

O. H. PLATT HIGH SCHOOL

HANDBOOK

2013 - 2014

COMMITTED TO  
EDUCATIONAL EXCELLENCE

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

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## **INTRODUCTION**

The administration, faculty and staff at Orville H. Platt High School hope that you will enjoy a successful and rewarding school year. This handbook contains important information about our school and its goals, objectives and policies. Your conduct in school not only reflects upon yourself, but it also reflects upon our school and the entire Platt community. It is our hope that you will dedicate yourself to your studies and involve yourself in some aspect of our athletic or extra curricular activities.

New students will find this handbook to be an excellent resource as they begin their years at the high school. Returning students are encouraged to take the time to read the handbook and note items of interest as well as revised or new policies.

All students and their parents/guardians are asked to review the sections related to attendance, tardiness and school dismissal. These policies are in place to improve daily attendance and decrease tardiness to school and class. It is imperative that we have the understanding and support of parents/guardians as well as cooperation of our students. We view you as an important member of the Platt High School community.

## **NEASC ACCREDITATION**

Platt High School is accredited by the New England Association of Schools and Colleges and the Connecticut State Department Education.

The school was successfully evaluated by the New England Association of Schools and Colleges and the Connecticut State Department of Education in October of 2012 and received continued accreditation.

## **HISTORY OF ORVILLE H. PLATT HIGH SCHOOL**

The opening of Orville H. Platt High School in 1958, marked the culmination of planning and collaboration amongst Meriden's finest. When it became apparent in the early 1950's that the imminent crisis of overcrowding at Meriden High School had to be addressed As a result, overwhelming support was given to the building of two new high schools, one on either side town. Named after famed United States Senator Orville Hitchcock Platt, the building received an addition in 1969 to accommodate the growing student population.

The 2013-2014 school year will usher in a new chapter of O.H. Platt High School as ground is broken on a new building which promises to meet the educational needs of the 21<sup>st</sup> century learner. An innovative design, which celebrates the storied history of Meriden as well as our famous geographic features, will serve to inspire our students for decades to come!

## FACULTY AND STAFF

<i>Name</i>	<i>Position or Department</i>
<b>ROBERT MONTEMURRO</b> .....	<b>Principal</b>
<b>DAVID MIERZEJEWSKI</b> .....	<b>Assistant Principal</b>
<b>HEATHER VERDI</b> .....	<b>Assistant Principal</b>
<b>SUSAN AXON</b> .....	<b>Literacy Facilitator</b>
<b>GERVAIS BARGER</b> .....	<b>Industrial Technology</b>
<b>ROBERT BEALE</b> .....	<b>Special Education</b>
<b>JEAN BLUM</b> .....	<b>Visual</b>
<b>DREW BLYTHE</b> .....	<b>Social Studies</b>
<b>LARRY BOADA</b> .....	<b>English/Chairperson</b>
<b>LAURA BOATES</b> .....	<b>Music</b>
<b>JASON BRUENN</b> .....	<b>P.E./Health</b>
<b>ANNY CARR</b> .....	<b>Art</b>
<b>HEATHER CASSIDY</b> .....	<b>World Language</b>
<b>KEVIN COOK</b> .....	<b>Art</b>
<b>MELISSA COP</b> .....	<b>Family &amp; Consumer Science</b>
<b>DANIEL CORSETTI</b> .....	<b>Social Studies</b>
<b>JEFFREY CROSSON</b> .....	<b>Social Studies/Chairperson</b>
<b>KATHLEEN DAUGHERTY</b> .....	<b>Guidance</b>
<b>MAUREEN DI PACE</b> .....	<b>Mathematics</b>
<b>NEIL DOKURNO</b> .....	<b>Library</b>
<b>KATHLEEN DOYLE</b> .....	<b>World Language</b>
<b>MICHELLE DWYER</b> .....	<b>School Psychologist</b>
<b>MARK FATICONI</b> .....	<b>Music/Choral</b>
<b>JAMES FLYNN</b> .....	<b>Social Studies/PLE Coordinator</b>
<b>DANA FUDGE</b> .....	<b>English</b>
<b>IWONA GAJECKI</b> .....	<b>Science</b>
<b>SEAN GANNON</b> .....	<b>Social Studies</b>
<b>DAVID GILMORE</b> .....	<b>Science</b>
<b>CLARISSA GRABIEC</b> .....	<b>English</b>
<b>CHERYL HANDI</b> .....	<b>Career &amp; Technical Education/Chairperson</b>
<b>CHRISTOPHER HANSON</b> .....	<b>P.E./Health</b>
<b>MARCIE HANSON</b> .....	<b>English</b>
<b>NICHOLE HOLLAND</b> .....	<b>Mathematics/Chairperson</b>
<b>ROBERT IRWIN</b> .....	<b>English</b>
<b>WAYNE KALMICK</b> .....	<b>Industrial Technology</b>
<b>RICHARD KATZ</b> .....	<b>Athletic Director/ P.E. Health/Chairperson</b>
<b>GEOFFREY KENYON</b> .....	<b>Social Studies</b>
<b>DEBORAH KOHAN</b> .....	<b>Transition Coordinator</b>
<b>WOJCIECH KOLC</b> .....	<b>Mathematics</b>
<b>NICOLE KOLEJ</b> .....	<b>English</b>
<b>AMANDA KOSKY</b> .....	<b>English</b>
<b>GERRILYN LE CLAIR</b> .....	<b>Science</b>
<b>KEITH LOMBARDO</b> .....	<b>Guidance</b>
<b>ERIC LOPEZ</b> .....	<b>P.E./Health</b>

**ELIZABETH LUPARIA..... Special Education/Chairperson**  
**FELECIA MANDEVILLE.....Career & Technical Education**  
**CODY MARESH.....Science**  
**SUSAN MARSHALL .....Special Education**  
**LISA MARTIN.....ESL**  
**MARY MARTORELLI .....English**  
**ALENA MEDINA.....Science**  
**BRYAN MCCARTY.....Special Education**  
**JAMES MCGETRICK .....Social Studies**  
**BRYCE MCMINN.....Science/Chairperson**  
**KAREN MENDELSON .....Social Worker**  
**DAVID MONTEMURRO.....Special Education**  
**MARTIN MOORE .....Special Education**  
**KRISTIN MONA.....Guidance**  
**SHERRY MUCIK.....Art**  
**JACQUELINE NILES.....Family & Consumer Science**  
**ANNE PAPALLO ..... Mathematics**  
**ELLEN PAUL.....Student Asst. Counselor**  
**LOUIS PETRUCCI ..... Mathematics**  
**MARY ELLEN PETTIT.....Medical Careers**  
**CATHERINE RAGGOZINO.....English**  
**KURT RAGIS ..... Mathematics**  
**TIMOTHY REDICAN.....Mathematics**  
**GAIL RITA.....Instructional Intervention**  
**THERESA ROCCO.....Special Education**  
**KELLY ROMAN .....English**  
**NADINE ROSA.....Special Education**  
**PAUL SARRAZIN.....Industrial Technology**  
**JAMES SIEBERT.....Science**  
**STEPHEN SMITH.....English**  
**TERRENCE SULLIVAN.....Social Studies**  
**TIMOTHY SWEIGARD.....Science**  
**ALLISON SZE.....Science**  
**MARK THORNTON.....Social Studies**  
**DAVID ULLMAN.....Business**  
**KRISTI ULLMAN.....Special Education**  
**CYNTHIA VAN FLEET .....Family & Consumer Science**  
**KIMBERLY VAZQUEZ.....World Languages/Chairperson**  
**SUSANNE VITCAVAGE ..... Guidance Director**  
**ETHAN WARNER .....English**  
**ALISSA WETHERELL.....Special Education**  
**PATRICIA WODATCH .....P.E./Health**  
**THOMAS WODATCH ..... Mathematics**



**NURSING STAFF**

**JANET KOPEK.....Nurse**  
**CATHERINE BALAY.....Nurse's Aid**

**CLERICAL**

**BARBARA CIVALI.....Secretary to the Principal**  
**NANCY CALKINS.....Guidance Secretary**  
**ALLISON BARILLARO.....Clerk**  
**LYNN CAMP ..... Guidance Clerk**  
**NANCY CRISPINO..... Clerk**  
**KIMBERLY FORCIER.....Account Clerk**  
**CARMEN GONZALEZ..... Clerk**  
**BARBARA SAMSEL ..... Guidance Clerk**

**CUSTODIAL**

**JOHN BEARDSLEY .....Head Custodian**  
**KARL DAGGETT ..... Custodian**  
**DIANA DEMANCHE..... Custodian**  
**DIANE HUMPHREY.....Custodian**  
**CYNTHIA LOHMAN..... Custodian**  
**JOSE LOPEZ..... Custodian**  
**GEORGE MCDUGAL..... Custodian**  
**JOSE SANCHEZ ..... Custodian**  
**DANIEL SMITH..... Custodian**

## O. H. Platt High School Statement of Core Values and Beliefs

The O. H. Platt High School community believes all students deserve a learning environment in which to achieve their full academic, civic, and social potential. Students must have a physically and emotionally safe, disciplined atmosphere in which they are motivated to set goals, make responsible decisions, and enjoy success. Our multicultural society develops independent, creative, resilient learners and thinkers. With support of school faculty, family, and members of our community, Platt students will become confident, self-sustaining adults who contribute to society.

