal of the student from the school rolls. Expulsion requires administrative recommendation to the superintendent of schools and board of education approval.

INFRACTION CHART

	INFRACTION	MINIMUM PENALTY	BEYOND MINIMUM
1	Inappropriate cell phone use	Confiscation-Returned at end of school day (1 st offense) Confiscation-Parent must pick up phone conference (2 nd offense) Confiscation-Returned at end of quarter (3 rd offense)	In-school Suspension Suspension
2	Dress Code	Clothing adjustment Parental notification (Conference required)	Detention(s) In-school Suspension Suspension
3	Alcohol/drug/mood altering substances; Possession, consumption, under the influence and/or sharing.	Confiscation Authorities notified Referral to MSAT Suspension	Recommend to Board for expulsion
4	Assault	Suspension Authorities notified; parents notified	Recommendation for expulsion
5	Cheating, plagiarism, forgery	Academic penalty—zero for work Detention(s) Loss of awards/honors	In-school Suspension Out-of-school suspension Parent

		Parent notification	conference
6	Disruptive/unacceptable behavior	Detention(s) Teacher notification of parents	Suspension
7	Cutting class/leaving class without permission	1 st cut-Teacher detention. 2 nd cut-In School Suspension Unexcused Absence Restricted pass list Zero for work	Suspension Loss of credit (3 rd cut) Parent notification
8	Tardiness to school	Warning 3 ^{ed} offense Detention	In-school Suspension
9	Leaving building/grounds or school event without permission	In-school suspension	Out-of-school Suspension Loss of parking privileges
10	Fighting or threatening behavior	Suspension Authorities notified Parent notification	Recommend to Board for expulsion
11	Gambling	Detention(s)	In-school Suspension Out-of-school suspension
12	Harassment/ Bullying	Detention(s) Review of harassment complaint policy Authorities notified (when appropriate) Parent notification	Suspension Authorities notified Parent notification Recommendation to Board for expulsion
13	Insubordination	Detention(s) Parent notification	In-school Suspension Out-of-school suspension
14	Cafeteria disruption	Cafeteria clean up Detention(s); Parent notification	In-school Suspension Removal from cafeteria
15	Smoking or use of smokeless tobacco/e-cigarette	In-school suspension Parent conference and issuance of fine or summons by authorities	Recommendation to Board for expulsion.
16	Possession of tobacco or tobacco products to include	Confiscation In-school Suspension and issuance of fine or summons by	Parent conference Suspension

	smokeless nicotine devices (e-cigarettes).	authorities	Recommendation to Board for expulsion
17	Theft of school or student property	Restitution Authorities notified Parent notification Suspension	Suspension Recommendation to Board for expulsion
18	Misuse of school computers, Internet or software	Detention(s) Loss of privileges Parent notification	In-school Suspension Out-of-school suspension
19	Threatening gestures or language, profanity	In-school Suspension Authorities notified (when appropriate); Parent notification	Fine by Authorities Suspension Recommendation to Board for expulsion
20	Truancy	In-school Suspension Parent notification Zero in missed classes Authorities notified	Suspension
21	Unauthorized entrance into building or area	Detention(s) Parent notification	In-school Suspension Authorities notified
22	Tampering with school documents	Detention(s) Parent notification	Suspension
23	School transportation disruption	Detention(s) Parent notification	In-school Suspension Suspension Removal of privileges Authorities notified
24	Vandalism	Restitution Detention(s) Authorities notified; Parent notification	Suspension Authorities notified Recommendation to Board for expulsion
25	Possession of weapons/dangerous instruments	Confiscation Authorities notified Suspension Parent conference prior to school return	Recommendation to Board for Expulsion
26	Reckless driving on school property	Detention(s) Authorities notified; Parent notification	Suspension Removal of driving privileges

Infractions are not all inclusive. Behavioral records will be maintained. Systemic misbehaviors will be documented and discipline will include all behaviors up to, but not including, expulsion.

SAFE SCHOOL CLIMATE PLAN

The Board is committed to creating and maintaining a safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following *Safe School Climate Plan*, consistent with state law and Board policy. This plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for preventing, intervening, and responding to incidents of bullying.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or school staff.

I. Prohibition Against Bullying and Retaliation

- A. The Board expressly prohibits any form of bullying behavior on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (I) creates

a hostile environment at school for the student against whom such bullying was directed, (II) infringes on the rights of the student against whom such bullying was directed at school, or (III) substantially disrupts the education process or the orderly operation of a school.

