



# MONTVILLE HIGH SCHOOL

## 2018-2019 STUDENT HANDBOOK

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[www.montvilleschools.org/mhs](http://www.montvilleschools.org/mhs)

View the Student Handbook online  
[www.montvilleschools.org/publications](http://www.montvilleschools.org/publications)

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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The **Montville High School** Official seal is composed of five distinct symbols, which represent our school.

The **shield** denotes “strength” and the torch “light of knowledge”.

The **wavy line** at the top of the shield depicts “Montville” which means “Town on a Hill” in French.

The **arrow** symbolizes the Mohegan Indian tribe, the most powerful tribe in Connecticut.

The **embattled line** indicates the many battles fought at Fort Shantok.

The **signature** on the shield is that of Uncas, the most famous Chief of the Mohegan Tribe.

**Colors:** Orange and Black

**Mascot:** Indian

**Motto:** “Learn to Live and Live to Learn”

# MONTVILLE HIGH SCHOOL ALMA MATER

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*By: Margaret Kelly 1965  
Tune: Men of Harlech*

Alma Mater, Praise be to thee  
Lead us on in constancy  
Guide us with sagacity  
Through we travel far.  
Like the bells of morning pealing  
Rousing every loyal feeling  
So your influence comes stealing  
Calling from afar.  
Orange and black alluring  
All emotions stirring  
Our loyalty and faith shall be  
For evermore enduring.  
Let our motto help us earn  
Every goal from which we yearn  
Learn to Live and Live to Learn  
Montville High we are.



## **TORCH 2018-2019**

### ***PRINCIPAL'S MESSAGE***

Dear Students and Parents,

This Student - Parent Handbook contains information that is important and useful. Please read it thoroughly and thoughtfully. The guidelines that follow are written in order to create an environment conducive to learning and a school where all feel safe and secure. The expectations for behavior written in our handbook are based on respecting the rights and dignity of others. Our school can continue to be an outstanding community when we all demonstrate respectful and responsible behavior.

The high school years provide each student with the wonderful opportunity to discover his or her unique talents and gifts. One way to learn is through participation in the variety of clubs, organizations and teams that exist at Montville High School. There are outstanding athletic teams and musical programs as well as literary and drama clubs and academic groups that will help any individual learn more about him/herself, and to develop friendships that may last a lifetime.

The high school years are unsurpassed in the unique and memorable opportunities that will present themselves. Students need to study hard, challenge themselves, set high goals and enjoy the experience. Becoming involved in school will accomplish these goals.

The faculty and staff will offer help along the way. Please ask for our assistance. Along with everyone at Montville High School, I wish you an exciting and successful year.

Sincerely,

*Heather Sangermano*  
Principal

**BOARD OF EDUCATION  
2018-2019**

Joe Aquitate III  
Sandra Berardy  
Dan Boisvert  
Dana Ladyga  
Steven J. Loiler

Robert R. Mitchell, Jr., *Chair*  
Monica Pomazon  
Colleen Rix, *Secretary*  
James B. Wood

**MONTVILLE PUBLIC SCHOOLS**

**OFFICE OF THE SUPERINTENDENT**

800 Old Colchester Road · Oakdale · CT · 06370  
Phone: 860·848·1228 | Fax: 860·848·0589

**LAURIE PALLIN**  
**Acting Superintendent of Schools**

**LAURIE PALLIN**  
**Assistant Superintendent of Schools**

**PAULA LACHANCE**  
**Director of Special Services**

**MONTVILLE HIGH SCHOOL**

800 Old Colchester Road · Oakdale · CT · 06370

**Contact Information**

Athletic Office	860·848·8723
Bus Garage	848·3878
Career Education Office	848·0747
English Learners Coordinator (EL)	848·2188
<b>Main Office</b>	848·9208
Fax #	848·3872
Nurse	848·9208
<b>School Counseling Office</b>	848·1285
Fax #	848·8067
School Health Center (UCSF)	822-4914
Fax #:	367-0634

# ADMINISTRATION

---

Heather Sangermano	Acting Principal
Robert Alves*	Acting Assistant Principal
Jessica Lilienthal*	Director of School Counseling
Denise Dunning*	Special Education Coordinator
Phil Orbe	Athletic Director

## FACULTY

### ART

Carolyn Decosta  
Timothy Egan

### BUSINESS

Kelly Burdick  
Douglas Wheeler,\*  
*Career Ed Coordinator*

### ENGLISH

Noreen Bibee  
Kelly Brooks  
Wendy Halsey  
Susan Laurencot  
Christopher Ouellette  
Theodore Richmond\*  
Alex Rousseau  
Susan Walsh

### ENGLISH LEARNERS

Lisanne Kaplan,  
*Coordinator*

### FAMILY & CONSUMER SCIENCE

Barbara Mann  
Addy Robarge\*  
Danielle Schulze

### LIBRARY/MEDIA SPECIALIST

Julie Perry

### MATH

Andrew Bakoledis  
Bridget Buckley  
Cheryl Fish

Lynn Grills  
Walter Sherwin  
Benjamin Stone\*  
Steven Stonoha

### MUSIC

Josh Cushing  
Jeffrey Ventres

### PHYSICAL EDUCATION / HEALTH

Rebecca Alfonso  
Robert Alves\*  
Chadwick Brown  
Thomas Hardy

### PSYCHOLOGIST

Jillian Ouellette

### READING

Tara Do

### SCHOOL COUNSELING

Jessica Lilienthal,  
*Director*  
Allison Delaney  
Catherine Macri  
Kristen Raulerson

### SCIENCE

Alyssa Donohue  
Elizabeth Dorff\*  
Kimberly Estep

Benjamin Hayes  
Jessica Hickey  
Heather Mathieu  
Hollyann Moriarty  
Laurie Pallin  
Joan Smith

### SOCIAL STUDIES

George Dawe  
Joel Finnegan  
Kim Glover  
Tanner Grove  
Angela Joslin  
Sara Skubal  
Derek Wainwright

### SPEECH

Jean Jordan

### SPECIAL EDUCATION

Linda Collin  
Denise Dunning\*  
Jennifer Gregory  
Amanda O'Neil  
Christopher Podeszwa  
Dawn Schreiber  
Robert Zeppieri

### TECH EDUCATION

David Blanchette  
Daniel Healy  
Doug Wheeler\*

### WORLD LANGUAGE

Cindy Carvalho  
Victoria Clifford\*  
Leslyanne Jiminez-  
Beltran  
Kristine Lindgren  
Cheryl Luginsland  
Kari Magano

\*Dept. Chairperson





### Montville Public Schools 2018-2019 Calendar

AUGUST				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27 TOD	28 TOD	1 <sup>st</sup> A Day	30 B	31 A

SEPTEMBER				
M	T	W	T	F
3 LD	4 B	5 A	6 B	7 A
10 B	11 A	12 B	13 A	14 B
17 A	18 B	19 A	20 B	21 A
24 B	25 A	26 B	27 A	28 B

OCTOBER				
M	T	W	T	F
1 A	2 B	3 A	4 B	5 A
8 CD	9 A	10 B	11 A	12 B
15 B	16 A	17 B	18 A	19 B
22 A	23 B	24 A	25 B	26 A
29 B	30 A	31 B		

NOVEMBER				
M	T	W	T	F
			1 A	2 B
5 A	6 SD	7 B	8 A	9 B
12 VD	13 A	14 B	15 A	16 B
19 A	20 B	21 TR	22 TR	23 TR
26 A	27 B	28 A	29 B	30 A

DECEMBER				
M	T	W	T	F
3 B	4 A	5 B	6 A	7 B
10 A	11 B	12 A	13 B	14 A
17 B	18 A	19 B	20 A	21 B
24 WR	25 WR	26 WR	27 WR	28 WR
31 WR				

JANUARY				
M	T	W	T	F
	1 NYD	2 A	3 B	4 A
7 B	8 A	9 B	10 A	11 B
14 A	15 B	16 A	17 B	18 A
21 MLK	22 B	23 A	24 B	25 A
28 B	29 A	30 B	31 A	

FEBRUARY				
M	T	W	T	F
				1 B
4 A	5 B	6 A	7 B	8 A
11 B	12 A	13 B	14 A	15 B
18 PRD	19 ✘	20 ✘	21 A	22 B
25 A	26 B	27 A	28 B	

MARCH				
M	T	W	T	F
				1 A
4 B	5 A	6 B	7 A	8 SD
11 B	12 A	13 B	14 A	15 B
18 A	19 B	20 A	21 B	22 A
25 B	26 A	27 B	28 A	29 B

APRIL				
M	T	W	T	F
1 A	2 B	3 A	4 B	5 A
15 SB	16 SB	17 SB	18 SB	19 GF
22 ✘	23 A	24 B	25 A	26 B
29 A	30 B			

MAY				
M	T	W	T	F
		1 A	2 B	3 A
13 A	14 B	15 A	16 B	17 A
20 B	21 A	22 B	23 A	24 B
27 MD	28 ✘	29 B	30 A	31 B

JUNE				
M	T	W	T	F
3 A	4 B	5 A	6 B	7 A
17 A	18 SD	19 ✘	20 ✘	21 ✘
24	25	26	27	28

### Important Dates

Aug. 27	Teacher Orientation Day
Aug. 28	Convocation/Staff Development Day
Aug. 29	First Day of School, Students
Sept. 3	Labor Day
Sept. 14	Early Release/Staff Development
Oct. 5	Early Release/Staff Development
Oct. 8	Columbus Day
Nov. 6	Staff Development
Nov. 12	Veteran's Day
Nov. 21, 22, 23	Thanksgiving Break
Dec. 21	Early Release/Winter Break
Dec 24- Jan 1	Winter Break
Jan. 21	Martin Luther King Holiday
Jan. 31 and Feb. 1	Early Release/Staff Development
Feb. 18	President's Day
Feb. 19	District Closed or Make up Snow Day
Feb. 20	District Closed or Make up Snow Day
March 8	Staff Development
March 29	Early Release/Staff Development
April 15-19	Spring Break
April 22	District Closed or Make up Snow Day
May 10	Early Release/Staff Development
May 24	District Closed or Make up Snow Day
May 27	Memorial Day
May 28	District Closed or Make up Snow Day
June 14	Montville High School Graduation
June 17	Last Day for Students
Special Observance Days: Rosh Hashanah, Yom Kippur, Three Kings Day, Passover	
Faculty will make appropriate accommodations for students affected by these special observance days	

✘ District Closed OR Make Up Snow Day  
⊙ Half Day for Students

School will close for the year upon completion of 181 student days and 186 staff days.

# School Calendar 2018-2019

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## AUGUST 2017

- 27 Teacher Orientation Day  
No School for Students
- 28 Staff Development Day  
No School for Students
- 29 FIRST DAY OF  
SCHOOL FOR STUDENTS

## SEPTEMBER

- 3 Labor Day  
No School for Students
- 14 Morning Only /Afternoon  
Staff Development Day  
MHS 11:10 Dismissal

## OCTOBER

- 5 Morning Only /Afternoon  
Staff Development Day  
MHS 11:10 Dismissal
- 8 Columbus Day-No School

## NOVEMBER

- 6 Staff Development Day  
No School for Students
- 9 Report Cards
- 12 Veterans Day-No School
- 15 Parent Teacher Conferences
- 21-23 Thanksgiving-No School

## DECEMBER

- 21 Morning Only  
MHS 11:10 Dismissal
- 24-31 Winter Vacation

## JANUARY 2018

- 1 New Years  
Winter Vacation
- 2 Students Return from  
Winter Vacation
- 21 Martin Luther King Day  
No School
- 31 Morning Only /Afternoon  
Staff Development Day  
MHS 11:10 Dismissal

## FEBRUARY

- 1 Report Cards
- 1 Morning Only /Afternoon  
Staff Development Day  
MHS 11:10 Dismissal
- 18 Presidents' Day No School
- 19,20 District Closed or Make-up  
Snow Day

## MARCH

- 8 Staff Development Day  
No School for Students

## APRIL

- 4 Morning Only /Afternoon  
Staff Development Day  
MHS 11:15 Dismissal
- 10 Report Cards
- 15-19 Spring Vacation  
No School
- 19 Good Friday

## MAY

- 10 Morning Only/ Afternoon  
Staff Development Day  
MHS 11:10 Dismissal
- 24 District Closed or Make-up  
Snow Day
- 27 Memorial Day  
No School
- 28 District Closed or Make-up  
Snow Day