It all comes down to Platt Panther Pride:



### Learning Expectations

We, the Platt High School community, pledge to meet the following goals and 21<sup>st</sup> century learning expectations as defined by our school-wide rubrics for all students.

#### Academic Competencies:

To establish mastery of academic expectations, Platt High School students will:

- Acquire critical thinking and problem-solving skills in order to identify, synthesize, and analyze information to reflect learning.
- Demonstrate academic integrity in the school environment.
- Apply positive study skills, work habits, organization, and time management skills to prepare for instruction and employment outside of the classroom.
- Exhibit creativity and innovation in the learning process.
  
- Develop and enhance technology skills to prepare all learners for the 21<sup>st</sup> century.

- Acquire an effective level of preparedness in all academic areas as established by the State of Connecticut educational frameworks.
- Demonstrate effective verbal and written communication skills.
- Critically reflect on learning in order to improve performance.

Civic Competencies:

To establish mastery of civic expectations, Platt High School students will:

- Demonstrate awareness and acceptance by respecting the differences of others.
- Be responsible citizens by participating in local, national, and global issues.
- Support our community, institutions, and environment through volunteerism.

Social Competencies:

To establish mastery of social expectations, Platt High School students will:

- Exhibit respectful and courteous behaviors toward themselves and others.
- Develop interpersonal skills by working cooperatively and collaboratively with others.
- Display discipline through patience and self control.
- Display work preparedness, interview skills, and professionalism.
- Demonstrate healthy habits and life skills.
- Demonstrate responsible and independent work habits.

## REQUIREMENTS FOR GRADUATION

### Requirements for Promotion

To enroll in the ninth grade at either high school, a student must have passed eighth grade. To be promoted to grade 10, a student must have passed 6 units. To be promoted to Grade 11, a student must have passed 12 units. To be promoted to Grade 12, a student must have passed 18 units.

### Requirements for Graduation

Each student must successfully complete the following requirements for graduation as established by the Meriden Board of Education.

#### *Required for Graduation*

4 years of English (English 9, 10, 11, 12)	4 units
3 years of Mathematics (graduating classes of 2014 and 2015)	3 units
4 years of Mathematics (graduating class of 2016)	4 units
3 years of Social Studies (must include Civics and U.S. History)	3 units
3 years of Science (one must be in Biology)	3 units
1 year of the Arts or Vocational Education	1 unit
1 year of Business or Computer Education	1 unit
3 semesters of Physical Education	1.5 units
1 semester of Health Education	½ unit
**Community Service	¼ unit
Electives	6 units
Total.....23.25/Class of 2014/2015.....24.25/Class of 2016	

\*Computer courses cannot be used to satisfy mathematics graduation requirement.

Courses in art, music, or theater qualify for the Arts requirement. Selected offerings in the Vocational Education, Technology Education and Family and Consumer Science Departments meet the Vocational Education requirements. Business courses and any computer course meet the Business or Computer Education requirement.

Extra honor roll and class rank credits are given in honor level courses.

### COMMUNITY SERVICE\*\*

All students graduating from Meriden's Platt High School and Maloney High School will complete no less than twenty (20) hours of approved community service during their high school years as a requirement for graduation, ten hours of which may be in school. Students are encouraged to complete the hours needed prior to entering their senior year. Students may obtain required forms from the Guidance Department. Community service must be completed at a non-profit agency. All approved hours must be completed by the end of the third marking period of the student's senior year.

## **STANDARDS FOR DAILY CLASS ATTENDANCE**

The procedures listed below are intended to underscore the expectation of the Board of Education and school administration that students be present in class daily and participate in classroom activities. The grading system is structured in such a way that emphasizes the importance of daily course work and participation.

1. Each department will develop written course standards for daily class work, homework, quizzes, tests and class participation. The standards will indicate the degree to which these factors will be considered in awarding grades.
2. Students who do not participate in semester tests for unauthorized reasons will be given a zero.
3. A parent/guardian must contact an administrator in order for a student to make-up a missed mid-term or final exam.

## **COURSE CHANGES**

The policy regarding requests for subject or course changes is as follows:

1. During the first week of school, computer errors in student schedules will be corrected. Requested changes from one level to another level, within the subject area, will be considered two weeks prior to the end of the first and second marking terms. Decisions on these requests will follow parent, teacher, student, and counselor consultations.
2. After the completion of term 2, a unit course may not be dropped. A semester course may not be dropped after the first marking term of the course.
3. Unique or extenuating circumstances that require a change in program, other than level changes, will be handled on an individual basis and must have the approval by the principal.

**MERIDEN PUBLIC SCHOOLS  
CALENDAR FOR SCHOOL YEAR 2013-2014**

*Approved 12/21/10*

<u>AUGUST (3 days)</u>					<u>SEPTEMBER (20 days)</u>					<u>OCTOBER (21 days)</u>				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
					2	3	4	5	6	7	8	9	10	11p
					9	10	11	12	13	14	15	16	17	18
					16	17	18	19	20	21	22	23	24	25
					23	24	25	26	27	28	29	30	31	
26w	27p	28	29	30	30									

<u>NOVEMBER (17 days)</u>					<u>DECEMBER (15 days)</u>					<u>JANUARY (21 days)</u>				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1f	2h	3h	4h	5h	6h		1	2	3	
4	5p	6	7	8mn	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17f
18	19	20e	21	22	23	24	25	26	27	20	21	22	23	24mn
25	26	27s	28	29	30	31				27	28	29	30	31

<u>FEBRUARY (15 days)</u>					<u>MARCH (21 days)</u>					<u>APRIL (17 days)</u>				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	3	4	5	6	7		1	2	3	4f
10	11	12	13	14	10	11	12	13	14e	7	□□	9	10	11mn
17	18	19	20	21	17	18	19	20	21	14	15	16	17	18
24	25	26	27	28	24h	25h	26h	27h	28h	21	22	23	24	25
					31					28	29	30		

<u>MAY (21 days)</u>					<u>JUNE (10 days)</u>				
M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6
5	6	7	8	9	9	10	11	12	13s
12	13	14	15	16					
19	20	21	22	23					
26	27	28	29	30					

- e - End of Marking Period - Elementary Schools
- f - End of Marking Period - Middle/High Schools
- h - Report Cards Issued - Elementary Schools only
- m - Report Cards Issued - Middle Schools only
- n - Report Cards Issued - High Schools only
- p - Professional Development Day
- s - Abbreviated School Day
- w - Teachers' Work Day

- Aug. 28-School Opens
- Sept. 2 - Labor Day
- Oct. 14 - Columbus Day
- Nov. 5 - Election Day
- Nov. 11 - Veterans Day
- Nov. 28-29 - Thanksgiving Holiday
- Dec. 23-Jan. 1 - Holiday Recess
- Jan. 20 - Martin Luther King, Jr. Day
- Feb. 17 - Presidents' Day
- Feb. 17-21 - Winter Vacation
- April 18 - Good Friday
- Apr. 14-18 - Spring Vacation
- May 26 - Memorial Day
- June 13 - Last Day of School

(Total Student Days - 181)  
 (Teacher Work Days - 185)  
 (Professional Development Days - 3)

The first five snow make-up days will be scheduled at the end of the school year in June. Should there be more than five snow days to be made up, the additional days will be subtracted from the Spring Vacation, starting at the beginning of that week. Example: sixth make-up day would be April 14, the seventh make-up day would be April 15, etc. High school graduation dates will be determined at the second Board meeting in April. Teachers' last workday is the same as students' last school day.