- C. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- D. Students who engage in bullying behavior in violation of Board policy and the *Safe School Climate Plan* shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

Definition of Bullying

- A. **"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 school in the same district that:
 - 1. causes physical or emotional harm to such student or damage to such student's property
 - 2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property
 - 3. creates a hostile environment at school for such student
 - 4. infringes on the rights of such student at school, or
 - 5. substantially disrupts the education process or the orderly operation of school
- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived

differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

- C. For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school (or principal's designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

Responding to Verified Acts of Bullying

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding **not later than forty-eight hours** after the investigation is completed.
- B. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed.

Notice to Law Enforcement

If the principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement.

Procedures for Reporting and Investigating Complaints of Bullying

- A. Students and parents (or guardians of students) may file written reports of bullying. Such reports may be filed with the building administrator.
- B. Students may make anonymous reports of bullying to any school employee. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation.
- C. Bullying behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying”, as defined above, will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint.

FIGHTING

Under no circumstances is fighting permitted at The Morgan School. All participants in a fight will be suspended from school on an equal basis. In addition to notifying parents or guardians, the Clinton Police Department will also be notified. Students who fight may be subject to arrest.

DRUGS AND ALCOHOL

The use, possession, sale or distribution of drugs, drug paraphernalia and/or alcoholic beverages are strictly prohibited at any time on the school premises or at any school-sponsored activity. In the event that the student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, his/her parent(s) will be contacted, she/he will be suspended from school (in accordance with regulation), referred to the appropriate treatment agency, and considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, she/he will be referred to the police department.

SMOKING

At no time is **anyone** permitted to smoke any tobacco or nicotine product (e-cigarettes) in the building or on the grounds of The Morgan School as per Clinton Board of Education Policy 5131.6. Those under 18 will be referred to the Student Resource Officer.

OFF-SCHOOL MISCONDUCT

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

LOITERING

Visitors on legitimate business are to report to the main office, sign in, and indicate their business. Outsiders found loitering in the school building or on school property when school is in session are subject to apprehension by the police and prosecution under state statutes regarding loitering in public buildings. Students may not congregate in areas other than the cafeteria or courtyard during lunch, or prior to or after the school day.

SOCIAL ACTIVITIES

All social activities pertaining to The Morgan School may take place only after clearance with the school administration. The following rules should serve as guidelines for the planners of activities:

1. Most school activities will end by 11:00 p.m.
2. There must be at least three (3) chaperones in attendance at all school events. For certain events, a larger number of chaperones may be required. The names of said chaperones must be submitted to the main office at least three (3) days prior to the event. If the required number of chaperones (parents may be included) fail to arrive by the time the event begins, the sponsor will be given a short period of time to obtain replacement chaperones. If chaperones cannot be secured, the custodian in charge will order the building closed.
3. Police officers may be hired for the evening from one-half hour before the event starts until one-half hour after it ends or until the school is cleared and closed for the night.
4. One (1) custodian must be in attendance at each and every building social event.
5. Outsiders may attend social events such as dances but only as the guest of a Morgan student. No student or guest at a dance shall leave the building until s/he is ready to depart for the evening. Those who leave the building will not be readmitted. Students will not be allowed to enter a dance for the first time after 9:30 p.m.
6. Whenever possible, tables and chairs should be set up at the conclusion of the dance or other event. If this is impossible, all clean-up must be completed by the day after the activity.

At all times, all students are expected to behave in a mature and responsible manner. All school policies and rules are in effect during all social activities.

HOME/SCHOOL COMMUNICATIONS

A student's academic success requires that parents and teachers maintain a healthy dialogue about academic and social development. Parents are encouraged to contact their child's teacher to discuss issues as they arise. If there are problems or concerns, parents should first speak with the teacher. If the explanation is not satisfactory, the parent should then contact the program chair.

ASSEMBLY PROGRAMS

Assembly programs are scheduled periodically throughout the school year. Some will involve the entire student body, while others will only involve certain classes. Unless otherwise indicated, classes are assigned, by ADVISORY, to sit in a specific, designated section of the auditorium.

