

BROOKFIELD HIGH SCHOOL



STUDENT & PARENT HANDBOOK



2019-2020

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ACADEMICS

ACADEMIC INTEGRITY POLICY/PLAGIARISM

BHS is a learning community committed to fostering intellect, respect, and integrity. All students will learn through a rigorous academic and varied co-curricular experience which holds students accountable while valuing their individual worth.

ACADEMIC INTEGRITY VIOLATIONS INCLUDE: CHEATING

Cheating is defined as receiving or giving unauthorized assistance on academic work for any course, project or subject. Examples include but are not limited to:

- Copying answers from another student's work, including homework.
- Allowing someone to copy any academic work, including homework.
- Using unauthorized study aids, notes, books, data, etc. in a testing situation
- Using unauthorized study aids when completing assignments. This includes tools such as online translators (eg. Google Translate), mathematical computational tools (eg. Wolfram Alpha), etc.
- Otherwise acting dishonestly in the process of completing course work.

PLAGIARISM

Copying the language, structure, and/or ideas of another and representing them as one's own work is plagiarism. It is your responsibility to distinguish between what is your work and what is not. When it is the work of someone else, give credit to the source.

"Academic Writing at WFU." Wake Forest College: Department of English. Wake Forest University, Web. 23 June 2015. [Wake Forest Academic Writing](#)

Examples of plagiarism include but are not limited to:

- Using another person's words or ideas as your own is plagiarism.
- Using the exact words of an information source with or without quotation marks, documentation or citation is plagiarism.
- Taking or borrowing words, even if you change many of them is plagiarism; changing word choice/order to better imitate your writing or to avoid detection is also plagiarism.
- Submitting work to one class that you previously completed and submitted for a different class is plagiarism.
- Claiming another person's work or ideas as your own is plagiarism.

WHY IS AN ACADEMIC INTEGRITY POLICY IMPORTANT?

Academic integrity is necessary to foster an environment of intellect, respect, and integrity. In an increasingly interconnected world, the sharing of ideas has become easier. It is important to identify and credit the originator of those ideas because intellectual property is valuable. People, including students, deserve recognition for their ideas and creations. Attributing work to its originators honors their efforts and furthers the development of original knowledge. The Academic Integrity Policy establishes clear standards, practices, and procedures that encourage the exchange of ideas and personal accountability, helping students to reach their

full potential. Therefore, the policy supports students' growth and success for the present and in the future. ("Why Integrity")

"Why Integrity." International Center for Academic Integrity. Clemson University, 2012. Web. 23 June 2015. [Center for Academic Integrity](#).

CONSEQUENCES FOR VIOLATION OF ACADEMIC INTEGRITY POLICY

Cumulative for four years at BHS

Within three school days of recognition of the offense, the teacher will notify administration, parents, coaches, and club advisors. Teachers will submit the offense to the Academic Integrity Record via a digital form maintained by the Assistant Principals. Administration will determine the start and end dates of consequences:

1st Offense

- Zero on the entire assignment with the opportunity to revise the assignment or retake the assessment. The zero will be replaced with 50% of the earned grade on the retaken or revised assessment.
- Name recorded in the BHS Academic Integrity Record maintained by the APs office .
- Student may lose eligibility for National Honor Society, Peer Counseling, French and/or Spanish Honor Societies, Key Club, Student Council and/or other school-sponsored activities/clubs. If offense occurs at the end of a semester then repercussions can apply to the upcoming semester.

2nd Offense

All consequences listed above in 1st offense and:

- Zero on the assignment regardless of the assignment's value; no opportunity for revision/retake.
- Meeting with parent/guidance counselor/teacher
- Withdrawal from National Honor Society, Peer Counseling, French and/or Spanish Honor Societies, Key Club, Student Council and/or other school-sponsored activities/clubs.
- Excluded from receiving academic awards for the year in which the offense occurred.
- Student will be ineligible for participation in cocurricular activities for 2 weeks.
- Minimum of three hour detention.
- Repercussions associated with the school's privilege based system. This includes, but is not limited to, parking, school functions, etc.

3rd and Subsequent Offenses

All consequences listed above in 1st offense and 2nd offense and:

- Student will be ineligible for participation in cocurricular activities for 4 weeks.
- In-school suspension.

RESPONSIBILITIES FOR ACADEMIC CONDUCT

Student Responsibilities

- Abide by the BHS Academic Integrity Policy
- Help to establish an academic environment where all members of the school community view a violation of the policy as unacceptable

- Complete work honestly, ethically, and to the best of one's ability. Ask questions and/or seek support if there is uncertainty about how assignments should be completed.

Teacher Responsibilities

- Fully understand and support the BHS Academic Integrity Policy
- Consistently discuss the BHS Academic Integrity Policy with students
- Closely monitor students
- Report any violation of the BHS Academic Integrity Policy to the parent/guardian and administration

Parent Responsibilities

- Understand and support the BHS Academic Integrity Policy
- Support the school by establishing clear expectations of their child(ren)
- Support the school's decision regarding consequences should their child be found in violation of the BHS Academic Integrity Policy

Administrator Responsibilities

- Ensure fair and consistent application of the Academic Integrity Policy
- Conduct yearly program evaluation
- Provide students, parents and staff with a written copy of the BHS Academic Integrity Policy
- Address student appeals

COMMUNITY SERVICE REQUIREMENT

Students who graduate in 2021 - 2023 are required to earn .5 credits by completing 50 hours of community service. These hours can be performed in school or within the community for any non-profit organization. Community service hours are submitted to Flex A teachers who enter the activity in PowerSchool.

DIPLOMA

Graduating seniors who have outstanding obligations owed to the school will not receive their diploma until these obligations are satisfied. Obligations include fines for lost books, athletic uniforms and equipment, damage to property, disciplinary obligations, etc.

EXEMPTION FROM INSTRUCTION

The primary goal of Brookfield's health education program is to provide students with the ability to acquire information, develop skills, learn to think critically and make appropriate decisions that will result in a healthy lifestyle. According to both state statutes and Brookfield Board of Education Policy, students may be exempted from Family Life Education portions of the health curriculum, based on parental request.

FAMILY LIFE EDUCATION:

Family life education may be defined as learning experiences, which help individuals live a more satisfying, enriched and productive life as members of a family and of the community. Family life is described as education for personal maturation and increased understanding of the mental, emotional, social, economic and psychological, as well as physical phases of human relations as they affect and are affected by human relationships.

Brookfield schools acknowledge the controversial nature of family life topics and the possibility that some instruction may conflict with family beliefs and values; therefore, each principal will ensure that parents are made aware of the schedule and content of the family life units in a timely fashion. The following is an excerpt from Brookfield Board of Education Policy 6144.1, approved 11/20/2002:

A student may be exempted from participation in instruction on specific topics including:

- *Acquired Immune Deficiency Syndrome (AIDS)*
- *Human Growth and Development*

A written notification to the principal by the student's parents or guardian shall be sufficient to exempt the student from such instruction. Written notification shall be mailed to parents at the commencement of a course or unit of study on the above listed topics. Notification will include this policy, information regarding topics from which a child may be exempted and the procedures to exempt a child. Assemblies, speakers or other ad hoc supplemental instructional programs on this topic will be preceded by notification in a manner determined appropriate by the Superintendent or his/her designee. Students may be exempted from participation in the Family Life Units if written notification from the student's parents/guardian is received by the principal.