## SCHEDULE OF CLASS PERIODS

Students allowed in academic classroom area ..... (7:20 am)  
 Teachers on duty..... (7:20 am)  
 Warning bell ..... (7:25 am)  
 First Class Period..... (7:30 am)

2:00 - 2:21	Special help - except Thursday
2:21	Library closes
3:15	Office closes
4:00	Night school classes begin
10:00	Building cleared and locked

**Students are to leave school grounds immediately after dismissal unless they are participating in authorized extra-curricular programs, seeking special help or serving a detention. The student is to leave school grounds when such activity is completed. Students are not allowed to loiter in the hallways, main entrance or on school grounds after this time. All students are to leave the building on Thursdays by 1:35 p.m.**

## DAILY SCHEDULE

	Regular Schedule	90 Minute Delay Schedule	Shortened Day Schedule
Period 1	7:30 - 8:18	-	7:30 - 8:05
Period 2	8:22 - 9:11	-	8:09 - 8:44
Period 3	9:15 - 10:03	9:00 - 9:47	8:48 - 9:23
Period 4	10:07 - 10:55	9:51 - 10:36	9:27 - 10:02
Period 5	10:59 - 12:16	10:40 - 11:54	10:06 - 10:41
Period 6	12:20 - 1:08	11:58 - 12:51	10:45 - 11:20
Period 7	1:12 - 2:00	12:45 - 1:28	11:24 - 12:00

**LUNCH WAVES**

Lunch Wave	Leave Classroom	Leave Main Lobby	Enter Classroom No Later Than
I	10:59	11:25	11:29
II	11:29	11:55	11:59
III	11:46	12:16	

**SCHEDULE OF CLASS PERIODS**

	Monday	Tuesday	Wednesday	Thursday	Friday
				See Advisory Schedule	
<b>7 :30 - 8:18</b>	<b>1</b>	<b>4</b>	<b>3</b>		<b>1</b>
<b>8:22 - 9:11</b>	<b>2</b>	<b>1</b>	<b>4</b>		<b>2</b>
<b>9:15 – 10:03</b>	<b>3</b>	<b>2</b>	<b>1</b>		<b>3</b>
<b>10:07 - 10:55</b>	<b>4</b>	<b>3</b>	<b>2</b>		<b>4</b>
<b>10:59 - 12:16</b>	<b>5</b>	<b>5</b>	<b>5</b>		<b>5</b>
<b>12:20 - 1:08</b>	<b>6</b>	<b>7</b>	<b>6</b>		<b>6</b>
<b>1:12 – 2:00</b>	<b>7</b>	<b>6</b>	<b>7</b>		<b>7</b>
<b>ADVISORY SCHEDULE</b>					
<b>2</b>	<b>7:30</b>			<b>8:10</b>	
<b>3</b>	<b>8:14</b>			<b>8:54</b>	
<b>4</b>	<b>8:58</b>			<b>9:38</b>	
<b>1</b>	<b>9:42</b>			<b>10:22</b>	
<b>ADV</b>	<b>10:26</b>			<b>10:46</b>	
<b>*5*</b>	<b>10:50</b>			<b>12:00</b>	
<b>7</b>	<b>12:04</b>			<b>12:44</b>	
<b>6</b>	<b>12:48</b>			<b>1:28</b>	

**ADVISORY LUNCH SCHEDULE**

LUNCH WAVE	BEGIN	BELL	END
<b>1</b>	<b>10:50</b>	<b>11:16</b>	<b>11:20</b>
<b>2</b>	<b>11:20</b>	<b>11:46</b>	<b>11:50</b>
<b>3</b>	<b>11:30</b>		<b>12:00</b>



## BRING YOUR OWN DEVICE GUIDELINES

The Meriden Public Schools recognizes that, in order to best serve students by encouraging their digital fluency in an ever-changing technological society, students should be allowed to access information through their own devices, as well as those belonging to our schools.

Electronic devices may be used in class for educational purposes only, upon the discretion of the classroom teacher, in order to support instruction.

### **Security and Damages:**

The use of a personal device is the responsibility of the student and must be used in accordance with the Acceptable Use policy of the Meriden Public Schools. All students bringing a personal device to school must have a signed Acceptable Use Policy on file at the school. The Meriden Public Schools is not responsible for the loss, damage, or theft of any electronic device.

## DRESS CODE

The Meriden Board of Education takes pride in the appearance of our students. Students are expected to wear attire that is not disruptive to the education process and is not dangerous or unsafe. Students should always come to school neat and clean. The dress of a student reflects the level of respect for oneself, respect for one's peers and respect for one's school.

The Meriden Board of Education, school administrators and teachers will enforce the following guidelines as the Student Dress Code in the Meriden Public School System.

- a) **Headgear** - All headgear, which includes, but is not limited to caps/hats, hoods, bandanas, bandana headbands, wave caps, doo-rags, sweatbands, and headbands, are prohibited, must be kept out of sight in the building and must be placed in the student's locker immediately upon entering the school and should remain there for the entire school day. Exceptions for religious or medical reasons are to be granted by the principal.
- b) **Blouses/Shirts** - Blouses/shirts should be constructed so that the tops of the shoulders are covered (no halter tops, strapless tops, spaghetti straps or bare shoulders of any type will be allowed). Blouses/shirts that allow exposure of any portion of the waist, hips, midriff or inappropriate exposure of parts of the body are not allowed. Rips or holes that expose skin and see-through shirts are not acceptable.
- c) **Skirts/Shorts/Dresses/Pants** - Skirts, shorts and dresses should have hemlines that are not more than four (4) inches above the top of the knee cap. Pants should be a length so as not to be a danger to yourself or others walking near you. Pants should be worn close to the waist and belted or should fit well enough to stay at the waist, preventing exposure of undergarments. Rips or holes that expose skin and/or undergarments are not acceptable.

- d) **Outdoor Garments** - All outdoor garments, which include, but are not limited to, hats, coats, gloves and scarves, must be placed in the student's locker immediately upon entering the school and should remain there for the entire school day.
- e) **Shoes** - Footwear must be worn at all times. Footwear must be fastened to the foot over the top of the foot as well as the heel or around the ankle. Footwear with excessive heels is not allowed. Footwear, such as but not limited to, flip flops, clogs, and slip-on sport sandals will not be permitted. Exceptions to the shoe policy may be made according to Physical Education curriculum requirements as allowed by the administration.
- f) **Lounging Attire** - Pajamas, slippers and all other lounging attire is not allowed.
- g) **Prints** - No student clothing shall display words or symbols that advocate or depict profanity, violence, drugs, alcohol, sex, hate groups, gang affiliation or illegal activity, expressed or implied.
- h) **Accessories** - Students may not wear or possess articles of clothing or clothing accessories that could cause injury to others or are disruptive to the education process. This includes, but is not limited to, sunglasses, chains, cleats, spikes or studs.
- i) Students are not allowed to display clothing or symbols that have been identified by agencies, such as, but not limited to, the Meriden Police Department, as being commonly associated with gangs. Garments, jewelry, body art and tattoos that communicate gang allegiance or affiliation are not allowed to be worn or visible at school.

Exceptions to the above dress code will be considered for medical reasons, special events, cultural beliefs or to promote school spirit as determined by the school principal or his/her designee. Students and/or sponsors wishing to request special exceptions must have permission from the school administration prior to the activity. Violations of this dress code will result in students being placed in in-school suspension or sent home. This policy will be strictly enforced.

### **SPECIAL HELP AND MAKEUP OF WORK MISSED**

Each year a schedule is published indicating the time and place of meeting for special help and makeup for every subject teacher. Students are urged to make use of the time provided by asking teachers for appointments. Students should be prepared to tell teachers specifically what difficulties they are having with subjects. Students who are failing or having difficulty should attend special help sessions. Those who are participating in sports or other extra-curricular activities are obligated to report for special help *before* reporting to the extra-curricular activities, which officially begin at 2:30 pm.

It is the responsibility of the student to make up work missed due to absence. In accordance with the Meriden BOE "No Zero Policy", a student may make up for credit class work missed due to absence. Excused absences shall result in the awarding of full credit for each missed assignment while unexcused absences shall receive partial credit. A student returning to school shall be allowed one school day to complete his make-up assignment(s) for each day absent.