## JUNE

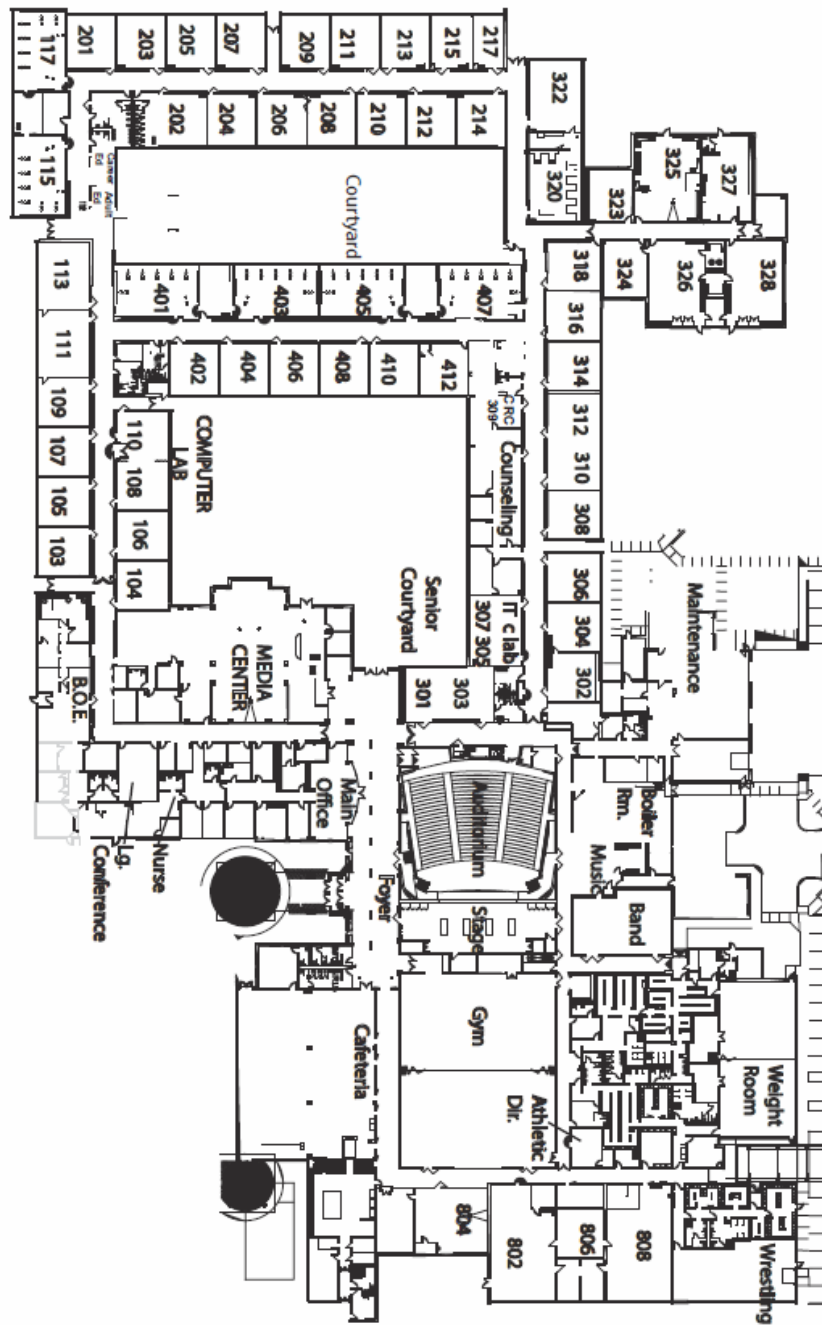
- 17 Last day of School\*  
*Report Cards Mailed Home*

### Special Observance Days:

- Sept. 10 Rosh Hashanah
- Sept. 19 Yon Kippur
- Nov 86 Election Day
- Jan 6 Three Kings Day
- April 19-27 Passover

*Faculty will make appropriate accommodations for students affected by these special observance days.*

MHS On-Line Calendar:  
[www.montvilleschools.org/calendar](http://www.montvilleschools.org/calendar)



## STUDENTS AND PARENTS

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This is a Student handbook, written to keep parents, and students better informed on matters related to the school and its policies. We encourage you and your child to thoroughly read this book together. Administrators and counselors are available to discuss any concerns you might have relating to the policies in the Student Handbook. The information that follows should give you a good understanding of academic expectations, school policies, school activities and necessary information.

The Handbook is also available on the MHS Publications website: [www.montvilleschools.org/publications](http://www.montvilleschools.org/publications)

The administration believes that communication between the school and the home is a very important factor in the success of your child. We will make every reasonable effort to keep you informed about your child during the school year. We also ask that you call us should you need help on any matter pertaining to Montville High School.

The education of our youth is a community effort and continues to be a priority. To this end, the governance, residents, and resources of our community are utilized as needed to support the school's endeavors.

For a detailed listing, visit the  
MHS "*Parent Resources*" web page  
[www.montvilleschools.org/parent](http://www.montvilleschools.org/parent)

## **CORE VALUES AND BELIEFS**

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The Montville High School problem solving community values EFFORT, RESPECT, and RESPONSIBILITY. All staff engages and challenges students intellectually and socially within a safe learning environment in order to develop skills appropriate for postsecondary education and/or a career in the 21<sup>st</sup> Century.

Further, we believe:

- All students are individuals with unique learning styles, needs, and life experiences; these differences influence their learning
- Adaptability is an essential component of success
- The staff of Montville High School is our most valuable resource
- Teachers are highly trained professionals who engage in efforts to improve professional practice through continuous learning and inquiry
- Collaboration leads to improved performance, stronger programs, and increased success
- Strong leadership focuses on a shared vision
- Decision making is evidence-based and informed by research
- Pride and integrity are defining characteristics of our community
- A healthy school climate is based on unity and positive relationships

## **21st Century Learning Expectations**

### **Academic**

Students will use 21<sup>st</sup> Century problem solving skills in diverse, collaborative, and authentic learning experiences.

1. Students write and speak effectively for a variety of audiences and purposes
2. Students access, interpret, evaluate, synthesize, and apply multiple forms of information
3. Students read, interpret, evaluate, create, and think critically
4. Students engage in their academic development and growth

### **Social**

1. Students engage in appropriate personal interactions that foster a united, empathetic, and self-reflective community
2. Students build confidence through self-advocacy and take responsibility for their decisions and actions
3. Students promote a safe school environment
4. Students collaborate in the classroom

### **Civic**

1. Students are responsible, positive, and contributing citizens of the school, local, global, and digital communities
2. Students demonstrate pride in the Montville community

*Revised: June 2017*

# CORE VALUES

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Make the **EFFORT** to be a good student and citizen.

Show **RESPECT** for yourself, others, and school property.

Take **RESPONSIBILITY** for your actions and your choices.

<b>CLASSROOM</b>	<b>HALLWAYS</b>	<b>CAFETERIA</b>
<p style="text-align: center; font-style: italic;">Library, Computer Room, Gym, &amp; Auditorium</p> <p style="text-align: center;"><b>EFFORT</b></p> <ul style="list-style-type: none"> <li>• Come prepared</li> <li>• Participate positively</li> <li>• Do your best work</li> </ul> <p style="text-align: center;"><b>RESPECT</b></p> <ul style="list-style-type: none"> <li>• Be patient and attentive</li> <li>• Value people and their opinions</li> <li>• Honor personal space</li> <li>• Use appropriate language</li> </ul> <p style="text-align: center;"><b>RESPONSIBILITY</b></p> <ul style="list-style-type: none"> <li>• Fulfill class requirements</li> <li>• Be accountable for your actions</li> <li>• Model honorable behavior</li> </ul>	<p style="text-align: center; font-style: italic;">Promenade &amp; other common areas</p> <p style="text-align: center;"><b>EFFORT</b></p> <ul style="list-style-type: none"> <li>• Keep moving</li> <li>• Speak at an acceptable volume</li> </ul> <p style="text-align: center;"><b>RESPECT</b></p> <ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Honor personal space</li> </ul> <p style="text-align: center;"><b>RESPONSIBILITY</b></p> <ul style="list-style-type: none"> <li>• Practice safe behavior</li> <li>• Be punctual</li> <li>• Dress appropriately</li> </ul>	<p style="text-align: center; font-style: italic;">Dining Area &amp; Senior Court</p> <p style="text-align: center;"><b>EFFORT</b></p> <ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Recycle</li> </ul> <p style="text-align: center;"><b>RESPECT</b></p> <ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Practice good manners</li> </ul> <p style="text-align: center;"><b>RESPONSIBILITY</b></p> <ul style="list-style-type: none"> <li>• Wait your turn in line</li> <li>• Pay for your items</li> <li>• Practice safe behavior</li> </ul>

# BLOCK SCHEDULING

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Block scheduling provides a structure for the creative, active, and flexible learning students need for success in the future.

Block scheduling divides each school day into four instructional blocks of about 83 minutes each and a lunch period.

Students attend four classes one day (Blocks 1 – 4), and four different classes the next day (Blocks 5 – 8).

Each class meets once every two days.

## BLOCK SCHEDULE

At the 7:30 bell should move to their block 1 or block 5 class.  
The 7:33 Bell is the last warning bell.

<u>DAY A</u>		<u>DAY B</u>	
Block 1	7:30 – 8:58	Block 5	7:30 – 8:58
Block 2	9:03 – 10:26	Block 6	9:03 – 10:26
Block 3	10:31 – 12:29	Block 7	10:31 – 12:29
1 <sup>st</sup> Lunch	10:31 – 11:01	1 <sup>st</sup> Lunch	10:31 – 11:01
Class	11:06 – 12:29	Class	11:06 – 12:29
Class	10:31 – 11:11	Class	10:31 – 11:11
2 <sup>nd</sup> Lunch	11:11 – 11:41	2 <sup>nd</sup> Lunch	11:11 – 11:41
Class	11:46 – 12:29	Class	11:46 – 12:29
Class	10:31 – 11:54	Class	10:31 – 11:54
3 <sup>rd</sup> Lunch	11:59 – 12:29	3 <sup>rd</sup> Lunch	11:59 – 12:29
Block 4	12:34 – 2:00	Block 8	12:34 – 2:00



# **STUDENT INFORMATION**

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## **ACADEMIC SUPPORT**

Teachers are available before and after school to aid students in need of extra help. Academic Support is given on a pre-arranged basis, and students are urged to take advantage of the opportunity for additional instruction. Late bus transportation is available Tuesday through Thursday.

## **ACCELERATED SEQUENCE OF COURSES (ASC, AP, ECE)**

ASC is available for those students who qualify. Students begin their accelerated math and/or foreign language in grade 8 and may continue through grade 12. Advanced Placement (AP), Early College Experience (ECE) and Honors courses are offered to students who qualify.

## **ADJOINING PROPERTY**

Students are not allowed to trespass, loiter, vandalize or smoke on any property that adjoins Montville High School. Failure to follow this directive will result in disciplinary action.

## **AFTER SCHOOL ROUTINE**

At the completion of an after school activity, including detentions and extra help, all students are to report to one of three designated areas – the Computer Room, the Library, or the Bus Platform – and remain there until the buses arrive.

Students will not be permitted to wander the building. Students who fail to comply with after school procedures will be subject to losing of after school privileges.

## **ASSEMBLIES / EVENTS**

At all times the student's behavior should be refined and courteous. An indication of the culture of the school is the conduct of its student body at an assembly. Unacceptable conduct includes whistling, uncalled-for-clapping, boisterousness, inappropriate signals and gestures, removing of clothing, tampering with decorations/posters and talking during a program.

Failure to behave according to school expectations will result in the student being escorted out of the auditorium/gym and losing the privilege of attending future events.

## **ATTENDANCE POLICY**

Parents may access student attendance at any time through the *Aspen Parent Portal* (<https://ct-montville.myfollett.com/aspn/logon.do>)

Good teachers and the best curriculum are of little consequence if students do not attend school on a regular basis. Time lost from the classroom is essentially irretrievable; the experiences, discussions and the uniqueness of the classroom learning process require school attendance. Establishing good attendance habits early will better equip young people toward being productive members of society. Classroom attendance is considered to be an integral part of the student's course of study.

### **1. Attendance**

Connecticut state law requires parents to ensure their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parental/guardian consent at age eighteen.

### **2. Excused Absences and Dismissals**

Parents/guardians must contact the school office the day of a student's absence.

A. Absences from school for illness or extraordinary circumstances are considered excused for up to nine (9) days when the student parents/guardians approves such absences and submits written documentation within two weeks of the absence.

**A dated note from a parent/guardian must have the following information:** STUDENTS FULL NAME, REASON FOR ABSENCE, DATE OF ABSENCES, CONTACT PHONE NUMBER, PARENTS/GUARDIANS FULL NAME AND SIGNATURE.

B. Absences beyond nine (9) require official documentation as listed below.

1. 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);
2. Death in the family
3. Religious observances;
4. School sponsored activities, including field trips, interscholastic competitions;
5. Court appearances;
6. Expulsion and Out of School suspension;
7. Testing for a driver's license;
8. College visits
9. Others that the principal judges as warranted

*Attendance Policy continued:*

- C. In case of emergencies necessitating early dismissal, the school will notify parents/guardians. No pupil shall be dismissed from the school grounds without the approval of an administrator.

### **3. Unexcused Absences**

- A. All absences without written documentation shall be considered unexcused.
- B. Family vacations/trips must be approved by school administration. They will be unexcused without prior authorization.
- C. A student will receive no credit when seven (7) unexcused absences for semester courses and thirteen (13) unexcused absences for full year courses have been reached.

A student who is not present for at least sixty (60) minutes of the block will be counted as absent. Tardies/early dismissals with proper documentation\* will not count as a class absence.

For students losing credit due to attendance, the grade earned will appear on the report card/transcript with a comment that no credit earned is due to attendance.

