

2020-2021 Parent-Student Handbook



MARINE SCIENCE MAGNET HIGH SCHOOL

130 Shennecossett Road

Groton, CT 06340

Phone: 860.446.9380

Fax: 860.446.9381

www.msmhs.com

AI Code: 070252

2020-2021 Faculty and Staff

ADMINISTRATION

Tara Amatrudo
Principal

Colleen E. Hardison
Assistant Principal

FACULTY & STAFF

Bonnie MacHaffie
Office Manager, Administration

Jereidi Alvarez
Office Manager, Counseling and Attendance

SCIENCE

Samantha Cregger
Brittany Forshaw
Richard Fritz
Jennifer Paulk
Maryjocelyn Sedensky

MARINE SCIENCE

Amy Ferland
Michael Guyot
Kathy Howard
Eric Litvinoff

ENGLISH

Dante` Gonzales
Michela Lavin
Amanda Mann

MATHEMATICS

Jill DeRosa
Elizabeth Ayala
Samantha Delldonna
Taylor Hudak

SOCIAL STUDIES

Daniel Bradley
Sarah Frick
Diana Nasser

SPANISH

Vanessa Cronin
Cheryl Dutrumble

SPECIAL EDUCATION

Kate Hespeler
Kimberly Pesarik
Robert Bridgman

SCHOOL COUNSELING

Anna Scott
Erica Mastronardi

SCHOOL SOCIAL WORKER

Janie D'Angelo

NURSE

Debra Aniello, RN

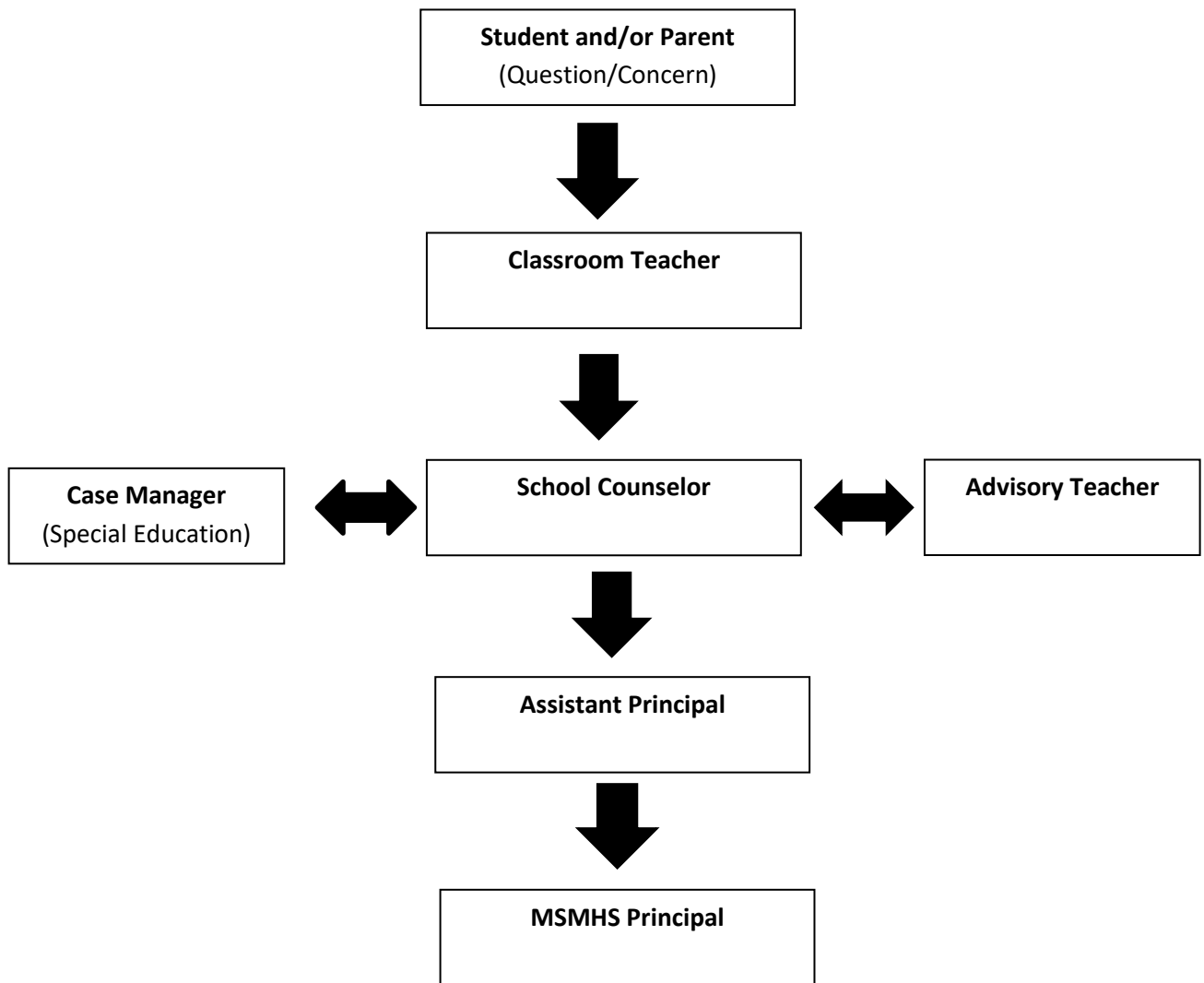


Mrs. Katherine Ericson
LEARN, Executive Director
44 Hatchetts Hill Road
Old Lyme, CT 06371
(860) 434-4800

MSMHS Communication Flow Chart

Parent-School Communication Plan:

The Marine Science Magnet High School encourages students and parents to take every opportunity to foster positive dialogue with faculty and staff (see flow chart below). In the event a question or concern arises, students and parents should make their first contact with the classroom teacher. If the situation remains unsolved, the student and/or parent should then seek conversation with the school counselor, advisory teacher, or case manager (for special education students). Should the situation continue to be an issue, students and parents should contact MSMHS Administration beginning with the Assistant Principal followed by the MSMHS Principal.



2020-2021 SCHEDULE

School Hours

Classes begin: 7:30 a.m.
Dismissal: 1:43 p.m.

Office Hours

7:00 a.m. – 3:00 p.m.

TIMES		REGULAR DAY	TIMES		ADVISORY DAY
START	END	BLOCK	START	END	BLOCK
7:30	8:57	Block 1/5 (87 min)	7:30	8:10	<i>Student Advisory (All Students)</i>
9:01	10:24	Block 2/6 (83 min)	8:14	9:27	Block 1/5 (73 min)
10:28	12:16	Block 3/7 (83 min)	9:31	10:44	Block 2/6 (73 min)
10:28	10:53	Lunch 1	10:48	12:26	Block 3/7 (73 min)
11:20	11:45	Lunch 2	10:48	11:12	Lunch 1
11:52	12:16	Lunch 3	11:25	11:50	Lunch 2
12:20	1:43	Block 4/8 (83 min)	12:01	12:26	Lunch 3
			12:30	1:43	Block 4/8 (73 min)

DELAYED OPENING SCHEDULE - 2 Hour Delay

2 Hour Delay TIMES		REGULAR DAY <i>There is no Advisory on days with delayed opening</i>
START	END	BLOCK
9:30	10:25	Block 1/5 (55 min)
10:28	11:23	Block 2/6 (55 min)
11:25	12:45	Block 3/7 (55 min)
11:25	11:50	1st Lunch
11:51	12:16	2nd Lunch
12:18	12:34	3rd Lunch
12:48	1:43	Block 4/8 (55 min)

EARLY DISMISSAL SCHEDULE - Dismissal at 11:50 a.m.

TIMES		REGULAR DAY
START	END	BLOCK
7:30	8:30	Block 1/5 (55 min)
8:35	9:35	Block 2/6 (55 min)
9:40	10:45	Block 3/7 (55 min)
10:50	11:50	Block 4/8 (55 min)

Advisory will not be held on scheduled shortened days. All classes are 60 minutes in length and no lunch will be served. Therefore there will be no lunch waves on these days.

DATES FOR QUARTER ENDINGS & POWERSCHOOL UPDATES

Quarter One

9/8/2020 – 11/6/2020

11/06/2020 End of Quarter One
11/13/2020 Grades Due
11/20/2020 Report Cards Distributed

Parent/Teacher Conferences

10/27/2020 – 2:20 pm – 5:00 pm
10/28/2020 – 5:20 pm – 8:00 pm

Quarter Two

11/7/2020 – 1/20/2021

01/20/2021 End of Quarter Two
01/27/2021 Grades Due
02/03/2021 Report Cards Distributed

Quarter Three

1/21/2021 – 3/26/2021

03/26/2021 End of Quarter Three
04/02/2021 Grades Due
04/09/2021 Report Cards Distributed

Parent/Teacher Conferences

03/16/2021 – 2:20 pm – 5:00 pm
03/17/2021 – 5:20 pm – 8:00 pm

Quarter Four

3/27/2020 – 6/11/2020

06/11/2021 End of Quarter Four
06/18/2021 Grades Due
06/25/2021 Report Cards Distributed

*All teachers update PowerSchool in a timely fashion to promote communication with families and provide adequate opportunity for improvement where needed. Teachers will provide information on **Back-To-School Night (Tuesday, September 22)** explaining their grading policy and approximate PowerSchool updates.

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History of Marine Science Magnet High School

In the 1970's, Connecticut's State Board of Education (CSDE) authorized the development of four regional marine high schools in the state. Two such schools were then built: New Haven's Sound School in 1980 and Bridgeport's Aquaculture School in 1993.

In 1998, three school districts in southeastern Connecticut proposed other aquaculture schools. Then-Commissioner Dr. Theodore Sergi requested that the three districts work together with LEARN, the Regional Educational Service Center (RESC) for southeastern Connecticut, to submit one proposal. An additional district came on board in 1999, and the four districts worked collaboratively with LEARN Executive Director Dr. Virginia Seccombe to develop a proposal. A Magnet School Operations Plan was submitted in December of 2000; a final revision was submitted to SDE in May of 2001.

The Governance Committee of MSMHS began in 2000 to diligently research sites for the new school. Through working with community leaders and the Town of Groton, a site for the Marine Science Magnet High School was established at 130 Shennecossett Road in Groton. Dr. Nicholas Spera, the first MSMHS Principal, opened the school on September 1, 2011.

MSMHS was awarded the School of Distinction Award for the Highest Overall Performance in 2013, 2014, 2016, and 2018, by the Connecticut State Department of Education. MSMHS's first graduating class, the Class of 2014, achieved the highest CAPT scores amongst all the high schools in Connecticut in the areas of writing, reading, and science according to SPI data. In 2012 and 2013, MSMHS ranked second and tenth respectively in overall CAPT performance in all four areas of mathematics, science, reading, and writing. MSMHS has been ranked in the top ten overall in CAPT testing for each year in its existence. In 2016 and 2017, MSMHS received a Silver Medal ranking from US News and World Report, and in 2018 received its Gold Medal of Distinction. Also in 2018, the Washington Post ranked MSMHS as the 5th most challenging public high school in Connecticut. In addition, MSMHS continues to be placed in the top ten in the state for SAT performance year after year, including being ranked #1 in the state for ELA SAT performance among all Connecticut high schools in 2018. In 2019, Jay Matthews Challenge Index ranked MSMHS second in the state amongst all public and private high schools.

In March 2016, MSMHS achieved full accreditation status from the New England Association of Schools and Colleges (NEASC).

In June 2014, MSMHS held its first graduation at the University of Connecticut Avery Point campus. Twenty-three students from the Class of 2014 received the first-ever MSMHS high school diploma in the presence of LEARN Executive Director Dr. Eileen Howley, USCGA Rear Admiral Sandra Stosz, and MSMHS Principal Dr. Nicholas Spera. One hundred percent of the graduating class went on to secondary education.

Over the past six years, MSMHS graduates have attended a two or four year college or university in twenty five different states, including Yale University, United States Coast Guard Academy (USGCA), Brown University, Williams College, University of Virginia, Duke University, Bates College, Boston College, William and Mary, University of Connecticut., Wesleyan University, and United States Air Force Academy.



Marine Science Magnet High School
Groton, CT

CORE VALUES AND BELIEFS ABOUT LEARNING

The Marine Science Magnet High School is a safe, respectful, and nurturing environment. The MSMHS Family believes that effort creates ability and that all students can succeed. Our learning community is committed to innovative instruction that promotes effort and ensures academic rigor through a curriculum responsive to our diverse student body. Furthermore, the MSMHS community collaborates with all members to prepare students for post-secondary education by supporting the personal, academic, and career goals of every student. MSMHS inspires students to develop the mindset and character needed to be active stewards of the ocean and contributing citizens in a global community.

The vision of the Marine Science Magnet High School community is that all graduates will achieve proficiency in the following competencies:

Academic, Civic, and Social Competencies:

1. Read and write effectively for a variety of purposes;
2. Speak effectively with a variety of audiences in an accountable manner;
3. Make decisions and solve problems independently and collaboratively;
4. Apply scientific knowledge and concepts to a variety of investigative tasks;
5. Contribute to a positive learning environment with respect and responsibility.

Approval Voting:

Faculty: *Unanimous Approval on June 13, 2016*

Board Approval: *Unanimous Approval September 8, 2016*

GENERAL INFORMATION

Building Use/Activities

Request forms for activities such as dances, dinners, after-school meetings, etc., may be secured from Administration Office Manager, Ms. MacHaffie. The Building Use Form indicates the pre-planning required and deadlines for request. Final approval of all activities rests with the MSMHS Administration and when appropriate the LEARN Executive Director.