## **PARENT-TEACHER COMMUNICATION**

Platt High School encourages parent-teacher contact. Teachers are available by email, voice mail or parents/guardians may call the guidance office to arrange for a conference with a teacher.

- The PowerSchool Parent Portal is available on-line to view student assignments, grades and homework
- Student information is updated on a regular basis in PowerSchool

Please refer to our website (Platths.com) for teacher contact information.

## **ATTENDANCE**

### **High School Attendance Policy**

The following regulations govern student attendance in high school, including students who are participating in alternative programs as a result of expulsion. A student who is absent from a class unexcused for more than six (6) days in a semester course and more than thirteen (13) days in a full year course will lose credit in the course, whether or not a passing grade is earned, and the transcript will be marked accordingly.

### **Excused Absences**

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted with **ten school days** of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

- A. For absences one through nine, a student's absence from school is considered excused when the student's parent/guardian approves such absences and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  - A note from a physician indicating an illness or other diagnosed condition that resulted in absences from school;
  - Student's observance of a religious holiday;
  - Absence due to an approved school function (i.e. field trips, band concerts, school sponsored sporting events, etc.);
  - Absence due to suspension from school for disciplinary purposes;
  - Mandated court appearances;

### **Notification Timeline**

Parents or guardians of students will be notified of the potential of failure due to poor attendance in accordance with the following table:

<b>Number of Absence</b>	<b>Notification Required For Semester Courses</b>	<b>Notification Required For Full Year Courses</b>
3	School Attendance Notification letter sent to the home and contact made by school personnel	
7	Letter sent home indicating student has lost credit in the course(s) and contact made by school administration	School Attendance Notification letter sent to the home and contact made by school personnel
14		Letter sent home indicating student has lost credit in the course(s) and contact made by school administration

### **Tardiness**

Students are required to report to their first class by 7:30 AM. Students who report to school after 7:30 AM will not be admitted to class and will be marked absent for the first clock period. Parents should note that students who are marked absent because of tardiness will be subject to consequences outlined previously in the high school attendance policy.

### **Appeal Seeking Waiver Of The Policy**

Within five school days of a student receiving notification that he/she has lost credit for a course, he/she may submit to the principal a request for waiver of this high school attendance policy. Requests submitted after that time will not be considered. In any such appeal, the student shall set forth specifically, the basis on which he/she is requesting waiver, taking into account the standards set forth below.

- Appeals will be granted only in extraordinary circumstances. The general rule is that students must meet the attendance requirements set forth above in order to receive credit for the course.
- Appeals based on medical excuses shall not generally be granted unless medical excuses (from a treating physician) are provided within ten school days of the absence(s).
- In considering such appeals, the principal shall consider the student's achievement and his/her ability to demonstrate mastery of the course work notwithstanding the absences.

In considering an appeal, the principal or his/her designee shall apply the standards set forth above. The principal or his/her designee shall issue a written decision on the appeal within ten school days. The decision of the principal or his/her designee shall be final.

### **Attendance Redemption**

In the case that a student has lost credit in a course because of poor attendance and/or progress, he/she may still be able to earn credit if he/she completes a participation contract with the principal or enrolls in a credit rescue opportunity via OdysseyWare. The signed contract may specify, including other criteria not listed below, that the student will:

1. Participate completely and positively in the class.
2. Complete all class and homework assignments, quizzes, and tests.
3. Pass the mid-term and final examination.
4. Have no additional class cuts, unexcused absences, and/or tardiness to class.
5. Have no additional class absences because of in or out of school suspension.
6. Successfully complete summer school or the equivalent program as approved by the principal.

The principal or his/her designee will review the student's progress and determine if credit is reinstated to the student. Students who receive a contract for a course will not be eligible to receive any future contracts.

An OdysseyWare opportunity for credit rescue, available during the school year after completion of the first semester, will occur on an after school basis, when available. Please see the appropriate guidance counselor for more information on eligibility.

### **ACADEMIC HONESTY**

Students are expected to be honest in their academic pursuits. Students are expected to produce original work. Cheating/plagiarism on class work, homework, research projects, tests, exams, etc., will result in a zero for the assignment and parents/guardians will be notified.

### **HOMEWORK**

Experience has proven that students do not learn without a willingness to accept instruction and a willingness to study at home without teacher supervision. Regardless of the individual student, home study is a "must" to supplement the explanations and discussions of the classroom. For this reason Platt High School faculty expects that students will do specific outside written assignments and oral assignments for presentation in class. The limited study time provided by the school in study periods cannot satisfy the study time necessary for satisfactory progress in learning. It is, therefore, a joint student-parent responsibility that sufficient time be devoted to study each night.

### **STUDY HALLS**

Study halls are intended to provide a quiet place for the completion of homework assignments, or other independent academic work. Study hall teachers will permit only a minimum of movement or conversation in order to ensure the best possible atmosphere for study. A study hall is considered a classroom situation and the same rules and regulations are applicable.

Students who wish to go to another class from a study hall must first obtain permission from the teacher of the class they plan to attend. This form must be signed by the study hall teacher before the student may attend the class.

## **ADVISORY GROUPS**

All students are scheduled to attend advisory groups for twenty minutes every week. These small groups allow the students to talk about various school issues or relevant school-related topics in a non-classroom and less formal environment. Research has proven that schools that implement advisory groups create a stronger bond between students and staff members, resulting in an enhanced connection between the student and the school experience.

## **PHYSICAL EDUCATION PROGRAM**

All students are required to take physical education during their freshman, sophomore and junior years, for one semester. The following activities are characteristic of physical education classes: individual and group instruction and participation in sports and games, calisthenics, swimming, training for physical fitness, and, training in folk and modern dancing. Students are required to change into proper physical education clothing, in alignment with the Meriden Board of Education dress code policy, for every class period.

A student who wishes to be excused from active participation in physical education classes on a long term basis must present to the school nurse the proper school form signed by a doctor. The nurse files the original and makes a copy for the physical education teacher.

All medical excuses must be submitted to the P. E. teacher and nurse within the first five days of the course. If an excuse is provided after the first five days have passed, then the student will be assigned a zero for each additional class until the excuse is provided. The zero's assigned after the first five days will not be excused and cannot be made-up. It is the student's responsibility to provide updated medical excuses to the P. E. teacher and nurse. Being prepared prior to the start of the course is highly recommended.

The exception to this rule is when a medical issue arises while the student is enrolled in the P. E. course. In this case, the medical excuse must be provided within five days of the medical issue. As previously stated, zero's will be assigned for each day after this five day limit. Zero's after this five day period will not be excused and cannot be made-up.

The school is not responsible for items that are lost or stolen from the locker room. Students are expected to bring their own locks to physical education class to secure all personal items.

## **GUIDANCE AND COUNSELING SERVICES**

The essential function of the guidance office is to aid each student to "accent the positive" in achieving for himself/herself the most successful and satisfying high school experience possible. Additionally, the Guidance Department assists students in making career and vocational plans. Steps which are employed in affecting this are the following:

1. Group meetings are held with new students to make certain that all questions are answered and that each new student is aware of school opportunities and expectations.
2. Individual counseling sessions may be arranged with students, parents or both.

3. Continued academic evaluation of each student and maintenance of a cumulative record card, to ensure all information is available and helpful, will be conducted.
4. Information about schools, colleges, scholarships, financial aid, as well as jobs and careers is continually updated. This information is readily available in the guidance office and through periodic guidance newsletters. Group meetings are used to make the student aware of its existence and value.
5. The counselors will keep all information regarding students and parents confidential. Information will only be shared if it concerns a life-threatening situation.

### **STUDENT ASSISTANCE PROGRAM**

The **Student Assistance Team** is a group composed of teachers, counselors, school social worker, school psychologist, school nurse, and administrators. The mission of the team is to improve student performance through the following: early identification of behaviors of concern, assessment of student needs, pro-active efforts to address these student needs and increased involvement of staff, parents and the community. For further information or assistance, students or parents can contact any member of the Student Assistance Team or the student’s guidance counselor.