### **4. Student's Responsibility**

Students must complete missed class work assigned from the day of the absence. Students returning from an absence should be prepared to participate in previously announced tests/quizzes/assignments upon return to school, unless other arrangements have been made with the teacher prior to an excused planned absence or extended illness.

### **5. Allowable Absences**

Regular student attendance is expected. To earn credit for a course, the student may not exceed the allowable limit of absences (6 for semester classes and 12 for full year classes).

A student will receive no credit when they exceed the allowable absences mentioned above.

In extreme cases of illness, hospitalization or family issues, a meeting must be scheduled with an administrator, school counselor and parents/guardians to determine a plan regarding continued academic progress. Students with chronic illnesses should document their condition with the nurse.

*Attendance Policy continued:*

**A. High School Attendance Procedures**

1. The classroom teacher is responsible to take daily attendance on Aspen, the district-wide student information system.
2. The school will contact home of unexcused absences through the automated telephone system.
3. The school sends written notification to parents/guardians of students that have accrued three unexcused absences. Follow up letters are sent after 6, 9, 12, and subsequently at each additional three absences, i.e. 15, 18, 21 absences.
4. All absences should be reported by a parent through a phone call, parent note, doctor note, and/or court documentation.
5. A doctor's note may be requested for contagious illnesses, accidents, an extended school absences of a medical nature.
6. If unexcused absences become an on-going concern the school will schedule a mandatory attendance conference with the student and parent/guardian.  
Considerations at this meeting may include:
  - Make up classes during study hall or after school
  - Refer to Student Assistance Team, 504 or PPT
  - Referral to the School Based Health Center
  - Community service hours
  - Home visit
  - Follow up meeting
  - Attendance appeals
  - Online credit options
7. With continued absences the school may seek further assistance through a Family with Service Needs Referral and/or the School Resource Officer.
8. Continued absences may also be reported to D.C.F. as educational neglect.
9. If interventions are unsuccessful and academic progress is affected, students may be referred to a summer school program at the expense of the parent.

**B. Documentation**

\*Documentation is defined as authentic and original correspondence regarding the following:

- Medical appointments
- Legal meetings
- Bereavement

All documentation must be submitted within two (2) weeks from the date of absence(s).

*Attendance Policy continued:*

**C. Options for Credit Recovery**

A student who has lost credit due to excessive absence as defined by the Attendance Policy may recover credit in one of the following ways:

1. Through a successful attendance appeals process.
2. Retaking the course the next semester or school year.
3. Taking the course in summer school at the expense of the student.

**D. Absence from Mid-Term or Final Exam**

An unexcused absence from a scheduled examination will be entered as a zero.

The school administrator must approve all requests for absence from exams. This request will be granted for serious illnesses or other extraordinary circumstances. Requests must be made in writing or in case of an emergency, through a phone call to the office.

**E. Extended Absences / Vacations**

**PLEASE NOTE that any days missed due to vacations/trips outside of school vacations will count toward the allowable limit of absences a student can accumulate during the semester (6) or the year (12).** Notification of extended absences should be submitted in writing two-weeks in advance and addressed to the principal.

*Attendance Policy continued:*

### **High School Appeals Process**

Montville High School mails home notifications to the families of students that have accrued excessive absences in their courses. Warning letters are sent after 3, 6, 9, and 12 absences. It is the responsibility of the student and family to monitor attendance numbers and to initiate any appeals proceedings. Parent(s)/Guardian(s) may also use the Aspen Parent Portal to monitor their child's attendance at any time.

The Appeals will be conducted on an ongoing basis.

Students/parents may obtain an appeals application from the main office and submit the completed packet to the main office.

The Appeals Committee will be composed of an Administrator and School Counselor.

The Appeals Committee will review applications along with related documentation and will make determinations on which absences, if any, to excuse.

When further explanation is required, parents/guardians will be asked to attend an Absence Appeals Review Board meeting.

Failure to complete the appeals process will result in loss of credit.

Students will be notified through a letter regarding the outcome of their appeal(s) and credit status.

### **CAFETERIA PROCEDURE AND RULES**

Acceptable standards of cleanliness, courtesy, and conduct are expected of students during lunch period.

Underclassmen are required to remain in the cafeteria throughout the school year.

Seniors are allowed to use the court yard area during lunch.

Failure to follow cafeteria rules and regulations will result in disciplinary action.

### **BREAKFAST / LUNCH**

The Montville School System participates in the National School Breakfast & Lunch Program which is regulated by the State Department of Education. Montville's School Nutrition Program is committed to providing nutritious breakfasts and lunches to school children at a reasonable price. Important considerations used in designing and preparing meals include the USDA's Dietary Guidelines for Americans which encourage whole grains, fruits and vegetable consumption for increased fiber, vitamin and mineral intake, yet limit saturated fat and salt

amounts. **More fruits and vegetables are served: students must take a fruit or vegetable with each student meal by Federal requirement. Check out [www.choosemyplate.gov](http://www.choosemyplate.gov) for dietary news and info on the food groups: fruits, vegetables, grains, protein and dairy.**

*Cafeteria Procedures continued:*

Hot and cold lunch choices are offered at all levels (K-12th grade). A variety of a la carte selections approved as State healthy food snacks and beverages are also sold. Breakfast is served in all schools. Menus are sent home monthly with the elementary students. Monthly menus are also available on the web at [www.montvilleschools.org](http://www.montvilleschools.org), see Departments, Nutrition Services. Students contribute to menu planning with the nutrition program director. The food is served by cooks and cook/managers that are certified by the State Health Department as safe food handlers.

A computerized meal accountability access system maintains meal sales information. Prepayments are encouraged at the start of the week or month to the cashier before class at breakfast. They may pay by cash or check to “Montville School Nutrition” or “MSNP”. Please list student name on check. Meal money is then always available for students whenever they get lunch or breakfast. *Please pre-pay to make the meal line move fast! Parents are responsible for paying for their children’s meals.* An online payment option is also available at [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) or call 1-877-237-0946. Student money may go in a “general account” to get a meal or extra milk or water, or a “meal only” account, or money in both accounts to enable extra purchase of water or snacks plus meals.

Students enter their student identification number into a push pad by the cashier after getting their meal. The computerized meal accountability system can provide a report of student meal purchase activity by student number or name for parents. Information on what meals or snacks a student eats is quickly accessible to parents on line. Plus there is no mention of free or reduce meal eligibility.

**At the high school: Lunch is \$3.10 and Breakfast is \$1.75** Lunches and breakfasts are served also for free or at a reduced price (\$.30 for breakfast and \$.40 for lunch) to children who meet income eligibility guidelines. They receive an approved for free or reduced rate letter from the Nutrition Program Office at Leonard J. Tyl Middle School. At the beginning of each school year, Free and Reduced Family Meal Application forms to determine eligibility are sent home. To apply for free or reduced meals, households must fill out the application and return it to school. Additional forms are available at each school office, from the cafeteria cashier, the school nutrition office or the school webpage: [www.montvilleschools.org](http://www.montvilleschools.org) see Departments, Nutrition Services. Applications are accepted throughout the year (reapply if your household size or income changes). Questions? Call the Montville School Nutrition Program: 860-848-3658 or leave a message at 860-848-3672

### **CANCELLATIONS / DELAYS**

When school must be cancelled due to inclement weather or other emergency situations, announcements will be made on local television stations, WFSB (3), WTNH (4), WVIT (8), the Montville Public Schools website [www.montvilleschools.org](http://www.montvilleschools.org) and the schools notification system (School Messenger).

### **CHEATING**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and office immediately as to the action taken.

### **CITIZENSHIP**

Good citizenship is important and expected. Citizenship is a contribution to our school image, our community, our state and our nation. Good citizenship is a prerequisite for participation in all activities.

### **CIVIL LAW VIOLATION**

Violations within the school, which constitute a breach of civil law, i.e., committal of a crime, will be referred to the police for cooperative resolution. Both suspension and expulsion proceedings against a student may be considered by the school.

### **COMPUTER ROOM**

The Computer Room is available to students during the school day from 7:30 a.m. to 2:05 p.m. Students wishing to use the Computer Room must obtain a subject pass from their teacher, present it to the Computer Room Monitor and sign in. Students are expected to behave responsibly and demonstrate appropriate use of all equipment and software.

### **COMPUTER USE POLICY**

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;



*Computer Use Policy continued:*

- Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- Using another person's password under any circumstances;
- Trespassing in or tampering with any other person's folders, work or files;
- Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- Sending any copyrighted material over the system;
- Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors, as defined above;
- Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes;
- Cyber-bullying.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

*Misuse of the computer systems, or violation of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.*

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge *any* student who receives *any* harassing, threatening, intimidating or other improper message through the computer system to report this immediately.

It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message.

*Please report these events!*

*Computer Use Policy, continued*

### **Internet Policy**

Any user of the Internet or other network within the Montville Public School System has the responsibility to respect and protect the rights of every other user. Account holders and users, including staff, students, parents and community members, are expected to act in a responsible, ethical and legal manner. They must comply with Montville Public Schools' policy, and the laws of Connecticut and the United States.

### **Internet Safety**

The Administration will take measures: to assure the safety and security of students when using e-mail, and other forms of direct electronic communications; to prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally identifiable information regarding students; to educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response; and to restrict students' access to online materials harmful to minors, including obscene materials and child pornography.

### **CONDUCT AT EVENTS**

Students are expected to exhibit proper behavior at all extracurricular activities. Failure to act in a responsible manner may lead to disciplinary actions including suspension and social probation (exclusion from social events and extracurricular activities).

### **DISCIPLINE**

It is the responsibility of the total school community to create and maintain an environment that is safe and orderly and an atmosphere that is conducive to teaching and learning.

Students at Montville High School are expected to conduct themselves in a responsible manner so as not to interfere with the orderly process of education.

The Montville High School discipline code has three objectives:

1. Promote MHS School Wide Expectations of: Effort, Respect and Responsibility.
2. Preserve the optimum educational environment in which to deliver instructional services.
3. Respond to behaviors of concern with consistency while addressing individual student needs.

*Discipline, continued*

Students who deviate from acceptable school behavior will be subject to any of the following:

- Teacher Detention
- Office Detention
- Social Probation
- Hallway Pass Restrictions
- Restorative Practices
- Suspension (in-school, out-of-school)
- Possible Police Involvement.

#### **Teacher Detention**

Teacher detentions allow the teacher an opportunity to address a student regarding his/her personal situation.

Teacher detentions have priority over extracurricular activities, and any other outside activities.

#### **Office Detention**

- Office Detention is held twice a week on Tuesdays and Thursdays from 2:05-4:00 PM.
- Students can work silently on school assignments or read a book. Students cannot talk on the phone, listen to music or eat. Those in violation will not receive credit for their stay.
- Students late to Office Detention will not be allowed entry unless they are escorted by a teacher, coach or administrator.

#### **Social Probation**

Social probation is EXCLUSION FROM:

- Attendance at all MHS events
- Participation in sports (includes both competitions and practices)
- extra-curricular activities (including performances)
- Dances
- Pep-rallies
- Field trips\*
- Senior Outing
- Prom
- Graduation
- Other, at the discretion of school administration

*\* If a field trip is directly correlated to a student assignment and/or grade, the teacher will provide an alternative assignment.*

Social Probation could be a result of missed Office Detention time. Students will remain on Social Probation until all Office Detention/s are made up.

*Discipline, continued*

### **Restorative Practices**

Restorative practices may include:

- Mediation
- Restorative circles
- Community repair
- Community service

### **In School Suspension**

Students attending I.S.S. are required to complete all academic work assigned by their teachers as well as a restorative process.

### **Zero Tolerance Offenses**

Criminal offenses that require administrative actions and police intervention. Actions result in the immediate removal of the student from school (up to 10 days), and the intervention of law enforcement authorities. (*See Expulsion*)

### **Violations**

1. Alcohol/Drugs: Possession, consumption, distribution or sale of alcohol and/or drugs or drug facsimile or drug paraphernalia or being under their influence. (*Students disciplined for possession, consumption, sale, or being under the influence of alcohol and/or drugs will be referred to appropriate support staff.*)
2. Arson
3. Assault: Physical assault to a school employee or another student.
4. Bomb threat
5. Bullying: “Bullying behavior by any student in the Montville Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. ‘Bullying’ means any overt acts by a student or a group 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 student over time. Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.”

To report an incident visit the School Climate Committee’s

Anonymous Tip Line web page: [www.montvilleschools.org/tipline](http://www.montvilleschools.org/tipline)

*Board policy regulation #5131.90 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.*

*Discipline, continued*

6. False Fire Alarm
7. Hate Crime
8. Hazing: Hazing as defined as initiating or disciplining students by forcing them to do humiliating or painful things. This violation will also result in up to a 10-day out-of-school suspension and for suspension from the athletic team.
9. Harassment Policies (Bullying / Cyberbullying / Harassment / Sexual)
10. Threats of Violence: The Connecticut Association of Boards of Education formally defines a threat as words or actions, which deliver threatening or violent messages. Threats can range from boastful taunts, to harassment, to bullying behavior, to the intent to commit deadly acts. All threats are taken seriously and assessed to determine the level of risk and danger involved. All threats must be reported to a teacher or an administrator.
11. Weapons: Possession of weapons (including but not limited to firearm, knives, clubs, explosives.)