School Materials/Equipment

Students are responsible for the care of all school materials loaned to them. This includes textbooks, library books, laptops and accessories, calculators, etc. Failure to return them in good condition will result in a replacement or repair charge. In accordance with state law, the school reserves the right to withhold grades, report cards and/or transcripts until the obligation is cleared. However, the school will not withhold a transcript from a college or other secondary school to which the student has applied.

Seniors with an outstanding obligation will not participate in graduation ceremonies. Laptops, power cords and textbooks must be returned on the final day of a student's finals, typically blocks 7/8. Failure to turn in laptop will result in student not being able to take the exam.

Publicity/Media Relations

To promote the school mission and properly inform the public about MSMHS, all students and their parents are asked upon registration at MSMHS to provide the school with a signed permission form authorizing photographic, video and television coverage of events involving students, including the annual MSMHS Lip Dub.

School Cancellation/Delayed Opening/Early Dismissal

In the event of a school cancellation, delay, or early dismissal due to inclement weather, a phone call, email and/or a text message will be sent through SchoolMessenger to notify parents. SchoolMessenger is a parent-notification system that allows administrators to deliver messages to home phones, work phones, cell phones, email addresses and text message devices in a matter of minutes.

EARLY DISMISSAL: If the weather causes MSMHS to close early, dismissal will be at 11:50 a.m. and an announcement will be made on the local television stations as well as through SchoolMessenger.

DELAYED OPENING: If the weather causes MSMHS to delay opening, there will be a 2 hour delay; school will begin at 9:30 a.m. and an announcement will be made on the local television stations as well as through SchoolMessenger .

You may also listen to local radio announcements or local TV news for your local school district's announcements. Your local district's decision may differ from MSMHS closings or delay. For example, if your local district decides to cancel school and MSMHS is still open, you may choose to drive your child to the school, as there will be no transportation provided by your district. If a student does not attend MSMHS when their local district is closed, it will be marked as a EXCUSED absence. As with any absence, the student is responsible for any missed work or assignments. The same is true when the delayed opening times are different.

School and Office Hours

Classes begin at 7:30 am and dismissal is 1:43 pm. The hours of the MSMHS main office are 7:00 am – 3:00 pm.

School Schedule

MSMHS operates on an alternate-day block schedule (A, B, A, B) utilizing primarily an alternate-day schedule, and secondarily a split-day schedule. The Advisory Day schedule will take place every Tuesday and Friday. **For the 2020-2021 school year this schedule will be revised due to measures to minimize the risk due to COVID-19. The A Day / B Day Calendar is posted on the school website.**

Transportation

Under current magnet school law, transportation to MSMHS is the responsibility of the parent(s)/guardian(s) or of the home school district if it chooses to provide transportation. Students or parents should contact their local superintendent's office to obtain information on transportation procedures.

Students are reminded that flagrant disobedience, misconduct or jeopardizing transportation safety can result in disciplinary action up to, and including suspension, temporary removal of students from school transportation to and from MSMHS, or participating in MSMHS field trips.

Visitors

All visitors must sign in immediately at the school office before proceeding to other areas of the school or school grounds. Parents or other visitors desiring a meeting with school staff must arrange an appointment in advance. Students are not allowed to bring visitors to school, except for school purposes and with prior authorization from the school administration. Visitor access is allowed unless the visit is not in the best interest of students, staff, or the school district as determined by administration. **Student visitors and alumni are not permitted during school hours.** Parents/guardians of students who are potential applicants must contact the guidance office to schedule an appointment.

For the 2020-2021 school year MSMHS will not allow visitors into the school to minimize the risk due to COVID-19.

ACADEMICS

The Principal and Assistant Principal are responsible for the coordination and supervision of the entire educational and co-curricular program at MSMHS.

Afterschool Expectations

Students are encouraged to participate in afterschool activities and clubs. Students who are receiving extra help from a teacher, tutoring, or working with a teacher in a small group will be able to meet upstairs in the library media center, the MSMHS Math Lounge, or the teacher's classrooms. Everyone is expected to clean up after himself/herself. Students who fail to do so will lose privileges and be subject to disciplinary consequences.

Extra Help

Students interested in receiving extra help from teachers, or in meeting with their teacher before or after school, need to schedule a mutually agreed upon time to meet with their teacher. Teachers may require specific procedures for requesting appointments for extra help. Please know that teachers will be unable to meet with students on Wednesdays due to regularly scheduled faculty meetings. All teachers will explain the desired procedures in their course syllabus. Students may be assigned by the SRBI Team to the Math Lounge and/or 'study hall table' to sit with the study hall monitor to complete work.

Advanced Academic Programs

The Advanced Placement (AP) Program and the Early College Experience (ECE) program at the Marine Science Magnet High School are intended to challenge and prepare students for the rigors of college. Students enrolled in courses designated as both AP and ECE must be enrolled in both programs and pay both fees associated with the courses to receive MSMHS credit. AP and ECE classes are assigned a higher weight to the GPA scale, assist students with earning college credit, and strengthen student transcripts during the college admissions process. Furthermore, students must take the Advanced Placement exam in order to receive credit for an AP or AP/ECE course. In order to receive these added academic benefits, it is expected that students will subscribe to the understanding that the academic rigor and teacher expectations will be higher than that of the Honors level. Students must obtain and fully complete the summer assignments which may be distributed while being self-motivated to study and prepare over and above scheduled course meetings.

Advanced Placement (AP) Program

Students who are enrolled in an AP class must register and take the Advanced Placement Exam in the spring. Students must be enrolled in the AP course in order to take the AP exam. Students who fail to take the AP exam will not receive AP distinction and AP weighted GPA on their high school transcript. Payment for the AP tests must be completed by the second week of September, 2020. After October 1st, there will be no refunds for the courses taken within the program. Advanced Placement exams are administered at MSMHS and are scheduled as follows:

Calculus AB - *Tues., May 4, 2021; 8am*

Calculus BC - *Tues., May 4, 2021; 8am*

English Literature & Comp. - *Wed., May 5, 2020; 8am*

US History - *Thurs., May 6, 2021 - 8 am*

AP Art History - *Thurs., May 6, 2021 - 12 p.m.*

Chemistry - *Fri., May 7, 2021 - 8 a.m.*

Spanish Language & Culture - *Tues., May 11, 2021; 8 a.m.*

Psychology - *Tues., May 11, 2021 - 12pm*

English Language & Comp. - *Wed. May 12, 2021 - 8am*

Microeconomics - *Wed., May 12, 2021 - 12pm*

Computer Science Principles - *Thurs., May 13, 2021 - 8am*

Statistics - *Thurs., May 13, 2021 - 12pm*

Biology - *Fri., May 14, 2021 8am*

UConn Early College Experience (ECE)

UConn Early College Experience (ECE) provides academically motivated students with the opportunity to take university courses while 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 financial head-start on a college degree and other postsecondary opportunities. UConn ECE instructors are high school teachers certified as adjunct professors by the University. UConn ECE faculty foster independent learning, creativity, and critical thinking – all important for success in college and careers. Payment of the tuition for ECE is made directly to UConn and must be completed before the beginning of the school year. After October 1st, there will be no refunds for the courses taken within the program. MSMHS offers UConn ECE courses in American Studies, Calculus AB, English Language & Composition, Advanced Writing & Discourse, Environmental Science, Horticulture & Design, Marine Science, Spanish Language & Culture, The Sea Around Us, US History, World Maritime History. UConn ECE students must successfully complete the course with a grade of C or above in order to receive University credit.

Assessment and Testing

Assessment

Student performance at MSMHS is evaluated in terms of letter grades in courses taken each semester and year, and also in terms of proficiency ratings on rubrics assessing achievement of the school-wide graduation expectations over the course of four years.

- A rating of Proficient on a five-point assessment rubric designates the minimum level of successful skill performance for the school-wide graduation expectations. (*See Rubrics and 'MSMHS School-Wide Rubrics'*).
- A grade of D or 65 is required to pass a course, meaning the student has met the minimum level of acceptable achievement on the content in that course.
- Ultimately, unsatisfactory performances can result in an F at the end of a marking period or a course, and therefore a need to repeat the course if it is required for graduation or as a prerequisite for another course.

Teachers may allow opportunities to improve specific assessments and assignments as outlined in their course syllabus. Teachers will communicate specific procedures for assessment and assignment re-takes. For specific higher level courses including Advanced Placement (AP) and Early College Experience (ECE), re-takes on assessments may not be allowed according to specific course and/or UConn policies. If students/parents have questions regarding the teacher's policy on this matter, they should follow the MSMHS Communication Flowchart noted on page 3 of the Student Handbook. Students are required to complete assignments that are assessed using a school wide rubric. If a student fails to complete a rubriced assignment, they may be asked to stay after school to complete it.

Testing

During any test or quiz students may be asked to remove (e.g. secure in backpack, leave on teacher's desk) electronic equipment that could be used for cheating. This includes phones, smartwatches, wearable technology of any kind, Bluetooth devices, portable listening or recording devices, cameras or photographic equipment, devices that can access the internet, or any other electronic or communication device. This policy is in alignment with the College Board testing rules.

Midterms and Finals

Midterms and Finals occur at the end of Quarter 2 and the end of Quarter 4, respectively. All textbooks and calculators are due to the teacher on the day of their assigned final exam. If students do not bring in their textbook or calculator they will not be allowed to take the exam for that class. Laptops and power cords must be returned on the final day of a student's finals, typically blocks 7/8. Failure to turn in laptop will result in student not being able to take the exam. Students who have an excused or unexcused absence on an exam day will have to make up the exam on Exam Make-up Day or after the exam window. Students are not allowed to make up exams during study hall. Students should avoid taking vacations during the weeks of midterms and finals.

College Board

MSMHS is a Level II AI Code authorized location for PSAT, SAT and AP exams. The MSMHS AI Code is 070252.

Connecticut Physical Fitness Assessment

The Connecticut Physical Fitness Assessment (CPFA) is a statewide assessment of fitness administered in Grades 4, 6, 8, and 10 annually in the spring. Section 10-220(c) of the Connecticut General Statutes required that student physical fitness performance be reported as part of the district's Strategic School Profile. The CPFA is administered annually. All students in Grade 10 must be tested. Students with physical disabilities or medical conditions, whose participation in the test items would be contraindicated because of their health, and who have a medical exemption on file in the school and/or limited activities through an Individual Education Plan (IEP) or a 504 Plan may be exempt from participating in part or all of the CPFA.

Language Assessment Scales - (LAS Links)

The No Child Left Behind Act of 2001 requires that all school districts assess the English proficiency of all English language learner students (ELL). The Language Assessment Scales (LAS Links) Reading, Writing, Listening, and Speaking assessments will be administered annually to all identified ELL students in Grades 9 through 12. The state standard for achievement on the LAS Links Assessment is an “Overall” score of Level 4 or higher.

Rubrics

Based upon the *MSMHS Core Values and Beliefs About Learning*, the school-wide analytic rubrics incorporate the school’s vision of graduates achieving proficiency in the five academic, social and civic competencies. Teachers assess students using the rubrics as a guideline to determine their particular level of achievement: beginning, approaching proficient, proficient, approaching exemplary, and exemplary. In May of an MSMHS student’s senior year, students must create and present a Capstone Graduation Portfolio which shows evidence of proficiency in all competencies and completion of community service hours before graduating from MSMHS. Rubrics are available on the school website.

Grading/Grade Reporting

Final grading of student performance in courses is based on a fifty-point scale. Overall evaluation in a course is measured in a number of ways: class participation, homework, written work, performance assessments, formative and summative testing at intervals during the course, midterms and finals.

MSMHS teachers create common syllabi that contain specific policies and procedures specific to their department’s PLC. Grading is scaled in a uniform manner which allows for a simplistic approach for students and parents to follow. Below is the breakdown of the grading scales for assignments and assessments:

<i>Homework:</i>	<i>10 pt. increments</i>	<i>Lab/Lab Reports:</i>	<i>100 to 200 pts.</i>
<i>Classwork:</i>	<i>10 pt. increments</i>	<i>Papers/Projects:</i>	<i>100 to 200 pts.</i>
<i>Quiz:</i>	<i>100 pts.</i>	<i>Unit Tasks:</i>	<i>100 to 200 pts.</i>
<i>Test:</i>	<i>200 pts.</i>	<i>Midterms/Finals:</i>	<i>400 pts.</i>

Teachers may adjust the amount of points per assignments based upon the rigor, complexity, or time needed to complete the task. Teachers may also announce that homework assignments are worth additional points the day the assignment is due as a “pop quiz.” These pop homework assignments are used to ensure that students are putting maximum effort into their homework and classwork assignments.