GRADING POINT VALUE SYSTEM

Letter Grade	Numerical Equivalent	General / Academic	Honors	Advanced Placement **
A+	97-100	4.33	4.67	5.33
A	93-96	4.00	4.34	5.00
A-	90-92	3.67	4.01	4.67
B+	87-89	3.33	3.67	4.33
B	83-86	3.00	3.34	4.00
B-	80-82	2.67	3.01	3.67
C+	77-79	2.33	2.67	3.33
C	73-76	2.00	2.34	3.00
C-	70-72	1.67	2.01	2.67
D+	67-69	1.33	1.67	2.33
D	65-66	1.00	1.34	2.00
F	0-64	0.00	0.00	0.00

AUD Audit, No Grade, No Credit

INC	Incomplete
NM	No Mark
NP	Not Passed/No Penalty (Pass/No Pass courses only)
P *	Pass
WD	Withdrawn from School
WF	Dropped Course with "F"
WP	Withdrawn - Pass
WTR	Withdrawn - Transferred
X	No Credit

* Applies to "Pass/Not Passed" Courses Only

** All students taking AP weighted grades are expected to take the AP Exam. Failure to do so will result in an annotation on transcript and reduction of weight to honors credit.

A student's transfer grades from other schools shall be evaluated by the principal or designee in accordance with this policy and regulations so that all grades shall be properly reflected in the student's grade point average.

A WF is calculated into a student's grade point average as a 1 credit "F" for a full year course and a .5 credit "F" for a semester course.

LIBRARY LEARNING COMMONS (LLC)

Basics:

- The Library Learning Commons (LLC) provides resources and learning space for students M-F from 7 AM-3 PM.
- Copies of course textbooks are available for in-library use.
- LLC resources are available 24/7 w/access to teacher websites, ebooks, and databases.
- Students are expected to follow citation guidelines via BHS subscription to [NoodleTools](#).
- Print resources circulate for 15 school days. Overdue fines are \$0.05/day.
- For account status, sign into [Destiny](#) using your Google sign-ins.
- Three printers are available for printing.

Visiting the LLC:

- Students may visit the library during study hall.
- Teachers fill out a study hall pass that allows a maximum of 5 students per half block.
- Once students are signed in, they must remain in the LLC for the time allotted.
- Per school policy, students cannot visit the LLC during Flex A.
- Passes are not required before or after school.
- Junior/senior privilege students may use the LLC w/passess from subject area teachers.
- Upon arrival, students leave their passes at the circulation desk and sign-in at the kiosk.
- Students must also sign out at the kiosk before leaving the LLC.
- Discrepancies with passes and sign-ins will be resolved with sending teachers.
- If there are multiple classes/special events in the LLC, students may be sent back to class.
- To facilitate quiet study, students are limited to four individuals per table.
- Students who interrupt classes or are not meeting expectations may be asked to leave.

MIDTERMS & FINAL EXAMS

All Brookfield High School courses, with the exception of physical education, will have a final exam or a final project at the conclusion of the course. Exams will be given at the end of each semester. Students must be present on the day of the scheduled exam unless they have prior written permission from the BHS Principal. If a student is ill on the day of an exam, a parent must call the school before the scheduled exam to inform an administrator that the student is ill.

One-semester courses	Year-long courses
No midterm exam	Midterm = 10% of final grade
Final exam = 20% of final grade	Final exam = 10% of final grade

EXEMPTION FROM FINALS

Certain students may be exempt from final examinations under the following circumstances:

1. Seniors with an average of 90 or above in a year-long course or semester course.
2. Students enrolled in Advanced Placement courses who have taken the AP Examination for that particular course. However, students may be required to complete a final project.

HONOR ROLL INFORMATION

The Honor Roll is computed each quarter by multiplying the credit value for each course by the point value of the grade received for the course.

Honors - 3.25 average or better

High Honors - 3.75 average or better

A total of the weighted points are divided by the total number of credits earned to provide a point average.

Example A:

Course	Grade	Credits*	Point Values
English I	A-	$.5 \times 3.67 =$	1.83
General Science	B	$.5 \times 3.00 =$	1.5
Spanish I	B	$.5 \times 3.00 =$	1.5
World History I	C+	$.5 \times 2.33 =$	1.16
Algebra I	D	$.5 \times 1.00 =$.5
Personal Finance	B+	$.5 \times 3.33 =$	1.66
Physical Education	A-	$.25 \times 3.67 =$.91
TOTALS		3.25	9.06

In *Example A*, the student is taking no honors courses. All values are for regular courses. Total weighted points (9.06) divided by total credits (3.25) equals a point average of 2.78

Example B

Course	Grade	Credits*	Point Values
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Honors English IV	B+	.5 x 3.67 =	1.83
Physics	A-	.5 x 3.67 =	1.83
Honors Spanish V	A	.5 x 4.33 =	2.16
American Gov't	B	.5 x 3.00 =	1.5
Statistics	A	.5 x 4.00 =	2.0
Physical Education	A	<u>.25</u> x 4.00 =	<u>1.0</u>
TOTALS		2.75	10.32

In *Example B*, the student is taking two honors courses (English IV and Spanish V). Total weighted points (10.32) divided by total credits (2.75) equals a point average of 3.75 which places this student on the high honor roll.

**NOTE: All course credits are for ONE SEMESTER. In order not to confuse the credit values of full year courses versus the credit values of half-year courses, all courses are considered semester courses for computational purposes.*

REQUIREMENTS FOR HIGH SCHOOL DIPLOMA

All requirements for a high school diploma are contained in the Program of Studies.

SCHEDULING/SCHEDULE CHANGES / REQUIRED COURSE LOAD

Student scheduling at Brookfield High School is a lengthy process. The process includes meetings for students and parents, and counselor contact with students and parents on a need basis. Extensive efforts are made to accommodate individual needs and requests and to provide each student with a completed and accurate schedule prior to the commencement of the school year. The program selected by the student in the spring of each year represents a **final choice of courses** for the following year, with **one** exception. If, through summer school study or a summer make-up exam, a student has satisfactorily completed courses failed or incomplete in June, he/she may apply for a program change during the summer. **A student's schedule is created based on the student's course requests. Schedules will NOT be changed during the first two weeks of school unless there is a clerical error.**

To balance class size, the administration reserves the right to rearrange student schedules.

Schedule changes will not be made:

- to create an opportunity for late arrival or early dismissal
- to a different teacher for the same course and level (also called "teacher shopping")

In general, all students are required to carry at least six credits each year. Students in grades 9-11 must carry six credits plus P. E./Health. Seniors must carry six credits. Student schedule changes are not anticipated once a new semester begins. The only acceptable reasons for schedule changes are:

- Conflicts or errors in the student's schedule.
- Course(s) failed by the student after registration for the next semester.
- Student failed to meet minimum requirements in sequential courses after registration for the next semester.

- Student completed summer school or evening school, and successfully passed the course.

SCHOOL COUNSELING

A most important phase of the school program is the counseling service provided by school counselors. Counselors work closely with staff members to identify student needs and problems and in formulating appropriate courses of action. Counselors also assist students in planning for post-high school education and careers. Students wishing to go to School Counseling must obtain a pass from their teacher and must sign in/out in the School Counseling Office.

Many worthwhile materials are on file in the counseling area. These include catalogues and other information regarding colleges, college entrance requirements, financial aid, and scholarships. Career and vocational materials are also on file. Students are urged to take full advantage of these materials. In addition to routine individual and group activity, counselors will provide necessary support activity to the staff in meeting the needs of students. Counselors serve as effective intermediate personnel in advising students with behavioral and personal problems as well as any scheduling problems. [BHS School Counseling Office](#)

STUDY HALLS

A study hall, like any other class, must begin on time. Students are responsible for having necessary books and materials with them when they arrive for study. Students may sign out of study and go to the LLC. In order to sign out, they must have a specific task to do. The study hall teacher will issue a pass, and the student must sign-in at the LLC. Sign-in sheets are saved and available to verify the student's presence.

SUMMER SCHOOL/SUMMER SCHOOL ELIGIBILITY

Information relating to registration, courses offered, fees, times etc. can be obtained from the Counseling Office or the Main Office.