## **DRESS CODE**

The primary responsibility for wearing appropriate clothing in school rests with the parents and students. A student's appearance reflects his/her opinion of himself/herself and respect for others. However, it is the school's responsibility to dictate that school dress be in good taste and contribute to the health and safety of the student body. For that reason, the following guidelines are set forth:

1. Students should maintain good grooming/hygiene at all times.
2. Clothes shall be sufficient to conceal undergarments and/or private body areas at all times. Shirts that allow exposure of any portion of the midriff or inappropriate exposure of the chest including cleavage is not allowed. Transparent shirts may be worn over shirts that meet dress code. Shorts/skirts that expose the buttock are prohibited. Skirts or dresses that expose the buttock upon moving or sitting are also prohibited.

*Dress Code, continued*

3. The following list of items are not permissible to wear in school: bathing suits, sleepwear such as pajamas or slippers, tube tops, camisoles, tanks and halters that expose undergarments, and pants that expose undergarments.
4. Students cannot wear clothing, jewelry, or any other markings that may be identified as gang related. Due to the constantly changing nature of these symbols, determinations will be made by the administration.
5. Items of clothing/jewelry displaying alcohol, drugs, tobacco, violence, sexuality or inappropriate language are prohibited.
6. Loose clothing and long hair must be properly secured in all labs.
7. Upon entering the building students will put coats, jackets, windbreakers, headwear/hats, oversized purses, bags, large headphones and backpacks in their lockers.
8. Sweatshirt Hoods are to be kept down and not worn on the students head.
9. Due to changing trends, other limits may be set at the discretion of administration.

*If there is a violation of the dress code, students will be asked to change or call a parent to bring in a change of clothes. Refusal will result in the student being assigned to the suspension room for the remainder of the day.*

*Continued violations will result in disciplinary action. Students who continually fail to comply with the dress code will be considered insubordinate and will be subject to disciplinary action.*

## **DRIVING RULES AND REGULATIONS**

1. Driving is a senior privilege.
2. Juniors who present a letter from a parent indicating a necessary reason to drive to school (work, sports, etc.) will be considered for a parking permit
3. Students who drive to school must register with the school administration. This includes:
  - a. Complete a Permission-to-Drive form with parent signature.
  - b. Pay \$5.00 Policy Fee
  - c. Display Parking Tag on rear view mirror
4. Students must park in the designated student parking areas.
5. Students must follow safe driving practices when operating their vehicles in the MHS parking lot.
6. Students are not permitted to be in their vehicle or in the parking lot while classes are in session.
7. Students are to return the parking tags to the main office at the end of the school year.
8. Failure to comply with the driving rules and regulations may result in loss of driving privileges.

## **DUE PROCESS – SUSPENSIONS**

All students have the right to a hearing with their assigned administrator. At that time reasons for suspension are presented and the student has the opportunity to explain his/her actions.

The school administration will comply with the requirements of due process under state law. These requirements vary depending on discipline imposed. However, school administrators may immediately remove any student from school, when in their judgment the student's behavior presents a real and present danger to the health and safety of the student, others or the fundamental good order of the school.

### **EARLY DISMISSAL**

If there is a legitimate reason to leave school early, the student must bring a note of permission signed by a parent/guardian. Before school, the note must be presented to the secretary in the main office. The student's name and the time of dismissal will be recorded. The note must include the name of the individual who is to sign the student out of school and the home telephone number. Students must sign out in the main office.

### **ELECTRONICS POLICY**

THE FACULTY, STAFF, AND ADMINISTRATION OF MHS ARE NOT LEGALLY OR FINANCIALLY RESPONSIBLE FOR LOST, STOLEN, MISPLACED or DAMAGED ELECTRONICS.

Students may use their cellphones during lunchtime and they may listen to music (using only ear buds, no headphones) during their supervised study halls or when working in the library.

The use of electronic devices in the classroom/library is at the discretion of the teacher and will be used for educational purposes only.

Students videotaping other students is strictly prohibited, unless approved by administration.

Cell phones may be used by students before 7:30 am, after 2:05 pm.

### **ENGLISH LEARNERS PROGRAM (EL)**

The goal of the EL Program is to address the language, academic and social needs of students who speak a language other than English and who were raised in a different cultural environment. The program will enable students to attain English proficiency and meet state and federal annual yearly progress and annual measurable achievement objectives. In order to facilitate the process of language acquisition, tutors, classroom teachers, and the EL Coordinator work to design a program for each student. Typically, EL students attend all regular classes with the support of tutors. Accommodations are made as necessary until English proficiency is attained.

### **EXAM POLICY**

1. The mid-year and final examinations are requirements of each course in grades 9-12. The average of the mid-year and final examination grades for each course will be weighted one-fifth (1/5) of the year's grade.
2. Seniors who have a B (83) average and no quarterly grade below C (73-76) in any full year course are exempt from final exams. This does not include semester courses.



3. The administration must approve all requests for not taking or for postponing an examination. This request will be granted only for serious illnesses or other most unusual circumstances. Such requests must be made in writing or by telephone in an emergency, by the parent in advance of the scheduled examination.
4. Any unexcused absence from a scheduled examination will be entered as a zero.
5. Students need only report for those exams scheduled, and must remain in the exam room for the entire period. Study halls will be available to students who are not scheduled for exams.

### **EXPULSION**

The Superintendent of Schools will recommend to the Board of Education the expulsion of any student who possesses or transmits any weapon, i.e., firearm, knife, explosive or other dangerous object on school grounds or at a school sponsored activity. *(PA 94221)*

The Superintendent of Schools may recommend to the Board of Education the expulsion of any student for the following additional reasons:

1. Possession, consumption, distribution and/or selling alcohol and/or drugs;
2. Physical assault to a school employee or another student; or
3. Any other serious breach of school rules.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The **Family Educational Rights and Privacy Act** (FERPA) affords parents and students over 19 years of age (“eligible students”) certain rights with respect to the student’s education records.

They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.  
Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

*Family Educational Rights continued:*

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:  
*Family Policy Compliance Office, U. S. Department of Education  
600 Independence Avenue, SW, Washington, DC 20202-4605*

## **FIRE DRILL PROCEDURES**

Fire drills are held monthly. At the sound of the fire bell, each class leaves the building immediately through the exit designated for that particular location, and proceeds to a specific location outside the building. Students should know the exit and passing routes designated for the various rooms in which they are scheduled throughout the day. This information is posted in each room. Students should walk as rapidly as possible in a single line showing general courtesy and a serious attitude toward the drill: in order to evacuate the school in the shortest possible time. When the building has been evacuated, teachers will take attendance as a precautionary check on all students. Students must return to the building when given clearance to enter the building.

## **FOOD AND DRINKS**

Food and drink, other than water, are not permitted in classrooms or the corridors at any time. Food and drink shall be consumed in the cafeteria.

## **FUNDRAISERS / EXTRACURRICULAR ACTIVITIES / SPECIAL EVENTS**

1. All fundraisers, extracurricular activities and special events for school organizations must have prior approval from administration, which is accomplished by filling out a "*Fundraiser/Activity Form*". **Any monies collected from a school activity MUST be turned into the office daily.**
2. Individual students or groups may not sell anything for their own personal gain or for any non-school-related organizations, charities or other fundraising groups.

## HARASSMENT POLICY

*Safe School Climate Committee*  
*<http://www.montvilleschools.org/sscc>*

**Definition** – For purposes of this policy, harassment consists of verbal, written, graphic, or physical conduct relating to an individual’s race, color, religion, sex, national origin/ethnicity, physical attributes or disability, parental or marital status, sexual orientation, or age when conduct/harassment:

1. Is sufficiently severe, persistent or pervasive that it affects an individual’s ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment;
2. Has the purpose or effect of substantially or unreasonably interfering with student’s school performance or status;
3. Otherwise adversely affects and individual’s educational opportunities.

Harassment as set forth above may include, but is not limited to:

1. Verbal, physical or written intimidation or abuse;
2. Repeated remarks of a demeaning or condescending nature; or repeated demeaning jokes, stories, or activities directed at the individual.

Sexual Harassment shall consist of unwelcome sexual advances, direct or indirect demands or requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. Acceptance of such conduct is made either explicitly or implicitly a term or condition of an individual’s continued educational development or status;
2. Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual; and
3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of intimidating, hostile or offensive or educational environment.

**Forbidden** – It is the policy of the Montville Board of Education that harassment of any kind is forbidden. No member of the Board, employee of the Board, agent or employee organization or any student may harass any employee, person seeking employment or student as defined above. Accordingly, employees, students, and others are expected to adhere to a standard of conduct that is respectful and courteous to fellow employees and students and to the public.

Although not an exhaustive list, the following are examples of conduct prohibited by this policy against sexual harassment: sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual’s dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendos; references to sexual activities; overt sexual conduct; or any conduct that has the effect

of unreasonably interfering with a student's educational progress or creates an intimidating, hostile or offensive educational environment.

*Harassment Policy continued:*

**Reporting** – Any student who believes that he or she has been the subject of harassment is to report the incident to their teacher, counselor or the school principal. The school principal shall follow administrative regulations as set forth in Policy Number 4118.112.

Anonymous Tip Line: <http://www.montvilleschools.org/typline>

**Complaint Procedure** – The administration will investigate such complaints promptly and take corrective action where appropriate. The district will maintain confidentiality to the extent possible.

**Penalty** – Any student found to have engaged in harassment will be subject to immediate disciplinary action, up to and including expulsion from school or referral to legal authorities for prosecution, as judged appropriate on a case by case basis. The Board of Education will not tolerate reprisals or retaliation that occurs as a result of the good faith reporting of such claims of harassment. Such action will result in disciplinary action against the retaliator. *(Montville BOE Policy No. 5161, Adopted 6/09)*

### **Bullying/Cyberbullying Policy: Public Act 11-232**

"Bullying" means

- A. the repeated use by one or more students of a written, oral or electronic communication, such as cyber bullying, directed at or referring to another student attending school in the same school district, or
- B. a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that:
  1. Causes physical or emotional harm to such student or damage to such student's property,
  2. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
  3. creates a hostile environment at school for such student,
  4. infringes on the rights of such student at school, or
  5. substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

## **HOMEWORK POLICY**

Homework is an extension of classroom work to help students become self-directed, independent learners.

### **Objectives:**

- A. To extend the concept of learning beyond the classroom.
- B. To nurture the development of good study habits.
- C. To encourage the use of independent research skills.
- D. To promote student independence, responsibility, and self-discipline.

### **Time Allocations for Homework:**

The following time allocations are to be considered as guidelines, since students of different levels of ability may require more or less time than is indicated: Students should expect to spend about 30-60 minutes completing homework or other independent work in preparation for each class meeting. However, these recommendations are guidelines. It must be recognized that at times students have to manage completion of long-term assignments for multiple courses which may increase the time spent on homework. Students may be expected to complete homework over weekends and holidays.

Special Education: Homework assignments for handicapped and special education should reflect the special needs of these children and their IEP Goals.

Students in high school should have experience working on long-term projects, preparing for tests, and completing reading assignments. These should be considered homework. Students may be expected to complete assignments over a weekend or holiday period so that students will learn to budget their time and set priorities. *(Montville BOE Policy No. 6154, revised 3/17/15)*

## **HOMEWORK REQUEST**

A minimum of 24 hours should be allowed for teachers to respond to homework requests. Parents may call or email teacher to request homework assignments for students who are ill for more than one day. Classroom assignments are posted on Aspen.

## **ILLNESS DURING SCHOOL TIME**

A school nurse or health aide is on duty during the normal school day. If students have an accident, or are ill and unable to continue schoolwork, they should consult the nurse or health aide at once. Teachers will issue passes when necessary. (Also see UCSF School Based Health Center.)

## **INSTRUCTIONAL MATERIALS**

Books, instructional materials, and other educational equipment are provided for student use by the taxpayers of the town of Montville. When students are issued a book, they will sign a receipt for it. All textbooks should be covered and protected at all times. Students are responsible for any damage or wear beyond the normal amount and must pay in proportion to the damage done to the textbook. Students must pay for any textbook not returned at the end of the year, **WHETHER LOST OR STOLEN**.

Students who have outstanding debts will not be permitted to participate in extracurricular activities, scheduled events and field trips.

## **INSURANCE / SCHOOL**

Student insurance is available to all students at nominal cost during the first month of school. This includes 24-hour coverage.

The school carries a policy that provides limited coverage for sports, cheerleading and other activities. However, parental insurance is the primary insurance for students.

Students participating in school sanctioned co-curricular/extra-curricular activities and sports programs are covered by this policy **only** while they are actually involved in that activity.

## **LATE BUS**

Late bus transportation is provided for students engaged in special activities or extra help in subject matter areas and for students serving detention. The bus picks up students at 4:00 p.m. on the bus platform, on Tuesdays, Wednesdays and Thursdays.

## **LOCK DOWNS**

Lock down drills will be conducted periodically during the school year.

## **LOCKERS**

Students are assigned a locker with a built-in combination lock. No personal locks are permitted on any locker.

The student is financially responsible for any articles or books lost or stolen from his/her locker.

Lockers are school property and the administration reserves the right to inspect them and their contents without students' consent and without a search warrant.