Letter	Numerical Equivalent	GPA Equivalent	Honors Weighting	AP/ECE Weighting
A+	97-100	4.3	4.52	4.73
A	93-96	4.0	4.20	4.40
A-	90-92	3.7	3.89	4.07
B+	87-89	3.3	3.47	3.63
B	83-86	3.0	3.15	3.30
B-	80-82	2.7	2.84	2.97
C+	77-79	2.3	2.42	2.53
C	73-76	2.0	2.10	2.20
C-	70-72	1.7	1.79	1.87
D	65-69	1.0	1.05	1.10
F	50-64	0.0	0.0	0.0

Other Academic Grading Codes

P = Pass (Used for embedded cross-credit courses only)

I = Incomplete (Temporary excused delay, grade and credit still possible)

F = Failure for the marking period or the course

Advanced Placement and Early College Experience Programs

The Advanced Placement (AP) Program and Early College Experience (ECE) Program at MSMHS are intended to challenge and prepare students for the rigors of college. Selections for AP and ECE courses are based on pre-requisite course grades and teacher recommendation. Specifics are included in the MSMHS Program of Studies. AP and ECE classes are assigned a higher weight to the GPA scale, assist students with earning college credit, and strengthen student transcripts during the college admission process. If a student elects to not take an AP exam the student will not gain the assigned higher weight on the GPA scale for that course, regardless of whether it is a UConn ECE/AP combined class. In addition, colleges will be notified that the student no longer has AP status with the weighted scale.

Class Rank

By policy, class rank will not be reported except for valedictorian and salutatorian in the spring of the students' senior year. Individual weighted GPAs will be reported and the MSMHS transcript will indicate the cumulative weighted GPA. Valedictorian and salutatorian status will be determined by the GPA calculation at the end of the third quarter of the senior year. Students must maintain that GPA through June.

Homework

Homework is a necessary component of most high school courses and will be assigned regularly in all academic subjects. Homework is to be completed outside of class by the student and is a shared responsibility of the school and home. Although homework may be used to supplement work not completed in class, its primary purposes include preparation, reinforcement, remediation, and enrichment, development of study habits and learning strategies, and exploration of resources in libraries, home, and community. It also develops self-reliance, responsibility, independence, and an appreciation for lifelong learning. Teachers will clearly explain to students at the beginning of courses the expectations for homework and the relationship of homework to the determination of a student's grade in the course. In order to benefit fully from any given course, a student must have his/her homework done properly and on time. Homework assignments will be clearly stated, have a specific and significant goal, and take into account individual student differences. The amount of homework will be flexible depending on the goals and objectives of the course. **Students are responsible for obtaining and completing all homework assignments during any time they are absent. Any exceptions must be discussed with and approved by the classroom teachers.**

Honor Roll

Honor Roll is announced at the end of each quarter. To attain 'High Honors' a student must have an A-quarter average or higher and no C's or below. 'Honors' consists of a B quarter average or higher and no C's or below. Honor Roll is not weighted. Students with an I (Incomplete) are not eligible for Honor Roll. Advisory and Seminar courses are not counted toward the Honor Roll.

Late Work

All teachers will accept late work one week prior to the end of the appropriate quarter as listed on the MSMHS calendar; 50% is the maximum penalty for a late submission. In order to be accepted, the work must be complete and meet all assignment requirements.

Make-Up Work

Students who have been absent are required to consult their classroom teachers about work missed as a result of absence. Students will need to make up missed assignments in a timely manner or in the time specified by the classroom teachers. When absent, the student is responsible for work previously assigned and due on the day he/she returns (unless excused by the teacher). Students who receive discipline for cutting class must make up the work but may not receive credit for the completed work.

Students returning from suspension must complete missing work and/or tests/quizzes within the same number of days as the suspension served. For example, a student suspended for three days has three days in which to make up the work.

National Honor Society

Admission to the MSMHS chapter of the National Honor Society is based on the pillars established by the National Honor Society (NHS), an affiliate of the National Association of Secondary School Principals located in Alexandria, VA. The qualifications and procedures of the MSMHS NHS are contained in the NHS Handbook. The NHS regulations empower a faculty committee to select students in the junior and senior years for admission based on evidence of outstanding Leadership, Character, Scholarship, and Service. Students must have a minimum 3.70 weighted GPA at the conclusion of their fifth semester in order to apply for NHS. MSMHS employs two NHS induction opportunities for students: second semester junior year and second semester senior year.

Progress Reports

Parents/guardians can set up progress reports to be emailed daily, once a week, once every two weeks, or once a month via PowerSchool. To set these parameters, log onto PowerSchool, input your username and password to access your child's information. Click on the "Email Notification" button to select your preference. Teachers are expected to update PowerSchool on a regular basis to promote communication with families and provide adequate opportunity for improvement where needed. Grades on PowerSchool are accessible for parents, administration, advisors, counselors, and case managers (if applicable).

Report Cards

Report cards are issued four times a year, at the end of each quarter. Students and parents/guardians can always access student grades and attendance through the PowerSchool parent portal.

Rubric Competency Report

The *MSMHS Learning Competency Report* is a compilation of a student's collection of school-wide rubrics over the student's career at MSMHS. This bi-yearly report provides students and parents with the student's current level of competency for all of the learning expectations. Moreover, ratings for each competency are based upon the skills needed before graduating as a senior at MSMHS.

Student Records

A student's school records are confidential and are protected by law from unauthorized inspection or use according to the Family Educational Rights and Privacy Act (FERPA). A cumulative record is maintained for each student that includes a listing of subjects taken, levels of achievement, attendance, and other data including standardized test scores. School records also include name, parent's name, address, birth date and any information recorded in any way that is directly related to a student and maintained by the school.

Parents of students and eligible students may, upon request, inspect and review the student's records by submitting to the school administration a written request that identifies as accurately as possible the record or records for which the request for inspection and review is submitted. An authorized school official will notify parents or eligible students of the date, time and location where the records may be inspected and reviewed. Requests by parents and eligible students to inspect and review the student's education records will be accommodated within ten (10) school days after the receipt of such requests.

Transfer/Withdrawal from School

When a student transfers to another school or when a student withdraws from school, the parent/guardian must contact the main office to obtain a transfer/withdrawal form. The form must be completed and signed by the parent/guardian, indicating the reasons for withdrawal. Records will not be released until all school items have been returned and miscellaneous fees paid.

Public Act 99-288: An Act Concerning Education Accountability

This Act provides that on or before July 1, 2000, each board of education shall review and revise its policy for promotion grade to grade and for graduation in order to ensure that such policies foster achievement and reduce the incidence of social promotion. Such policy shall include objective criteria for the promotion of graduation of students, reporting of students' progress against such criteria, and alternatives to promotion such as transition programs, and shall provide for supplemental services. The policy may require students who have substantial academic deficiencies that jeopardize their eligibility for promotion or graduation to attend after-school program, summer school or other such programs offered by the school district to assist the students in remediating such deficiencies. This Act further provides that on or by October 1, 1999, the State Board of Education shall prepare a list of elementary and middle schools, by school district that are in need of improvement based on student performance and performance on the State Wide Mastery Examination.

The Department of Education shall notify each board of education of the schools in its district that are on the list. Thereafter, on or before January 1, 2000, and biannually thereafter, each board of education, through its superintendent of schools, shall meet with the Commissioner of Education or his/her designee to discuss the process for improving school performance. Such board of education shall require the school in question to develop an improvement plan and take steps necessary to become accredited by the New England Association of Schools and Colleges. The improvement plan will be submitted by the school in question to the board of education for approval and shall be implemented at the beginning of the following school year. The improvement plan may provide for site based management and shall be developed in consultation with the school's principal, teachers and parents of students attending the school. The board of education shall monitor progress made by the school under the improvement plan. If two years after the date of approval of the improvement plan the board of education finds that the school has not sufficiently progressed, the board of education shall develop a plan for such school requiring one or more of the following actions:

1. Closing and reconstituting the school;
2. Restructuring the school in terms of the grades included or the programs offered, or both;
3. Providing for site-based management of the school; and/or
4. Allowing students in that school to attend other public schools in the school system. The board of education may include in such plan a provision for the transfer of employees. The board of education shall submit its plan to the Commissioner of Education for approval.
5. In addition, each board of education for a priority school district shall within available appropriations require the schools to provide additional instruction, unless the school's principal determines that such instruction is not necessary based on the recommendations of the student's teacher, for the 2000-2001 school year and each year after, of each student who fails to meet the state-wide standard for remedial assistance on the fourth grade Mastery Examination; and for the 2001-2002 school year and each school year thereafter, to each student who fails to meet the state wide standards for remedial assistance on the Sixth Grade Master Examination.

Such instruction may include tutoring, an after school or school vacation program, or a weekend school program. In addition, such boards of education shall require students to attend summer school. The Department of Education may award grants to boards of education of priority school districts for summer school programs and weekend school programs. This Act took effect July 1, 1999.

Graduation and Promotion Requirements

Capstone Graduation Portfolio

MSMHS school-wide rubrics incorporate the school's vision of graduates achieving proficiency in the five academic, social and civic competencies. Teachers assess students using the rubrics as a guideline to determine their particular level of achievement: beginning, approaching proficient, proficient, approaching exemplary, and exemplary. Students must show proficiency in all five competencies before graduation. **Senior students will create a portfolio that is due to their advisor on May 1, 2021.**

This requirement has been modified in the 2020-2021 school year due to COVID-19.

A completed portfolio must include the following in a three ring binder with tabs:

- two pieces of work along with the corresponding rubric for each competency (10 total pieces of work)
- a typed minimum two page essay detailing how proficiency was achieved according to the criteria in each specific rubric (five two page essays),
- a copy of the student's Student Rubric Collection Table that includes all rubrics from the student's MSMHS career,
- all available COAST plans as an MSMHS student.

For students who have examples of exemplary performance in each of the five competencies, an exemplary cord at graduation can be earned if a student displays all exemplary rubrics in their Capstone Graduation Portfolio.

Students who have completed 40 hours of community service throughout their high school career will earn an community service cord to be worn at graduation.

In May of an MSMHS student's senior year, a Capstone Graduation Portfolio will be presented to a committee which will determine the completion of each MSMHS competency. This committee will make a recommendation for graduation, or will request more evidence to satisfy the requirement/s.

Commencement Ceremony and Exercises

Students must complete all graduation requirements and meet behavioral expectations as outlined in this handbook in order to participate in commencement exercises. Students must also clear all outstanding obligations and class dues prior to receiving the graduation cap and gown. The administration reserves the right to review plans for the ceremony, including all student speeches. Participation in the Commencement Ceremony is a privilege. Students will be expected to adhere to the dress code for the ceremony. The ceremony is a formal celebration for our students and the extended MSMHS family (parents, family, faculty, and community partners). As a result students are expected to dress appropriately (dress shirt and dress pants/or appropriate dress attire, and dress shoes - no sneakers or flip-flops). Any designs added to a student's cap must be flat, and cannot hang over the sides of the cap. All alterations must be approved by the administration. Failure to comply will result in the student not being able to wear the cap during graduation. The Administration reserves the right to remove students from participation in the Commencement Ceremony and exercises due to inappropriate behavior on or off school grounds, or school suspension.

Commencement Ceremony Guest Accommodations

The MSMHS Commencement Ceremony is a formal celebration rewarding the culmination of a successful high school career for all of our seniors at MSMHS. To ensure that the entire MSMHS Family and extended school community can participate and enjoy the benefits of the ceremony, MSMHS and LEARN are committed to support individuals who may need appropriate auxiliary aids and services with

hearing impairments or any other individual(s) who may need specific accommodations. Such accommodations may include but not be limited to the following: preferred seating, clearly visible interpreter, reserved parking, and wheelchair access to the ceremony location. We ask that any individual or family in need of appropriate aids or services to contact the main office prior to May 1st so that we can ensure the equal opportunity to enjoy this special event.

Community Service

Students are expected to complete a total of 40 hours of community service. Members of the MSMHS Family believe in the value of community service as an integral part of a student’s high school experience and growth. Through multiple school improvement meetings involving all stakeholders, it was decided that the community service requirement will be embedded within the graduation portfolio. To satisfy the community service requirement, students are required to have a certain number of community service hours during their MSMHS career that include hours dedicated to the natural environment as well as performing services to contribute to the community. All community service hours must be completed during a student’s high school career. Hours must be non-paid services provided to community organizations (e.g. helping relatives, babysitting family members, etc. are not considered community service). Students must present documentation to their school counselor from individuals or organizations where volunteer hours were completed. The community service requirement of 40 total community service hours was voted on and approved in May 2014. **This requirement may be modified in the 2020-2021 school year due to COVID-19 and is not a graduation requirement for the graduating class of 2021.**

Graduation and Promotion

To graduate from MSMHS students must meet the requirements of the State of Connecticut (PA 10-111) and requirements unique to MSMHS. The Connecticut State Board of Education and the LEARN Board of Directors require all graduates to have successfully completed a minimum of 25 course credits or their equivalents, including:

CT Graduation Requirements	Subjects	Credits	Mandatory Courses or Equivalents
Humanities (9 credits)	English	4	<i>English I, II, III, IV or other advanced English courses</i>
	Social Studies	3	<i>Civics or US History</i>
	Fine Arts	1	*
	Elective	1	<i>One humanities elective in the subject areas of Social Studies, English or Spanish</i>
STEM (12 credits)	Mathematics	4	<i>Consecutive courses beginning with Algebra I, Geometry, Algebra II, and beyond</i>
	Marine Studies & Aquaculture	3	<i>Marine Studies I and II (.5 each), Marine Science, & an Aquaculture Related Course</i>
	Science	5	<i>Integrated Science & Environmental Science (.5 each), Biology, Chemistry, and two science electives</i>
World Language (1 credit)	Spanish	1	<i>Spanish I at MSMHS or 1 credit transferred from sending district or private high school as indicated on transcript</i>
Self-Wellness (2 credits)	Physical Education & Health	1	**
	Personal Wellness & Safety Education	1	<i>Four Years of Advisory (.25 credits each year)</i>
Mastery Based Diploma (1 credit)	Graduation Portfolio	1	<i>Portfolio and Capstone Exhibition</i>
25 credits		25	

* Fine Arts Experience requirements are embedded as cross credits in instructional time and activities provided in the Integrated Science and Environmental Science curricula. Students in AP Environmental Science must complete a Fine Arts portfolio in order to receive .5 credit.