A Brookfield High School student who fails a course or loses credit during the school year may repeat that course at an accredited public or private school during the summer. Students who receive a WF are not eligible for summer school since the student withdrew before the completion of the course.

Credits toward graduation can be earned only once for the same course. A subject failed twice or more will be counted only once in computing class rank.

A minimum grade of "D" must be earned during summer school in a course in order for Brookfield High School credit to be granted. Both the original grade and the summer school grade for a course will be included on the high school transcript and both grades will be averaged for the purpose of computing class rank.

In order to be eligible to receive credit for attending a summer school class, the student must have met the following criteria:

- a. attended the failed class 80% of the time during the school year
- b. earned an average of at least 50% in that course during the regular school year, and / or received administrative approval, and

- c. P. E. credit may not be made up through summer school (exception for non-graduating seniors).

TEXTBOOKS

It's recommended that textbooks be properly covered once assigned to students. Students are responsible for the books and they must be returned or paid for at the end of the first semester/school year.

ATTENDANCE

AGE OF MAJORITY/CERTIFICATE OF RESIDENCE

A student who reaches eighteen years of age and who wishes to become responsible for writing all notes must fill out an "Age of Majority Notification" form available in the Assistant Principal's office

1. School regulations concerning all attendance matters (e.g., early dismissal, late admission, field trips, etc.) shall be handled as described in appropriate sections of this handbook.
2. A student's request to leave the building for a scheduled appointment must have administrative approval prior to the intended dismissal date.
3. Reasonable school regulations shall apply to all students regardless of age; persons 18 years of age or over will be considered students first and adults second.
4. The school recognizes the right of the 18-year-old to examine all personal school records.
5. The school system recognizes its moral responsibility to the parent regardless of the age of the students in its charge. Eighteen-year-olds not living with their parents or guardian will be dealt with directly.
6. Any student at the age of majority who, independent of parents or guardian, takes up residence in the Town of Brookfield and enrolls in the Brookfield School System shall be required by the Principal of the School in which he/she enrolls to submit a Certificate of Residence certifying that he/she is indeed residing within the Brookfield town school district, said Certificate to be attested to by the owner, renter, or lessee of the property wherein he/she resides. Such Certificate must be completed and placed in the hands of the Principal within five calendar days from the date of entrance of the student in question.

ATTENDANCE PHILOSOPHY

Regular attendance is an essential part of each student's educational experience. Daily contact with teachers and other students is a vital and valuable part of each student's intellectual and social growth. Regular attendance also promotes personal growth by preparing the student to accept similar responsibilities in the world outside the school setting. A lack of responsibility and commitment from students may result in loss of participation in extracurricular activities, disciplinary consequences, etc.

Connecticut General Statute 10-184: *"Subject to the provisions of this section and section 10-15c, each parent or other person having control of a child five years of age and over and under eighteen years of age shall cause such child to attend a public school regularly during the*

hours and terms the public school in the district in which such child resides is in session, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools.”

1. Attendance will be accurately and permanently recorded by teachers for each class.
2. All unexcused absences (A) from class will count toward the Attendance Policy. The only absences which do not count toward the Attendance Policy are excused absences (AE). Excused and unexcused absences are defined below.
3. Absences need to be verified upon the student's return to school. Verification should be in the form of a handwritten note from the parent or guardian. Verification of the absence does not excuse the student absence.
4. Attendance will be regularly monitored by teachers, counselors, and administration.
5. Students and parents are responsible for monitoring attendance to ensure that mistakes are addressed and students are not excessively absent or tardy from instructional time.
6. Attendance in Flex on both A and B days is mandatory. Cutting Flex will be handled by the administration in the same way as cutting any other class and loss of extracurricular privileges and/or detentions/suspensions will be issued.
7. Students planning to attend summer school must have maintained 80% attendance. A minimum average of 50% is necessary to repeat a course in summer school. If extenuating circumstances exist, students may contact an administrator for permission to take courses.

EARLY DISMISSAL

Students seeking to be dismissed early from school are required to present a written note signed by a parent/guardian to the main office prior to 9 am. This note should state the specific, legitimate reason for early dismissal and a telephone number where the parent or guardian can be contacted if necessary. Students are required to sign out in the main office when they leave the building for early dismissal. Students who return during the school day are required to sign back in at the main office. Failure to sign out or in will result in disciplinary action.

EXCUSED and UNEXCUSED ABSENCES

Excused absences (AE) are defined as the first nine (9) for a school year which are documented by a parent/guardian in a signed note. Parents/guardians have 10 days from the date of the absence to submit the signed note. For the tenth absence and above, students will only be considered excused for the following reasons:

- A student illness which is properly documented by a licensed medical professional.
- Student observance of a religious holiday. Religious holidays will follow established Board of Education policies.
- Death in the child's family/other emergencies beyond the control of the student's family.
- Mandated court appearance which is verified by a written court document.
- Lack of transportation that is normally provided by the district.
- Extraordinary educational opportunity which is educational in nature and related to the student's coursework, an opportunity not normally available, is grade and developmentally appropriate, and relevant to the student. This opportunity must be presented to an administrator at least two weeks in advance and pre-approved beforehand in order to be granted as excused.

All other absences from 10 and above will be considered unexcused. Cutting class is considered an unexcused absence.

FIELD TRIPS

Although field trips are an extension of the curriculum, students who participate in these trips are missing educational opportunities in their other classes. Thus, attendance and academic progress should be considered by the student and parents before signing up for a field trip.

1. Appearance - Students will represent themselves and the school as favorably as possible by dressing appropriately.
2. Conduct - Students will consider a field trip as an extension of classroom activities where all school rules apply. Student conduct and behavior will at all times be positive and constructive bringing credit to students, teachers and the school.
3. Permission Forms - Every student planning to go on a school sponsored field trip must give the teacher in charge of the trip a permission form signed and dated by a parent or guardian.
4. Transportation - Under no circumstances will field trip transportation be provided by Brookfield High School students.
5. Student Work - Any student planning to go on a field trip must:
 - a. Hand in homework papers, projects, etc., due on the day of a trip before leaving on the trip.
 - b. Be prepared to participate in all classes (quizzes, homework, tests, etc.), on the first meeting of the class following a field trip.
 - c. Be prepared to attend laboratory or oral work make-up sessions at the convenience of the teacher following a field trip.
 - d. Initiate conferences with teachers regarding missed work.
 - e. Any classes missed due to field trips will not be counted as an absence for attendance purposes.

JUNIOR & SENIOR PRIVILEGE

LATE ARRIVAL

Any junior or senior with a study hall at the beginning of the day may apply to arrive late. Students granted the late arrival privilege must arrive for block two on time in order to continue to enjoy their late arrival privilege.

LEAVE EARLY

Juniors or seniors with a study hall at the end of the day may apply to be released from school grounds immediately following their Flex or last scheduled class of the day. Students must attend their Flex classes in order to continue to enjoy their early dismissal privilege. Students are expected to sign out in the main office and exit through the main doors.

To apply for junior/senior privilege students should:

- Pick up a form from the Assistant Principal's office
- Fill out that form in its entirety and return it to the Assistant Principal's office
- Wait for verification that the privilege has been granted. This verification will be reflected in their daily schedule on PowerSchool.

Students who do not have regular transportation WILL NOT be granted this privilege. All students with leave early privilege must leave school at the conclusion of their class schedule. However, they may remain in school on occasion for academic purposes, with prior approval. Students who linger on school grounds without an academic purpose/prior approval may have this privilege revoked and/or assigned consequences by administration. There may be mandatory assemblies scheduled during the last block which juniors/seniors will get prior notice of and be expected to attend.