## **LOST AND FOUND**

Students are responsible for their own possessions. When sums of money, wallets, handbags, glasses, and articles of jewelry are found, they are to be turned in to a secretary in the high school office. Inquiries for such items should be made before and after school. It is the duty of a good school citizen to turn in all found articles as soon as possible.

## **MEDIA ACCESS VIDEO TAPING OF STAFF/STUDENTS**

The Board recognizes the important role the media serves in reporting information about the district's program, services, and activities. Therefore, the district will make every reasonable effort to provide media access to students.

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. The media may interview and photograph students involved in instructional programs and school activities including athletic events provided their presence will not be unduly disruptive and shall comply with Board policies and district goals.

Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.

**Students videotaping other students is strictly prohibited unless approved by administration.**

Parents who do not want their student interviewed, photographed or videotaped by the media shall inform the school principal accordingly.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

Parents will be advised of the district's media access to students policy at the time of the student's registration and each fall in the student/parent handbook.

*(cf.-5125 Community Relations/Media Access to Students; Student Records; Confidentiality)  
(Montville BOE Policy No. 1120.1, Adopted 5/16/00)*



## **MEDICAL**

School Nurse: 860-848-9208 ext. 3

### **MEDICAL EXCUSES FROM PHYSICAL EDUCATION**

If a student is healthy enough to attend school, they are expected to fully participate in Physical Education just as they would any other class. *In order for a student to be excused from Physical Education, they must have a diagnosed condition or injury AND have a signed and dated note from their doctor.* Notes from parents/guardians or the school nurse will excuse a student from participation, but they must make-up the class in order to get credit.

Any student who will miss greater than 40% of their semester (16 classes) due to their documented medical condition, will not receive credit and be granted a Medical Waiver. Medically Waived students will not lose credit, or gain course credit; students are required to take an additional semester in order to meet graduation requirements.

- Students are required to bring in a note from a physician in order to be excused from physical education. This note is to be given to the school nurse. The nurse will notify the PE instructor. A duplicate of the form sent to the PE instructor must be kept in the student's medical folder along with the note from the physician.
- If the period of time the student is excused by the physician is more than four-weeks (40% of semester), a schedule change is required from PE to study hall. The nurse is to notify School Counseling and the PE Department of the need, and School Counseling will facilitate a change for the period of time requested.
- If the period of time the student is excused by the physician is four weeks or less, the nurse notifies the PE instructor and the student remains in the class as an observer and is responsible for knowledge of the material covered.
- In either of the above situations, the student will not be held responsible for any physical activity and shall receive an X for excused.
- Students requesting an excuse from Physical Education for one period can, at the discretion of the nurse, be excused for that period. Students who are excused from Physical Education for a semester, for whatever reason, must make up the semester, if physically capable and there is time to do so, before graduation.

### **MEDICAL PHYSICAL EXAMINATIONS**

#### **Mandatory Requirement**

Health Assessments are required during grade 10 to comply with Connecticut School Health Law (PA80-440). In order to be considered valid, the health assessment must be completed after completion of grade 9 and prior to the entrance into grade 11.

*Medical Policy continued:*

## **MEDICATION PROCEDURES**

The Montville Board of Education has a written policy regarding the administration of prescribed or over-the-counter medication during school hours.

Students may take medication at school only after:

- The district's authorization form, which includes the doctor's written order, has been completely filled out.
  1. The form is signed by the prescribing physician/dentist.
  2. The form is signed by a parent or guardian.
  3. The form must be on file at the school.
  4. The written order is valid only for the school year it is issued.
- Medication must be delivered to the school by an adult and must be in the original container. No more than a 45-day supply of medication can be kept at school. Medication will be destroyed at the end of the school year unless picked up by an adult.

### **Epinephrine for Purposes of Emergency First Aid without Prior Authorization**

1. The school nurse shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to student who experience allergic reactions and do not have prior written authorization of a parent or guardian or a prior written order of a qualified medical professional for the administration of epinephrine.
2. The parent or guardian of any student may submit in writing, to the school nurse or school medical advisor, if any, that epinephrine shall not be administered to such a student pursuant to this section.
  - a. The school nurse shall notify selected and trained personnel of the students whose parents or guardians have refused emergency administration of epinephrine;
  - b. The Board shall annually notify parents or guardians of the need to provide such written notice.

## **UNITED COMMUNITY & FAMILY SERVICES (UCFS) SCHOOL BASED HEALTH CENTER**

860-822-4798 / Fax: 860-367-0634  
[www.montvilleschools.org/healthcenter](http://www.montvilleschools.org/healthcenter)

United Community & Family Services (UCFS) has an office at Montville High School providing medical, behavioral health and preventative healthcare to students enrolled at MHS.

### **What is a school based health center (SBHC)?**

The UCFS school based health center at Montville High School is a doctor's office inside of your child's school. The services are provided by an APRN (advanced practice registered nurse) and behavioral health clinician who are experts in adolescent health and are employed by UCFS. UCFS SBHC will also be home to the Smiles on the Move oral health program which offers oral health screening, x-rays, fluoride treatment and cleanings. The intention of the UCFS SBHC is to supplement the care your child receives at their pediatrician's office. The UCFS SBHC staff communicate with your child's primary care physician to keep them updated about the care your child receives at the UCFS SBHC.

### **What services are provided at the SBHC?**

Services provided at the UCFS SBHC include: yearly well-child examinations, vaccinations, sports physicals, acute care visits (e.g. sick visits, lacerations, injuries, etc.) and chronic care visits (e.g. asthma, ADHD, etc.). We encourage early intervention and prevention through prompt medical treatment and education. The behavioral health clinician provides mental health assessments, substance abuse screenings and counseling. The APRN and Behavioral Health Clinician work closely with the school nurse to ensure effective communication. The dental hygienist will be on site several days each year to provide oral health screening, x-rays, fluoride treatment and cleanings.

### **Will these services be billed to my insurance?**

Yes, all services provided at the UCFS SBHC including copays will be billed to the insurance listed on the completed registration form. If your child is uninsured, please call 860-822-4798 to assess if your child is eligible for other insurance options. To download forms or additional information visit: [www.montvilleschools.org/healthcenter](http://www.montvilleschools.org/healthcenter)

## **NONDISCRIMINATION POLICY**

It is the policy of the Montville 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, because of race, color, sex, national origin, religion, age, mental or physical disability, mental retardation, or marital status.

Any student, parent/guardian, staff member or applicant to a program, who alleges discrimination, should pursue the following procedure for the redress of the alleged grievance:

**Informal Level**

- A. Any student, parent/guardian, staff member or applicant to a program who feels that she/he has been discriminated against on the basis of race, color, national origin, sex, age, religion, mental or physical disability, mental retardation, or marital status shall contact the designated compliance coordinator within 30 days of the alleged occurrence to discuss the nature if the complaint.

The following information should be supplied:

1. Full name and address of complainant.
2. Full name and position of person(s) who allegedly discriminated against the complainant.
3. A concise statement of the facts constituting the alleged discrimination.
4. Dates of the alleged discrimination.

- B. At the time the alleged discrimination complaint is filed, the compliance coordinator shall review and explain the grievance procedures with the complainant and answer any questions. The compliance coordinator shall begin investigating the complaint as soon as practical, but in no case, more than ten (10) working days from the time the complaint was received.

Within this time limit the compliance coordinator shall meet informally with the complainant and the individual(s) against whom the complaint was lodged, and shall provide confidential counseling where advisable and shall finally seek an informal agreement between the parties concerned. Every attempt shall be made to seek a solution and resolve the alleged discrimination complaint at this level.

**OPENING EXERCISE**

Opening exercise will be conducted each morning at the end of the first block of the day. A moment of silence, salute to the flag and daily announcements will be included. All students are expected to be present and remain in homeroom for the duration of opening exercises. Failure to follow this procedure will result in disciplinary action.

**PASSES**

Students are not to be in the corridors without proper permission, except in passing between blocks.

Passes to leave a room must be signed by the teacher prior to the student leaving.

## **PLAGIARISM POLICY**

Plagiarism is the act of taking the words, ideas, data, concepts of another, or translations through a digital program and presenting them as the student's own work-whether or not the act of plagiarism is intentional. Most students are earnest about their work and have the most honorable intentions, yet are sometimes guilty of plagiarism because they have not learned some very simple rules. Montville High School (MHS) is committed to educating students concerning the use of plagiarism and its consequences. In addition to MHS-wide education, MHS teachers, within their content areas, guide students to more closely define, understand, and avoid plagiarism.

### **Examples of plagiarism include, but are not limited to:**

- cutting and pasting/retyping printed or electronic text (from the internet or elsewhere) into a submission (written, verbal, or visual) and presenting it as one's own work;
- consulting an internet or print source to "get ideas" that is paraphrased or incorporated into a submission (written, verbal, or visual), without proper citation;
- receiving inappropriate assistance from someone else and submitting it as one's own work;
- submitting work previously submitted for another class or purpose;
- incorporating another person's ideas "in one's own words" without documenting the source;
- copying another student's reflections or conclusions, based upon group work.

Upon completion of classroom instruction, violation of Montville High School's Plagiarism Policy will result in the consequences outlined below. If the student does not fully comprehend the policy, it is the student's responsibility to ask for clarification, as needed.

### **First offense consequences:**

- Reinstruction of Montville High School's Plagiarism Policy
- Opportunity to resubmit student work - Or -
- A grade of "zero" on the assignment if not resubmitted
- Conduct referral placed in Aspen (if deemed appropriate by teacher)
- Parental notification

### **Second offense and subsequent offense consequences:**

- A grade of "zero" on the assignment
- Conduct referral to administration through Aspen
- Parental notification

Regardless of differentiation of content, all students are responsible for adherence to Montville High School's Plagiarism Policy.

## **SCHOOL CHOICE**

Choice programs provide an opportunity for all Connecticut students and their families to make public school choices among a range of high-quality educational programs and settings. Public school choice programs maximize the opportunity for each student to achieve his or her highest potential by offering challenging, relevant and rigorous curriculum and instruction. In addition, these programs provide a creative and flexible environment that values each student's unique abilities, talents, interests and learning styles. Increasing student achievement and reducing racial, ethnic and economic isolation are major goals of these programs. We are committed to closing the achievement gap and ensuring that every student has the opportunity to succeed.

*Connecticut State Department of Education - Bureau of Choice Programs Mission -  
<http://www.sde.ct.gov/sde/cwp/view.asp?a=2681&Q=320466>*

*Regional School Choice Office:*

*The Learning Corridor, 43 Vernon Street, Hartford, CT,*

*On weekdays, from 8 a.m. to 4 p.m. Phone: 860-757-6188,*

*Web site: <http://www.choiceeducation.org>.*

*Read the State Board of Education Position Statement on Public School*

*Choice: [www.sde.ct.gov/sde/lib/sde/pdf/equity/choice/public\\_school\\_choice\\_position\\_statement.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/equity/choice/public_school_choice_position_statement.pdf)*

*Additional Information: [www.sde.ct.gov/sde/lib/sde/pdf/equity/choice/choicebooklet1011.pdf#45464](http://www.sde.ct.gov/sde/lib/sde/pdf/equity/choice/choicebooklet1011.pdf#45464)*

## **SCHOOL PROPERTY**

Defacing school property and/or vandalism will not be tolerated. This applies to the use of lockers, books, and all other school equipment. Students and their parents will be held financially responsible for any violations. Infractions in the above will result in the student being suspended from school.

## **SEARCHES / STUDENT**

Student searches may be conducted when it is determined that there is reasonable suspicion due to violations of school policy. This may include, but not be limited to, possession of illegal substances and contraband. The following is a link to the Board of Education Policy on Search and Seizure 5145.12, [www.montvilleschools.org/page.cfm?p=509](http://www.montvilleschools.org/page.cfm?p=509).

## **SENIOR PRIVILEGES**

A senior in good standing who has a study hall at the beginning or at the end of the school day may choose to either arrive to school late or leave school early once every two days. Students should sign in and out of the main office. Any student violating the policy will lose their privilege status.

## **SEXUAL HARASSMENT POLICY**

The Board will appoint a harassment grievance officer who will be vested with the authority and responsibility of processing harassment complaints. Any individual who believes that he or she has been sexually harassed should immediately contact the grievance officer. In the event that an individual is uncomfortable, for any reason, with discussing the matter with the grievance officer, he or she should contact the Superintendent, another supervisor, administrator, counselor or teacher with whom he or she is comfortable discussing the matter.

All complaints will be handled by the Board in a timely manner and will be treated as confidentially as permitted by the circumstances. Any individual who is not satisfied with resolution of his or her complaint should contact the Superintendent of Schools.

If an investigation reveals that the complaint is valid, prompt action will be taken to stop the harassment immediately and prevent its recurrence. Violation of this policy will not be permitted and may result in discipline up to and including termination or expulsion.

This notice is a general statement of policy and no more. It does not constitute a term or provision of any contract of employment or implied contract of employment between the Board of Education and any individual employee nor does it create contractual obligations on behalf of the Board of Education.

Any person may also file a complaint of illegal discrimination with the Office for Civil Rights, Washington, D.C. at the same time she/he files the grievance, during, or after use of the grievance process, or without using the grievance process at all. If a complaint is filed with the Office for Civil Rights, it must be filed in writing no later than 180 days after the occurrence of the possible discrimination.