** Physical Education, Health and Safety requirements are embedded as cross credits in instructional time and activities provided in the Marine Studies I and Marine Studies II curricula.

All MSMHS students must be enrolled in 7.25 credits each school year. Juniors and seniors who take 4 or more AP and/or ECE courses can take a reduced 6.25 credits course load. Students lacking credits for promotion will be expected to repeat coursework or attend summer school to stay on track with their classmates for graduation.

Promotion and Retention

The minimum number of credits needed for promotion to the next grade level is as follows:

Grade 10	6 credits including English I
Grade 11	12 credits including English II
Grade 12	18 credits including an English credit
Graduation	25 credits including all mandatory courses listed above

If a student does not meet the requirements to be promoted to the next grade, he/she may opt to:

- Repeat his/her grade if space permits or
- Return to his/her local district.

If a student fails a course for the year the student has the following options to regain credit in that course:

- Summer school credit recovery if the student has passed at least two quarters at MSMHS and as approved by MSMHS administration,
- Taking the failed course again in subsequent years, when scheduling permits.

All summer school courses will receive a maximum equivalent of .50 credits and cannot be taken to replace a course offered at MSMHS. Only sophomore transfer students are eligible to take a course offered during the freshman year in an effort to reach course equivalency among their grade level peers (e.g. Civics). Students wishing to take a course on-line or at another education institution during the school year that is not offered at MSMHS must have approval by MSMHS administration prior to registering for the class.

Student Course Appeals Process

Prerequisite course requirements help to ensure that students will be successful meeting the increased demands and expectations of advanced level courses. Students who do not meet the prerequisite requirements for specific courses offered in the Program of Studies may appeal for the opportunity to take honors, advanced placement or an ECE level course if space is available. A student must follow the guidelines to petition for a course where he/she does not meet the prerequisites for that course:

Step 1: The student will write a letter of appeal, addressed to their counselor, stating why they believe they will be successful taking the desired course and what they are committed to do in order to be successful if approved.

Step 2: A follow-up meeting will occur with the student, counselor, and advisor to discuss the appeal.

Step 3: After the counselor and advisor meet with the recommending teacher, a decision will be made and communicated with the parent and students.

Final appeal meetings with the MSMHS Principal may be requested by the student and parent. The MSMHS Principal makes the final decision following this meeting.

Student Course Schedules

All MSMHS students must be enrolled in 7.25 credits each school year. Juniors and seniors who take 4 or more AP and/or ECE courses can take a reduced 6.25 credits course load. Students lacking credits for promotion will be expected to repeat coursework or attend summer school to stay on track with their classmates for graduation. Extenuating circumstances will be approved on a case by case basis by Administration, PPT team, 504 team, and/or SRBI team.

Student Success Plans/COAST Plans (Character-Ownership-Academics-Service-Teacher Approval)

COAST Plans are individualized student-centered plans that engage each student based on their unique interests and strengths helping them to understand the relevancy of education to achieve postsecondary educational and career goals. COAST Plans provide students with support and assistance in setting goals for academic, career, social, emotional, and physical development that meet rigorous high school and postsecondary expectations. MSMHS students will create, revise, and assess their plans in Advisory three times per year.

Summer School

In order for summer school credit to be accepted at MSMHS, all summer school courses must be approved by MSMHS administration prior to the student's registration at a specific summer school program. MSMHS will not accept any summer school credits if this procedure is not followed. A student must pass at least two quarters in the specific course(s) to be eligible to take summer course(s). A maximum of 0.5 credit will be given for each successfully completed summer course. All credit recovery summer courses must be completed before the first day of school in the fall.

Other

Dissection Policy

In accordance with the National Association of Biology Teachers recommendations from "The Responsible Use of Animals in Biology Classrooms including Alternatives to Dissection," MSMHS endorses the following: students may request an alternative assignment to dissecting animals/fish in those classes in which the activity may be assigned. The alternatives may include computer simulations, drawings, the use of models, and other educationally appropriate activities offered by the teacher to help students learn about the principles being studied. Alternative assignments will carry the same weight as the dissection activity and may be completed without direct instruction by the teacher.

Field Trips

MSMHS delivers some of its curriculum through field trip experiences. Given the experiential nature of some courses at MSMHS, there is a single comprehensive permission form for the school year that covers a student's participation for the various field trips, and related school travel that constitute much of the marine studies program, both on-site and off-site. Travel will most commonly be by school van or bus. **There will be no field trips for the 2020-2021 school year to minimize the risks due to COVID-19.**

Letters of Recommendation

To request a letter of recommendation a request form (available in the main office) must be presented to the MSMHS staff member in person at least two weeks before the desired date of completion. Students should only ask a maximum of two MSMHS teachers unless a college or scholarship application require additional letters. Teachers will submit all recommendation letters directly to the student's school counselor or appropriate person/s and will not be available for the student's viewing.

Soft Seating Areas/Library

The class of 2017 and the MSMHS PTO have purchased soft-seating couches and chairs, end tables,

high top tables, and soft light lamps in areas of the library in an effort to create a college-like atmosphere for students. This furniture provides a place for students to collaborate with peers in a relaxed environment. Students using this expensive furniture should be respectful and careful. If a student causes any damage (e.g. stains, rips, breaks) the student may be charged to replace or if possible repair like new.

ATTENDANCE

Absences – Excused and Unexcused

See 'Attendance Procedures' below.

Attendance

Regular attendance is essential to success in school. Students are directly accountable to their teachers for meeting the academic expectations of each course and for being present and on time to all classes. There is a positive correlation between regular attendance and academic achievement as students contribute to, as well as take from, the teaching-learning situations presented in school. Learning to participate actively in class is an important part of the educational process. Class participation may be a factor in the determination of a student's grade as determined by the individual teacher. Therefore, students are expected to attend all sessions of the classes in which they are enrolled. **Students are responsible for obtaining and completing all homework assignments during any time they are absent. Any exceptions must be discussed with and approved by the principal.**

Attendance Procedures

A student's absence from school is considered unexcused if it does not meet any of the criteria of an excused absence. It is the responsibility of the student and parent(s)/guardian(s) to monitor on a regular basis the number of absences that have been accumulated in each course. Students and parents have 24-hour access to attendance information through the PowerSchool Parent Portal. Students and parents can monitor daily attendance information by entering the username and password that are provided at the beginning of the school year. Questions or concerns regarding login or passwords should be directed to the MSMHS office staff.

It is the responsibility of the parent(s)/guardian(s) to notify the school's main office of the reason for all absences by 10 a.m. on the day the student is absent whether in-person or online to ensure accurate record keeping. Calls from students will not be accepted. Voicemail is also available to record messages during and beyond normal school hours. **Written explanations to report absences, late arrivals, or early dismissals are required and must include the student's name, the date(s), the specific reason, the signature of the parent/guardian, and a daytime phone number where a parent can be reached.**

Teachers report class attendance to the main office on a daily basis. The school office manager for attendance will regularly call parents if a student has not been present in school that day. Students involved in serious violations of attendance rules will be referred to the administration.

The LEARN Board of Directors believes that regular school attendance is essential to the academic success of students. Therefore, it is the policy of the Board of Directors to monitor school attendance for the following two purposes:

- a) Identify students who are truant or habitually truant, and
- b) Enlist the cooperation of parents and, when necessary, community resources, in order to change the behavior pattern that has developed.

Excused absences include:

- a) Reasons of health, illness, and doctor visits (must have documentation),
- b) Religious holiday,

- c) Court appearance,
- d) Funeral or death in the family,
- e) Approved school activities,
- f) Suspension or expulsion,
- g) College visits, with documentation from school visited
- h) Other extenuating circumstance approved by the school principal.

Cutting a class (intentionally not attending any part of a class) counts as an unexcused, unauthorized absence and will result in a minimum of in-school suspension and parental conference, and may be subject to further disciplinary action with repeated offenses.

Chronically Absent

Students who are absent a total of 10% of the school year (18 school days) will be labeled chronically absent with the CT State Department of Education.

Early Dismissals

Parents are expected to honor their MSMHS pledge to support strong attendance at school and only request early dismissal for the most urgent reasons.

Homework and Absences

Students are responsible for obtaining and completing all homework assignments during the time they are absent, as well as obtaining any materials needed to complete the assignments. Any exceptions must be discussed with the classroom teachers. Students are expected to communicate with their teachers about their absences and expected work. (See Make Up Work)

Junior and Senior Late Arrival / Early Dismissal Privileges

Students in grades 11 and 12 who have a first/fifth block and/or fourth/eighth block study hall class can elect to have a permanent late arrival* or early dismissal under the conditions below. The student must have:

- Signed parent/guardian approval form,
- Administrator approval,
- No failing grades from previous quarter and the first of the month PowerSchool report.

Students may lose late arrival/early dismissal privileges for any disciplinary actions taken by administration, or poor grades. *** There are NO late arrival privileges on Advisory days (Tuesday and Friday) as Advisory is a credit-bearing course required for graduation.**

Loss of Credit Due to Absences for High School Students

1. A student who accumulates six unexcused absences or two unauthorized absences in the same course within one semester will lose .5 of a credit for that course. If a student cuts a class, the cut will count as an unauthorized and unexcused absence.
2. An Attendance Review Board consisting of school faculty and staff exists for the purpose of monitoring the procedures and acting on appeals for the reinstatement of credit. Appeals must be sent in writing to the Assistant Principal two weeks prior to the close of the 2nd and 4th quarter. The student's parent and advisor are encouraged to attend the attendance review hearing with the student. The Attendance Review Board will respond to the parent and student within a reasonable time.
3. A student will earn a letter grade even if credit is lost; that grade will be used to compute the final course grade regardless of credit earned. The teacher keeps the letter grades for final computation.
4. If credit is lost in a required course, the credit may be made up either in an accredited summer school course that is approved by administration or by retaking the course.

Tardy Policy

“Tardy” is defined as being late to school, class or activity without permission of school personnel. Students who arrive to school after 7:30 a.m. must report to the main office. Teachers will not allow students admittance to class after 7:30 without a tardy pass from the office. Oversleeping or missing the bus are not acceptable excuses. Tardies will be dealt with as follows, per semester:

- *1st tardy – pass will be given*
- *2nd tardy – pass will be given*
- *3rd tardy – Final warning - student will have a tardy conference with the Assistant Principal; parent/guardian notified to discuss consequences of continued tardies*
- *4th tardy - office detention*
- *5th tardy – office detention*
- *6th tardy – parent/guardian and student meeting with the Assistant Principal, double office detention, parking privileges revoked and late arrival/early dismissal privilege removed for the remainder of the semester*
- *7th tardy – two office detentions*
- *8th tardy – two office detentions*
- *9th tardy – parent/guardian and student meeting with the Assistant Principal; possible referral to proper authorities; notification of loss of credit*
- *10th tardy – loss of 0.5 credit in appropriate class*

Truancy

Students are obligated to attend school. A student with four (4) unexcused absences in one month or ten (10) unexcused absences in a school year is considered a truant. According to state law, if a student is truant the school is mandated to have a parent meeting within ten days of the qualifying absence.

Release of Student

No student shall be permitted to leave the school jurisdiction during the school day without permission of the MSMHS principal or a designee. In the case of divorced or legally separated parents of a student, MSMHS requires that a legal statement designating the custodial parent or guardian be entered in the student’s file as a decision-making guide for the principal or his designee. The student will only be released during the school day to a parent/guardian or other person which listed on the emergency contact sheet the custodial parent/guardian completes upon registration.

CLUBS, ORGANIZATIONS AND CO-CURRICULAR ACTIVITIES

Athletics

Since MSMHS does not offer interscholastic sports, the Connecticut Interscholastic Athletic Conference (CIAC) permits MSMHS students to participate on sports teams in their home school district, provided that students meet the eligibility requirements of the CIAC and their home district. MSMHS provides the home school district with academic, attendance, and behavioral information at the home school district’s request.

Bulletin Boards

Bulletin boards may be used by school clubs, teachers, and students. School organization postings must be approved and signed by an administrator. No more than 6 copies of a poster may be posted.

Messages containing inappropriate language, graphics, private messages, or commercial solicitations are not allowed.

Class Dues

Class dues are set at \$200 over the course of four years at MSMHS. Students can pay \$25 per semester, \$50 per year or in one lump sum at any time, before the distribution of graduation caps and gowns. Class dues are monies paid by each student to cover the expenses that will occur during the student's senior year. In addition to class dues, students are expected to support their class through fundraising activities throughout their four years. Prom ticket prices are determined based on the amount of funds the class has raised. Dues cover a portion of the following costs:

- Personalized Senior Yearbook
- Graduation Cap and Gown
- Graduation Ceremony
- Senior Class Trip
- Senior Breakfast
- Class Gift

Students must have their dues paid in full in order to participate in senior activities and the graduation ceremony.

Class Officers

Each class will have four elected class officer positions: President, Vice President, Treasurer, and Secretary. Students are elected for a one year period. Any student may run for an officer position of their corresponding class. Students who wish to run for an officer position must prepare a speech (maximum of 2 minutes) to be delivered at a designated class meeting. Students of each class will vote during a school lunch block for their class officers. Students who are elected as Class Presidents will automatically be part of Student Council for that year. Class officers will meet regularly with their class advisor regarding class activities and fundraising.