LATE ARRIVAL TO SCHOOL

It is very important for students to arrive on time to school. In addition to missing information and instruction, arriving late to class is disruptive to teachers and to their classmates. Students are expected to be in their first period classroom no later than 7:15 am. Tardiness to a student's first class is not excusable unless they arrive late due to a delayed bus or have a doctor's note (tardy excused – TV). A parent note, a phone call, or email will not excuse a student from being tardy. If a student is late to school, the following procedures will be followed:

- Tardy (T) is defined as arriving late to class by five minutes or less.
- Absent Five (AB5) is defined as arriving to class more than five minutes but less than 30 minutes late. Missing more than 30 minutes will be considered to be a cut.
- Students arriving late to school will need to go through the main entrance and sign in at the main office vestibule. They will then proceed to class with a late pass. Students arriving late to class for 1st block without a late pass were likely in the building on time but are still considered to be tardy or AB5.
- Students who drive to school are expected to be in the student parking lot by 7:10 AM and in the school by 7:12 AM.
- Any student who is tardy and/or AB5 three times to a single class will be issued a teacher detention by their teacher. Teachers will then issue an additional detention for every tardy or AB5 that follows.
- A referral to the student's AP will be filled out and submitted by teachers for every teacher detention due to late arrival. Teachers will indicate on the referral whether or not the student served the teacher's detention.
- Students will not be allowed to go to classrooms with food or drink (i.e. Dunkin Donuts, Starbucks, etc) when arriving to school late.
- Athletic consequences for late arrival are outlined in the student athletic handbook.
- For students who obtained a permit to park in the school lot, additional consequences for excessive tardies, AB5s, and/or missing class include loss of parking privileges (outlined in the rules & regulations for parking permits and signed by students & parents).
- Any assignment(s) missed for arriving late will result in a zero and not be allowed to be made up.
- Students who have late arrival privilege are subject to the same conditions listed above. On time arrival for block 2 is 8:38 am.

LEAVING THE BUILDING

Students are **NOT** permitted to leave the building, including visits to the student or faculty parking lots, during the school day without the authorization of a school administrator. Leaving

the school building without permission will result in disciplinary consequences. Exceptions to this rule include:

- Classes or groups going outdoors under a teacher's supervision.
- Students who are being dismissed early (see Early Dismissal procedures).
- Students using designated areas such as the courtyards.

MAKE-UP WORK

It is the responsibility of students to obtain makeup assignments from their teachers. In order to receive credit, students, teachers, parents/guardians, and school counselors (as needed), should work together to ensure missed work is completed and submitted in a timely manner.

RELIGIOUS HOLIDAYS

The Brookfield Schools are committed to treating staff and students with varying religious beliefs and obligations with respect and sensitivity. Students celebrating religious holidays are not required to complete homework or assignments during these holidays but will be given the allotted time to make up work. Students should make prior arrangements with their teachers.

SUSPENSION ABSENCES

For any absence that is an in-school suspension or an out-of school suspension, all make-up work will be due on the day of return to classes. In addition, any quizzes or tests owed that were not completed during the suspension should be taken on the day of return. These policies are in place unless an alternative arrangement is approved by the teacher.

TARDINESS TO CLASS

Students are expected to be in their assigned classroom prior to the starting time of the period. A student who has been detained by a staff member should request a late pass from the detaining staff member before going to the next class. A student with a late pass will not be considered tardy.

Any student who is tardy and/or AB5 three times to a single class will be issued a teacher detention. A referral to the student's Assistant Principal will be filled out and submitted by teachers for every teacher detention issued due to tardiness/AB5. Teachers will indicate if referred student served the teacher's detention. Students should then be issued an additional detention by teachers for every tardy or AB5 that follows.

TRUANCY

Connecticut General Statutes Section 10-198a states: "truant" means a child age five to eighteen, inclusive, who is enrolled in a public school has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year. Documentation will be requested if excessive absences occur.

VACATIONS

BHS expects students to be in attendance each school day. Parents are asked not to take students on vacation if vacation conflicts with school time. If, under extraordinary conditions, a student must go on vacation with parents, the parent and student must complete the Vacation Form available in the Assistant Principal's Office at least 5 school days prior to going away and bring this form to each subject teacher. The completed form should be returned to the Assistant

Principal's Office before the student leaves the building. These vacation days will count toward the child's total accumulated absences for the attendance policy. Failure to provide 5 school days notice may preclude any advance assignments and/or work. The student has the number of days equal to the number of missed classes to make up all work, including tests and quizzes. However, if these vacation days go beyond the nine (9) allotted excused absences by the State of Connecticut, work will not be eligible to be made up.

BEHAVIOR EXPECTATIONS/DISCIPLINE

Breaches of discipline generally fall into four broad categories:

1. Disruption of a teaching-learning situation.
2. Injuries to oneself or others.
3. Damages to personal or public property.
4. Violation of school regulations or civil laws.

These categories are not mutually exclusive: the same act can conceivably fall into all four areas. Infractions within each category can range from minor to serious in nature. Therefore, individual circumstances must be considered in every case and disciplinary procedures must be flexible. The administration will investigate possible disciplinary infractions. If school consequences are found to be warranted, the seriousness of the infraction, the specific circumstances of the situation, and the individual's overall pattern of behavior will be taken into consideration. For instance, illicit possession, use or distribution of alcohol or other drugs, assault, false fire alarms, and other major disruptions are normally considered far more serious than tardiness. However, a series of minor infractions committed by the same student can constitute a major disruption.

Possible school consequences include, but are not limited to, verbal warnings, written warnings, detentions, in school suspensions, out of school suspensions, and expulsion.

NOTES:

- *Any activity that is illegal outside of school is also illegal in school. These activities include, but are not limited to: fighting, drug or alcohol possession, weapons possession, vandalism, etc. If a student is involved in any of these suspected illegal activities, the Brookfield Police will be contacted and a report may be filed.*
- *Seniors must complete all disciplinary obligations in order to participate in graduation. Any senior whose disciplinary obligations extend through graduation will not be permitted to participate in the graduation ceremony.*

DETENTIONS

Detention will be assigned to students who fail to follow school rules and/or who fail to attend teacher detentions. Detentions will be held weekly and can last up to 3 hours. Transportation home following a detention that is 2 hours or less, can be managed by the family or students may take the late bus home. The late bus departs BHS at approximately 4:00 pm Monday thru Friday. Transportation home following a detention that lasts more than 2 hours/ends after 4:00 pm is the responsibility of the parents/guardians.

A student who is assigned a detention must:

1. Serve the scheduled detention on the next detention day. If an extenuating circumstance arises, you should talk to your Assistant Principal. Work, extracurricular activities, sports practices, etc. are not legitimate excuses for missing/postponing a detention. If an athletic event (i.e. game, playoffs, etc) is on the same day as detention, the administration may allow a student to attend detention the following week if they are otherwise in good standing. Failure to serve an assigned detention will result in escalating consequences, such as, doubling the length of the detention. Athletes who do not serve their scheduled detention may not be permitted to participate in athletic events (practices and games) until their detention obligation is fulfilled.
2. Report to assigned detention no later than 2:05 pm. Students arriving after 2:10 pm are tardy and subject to additional discipline per administration.
3. Maintain silence and work on their studies during the detention. Students can use their school-issued electronic device for academic work only.
4. Remain until dismissed by the detention monitor.
5. Assume responsibility for notifying a parent or guardian about the detention.
6. Refrain from eating, drinking, or sleeping.
7. During the detention period, students are permitted to use the bathroom one time at the discretion of the detention monitor. Students who violate/abuse this privilege (i.e. leave for an extended period of time when granted permission to use the bathroom, use the phone in the hallway, go to car, etc.) will face additional disciplinary consequences upon returning to school.
8. Act appropriately. Students who act inappropriately may be asked to leave the detention room by the monitor. In this instance, the student will face additional disciplinary consequences upon returning to school.