The **Student Assistance Counselor** is located within the guidance office and is available to provide individual and group counseling, crisis intervention, and information and/or referral based on assessment of the student’s needs. The Student Assistance Counselor is not assigned specific students, but is available to assist all Platt students. Students are encouraged to contact the Student Assistance Counselor directly with concerns or questions regarding alcohol/drug use, family problems, relationship issues or any other area of difficulty which is preventing them from succeeding in school.

### **GRADING SYSTEM**

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

Juniors and seniors are allowed to take one elective course on a “pass-fail” basis.

### **REPORT CARDS/SPECIAL PROGRESS REPORTS**

Report cards are issued to students four times a year. Please refer to the school calendar. Real-time student progress can be monitored on PowerSchool and parents may wish to receive weekly notifications via email (see PowerSchool options in parent portal).

The parents of students whose work is unsatisfactory for any reason may receive interim reports in addition to the regular report cards. These reports are usually made on the standard Platt High School Special Report forms and are mailed home to parents. Occasionally, progress reports may be made in the form of an individual note or letter to the parent.

Parents who receive special reports are urged to contact the reporting teacher immediately for remedial action. A parent may, at any time, request a report of their student's progress by telephoning the student's guidance counselor. In addition, PowerSchool offers up to date progress for each class a student is enrolled in as well as attendance information.

### **DETENTION OF STUDENTS**

Students who misbehave may be detained by a teacher after school. School detention begins promptly at 2:05 P.M. Misbehavior includes, but is not limited to, cutting class, class disruption and un-excused tardiness to class.

Students who fail to attend a teacher-assigned detention will be subject to disciplinary action by an administrator.

### **IN-SCHOOL SUSPENSION**

In School Suspension (ISS) is a self-contained alternative to out of school suspension and is designed to modify inappropriate behavior patterns. ISS is a disciplinary measure assigned by an administrator which excludes the student from classes and other school privileges including, but not limited to, the cafeteria, athletics, co-curricular events and all building privileges on that date.

Students may be assigned to the ISS room for the full school day or an abbreviated period as determined by a school administrator.

Students must attend in-school suspension on the days assigned and be in the room by 7:30 a.m.

Inappropriate school behavior is neither tolerated nor accepted. If a student needs to be removed from ISS for behavioral reasons, that student will receive an unexcused absence for the period of time missed. For more serious behaviors or more than one removal from ISS, an out-of-school suspension may be necessary.

Students are responsible to make up missed time due to late arrival or early dismissal.

### **SCHOOL NURSE AND HEALTH CENTER**

The school nurse is on duty at the health center during school hours. The nurse is allowed to administer first-aid in emergencies. The nurse may recommend dismissal from school of a student for illness, in which case the student will be excused for the missed classes. The nurse has custody of the health records of all students.

The nurse is not allowed to prescribe treatment for routine sickness or injury, nor to administer medication of any kind without doctor's order and parental permission. Community Health



Center, located within the nurse's office, has the ability to do so with the proper documentation and registration. CHC also provides physicals for students.

As prescribed by state law, students must provide a record of immunization prior to being admitted to school. Also, all incoming 10<sup>th</sup> grade students must have a physical on file before entering the 11<sup>th</sup> grade.

### **MEDI-ALERT TAGS**

Students who have special medical conditions should check with the school nurse to ensure he/she is aware. It is also recommended that students with special medical conditions wear a medi-alert tag.

### **NON-DISCRIMINATION POLICY**

The Board of Education, in compliance with federal and state law, affirms its policy of equal educational opportunity for all students and equal employment opportunity for all persons.

#### **Non-discrimination in School and Classroom Practices**

It is the policy of the District to provide equal opportunity for all students to achieve their maximum potential through the programs offered in all District schools regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or disability.

The District shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics and extracurricular activities. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with federal and state statutes and regulations. Students and third parties who have been subject to discrimination are encouraged to promptly report such incidents to the District's Compliance Officer(s).

All complaints of discrimination shall be investigated promptly. Corrective action must be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

Complaints involving alleged discrimination of students who are identified under Section 504 of the Rehabilitation Act of 1973 should be promptly reported to the Director of Pupil Personnel at 630-4177. A complete procedure for filing complaints is available both at the school Guidance Office and the District Central Office for Pupil Personnel Programs.

It is the Board's policy to provide all persons equal access to all categories of employment in this District regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or disability. The District shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with federal and state statutes and regulations.

Employees and third parties who have been subject to discrimination are encouraged to promptly report such incidents to the District's Compliance Officer(s).

### **Nondiscrimination in Employment/Contract Practices**

*All complaints of discrimination shall be investigated promptly. Corrective action must be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the District's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of discrimination.*

## **TITLE IX**

The administration, faculty and staff of Orville H. Platt High School will endeavor to comply fully with Title IX in that no person, on the basis of sex, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any educational program or activity.

In order to ensure continued implementation of this policy, the Principal shall supervise and coordinate all educational programs.

Complaints alleging unlawful discrimination shall be filed in writing with the Principal who, either himself/herself or through a designee, shall investigate the complaint and render a decision in writing within 30 days.

## **SEXUAL HARASSMENT POLICY**

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment.

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that person's employment or education or that it will interfere in any way with that person's employment or educational performance or create an intimidating, hostile or offensive work or educational environment.

A student who believes he/she has been the subject of sexual harassment is encouraged to bring his/her concern to the attention of a school administrator or any other professional staff member such as a teacher, counselor, social worker or school nurse. That person will, in a confidential manner, attempt to resolve the problem. If the student is not

satisfied with the remedy that person is able to provide, the student may bring his/her complaint to the school's principal who will investigate the problem and take steps to resolve it.

A student who is not satisfied with the resolution provided by the principal can, according to the Board of Education's policy, submit his/her complaint to the Superintendent of Schools.

### **BULLYING BEHAVIOR IN SCHOOL**

The Meriden Board of Education promotes a safe and secure school climate conducive to teaching and learning. In accordance with State law, it is the policy of the Meriden Board of Education that any form of bullying behavior, whether in the classroom, on school property or at school-sponsored events, is prohibited. Such behavior is disruptive of the educational process and, therefore, not acceptable behavior in this district.

### **CONNECTICUT BULLYING LAW**

The law defines bullying as overt acts by a student or a group of students committed more than once per school year against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus. It requires each board of education to develop and implement a policy to address the existence of bullying in its schools. The policies must include provisions on reporting, investigation, notification, and intervention. The policies can include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school.

Each board of education had to submit its policy to the State Department of Education (SDE) by February 1, 2009, and by July 1, 2009, must make sure that the policy is included in the school district's publication of the rules, procedures, and standards of conduct and in all student handbooks (CGS 10-222d).

### **BULLYING POLICIES**

The required policies must:

1. Allow students to anonymously report acts of bullying to teachers & school administrators and require students to be notified annually of the process for making such reports;
2. Enable the parents or guardians of students to file written reports of suspected bullying;
3. Require teachers and other school staff who witness acts of bullying or receive student reports of bullying to notify school administrators in writing;
4. Require school administrators to investigate any written reports and to review any anonymous reports, except that no disciplinary action can be taken based solely on an anonymous reports;
5. Include a prevention and intervention strategy for school staff to deal with bullying;

6. Provide for the inclusion of language in student codes of conduct concerning bullying;
7. Require each school to notify the parents or guardians of the bully and bullied student, and include in the notice a description of the school's response, any consequences of future acts, and an invitation for them to attend at least one meeting;
8. Require each school to maintain a list of the number of verified acts of bullying in the school and make it available for public inspection, and, within available appropriations, annually report the number to SDE;
9. Direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline; and
10. Identify the appropriate school personnel, which cannot be limited to pupil services personnel, responsible for taking a bullying report and investigating the complaint. The law specifies that the term "prevention and intervention strategy" can include, but is not limited to:
  1. Implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by SDE;
  2. A school survey to determine the prevalence of bullying;
  3. Establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy;
  4. School rules prohibiting bullying, harassment, and intimidation and establishing appropriate consequences for those who engage in such acts;
  5. Adequate adult supervision of outdoor areas, hallways, the lunchrooms, and other specific areas where bullying is likely to occur;
  6. Inclusion of grade-appropriate bullying prevention curricula in kindergarten through high school;
  7. Individual interventions with the bully, parents, and school staff, and interventions with the bullied child, parents, and school staff;
  8. School-wide training related to safe school climate; and
  9. Promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions (CGS 10-222g).

