

Table of Contents

<u>School Administrators</u>	3
<u>Preface</u>	3
<u>Mission Statement</u>	3
<u>Philosophy & Goals</u>	4
<u>School Operations</u>	5
<u>Accountabilities</u>	5
<u>Affirmative Action</u>	7
<u>Attendance</u>	7
<u>Cafeteria</u>	11
<u>Classroom Management Procedures</u>	12
<u>Delays and Closing Information</u>	13
<u>Discipline</u>	13
<u>Dress Code</u>	21
<u>Early Dismissal</u>	23
<u>Lost and Found</u>	23
<u>Questionnaires, Survey, and Other Similar Data</u>	23
<u>Transportation</u>	24
<u>Academics</u>	26
<u>General Guidelines</u>	26
<u>College Classes</u>	30
<u>Field Trips</u>	30
<u>National Honor Society</u>	30
<u>Social Justice</u>	32
<u>Technology</u>	33
<u>Student Supports</u>	36
<u>Roles</u>	36
<u>Student Assistance Team (SAT)</u>	38
<u>Planning and Placement Team (PPT)</u>	38
<u>Parent involvement & Communication</u>	38
<u>Extracurricular Activities</u>	39
<u>Policies</u>	39
<u>Assemblies</u>	40
<u>Dances</u>	40
<u>Posters</u>	41
<u>Sports</u>	41
<u>Safety & Wellness</u>	48
<u>Abuse and Neglect Policy</u>	48
<u>Accidents & Safety</u>	50
<u>Confiscation</u>	50
<u>Fire Drills and Emergency Preparedness</u>	51
<u>Guests and Visitors</u>	51
<u>Harassment</u>	53
<u>Health Services</u>	58
<u>Leaving School Ground/Release of Students From School</u>	63
<u>Search and Seizure</u>	63
<u>Unauthorized Areas</u>	64

CAPITAL PREP STUDENT AND PARENT HANDBOOK
HARTFORD PUBLIC SCHOOL DISTRICT

SCHOOL ADMINISTRATORS

Dr. Kitsia Ferguson, Ed.D

Principal

(860) 695-9801

Christopher Fulton

Assistant Principal

(860) 695-9802

Dr. Lauren Davern, Ed.D

Assistant Principal

(860) 695-9828

PREFACE

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 Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement.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

This booklet contains required and useful information for students and their parents. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct that is intended to promote school safety and an atmosphere conducive to learning. The Student Handbook is designed to be in harmony with Board Policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this handbook will be made available to students and parents through newsletters, web pages, and other communications.

MISSION STATEMENT

Capital Preparatory Magnet School aspires to create a community of life long learners that will provide society with citizens who work toward social justice in a college preparatory environment. Capital Preparatory Magnet School staff will provide an educational environment that creates opportunities for all students to realize and fulfill their social, academic, and civic responsibilities. Capital Preparatory Magnet School will develop skills necessary for students to become agents of social change.

Capital Preparatory Magnet School instructors will assess student progress towards fulfilling the mission statement through academics and behaviors of learning rubrics. Habits of learning and learning expectations at Capital Preparatory Magnet School are:

- 1) Students as knowledgeable people
- 2) Students as problem solvers
- 3) Students as responsible and empathetic citizens
- 4) Students as skilled information processors
- 5) Students as collaborators

PHILOSOPHY AND GOALS

The Capital Preparatory Magnet School will encourage its students to learn to their fullest potential in order to obtain entrance to college. In order to work toward achieving this aim, the faculty, programs, and facility of our school are dedicated to students' maximum possible achievement in scholarship, character development, and creative expression.

GOAL I – All Capital Preparatory Magnet School Students will acquire and demonstrate core knowledge and essential skills that emphasize understanding, application and communication.

RATIONALE: All Capital Preparatory Magnet School students must have a core of essential knowledge and skills. The ability to comprehend and discuss topics within general realms of academia will be the purpose for studying topics covered in class. Students will work towards proficiency in all academic and at least one non-academic discipline of study and create strong, rich links with previously acquired knowledge and other learning experience. Core knowledge is needed in subject areas to provide a foundation for lifelong learning.

GOAL II – All Capital Preparatory Magnet School Students will demonstrate thinking, reasoning, and problem solving skills.

RATIONALE: Students will identify and determine appropriate solutions to problems that address social justice within their community. The communication of planning and process for implementation of the problems is as important as the strategies themselves. One's ability to be a responsible and productive adult depends in large part on the ability to reason and engage in creative and analytical thinking. All Capital Preparatory Magnet School students must demonstrate proficiency in a broad range of thinking, problem-solving skills, both independently and cooperatively. Such skills will allow students to adapt to the challenges and opportunities of a complex and rapidly changing society.

GOAL III - All Capital Preparatory Magnet School Students will strive to become responsible and empathetic citizens of their community.

RATIONALE: In order to be responsible and productive adults, students must be prepared to take responsibility for their own lives, understand their obligations as community members and have appreciation of and respect for ethnic, cultural and personal differences. Students will investigate their role as a member of their communities and recognize the characteristics that make students individuals. All Capital Preparatory Magnet School Students will demonstrate the effort and persistence needed to be successful in school, work and life through the completion of their Senior Social Justice Project.

GOAL IV - All Capital Preparatory Magnet School Students will become skilled information processors.

RATIONALE: Capital Preparatory Magnet School Students must be able to gather data from a number of different sources and determine the credibility, relevance, and value of each in order to analyze information. The dissemination of information gathered during project investigation will be critical in completing a Senior Social Justice Project.

GOAL V - All Capital Preparatory Magnet School Students will develop, practice, and master collaboration skills needed to be a successful leader.

RATIONALE: Capital Preparatory Magnet School Students will develop, practice, and master collaboration skills needed to be an effective leader. The ability to communicate and implement plans of actions for cooperative projects and/or research will be focus for instruction and assessment. The ability to identify the need for, create and implement multi-faceted plans of actions, evaluate the completion of subordinate work and evaluation of ideas will be honed while completing a Senior Social Justice Project.

I School Operations

A Accountabilities

1 *Books (Care of)*

- a Textbooks are the property of the City of Hartford and it is the students' duty to take the best care possible of their books and uniforms. When a book is issued to a student, the teacher records the number and condition of the book. If a textbook is lost, the student must pay for it, and if the item is misused by the student, the student will be assessed for the damage. The Board of Education will impose sanctions against pupils who damage or fail to return textbooks, library materials, or other educational materials, and may withhold grades, transcripts or report cards until the pupil pays for or returns the textbook, library book, uniform, or other educational material.

2 *Care and Examination of Pupil Lockers, Desks and other Depositories*

- a Capital Preparatory Magnet School students will be given locks and assigned lockers in which pupils may keep and store personal belongings and materials provided by the Board of Education. All depositories should be kept locked at all times. Students are asked in the interest of protecting themselves and their friends not to disclose their locker combinations to anyone. The school is **NOT** responsible for lost articles.
- b No pupil shall keep or store personal belongings or materials provided by the Board of Education in any depository other than one provided by the Board of Education and designated for their use by the school administration. Pupils shall be responsible for the care and maintenance of any depository assigned to them for their use in an orderly and sanitary condition. Absolutely no marking, sticking, and/or defacing will be permitted. Students are requested not to place large

objects or “too many” objects in their locker. The locker door must be free to close completely and easily. **OVERSTORAGE** will damage the locker door and locking mechanism.

- c No pupils shall keep or store in a depository assigned to them for their use any item the possession of which is illegal or in violation of school regulations or which endangers the health, safety, or welfare of self or others (such as matches, chemicals, ammunitions, weapons, drugs, alcoholic beverages, etc.) If a locker is out of order, the office must be notified immediately. Either the locker will be repaired immediately or another locker will be assigned. The use of personal padlocks on lockers is forbidden. Personal padlocks will be cut. **LOCKERS SHOULD BE LOCKED AT ALL TIMES.**
- d The use of school depositories by students is a privilege, and no student shall have an expectation of privacy of them. School depositories remain the sole property of the school. School officials may, upon their own initiative or in conjunction with police open, search, and inspect such depositories where there is reasonable suspicion that such depository contains contraband or other unlawful or dangerous items or materials, is not being maintained in an orderly and a sanitary condition (such as an offensive odor), is not being used for the purpose for which it was intended, or for other unlawful or improper purposes, and for such other reasonable cause or reasonable suspicion. Such searches may be undertaken in order to discover evidence of student misconduct, or of criminal behavior, to detect an offensive odor or bomb threat, to prevent damage and disorder, and to enforce school discipline and rules. Evidence obtained may be used in school disciplinary and law enforcement proceedings.

B Affirmative Action

- 1 The Hartford Public School District is an Equal Opportunity Employer. It is the policy of the Hartford Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program including employment, on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, past/present history of mental disorder learning disability and/or physical disability.
- 2 Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources.

C Attendance

- 1 Regular and punctual attendance at school and all classes is essential to the educational process. The experiences in the classroom are vital to the student's successful learning. Time lost from class is lost instructional opportunity. Students are considered absent if not in attendance for at least $\frac{1}{2}$ of the school day.
- 2 *Excused Absences:* A student's absence from school shall be considered excused if written documentation** of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:
 - a For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation.