DRESS CODE

- Brookfield High School students are expected to dress in a way that is appropriate for the school day and any school-sponsored event.
- The responsibility for the dress and grooming of a student rests primarily with the student and his/her parents or guardians.
- BHS administration and staff will enforce the dress code per the expectations below.

Basic Standard:

- Clothes must be worn so that all private body parts are fully covered with opaque fabric.

Students MUST wear:

1. Shirts with fabric in the front, back, and sides under the arms **AND**
2. Pants/jeans/skirts/shorts **AND**
3. Shoes/footwear

WHAT'S ALLOWED:	WHAT'S <u>NOT</u> ALLOWED:
Hoods/hats in which students' faces and ears are visible	Items that keep the face or ears from being seen (exception - religious observance)
Fitted pants including opaque leggings and yoga pants Tank tops, including spaghetti straps; halter tops (with straps)	Clothing with images or language depicting/ suggesting drugs, alcohol, tobacco, vaping, gangs, violent/offensive language/images (including hate speech, profanity, pornography), etc.
Attire that fits sufficiently to allow movement without exposing private body areas	Clothing that reveals undergarments (visible waistbands and visible straps are permitted)
Clothing suitable for classroom activities including PE, science labs, etc. where unique hazards exist	Accessories that could be considered dangerous and/or used as a weapon
Religious headwear	Strapless/tube tops (including shirts and dresses) Swimsuits

Students in violation* of the dress code will be given 3 options:

#1	Asked to put on alternative clothing (if that clothing is already at school).
#2	Provided with temporary school-owned clothing.
#3	Parents may be called during the school day to bring in alternative clothing.

** Continued violation of the dress code will be considered insubordination and is subject to disciplinary action.*

DRUGS, ALCOHOL, SMOKING, & VAPING

The Brookfield BOE's drug and alcohol abuse policy (5131.6) provides for a drug- and alcohol-free school environment for students. The use, possession, distribution, or being under the influence of illegal drugs, including alcohol, will not be tolerated in school, on school property, or at school-related functions off campus. The policy also includes disciplinary actions for students who demonstrate signs of being under the influence of, possess, use, dispense, sell or aid in the procurement of a controlled substance, possess drug paraphernalia, and/or have alcohol in school, on or off school grounds, on a school bus, or at school-sponsored activities pursuant to the procedures outlined below. As vaping devices can be used to inhale products including, but not limited to, marijuana, the contents of confiscated vaping devices will be tested for the presence of drugs. Law enforcement officials will be contacted by building administrators and in all cases, the school will cooperate with the police. A formal complaint will be filed with the local police, as needed. Every attempt will be made to notify the parents/guardians of the student(s) involved.

- A student who:
 - is under the influence of, possesses, or uses a controlled drug, alcohol, inhalants, medication used for illicit purposes, and/or drug paraphernalia
 - sells, dispenses or aids in the procurement of a controlled drug, inhalant, drug paraphernalia, alcohol, or a medication intended to be used for illicit purposes
 - sells, dispenses, or aids in the procurement of a substance represented to be any of the above on or off school grounds
- May be:
 - Required to attend a program determined by the student's support team
 - Suspended in or out of school
 - Subject of and/or recommended for expulsion for up to one calendar year

There shall be no smoking, smoking products, possession of tobacco, tobacco products, vaping, and/or possession of vapes (including parts of vapes) on school property (including parking lots, the school building, athletic fields, etc.), on transportation provided by the BOE, or during the course of trips or activities sponsored by/under the supervision of the BOE or its authorized agent. As vaping devices can be used to inhale products including, but not limited to, marijuana, the contents of confiscated vaping devices will be tested for the presence of drugs. Students found in, for example, a restroom, where there is smoking/vaping may be subject to disciplinary action, up to and including expulsion. School counselors will be notified of students who violate BOE policy regarding smoking/vaping. Students caught smoking/vaping and/or with smoking/vaping pieces may be:

- Required to attend a program determined by the student's support team
- Suspended in or out of school
- Subject of and/or recommended for expulsion for up to one calendar year

MEAN-SPIRITED/BULLYING BEHAVIORS

Hazing, bullying, menacing or abuse of students or staff members will not be tolerated. Any staff member, employee, or student who engages in an act that injures, degrades, or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.

Bullying is defined as REPEATED USE by one or more students of a WRITTEN, VERBAL OR ELECTRONIC COMMUNICATION, such as CYBERBULLYING, or a PHYSICAL ACT OR GESTURE REPEATEDLY directed at another student in the same school district that causes PHYSICAL OR EMOTIONAL HARM to the student or DAMAGE to the student's property; places the student in REASONABLE FEAR OF HARM to himself or herself, or of DAMAGE to the student's property; creates a HOSTILE ENVIRONMENT at school for such student; infringes on the RIGHTS of the student at school; or SUBSTANTIALLY DISRUPTS the educational process or the orderly operation of the school.

A student who engages in any act of bullying is subject to appropriate disciplinary action including suspension, expulsion and/or referral to law enforcement officials.

The Superintendent or his/her designee shall develop rules and procedures which carry out the provisions of this policy. In addition, the Superintendent shall provide that students and parents of students are notified of this prohibition against bullying and the penalties for violating the

prohibition by ensuring the posting of such information at each school and by ensuring inclusion of such information in student and parent handbooks.

- Students may anonymously report alleged bullying to teachers and school advisors.
- Parents may file written reports at any time with the assistant principal's office.

MISCONDUCT REQUIRING CONSEQUENCES

The chart below lists acts of student misconduct that require either corrective or disciplinary action. The chart is not all-inclusive; rather, it provides a range of inappropriate behaviors.

Class/School Attendance Behaviors:

Unexcused tardies or absences from class, flex, or study hall.
Unverified tardiness/absences from school.
Non-attendance for a scheduled detention.
Students must use the bathroom/water fountain closest to their class and return to class promptly. Two or more students should not congregate and socialize in a bathroom/be in a stall together.
Falsifying signatures on notes, excuses, or other school documents, or any deliberate false statement, whether written or stated.

Leaving School Grounds/Parking/Breaches of Security:

Leaving school property without parent and administrator's approval in writing. A student is considered present on arrival on school grounds.
Breach of Security - <ul style="list-style-type: none"> • Entering or exiting through unauthorized window or door • Propping an outside door open • Going to the parking lot during the day without prior administrative approval • Opening any door to allow anyone (even another student) to enter the building during the school day • Tampering/pulling a fire alarm box, a fire alarm/area of refuge/any other alarm, fire extinguishers, sprinkler heads, and/or video surveillance equipment.
Parking in an unauthorized area or without proper authorization.
Maliciously cutting, defacing, or damaging school or personal property of a peer or staff member.

Electronic Devices/Computer Use Violations:

Initial refusal to follow the Electronic Devices Policy. Continued refusal to follow the ED Policy will be considered insubordination.
Computer use violations. Failure to comply with device "acceptable use policy."

The use of any electronic device to take pictures, video, or audio recordings of school personnel or students without their permission is prohibited and subject to disciplinary action.

Pictures, video, or audio specifically sexting, pornography, or negative racial, ethnic, or gender representations, etc. are prohibited. This includes postings on social media which creates a negative image for BHS or our students. Sexting includes both sharing and requesting “nudes” or provocative images.

School Building Concerning Behaviors/Violations:

Cafeteria:

- Misbehaving in the cafeteria
- Ordering food from restaurants to be delivered to school.
- Leaving trays, food, paper, etc., throwing food or other items, or participating in a “food/water fight”.

Going to an unauthorized area (roof, elevator, auditorium, gym, outdoors, closed classroom, etc.) without supervision.

Going into, looking through, taking any staff member’s property, including their bags, papers on or in their desks, tables, shelves, and/or cabinets.

Throwing/playing with balls, frisbees, hacky sacks, etc. unless it is a PE class activity. Skateboarding and skating are not permitted in the school building.