*Title VI, Title IX, Section 504 Coordinator: Ms. Paula LaChance, Director of Special Services  
Office of the Superintendent, c/o Montville High School, Oakdale, CT 06370 | 860-848-1228  
Title VI, Title IX, High School Coordinator: Tatiana Patten, Assistant Principal  
Montville High School, Oakdale, CT 06370 | 860-848-9208, tpatten@montvilleschools.org*

**UNITED STATES DEPARTMENT OF EDUCATION**  
*Office of Civil Rights, Region 1, 33 Arch Street, Suite 900 | Boston, MA 02110-1491*

## **SPECIAL EDUCATION PROGRAM**

In an effort to become a more inclusive learning environment, the administration and staff of Montville High School are committed to educating special education students to the maximum extent that is appropriate in the general education setting. To this end, general and special education teachers collaborate closely to best meet the specific learning needs of all students within their classrooms. The courses offered provide a continuum of services including: learning lab classes, co-taught subject specific courses, self-contained settings and alternative school experience. A student may participate in a combination of these settings along with general education courses based on their needs and IEP. The PPT is the vehicle to plan the most appropriate program for the student in the least restrictive environment with input from parents and school personnel who know the student best.

## **SUMMER SCHOOL**

Students may take a course for makeup credit at an accredited school.

The following criteria must be met:

- A final exam may be required by the department heads.
- Numerical average not lower than 50 in the current course at MHS (Excluding failure due to the attendance policy).
- Students must receive teacher and department head approval before attending summer school.

Students must complete classwork requirements and comply with attendance expectations.

- **Attendance:** Students are allowed two (2) absences. Therefore three (3) absences constitute loss of summer school credit.
- **Tardies:** Two (2) tardies equals an absence. A student is considered tardy after 15 minutes into the class.

## **TARDY TO CLASS**

A student who is late to class will receive disciplinary sanctions from their teachers. A student who is not present for at least sixty (60) minutes of the block will be counted as absent. Subsequent tardies may result in the following sanctions: pass restrictions, office detention, loss of privileges or social probation. These sanctions may remain in place until the behavior has changed and the student arrives to school on time.

*(Refer to Attendance section for complete details.)*

## **TARDY TO SCHOOL**

A student who is late for school four times during a semester will receive a two hour detention. Subsequently, the next three tardies will result in a two hour detention, the next two tardies will result in a two hour detention and the next one totaling 10 tardies for the semester, will result in pass restriction and the student is placed on social probation until the behavior has changed and the student arrives to school on time.

## **TELEPHONE**

Classroom telephones are the teacher's responsibility and may only be used with teacher permission.

The office telephones may be used by students with permission from staff in the case of extreme emergencies.

All emergency calls to and from home must be made through the Main Office.



## **THEFT POLICY**

All personal items should not be left unattended. Students are responsible for their personal property and any school property assigned to them.

**THE FACULTY, STAFF, AND ADMINISTRATION OF MHS ARE NOT LEGALLY OR FINANCIALLY RESPONSIBLE FOR LOST, STOLEN, OR MISPLACED PERSONAL PROPERTY/ITEMS.**

All thefts must be reported and a report completed and submitted to the administration or school resource officer within 24 hours of their discovery.

## **TOBACCO PRODUCTS**

Smoking, chewing, or use of any tobacco product including nicotine delivery systems (vaping devices) is not allowed in the school building, on school grounds, or at any school-sponsored activity.

Any student found in violation of this policy will be subject to disciplinary action.

## **TRANSPORTATION**

In order that the school transportation system may operate smoothly and safely, the Montville Board of Education insists on the following regulations:

1. Appropriate and responsible behavior is expected of all students.
2. The state law makes it mandatory for traffic to stop on signal in both directions when the school bus stops. Students crossing the road must do so in front of the bus and wait until the driver gives the signal to cross the road.
3. The driver is in charge of the bus and its occupants from the time students get on the bus until they are safely discharged. Students must remain seated. Windows may be opened only with the permission of the driver and at no time can arms or hands be extended through the open window.
4. Drivers have been instructed not to discharge the pupils from buses at any place other than the schools and the bus stops, unless an emergency arises.
5. Smoking, using profane language, and eating in buses are prohibited.
6. If students misbehave on the bus, it is the duty of the driver to report the incident in writing. Students may be deprived of the privilege of riding on the school bus, for a period of time to be determined by Administration. Parents will be required to find other means of transportation to and from school.

## **TRUANCY**

The district's policy on student truancy shall stress early prevention and inquiry leading to remediation of absences rather than imposition of punitive measures for students.

"Truant" shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

"In attendance" shall mean a student if present at his/her assigned school, or a school sponsored activity, including field trips, interscholastic competitions, for at least half of the regular school day.

The school administration will make a concentrated effort to prevent and remedy truancy in its early stages for students who are found to be truant.

This will include:

1. A meeting with administration, guidance counselor and the parent or guardian of the child who is truant within ten (10) school days after the child's fourth unexcused absence in one month or tenth unexcused absence in one school year to review and evaluate the reasons for the child being truant.
2. The administration and guidance counselor shall coordinate services with and referrals of children to community agencies providing child and family services. Prior to the written complaint to the Superior Court, a referral will be made to the PPT to determine whether or not an educational evaluation is appropriate.
3. Whenever a child enrolled in school in grades 9-12 fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent or guardian having control of the child is aware of the pupil's absence, a reasonable effort to notify, by telephone, the parent or guardian shall be made by the school personnel or volunteers under the direction of the school personnel.
4. The superintendent shall file a written complaint pursuant to said CSG section 46b-149 for each habitual truant enrolled in the schools under his/her jurisdiction. An annual report will also be submitted to the State Department of Education.
5. A phone call to the school on the day of the absence or written notification upon the student's return to school should be submitted to school officials by the child's parent or person having control of the child. All other absences, with or without written explanation, shall be considered unexcused.
6. Referral to legal authorities normally shall be made only when local resources are exhausted.
7. See "Attendance Policy" section for absences that constitute excused and unexcused absences.

## **VISITORS**

The Montville Board of Education encourages visits by citizens, taxpayers, and parents to all school buildings. In order to promote a safe and productive educational environment for all students and staff, the Board of Education requires all visitors to receive prior approval from the school Principal or his/her designee before being permitted to visit any school building. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations. Upon arrival, all visitors must report directly to and sign in and out at the visitors' reception area of the school office.

1. Any person wishing to visit a school building, and/or observe any student program, must obtain prior approval from the Principal or his/her designee of the respective school building or program.
2. A visitor to any school building or program must be able to articulate a legitimate reason for his/her proposed visit and/or observation. Where the visitation involves direct contact with district students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs, or the student to support such request.
3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.
4. The building Principal or his/her designee has the discretion to limit, or refuse, requests for visits and/or observations of student programs in light of the above criteria.
5. If a building Principal or his/her designee approves a request to visit a school building and/or observe a student program, arrangements must be made in advance to ensure that the visit will not disrupt educational programs. Upon arrival, all visitors must report directly to the visitors' reception area of the school office. All visitors must sign in and out of the building and shall be accompanied by appropriate school personnel while in school buildings. The length and scope of any visit shall be determined by the building Principal or his/her designee in accordance with these regulations and accompanying Board policy.

*(Montville Board of Education Policy No. 1250, Adopted 3/20/12)*

## **WORKING PAPERS**

Students who need working papers may obtain them in the high school main office. The student MUST bring "Proof of Employment" and proof of his/her birth (birth certificate or driver's license).

# **LIBRARY MEDIA CENTER**

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*Mrs. Julie Perry*  
*Library Media Specialist*  
*www.montvilleschools.org/Library*

We provide for the academic and enrichment needs of students, faculty and staff through access to print, multimedia, and digital resources. We work closely with teachers, providing support and collaborating on research and instruction.

The Library Media Center is an educational space, and students are expected to respect the rights of others and demonstrate scholarly behavior while using the library.

## **HOURS**

When school is in session, the Library Media Center is open the following times:

**Monday & Thursday:** 7:20 a.m. – 4:00 p.m.  
**Friday:** 7:20 a.m. – 3:00 p.m.

## **RESOURCES**

The Library Media Center contains over 20,000 print and multimedia materials, which can be viewed in the OPAC (the library catalog), available online at <http://library.montvilleschools.org>. We offer 34 computer workstations and subscribe to several online, full text information resources to support research needs.

Camcorders, digital cameras, multimedia equipment and other items are available to students for class related use. Students may check out up to five items at a time for a four-week period, and all borrowed materials must be returned on time and in good condition. Failure to do so will result in loss of library privileges.

## **PROCEDURES**

Student must:

- Obtain a subject pass from one of his/her teachers
- Arrive on time and sign in immediately upon arrival
- Sign in and out when entering or leaving the library before the end of the block.
- Bring necessary materials (paper, pens, and books...)
- Refrain from socializing with other students using the library
- Remain seated at tables until the end of block bell rings
- Abide by all rules for computer use.
  - Display pass on computer where it can be viewed easily.
  - Use internet for schoolwork only: NO email, games, chat, IM, shopping or social networking sites.
- NO food or drink in the Library Media Center
- NO cell phone use in the Library Media Center

# SCHOOL COUNSELING

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*Mrs. Jessica Lilienthal*  
*Director of School Counseling*  
860-848-1285  
*jlilienthal@montvilleschools.org*  
*www.montvilleschools.org/counseling*

The Department of School Counseling offers programs and services to help each student achieve his or her best in school and prepare for future success. Counselors and department staff work with students individually and in groups to help them gain confidence; understand their strengths, interests, and abilities; and plan for the future through:

- Development of Student Success Plans
- Providing counseling-related classroom support
- Monitoring and supporting academic progress
- Providing individual and group counseling
- Planning college and career development
- Facilitating and providing access to information and resources
- Communicating with parents, teachers, and community services
- Developing and supporting partnerships with local and regional colleges and universities

## **NAVIANCE**

This service provides the very best possible resources for course, college, and career planning. Naviance is a preparation and advising website for students and parents.

Naviance is customized to Montville High School. Components of Naviance are required as part of each Student Success Plan and its use is required for sending college applications and documents electronically. Some options offered are:

- Exploring personal career preferences and interests.
- Searching for colleges and viewing multimedia college profiles
- Researching local scholarship options
- Registering for college visits
- Completing customized student, parent, and alumni surveys
- Accessing Web links and custom pages from your school
- Researching careers
- Requesting transcripts

To access Naviance, students need a registration code provided by Naviance. These are given to students at scheduled times, but can also be obtained from the school counselor at any time.

Additional information visit: [www.montvilleschools.org/naviance](http://www.montvilleschools.org/naviance)

## CONTACTING THE COUNSELING DEPARTMENT

The Counseling Department is open from 7:30 AM - 3:00 PM daily. Counselors can be reached at 860-848-1285 (Fax: 848-8067) or by email. Visit us on the web: [www.montvilleschools.org/counseling](http://www.montvilleschools.org/counseling)  
Connect on Twitter: [https://twitter.com/MHS\\_Counseling\\_](https://twitter.com/MHS_Counseling_)

Counselor assignments are by the first letter of the student's last name.

<b>Director</b>	<b>Grades 9-12</b>	
Jessica Lilienthal	T-Z	sbedard@montvilleschools.org
<b>Counselors</b>		
Allison Delaney	A-F	ardelaney@montvilleschools.org
Catherine Macri	G-Mi	cmacri@montvilleschools.org
Kristen Raulerson	Mo-S	kraulerson@montvilleschools.org
<b>Psychologist</b>		
Jillian Ouellette		jouellette @montvilleschools.org
<b>Secretary</b>		
Linda O'Brien		lobrien@montvilleschools.org

## CAREER RESOURCE CENTER

[www.montvilleschools.org/crc](http://www.montvilleschools.org/crc)

The Career Resource Center, located next to the School Counseling office, contains a wide variety of up-to-date information on colleges and careers, and includes an extensive computer system with information on colleges and vocational schools, military service, financial aid, and career interest inventories. Students wishing to use the Career Resource Center during school hours must secure a pass from their teacher or counselor.

The Career Resource Center hosts representatives from many colleges/universities, and the military, as well as speakers from area businesses and industries. Students are encouraged to attend these informational sessions, which are publicized in the *Counseling and Career Newsletter* and *morning announcements*.

*Counseling & Career Scholarship Newsletter (C&CNews)*, published monthly through the Department of School Counseling, contains information on testing dates, scholarships, career and college guest speakers, and more. The C&CNews is emailed to all juniors and seniors through Naviance and to parents who request it.

Website: [www.montvilleschools.org/scholarshipnews](http://www.montvilleschools.org/scholarshipnews)

# ACADEMIC INFORMATION

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## CREDIT REQUIREMENTS

**All seniors are required to take a minimum of six (6) credits and MUST accumulate 5 credits in their senior year in order to graduate.**

All students in Grades 9 - 11 are required to take 7 courses per semester. This includes physical education, which is equal to ½ credit each year, accumulative to two full credits at the end of four years.

All courses that meet on a regular basis, and for the full year, are given one credit. Courses meeting for one half the school year receive one-half credit.