- b For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
- i Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 - ii Student's observance of a religious holiday;
 - iii Death in the student's family or other emergency beyond the control of the student's family;
 - iv Mandated court appearances (additional documentation required);
 - v Lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
 - vi Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.
- c Such documentation should include a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism. For example, if a student is out sick two consecutive days, that student must submit the appropriate documentation covering both sick days. If a student is out sick two nonconsecutive days, that student must submit the appropriate documentation following each absence. Schools should take steps to

allow non-English speaking parents/guardians to submit documentation in their native language.

- 3 *Unexcused Absences:* A student's absence from school shall be considered unexcused unless they meet one of the following criteria:
 - a The absence meets the definition for an excused absence (including documentation requirements above);
 - b The absence meets the definition of a disciplinary absence (absences that are the results of school or district disciplinary action ie. out of school suspensions).
 - c Procedures for Documenting and Reporting Attendance
 - d Students are required to be in attendance on each day that school is in session.
- 4 *When a child is absent from school:*
 - a The classroom teacher must mark him/her absent in the official attendance record - PowerSchool – by using PowerTeacher online to enter his/her attendance within one hour after the start of the school day and within 20 minutes of the class period (for subject class attendance). Attendance information will be immediately updated in PowerSchool in real time.
 - b The principal's designee will use School Messenger, the automated phone messaging system, to send an automated message each day the student is absent. In addition to the School Messenger automated call, a personal phone call will be made to the parent of each absent student as early as possible to see if the student can still come to school that morning or to ascertain the reason for the absence. These daily personal calls should be logged as to the time of the call, who the school employee spoke with, and the outcome of the call.
 - c If the absence is deemed excused, the absence should be changed from an unverified absence to an excused absence in PowerSchool by the school secretary

or other designee. Once this is completed, the written documentation should be filed in the student's record file.

- d Any updates to a student's attendance record must be recorded in PowerSchool within two days of receiving updated information for an absence by the school secretary or designee.
- e In the event that PowerTeacher becomes unavailable, procedures must be put in place to ensure that attendance data is recorded in PowerSchool as soon as PowerSchool is back online.

5 *Tardiness*

- a All students are expected to report to school on time as specified by the respective school schedule. Students are expected to be in school with adequate time to be seated in class or designated area prior to the commencement of the school's scheduled start time. Failure to do so constitutes tardiness. The following, with appropriate documentation, are acceptable reasons for tardiness to school:
 - i Court appearance
 - ii Funeral
 - iii Family emergency
- b Unexcused tardiness is defined as failing to be in an assigned seat or area at the designated time that school or class periods commence without a valid excuse. Consequences of unexcused tardiness may include detention and/or other disciplinary measures as determined by the school's administration and in compliance with state statutes and district policies that govern student discipline. The procedure for students who are tardy to school is as follows:
 - i During first period:

- Students will report directly to the office to obtain an office pass – students will NOT be allowed to class with a pass from the office.
 - Repetition of violation of the attendance policy will result in disciplinary action at any time.
- ii After the Homeroom Period:
- Students will be sent to class once they have signed in.
 - Repetition of violation of the attendance policy will result in disciplinary action at any time.
- c When a student is tardy to class during the school day:
- i Students entering class once the teacher has closed the door will be considered tardy **unless** accompanied by a staff member.
 - ii Students will be considered tardy unless their entire body is in the classroom when the teacher begins class.
- d Classroom teachers will inform students of the procedures regarding tardy entries to class. Students will be referred to Administration if efforts by the classroom teacher (to deter tardy entries to class) are unsuccessful.

D Cafeteria

- 1 The Capital Preparatory Magnet School Food Services offers an extensive selection of menu items including breakfast for and a complete lunch (including milk) to each student. Menu items vary daily. Hartford Public School Food Services uses a computerized cashiering system to expedite service. All purchases are made using the Student Identification (ID) badge barcode or a four-digit PIN (Personal Identification Number) which will stay with them until they leave Capital Preparatory Magnet School.

- 2 Every student attending a Hartford Public School – regardless of residence or family income – will be offered free breakfast and free lunch every school day. The first-time-ever offer was made possible thanks to a regulatory change for school districts in high poverty areas that participate in the U.S. Department of Agriculture’s National School Lunch and School Breakfast Programs. The regulatory change, known as the Community Eligibility Provision (CEP), gives eligible school districts the option of skipping the task of processing free and reduced meal applications based on family income and simply feeding all students

E Classroom Management Procedures

- 1 As professional, teachers are expected to effectively deal with discipline issues as they arise in their classroom. The key to dealing effectively with students that misbehave is regular contact with the parent or guardian.
- 2 The following interventions **should** be taken by the teacher prior to referring the student to the appropriate administrator; however, extenuating circumstances may cause teachers to skip steps in order to deal with an issue more effectively.

1st Offense	2nd Offense	3rd Offense	4th Offense	Additional Offenses
Verbal Warning	Written Warning Notify parent of behavior(s)	Utilize a discipline strategy Notify parent of behavior(s)	Utilize a discipline strategy Notify parent of behavior(s)	Refer student to administrator with documentation of interventions. Notify parent of behavior(s)

F Delays and Closing Information

- 1 When it becomes necessary to delay or close school because of inclement weather, or for other emergency reasons, local radio stations and television networks will broadcast school delays and closings beginning at approximately 6:00 a.m. In order to keep the telephone lines open for emergency calls, you are requested not to phone the Police Department, radio stations or television networks for delay or closing information.

G Discipline

- 1 *After School Conduct* - Any student or group of students remaining in school after the official closing shall be subject to the same general rules of conduct as maintained during regular school hours. Students must have a purpose for remaining in the facility, and be under the supervision of a staff member. Students will not be allowed to loiter in the corridors. Violators will be subject to disciplinary action
- 2 *Cheating* - Students are expected to conduct themselves honestly and with integrity in their work. (All forms of cheating and plagiarism are prohibited). Behavior that is unacceptable includes, but not limited to:
 - a Copying another student's work/homework;
 - b Working with others on projects that are meant to be done individually;
 - c Looking at or copying another student's test or quiz answers;
 - d Allowing another student to look at or copy answers from your test or quiz;
 - e Using any other method to get/give test or quiz answers;
 - f Copying information from a source without proper attribution; and
 - g From other students, publications or the Internet.
 - h Consequences of cheating and/or plagiarism shall be considered academic in nature and will be handled by the classroom teacher unless repeated incidences

require disciplinary action. Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations and other factors

3 *Conduct* - Students are expected to observe high standards of conduct. Inappropriate loud talk, loud laughter, or boisterous conduct in the halls, classrooms, cafeteria, or auditorium should be avoided. Students are responsible for conducting themselves in keeping with their level of maturity, acting with due regard for others. The rights and welfare of other students must be recognized and respected at all times. Students shall be considered representatives of Capital Preparatory Magnet School whether on or off campus before, during and after school hours. The District has authority over students during the regular school day and while going to and from school on district transportation. The jurisdiction includes any school related activity, regardless of time or location, and any off campus school related misconduct, regardless of time or location.

4 *Detention*

a Teacher - Teacher may assign detention as a corrective procedure. Students are required to provide their own transportation home and after serving school detention. If teacher detentions do not serve to correct student's behavior, the student may be referred to the office.

b Office - Students are assigned to this detention by an administrator or a staff member.

c Students shall report promptly with pen or pencil prepared to read, study, complete homework assignments or review for tests and/or quizzes. No talking, socializing or sleeping will be allowed.

- d* Detention is in the detention room to be determined the day prior to the serving of the detention.
- e* Students who refuse or fail to report to office detention will have their detention doubled.
- f* Students who then refuse or fail to report to office detention will be assigned additional consequences.
- g* ***The disciplinary actions previously mentioned represent a hierarchy of consequences, not a required sequence.***

5 *Disciplinary Code* - In general, Capital Preparatory Magnet School students are well behaved and exhibit proper school behavior. In the unfortunate case that a student chooses to misbehave, a teacher assigns a consequence and contacts the parent or guardian. In the event that the student repeats the violation, the administrator may assign a more serious consequence. In extreme cases of more serious misbehavior (fighting, theft, etc.), the student is immediately sent to the designated administrator. Any act by a student that is disruptive to the educational environment, whether listed below or not, may result in discipline. Moreover, the particular form of discipline may vary for each student and each incident, based upon all relevant circumstances. Police notification – action will be taken at the discretion of the Administration. Note that suspected criminal activity may be referred to the police department. Such referral is separate and distinct from discipline that may be imposed in the school setting. However, for the information of students, “police referral” is listed next to those actions which may be criminal in nature and which are thus likely to result in referral to the police department.

6 *Discipline Procedures* - It is not practical or even possible to list every student action which is prohibited in a school setting and which may subject a student to discipline.

Any act by a student that is disruptive to the educational environment, may result in discipline. Moreover, the particular form of discipline may vary from each student and each incident, based upon all relevant circumstances.