Playing cards/gambling on school grounds.

Mean-Spirited Behaviors:

Use of racial ethnic, gender, or sexual slur(s). Use of demeaning comments to/about a peer and/or staff member.

Engaging in behavior that disrupts the educational process, including pranks.

Hazing, initiation activities.

Theft or possession of stolen property.

Sexual harassment or bullying.

Aggressive/Physical Behaviors:

Profanity or vulgarity to include language or gestures anywhere on school property or at school events, especially when it is directed at an adult.

Throwing snowballs, eggs, etc. or discharging any projectile/squirting liquids.

Open defiance, insubordination, argumentative, or confrontational behavior with an adult.

Possession of a laser instrument without authorization.
Physical or aggressive behavior, whether involving another student or not – i.e. pushing, shoving, roughhousing, pantsing, punching school property. Intentionally provoking or trying to provoke a physical altercation or fight.
Fighting, whether spontaneous or pre-planned. Willfully assaulting a student or staff member.
Verbal harassment, threatening, intimidation or extortion which is to borrow, receive or take any item by threat, force, or intimidation.
Threatening to commit a violent act/injury to another person or their property.
Possession of a firearm, knife, a deadly weapon, or a dangerous instrument.
Possession or use of explosives, including fireworks and stink bombs, or incendiary devices.
Bomb threats.
Arson - deliberately setting a fire in or to a school building or a school bus.

Drugs, Alcohol, Smoking/Vaping

Smoking or possession of tobacco products - including vapes and chewing tobacco - on school grounds. This is a 24-hour/day ban and includes school-related activities (i.e. proms, sporting events off school grounds, and field trips, etc.). Being in the vicinity of “smoking” and/or devices, such as in student bathrooms, <i>even if not smoking</i> , may be cause for disciplinary action.
Promoting drugs or alcohol through attire, etc. or pretending to be under the influence of drugs.
Odor of marijuana on school premises or at school functions, including school-sponsored events off campus.
Possession, distribution, or use of drugs (illegal, over-the-counter, or prescription), drug paraphernalia, or alcoholic beverages on school premises or at school functions (on or off school campus). This includes vaping devices or pods that test positive for drugs. Possession includes in an automobile or in personal possession. “Use” includes being obviously under the influence and/or having odors on one’s breath. This area of misconduct also includes traveling to and from school while part of a school sponsored activity or trip. This includes being with a group where there is obvious drug or alcohol-related activity.

Other Concerning Behaviors:

Dress Code Violations; the use of props (sporting equipment, imitation weapons, masks, etc) are prohibited (including during Halloween and spirit weeks).
Improper or disrespectful behavior on the school bus.
Misconduct not covered above.

NOTE: In a teacher's classroom the teacher is in charge. Any reasonable expectations not listed above will be supported by administration. Failure to follow a teacher's classroom rules will be considered insubordination.

SCHOOL DANCES

For the safety of all students, breathalyzers will be used at dances and may be utilized both before and after the event.

1. Students who are in good standing for attendance and not under suspension or social probation may attend school dances. Additionally, all BHS students at a school dance must have been in attendance by the beginning of second block on the day of the dance.
2. School dances are considered an extension of the school day whether they are on or off school grounds so all rules and Board policies, including but not limited to rules and/or policies regarding the ban of smoking, drinking and using drugs, or possession of any related items will apply.
3. Students and guests who leave the dance or campus may not return. Students are not allowed in the parking area during the dance unless accompanied by a chaperone. Students are allowed in designated areas only. Students who are required to leave a dance because of poor behavior are restricted from future dances for a duration determined by the administration.
4. Dances are for Brookfield High School students only. An outsider may attend only the Junior Prom or Senior Prom if he or she is the escort or date of a Brookfield High School student and is properly registered on the guest list which is kept in the Assistant Principal's Office. Guest list registration for the senior and junior proms closes one week prior to the date of the prom at 2:00 p.m. on the last school day of that week. All prom guests will be checked against the public state criminal database by the School Resource Officer. Each student may bring one guest. No guests 21 years of age or older will be allowed to attend. Student ID must be presented at the door; every guest must have picture identification. Administration reserves the right to deny registration of an outside prom guest for any reason.
5. Proper attire for school dances will depend upon the theme of the specific dance but students who are inappropriately dressed will be asked to leave.
6. No food, drinks (cans/cups/bottles) or backpacks may be brought into the dance.

SEXUAL HARASSMENT

BHS has established a policy concerning sexual harassment to provide for a safe environment for its students. The purpose of this policy is two-fold: to provide a clear definition of sexual harassment; secondly, to delineate a complaint procedure.

Sexual harassment consists of any unwelcome advances, requests for sexual favors or any conduct of a sexual nature, which deliberately or carelessly creates an intimidating, hostile, or offensive working or learning environment. This includes calling another student a sexually derogatory name. Sexual harassment can originate from a person of either sex against a person of opposite or the same sex and from staff as well as students.

Students who are victims of sexual harassment are encouraged to report such claims to their teacher, guidance counselor, school nurse or to the principal or assistant principal. Complaints will be investigated promptly and corrective action will be taken when allegations are verified.

(Board Of Education Policy No. 5145.5(a))

Sexual Harassment Complaint Procedure

To file a complaint, the victim must be informed of his/her rights, then file a written statement with the Principal or Assistant Principal. The statement should include the following information:

- name of complainant
- date of the complaint
- date of the alleged harassment
- name or names of the harasser or harassers
- location where such harassment occurred, and detailed statement of the circumstances constituting the alleged harassment

SUSPENSION

IN SCHOOL SUSPENSION (ISS)

In school suspensions may be given to students who fail to follow school rules. Students who are issued an ISS will also be issued athletic consequences if they participate on a sports team. Athletic consequences are included in the athletic handbook. Participation in extracurricular activities and clubs will not be permitted on the day(s) the student serves ISS.

Students who have been assigned ISS should report at 7:15 a.m. to the Assistant Principal's Office. Students will be placed in a monitored room and will not be permitted to use electronic devices unless approved for a class assignment. Additionally, students will be given time for lunch but may not eat or drink in the suspension room. They will be given assignments from each of their teachers, similar to work their classmates are doing in class. These assignments should be completed and returned to the monitor at the end of the school day.

Students in ISS must leave school grounds at the conclusion of the school day and may not return to school grounds until the following school day. Misconduct or failure to do work in ISS may result in further disciplinary actions.

Students assigned to ISS must serve the entire day (7:15-2:00) regardless of their regular class schedule. If an ISS monitor is not available or if a student does not follow school rules with an ISS monitor, an administrator may opt to change the ISS to an out of school suspension (OSS).

OUT OF SCHOOL SUSPENSION (OSS)

Out of school suspensions may be given to students who fail to follow school rules. When a student is assigned an OSS the parent will be notified of the offense and the date(s) of suspension. Students who are issued an OSS will also be issued athletic consequences if they participate on a sports team. Athletic consequences are included in the athletic handbook. Participation in extracurricular activities and clubs will not be permitted on the day(s) students serve OSS.

In most cases, OSS is assigned and effective immediately. Students should contact teachers by email for classwork & homework assignments. Students should also utilize online platforms such as websites, Google Classroom, and Schoology to determine assignments that will be due upon completion of OSS. On occasion and as needed, class work may be picked up in the

Assistant Principal's office by a family member. Please call 203-775-7725 to make arrangements.

Suspended students may not be on school grounds or attend school functions on/or off campus for the duration of their suspension.

USE OF TRAINED DRUG SNIFFING DOGS

The Board supports the elimination of the possession or use of illegal substances/devices. The Board wants to convey a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances.