Clubs and Activities

During its first year, MSMHS developed clubs and activities in response to student interest. Each club meets on average once a week with faculty members as sponsors. Examples of clubs and organizations at MSMHS include: Art Club, Debate Team, Video Game Club, Interact Club, Unity Club, Yearbook Club, and National Honor Society. Students interested in creating a club not offered at MSMHS must obtain the signatures of five students who are committed to the club throughout the school year and a faculty advisor, along with a written description of the club including meeting times that must be submitted to the Principal for approval. Students may be removed from clubs and/or activities for disciplinary or academic reasons. **There will be no clubs or after school activities for the 2020-2021 school year to minimize the risks due to COVID-19.**

Interscholastic Athletics (non-CIAC)

Teams may not meet for the 2020-2021 school year to minimize the risks due to COVID-19.

Crew Team

The MSMHS Crew Team's season runs from approximately mid-August through November. Students must have an up to date physical and parent permission to participate. Crew practice is held from 2:00 p.m. – 5:00 p.m., Monday, Tuesday, Thursday and Friday. Practices are held at MSMHS or on the water at Spicer Park in Noank. Regattas are held at various locations in Connecticut. Students interested in

participating must purchase their uniform in order to compete. *Families in need of financial assistance should contact the MSMHS Principal.*

Fencing Team

The MSMHS Fencing Team's season runs from approximately late November through mid-March. Students must have an up to date physical and parent permission to participate. Fencing practice is held from 3:00 p.m. – 5:00 p.m., Monday through Friday in the Great Hall. Matches are held at MSMHS and a host of sites throughout Connecticut. Students interested in participating must purchase their equipment (clothing, electronic, and non-electronic) in order to compete. *Families in need of financial assistance should contact the MSMHS Principal.*

NCAA College Athletic Eligibility

To be eligible to participate in Division I or Division II sports at the college level, students must meet academic criteria related to their high school coursework established by the NCAA. Students can obtain eligibility information by going online at www.ncaaclearinghouse.net and by seeing their school counselor. Interested students should register online with the NCAA by September of their senior year.

Parent Involvement/Communications

Students are most successful when there is a strong partnership between home and school. Parents/guardians are urged to encourage their child to put a high priority on education and to make the most of the unique educational opportunities available at MSMHS. Parents/guardians should become familiar with all of their child's school activities and with the school's academic and marine related programs. Attending Back to School Night and Parent Teacher Conferences, participating in the Parent Teacher Organization, regularly monitoring grades and attendance through the PowerSchool parent portal, and volunteering within the school are strongly encouraged.

Social Activity Code of Conduct

MSMHS believes that for students to fully develop their personal potential they should be actively involved in both academic classes and co-curricular activities. Co-curricular activities are designed to meet a variety of student interests that supplement and complement the academic program. Participation in such activities is a privilege and each student who participates is a representative of the MSMHS community. As such, appropriate behavior is expected from all participants. Students who fail to behave appropriately will not be allowed to attend future activities. School rules are enforced at all MSMHS sponsored activities. Students must be in attendance at school on the day of the event in order to be able to attend; if the event is on a Saturday the student must have been in attendance the Friday before the event. The principal may approve an attendance waiver for extenuating circumstances.

GUIDELINES FOR ALL MSMHS FUNCTIONS

MSMHS administration is responsible for coordinating the scheduling of activities in order to prevent conflicts. Therefore, all requests for social functions or money raising activities should be given to an administrator for approval. The following guidelines are for use at all school-sponsored activities:

1. MSMHS dances are for MSMHS students. Guests are permitted only at the prom and occasionally at other special functions as determined by administration. MSMHS students must accompany their guests to the function; this includes MSMHS underclassmen who are guests at the prom. All guest names must be submitted for approval to administration no later than 72 hours in advance (prom requires more notice). Guests may not be substituted for a previously registered guest. Guests must be in at least ninth grade and a current high school student under the age of 21.
2. Once admitted to the dance, students are not permitted to return to their cars unless they plan to leave the activity.

3. The presence of chaperones at school social activities signifies the interest members of the faculty have in student affairs. Mutual respect and courtesy are expected so that students and chaperones can enjoy a social evening together.
4. Reservation form for use of the facility must be submitted one month in advance to the administration.
5. All chaperones must be staff members of MSMHS. The number of chaperones will be determined by administration upon approval of the activity. Chaperones should be committed to covering the activity for the duration of the activity. The names must be given to the administration no later than one week prior to the activity; the activity will be cancelled in the event there are not enough chaperones.
6. Instructions to the chaperones will be provided several days before the dance. They should arrive one-half hour prior to the activity for instructions by the administrator on duty.
7. All activities must be over by 11:00 p.m. at the latest. Admission to the activity will be closed no later than an hour after the start of the activity. Administration will dismiss sponsoring chaperones.
8. ALL COATS, JACKETS, AND BAGS WILL BE CHECKED BY ADMINISTRATION. NO FOOD OR BEVERAGES INSIDE THE BUILDING. NO ONE WILL BE PERMITTED TO LEAVE THE DANCE AND RETURN.
9. Chaperones will be assigned by the advisor in charge to cover all necessary areas. These assignments may be rotated as long as coverage is needed. Police and/or security guards will report to the administrator or advisor in charge and will circulate outside the building and in the parking lot area and periodically check the inside.
10. Tickets must be sold in advance. No tickets will be available for sale at the activity.
11. If a student is suspected of drinking alcohol, smoking, vaping, and/or under the influence of alcohol, tobacco, and/or illegal drugs and seeks admittance to any high school sponsored activity or during the activity, the following procedures will be followed:
 - a. The student will be told they cannot attend the function.
 - b. Breathalyzer may be used to determine presence of alcohol.
 - c. The situation will be turned over to the City of Groton Police Department.
 - d. The student/parent/guardian will be informed. If parents are unavailable or if the situation warrants, emergency medical care will be called.
 - e. The student will be suspended from school and will lose special event privileges for a specified time. More severe circumstances may result in expulsion.
12. At all MSMHS functions students may be breathalyzed. This includes MSMHS students and their guests. (*See Breathalyzer*).

Social Events

Social events are a privilege. Students or guests who have previously demonstrated inappropriate or insubordinate behavior may lose the privilege of attending any or all future events for up to one calendar year. Advisors will review expectations with groups/individuals regularly. For dances and other evening social events, an **approved** Dance Guest Permission Form is necessary for the purchase of dance tickets for guests who are not MSMHS students. Guests must be in at least ninth grade and a current high school student under the age of 21. Tickets will not be sold at the door. **For the 2020-2021 school year there may not be social events to minimize the risks due to COVID-19.**

Student Governance (Student Council)

Three representatives from each class will be selected for the MSMHS Student Council in addition to the members of the Executive Student Council and the class presidents. The selection process is as follows: students interested in serving on the Student Council will present a speech to their appropriate

grade in the early fall and each grade will vote; the top six students who receive the most votes from their peers will then submit a Letter of Intent to the principal. A panel of teachers will meet with the principal to review the Letters of Intent and make the final decision of which three students in each grade will be on the Student Council. The Student Council will meet regularly with the school principal regarding school decisions, student life, and other matters of school-wide importance.

Yearbook Guidelines

Initial review of content, page, and final proof review is completed by the yearbook advisor, the assigned review committee, and school principal. Appropriate pictures and text included will meet MSMHS school policies. Yearbook policies include:

- Students are required to be photographed in appropriate attire according to the dress code.
- Students may not be photographed with anything that violates the discipline code.
- Photographs may not contain gestures or expressions that are offensive, negative, or insulting.
- Photographs and text may not contain hidden messages.
- Display of weapons or facsimiles is not permitted.
- All senior photos must meet yearbook guidelines.

CONDUCT AND DISCIPLINE

Overview

Students, teachers, and administrators have the right to expect mutual courtesy, fair and equitable treatment and to be informed of their rights and responsibilities. The goal of the Marine Science Magnet High School is to assist students in developing self-direction, self-discipline, and self-management and to provide opportunities for responsible decision-making. However, in the pursuit of these goals, those students who infringe on the rights of others, or who violate school policies and regulations, will be subject to discipline. The constitutional rights of students and staff shall be preserved and protected.

The conduct of students in school has an important effect on the student's academic achievement, and others in the classroom and the greater school learning environment. While ultimate responsibility for student behavior rests with the parents and the students themselves, the school has an obligation to provide leadership in this respect and to ensure that appropriate standards are maintained when students are under school supervision. When anyone's rights are violated or when someone violates the rules and regulations, we must all be concerned. MSMHS is committed to providing a safe, respectful, and nurturing environment in which all students can learn.

School Climate

Healthy School Climate

The term "school climate" is often used to refer to the emotional and social aspects of the school environment. A measure of the quality of the school climate is students' feelings of safety and connectedness to their school. Safety includes physical, emotional, and intellectual considerations. A positive, respectful school climate provides a solid foundation for supporting students' academic achievement and development of positive attitudes and behaviors. Students who feel safe, cared for, appropriately supported, and encouraged to learn in challenging and meaningful ways, experience increased academic achievement.

As defined by Public Act No. 11-232, amended in 2012, "school climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults. MSMHS has established a Safe School Climate

Committee which consists of administrators, Groton City Police Department personnel, school social worker, school counselor, teachers, students, and parents. The responsibilities of the Safe School Climate Committee include:

- Receiving copies of completed reports following investigations of bullying.
- Identify and address bullying patterns among students in the school.
- Review and amend school policies/practices relating to bullying.
- Review and make recommendations to the District Safe School Climate Coordinator regarding the School Climate Plan based on issues and experiences specific to the school.
- Educate students, parents and others about bullying.
- Collaborate with the School Climate Specialist in the collection of data regarding school climate and bullying in accordance with the District Safe School Climate Plan and state statute.
- Perform any other duties as determined by the principal that are related to improving school climate and to the prevention, intervention, and response to school bullying, discrimination, or otherwise mean-spirited behavior in the school.

PARENTS, STUDENTS, AND COMMUNITY MEMBERS WILL NOT RECEIVE COPIES OF DETAILED REPORTS AS SHARING THESE REPORTS WOULD VIOLATE STUDENT CONFIDENTIALITY RIGHTS UNDER FEDERAL LAW (FERPA).

Safe and Supportive School Climate

Teaching and learning can only thrive in an emotionally and physically safe and supportive environment. Consequently, MSMHS will act swiftly and forcefully in response to the following 'zero tolerance' behaviors with disciplinary action up to and including suspension, expulsion and or arrest:

- Possession of drugs, drug paraphernalia, tobacco, smoking/vaping devices, or alcohol;
- Threats of bodily harm;
- Bullying/hazing/harassment;
- Assault;
- Fighting, hate crimes;
- Vandalism;
- False fire alarms or bomb threats;
- Weapons or facsimiles;
- Serious misuse of school owned electronic devices;
- Pornography;
- And, any other behavior that is seriously disruptive to the educational environment or is in violation of school policy.

Teen Dating Violence

Teen dating violence, also called intimate relationship violence, or intimate partner violence among adolescents, or adolescent relationship abuse, includes physical, psychological, or sexual abuse; harassment; or stalking of any person ages 12 to 18 inclusive in the context of a past or present romantic or consensual relationship. Stalking can be defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Please see LEARN Policy 5007. All reported concerns will be immediately investigated by MSMHS administration.

Code of Conduct

Rules of conduct and regulations are intended to benefit the school as a whole, to foster a productive environment, and to show respect for all members of the school community. Mature civic and social

learning expectations are demonstrated through positive and responsible behavior. Responsible and polite behavior is expected of all members of the school community. These sections on expectations and responsibilities are not all inclusive but do identify some specific issues of concern. Respect, integrity, and social responsibility are the characteristics we expect of all of our school citizens. These qualities should guide all decisions – whether or not specific situations are addressed in this handbook. The wording here does not replace Board of Education policy.

I. ACADEMIC INTEGRITY:

To support academic integrity, MSMHS may use a technology tool for plagiarism prevention such as Turnitin.com. Students may be required to submit major papers to this service and receive guidelines and training in its use if requested by the teacher. All work submitted by students should be a true reflection of their effort and ability. If submitted work or tests are not, then the student has manifested unacceptable academic behavior.

Plagiarism

Plagiarism is defined as intentionally or unintentionally presenting another’s work as your own. Any source material (electronic, written, verbal) accessed to complete an assignment must be cited. Plagiarism includes the following:

- Copying verbatim or blending source material with your own without proper attribution,
- Paraphrasing source materials or borrowing ideas, terms, or concepts without acknowledging the source,
- Inventing sources or false attributions for sources,
- Supplying/selling your work to another or purchasing/copying another’s work.

Cheating

Cheating is defined as copying all or part of an assignment or assessment or allowing another to copy your work. It is also doing someone’s work or having someone else do your work. Cheating includes the following:

- Using unauthorized materials, devices, or assistance of any kind to complete your work or assessment, including on-line transfers,
- Collaborating on a task without the teacher’s authorization, as well as providing or receiving information so as to give/gain an unfair advantage,
- Aiding another in cheating.

Other Academic Misconduct

Other forms of serious academic misconduct include:

- Altering grades,
- Stealing or obtaining test/assessment materials or answers,
- Submitting the same (or nearly the same) work for more than one class without disclosure or approval,
- Falsifying information on school related documents and forms.