- 7 *Drugs and Alcohol* - Bringing controlled drugs or alcohol to school activities, into school buildings or onto school grounds is prohibited. Possession of controlled drugs or alcohol on persons, in lockers, desks, vehicles, or any place in school buildings or school grounds is prohibited. Distribution, sale, or use of drugs or alcohol at school activities, in school buildings and ground is prohibited. The following procedures shall apply for any violation of this regulation:
- a The student shall be suspended for a period of ten (10) school days.
 - b Parents or Guardians will be referred to a licensed substance abuse counselor or agency.
 - c The Student and Parent or Guardian will be asked to meet with the Principal or his/her designee to review any assessment and/or recommendations resulting from step 2 above.
 - d The principal or his/her designee shall inform the Superintendent of the suspension. The Superintendent will review the case and may recommend to the Board of Education the expulsion of said student. The Hartford Police Department will be notified

8 *Exclusion, Suspension, Expulsion*

- a "Exclusion" shall be defined as any denial of public school privileges to student for disciplinary purposes.
- b "Removal" shall be defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.

- c* “In-school suspension” shall be defined as an exclusion from regular classroom activity for no more than five (5) consecutive days and more than 90 minutes, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed.
- d* “Suspension” shall be defined as an exclusion from school privileges or from transportation service only for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- e* “Expulsion” shall be defined as an exclusion from school privileges for more than (10) consecutive school days, and shall be deemed to include, but not be limited to, exclusion from the school to which the student is assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
- f* “Emergency” shall be defined as a situation under which the continued presence of the student in the school poses such a danger to persons or property, or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of the student as possible.
- g* “Days” shall mean when school is in session for the students.
- 9* *Gambling* - Possession or uses of playing cards, dice, and/or any other games of chance are not permitted.
- 10* *Office Referral* - Students sent out of a class by a teacher must report to the office. Student may be returned to class once they have spoken with an administrator.
- 11* *Out Of School Misconduct* - Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the

educational process and is a violation of a publicized board policy, even if such conduct occurs off-school property and during non-school time. Examples of off-school conduct that may result in such discipline include but are not limited to:

- a* Sale, possession, use, or distribution of dangerous weapons, including marital arts weapons;
- b* Use, possession, or distribution of illegal drugs;
- c* Violent conduct;
- d* Making of bomb threat;
- e* Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

12 Procedure Governing Expulsion - Notwithstanding the foregoing, the Superintendent shall recommend expulsion when he/she reasonably believes that a student:

- a* Was in possession on school grounds or at a school sponsored activity of a firearm as defined in 18 USC 921, as amended from time to time, a deadly weapon, dangerous instrument or marital arts weapon, as defined in Conn. Gen. Stat. 53a-3 as amended. A “firearm” under 18 USC 921 means a “weapon” as defined in Paragraph C below. A “deadly weapon” means any weapon whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles. A “dangerous instrument” means any instrument, article or substance which, under the circumstances in which it is used or attempted to threatened to be used, is capable of causing death or serious physical injury, and includes a “vehicle” as that term is defined in Conn. Gen. Stat. 53a-3. A “martial arts weapon” means a “nunchaku”, “kama”, “kasari-fundo”, “octagon sai”, “tonfa”, or “Chinese star”.

- b* Was in possession off school grounds of a firearm (as defined under 18 USC 921) in violation of Conn. Gen. Stat. 29-35 or did possess and such a firearm, instrument or weapon in the commission of a crime.
- c* Was in possession of a knife on school grounds or at a school-sponsored activity.
- d* Was engaged on or off school grounds in offering for sale or distribution a controlled substance (as defined in Conn. Gen. Stat. 21 a-240(9), whose manufacturing, distribution, sale, prescription, dispensing, transportation or possessing with intent to sell or dispense, offering, or administering is subject to criminal penalties under Conn. Gen. Stat. 21a-277 and 21a-278.
- e* Mandatory Expulsion (AR-5114): It shall be the policy of the Board to expel a student who engages in misconduct as described in paragraphs 1, 2 or 4 above for one full calendar year. The Board may modify the period of expulsion on a case-by-case basis.
- f* In keeping with the intent of the Federal Gun Free Schools Act, it shall be the policy of the Board to expel a student for one full calendar year for bringing a “weapon” to school. For the purposes of this paragraph, a “weapon” is defined to mean (a) any weapon that will, is designed to, or may be readily converted to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a muffler or silencer, or (d) any destructive device (any explosive, incendiary, poisonous gas, bomb, rocket, missile, mine, grenade or similar device, or any weapon [other than a shotgun or shotgun shell particularly suited for sporting purposes] that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of more than ½” in diameter). The Board may modify the period of expulsion on a case-by-case basis.

The procedure for a hearing, outlined in paragraphs E and F of AR-511, shall be

provided prior to the effectuation of any expulsion unless an emergency exists. If an emergency situation does exist, such a hearing shall be held as soon after the expulsion as possible.

13 Smoking - Students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property as provided by state and federal law. All staff members in each school, under the direction of the Principal, shall be responsible for enforcing the non-smoking regulation.

14 Vandalism - A student shall not intentionally cause or attempt to cause damage to public and/or private property (including writing or defacing lockers in any way) either on school grounds, during a school function, or at an event off school grounds. Intentionally causing or attempting to cause substantial damage of valuable public and/or private property or repeated damage of small result in a one (1) to ten (10) day repair/replacement of the item(s) vandalized

15 Weapons and Instruments - No guns, knives or any other objects, including martial arts weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution as well as appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

16 Affection - Capital Preparatory Magnet School is not the place for overwhelming displays of affection. Students engaging in inappropriate displays of affection will face disciplinary action from teachers and administrators.

H Dress Code

1 We are honored and privileged at Capital Preparatory Magnet School to have uniforms. All Trailblazers are required to wear the school designated attire. Only articles of clothing that are part of the Capital uniform can be worn. The uniform ensemble must be worn upon entering the building until dismissal on Monday-Friday

2 *Boys*

- a Boys will all wear pants, shirts, black dress shoes, ties, and blazer or vest that are sold by the Capital Preparatory Magnet School designated company, Flynn and O'Hara Uniform Company.
- b White Shirts: Buttoned from bottom to top, tucked in neatly. All undershirts should be short sleeved, white and without writing.
- c Khaki pants: (No "Dickies") worn waist high, with black belt. Name-tag buckles are not allowed.
- d Ties: Worn tight and comfortably beneath the collar.
- e Blazers (HS) or Sweaters/Vest (LS/MS): must be worn at all times while in hallways and areas visible outside of the classroom environment. They are required to be in wearable condition.

3 *Girls*

- a Girls will all wear pants or skirts, shirts, black dress shoes, ties, and blazer or vest that are sold by the Capital Preparatory Magnet School designated company, Flynn and O'Hara Uniform Company.
- b White Shirts: Buttoned from bottom to top, tucked in neatly. All undershirts should be short sleeved, white and without writing.
- c Khaki pants: (No "Dickies") worn waist high, with black belt. Name-tag buckles are not allowed.

- d* Skirt: must be worn with full length stockings at all times and touch the knee when standing.
- e* Ties: Worn tight and comfortably beneath the collar. Optional for HS/MS girls.
- f* Blazers (HS) or Sweaters/Vest (LS/MS): must be worn at all times while in hallways and areas visible outside of the classroom environment. They are required to be in wearable condition.

4 Accessories

- a* Students may only wear metal knob earrings no larger than a pencil eraser, watches on their wrists, and prescription glasses as an accessory to their uniform.
- b* Any item in violation of the dress code will be confiscated and returned to parents in person.
- c* Backpacks and/or book bags are not permitted to be carried between classes and must be put in lockers upon entrance to the school. Students must take any books and other items needed for class out of the backpack prior to the start of class.
- d* Students wishing to wear clothing observing their religion must submit a written request from their parent/guardian before the first day of school.

5 Consequences for not wearing the appropriate uniform will be as follows:

- a* 1st offense: Warning
- b* 2nd Offense: Meeting with principal – detention
- c* 3rd Offense: Meeting with Principal and in-school suspension.
- d* 4th Offense: Meeting with Principal, sent home for the day, and meeting with parents to discuss student’s return to school.
- e* Each subsequent offense will result in a one-day out-of-school suspension.

I Early Dismissal

- 1 A student is not allowed to leave school before 2:50 pm unless excused by the principal, an assistant principal or the school nurse. Violation of this rule will mean making up the time missed, the same as in the case of unexcused absence from class. Dentist appointments, doctor's appointments and appointments for driving tests should be made for after school time, except in cases of emergency. Except in special situations, students will not be excused before the close of school unless a written request is received from the parent or guardian on the school day BEFORE the early dismissal is desired. Students who receive approval to be dismissed early must sign out in the office when leaving.
- 2 If an extreme emergency arises and a student must be excused during the day without prior notification, the parent or guardian must come to the main office before the student is released from school.

J Lost and Found

- 1 Lost and found articles may be claimed or turned in the main office. All items not claimed after six months will be donated to charity.
- 2 Lost and found money shall be reported to the Hartford Police Department within forty-eight (48) hours.