The Board shall permit the administration to invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances, when necessary to protect the health and safety of students, employees or property and to detect the presence of illegal substances or contraband, including alcohol and/or drugs. The use of trained drug sniffing dogs is subject to the following:

1. The administration shall authorize the search and the Principal or his/her designee shall be present while the search is taking place.
2. Parents and students shall be notified of this policy through its inclusion in the student/parent handbook.
3. All school property such as lockers, classrooms, parting areas, and storage areas may be searched but dogs shall not be used in rooms occupied by persons except for the demonstration purposes with the handler present. When used for demonstration purposes, the dog may not sniff the person or an individual.
4. Individual(s) shall not be subjected to a search by dogs.
5. Once notification has been given to parents and students, through the inclusion of the policies in the student parent handbook, the school district will have met its obligation to advertise the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.
6. Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place of responsibility for it shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought it onto district property shall be asked to unlock it for inspection.
7. Law enforcement agencies shall be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substance(s) on school property.
(cf. – 5145.12 search and seizure)

WEAPONS AND DANGEROUS INSTRUMENTS

Brookfield High School has established a weapons and dangerous instruments policy to provide for a safe environment for its students. The purpose of this policy is twofold: to provide a clear message to students, parents, and the citizens of the community that the possession of firearms, facsimiles of firearms (unless approved for student use or educational purposes), weapons, or dangerous instruments of any kind on school grounds, in buildings, on school buses, or at any school-related or school sponsored activity away from school facilities will not

be tolerated; secondly, it is to delineate a process to deal swiftly and firmly with offenders. (Board of Education Policy 5131.7 (a)).

Students in violation of this policy shall be subject to the following disciplinary measures:

1. Possession of a firearm, dangerous instrument, or dangerous weapon as defined by law: Referral to law enforcement agency, *and* will be expelled for one calendar year.
2. Possession of a facsimile of a firearm: suspension, *and* referral to law enforcement agency, *and* recommendation for expulsion hearing.
3. Possession and use of any instrument in a manner to inflict bodily harm or to intimidate or threaten: suspension, *and* referral to law enforcement agency, *and* recommendation for expulsion hearing.
4. Possession of any dangerous instrument or weapon as defined in this handbook, Board policy or state statute will result in a suspension and recommendation for expulsion.

HEALTH AND SAFETY

EMERGENCY PROCEDURES - FIRE AND LOCKDOWNS

FIRE DRILLS

State law requires that every school conduct a number of fire drills during the course of a school year. Classroom and study hall teachers will indicate the location of appropriate exits during the first meeting of each class.

Each room in the school has been assigned a specific route and exit that is to be used during a fire drill, fire or other type of emergency. A sign indicating the specific route and exit to be taken out of the building will be found near the door of each room. When the emergency horn sounds students should:

1. Leave books on the desk and quickly and quietly form a line near the door of the room.
2. Exit the room in an orderly manner after the teacher has given permission to leave.
3. Form two lines and leave the building by walking on the right side of the corridor (when possible) to one appropriate exit. Move far enough away from the building for safety and to allow emergency vehicles easy access to entrances.
4. Stay outside and remain quiet and orderly until the recall signal has sounded or the teacher/administrator in charge gives the order to return to the building.
5. Students en route to class should go with any exiting class and report to the teacher in charge who will take attendance

LOCKDOWNS

The following are our plans for a lockdown:

- An announcement for a lockdown will be made over the PA system in “plain language”.
- Any students in the cafeteria will stay in café A & B. The curtain in the middle will be closed.
- Any student in a hallway, stairwell, or bathroom when a lockdown is called should as quickly as possible proceed to the nearest room.
- Teachers will check outside their doors for students prior to locking them. They will then lock the windows and close the blinds (if there are no blinds, students should move to the least visible area of the room).

- Keep noise in the classroom as quiet as possible.
- Do not respond to a fire alarm unless imminent signs of a fire are observed.
- Do not communicate with anyone who attempts to call into the classroom. After he/she hangs up, the adult(s) in the room can call the principal/his designee at the appropriate number.

Specific directions needed under certain circumstances:

Students/Staff who are in ...	Action
Main Office	Lock doors and report to Conference Room (Staff & Students)
Teacher/Student Cafeterias	The curtain in Cafe C will be closed, all doors will be locked and students/teachers will remain in Cafe A/B
Hallways/Bathrooms/Stairways	Nearest Classroom
Locker Rooms	Nearest Gym
Computer Labs	Nearest Classroom
Guidance Suite	Lock doors to Suite & report to nearest office and lock doors (Staff & Students)
Library Learning Commons	Move out of the view of the main doors
Outside the Building	Students will be brought to the “grounds” building (the garage) in the rear of BHS or behind the storage shed. Staff should direct students to the option that is closest (grounds garage or storage shed). If that’s not an option, students will be directed away from any damage outside the building.

FREE/REDUCED LUNCHES

Applications for Free/Reduced Lunch are provided to each student at the beginning of the academic year. Additional applications can be obtained by contacting the Town School Office at 100 Pocono Road, Brookfield, CT.

HEALTH REQUIREMENTS FOR ADMISSION TO SCHOOL

Health assessments, complete immunization records and Mantoux tuberculin tests are required for each student prior to initial enrollment in Brookfield Public Schools. These assessments shall have been done within twelve months prior to enrollment. A student transferring from one Connecticut school district to another is not required to have an additional assessment prior to enrollment.

HEALTH ASSESSMENTS MUST INCLUDE:

- Physical examination, blood pressure, hematocrit or hemoglobin.
- Immunizations as required by Section 10-204a of the General Statutes.
- Vision, hearing, speech (only assessment prior to enrollment), postural (only as assessments in seventh and tenth grades) and gross dental screenings.
- A determination at each mandated examination as determined by the Connecticut Department of Public Health of the risk of exposure to tuberculosis.
- Other information, such as health and developmental history, as the physician feels is necessary and appropriate.
- A health assessment is required in Grade 10 and will be provided by the school physician if desired.

IMMUNIZATIONS

In order to attend school, all students are required to provide the school nurse with a WRITTEN CERTIFICATE FROM A PHYSICIAN certifying adequate immunizations against:

- | | |
|-------------------------------------|----------------|
| a. Diphtheria | f. Rubella |
| b. Pertussis (if under 6 years old) | g. Mumps |
| c. Tetanus | h. Hepatitis B |
| d. Poliomyelitis | i. Varicella |
| e. Measles | |

A WRITTEN CERTIFICATE FROM A PHYSICIAN must include the dates the immunizations were given. If the student has had natural rubella, mumps or measles infection, it must be confirmed in writing by a physician, physician's assistant or certified nurse practitioner, based on specific blood testing done by a certified laboratory.

Any student not adequately protected will be removed from school. Adequate protection has been defined in detail by the State of Connecticut. These requirements can be waived only if a properly signed medical or religious exemption has been filed with the school nurse.

Postural and vision screenings will be done in grades nine and ten and hearing screening in grade ten. Students who appear to show defects in hearing, speech, or posture shall be referred for screening tests at any time during the year.

INSURANCE - ACCIDENT and HUSKY

Accident insurance coverage as it applies to Brookfield High School students is of two types:

1. School Accident:

This insurance is available to each student at a nominal charge in September. It insures all accidents (excluding interscholastic athletics) which may occur during school related activities and will pay in addition to any other coverage the parents may have. The cost for this plan will be announced in September.

2. Sports Accident:

This insurance is purchased by the Brookfield Board of Education to cover accidents which occur to students engaged in active participation in school sponsored interscholastic athletics - including football. The coverage is non-duplicating. This means that when injury occurs, if the student has any other coverage, the other coverage pays to its limit. However, if there is no

other coverage, then the sports accident plan will pay to its limit based on what the Board of Education insurance plan deems reasonable and appropriate.

NOTE: The benefits for the school accident and sports accident plans are the same and are described in the contract which parents sign when buying the school accident plan.