## GENERAL INFORMATION

### DEFINITIONS

1. **Class Cut** is an unauthorized failure to report to an assigned class as scheduled.
2. **Class Disruption** is unacceptable behavior which disrupts the normal routine and decorum of the classroom.
3. **Detention** is the detaining of a student within a specified area after school has been dismissed for the day.
4. **Insubordination** is an act of defiance to a member of the faculty or staff.
5. **Suspension:** Refer to Board Policy IC 5.1 on page 27.
6. **Tardy to Class** is the failure of a student to be in his/her classroom seat when the final bell sounds.

7. **Tardy to School** is the failure of a student to be in his first clock period class and seated at 7:30 A.M.
8. **Truancy** is being absent from school without parental permission or knowledge.
9. **Weapon** is any known weapon such as gun, blackjack, knife, chair or any other object which may be used in a manner to suggest a willful and harmful physical act.

### **ACCIDENTS**

A student who suffers an accident while participating in an organized school activity should report the facts to the faculty member in charge of the activity, who will fill out a written report of the accident for the school administration.

A student who has subscribed to a school insurance policy and has suffered an accident on the way to or from school should file a report of the accident in the school office.

Students, whether they have subscribed to a school insurance policy or not, who suffer any accident on the school grounds or in the school building while they are not under the direct supervision of a teacher should file a report on the accident in the school office.

### **HUSKY INSURANCE PROGRAM**

Parents are strongly encouraged to sign-up their child to The State of Connecticut HUSKY health plan.

### **SCHOOL ISSUED ITEMS AND STUDENT OBLIGATIONS**

Students are responsible for all items and materials issued to them by the Platt H.S. staff. These items include, but are not limited to, books, calculators, locks, fundraising items and uniforms. Missing items will be listed as “obligations” for the students, and those students will be required to reimburse the school. Obligations must be paid in cash prior to participation in junior and senior activities or upon withdrawing from school. **NO CHECKS WILL BE ACCEPTED.**

### **CAFETERIA**

The same standards of behavior which apply in the classroom also apply in the cafeteria. Good manners, courtesy and cleanliness are required. Students must help by keeping their area clean and orderly. Students are expected to eat in a quiet, orderly manner, and are expected to lend every effort to keep cafeteria tables, chairs and floor clean. Food and beverages may not be brought out of the cafeteria. Expectations for cafeteria behavior are posted throughout the cafeteria for reference.

## **CHANGE OF ADDRESS**

Students are assigned to the high school of the district wherein their parents reside, subject to the following provisions:

1. A student who moves after receiving his 10<sup>th</sup> grade final report card will be allowed to attend the high school of his/her choice, granted a letter of request is written to, and approved by, the Associate Superintendent (If the student elects to attend the high school outside of his/her district, the responsibility of transporting the student will rest with the parent.)
2. A student who moves prior to receiving his/her 10<sup>th</sup> grade final report card will be assigned to the high school of the district in which his/her parents reside.
3. Students are advised to complete the term at the school they are attending.
4. Students must report promptly to the school administration any change of home address. Failure to do so may result in denial of option privileges listed in Item #1 and/or Item #2.
5. Any appeal to the above provisions must be made in writing to the Associate Superintendent of Schools. No transfer is to be made until such appeal is heard by the Board of Education, (22 Liberty Street, Meriden, CT. 06451)

## **DANCES**

School dances are held at various times during the school year. Students requesting to bring a guest must have a Dance Guest Approval Form completed and approved before buying dance tickets. A form may be picked up in the main office or with a class sponsor. Guests must be at least a freshman in high school and not over twenty years of age. A photocopy of the guest high school ID, driver's license or state ID card must be attached to the Dance Guest Approval Form. Guests must present a current photo ID at the door the night of the dance.

Students and guests must always act in accordance with school event rules regarding appropriate dress, conduct and arrival time.

Platt High School Administration reserves the right to deny any guest application.

## **DISMISSAL REQUESTS**

Dismissal from school at any time other than the regular dismissal time is restricted to emergencies, special medical reasons or cases involving unusual circumstances. Routine appointments (e.g. medical, dental, driver's license testing) should be made outside school hours or during vacation periods.) Early dismissals will be marked as an unexcused absence unless excused by a parent or doctor's note in accordance with the attendance policy. When it becomes necessary to ask for early dismissal, a student should bring a written request from the parent/guardian stating: date, time, specific reason for dismissal, telephone number parent can be

reached and method of transportation student will utilize to be dismissed. A parent/guardian or person designated on the Emergency List on file in the main office must physically enter the school in order for a student to be dismissed.

### **SENIOR PRIVILEGES**

Senior privileges will begin after the conclusion of the first marking period. Senior students will be eligible for late arrival to school when his/her study hall is the first clock period of the day. A privilege form must be filled out and approved by administration.

A student using this privilege is expected to sign into school at the front desk in the main hall by 8:10 a.m. Failure to report on time may result in the student not being admitted to his/her next class.

Seniors may also be dismissed early if the study hall is the last period (s) of the day. Students leaving early are required to leave the school grounds in a timely and responsible manner.

It should be noted that this privilege will be revoked if a student does not maintain passing grades and good citizenship at Platt High School.

### **HANDLING OF FINANCES BY STUDENTS**

Student officers of extra-curricular activities must turn over to the faculty sponsor, as soon as possible, all money collected for any purpose.

Student officers of student organizations must obtain prior approval of the faculty sponsor before making purchases or paying bills.

### **LAVATORIES**

Students should use the school lavatories before school, between periods and after school. Students may leave a classroom to go to the lavatory only by obtaining permission from the classroom teacher. Passes will not be issued during the first and last 5 minutes of each period.

### **LOCKERS**

It is highly recommended that students obtain a lock for their school lockers and physical education lockers. Students may either provide one of their own or obtain one from the main office. **USE ONLY THE LOCKER THAT IS ASSIGNED.**

Valuable property or substantial sums of money should not be stored in the school lockers. Items kept in lockers are better protected if kept in the bottom compartment.

Students will be held responsible for the condition of their lockers, and for the contents placed in their lockers. The school and/or school officials will not be held responsible for stolen or misplaced items.

### **SEARCHES OF DESKS AND LOCKERS**

Lockers and desks are the property of the school and shall be subject to inspection by an authorized administrator. Students shall not bring to school or keep on their persons or in the lockers or desks any objects or materials which are dangerous to the health or safety of themselves or others. Included in this category of prohibited objects and materials are illegal drugs.

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

### **USE OF TRAINED DOGS FOR SEARCH ON SCHOOL PROPERTY**

As provided in Board policy, illegal student possession of controlled substances (drugs) on school property or at school-sponsored activities is strictly prohibited and will result in suspension or expulsion. Given the need to enforce this prohibition in the interest of student safety and welfare, the Meriden Public Schools reserve the right to conduct canine searches for controlled substances in any of our schools and at school-sponsored activities. Such searches and any related personal searches of students will be conducted in accordance with the law.

### **MILITARY RECRUITMENT INFORMATION**

The Meriden Public Schools is legally obligated (Section 9528 of PL-107-110, the No Child Left Behind Act of 2001 (codified in 20 USC 7908) to provide military recruiters the same right of access to secondary students as they provide generally to post-secondary institutions and prospective employers. This information includes the names, addresses and telephone numbers of secondary school students. However, parents or eligible students may request that such information not be released for their child by submitting a letter in writing to the Superintendent of Schools, 22 Liberty St., Meriden, CT 06450. This letter of request should be submitted annually.

### **NO SCHOOL ANNOUNCEMENTS/SNOW DAYS**

When extreme weather conditions make cancellation of school necessary, announcements will be made over radio stations WMMW 1470AM, WTIC 1080AM, WTIC 96.5FM, WKSS 95.7FM, WDRC 103FM, WDRC 1360AM, WKCI 101.3FM, WRYM 840AM (Spanish Station), WWYZ 92.5FM, WELI 960AM, WRCH 100.5FM, Channel 3, Channel 8 and Channel 30 between 5:30 and 7:00 a.m. In addition, a district ALERT NOW message is made to the telephone number on record. Please update student information in a timely manner to the main office in order to receive important announcements.



The first five snow make-up days will be scheduled at the end of the school year in June. Should there be more than five snow days to be made up; the additional days will be subtracted from the Spring Vacation, starting at the end of that week (example: sixth make-up day would be Friday, the seventh make-up day would be Thursday, etc.). High school graduation dates will be determined at the second Board meeting in April. The teachers last workday is the same as students last school day.