K Questions, Surveys, & Other Simple Data

- 1 Collection Devices
- 2 Your child will not be required to participate without parental consent in any survey, analysis, or evaluation- funded in whole or in part by the U.S. Department of Education – that concerns:
 - a Political affiliations or beliefs of the student or the student's parent;
 - b Mental or psychological problems of the student or the student's family;

- c* Sex attitudes or behaviors;
- d* Illegal, anti-social, self-incriminating and demeaning behavior;
- e* Critical appraisals of other individual with whom respondents have close
- f* family relationships;
- g* Legally recognized privileged or analogous relationships, such as those of
- h* Lawyer, physician and minister;
- i* Income; or
- j* Religious practices, affiliations, or beliefs of the student or student's parent.

L Transportation

1 Eligibility

- a* Board of Education policy states that transportation shall be granted to those pupils living one and one half (1 ½) miles or more from the school by public highway. The sole purpose of bus transportation is to bring to school, and return them home if they reside an unreasonable distance from the school to which they are assigned.
- b* Eligible pupils may only ride the bus to which they are assigned, and they may not leave the bus on the way home for any reason. Violations of the above requirements will be treated as follows:
 - i* First offense – warning
 - ii* Additional offenses – discretion of the student's administrator.

2 Regulations

- a* The driver is in charge of the bus, the pupils being transported.
- b* All school rules involving student behavior apply to school buses.
- c* The driver is required to enforce all rules and regulations adopted by the school district for the conduct of pupils riding a school bus.

d Pupils are required to:

- i* Be seated while the bus is in motion;
- ii* Refrain from unnecessary conversation with the bus driver;
- iii* Keep head, arms, and hands inside of the bus at all times;
- iv* Enter the bus in an orderly fashion;
- v* Assist in keeping the bus clean;
- vi* Enter and leave bus only at their assigned bus stop;
- vii* Use only the front door of the bus except in emergency situations.

e When waiting for the bus, students will:

- i* Be on time for the bus;
- ii* Stand off the traveled portion of the road or highway;
- iii* Cross the road using the bus stop lights to aid them;
- iv* Cross only in front of the bus.

f Students are expected to cooperate with the bus driver at all times, and follow the directions of the driver in case of emergency.

g Only students eligible to ride a bus may do so, and they may ride **ONLY** the bus to which they are assigned.

3 Poor behavior on buses will result in the driver reporting students for violations of bus rules. The consequence for violation of bus rules is similar to the consequence for the violation of school rules. In addition to the possibility of receiving a warning, detention(s) or suspension for rules violation, the privilege of riding the bus may be suspended for students misbehaving on the school bus. Parents/guardians are responsible for student transportation to and from school if the bus riding privilege is suspended. Application of punishment to students for bus misbehavior is at the discretion of the school administrators.

- 4 Students who drive to school must make their own arrangements for parking. No student will be reimbursed for parking fees. The Board of Education assumes no responsibility for damage to or theft of a vehicle, or any items stored in or on a vehicle parked on school property.

II Academics

A General Information

- 1 *Graduation Requirements* - Graduation requirements are aligned with the State of Connecticut and Hartford Public School District's stated requirements. In addition, Capital Prep students are expected to complete an athletic requirement as well as complete a Senior Social Justice Project.
 - a Participation in Graduation Ceremonies- To be allowed to participate in the graduation ceremony or other graduation activities, students must have fulfilled all the requirements for graduation as established by the Hartford Board of Education, as well as satisfy the behavioral criteria for such participation as established by the Capital Preparatory Magnet School community.
 - b Requirements for Graduation effective for the class of 2019- Promotion and graduation are based on the successful completion of required credits and Senior Social Justice Project.
 - c Requirements for Graduation effective for the class of 2020 and beyond- Promotion and graduation are based on the successful completion of required credits and Senior Social Justice Project.
- 2 *Mid – Terms (High School)* - Mid-terms assessments will be administered in academic courses to determine a student's level of mastery at the midpoint of the curriculum. Exams are subject to the teacher's discretion.

- 3 *Final Examination (High School)* - Final exams and/or performance assessments will be administered in academic courses at the end of each semester. Exams are subject to the teacher's discretion.
- 4 *Homework* - Students can expect to receive homework in each of their classes daily. It is not unreasonable to expect a student to receive a minimum of two hours of work to complete at home. The amount of homework assigned is at the discretion of the classroom teacher.
- 5 *Internship*- Juniors and seniors at Capital Preparatory Magnet School are required to complete an internship during the summer session. This will enable them boost their resume and get real world experience.
- 6 *Make-up Work*
- a It is the discretion of the teacher if a student will be permitted to make up tests and quizzes in any class missed because of absence. Penalties for projects not turned in on due dates is also at the teacher's discretion.
 - b For any class missed, students may be assigned make-up work based upon the needs of the student and/or the instructional objectives of the subject or course. The student is responsible for obtaining and completing make-up work within the time specified by the teacher.
- 7 *Nationwide Examinations for College Scholarships and Admissions*
- a The most current information is summarized below concerning the four major tests used for college admissions and scholarships. There are, however, frequent changes and students should continue to check with their counselors concerning specific tests. Make it a habit to consult the guidance bulletin board.
 - b The Preliminary Scholastic Aptitude Test (PSAT) and National Merit Scholarship Qualifying is given in October. This combined test is used to familiarize the

student with the college boards. It is also the basis of awarding National Merit Scholarship funds.

- 8 *College Entrance Examinations* - Students planning to enter college should check the most recent catalog of the college to which they are applying for information on specific admission procedures. One of the requirements at most senior colleges, at many junior colleges, and at some hospital schools of nursing is the Scholastic Aptitude Test. In addition to the SAT, a number of colleges also require students to take one or more SAT subject tests before admission. As of 2016, The SAT is administered to all Connecticut public school students in March of their junior year as a requirement for graduation. At an additional cost per administration, students may take as many times as they like in addition to the March administration.
- 9 *Progress Reports* - This report is used to communicate lower school students' academic status to parents mid-way through the marking period. It assists the teacher in informing the parents of their student's achievement, dramatic improvement, or academic difficulties. This is not a report card, however, it is a method of communicating the student's progress. Parents may additionally access their child's grades at any time through the PowerSchool portal.
- 10 *Repeating a Course* - It is sometimes appropriate for a student to repeat a course that has been passed previously in order to improve understanding, to meet minimum requirements for passing to the next course in sequence, or to build a firmer foundation for the next course(s) in sequence.
- a Students would be expected to participate fully in all course requirements (including test, papers, and homework).
 - b Course title(s) would appear on the transcript and be graded.

11 Report Cards - Report cards for students in grades six through twelve are obtainable on Power School. Parents can access their child's quarter grades using their Power School login information. By request only, report cards will be printed and mailed home. Report cards for students in grades pre k through five are printed out each quarter. One copy is filed in the cumulative record and one copy is sent home with the student.

12 Scholarship and Financial Aid Information - Students who intend to apply for scholarships and/or financial aid must file a Financial Aid Form (FAF and/or FAFSA) soon after January 1. Forms are available in the Student Assistance Center (SAC) in early December. Local Scholarship applications and procedures are available in the SAC in the early spring. Regional and national scholarships are posted in the SAC. The Career Resource Center also generates list of scholarships matched to individual students.

13 Senior Social Justice Project - The Senior Social Justice Project (SSJP) is a performance based task through which students will demonstrate their ability to identify, research, problem solve, and organize a civil action in order to demonstrate the student's ability to confront social injustices in their community. This capstone project is a requirement for graduation from Capital Preparatory Magnet School. This exhibition is evidence of competence in the following Learner Expectations:

- a* Knowledgeable Person
- b* Effective Communicator
- c* Collaborative Worker
- d* Responsible/Empathetic Citizen
- e* Problem Solver

14 Physical Education

- a High school students earn Physical Education credits through the mandatory participation in two sports each academic school year. Failure to earn one full credit (2 sports) will result in forfeiture of seat in school.
- b Lower and middle school students participate in a physical education class during the course of the school year.

B College Class

- 1 All students who are eligible will be given the opportunity to take college classes at Capital Community College.
- 2 Students will be expected to walk to the college and meet all the behavioral and academic expectations pursuant to Capital Preparatory Magnet School.
- 3 Students who do not meet expectation will lose the privilege for the remainder of the school year.

C Field Trips

- 1 Field trips may be scheduled for educational, cultural, or extracurricular purposes.
- 2 Any student whose behavior is considered detrimental to the well-being of other students and/or themselves may be barred from participation by the principal.
- 3 While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be required for the field trip activity.

D National Honor Society

- 1 The National Honor Society chapter of The Capital Preparatory Magnet School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council,

appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year.

- 2 Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative Grade Point Average of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.
- 3 To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or nonselection according to a predetermined schedule.
- 4 Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held regularly during the school year, and participation in the chapter service project(s). Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser by phone at (860) 695-9800.