At all assembly programs, all students are expected to conduct themselves in a respectful manner, following the principles of The Morgan School Expectations. Students who are unable to meet these expectations will be asked to leave the auditorium, and may be subject to disciplinary action.

LOSS OR DAMAGE TO SCHOOL PROPERTY

It is the policy of The Morgan School and the Clinton Board of Education to hold students responsible for any loss of, or damage to, any property of The Morgan School or of the Clinton Public Schools, whether the cause was deliberate or accidental.

ACCOUNTABILITIES

If students have an accountability, they may not participate in any sports, and/or extracurricular activities. An accountability can be a text book, fundraising money, uniform, calculator, etc.

STUDENT ACTIVISM

Students must be given the opportunity to engage in free and open discussion with school staff and administration either individually or in groups.

Students must follow established lines of communication: Student Council, teacher, principal, superintendent, and board of education when necessary.

A positive approach, one which keeps lines of communications open so that all participants in the discussions will know that those in authority are sincere, that orderly change may take place as needed to fit the times and situations. Pupils who walk-out of school, sit-in, damage property, or harass teachers will be dealt with as follows:

- a. Vandals must pay for damage with suspension from school in effect until property is paid for.
- b. Students who walk-out or sit-in will be given the opportunity to return to their classes and appoint designated leaders to meet with the school officials to discuss and seek solutions to the problem.
- c. Students who fail to heed the warning to return to classes and continue the walk-out and/or sit-in will be suspended at once for ten (10) days. Students under suspension will not be allowed on school grounds.
- d. Students who refuse to leave school property will be subject to removal by the police at the request of the administration.
- e. Students involved in violence will be arrested by the police and their cases reviewed by the administration and the Board of Education, if necessary, before being allowed to return to school.

Bus Regulations

Students who live 1 ½ miles or more from school are allowed

to ride a school bus.

Please remember that riding a school bus is a privilege. It is essential that all safety rules be followed. If the bus driver or a teacher decides that a student's behavior on the bus is disruptive, endangers person or property, or violates school rules and regulations, including those listed below, the principal or assistant principal may prohibit the student from riding the bus for a period of time after an informal hearing.

In addition to all rules of good sense, good manners and safety, the following rules must be observed:

1. Students should follow all directions issued by the bus driver.
2. Students should not yell, throw things, or engage in activities that disrupt others or their property.
3. Students' feet should remain on the floor and out of the aisle—not on the seats of the bus.
4. Students should not open or close windows without the permission of the bus driver.
5. Students should not throw objects out of the windows.
6. Students are to use the emergency door only in an emergency.
7. Students should keep the bus neat and clean.
8. A student who is a walker may not ride any school bus to or from school without a signed note from the principal or assistant principal.
9. Students who vandalize a school bus will be responsible for payment of damage, be referred to the police, and face disciplinary action.
10. Bus cameras are constantly surveilling behavior.
11. All school rules apply to bus usage.

Appendix A

ACCREDITATION STATEMENT

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

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

**New England Association of Schools and Colleges, Inc.
3 Burlington Woods Drive
Burlington, MA 01803**

Appendix B

TITLE IX - NON-DISCRIMINATION

AFFIRMATIVE ACTION

It is the policy of the Clinton Board of Education not to discriminate on the basis of race, color, religious creed, age, handicapping condition (in accordance with section 504 of the Rehabilitation Act of 1973), or sex (in accordance with Title IX of the 1972 Education Amendments) in any of its educational programs, activities, or employment practices. The Clinton Board of Education is an equal opportunity/ affirmative action employer. Complaints alleging unlawful discrimination shall be processed according to the following regulations.

REGULATIONS FOR COMPLAINTS ALLEGING UNLAWFUL DISCRIMINATION

Complaints alleging unlawful discrimination shall be filed in writing with the superintendent of schools who shall her/himself, or through a designee, investigate the complaint and render a decision in writing within thirty (30) days. If the complainant is not satisfied with the decision of the superintendent of schools, s/he may appeal to the Board of Education within ten (10) days of receipt of the decision of the superintendent. Such an appeal shall be filed in writing with the superintendent of schools in her/his capacity as the executive agent of the Board of Education. The Board of Education shall investigate the complaint and, if it deems it necessary, hold a hearing to gather additional information. The Board of Education shall render a decision on any such appeal, in writing, within twenty (20) days of its being filed, or if a hearing should be held, within twenty (20) days of the conclusion of such hearing.