4 credits	English
3 credits	Mathematics
3 credits	Social Studies <i>(Including ½ credit of U.S. History I and ½ credit of Civics &amp; 1 credit of U.S. History II)</i>
3 credits	Science <i>(Including Integrated Science &amp; Biology)</i>
2 credits	Physical Education <i>(½ credit each year)</i>
1 credit	World Language
1 credit	Arts, Career, Tech Education <i>(Art, Business, Computers, Life Management, Music or Tech Ed)</i>
½ credit	Computer Technology*
½ credit	Health
½ credit	Personal Finance

All students are required to pass **24 credits** for graduation. In addition, all students must demonstrate achievement of basic skills in English, Mathematics, Science and Social Studies.

A student who is repeating a course for which she/he has already received credit will be granted no additional credit for successful repetition of the course, unless specifically allowed by school policy for certain courses.

*\* The following courses count towards graduation requirements for Computer Technology:*

Computer Aided Drafting & Design (CAD)	Graphic Design
Digital Imaging	Microsoft Office
Digital Illustration	Video Technology

## DIPLOMA OF ACADEMIC DISTINCTION

The purpose of the Diploma of Academic Distinction is to recognize excellence in overall academic achievement within a stipulated core of studies.

To be eligible, students must have completed all requirements for graduation, must have received no grade lower than a C (73) in any course during the four years of high school, and must have maintained an overall academic average of B (83) for all course work and examinations combined.

- Students must be in **the top 10%** of the graduating class.
- **Only quarter and final course grades** will be considered (mid-term and final exam grades will not be considered).

*(Montville Board of Education Policy # 042, Adopted 2/2011)*

## EDUCATIONAL PROGRAM OF STUDIES

An Educational Program of Studies is provided for all students and parents. It lists general information, course descriptions, and sample plans of study to aid in creating a four-year plan. Questions on course offerings or programs of study should be directed to the School Counseling Office and/or teachers. [www.montvilleschools.org/publications](http://www.montvilleschools.org/publications)

## GRADES AND NUMERICAL EQUIVALENTS

A numerical equivalent to each letter grade is as follows.

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
						F	Below 60

## HONOR ROLL

Honor Roll will be calculated only by grade achieved per quarter in each class.

**High Honors** will receive all A's and no grade lower than a B+

**Honors** will receive all A's and B's and no C's

## PLACEMENT, PROMOTION OR RETENTION PROCESS

Students must have the following minimum credit requirements to be classified as sophomores, juniors, or seniors.

- To be classified a **sophomore**, a student needs a minimum of **6 credits**; one of which must be in English, and one of which must be in Math.
- To be classified a **junior**; a student needs a minimum of **12 credits**.
- To be classified a **senior**; a student needs a minimum of **18 credits**.



Students who have not attained the minimum requirements for grade placement may have their placement changed by gaining appropriate credits through attendance in summer school

*(Montville Board of Education Policy 016 Summer School).*

### **PROGRESS REPORTS**

The purpose of the Interim Progress Report is to inform both students and parents of progress and to promote success in courses. Interim progress reports can be found on ASPEN. At each mid-quarter teachers will update student grades on ASPEN. A copy of progress reports will be furnished on parental/student requests.

### **SCHOOL CRISIS RESOURCE TEAM (S.C.R.T.)**

The School Crisis Resource Team at Montville High School consists of administrators, counselors, nurse, school resource officer, and school psychologist, whose role it is to help students, parents and faculty members in response to any school related crises.

The major goal is for the rapid and effective response to a referral of students and their parents to appropriate outside agencies.

Parents/guardians, teachers, or students can initiate action by contacting any member of the crisis team.

### **STUDENT RECORDS**

Student records are available to parents and students upon written request. A counselor or the director of school counseling must be present to interpret the records.

*Approved as per the Montville Board of Education Policy - 020 revised 12/16/75.*

### **STUDENT REQUEST FOR COURSE CHANGE / WITHDRAWAL**

Unusual circumstances or scheduling errors may occasionally warrant a student requesting a schedule change. Specific procedures are in place in order to safeguard the best interest of the student and ensure appropriate consultation and careful consideration with any change request.

To make a class change within the add/drop period of ten (10) classes for a full year and five (5) classes for a half year course, a student must do the following:

1. The student meets with the teacher and asks for a course change form.
2. The student meets with the appropriate teacher and/or department chair to discuss his/her reasons for requesting the course change. The student must also meet with his or her school counselor to discuss the request.
3. The department chair, in consultation with the school counselor, will either approve or disapprove the request.

4. If the request is approved, the school counselor will ensure that the student still carries enough credits for the year, has parent/guardian consent, and will meet all graduation requirements.

Any change in schedule will go into effect for a student only after he/she receives a copy of the new schedule. A student may not stop attending or begin attending a new class until he/she has received a new official schedule.

*Student Request for Course Change / Withdrawal, continued:*

With the exception of course changes made through PPT's, or extraordinary circumstances approved by the Administration, a student may not add a new course to his/her schedule after the first ten class meetings for a full year class and five class meetings for a half year class. Course withdrawals after this period will result in a grade of "WF" for the course.

### **WEIGHTING OF COURSES FOR GRADE POINT AVERAGE & RANK IN CLASS**

Core academic courses are weighted for GPA and rank in class. These include all core academic courses under the following areas: English, Mathematics, Science, Social Studies, World Language, and any Advanced Placement, UConn Early College Experience (ECE) or honors course. Most other courses (electives) will be unweighted. Core academic courses are divided into four levels:

- Level – 0 These courses are Advanced Placement courses UConn ECE courses, and ECSU Dual Enrollment.
- Level – 1 These courses demand a very high level of comprehension and knowledge. Students enrolled in these programs must demonstrate strong competence to apply concepts and principles to interpret data, and to formulate generalizations.
- Level - 2 These are college preparatory courses requiring considerable skills and knowledge.
- Level - 3 These courses require skill and knowledge, and stress acquisition of skills necessary to become a positive contributing member of the community.

**Final class rankings will be determined at the end of the 3rd quarter for all seniors.**

# OPPORTUNITIES FOR COLLEGE CREDIT

[www.montvilleschools.org/CollegeCredit](http://www.montvilleschools.org/CollegeCredit)

## ADVANCED PLACEMENT PROGRAM (AP)

The Advanced Placement (AP) program is an intensive program of college-level courses and examinations sponsored by the College Board. Through the AP program at Montville High School, students can complete college-level studies during high school, strengthen their high school academic experience, and gain support in receiving credit or placement during their freshman year of college.

Enrollment in the Advanced Placement program at Montville High School is an important decision that students and parents must make. Although teachers will make recommendations, final decision will rest with the student and parent/guardian as long as prerequisites are met.

There is a fee for each AP test; in 2016-17 it was \$93.00. Students receiving free or reduced lunch pay a reduced AP Fee. NO student will be denied the opportunity to take an AP test due to financial hardship.

**Students enrolled in an AP course are required to sign up for and take the AP test. (Honors (Level 0) credit will only be awarded for students who sign up for and take the AP Test.)**

During the 2016-2017 school year, the following Advanced Placement (AP) courses will be offered:

<u>COURSE</u>	<u>#</u>	<u>GRADE</u>
AP Government & Politics	340	10, 11, 12
AP English 3	130	11
AP U.S. History	330	11
AP Biology	545	11 or 12
AP Chemistry	544	11 or 12
AP Computer Science	944	11 or 12
AP Environmental Science	546	11 or 12
AP Psychology	350	11 or 12
AP Physics I	541	11, 12
AP Calculus	470	12
AP/ECE English	140	12
AP/ECE Spanish	260	12

**DUAL ENROLLMENT/EARLY COLLEGE EXPERIENCE  
Eastern Connecticut State University (ECSU)  
University Of Connecticut (UConn ECE)**

The Early College Experience (ECE) program at UConn and the Dual Enrollment Program at ECSU provides academically motivated students the opportunity to take university courses while still in high school. These challenging courses allow students to preview college work, build confidence in their readiness for college, and earn college credits that provide both an academic and a financial head-start on a college degree.

ECE instructors, who are certified as adjunct professors by UConn/ECSU faculty, create a classroom environment fostering independent learning, creativity, and critical thinking – all pivotal for success in college. To support rigorous learning, UConn and ECSU library resources are available to students.

ECE students must successfully complete the course with a grade of C or better in order to receive university credit. University credits are highly transferable to other universities. **It is possible for the high school grade and UConn/ECSU grades to differ.** UConn/ECSU ECE grades must follow the standards of the specific UConn/ECSU departments providing the credits. For example, the UConn/ECSU grade may reflect how the University department weighs the mid-term and final exams as a percentage of a student’s course grade. The high school grading system may reflect different criteria for assessment; therefore the student should check with the ECE teacher to see if the grade sent to UConn is different from the one on the high school transcript.

Students are billed by UConn in the fall. For additional information visit: [www.ece.uconn.edu](http://www.ece.uconn.edu).

Montville High School offers Eastern CT State University Dual Enrollment course in the following discipline:

<u>MHS COURSE</u>	<u>#</u>	<u>GRADE</u>
Public Speaking	173	11 or 12

Montville High School offers ECE courses in the following disciplines:

<u>MHS COURSE</u>	<u>#</u>	<u>GRADE</u>
ECE American Experience/Junior English	161	11
ECE American Experience /U.S. History	161A	11
ECE American Studies (History)	181	12
ECE Human Development & Family Studies	850	11 or 12
ECE Maritime Studies (English)	185	12
ECE/AP English	140	12
ECE/AP Spanish 5	260	12
ECE Statistics	472	11 or 12

## **COLLEGE CAREER PATHWAYS (CCP) THREE RIVERS COMMUNITY COLLEGE**

The College and Career Pathway program, a partnership arrangement between TRCC and Montville High School, provides students the opportunities to earn credits toward an Associate's Degree at TRCC or to transfer those credits to another college.

These courses are taught at MHS by faculty members who have been credentialed as Three Rivers Community College adjunct instructors.

CCP students must successfully complete the course with a grade of C or better in order to receive college credit.

## **CAREER EDUCATION PROGRAM**

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*Douglas Wheeler, Coordinator  
Career Education Office: 860 · 848-0747  
dwheeler@montvilleschools.org  
www.montvilleschools.org/CareerEd*

Today's global, technology-driven marketplace demands that ALL high school graduates have high academic standards, workplace skills and technical/technological training. It requires a new kind of worker - one who excels at critical thinking, working in teams and solving problems and who is dedicated to being a life-long learner.

### **Career Education initiatives provide:**

- A solid academic foundation;
- An integrated program of studies that combines theory and learning through the acquisition of higher level academic, technical and employability skills in one or more career clusters, which are groups of occupations sharing a common set of skills and knowledge;
- Relevance to educational experiences by helping students relate classroom learning to real-life situations, become more actively engaged in learning and develop an awareness of their interests, skills and career and postsecondary options;
- A variety of learning environments and individualized methods of assessment, such as a career portfolio, resumes, cover letters, and career certificate;
- An understanding of state, regional, national and global economies, which will help students make informed choices about their adult work lives; and
- Reinforcement of the belief the student should have the opportunity to participate in programs and occupations regardless of gender, and develop an understanding of diversity in the workplace, as well as in our schools.

*Career Education Program continued:*

## **JOB SHADOWING**

Job shadowing is a work experience option where students learn about a job by walking through the work day as a shadow with a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the student. Students witness firsthand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options.

Almost any workplace is a potential job shadowing site. Job shadowing allows you to really explore those careers that may interest you. By shadowing someone in their job for a day, you get a first-hand, insider's look into what that person's job involves. The shadowed person can show you just what are the benefits, and challenges, of their position.

By seeing how the person interacts with their co-workers, participating in the activities that they face every day, and seeing what it takes to "be that person," you will gain valuable insight into whether their job or career is something you might want to pursue yourself.

To participate in a job shadow, you will need to complete a request form with your guidance counselor or see the Career Education office. Once you have submitted the request form to the Career Education Office, you will be given a permission slip that must be signed by your parent or guardian. The Career Education Office can help you find a shadow site, or you can find a site on your own. Once a site and date are established, your teachers and the office will be notified of your planned absence, as job shadows are excused absences.

## **CAREER EXPLORATION / SENIOR INTERNSHIP**

Career Exploration/Senior Internship offers the opportunity to explore and plan for a future career through classroom study, observations and possible hands-on work experience. The first semester includes a study of career clusters, exploration of career interests, investigation of academic requirements, guest speakers, visitations, and resume and letter writing. Labor laws, employer-employee relations, and interviewing skills are also studied. During the second semester, students are placed at relevant place of business with an experienced mentor. Over the course of the semester, students will accrue approximately 90 hours of time at the place of business. Progress is monitored by school staff, and a career portfolio is maintained throughout the course.

Students interested in the Career Exploration/Senior Internship Class must have at least a 2.0 GPA, must be able to devote two consecutive blocks to the internship placement during second semester, and are required to provide their own transportation to the place of business.

# EXTRACURRICULAR ACTIVITIES & ATHLETICS

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All students are encouraged to participate in student organizations and/or athletics. An active student is more likely to enjoy his/her high school years. Students also tend to perform better academically when involved in activities and/or athletics. Participation enhances student self-knowledge and social development while providing students with the opportunity to develop new friendships.