E Social Justice

- 1 Free discussion of controversial issues is the heart of the democratic process.
Freedom of speech and free access to information is among our most cherished traditions. It is the responsibility of the schools to make provisions for this study.
- 2 For public schools, policy on controversial issues is defined in terms of the rights of students rather than the rights of teachers. In the study of controversial issues in the public schools, the student has at least four rights to be recognized.
 - a The right to study any controversial issue, which has political, economic or social significance, and concerning, which the student, at his/her level should begin to have an opinion.
 - b The right to have free access to all relevant information, including the materials that circulate freely in the community.
 - c The right to study under competent instruction in an atmosphere free from bias and prejudice.
 - d The right to form and express his/her own opinions on controversial issues without thereby jeopardizing the student's relations with the teacher or the school.
- 3 The study of controversial issues is objective and scholarly, with a minimum emphasis on opinion. The teacher approaches controversial issues in the classroom in an impartial and unprejudiced manner, and must refrain from using classroom privileges and prestige to promote a partisan point of view.
- 4 Instructional policy on controversial issues is here stated by the Board of Education in order to protect teachers and school administrators from unwarranted attack by pressure groups, and to insure youth a well-balanced preparation for American citizenship.

- 5 A student may be excused from some learning activities based upon personal or religious beliefs.
- 6 A request for an alternative learning activity must be submitted to the principal in writing and signed by the parent. The request must state the reasons for which an alternate learning activity is being requested.
- 7 AIDS Instruction Exemption (Notice to Parents)
 - a Hartford established a core committee of teachers, administrators and parents to write a set of sequential and developmentally appropriate goals and objectives for a “Personal Development” curriculum which addresses many health-related issues: self-esteem, substance abuse, disease and other related strands of information and skills. We identified fourteen separate issues or “strands” to develop a plan of instruction from grades K-12. Objectives were developed for these strands in compliance with the many state and national statutes aimed at these areas. These include State Law 10-1 9c, 1989, which states AIDS instruction must occur in a planned systematic manner at least once in grades K-2, 3-4-5, 6-7-8, and 9-10-11-12.
 - b Instruction in understanding and preventing the spread of Acquired Immune-deficiency Syndrome (AIDS) is incorporated into the K-12 Personal Development Program required by state statute. This course of study is required of all students each year, and taught by certified health teachers supplemented by the Developmental Guidance Program. Parents may opt to exempt their child from this portion of the Personal Development curriculum by written request to the building principal. A comparable alternative will be assigned.

F Technology

1 Computer Software/Hardware Procedures & Regulations

- a* The following procedures and regulations have been developed to assist student in their efforts to utilize software/hardware in the various computer applications/courses offered by the Applied Education Department. Adherence to these basic procedures and regulations will lead to more efficient use of software/hardware, and a positive learning experience for all students.
- i* Students are only to use computer equipment with teacher permission.
 - ii* Students are to use equipment only as directed. Improper use of equipment will be considered as vandalism or destruction of public property.
 - iii* Students are to access only the programs required for instruction or assigned projects, i.e. Cadkey 7, Word Perfect or Accounting Software.
 - iv* Should your monitor display any screen other than the normal screen, stop, Do Not try to get back to your original screen, notify the instructor immediately.
 - v* Any attempt to change/modify the system, or bypass a password protected are of the computer system is forbidden.
 - vi* Each student is responsible for the proper care and use of his/her equipment, software and desk area. Students are to report problems or damaged equipment immediately.
 - vii* Food or drinks are not allowed at any computer work station.
 - viii* Each student will save his/her work on a school-provided disk, using appropriate assigned file names.
 - ix* Assignments will not be graded unless they have been saved using teacher approved file/project labels.
 - x* Students are not allowed to access, copy, damage, delete or remove another student's files. Any violations of this regulation will be considered to be cheating or student harassment.

xi Student will be held liable for all costs incurred for intentional damage to hardware/software.

xii Inappropriate web-site access will result in suspension of computer access privileges and face disciplinary action from administrators.

b *Consequences-* Failure to follow these procedures/regulations will result in:

i First Offense: Written warning/referral. Parent and Administrative notification.

ii Second Offense: Student will be removed from the class and sent to a school administrator. Depending on the severity of the offense the school administrator will assign the appropriate disciplinary action.

iii Third Offense: Student may be removed from the course and lose credit following school discipline procedures, including the suspension of computer privileges.

2 Cellphone Policy

a The Hartford Board of Education recognizes that many students at all grade levels possess and bring cell phones, and other electronic devices to school. These devices may include an iPod, iPhone, assistive technology and other similar devices. It is recognized that parents may provide a cell phone to a student for safety or medical reasons.

b In consideration of the availability of electronic devices in our society, the Board will allow the possession of cell phones and other electronic devices at school, and school sponsored events, as follows:

i Grades K-5 - Cell phones are permitted on school grounds and at school sponsored events but may not be used, heard or displayed during the school

day. Other electronic devices are not permitted on school grounds or at school sponsored events, with the exception of assistive technology devices.

ii Grades 6-12 - Cell phones and other electronic devices are permitted on school grounds and at school sponsored events but may not be used, heard or displayed during the school day.

c *Consequences:* If a student violates this policy by using or displaying a cell phone or other electronic device in school during the school day, the consequences will be as follows:

i 1st Offense: Electronic device is confiscated by the administration until the end of the school day. Student will be given a warning.

ii 2nd Offense: Electronic device is confiscated by the administration until a parent conference is held and the electronic device is returned to the parent. Student may receive a detention or other age- appropriate consequence.

iii 3rd Offense: Electronic device is confiscated by administration until the end of the school year. A parent conference will be held. Student may be suspended or have other age-appropriate consequence administered.

3 School technology will be used for only school-related purposes. All materials created or accessed using school resources are considered the property of the district and can be monitored.

III Student Supports

A Roles

1 *Crisis Team* - A crisis team exists to reduce the risk of physical harm, to assure effective decision making and the communication of accurate information, to provide emotional support, and to re-establish control and return the day (or time period) to as normal as possible. At a minimum the team consists of the principal (or his/her

designee) and school social worker. As necessary (depending on the nature of the crisis), the team may also include security personnel, building staff trained in Crisis Prevention and Intervention (CPI), other school administrators, Central Office staff, and/or community service providers.

- 2 *Social Worker* - Social services in the Capital Preparatory Magnet School are provided by professionally qualified social workers who are members of the school staff.

Responsibilities include assisting the student with emotional or social difficulties to function more successfully within the school environment through individual and/or group counseling. Referrals for more intensive counseling and/or psychiatric intervention to other social service agencies within and outside the school district are recommended as needed. Services are provided through self-referral by the student or by referral from staff, administration, or parent, or through the Student Assistance Team (SAT) and Planning and Placement Team (PPT) processes.

- 3 *Advisor* - An additional responsibility of advisors is to help students who may be at risk. Under the guidance of administration, advisors work to promote an atmosphere of positive interaction that creates mutual trust, respect, and support where students are valued and adults are available to help them grow and succeed. Advisors provide prevention, intervention and aid to students through a team approach which that fosters open communication within the entire school community.

- 4 *Student Assistance Team* - Members of the Student Assistance Team are available to teachers and parents to provide strategies to support individual students who may be struggling academically, socially, personally or behaviorally. Members of the team include special education teachers, administrators, school social workers, the ELL teacher, and the speech language pathologist.

B Student Assistance Team (SAT)

- 1 When a parent, teacher or other staff member has concerns about a student's attendance, academics or behavior, a referral to the Student Assistance Team may be made.
- 2 If a parent or guardian wishes to make a referral to the Student Assistance Team, s/he may contact Dr. Lauren Davern, Assistant Principal at 695-9828, or email: davel001@hartfordschools.org to schedule a meeting.

C Planning and Placement Team (PPT)

- 1 The local Planning and Placement Team is designed to provide a means of communication and decision-making at the school level concerning the effective use of resources within that school to help students with special needs.
- 2 It is also responsible for follow-up and periodic review of all students presently in special education and special services programs.
- 3 Planning and placement team meetings for students who reside in districts other than Hartford Public Schools will be held in conjunction with administrative representatives from the school district where they reside

D Parental Involvement & Communication

- 1 Parents are encouraged to become partners in their child's educational successes. Conference with teachers may be held at any time during the school year. Parents and students, as well as teachers, social workers, advisors or administrators may initiate a conference. A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours, but every effort will be made to accommodate parent schedules.

- 2 Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parent/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteers are strongly encouraged.

IV Extracurricular Activities

A Policies

- 1 Extracurricular activities are an integral part of school life and often require as much careful planning and supervision as the academic subjects. However, care must be taken that these activities do not take precedence in importance over the subject matter areas, but remain in the position of supplementing the actual courses of study.
- 2 Eligibility to Represent the School
 - a All students elected to student offices, or who represent their school in extracurricular activities, shall have and maintain good citizenship records
 - b Any student who does not maintain a good citizenship record shall not be allowed to represent fellow students nor the school for a period of time recommended by a school administrator, but in no case, except when approved by the Board of Education, shall the time exceed twelve (12) calendar months. This regulation supersedes all prior regulations on eligibility, but does not prohibit the constitutions of student organizations, such as Student Leadership, Honor Society, etc., from including eligibility requirements for their members in addition to those stated in this policy.