### **REGISTRATION AND PARKING OF CARS**

All students who drive a vehicle to school must register the vehicle in the main office.

Vehicles must be properly parked in the student parking areas. Vehicles parked in an unauthorized area will be ticketed and/or towed from school grounds at the owner's expense.

Any student abusing the parking privilege will be subject to disciplinary action.

Students are allowed to park only in the East Parking Lot adjacent to the brook and in the Hamilton Street lot.

Students may enter parked cars during the school day only with office permission.

### **CONDUCT ON SCHOOL BUSES**

While the law requires the school district to furnish transportation, it does not relieve the parents from the responsibility of supervision until such times as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

The Board shall require students to conduct themselves on a bus and at the bus stop in a manner consistent with established standards.

In cases when students do not conduct themselves properly on a bus or at the bus stop, such instances are to be brought to the attention of the principal by the bus driver.

Students who become serious disciplinary problems on the school bus or at the bus stop may have their riding privileges suspended by the principal. In such cases, the parents of the students involved shall become responsible for seeing that their children arrive to and from school safely.

**Students are required to have their bus pass in possession on a daily basis.**

## **GANG ATTIRE AND ACTIVITY**

Gang attire and activity are strictly prohibited. A "gang" is herein defined as any group that participates in illegal and/or violent activities.

Gang attire and activity include the use of hand signals and the presence of any apparel, jewelry, accessory, book, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute denotes membership in such a group. When a student's attire is found to be in violation of this policy, the student may be required to modify his/her attire in such a manner that it no longer violates this policy. If necessary, the student may be taken or sent home to modify unacceptable attire. Refusal to take steps as directed to comply with this policy shall be cause for disciplinary action against the student.

## **SMOKE FREE FACILITY**

Smoking by students and adults is prohibited in the building and/or school grounds of all public schools in Meriden. Anyone smoking on school grounds will be subject to disciplinary and/or police action. The Platt High School Building & Grounds is a smoke free zone.

## **DELIVERIES TO STUDENTS**

Deliveries of gifts or items such as, but not limited to, flowers and/or balloons to the main office is prohibited. Food deliveries to students are prohibited. Balloons and or distracting items are not to be carried by students throughout the school day and shall be stored in main office.

## **WORKING PAPERS**

A student who has reached his/her sixteenth birthday may obtain working papers at the school guidance office. State law requires that a "Promise to Employ" form and verification of birth date be presented before working papers can be issued.

## **FIELD TRIPS**

All field trips must be authorized by the school in advance of the trip. In order to participate, a student must provide a consent form signed by a parent. Students should weigh the potential consequences before making this decision. Field Trips are a privilege. All students will be allowed to participate in a field trip only if it is part of the class curriculum. In all other circumstances, students will be allowed to participate in field trips if they:

- Maintain passing grades in all courses
- Meet class expectations to attend field trip
- Make up any work missed in other classes
- Follow all school rules on the field trip

Any exceptions to these rules must be approved by administration.

## **PROPERTY DAMAGE**

Students are held responsible for all school property used by or loaned to them. Parents/Guardians of any student who, through willfulness or negligence, damages books, equipment or other school property, shall reimburse the district for all damages.

## **GUESTS IN BUILDING**

All visitors must report to the office or sign in at desk in main hall. All guests will be provided with a visitor's pass if permission has been granted to go to either the Nurse's Office or Guidance. Visitors are expected to go to approved destination only. Individuals found in the building without a visitor's pass will be asked to leave. Individuals are not allowed in the academic areas of the building during the school day.

## **CURRICULUM INFORMATION**

For more detailed information regarding curriculum matters, please see the annual Program of Studies booklet.

## **PLANNING COURSE OF STUDY**

Sound educational planning raises the individual's level of performance based upon the student's knowledge of himself/herself and upon the known requirements for entrance into a field of work or a field of higher education. It is important that each student strive to become all that he/she can be. The careful selection of subjects is an important step in this direction.

The selection of subjects should be a collaborative effort between the students, parents, teachers and guidance counselors.

## **STUDENT RECORDS**

As part of Public Law 93-380, The Family Educational Rights and Privacy Act of 1974, the Meriden Board of Education adopted Policy IJ Student Records, which requires that parents or guardians be informed of basic information concerning the records of their children.

Platt High School maintains student records which include a listing of subjects taken, levels of achievement, attendance, previous standardized test scores and the annual state required 10<sup>th</sup> grade proficiency examination. School records also include health data, honors and awards received and directory information such as: name, address, birth date, etc. The building principal is responsible for the care of the records, which are only available to the school staff with legitimate educational interest.

Administrative procedures provide for parental access and for location of related policies, which explain the process in detail. The school does not release any individualized student data without parental permission. Unless specifically requested by the parent, the school does not release

directory information when developing athletic or musical programs or naming honor rolls or other similar achievements or awards.

Transcript information, including standardized test scores, may be forwarded to educational institutions without prior permission if the request indicates that the student has completed an application to that institution.

## **SCHOLARSHIPS AND AWARDS**

Many scholarships and awards are available to qualified students. Students should consult a Guidance Counselor for information about what scholarships are available and about how, when, and where to apply.

Students should start very early in their high school years to make records worthy of scholarship recognition. Serious attention to studies, good character, financial need and some interest in the activities of the school are general requirements for scholarship consideration.

## **ACTIVITIES**

Platt High School's extra-curricular program of sports and clubs provides an opportunity for students to develop special interests and talents under the direction of teacher advisors with similar interests. Experiences in the activity program help meet the leisure, recreational, social and emotional needs and interests of students.

Participation in extra-curricular activities is an important requisite for many scholarships. Many college deans feel that the student who has not participated in some of the activities of his/her high school is a poor college risk, since this may indicate that he/she has not reached the proper state in social adjustment and leadership. Club activities, however, should never require so much of a student's time and energy as to interfere with his/her scholastic achievements.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Non-Athletic Activities**

The basic requirements for eligibility to participate in non-athletic activities are as follows: (1) a student should join only those organizations in which he/she is willing to be an active participant; (2) a student is permitted to hold at the same time, only one of the following major offices; President of the Student Senate, President of the Senior Class, President of the Junior Class, Freshman and Sophomore Class President, Editor of the Yearbook, President of the Key Club; (3) a student holding a major office is permitted to hold only one other office at the same time; (4) a student not holding a major office is permitted to hold not more than two offices at

the same time; (5) no student may hold office unless he/she is carrying a regular program of classroom work; (6) no student may hold a major office unless he/she maintains a passing grade in all subjects; other office holders must maintain a current record which shows not more than one unsatisfactory grade for units of work for which no previous credit has been granted; the office held by any student who, at the end of any marking period, does not meet the requirements of this policy, shall be placed on probation for one term. If at the conclusion of the next term, the above stated requirements have not been met, the student shall vacate the office; (7) to hold any office a student must be a good school citizen. If a student holding office demonstrates inappropriate behavior, as it applies to Board Policy, he/she may be placed on probation or dismissed from office. All decisions pertaining to items 6 and 7 will be rendered jointly by the organization's governing body, the activity sponsors and/or school administrator.

It is expected that on a school day a student will be in school and will be taking part in the school program if he/she expects to participate in an extra-curricular activity on that day.

## **ATHLETIC ACTIVITIES**

### **Interscholastic Sports**

Interscholastic sports at Platt High School are conducted by the Athletic Council. The Athletic Council is composed of all athletic coaches, the athletic director, the assistant athletic director, the principal, and the assistant principal in charge of athletics.

Platt High School is a member of the Central Connecticut Conference which sponsors athletic competition among area high schools.

### **Athletic Activities**

Students who wish to participate in interscholastic sports must be eligible under the rules of the Connecticut Interscholastic Athletic Conference. A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition. Date of entry is defined as the first date of enrollment as a grade 9 student taking four (4) or more high school subjects. (1) Students who are not eligible or elect to not participate do not preserve additional semesters for use at a later time. That is, there is no fifth year of eligibility per se. (2) Once a student has attended 15 days or more, that student may apply through the member school for consideration of a hardship waiver. Hardships involve serious documented medical situations where students are not able to attend school at all or become incapacitated. Injuries sustained in playing a sport do not constitute grounds for a medical hardship grant of an additional semester. Hardships will also be granted for a student who has been absent one or more semesters because of required military service. If a waiver is granted, the semester granted must be the same as the semester waived; fall for fall, spring for spring (further details are available through the athletic director).