ANY behavior that can be defined as cheating/plagiarism represents a violation of mutual trust and respect essential to education at MSMHS. Students suspected of cheating should expect to be questioned by their teacher. Students violating this rule are subject to the following penalties:

- A “zero” on the submitted work; notification of parents; written summary of event and action taken placed in the student file.

- If a student is found to have cheated/plagiarized a second time or is involved in a particularly serious act of cheating/plagiarism, the student will be referred to administration for appropriate penalties beyond those listed above. Additional penalties include such consequences as notification to award and scholarship committees; suspension from class or school and notification to the student's prospective colleges; loss of or disqualification from honors/privileges and positions (e.g. NHS, school leadership position).

II. ACCEPTABLE USE REGULATIONS FOR THE INTERNET:

This is an annual agreement, which will be binding to every MSMHS student for the full year. Because the Internet is used as part of school activity, the school's code of conduct applies to network activities. Students may only visit school appropriate websites while in attendance at MSMHS. Failure to adhere to regulations will result in a loss of privilege or other appropriate disciplinary action.

III. ALCOHOL, DRUGS, TOBACCO, E-CIGARETTES, AND VAPOR PRODUCTS:

The unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, and/or alcohol on or off school property or during any school sponsored activity is prohibited. Further, the use, sale, distribution or possession of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes or similar devices), or vapor products on school property or at any school sponsored activity is prohibited. Violators will be subject to disciplinary consequences up to and including expulsion and referral to the police.

IV. ARSON:

Causing a fire is a serious and dangerous offense. Violators will be suspended and may be subject to expulsion and will be referred to local authorities.

V. BREATHALYZER:

With the health, well-being, and safety of students in mind, breathalyzer testing may be used at school, school dances, proms, and other school sponsored activities to minimize doubt regarding consumption of alcohol, to address denial of alcohol use, to enable students to obtain help when needed, and to reinforce the zero tolerance message regarding alcohol and drug use. All students and guests may be subject to a breathalyzer at all MSMHS sponsored events.

The following steps will be taken when a student is required to take the breathalyzer test or is suspected of alcohol consumption:

- As part of the requirements for attending the event or if the student has been suspected of alcohol consumption, the student will meet with the administrator/chaperone and a breathalyzer test will be administered;
- The test results will be used as an indicator as to whether the student has consumed alcohol;
- For students whose results reveal that they have consumed alcohol, or who opt not to use the breathalyzer test as a part of the process, standard discipline procedures including suspension will be applied by the administrator.

VI. CELL PHONES:

Cell phones are permitted in school, however, while in class all cell phones must be kept in the student's book bag and remain on "silent" unless requested to be turned off by the teacher or administrator. Cell phones may be used in class if authorized by the teacher or staff member in the delivery of curriculum and instruction. If a teacher determines a

student's phone needs to be taken away due to the student not adhering to the classrooms rules, the phone will be taken by the teacher and kept in a secure location in the classroom until it is returned to the student. If the student refuses to give up his/her phone, the student will be referred to administration as being insubordinate. Cell phones may be used before, during lunch, or after school hours. *(See Technology)*

VII. CLASSROOM BEHAVIOR:

Appropriate behavior is expected in the classroom as outlined by the school rules. In addition, the teacher will have their own more specific classroom expectations and procedures which must be followed. Students are expected to attend all their classes on time and be aware of the attendance policy. Credit may be lost for poor attendance or excessive tardiness. *(See Attendance)*

VIII. CUTTING CLASS:

Cutting a class (intentionally not attending any portion of a class) counts as an unexcused, unauthorized absence and will result in a minimum of in-school suspension and parental conference, and may be subject to further disciplinary action with repeated offenses.

IX. DISHONESTY:

Honesty is expected of everyone; forgery and other dishonest activities are serious offenses. Refer to the policy on academic honesty.

X. DRESS:

The primary responsibility for wearing appropriate clothing in school rests with the parents and students. However, it is the school's responsibility to dictate that school dress is in good taste, reasonably neat, healthy, non-distractive, appropriate, comfortable, safe, and functional. This is especially important in a school setting where student learning activity is highly experiential, adult-like, often outdoors or in lab settings, and sometimes in on-water environments. There are times when the school will issue more detailed clothing and equipment requirements depending on weather conditions, safety factors, specific learning conditions, and program developments. MSMHS reserves the right to determine what constitutes dress that is disruptive to the educational climate or process.

For these reasons, the following guidelines are set forth:

1. Students should maintain good grooming/hygiene at all times.
2. The following list of items are not permissible to wear in school: Bathing suits, sleepwear such as pajama tops and bottoms, lingerie-type and camisole-type clothing, slippers, see-through clothing, A-Tee's, cut-off shirts with excessive armholes, strapless tops, backless shirts, open midriffs shirts/ blouses and low-cut clothing exposing cleavage.
3. No short shorts, skirts, dresses or see-through leggings worn as pants. Shorts, dresses, skirts of mid-thigh length, or leggings worn under acceptable shorts or skirts are appropriate.
4. No undergarments should be visible (e.g.: boxers, shorts worn underneath pants, underwear, bras, bra straps, etc.). Pants must be worn at the waistline and must allow the student to move freely for safety purposes.
5. The midriff area should be covered. No visible skin between midriff shirts and low-rise pants/shorts/skirts are permitted.

6. Students are not permitted to wear torn clothing that exposes areas of the body and/or undergarments that should be covered.
7. 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.
8. Items of clothing/jewelry displaying alcohol, drugs, tobacco, violence, sexuality, or inappropriate language are prohibited.
9. Students cannot wear spiked or studded bracelets, oversized or multi-fingered rings, belts or any other article or attire with spikes, studs, or chains.
10. Loose clothing and long hair must be properly secured in all labs.
11. Upon entering the building, coats, jackets, windbreakers, headwear (i.e. hats, do-rags, hair picks, hoods, etc.), oversized purses should be put in lockers.
12. Due to the nature and theme of the school, students must wear appropriate footwear at all times. At no time will students be permitted to wear sandals/flip-flops or open toe shoes.
13. Students are not allowed to wear "costumes" or masks to school. In addition, students are not allowed to wear sunglasses in school during the school day unless a doctor's note has been provided to the school nurse and the Assistant Principal.

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 sent to the administration for the remainder of the day. Students who continually fail to comply with the dress code will be considered insubordinate and will be subject to disciplinary action up to suspension.

XI. DRIVING AND PARKING:

Safety and security are our top priority and the basis for our regulations. Student driving to school is a privilege, not a right, and is limited by safety/space considerations. Student parking permits will be issued on a case by case basis as determined by administration. Students must remain in academic and behavior good standing. Poor grades, attendance, or inappropriate behavior may result in suspension or removal of parking privileges.

- Parking Permit: Student drivers must register their vehicles in the main office, provide copies of the following documents, and pay a non-refundable \$20 fee to obtain a parking permit.
 - *License*
 - *Registration*
 - *Insurance card*
- Guidelines for parking permits will be published at the beginning of the year and may change due to changing campus conditions.
- Students must have an MSMHS numbered parking permit in order to park vehicles on the school campus which must be prominently displayed on the dashboard.
- Violations for parking in authorized areas without a permit may include such consequences as ticketing, loss of parking privileges for up to a year, legal consequences up to and including booting/towing at owners' expense. Students are not to be in their cars at any time except for the obvious purpose of parking the car or leaving the grounds.
- Students may not be in cars during fire drills.
- Parking lot rules are as follows:

1. Neither cars nor the parking lot are to be used for lounging/loitering during the school day,
2. Speed limit is 15 mph,
3. Parking in proper areas only, including assigned parking spots,
4. Obey all traffic and parking signs,
5. Parking permits/tags must be displayed in designated place. Students must report to the office if driving a different car on a given day.

Abuse of the privilege of driving to school may result in fines, forfeiture of unassigned time or other penalties (see above).

XII. ELECTRONIC DEVICES AND HEADPHONES:

Electronic media devices without headphones are not to be used in school. Students may not use devices in class without permission of their teacher. Loss/theft is a risk the student assumes. Headphones must be removed and stored away when entering a classroom or when attending a meeting with a school counselor, advisor, or administrators. When walking in school hallways students may choose to wear one headphone; they may not wear both headphones in the hallways.

Students are only permitted to use their school-issued laptop while at MSMHS. Students are not allowed to bring in and use their own personal laptops.

XIII. FALSE REPORTINGS/FALSE FIRE ALARMS/FIRE EXTINGUISHERS:

Causing an emergency evacuation, lock down, fire alarm and/or using extinguishers improperly are major safety concerns for the school and the town authorities. Violators will be suspended and may face expulsion and referral to local authorities.

XIV. FIGHTING:

Fighting, other conduct that endangers persons or property, or conduct seriously disruptive to the educational process will not be tolerated. All students involved in an incident will be referred to the Groton City Police Department. Consequences include suspension, possible expulsion, and referral to authorities.

XV. FIRE/EMERGENCY DRILLS:

Fire and emergency drills will be held periodically during the school year. At the sound of the fire alarm, everyone is to leave the building immediately by the nearest exit. Students are to remain with and under supervision of their teacher. Attendance will be taken. If unassigned, students should report to the closest faculty member. Students should stand away from the building to allow a fire lane and should maintain order and quiet so that emergency procedures can be executed. **No cell phones or electronic devices will be in use during a drill.** Students may not go to their cars/leave grounds during fire drills. No one is to re-enter the building until instructed to do so by an administrator. Lockdown procedures are posted, reviewed and practiced periodically.

XVI. FIREWORKS/EXPLOSIVES:

The possession/use of explosives and incendiary devices is not allowed (this includes stink bombs). Consequences include suspension, possible expulsion, and referral to authorities.

XVII. GAMBLING:

Gambling of any kind is not permitted and will be subject to disciplinary consequences.

XVIII. HAZING/HARASSMENT:

Hazing/harassment of any student or group of students is not allowed. Disciplinary consequences may include co-curricular discipline, suspension, expulsion, and referral to police.

XIX. INSUBORDINATION:

Students are expected to respond promptly and politely to requests and directions from staff members. Failure to do so will result in teacher consequences and as appropriate, referral to administration. **Any obscene language directed towards a teacher or staff member will result in suspension.**

XX. LANGUAGE:

Appropriate and non-abusive language is expected from everyone. Swearing, intimidating, or harassing language is not allowed.

XXI. LASER PENS/LIGHTS:

Laser pens/lights are not permitted for students. Public Act 99-256 prohibits persons under the age of eighteen from possessing a laser pointer on school grounds or in any public place. The Act also provides that no person shall sell, offer to sell, lease, give or otherwise provide a laser pointer to a person under eighteen years of age. A person may temporarily transfer a laser pointer to a person under eighteen years of age for educational or other lawful purpose if the minor is under the direct supervision of a parent, legal guardian, teacher, employer or other responsible adult.

XXII. LOITERING:

Loitering or other activity interfering with academic progress shall not be allowed in the corridors or areas adjacent to the building including parking lot. Students must have written permission (pass) when they are not in class.

XXIII. OFF CAMPUS/EARLY DISMISSAL:

Leaving campus is a privilege. Students who do not have permission to leave campus must stay in the building. Students in poor academic standing may have early dismissal privileges removed and must remain in the supervised study hall. For students with early dismissal privileges the school is not responsible for the behavior of students that leave campus with or without authorization. Upperclassmen with early dismissal privileges remaining in school during unassigned periods will remain in study hall. **Students who have early dismissal permission and leave before the end of the school day are not permitted to return during after school hours unless approved by administration. This excludes all school dances, ceremonies, and special events.**

XXIV. ORGANIZED DISRUPTION OF SCHOOL ENVIRONMENT:

Students are expected to demonstrate appropriate behavior at all times both in and out of the classroom, at school functions, and on school grounds. Disruptive behavior or class pranks that involve damaging or destroying property, disrupting class or instruction, endangering students, or interfering with the mutual respect between students and staff are prohibited for reasons of liability, concerns about student safety, accountability, and wellbeing and the condition of our facilities. Students who engage in any inappropriate activities of this type will be subject to an investigation that may lead to disciplinary consequences and/or police involvement.

XXV. SEXUAL HARASSMENT:

Sexual harassment is illegal and is prohibited by the Connecticut Discriminatory Employment Act, Title VII of the Civil Rights Act of the Title IX of the Educational Amendments of 1972. Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when such conduct has the purpose or effect of substantially interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. Examples of sexual harassment include: unwelcome sexual advances; suggestive or lewd remarks; unwanted hugs, touches, or kisses; request for sexual favors; derogatory or pornographic posters, cartoons, or drawing; sexting; or retaliation for complaining about sexual harassment (Refer to LEARN Policy).

XXVI. SKATEBOARDS:

Students are not to use skateboards, roller blades, or similar items in school or on school grounds.

XXVII. STUDY HALL

All students must sign in to study hall immediately at the beginning of class. Failure to sign in at the beginning of study hall may result in disciplinary consequences. Students who are online and have study hall do not need to log into a Google Meet or have attendance taken. Students are expected to remain in the designated study hall location for the duration of the block. Seniors have the privilege to report to the library for their study hall after signing in and upon approval from the study hall monitor. This senior privilege may be revoked due to poor grades and/or behavior. Students who have a quiz, test, or assignment in the study hall folder must complete that assignment at the ‘study hall table’ at the beginning of study hall. Students who elect to not take the quiz, test, or assignment will receive a “zero” and will be referred to administration. Students may be assigned by the SRBI Team to the Math Lounge and/or ‘study hall table’ to sit with the study hall monitor to complete work. Juniors and Seniors may apply to have a late arrival or early dismissal (*see Junior and Senior Late Arrival/Early Dismissal Privileges*).