- a* All dance tickets will be sold on a presale basis. The price of tickets for regular school dances will be determined before tickets go on sale. A maximum number of students that will be admitted to any Capital Preparatory Magnet School dance will be determined by the Fire Marshall.
- b* The tickets will be sold before school, after school and during all lunch periods.
- c* Tickets will only be sold to a Capital Preparatory Magnet School student.
- d* Only one ticket will be sold to each student.
- e* There will be no tickets sold at the door.
- f* Students **MUST** arrive within the first hour of the dance.
- g* Students may **NOT** leave the event; if they do so, they may not return.
- h* Students must leave promptly at the conclusion of the dance.
- i* Time of dances will be determined for each event.
- j* Student semi-formal and formal dances may be sponsored throughout the school year. All dances, whether held on or off campus, are subject to Capital Preparatory Magnet School rules and regulations.

D Posters

- 1 Signs and posters that students wish to display must be approved by the administrator responsible for student activities.
- 2 Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

E Sports

- 1 The administration and Athletic Department of Capital Preparatory Magnet School are committed to working with student-athletes, their parents and the community in the promotion and pursuit of excellence in education, sportsmanship and citizenship through all levels of competition.

- 2 Sports are considered an integral part of the school's educational program and Capital Preparatory Magnet School believes it is a privilege for a student to participate in interscholastic athletics. Through athletics, students have the opportunity to learn the importance of ethical behavior, good sportsmanship positive values, fitness and the realization of self-worth. All interscholastic athletic activities are governed by local and conference guidelines, and must conform to rules established by the Connecticut Interscholastic Athletic Conference (CIAC), and the Hartford Board of Education. Eligibility for participation is governed by state law as well as by CIAC rules and Hartford Board of Education policy.
- 3 Digest of CIAC Eligibility Rules, You are not eligible if:
- a* you are not taking six (6) units of work;
 - b* you have not passed at least four (4) units at the end of the last marking periods as of the official day grades are issued;
 - c* you are 19 years of age before July 1;
 - d* you have changed schools without a change of residence;
 - e* you have played the same sport for more than three (3) seasons in grades 10, 11, and 12;
 - f* you play or practice with an outside team in the same sport while a member of the school team;
 - g* you play under an assured name on outside team, or;
 - h* you receive payment for participation in any CIAC sport.
- 4 CSC Ejection Rule - Any player ejected from a contest for fighting/unsportsmanlike conduct will not participate in the next contest.
- 5 A student must be present in school the day of a practice session, scrimmage, contest, or game in order to be eligible for participation. Any student-athlete who has not

reported to school by 10:00AM will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the principal or designee.

6 During the coming year, Capital Preparatory Magnet School will field interscholastic athletic teams in the following sports of which all students in grades 9-12 must participate on two teams to maintain their seat at Capital Preparatory Magnet School.

a Fall

i Football

ii Cross-Country (Coed)

iii Crew (Coed)

iv Cheerleading

v Girls Volleyball

vi Girls Soccer

b Winter

i Basketball (Boys/Girls)

ii Cheerleading

iii Indoor Track (Coed)

c Spring

i Track (Coed)

ii Softball

iii Baseball

d Students may have the opportunity to participate on varsity, junior varsity and freshman level sports teams.

7 *Requirements For Participation* -Prior to participation in any sport, a student must complete and return the following forms to the athletic office/office coach in order to

be eligible to try out, practice or participate in a sport. There will be no exceptions to this requirement.

- a* Athletic permission: to be completed and signed by the student and the parent/guardian
- b* Rules and Regulations: to be completed and signed by the student and parent/guardian. This contract is in force during the entire sport season of practice or play (7 days a week, 24 hours a day)
- c* Athletic Sport Physical Examination: any student intending to participate in an interscholastic sport must submit to the Athletic Office a completed Sport Physical Form signed by a physician prior to any participation, including try outs. Physical examinations must have been done within one year of the last day of the playing season. Clearance from a physician must be given every year in order for a student to participate.
- d* All forms are available in the Main School Office at all times. They are also distributed to athletic candidates' coaches prior to the start of the season.

8 Insurance Coverage

- a* The Board of Education does not provide insurance to cover accidents involving students that occur at school or during the school day. This is for the purpose of making available on an annual basis student accident insurance.
- b* All Hartford athletes are covered by an Expanded Sports Insurance Policy provided by the Board of Education. This means that the student-athlete would be billed and the family's personal insurance will apply first. Bills not covered are to be submitted to the school insurance company with the proper form. These insurance forms are available in the school's health office. It is the responsibility of the athlete and the athlete's family to follow up on the paper work.

9 Return of Injured Athletes

- a* When a student is referred to a doctor for an ailment or injury, medical approval is required before that student is permitted to return to participation in interscholastic sports. Such a return will be based on the recommendation of the school athletic trainer and made by the Athletic Director.
- b* Any student who is medically excused from physical education may not participate in any athletics for the duration of the medical excuse.

10 Athletic Uniforms

- a* The policy of the Hartford Public Schools is to provide game uniforms for its athletic teams that engage in interscholastic competition. It is the student's responsibility to return all uniforms at the close of the season. On failing to do so, a debt slip will be issued and ***MUST*** be paid prior to graduation.
- b* The students shall provide such articles of clothing required for practice uniforms where such articles of clothing are retainable by the students as their own personal property such as socks, T-Shirts, and shorts.
- c* When practice uniform requirements present special needs, and in turn where such clothing has no personal value to the athlete, the school shall provide such practice clothing (football pants/jersey, soccer goalies' pants, etc.) Each individual student participant will provide own footwear.

11 Application of Policy

- a* The academic standards set forth in this policy apply to all students attending Capital Preparatory Magnet School who wish to participate in any intramural and/or interscholastic athletic programs, and/or in any extra-curricular activities and organizations, sponsored by the Hartford Board of Education.

- b* Special education students will be subject to this policy unless such students are excluded from the academic standards as determined by the Planning & Placement Team (PPT) or by a Section 504 Team Meeting.

12 Academic Standard for Eligibility

- a* In order to be eligible to participate in activities covered by this policy, Capital Preparatory Magnet School students must carry a full course load, which is equivalent to six (6) units of study, and maintain acceptable/ agreed upon standards put forth by the athletic director.
- b* In addition, students participating in interscholastic athletic programs must also meet the minimum eligibility requirements of the C.I.A.C.

13 Determining Eligibility

- a* No later than ten (10) days after the close of each marking period, eligibility under this policy will be determined.
- b* Students who do not meet the academic standard set forth Capital Preparatory Magnet School but are eligible according to standards set by the CIAC will be placed on probation.
- c* Student-athletes who are on probation are allowed to participate in their sport, however, must comply with the rules of probation in order to continue participating in sports and extra-curricular activities.
- d* Any student who still does not meet the expectations after being on one marking period will be ineligible for the next marking period and not allowed to participate in sports and activities.

14 Probation

- a* Students on probation are eligible under CIAC rules but have not met the minimum grade point average of Capital Preparatory Magnet School.

- b* Student athletes, parents/guardians, advisors, counselors, and a representative of the administrative team (principal or assistant principal) will meet to determine the steps necessary for a student to take in order to become academically eligible by the end of the next marking period.
- c* Student athletes on probation will be required to participate in a mandatory after-school enrichment period a set number of times as determined by the school officials, student, and parent in the probationary meeting.
- d* At the end of the marking period, students who have not expectations will removed from probation and allowed to participate without having to attend the enrichment period.
- e* Students who have not met the standard for the second grading period in a row will not be allowed to participate in sports or activities until they have met the standard set forth by Capital Preparatory Magnet School.

15 Standard and Calculation of Eligibility

- a* In order to be eligible to participate in any Board of Education sponsored intramural or interscholastic sports, or any extra-curricular activities, Capital Preparatory Magnet School students must maintain a “C” average calculated as 70 or better.
- b* In addition, students must also meet the minimum eligibility requirements of the CIAC on or before the tenth (10th) day following the close of each marking period, calculation of student eligibility will be completed.
- c* In order to determine eligibility at the beginning of each school year, the calculation will be based on the grades for the first marking period. The eligibility of students transferring into Capital Preparatory Magnet School will be based on the student’s official transcript for the last full marking period completed by the

student. The transcript of the student transferring into CPMS must show that the student was carrying a full course load, which is equivalent to 5 units of study.

- d* Averages will not be rounded up and there will be no exceptions to this regulation unless expressly provided for in a PPT or Section 504 Committee. All grades earned in a summer school program will be added to the fourth quarter grades to determine the academic average for fall eligibility.
- e* Failed courses, though made up, will NOT be eliminated in this calculation.