## EXTRACURRICULAR ACTIVITY (ECA)

1. Definition – Any non-required school-sponsored activity for which no academic credit is given and faculty supervision is provided.
2. Minimum Requirements for student participation:
  - A. In order to participate actively in any ECA, you must pass at least four major subjects in each marking period. In cases involving fall activities, you must have final passing grades in at least four major subjects the previous school year.
  - B. If you are suspended from school for disciplinary reasons you will not be permitted to participate in the ECA during the time of suspension.
  - C. Attendance: Athletes will be allowed to participate in practice or contests only if they are in school by 11:00 a.m. that day. Individual exceptions may be approved by the school administration when arranged in advance. Unexcused single block absences during a given day may cause an athlete to be withheld from practice or a contest on that day. If you are absent the day before a non-school day, you may participate in any activity on a non-school day if your parent or guardian calls in advance to receive permission.
  - D. In the event of situations arising not covered by these rules, an administrator will make the final decision.

## **STUDENT AFTER SCHOOL ACTIVITIES / RULES**

No student(s), club, organization, or any student activity may use school facilities and/or grounds at any time without an advisor or a member of the faculty present.

All areas utilized by a particular organization must be cleaned up by the organization or club running the activity, or they must see to it that the custodial staff is hired to fulfill this obligation.

The club, organization, or class sponsoring an activity must take financial responsibility for damages to school property beyond normal wear and tear.

*Harassment Policy continued:*

*Extra-Curricular Activities continued:*

## **ACTIVITY RULES**

1. All plans for social functions must be approved in advance by the advisor and the school administration. Money may be expended only after complete approval of plans by the advisor and principal.
2. Unless otherwise notified, students are to wear appropriate school clothes at all activities.
3. Social functions are limited to MHS students and their guests. The guests' names must be listed in the office by the end of the school day of the scheduled activity. Only one guest per student is allowed.
4. Excessive noise and wandering throughout the building are not allowed at any activity. All areas of the school are off-limits with the exception of the area in which the activity is being conducted.



# ATHLETIC PROGRAM

*Phil Orbe, Athletic Director*  
*Social Studies Department Chair*  
 860.848.9208 ext. 5 / Fax: 860.848.3872  
[www.montvilleschools.org/Athletics](http://www.montvilleschools.org/Athletics)  
 Follow us on Twitter @mhseccathletics

The athletic program teaches sound citizenship through the practice of good sportsmanship, the development of desirable social traits including: emotional control, honesty, cooperation, dependability, and the encouragement of respect toward other athletes and their abilities.

## ATHLETIC PROGRAM PARTICIPATION OBJECTIVES

1. To provide opportunities for student-athletes to further develop athletic skills
2. To prepare student-athletes to successfully participate within the competitive nature of interscholastic sports
3. To create a competitive environment where student-athletes play to win
4. To ensure student-athletes display obligatory respect for all fellow student-athletes and opponents
5. To mandate student-athletes follow the rules of the sport and demonstrate respect for the integrity and judgment of sports officials
6. To condition student-athletes to display modesty in victory and graciousness in defeat
7. To encourage student-athletes to view team discipline as an opportunity for reflection and growth
8. To provide the opportunity for student-athletes to develop the qualities of leadership, initiative, and general good judgment
9. To provide opportunities for student-athletes to function as leaders within the Montville school community
10. To encourage the involvement of student-athletes in the greater Montville community
11. To promote life-long, active engagement in sports, participating as a player, mentor, or coach

The following sports are offered:

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Cheerleading	Basketball (M, F)	Baseball
Cross Country (M, F)	Cheerleading	Golf
Football	Gymnastics (F)	Lacrosse (M,F)
Soccer (M, F)	Indoor Track (M, F)	Softball
Volleyball (F)	Wrestling	Tennis (M, F)
		Track (M, F)

# ACTIVITIES & CLUBS

<http://www.montvilleschools.org/Clubs>

## **ACADEMIC DECATHLON**

The Academic Decathlon team is a nine-member team that competes in ten different academic categories ranging from art history to anatomy, and music to economics. They meet weekly studying a different thematic unit each year in preparation for the state championships on the UCONN campus in March.

## **A CAPELLA CHOIR**

Meeting one evening a week for the entire school year, the A Capella Choir is the only purely extra-curricular choir at MHS. Interested students must pass an audition and must also be a member of another MHS Choir (Concert, Treble, or Chamber). The repertoire consists primarily of Pop Music and many of the arrangements are created specifically for the MHS A Capella Choir.

## **ACTIVE ATHLETES**

To motivate, recruit, and encourage student athletes to perform acts of community service within the student body and throughout the community at large. To increase the charitable impact while fostering unity amongst MHS student-athletes.

## **ART CLUB**

Art Club provides an opportunity and a place for students to learn more about art, connect with peers, practice new techniques and basic art concepts. Students share projects that they have done at home or during the club. Both serious art students as well as students who just enjoy a creative outlet are welcome.

## **CHIEFTAIN** (*School Newspaper*)

Students will write articles, take photos, and create the layout. Articles will include news, features, profiles, and reviews.

## **CULINARY CLUB/FCCLA**

The Culinary Club's purpose is to expand leadership potential and develop life skills necessary in families, communities and the workplace. The culinary club prepares food as a service for school and community activities including open houses, meetings, and special events. Their goal is learning and growing through service to others.

## **DRAMA/THESPIAN TROUPE**

Students who participate in drama productions are awarded points for quality work. Upon receiving 10 or more points and having participated in two productions, students become eligible for induction into Thespian Troupe #3083, the MHS affiliate of the International Thespian Society. The Society is dedicated to the advancement of drama among high school students throughout the world.

### **ENVIRONMENTAL CLUB**

The Environmental Club is a group of students that work towards improving the environment, ending waste and helping to clean up our corner of the planet. Students meet to discuss and implement ways to recycle and save energy. The main focus is to teach our community the dangers of global warming and the importance of conservation.

### **FBLA/ FUTURE BUSINESS LEADERS OF AMERICA**

FBLA is comprised of students who are interested in business or business-related fields. The mission is to encourage and promote a partnership with local businesses while giving MHS students hands on experience in the field. The organization has attended numerous leadership conferences and state competitions as well as several national competitions held throughout the US. FBLA members help to run the school store and serve all roles, from creating and ordering new merchandise to volunteering as a cashier. The club has served the community by raising money for March of Dimes, giving Christmas gifts to less fortunate children, participating in Read across America, and offering free babysitting services to faculty.

### **INTERNATIONAL CLUB**

The International Club at MHS is for all students interested in exploring different cultures. It is a great opportunity for students to share customs and perspectives and to work together to build friendships, understanding and respect. The club participates in community service activities and supports local charities.

### **MARCHING BAND**

The band competes in the fall at local and regional competitions through the US Bands circuit. Members of the band serve their school and community by performing at football games, pep rallies, parades and community events. Marching Band is an extension of the Concert Band curriculum. Students involved in any aspect of the instrumental program are highly encouraged to join. Registration is in May/June.

### **MATH TEAM**

The Math Team at MHS competes against 12 other schools in New London County. Students have an opportunity to compete individually at each meet by participating in three out of five rounds and they compete together in a final round called a team round. In April trophies are given to the top 3 schools and five individual trophies are given to the top 5 scorers in the league. Schools that finish in the upper half of their league go on to compete at the state meet.

### **MONTVILLE ARTS COUNCIL**

The Montville Arts Council strives to expand the arts through music, art, and writing and publishes an online literary arts magazine called Images. Students and staff may submit poetry, prose, essays, photography and other artwork, which is posted online. The Montville Arts Council also sponsors monthly contests and exhibitions promoting the arts in the Montville community.

### **MUSIC REFORM COUNCIL**

The MRC consists of 12-16 elected student representatives from within the music department. Meeting once a month, they promote a positive climate in the music wing, organize department events, and help to develop new ideas to support the program.

### **NATIONAL HONOR SOCIETY**

The selection process for new membership is conducted after the completion of semester one during junior year. Those students who are in the top 15% of their class, which demonstrates their scholarship, are notified by a letter that they are eligible to begin the selection process.

If a student indicates that she/he wishes to be considered, the student reads the by-laws, completes the Student Activity Forms, writes two essays: one focused on service and one on leadership. The high school community (teachers, administrators, secretaries, cafeteria staff and custodial staff) may offer feedback on each candidate. The Faculty Council, comprised of five core teachers, determines which candidates meet the criteria for selection in the categories of service (progressive pattern in both community and school), character, and leadership; they also review feedback from the community. The adviser then notifies each candidate in writing of the decision regarding her/his selection.

NHS members are required to complete eight hours of service each quarter in their senior year. (<http://www.montvilleschools.org/NHS>)

### **PEER MEDIATION**

The Peer Mediation Team is composed of a select group of student volunteers who are committed to helping reduce the frequency and severity of conflicts which arise between students at MHS. The mediators, who have been recommended by staff in 9th grade, have been thoroughly trained to skillfully guide their disputing peers through a process involving self-reflection, active listening and compromise to reach an agreement in which both parties sign a contract to uphold.

### **RIFLE CLUB**

The Montville High School Rifle Club was formed to teach firearms safety and train students in the Olympic sport of competitive rifle marksmanship. The club meets twice weekly at the Quaker Hill Rod and Gun Club and competes against other schools in a statewide league.

### **SKI CLUB**

The Ski Club takes trips and plans activities for the outdoors. All students are welcome regardless of skill level. Skiing is the most popular activity and the club participates in approximately 3-4 ski trips a year.

### **STEEL BAND**

The MHS Steel Band is open to any student at the high school- no experience necessary. This energetic group of musicians studies the music of Trinidad and Tobago, Calypso. Beginning in December of each year, the group meets once a week directly after school and performs a number of times in the spring at community events, concerts, and outdoor festivals.

### **STUDENT GOVERNMENT**

The Student Government was established at Montville High School in order to provide for student participation in school government, establish better understanding between faculty and students, afford training in citizenship, and ensure a sincere respect for law and order.

The Government has succeeded in helping to establish and preserve the good name, spirit, and traditions of Montville High School.

The Government strives to represent all members of the Student Body and encourages active participation by students in school affairs.

Elections for the incoming 9th, 10th, 11th, and 12th grade class officers are held in the spring of each year. Elections for Student Government Officers are also held in the spring.

### **TRANSPARENT NATION**

This club is for students with invisible illnesses or know someone with an invisible illness. The club is raising awareness among students and staff about different invisible illnesses and the challenges for those who face these types of disorders. All are welcome to join this club.

### **TSA/ TECHNOLOGY STUDENTS ASSOCIATION**

TSA is the only student organization devoted exclusively to the needs of technology and is open to all interested students. Students apply their knowledge and develop leadership skills while they participate in State, Regional, and National Robotics Competitions. Including but not limited to: VEX robotics, and Seaperch and TSA events.

## **WINTER GUARD**

Winter Guard is an extension of the fall color guard program and includes flags and rifles. The guard learns an indoor routine and competes in local and regional competitions. Interested students are selected through audition at the end of the fall marching season. Rehearsals are held one evening a week with competitions on Saturdays.

## **WORLD LANGUAGE HONOR SOCIETIES**

**La Societe Honoraire de Francais, La Sociedad Honoraria Hispanico**

### **Qualifications for Chapter Membership:**

1. Students must have completed or be enrolled in at least one of the following: French – Level III or beyond; Spanish – Level III or beyond.
2. Students must have maintained a B+ or better average.
3. Students may have no quarter grade may be lower than a B-.
4. Students must continue in language studies (any language) in order to be eligible and to maintain active status.
5. Students must maintain a B+ average in subsequent semesters; otherwise, all honors and privileges will be revoked.

## **YEARBOOK**

The yearbook club provides students with an opportunity to get involved with the editing and layout of the yearbook. Students learn photography, layout, advertising and the publishing skills associated with desktop publishing and graphic design. This club is open to all students.

## **YES CLUB/YOUNG EDUCATORS SOCIETY**

The YES Club is designed for students who are interested in learning about what teachers do. Club members go on field trips to colleges, universities, and other schools, and participate in the statewide Future Educators of America convention and inter-district pod discussions about current educational issues. It is a wonderful opportunity to meet other prospective teachers, learn about teaching and open doors in the profession.

## **YOUTH ACTION COUNCIL (YAC)**

Mission: to provide opportunities for youth ages 12-18 to develop and promote responsibility, leadership, empowerment, interest in community, and positive social development through active participation in the formation, coordination, and delivery of community projects, fundraising, and social/recreational activities.





**Montville High School**  
**2018-2019**  
**STUDENT HANDBOOK**

*Please sign, detach and submit to your English teacher.*

**The 2018/19 Student Handbook provides important information related to student learning, expectations for student behavior and other information related to MHS policies and procedures.**

**Montville High School requires that all students thoroughly review the contents of this handbook.**

**Students needing clarification on the information covered in this handbook are encouraged to speak to a teacher or administrator.**

I have read and understand this HANDBOOK and will abide by the RULES and GUIDELINES set forth in its pages as a responsible student of Montville High School.

**Print Student Name** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_