XXVIII. SURVEYS AND PETITIONS:

Students have the right to exercise the practice of free speech by appropriately distributing petitions at MSMHS. In order to ensure a safe culture and climate, the following guidelines must be met before a petition is distributed at MSMHS:

The students or organization will meet with MSMHS administration to discuss the literature and methods of distribution at least one day before distribution. In this meeting administration will ensure that the material meets the following content guidelines:

- does not contain anything obscene or libelous,
- does not advocate breaking laws or school rules,
- will not cause a substantial disruption to the school environment,
- will be distributed before and after school hours and during lunch blocks.

This policy also pertains to any leaflets of any kind that may be distributed.

XXIX. THEFT/DAMAGE:

Property damage, theft, or endangering the well-being of others is not permitted. Reimbursement of costs, referral to police, suspension, or expulsion will result.

XXX. USE OF THE BUILDING/GROUNDS:

Students are responsible for the appropriate use of all social and study areas, including the Great Hall, cafeteria, and library media center. Snowballs, water balloons, running inside the building are examples of inappropriate and potentially dangerous behavior. All ball and Frisbee playing should take place on the side athletic fields and not in the school or courtyards. Everyone is expected to clean up after himself/herself. Students who fail to do so will lose privileges and be subject to disciplinary consequences.

XXXI. VANDALISM:

Property damage, theft, or endangering the well-being or possessions of others is not permitted. The parent or guardian of any minor/unemancipated child who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law. The liability provided under Connecticut General Statutes 52-572 does not relieve minor(s) of personal liability for such damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability, which exists in law. The parent or guardian of a minor child shall also be held liable for all property belonging to the school system lent to the student and not returned upon demand of the school system. The student may also be subject to disciplinary action. If an individual or group has been identified as acting disrespectfully toward or causing damage to the school building, equipment, or property, the individual(s) will be responsible to cover all costs incurred by the school system in repairing the damage. If damage is caused to a school building, equipment, or property and the damage can be clearly connected to an identifiable group (a class, club, team, etc.), then that group will share in covering the costs, incurred by the school system in repairing the damage. Loss of social privileges for that individual or group may also occur.

XXXII. WEAPONS:

Dangerous weapons or facsimiles thereof are not permitted on school property or wherever or whenever students are under the jurisdiction of the school. Penalties include suspension, expulsion proceedings, and referral to local authorities. Refer to the LEARN Board of Education policy. This includes any knives, sharp or dangerous instruments, or tools or equipment that could pose a danger to others.

Elevator

The school elevator is not intended or designed for regular student body use. It is provided for staff, individuals with disabilities, and for movement of supplies and equipment. Student use without specific permission from the school nurse or principal is prohibited. The elevator should not be used in emergency evacuations procedures, except if necessary for disabled or injured persons.

Leaving School Premises

MSMHS is a highly active, multi-faceted, dynamic learning environment, and it is imperative that the school is continually aware of student location and student safety conditions at all times. No student shall be permitted to leave the school premises (or school jurisdiction regardless of site) during the school day without school and staff authorization. Violators are subject to immediate suspension from school on the grounds of safety and for substantially causing a disruption to the educational process. **Students leaving school grounds after school are not permitted back on school grounds unless approved by MSMHS administration.**

NURSING SERVICES AND HEALTH OFFICE POLICIES

10th Grade Mandatory Physical Examination

In compliance with Connecticut State Law MSMHS requires all students to have a physical examination by the start of their 10th grade school year. MSMHS will provide access to a free health assessment to any student whose parents or guardians meet the eligibility requirements for free and reduced price meals under the National School Lunch Program or for free milk under the special milk-program. MSMHS may partner with various community agencies to make this free exam available to qualified students. It is the responsibility of the parent or guardian to request this service, **in writing**, by November of the student's 9th grade year. **Students may be excluded from entry into the 10th grade if not in compliance with this policy.**

Health/Nursing Services

The school nurse maintains a cumulative health file for each student which includes illness notations, results of physical examinations, and other pertinent health information. Each parent must complete an emergency medical information form, an immunization record, and a yearly health update to be kept on file. Under Connecticut law no student may enter grade 10 without submitting the required recent physical examination form signed by a doctor.

Any student who becomes ill or injured while at school should inform the nearest faculty member and report immediately to the school nurse. If the student is unable to do so, the school nurse will be called to the scene. Parents must notify the school nurse in cases of student illness. Any request to limit a student's participation in a school activity for an extended time must be accompanied by a signed statement from a physician. Given the highly experiential nature of the MSMHS curriculum, extended non-participation may result in extensive make-up work or the repeating of a semester or an entire year.

Parents of students requiring either prescription or over-the-counter medication during school must contact the school nurse. **A medication administration form signed by a physician is required to permit the administration of ANY medicine in school.** All medication whether over the counter or prescription must be delivered to the school by an adult and be in the original container with proper labeling. Parents may authorize the administration of acetaminophen or ibuprofen by the nurse in accordance with LEARN's standing orders from the medical advisor. Parents must complete, sign, and return the appropriate medication form.

Students with medical conditions that may be contagious or infectious may be excluded from school pending diagnosis and treatment to protect others from exposure. Medical clearance will be required to return to school.

Immunizations

MSMHS, as mandated by Connecticut law, requires that all students be successfully immunized with required vaccines, which can be found at www.ct.gov/dph.

Entering students must submit written proof of the required immunizations prior to attending school. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided in accordance with the State of Connecticut regulations.

School Based Health Services

The Community Health Center, Inc. provides school-based health services during the school day. Licensed healthcare providers are available to provide expanded medical treatment (for illnesses or injuries, and physicals) and behavioral health (individual, group, and family therapy). School-based

health services works in conjunction with the care provided by your child’s pediatrician and are not intended to replace regular care by your child’s primary health-care provider. Our school nurses work closely with the School Based Health Clinic and are the initial point of contact for students and families. The MSMHS school nurses will often refer students to the SBHC. All SBHC services are confidential and parents must complete a Parent Permission form for students to receive services.

- Medical Services are available Tuesdays and Thursdays, 7:30 a.m. – 2 p.m.
- Behavioral Health Services are provided by a Licensed Clinical Social Worker daily, 7 a.m.-2 p.m.

RESOURCES AND SERVICES

ADMINISTRATION

The Principal and Assistant Principal are responsible for the coordination and supervision of the entire educational and co-curricular program at the Marine Science Magnet High School.

Advisory Program

The Student Advisory Program is central to the personalization of education at MSMHS. Groups of approximately 14 students are assigned to a faculty advisor who will remain with them throughout their career at MSMHS. The student advisor will assist each student in meeting the academic, civic, and social expectations at MSMHS. Advisories will meet for 40 minutes on Tuesdays and Fridays. In addition to building a sense of community and collaboration skills, the advisory program is designed to help students with the assistance of a teacher who knows them well. The individual COAST Plans, Capstone Graduation Portfolio, and Capstone Presentation are all developed over a four-year period with the faculty advisor. The mutual commitment to a personalized education and achieving MSMHS expectations is embodied in the agreement compact signed by each student, family, and advisor upon registration at MSMHS. **Advisory is a credit-bearing course required for graduation that fulfills the Personal Wellness and Safety Education requirement.**

Announcements

Announcements are made at the beginning and end of the school day for the purposes of informing the school community of important events and information related to the school program.

Announcements should be submitted to the main office at least one day prior to when they wish to have it read. An administrator must approve emergency announcements.

Crisis Team

A team consisting of administrators, school counselors, school social worker, school nurse and teachers, is responsible for crisis response planning, intervention and post-intervention.

Emotional Support Services

MSMHS has a full time school social worker who provides assistance with a personal or educational problem which may be impacting school performance. Services provided include individual and small group counseling, and interventions.

Lockers and Storage

Lockers and storage areas of any kind are the property of MSMHS and may be entered and searched by school officials at any time. Valuables should not be brought to school or left in school storage places or lockers as the school is not responsible for lost or stolen items. **For the 2020-2021 school year lockers will not be used, to minimize the risk due to COVID-19.**

Lost and Found

Any articles that are found on school premises should be returned to the school office. Unclaimed articles will be disposed of at the end of each month. Lost or suspected theft of personal or school property should be reported to the principal immediately.

Math Lounge

The Math Lounge is open throughout the school day and offers support to students in mathematics. The Math Lounge provides an opportunity for students to work with a certified math teacher to relearn or revisit concepts that were taught in class. Students will also have an opportunity to build targeted skills to help to improve SAT scores in the area of mathematics. Students in study hall who wish to use the Math Lounge must first sign out from study hall and sign in when they report to the Math Lounge. Students can be assigned to the Math Lounge during their study hall by their mathematics teacher or the SRBI team. Students may also request an appointment for extra help by speaking with their math teacher.

Meal Program

Dining Area / Great Hall

Students are required to eat their meals exclusively in the designated areas. All students must keep the dining area clean. It is expected that students will clean up after themselves, deposit their trash in the appropriate containers, and clean their table areas after eating in order to ensure a safe eating environment for all students and staff. Students will conduct themselves appropriately by maintaining a reasonable noise level and addressing staff, teachers, and fellow students courteously. Failure to do so will result in the loss of dining hall privileges and the consequences of disciplinary action. Rules for students using the Dining Area/Great Hall for eating, study, or quiet conversation include:

- 1.) Students are not to sit on the tables or put their feet on the tables.
- 2.) Students are not to block passageways into or out of the cafeteria.
- 3.) Gambling, card playing or games of chance are prohibited.
- 4.) Ball playing is not permitted.
- 5.) During lunch, lunch shifts will have adult supervision; however, students are expected to keep the area clean. Please use the trash cans that are located throughout the Dining Area/Great Hall and recycle as appropriate.
- 6.) For safety and security reasons, book bags and backpacks may be restricted from the Dining Area/Great Hall during part of the school day.
- 7.) Students are to remain in the Dining Area/Great Hall throughout the entire lunch block. As a senior privilege, students are allowed to eat lunch in the library media area.

Free and Reduced Meal Program

MSMHS participates in the National School Meal Program. This program provides nutritious meals for students at a reasonable price. It also makes provision for providing both reduced price meals and free

meals for students whose family income falls within certain prescribed guidelines. Since the federal government and the State of Connecticut reimburse the Board of Education for at least part of the cost of these meals, it is important that the schools maintain accurate information concerning the types of meals served. The government will only provide reimbursement for one meal per child. Inquiries about free or reduced lunch may be directed to the school office manager at ext. 600. Applications for free or reduced meals are available in the main office.

Program Overview

Families have the option of using the MSMHS point of sale (POS) system, or utilizing SLA (School Lunch Account), an on-line payment management program that allows parents to deposit funds and manage their child’s meal account electronically (www.slalunch.com). Information about SLA is available in the main office. Parents who opt to use the POS system can also deposit money in their child's school meal account any time during the school year.

Offering and serving well-balanced meals to our students is important. MSMHS welcomes all parents to become involved in their child’s meal activities and looks forward to having your son or daughter as active participants. Monthly school breakfast and lunch menus can be found on the school’s website at www.msmhs.com.

MSMHS has established school lunch prices for the 2019-2020 school year as follows:

Breakfast	\$1.50	Reduced Breakfast	\$0.30
Lunch	\$3.00	Reduced Lunch	\$0.40

Food items may also be purchased a la carte through prepayments or cash.

NOTE: Due to food allergy concerns, no student may bring food or drink to school for another student. Students may bring in food for their own consumption.

Student Meal Charge Policy

MSMHS recognizes that, on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and to minimize the fiscal burden on the school, the school must follow the following guidelines with regard to student meal charges:

- No MSMHS student will be deprived a meal, nor be served a differentiated meal (i.e. peanut butter/jelly or cheese sandwich), due to forgotten or lost meal money;
- A student who forgets to bring his/her meal money will be allowed to charge a reimbursable meal (what is on the menu for that day);
- A student will be limited to charging three (3) breakfasts and/or lunch meals, and **will not be able to charge additional meals, until the balance due is paid in full**, or other arrangements have been **approved in writing by the principal or his designee**;
- After the third charge, the principal or designee will be notified in order to approve any additional charged meal for the student;

Allowable Meal Charges by Status

Status	Number of Allowable Breakfast/Lunch Charges	Charge Cap
Reduced	3 (\$0.40 x 3)	\$1.20
Paid	3 (\$3.00 x 3)	\$9.00

- All outstanding balances must be paid in full within five school days;

- A student with outstanding balances will not be allowed to purchase a la carte items until all charges are paid;
- **Students are not permitted to charge a la carte items**; and
- **All student negative meal account balances must be resolved by the school principal or their designee prior to the end of the current school year.**

This policy applies to all paying students whether they are paying reduced-price or full-price. If a student is without meal money on a consistent basis, the principal or designated member of the school's administrative team will investigate the situation more closely and:

1. Contact the parent/guardian to bring/send repayment to the school;
2. Encourage parent/guardian to add prepayment funds to the student's meal account; and/or
3. Encourage the parent/guardian to apply for free or reduced price meals.

If school authorities suspect that a student may be abusing this policy, they will provide written notice to the parent that if he/she continues to abuse this policy, the privilege of charging meals will be denied.