16 Affect of Ineligibility

- a* Any student who does not meet the eligibility standard after being on academic probation shall not:
 - i* Be permitted to participate in any way, either formally or informally, in any practice or activity covered by this policy; and
 - ii* Be issued any uniform, equipment, or special clothing associated with the activity and, in the event such material has already been issued to the student, it shall be returned to the coach or advisor during the period of ineligibility.
- b* This policy will be strictly enforced and there will be no exceptions to this policy unless expressly provided for in a PPT or by a 504 committee

V Safety & Wellness

A Abuse & Neglect- Hartford Board of Ed. Policy - [Full Policy 4218.21](#)

The Hartford Board of Education recognizes the school district's moral and legal obligation to protect children whose health and welfare may be adversely affected through injury and neglect and to ensure a safe and nurturing environment.

Connecticut General Statutes (17a-101) requires all certified employees, principals, guidance counselors, nurses, social workers, paraprofessionals, and other mandated reporters who have reasonable cause to suspect or believe a child has been abused to make an oral report of such information to the Department of Children and Families (DCF) or local or state police, followed by a written report to DCF within 72 hours unless a school employee is suspected of causing such abuse.

While the state law defines certain school employees as "mandated reporters", the Hartford Board of Education believes all individuals who interact with students have an obligation to report suspected child abuse. Therefore when any individual, who interacts with students as part of their professional responsibility to the Board of Education, has a concern about a potential case of child abuse or neglect, he/she must immediately notify the building principal or the principal's designee.

The law provides for immunity from any civil liability or criminal penalty to all who participate in good faith in the making of a report; investigation; and judicial proceedings resulting from such a report.

Orientation for new staff and an annual review of the guidelines for all shall be provided.

Legal Reference: Connecticut General Statutes

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order.

17a-102 Report of danger of abuse.

17a-103 Reports by others.

B Accidents & Safety

- 1 Student safety on campus and at school related events is a high priority of the District.
- 2 Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:
 - a Avoid conduct that is likely to put the student or other students at risk.
 - b Follow the school's code of discipline.
 - c Remain alert to and promptly report safety hazards, such as intruders on campus.
 - d Know emergency evacuation routes and signals.
 - e Follow immediately the instructions of staff who are overseeing the welfare of students.
 - f All accidents or injuries on school property should be reported to the nurse.

C Confiscation

- 1 The school staff may confiscate items inappropriate to the school environment. These include, but are not limited to inappropriate magazines, videos, water pistols, cell phone, headphones, large belt buckles, laser pointer and other items that are disruptive to school and/or potentially dangerous. These items will be held and sometimes returned only to a parent/guardian in person.
- 2 The Principal, because of special circumstances that justify the need for certain devices may grant permission if the request is submitted in writing. If a student possesses such a device in school without prior written permission, it will be confiscated by school staff, and will only be returned to a parent in person.
 - a Mace/pepper spray - these types of products are not allowed in school. They will be confiscated turned over to the Hartford Police Department.
 - b Illegal contraband will be confiscated and turned over to the Hartford Police Department.

D Fire Drills and Emergency Preparedness

- 1 Fire drills are held at regular intervals as required by state law.
- 2 When the alarm sounds (a continuous sounding of the horns, voice notification and strobe), students will leave according to directions posted in each room with the teacher as the leader of the group. The last student to leave the room should see that the door is closed.
- 3 Should the fire alarm sound during the passing between classes, students are requested to leave by use of the nearest exit and report to the teacher of their last scheduled class.
- 4 Students who are attending college courses during emergency procedures should remain with that class until notified otherwise.

E Guests and Visitors

- 1 Parents are welcome in the school but are requested to check in at the main office upon arrival. Parents wishing to visit a class or see a teacher are required to make arrangements in advance (1 day minimum) with either the teacher or an administrator.
- 2 *Visitors Policy* – anyone who wishes to frequent the school on school related business.
 - a Upon arrival all visitors must report directly to the main office.
 - b Visitors must complete a visitor’s request form at the main office.
 - c An administrator must approve the visitor’s request.
 - d A visitor’s badge will be issued by an administrator or designee.
 - e The visitor must comply with all school rules and regulations.
 - f Before leaving the building, the visitor must return the visitor’s badge to the main office and check out of the building. The administration reserves the right to limit the number of visitors to the building.

3 *Guest Policy*

- a Student's request to have a guest must be presented at least one full day in advance of arrival.
- b Written permission from;
 - i Sponsor's parent/guardian
 - ii Guest's parent/guardian and
 - iii Guest principal, (if applicable), must be received prior to approval.
- c A guest request form must be completed and approved by an administrator.
- d A guest pass will be issued by an administrator.
- e A guest pass is only valid for one day.
- f Students may not have more than one guest at a time.
- g A guest may not be a student in the Hartford Public School District or a former Hartford High School Student.
- h The guest must agree to comply with all the rules and regulations of the Hartford Board of Education.
- i The guest pass must be returned to the main office at the end of the day.
- j The administration reserves the right to limit the number of guests to the building. The administration reserves the right to restrict or deny guest privileges on any particular day of the school calendar.

- 4 *Unauthorized Personnel* - Any person that is not authorized for entry by an administrator as either a visitor or guest will be in violation of SECTION 53A-1 85 (Refer to Public Act 828, Section 187) of the Connecticut Statutes, "LOITERING IN OR ABOUT SCHOOL GROUNDS". This is a Class C Misdemeanor.

F Harassment

1 *Bullying* - Bullying of a student by another student is prohibited. Such behavior is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity, which acts are repeated, against the same students over time. Such behavior will result in disciplinary action. Examples of bullying include, but are not limited to:

- a Physical violence and attacks
- b Verbal taunts, name-calling and put-downs including ethnically based or gender-based put downs.
- c Threats and Intimidation.
- d Extortion or stealing of money and/or possessions
- e Exclusion from peer groups within schools.

2 *Child Abuse*

- a Teachers, principals, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, social workers and psychologists are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receives training yearly in their use.
- b Reporting of child abuse and neglect is a responsibility that is taken seriously. If there is any doubt about reporting suspected abuse or neglect, a report will be made. The school will work with the parents and appropriate social agencies in all cases.

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

3 *Sexual Harassment* - Sexual harassment is forbidden by Federal and State law and by the Hartford Board of Education, and will not be tolerated in the Hartford Public Schools. Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to employees of the Hartford Public Schools, fellow students and to the public. Students have the right to be in an educational environment free of sexual harassment whether by employees of the Hartford Public Schools or by other students. Should sexual harassment be alleged, Board policy dictates that it shall be thoroughly investigated, that there shall be no retaliation against the victim of the harassment, and that the problem/concern shall be appropriately addressed.

a Education - Each year, students will be informed of their rights and responsibilities under this regulation. Such education will include information regarding the procedure for making a complaint, and may also include discussions, films, or other activities deemed appropriate.

b Definition - Sexual harassment is defined as “any unwelcomed sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature,” made by someone from or in the work or education setting. Sexual harassment occurs when:

i Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s participation, education progress or opportunity.

- ii* Submission to, or rejection of, the conduct by the individual is used as the basis of educational or other decisions affecting the individual.
- iii* The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
- iv* Submission to, or rejection of, conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution
- c* Examples - While an exhaustive list is not possible, the following constitute examples of specific behavior that if unwelcome and of a sexual nature, could constitute sexual harassment:
 - i* Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, touching, impeding or blocking movement, leering, gestures, cartoons, assault, rape/attempted rape.
 - ii* Continuing to express sexual interest after learning or being informed that the interest is unwelcome.
 - iii* Coercive sexual behavior used to control, influence, or affect the educational support for an appointment, promotion, transfer, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.
 - iv* Coercive sexual behavior used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student, including promises or threats regarding grades, course admission, and performance of student benefits or services (e.g. scholarships, financial aid, and work study job).

- v The deliberate or careless creation of an atmosphere of sexual harassment or intimidation, or hostile or offensive educational environment.
- vi Inappropriate attention of a sexual nature from peer(s), i.e. student to student, employee to employee.
- vii It is understood that any sexual or romantic relationships between employees of the Board and students are highly inappropriate and unacceptable, whether or not they constitute harassment as defined in the regulation.

4 Complaint Procedure

- a* If a student believes that he/she is being or has been subject to behavior that could constitute sexual harassment, that person should immediately inform a parent or guardian, teacher, or administrator. The student or adult should immediately inform the perpetrator that his/her behavior is unwelcomed and unacceptable, offensive, in poor taste, unprofessional, and/or highly inappropriate and that such behavior must stop. It is recognized, however, that victims of sexual harassment are not always able to express their feelings to their harasser or to others. In all cases, the responsibility for ending the harassment rests with the harasser, not the victim.
- b* As soon as a student, or the adult in whom the student has confided, feels that he or she has been subjected to sexual harassment, he or she should make a written complaint to the Director of Human Resources or his or her supervisor and/or appropriate school personnel. Normally complaints should be made within 30 days of the act of harassment. Complaint forms are available from the Director of Human Resources, guidance office, and building principal. The complaint should state the name of the complainant and the date of the complaint, the date of the alleged harassment, the name of names of the harasser or harassers, where such

harassment occurred, and a statement of the circumstances constituting the alleged harassment.