Additional rules apply to the various situations which arise in the ordinary conduct of the interscholastic athletic program.

A student must be in attendance for school on a day when he/she plans to practice or participate in a contest with an athletic team.

Platt High School competes with other schools in football, baseball, basketball, soccer, cross-country, swimming, wrestling, track, indoor track, tennis, golf, volleyball and softball.

Members of varsity teams who meet the requirements established by the Athletic Council are awarded letters in recognition of their accomplishments. Members of junior varsity teams are awarded certificates.

Athletic awards are given at one of the athletic award assemblies, which are held after each of the three sports seasons - fall, winter and spring.

Basic requirements for participation on a varsity team at Platt High School are the following:

- Eligibility under the rules of the Connecticut Interscholastic Athletic Conference and Platt High School will be applicable to grades 9 through 12.
- A student must be carrying the normal program of unit subjects required for his/her grade.
- Evidence of good citizenship. A student may be removed from an athletic team for a period of time or dismissed for the season if he/she shows evidence of poor citizenship in the school or in the community; or if he/she commits a misdeed in another school or on its grounds.
- A physical examination is required on an annual basis dated after May 1.
- Written permission by a parent of a student to participate in the sport.

#### **B. Intramural Sports**

An intramural athletic program is conducted for the boys and girls of the school whenever possible.

## **CHEERLEADERS**

The main function of the cheerleaders is to lead Platt students in the school cheers at varsity and junior varsity games.

The cheerleaders also play a major role in building school spirit and promoting good sportsmanship.

The varsity squad cheers at major athletic events through the fall and winter seasons.

Each spring there are tryouts for freshmen, sophomore and junior students who are interested in cheerleading, and several practice sessions are held, concluding with a final tryout. Students selected for the squad are judged on ability to perform. In addition, good citizenship and scholastic standing are major considerations.

## **NON-ATHLETIC ACTIVITIES**

### **STUDENT SENATE**

The Student Senate consists of representatives from each class and of the following officers: president, vice-president, secretary and treasurer. The functions of the Student Senate are to develop attitudes of good citizenship and the practice of good school citizenship, to promote school spirit, to provide a forum for the exchange of student ideas, to charter school clubs and other school activities and to promote the general welfare of the school. All powers and acts of the Student Senate are subject to the policies of the Board of Education and the administration of Platt High School.

### **ORGANIZATION OF CLASSES/ CLASS OFFICERS**

Freshmen through senior classes at Platt High School elect class officers, for the purpose of providing leadership to serve the best interests of their respective groups. The officers for each class are president, vice president, secretary and treasurer.

### **ART CLUB**

The Art Club affords an opportunity for those students who have an interest in the many aspects of art, such as painting, sketching, crafts, ceramics, and photography. Students are encouraged to explore these interests and develop their skills beyond normal classroom experiences.

### **BAND**

The Platt High School Band plays at pep rallies, football games, parades, assemblies and concerts. Members take band for unit credit. The band makes an important contribution to the spirit of the school.

### **BIBLE CLUB**

Members of the Bible Club will have the opportunity to discuss the Bible with students who share a similar interest.

### **CHEMISTRY CLUB**

Members of the Chemistry Club will work collaboratively to develop their passion for chemistry by studying more advanced concepts and applying them to everyday life through fun and educational experiences.

### **CHESS CLUB**

The purpose of the Chess Club is to provide students an opportunity to improve chess playing skills through practice and competition. An annual chess tournament is held in the spring.

## **CHORAL CLUBS**

The Mixed Chorus, Concert Choir and Pentangle Players perform in the three yearly concerts presented by the Music Department, earning one credit towards graduation.

## **COMPUTER CLUB/WEB PAGE**

The Computer Club/Web Page Team is open to all students who are interested in web page design and programming techniques. The web team is responsible for the school's web site.

## **DEBATE TEAM**

Members of the Debate Team will expand their knowledge of current events, develop logical reasoning skills, and develop public speaking skills through the practice of extemporaneous style debates. Members compete at tournaments as part of the Connecticut Debate Association.

## **DISTRIBUTIVE EDUCATION CLUB - DECA**

The Distributive Education Club has as its purpose the provision of civic, professional and social experiences which will help develop vocational competence, individual responsibility and leadership in the areas of marketing, distribution and related professions.

## **DRAMA CLUB**

The Drama Club consists of representation from each class. The purpose of this club is to promote theater education, with performance as the main objective. There is at least one major production annually. This club has student officers and is open to all students at Platt.

## **ECOLOGY CLUB**

Members of the Ecology Club will benefit the community and environment by educating and promoting eco-friendly solutions to everyday problems.

## **FRIENDS OF RACHEL CLUB**

In holding with the spirit of Rachel Scott, a victim of the Columbine High School shootings, the Friends of Rachel Club unites minority groups or groups that are perceived to be different, such as races, religions, sexual orientations, students facing physical/mental challenges and others. The goal is to promote tolerance, understanding and diversity.

## **FUTURE TEACHERS CLUB**

Members of the Future Teachers Club will be provided with opportunities to explore teaching as a prospective career. Opportunities will exist to practice craft.



## **INTERNATIONAL CLUB**

The purpose of the International Club is to promote interest in all languages of the student body, especially among those enrolled in language courses.

## **JAZZ BAND**

Jazz Band is an instrumental group that rehearses one night each week. They perform at concerts, school functions and around the community.

## **JUNIOR CIVITAN CLUB**

The Junior Civitan Club encourages students to value and advance good citizenship through service in the community and school.

## **KEY CLUB**

The philosophy of the Platt Key Club is service to the school community and to the outside community. Various projects are undertaken during the year and the profits are used to better the school community. Membership in the Platt Key Club is limited to a number of seniors, juniors and sophomores as prescribed in the by-laws. Students must have a "C" average in all courses to be elected to membership and they must maintain this average to remain an active member. Students must be willing to work, and equally as important, must be accepted by their peers as worthy of membership. A record of good citizenship is also a requirement.

## **MATH CLUB**

The mission of the math team is to promote the study of mathematics and encourage students to get involved in interscholastic academic competition. Students will meet with advisors to practice math concepts and problem solving strategies In preparation for League meets.

## **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to recognize those students who are outstanding in scholarship, leadership, character and service. Membership in this international honor society is one of the greatest scholastic honors that a secondary school student can achieve. Only a limited number of students may be elected to membership each year. Prospective members are considered in Grade 11 and in Grade 12. Candidates must maintain a 3.50 grade point average to be considered. They will be qualified by their teachers for demonstrated leadership, demonstrated service and character. Students are required to maintain these standards for continuing membership.

## **PANTHER PRESS/INKBLOT**

The Panther Press is the news voice of Platt High School. The purpose of the newspaper is to provide students with an opportunity to present their journalistic efforts to their fellow students and to the general public. Through the newspaper, which is student-organized and run, school activities and accomplishments are published. Any student who is interested in journalism is welcome to join the staff.

“Inkblot” is a literary magazine which publishes outstanding written works of students. Student editors, typists, and other personnel work under faculty supervision to produce the magazine.

## **POETRY CLUB**

The poetry club is open to all students who wish to learn more about writing and reading poetry.

## **RIFLE CLUB**

The Rifle Club is open to all students who are interested in learning marksmanship, sportsmanship, and proper safety techniques. The season runs from fall to spring.

## **SCHOOL CULTURE & SPIRIT CLUB**

The purpose of the Spirit Club is to provide a forum for generating spirit and support for Platt High School. Members conduct pep rallies, contests, distribute spirit materials, make posters, and encourage attendance at school events, dances and other activities to promote a positive Platt image. Meetings are held bi-monthly after school in room 9.

## **VEGGIE CLUB**

Members will learn about the benefits to being a vegetarian as well as how to navigate this lifestyle in everyday life. You do not have to be a vegetarian to join!

## **YEARBOOK**

The Yearbook, published annually, chronicles the experiences of the graduating class at Platt High School as well as highlighting underclass activities.

Working on the yearbook gives students valuable journalistic experience in such areas as designing a book layout, planning photographic coverage of school events, writing features, club and sports reviews, and organizing business procedures.