Military Recruitment

Federal law requires that school districts must, upon request, provide military recruiters access to the names, addresses, and telephone listings of secondary school students. Parents or guardians may request that this directory information not be released without prior written consent. Parents or guardians who wish to opt out should please check the appropriate box on the Stakeholder Signature Form.

Peer Mediation Program

The Peer Mediation Program is designed to reach out to students who are struggling to resolve conflicts with their peers through the use of a peer-helping-peer model. Students are selected to become peer mediators based upon recommendations from teachers, guidance counselors, and administrators. These candidates engage in a rigorous one-day training focused on providing an understanding of the peer mediation model, goals, and guidelines.

The peer mediation process begins with an initial referral that may be made by teachers, guidance counselors, administrators, students, and parents. If a conflict among students indicates an imminent risk of danger or a threat to the safety and well-being of our students, the issue will be immediately reported for administrative intervention and will not be processed by the peer mediation team. Once a referral is initiated, consent to engage in the peer mediation process will be requested from both students engaged in conflict and is necessary for the process to continue. The parties involved in a conflict will meet with a team of two peer mediators and dedicate themselves to developing a plan to resolve the presented conflict. All parties involved in a mediation session must commit to maintaining the confidentiality of any information disclosed in the session unless that information poses imminent danger or risk.

The ability to meet with age-related peers and receive guidance toward conflict resolution will undoubtedly provide an increased comfort level in an otherwise stressful time, thereby assisting us in meeting our goals of student safety and achievement.

School Counseling

The school counseling program is under the direction of the MSMHS school counselors. The school counselors along with administration oversee the Student Advisory Program and works closely with the advisory teachers in helping students manage their COAST Plans and Capstone Graduation Portfolios. The entire four-year process is aimed at creating self-directed students who take increasing

control of their personal growth, educational decisions, and academic/career planning. To accomplish this, students are assigned to small advisory groups with a teacher who remains with the group for four years. **The parent's primary home-school contact is the student's advisor.** The advisor, supported by the school counselor, will be the first and most important point of contact and intervention concerning each advisee's attendance, achievement, behavior, and educational and career planning. The school counselor's office will be the focal point for the various traditional guidance functions including student records, career and college planning information, crisis counseling, general counseling needs, SRBI team, parent-counselor meetings, planning and placement team meetings, standardized testing, and student data.

School Resource Officer: (SRO)

Groton City Police Department provides a School Resource Officer for the Marine Science Magnet High School, who works closely with the administrative team working hand in hand to solve problems in the school community. The SRO serves as a resource for students enabling them to be associated with a law enforcement figure in their school environment. The SRO also serves as a resource to teachers and parents, for conferences on an individual basis, dealing with individual problems or questions, and also can serve as a counseling resource in areas which may affect the educational environment, but may be of a law related nature. The SRO is also a liaison between the police department and helps provide community oriented policing services for the high school and the surrounding community. In addition to our School Resource Officer, a Groton City Police Officer will visit our school daily as a regular part of their patrol duties.

SRBI Team – (SCIENTIFIC RESEARCH-BASED INTERVENTION)

The SRBI Team consists of the MSMHS Principal, school counselors, school social worker, Assistant Principal, regular education teachers and special education teachers who meet on a regular basis. The SRBI Team looks at referrals concerning non-special education students who are experiencing academic or behavioral difficulties. The team develops intervention strategies and program modifications specific to the student needs.

Working Papers

Students must have the following documents and meet the following criteria in order to obtain working papers from the Principal's Office.

- Student must be a current student at Marine Science Magnet High School.
- Student must be 16 years old.
- Student must appear in person. There are no exceptions to this requirement.
- Student must have authentic documentation of evidence of age.
- Student must have written promise of employment on company letterhead signed by the prospective employer.

SAFETY PROCEDURES

Aquaculture and Science Labs

The aquaculture lab is a 21st century facility housing valuable marine life species along with sophisticated computers, mechanical, chemical and water quality systems. Students in this lab must realize that they are engaged in important science work using very costly equipment. At all times students are to respect the safety of others, the various species, and the lab equipment and facilities. Students must follow closely the instructions and authority of the aquaculture lab teacher and any other instructional staff in the lab. MSMHS science labs demand careful and safe student behaviors due to the expensive equipment, valuable supplies, and a variety of materials and tools that can be

dangerous if improperly used. All students must comply with the teacher's instructions to ensure safety and successful science learning. Students who present safety issues will be removed immediately from the laboratory and will receive disciplinary consequences. (*See Safety and Accident Prevention*)

Asbestos Management Annual Notification

All LEARN buildings that are occupied by LEARN employees and students, have been inspected by an accredited inspector as required by the Asbestos Hazard Emergency Response Act of 1986 (AHERA). AHERA requires Local Education Agencies (LEAs) to identify Asbestos Containing Materials (ACM) in their school building and to take appropriate actions to control the release of asbestos fibers.

The building will be re-inspected every 6 months by qualified school personnel to determine any changes in the condition of the identified ACM. Additionally, the school building will be re-inspected every 3 years by an accredited and licensed inspector following the same basic criteria as the original inspection.

An Asbestos Management Plan (AMP) has been prepared by an accredited and licensed asbestos management planner as required by AHERA and the State of Connecticut Department of Health. The AMP is available for review during the normal business hours, without cost or restriction, to representatives of EPA and the State of Connecticut, school district personnel, their representative, parents or legal guardians and the public.

Nuclear Power Plant Emergency Evacuation Plan

This was developed in response to a request for providing an emergency evacuation plan in the case of a nuclear power plant emergency or other incident.

ALERT SIGNAL - is a steady siren toner for three (3) minutes or more from sirens or loud speakers on emergency vehicles.

WHEN YOU HEAR THE ALERT SIGNAL - turn on your radio or television to listen to the Emergency Broadcast System. You will be kept informed by local and state authorities as long as there is an emergency.

IF YOU ARE TOLD TO STAY HOME AND TAKE SHELTER - stay indoors and close all windows, doors, dampers, etc. STAY CALM and keep tuned to the Emergency Broadcast System for further instructions.

IF YOUR CHILDREN ARE IN SCHOOL - do not attempt to pick them up. Your children will either be sheltered at school, or transported and cared for at the reception center/shelter according to the location (town or city) in which the school is located. According to the State Department of Emergency Management and Homeland Security, in the event of a nuclear leak students will most likely be safely dismissed early to their places of residence. Additional information can be found by visiting the State Department of Emergency Management and Homeland Security website.

STAFF RESPONSIBILITIES

TEACHERS/INSTRUCTIONAL ASSISTANTS:

All students shall be safely boarded on proper vans/buses, etc. prior to leaving the school.

OFFICE PERSONNEL:

NOT directly responsible for student evacuations may leave as soon as directed.

SCHOOL BASED SERVICES ADMINISTRATION:

Shall be responsible for contacting district transportation companies for LEARN students not transported by LEARN Transportation.

Fire, Evacuation and Lockdown Drills

School safety is an absolute priority at MSMHS. Detailed instructions for emergencies are posted in all areas of the school, and periodic practice drills are conducted by school staff. All students and staff are expected to familiarize themselves with emergency procedures and cooperate promptly and fully with school authorities in all emergencies and emergency drills. MSMHS will work with local emergency agencies to ensure proper procedures and precautions are in place for the safety of all students, faculty, and staff.

In the event of a fire drill, evacuation or lock down exercise, students must follow ALL instructions given by teachers and administrators. The Groton City Police Department, upon being notified, will quickly respond to the school to ensure student safety. Police officers will contain an incident and advise the administration and students of evacuation procedures. Students will be instructed to follow the directions of the police officers. Failure to comply with the above expectations upon the request of a staff member constitutes insubordination.

Safety/Accident Prevention

Student and staff safety on campus, during on-water activities, in laboratories, at off-site field work, during field trips and at all school-related events is an absolute priority at MSMHS. In addition to regular school safety procedures, the cooperation of students is essential to ensure the safety of everyone. At all times MSMHS students should:

- Remember that they are engaged much of the time in adult-like work activities;
- Avoid conduct that may put themselves, other students or staff at risk;
- Follow school rules and adhere to the core values and beliefs;
- Make careful and safe use of all scientific and industrial tools and equipment;
- Promptly report potential safety hazards, including intruders on campus;
- Immediately report all accidents and injuries to the nearest school staff;
- Know emergency procedures, signals and evacuation routes;
- Immediately follow the instructions of staff who are overseeing the welfare of students.

Security Camera Policy

The LEARN Board of Directors supports the limited use of video cameras on LEARN property for the purpose of enhancing school safety and security. The goals are to promote and foster a safe and secure teaching and learning environment for students and staff, to ensure public safety for community members who visit or use school property, and diminish the potential for personal and district loss or destruction of property. Appropriate signage is posted at the school entrance to notify students, staff, and the general public of the use of security cameras.

Security cameras are installed in public areas only. These areas include aquaculture lab, simulator room, common areas, stairwells, hallways, parking areas, large gathering areas, and exterior entrances or exits to school building. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use. Security camera use is prohibited in any space where there is a reasonable expectation for privacy. No sound is monitored or recorded in connection with the video surveillance system. All video recordings are stored in a secure place to avoid tampering and to ensure confidentiality in accordance with applicable laws and regulations. Recordings will be saved for a period of time consistent with state law and LEARN record retention policies, after which all recordings will be appropriately deleted.

Substance Abuse

Through the use of curriculum development, classroom activities, community support and resources, a consistent administrative and faculty effort, education processes mandated through IDEA, and

rehabilitative and disciplinary procedures, the administration and staff of LEARN/MSMHS, in cooperation with the student's parents/guardians, will work to educate, prevent, and intervene in the abuse of all drug, alcohol, and mood altering substances by the entire student population in accordance with state law. As an extension of this policy, the rules, regulations, and guidelines shall be used by all LEARN personnel when responding to drug, mood altering substance, and alcohol related situations.

Unauthorized Areas and Facilities

Certain equipment and areas of the building of no valid use to students are off limits to protect the safety of equipment, school property and personnel. Any student who violates those areas is subject to disciplinary action.

TECHNOLOGY

Internet/Cell Technology/Acceptable Use Policies

MSMHS curriculum makes extensive use of resources on the internet that makes it vital for students to avoid dangerous, destructive and unlawful behavior when using the internet. All students and their parents must sign an acceptable use policy that indicates that the student agrees to use the internet exclusively for educational purposes and to abide by the MSMHS Computer Technology Use Rules. Students found violating the acceptable use policy, including but not limited to viewing inappropriate sites, are subject to disciplinary consequences and revocation of computer privileges for a specified period of time. In the MSMHS technological environment, cellular devices may be integrated into the lesson. Student possession and use of cell phones and similar devices are permitted at MSMHS when utilized under the direction of a staff member in the delivery of curriculum and instruction. Students possessing or using an electronic device that inhibits teaching and learning or that does not support the school mission will have their portable electronic device confiscated and held for parents to claim. Student use and possession of electronic devices are always at the discretion of the teacher and school. Students may only use laptops distributed by MSMHS.

Technology Resources

In order for MSMHS students to achieve MSMHS academic, civic, and social competencies, it is vital that students responsibly use computers and other advanced technology for school purposes only. Students will have access to school computer networks, laptops, peripherals and the internet on a regular basis. At all times students must abide by the MSMHS computer technology use rules.

LEARN BOARD OF EDUCATION POLICIES

LEARN Board Policies including those listed below can be found on the LEARN website along with other LEARN Board policies: www.learn.k12.ct.us.

LEARN GRIEVANCE PROCEDURE FOR TITLES VI AND IX, SECTION 504

5004 NON-DISCRIMINATION

5005 SEXUAL HARASSMENT

5006 STUDENT HARASSMENT POLICY

5007 BULLYING

5113 SCHOOL ATTENDANCE

5114 PROMOTION/ACCELERATION/RETENTION

5115 EXCLUSION FROM SCHOOL FOR DISCIPLINARY PURPOSES

5117 HOMEWORK

5118 HOME TO SCHOOL COMMUNICATION

5125 STUDENT RECORDS: CONFIDENTIALITY

5131 SUBSTANCE ABUSE

5133 DANGEROUS WEAPONS IN THE SCHOOLS

5141.10 ADMINISTERING MEDICINES TO STUDENTS

5141.11 CHILD ABUSE

5142 YOUTH SUICIDE PREVENTION AND INTERVENTION POLICY

5143 FIELD TRIPS

5146 DO NOT RESUSCITATE ORDERS

5147 COOPERATION WITH POLICE AUTHORITIES

5148 QUESTIONING OF STUDENTS BY POLICE

5149 ON-CAMPUS RECRUITMENT

5150 PLEDGE OF ALLEGIANCE

5152 SEARCHES

5153 STUDENT SURVEYS

5154 COMPUTER USE, E-MAIL, AND INTERNET POLICY

- 5155 STUDENTS WITH SPECIAL HEALTH CARE NEEDS
- 5156 USE OF AUTOMATIC EXTERNAL DEFIBRILATORS (AEDs)
- 5157 ASSESSMENTS AND IMMUNIZATIONS
- 5158 PSYCHOTROPIC DRUG USE
- 5159 HEALTH SCREENINGS
- 5160 COMMUNICABLE/INFECTIOUS DISEASES
- 5161 STUDENT HEALTH SERVICES
- 5162 STUDENTS/STAFF WITH HIV, ARC (AIDS RELATED COMPLEX) OR AIDS
- 5163 STUDENT SAFETY
- 5164 HEALTH RECORDS
- 5165 EMERGENCY CARE IN SCHOOL FOR STUDENTS