- c* Any student who makes an oral complaint of harassment to personnel other than those listed above will be provided a copy of this regulation and a complaint form, and will be instructed to make a written complaint pursuant to above procedure.
- d* If the complaint is a minor student, the person to whom the complaint is given should consider whether a child abuse report is required by law.
- e* All complaints are to be forwarded immediately to the Director of Human Resources unless that individual is the subject of the complaint, in which case the complaint should be forwarded directly to the Superintendent.
- f* If possible, within five working days of receipt of a written complaint, the complainant shall be supplied with a copy of this Regulation and Procedure when necessary in order that he or she will be made fully aware of this or his/her rights and the Board's procedure for handling the complaint.
- g* If possible, within five working days of receipt of the complaint, the Director of Human Resources shall commence an effective, thorough, objective and complete investigation of the complaint. The investigator shall consult with all individuals reasonably believed to have relevant information, including the complaint and the alleged harasser, any witnesses to the conduct, and victims of similar conduct that the investigator reasonably believes may exist.
- h* The investigation shall be free of stereotypical assumptions about either party. The investigation shall be carried on discretely, maintaining confidentiality insofar as possible while conducting an effective and thorough investigation. Throughout the entire investigative process, the due process rights of the alleged harasser will be upheld.

- i* The investigator shall make a written report summarizing the results of the investigation and proposed disposition of the matter, and shall provide copies to the complainant, the alleged harasser and, as appropriate, to all others directly concerned.
- j* The complainant is dissatisfied with the result of the investigation; he or she may file a written appeal to the Superintendent, who shall review the investigator's written report, the information collected by the investigator together with the recommended disposition of the complaint to determine whether the alleged conduct constitutes harassment. The Superintendent may also conduct a reasonable investigation, including interviewing the complainant, in writing, as soon as possible.
- k* If after a thorough investigation, there is reasonable cause to believe that sexual harassment has occurred, the district shall take all reasonable actions to ensure that the harassment ceases and will not recur. Actions taken in response to sexual harassment may include reassignment, transfer, or disciplinary action deemed appropriate by the Board.
- l* The harasser will be informed that the appropriate action shall be taken if further acts of harassment or retaliation occur. If further acts of harassment or retaliation do occur, appropriate action shall be taken. Each year, copies of these regulations will be distributed to all middle and high school students

G Health Service

- 1* *Hartford Public Schools Health Services School Nursing Guidelines.*
- 2* A full-time registered nurse is on duty to care for the health needs of all students.
 - a* If immediate attention is required, students may leave class with permission and a nurse's pass from the teacher.

- b* Students, however, should not leave class for non-urgent matters or chronic conditions, as this disrupts class learning and studies. These non-urgent issues can be attended to by visiting the health office prior to first period, lunch, or after school. At all other times, except for health emergencies, students **MUST** secure permission from the teacher or supervisor to whom they are assigned during any period.
 - c* The health office maintains a cumulative health file on all students, including notations of past illnesses, results of vision screenings, physical examinations, and any health information provided by the parent, which the school may need.
 - d* Parents are urged to inform the nurses of any health changes or problems in their child's medical history. The nurse can be reached at 860-695-9823.
- 3 School dismissal due to illness.* The nurse, prior to student dismissal from school, must complete a health assessment. Parental permission must be given for all students who go home due to illness. Students are not to call parents from classes for illness and/or to go home.
- 4 Physical examinations.* Per Connecticut State guidelines, students are required to have physical examinations in the following grades:
- a* Every year of Pre-K
 - b* Kindergarten
 - c* Sixth grade (To be completed after Jan. 1st of the student's fifth grade year)
 - d* Tenth grade (To be completed after Jan. 1st of the student's ninth grade year)
 - e* The student's physician must complete the "[blue](#)" State of Connecticut Health Assessment form with all required immunization dates noted. The front of this form is to be completed by the students' parent or legal guardian. Completed

physicals should be given to the school nurse. If parents/guardians need help in this area they are encouraged to contact the school nurse.

- f* There are only two exclusions to immunization requirements that are allowed in Connecticut.
 - g* A physician must document in writing that due to a medical contraindication (this must be specified) a certain vaccine was not given.
 - h* Parents/guardians may also attest in writing that due to their sincerely held religious beliefs a certain vaccine was not given.
- 5 *Sports physicals.* Students who participate in the school sports program are required to have a yearly sports physical prior to acceptance into the various sports programs. Free sports physicals are given by the school doctor in June for the following school year.
- 6 *Medication requested to be taken in school.*
- a* Parents of students who require daily or special medications in school must contact, and inform the nurse, of the nature of the medication.
 - b* All medications shall be delivered to the nurse by a parent or other responsible adult.
 - c* The nurse must examine the medication on-site, medication order, and permission form. Then develop a medication administration plan for the student before any medication is given.
 - d* Medication must include
 - i* Name of patient
 - ii* Name of medication
 - iii* Name of prescribing provider
 - iv* Directions

- v* Date of original prescription
- vi* Name and phone number of dispensing pharmacy
- e* Not more than 45 school days supply of medication may be stored at school.
- f* Prescribed medication shall be stored in a securely locked cabinet used exclusively for the storage of medication in either the health room or the principal's office at all times.

7 Self-administration of medication.

- a* Students are not allowed to carry bottles of medication (such as aspirin, Tylenol in school), and cannot take medications without a doctor's order and parental permission on file in the health office.
- b* In cases in which a student needs to self-administer medication occasionally for headaches, cramps, etc., a form must be completed by a physician stating the medication, strength, prescribed dosage and duration of time.
- c* Parents need to sign the form, indicating their approval/permission of the self-administration. Medication and the appropriately completed forms must be submitted to the health office, and kept in a secure place for student's use as needed.
- d* The student must take the medication in the health office.
- e* Nurses are not permitted to give out medications to students without a doctor's order, and written approval of the parent/guardian.

8 Documentation of administration of prescribed medications

- a* The individualized student medication record (JGCD-E2) shall serve as the legal record of medication administered to a student.
- b* Individualized medication sheets shall be established for each student taking medication in school.

c The medication sheet shall contain the following information:

- i* Name of student
- ii* Name of medication
- iii* The dosage of medication
- iv* The route of administration
- v* The frequency of administration
- vi* The name of the prescribing provider

9 Use of canes, crutches in school. Students who utilize canes or crutches in school must have a doctor's order. An elevator is available to students on a need basis and must be approved by the school nurse.

10 Sharing of medical information by nurses with teachers/counselors. Nurses inform classroom teachers, and counselors of pertinent student health information such as hearing or sight defects, diabetes, migraines, etc. If you would want health information on your child added or withheld, please notify the nurse. *Immunizations:* Evidence of protection against the following diseases must be shown before a student is permitted to attend school:

- a* Diphtheria
- b* Pertussis
- c* Measles
- d* Tetanus
- e* Rubella
- f* Mumps
- g* Poliomyelitis
- h* Hepatitis B

11 *Medical or religious exemptions are allowed, provided the appropriate documentation is given.*

H Leaving School Grounds/Release of Students from School

- 1 Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration.
- 2 In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Children will be released only upon the request of the parent/guardian whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school.
- 3 Arrangements should be made with the building administrator on the parent/guardian to pick up the student in the school office. If someone other than a parent/guardian picks up the student, the person appearing in the school office **MUST** bring a note of identification from the parent or guardian.
- 4 Leaving the school grounds during the day without administrative, parent or health office permission will result in disciplinary action for truancy from school.

I Search & Seizure

- 1 Under the Constitution, all citizens are protected from unreasonable searches and seizures. However, school officials may search you, your possessions, or your locker, if they have reasonable belief for suspecting that search will turn up evidence of a violation of either the law or school rules. The right to inspect desks, lockers and

other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property.

- 2 This document serves as advance notice that school board policy allows that authorized school administrators may search a student's locker or desk under the following conditions:
 - a* There is reason to believe that the student's desk or locker contains contraband material. Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.
 - b* The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.
- 3 The reasonableness of the search must be related to objectives of the search and must not unduly infringe upon a student's right to personal privacy, in light of the age and sex of the student and nature of the infraction. Student vehicles parked on school grounds may be searched if there is reasonable cause to search.

J Unauthorized Areas

- 1 Students in the parking lots, any off-campus area, or in other unauthorized areas without administrative permission during the school day are subject to disciplinary action for truancy from school or for disruption of school business.

HARTFORD PUBLIC SCHOOLS

RE: Student Directory Information

Dear Parent or Eligible Student:

On December 28, 2001 and January 8, 2002, respectively, President Bush signed into law the “National Defense Authorization Act” officially referred to as Public Law no. 107-107, and the “No Child left Behind Act,” officially referred to as Public Law No. 107-110. The effect of provisions in both laws is to require school districts “to provide, on a request made by military recruiters or an institution of higher education, access to secondary school students’ names, addresses, and telephone listings.” The law also provides, consistent with the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, that parents and eligible students, eighteen (18) years of age or older, have the right to require their prior written consent before releasing student names, address and telephone listings to military recruiters or institution of higher education.

Therefore the Hartford Public School District will release the above directory information unless you complete and sign and remove the form on the following page and submit to the administrative assistant refusing permission for release of directory information.