GRIEVANCE PROCEDURE FOR ALLEGED DISCRIMINATION

The procedure for processing grievances is as follows:

- Step One:** All complaints shall be addressed, in writing, to the designated compliance officer, and s/he shall be responsible for investigating all complaints. The compliance officer for the Clinton Public Schools is Maryann O'Donnell, Assistant Superintendent of Schools, who is located at the Administrative Offices, 137-B Glenwood Rd., Clinton, CT 06413 (Phone 664-6500).
- Step Two:** Upon investigation, the compliance officer shall effectuate any changes s/he deems necessary to eliminate any discriminatory practice, and shall inform the complainant in writing of his/her actions within thirty (30) days of the receipt of such complaint.
- Step Three:** If the complainant is not satisfied with the action of the compliance officer, within twenty (20) days after the date on which the compliance officer renders his/her decision, the complainant may appeal the actions of the compliance officer in writing to the superintendent.
- Step Four:** The superintendent shall hold a hearing within fifteen (15) days of receipt of such written request and shall decide what, if any, remedies are necessary to eliminate practices s/he deems discriminatory. The superintendent shall notify the complainant in writing of his/her decision within five (5) days after such hearing.
- Step Five:** If the complainant is not satisfied with the actions of the superintendent, within twenty (20) days after the date on which the superintendent renders her/his decision, the complainant may appeal the actions of the superintendent in writing to the Board of Education.
- Step Six:** The Board of Education shall hold a hearing within fifteen (15) days of receipt of such written request and shall decide what, if any, remedies are necessary to eliminate the practices the Board deems discriminatory. The Board shall notify the complainant in writing of its decision within five (5) days after such hearing.

Appendix C

SEXUAL HARASSMENT

Any form of sexual harassment is expressly forbidden at The Morgan School.

Sexual behaviors that may constitute sexual harassment in schools include:

- ~words that contain sexual meanings or insults
- ~jokes with sexual reference
- ~comments based on sex, physical appearance, or sexual identity, staring
- ~whistling
- ~suggestive sounds
- ~obscene or suggestive gestures
- ~displaying suggestive or obscene pictures
- ~touching, pinching, patting, blocking movements
- ~open displays of affection

A student who feels that s/he has been sexually harassed should report her/his concern to a teacher, counselor, administrator, or other adult who will take appropriate action to end the harassment.

Any staff member who observes harassing behavior will report her/his concerns to a member of the administration for action.

Appendix D

Management Plan

The Asbestos Hazard Emergency Response Act 40CRP 763.93 (g) (4) requires that written notice be given that the following schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. These Management Plans are available and accessible to the public at the administrative office of each facility listed below:

Clinton Board of Education
Administrative offices
137-B Glenwood Road, 664-6500

Lewin G. Joel School
137-A Glenwood Road, 664-6501

Jared Eliot Middle School
69 Fairy Dell Road, 664-6503

The Morgan School
71 Killingworth Tpk, 664-6504

Appendix E

AIDS

Under Connecticut General Statutes, Section 10-19(b), "Each local and regional board of education must offer during the regular school day planned, ongoing and systematic instruction on acquired immune deficiency syndrome..." According to this statute, students may be exempt from this instruction upon written request of the parent or guardian.

The Policy of the Clinton Board of Education 6142.2 states that the Board of Education authorizes instruction regarding acquired immune deficiency syndrome (AIDS) as a part of the Health Education Curriculum. Students will be exempt from instruction on AIDS upon written request of the parent or guardian.

As part of the revised and adopted Comprehensive Health Curriculum approved by the board of education in May, 1993, and revised in March, 1994, objectives dealing with AIDS education will be presented to students in kindergarten, grades 1,4,5,6,7,9,10, and 11. Obviously, the objectives presented to students in the early grades are very simple ones (e.g. kindergarten: students will identify the role of germs in causing illness, including AIDS).

If you would like your child exempted from AIDS instruction, you must submit a written request to your child's school principal. Otherwise we will assume that you have no objection, and your child will receive instruction on this topic. These letters are due to the principal by September 30.

If you have any questions on the entire health curriculum or specifically the objectives on AIDS, please feel free to contact the school administration or your child's teacher. In addition to this, copies of the health curriculum are available for review in the libraries and nursing offices at each of the schools and at the board of education office.