HUSKY INSURANCE

HUSKY health insurance is a free or low cost insurance that is available for children not covered through any other health insurance program. HUSKY pays for doctor visits, school physicals, prescriptions, emergency care, vision and dental care. HUSKY is available for children up to age 19 in families of all income levels. Application may be made by phone or online. Call the information hotline at 1-877-284-8759, apply online at <http://www.huskyhealth.com/>, or obtain an application at the school.

MANDATED REPORTERS- DCF; CHILD ABUSE

Teachers, principals, coaches, paraprofessionals, and other professional school staff including school counselors, social workers, psychologists, and licensed nurses are obligated by law (C.G.S. 17a – 101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm to the Connecticut State Department of Children and Families Services. *Board of Education Policy 5141.4 (a)*

NURSES' OFFICE/CLINIC & CONCUSSION PROTOCOL

Students can only leave school due to illness if dismissed by the school nurse. Leaving school for illness without approval of the school nurse will result in disciplinary consequences.

The clinic is staffed with two registered nurses during normal school hours. Records are maintained concerning student physical examinations, accidents, and visits to the clinic. The clinic staff provides health supervision and instruction and takes appropriate action in case of student illness and accidents occurring during the school day. The clinic staff should be informed of any health problems, such as handicaps, allergies, chronic diseases, medications, etc.

Students, while on school property, are not to have medication of any kind (prescription or over-the-counter) in their possession. When medication is absolutely necessary, it will be administered to the student by the clinic staff following receipt of a signed order by a physician and written parental permission. Medical permission forms can be obtained in the clinic.

A student requires a written note from a physician in order to use a wheelchair in school. The note should contain the diagnosis for which the chair is needed, expected duration of use and be signed by the physician. The clinic staff will provide teachers with necessary medical information concerning students. Such information is confidential.

CLINIC - PROCEDURES

1. The school nurse is instructed to receive a pass from each student who visits the clinic during the school day for routine purposes. The pass must be properly completed by the teacher to whom the student is responsible during the time of the visit.

2. IN CASE OF AN EMERGENCY a student may go to the clinic without permission. The nurse will provide the student with a pass to return to class or study.
3. Parents or guardians are notified by telephone (if possible):
 - a. Whenever it seems it is not in the student's best interest to remain in school.
 - b. Whenever an accident or illness seems to indicate the student requires the attention of a physician.
 - c. Nurse or designee is responsible for dismissal from the school due to health reasons.
4. The community ambulance is called for cases requiring the attention of a physician in a hospital emergency room.
5. Students unable to participate in more than two successive physical education classes due to accident or illness, are required to:
 - a. Bring the nurse a doctor's excuse for those absences.
 - b. Ask the PE teacher for a note to the nurse or school counselor who will collaborate with each other and temporarily assign the student to a study hall.
6. Students returning to school after a prolonged illness (more than 3 days) or serious injury are required to "check in" with the nurse and have a physician's note.
7. Students who have proper medical documentation of a long-term illness/injury do not have to make up gym classes missed due to this condition. Both an administrator and a school nurse must endorse the documentation.

NOTE: Students are responsible for providing the clinic staff with a work telephone number for their parents. Contact information can be updated through the PowerSchool parent portal and must be kept current.

CONCUSSION PROTOCOL

NOTE: Concussion protocol for athletes is detailed in the BHS Athletic Handbook. The following information is given to provide details for any student who may suffer a concussion.

"A concussion is a type of traumatic brain injury or (TBI), 'that changes how the cells in the brain normally work.' A concussion is caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Even a 'ding', 'getting your bell rung', or what seems to be a mild bump or blow to the head can be serious. Concussions can also result from a fall or from players colliding with each other or with obstacles, such as a goals post." (Center for Disease Control and Prevention, 2009).

SIGNS AND SYMPTOMS OF A CONCUSSION

A concussion should be suspected of any one or more of the following signs or symptoms are present, OR if the evaluator is unsure.

1. Signs of a concussion may include (what the person looks like):

Confusion/disorientation/irritability	Loss of consciousness
Trouble resting/getting comfortable	Amnesia/memory problems
Lack of concentration	Act silly/combative/aggressive
Slow response/drowsiness	Repeatedly ask the same questions
Incoherent/ slurred speech	Dazed appearance
Slow/clumsy movements	Restless/ irritable

Constant attempts to return to play
Constant motion

Disproportionate/inappropriate reactions
Balance problems

2. Symptoms of a concussion may include (what the person reports):

Headache or dizziness
Nausea or vomiting
Blurred or double vision

Oversensitivity to sound/light/touch
Ringing in ears
Feeling foggy or groggy

* If a concussion is suspected, the person should be given immediate medical care from a licensed healthcare professional.

* Return to Play Protocol is detailed in the Athletic Handbook.

LOGISTICS/BUILDING INFORMATION

BUSES - INCLUDING LATE BUSES

Students riding the bus continue to come under the authority of school officials as the bus is considered an extension of the classroom. Parents are responsible for the safety of the student while en route to/from the bus stop and while the student is waiting for the bus.

Because the bus is an extension of the classroom, all district policies concerning student behavior will apply to behavior on the bus. Students who refuse to comply with bus regulation will be subject to disciplinary action. The school bus driver shall be responsible for monitoring the conduct of students on the school bus.

In addition to Board policy, including but not limited to disciplinary policies, the following rules and regulations apply for transportation:

1. All students shall remain seated while the bus is in motion.
2. All directions given by the bus driver shall be followed.
3. All students shall enter the bus in an orderly fashion, proceed immediately to a seat and remain seated until their destination is reached.
4. The bus driver has the authority to assign seats.
5. Inappropriate physical contact is not permitted.
6. Loud and/or profane language is not permitted.
7. Food and/or beverage consumption is not permitted.
8. Students shall respect personal and bus property.
9. Windows may only be opened with the permission of the bus driver, and no part of the body shall be extended outside the bus.
10. The emergency door and equipment shall only be used in emergency situations.
11. Students must ride their assigned bus unless they receive permission for a change granted by the principal or designee.
12. The possession &/or use of drugs, alcohol, tobacco, and/or vaping products is prohibited.
13. Students shall remain back from the roadway while awaiting the arrival of the bus and respect the property rights of others when waiting on or near private property for the bus.

14. After leaving the bus, step well away from the bus. If crossing the road is necessary, students must do so in FRONT of the bus, and in sight of the driver, while all traffic is stopped.

LATE BUS

A late bus is provided from Monday through Friday each week for students who remain after school for various extracurricular activities, extra help, or detention. Bus routes for these buses are posted in the Main Office. These buses do not provide door-to-door service. The late bus departs from the High School at 4:00 pm. Students must fill out a late bus pass which is available in the main office.

CAFETERIA

The following information applies during lunch in the cafeteria:

1. Each student must report to the cafeteria during his/her regularly assigned lunch period. Students may not order food from local restaurants to be delivered to the school during the school day.
2. Students must remain in the cafeteria during the entire lunch period except to go to the lavatory, student lounge, to see a teacher/counselor with a pass, or the library (if a pass has been issued by a specific subject-area teacher for a specific reason). Students should remain in the cafeteria or they may be assigned disciplinary consequences.
3. The lunch items and prices for the school cafeteria will be announced in August. Students are responsible for keeping the cafeteria clean.
4. Students are not permitted to toss or throw any items (food or otherwise) in the cafeteria at any time. On occasion, students will be asked, by cafeteria duty personnel, to pick up items of debris that may or may not belong to the students being asked. In these instances, it is expected that students, in the spirit of cooperation, will respond favorably to these requests.
5. Food and/or beverages are not to be consumed in classrooms, the auditorium, or hallways (water is acceptable). Exceptions to this rule would be ethnic foods served during a curriculum enhancing activity in foreign language or history class and holiday parties in an individual class.

COMPUTER LABS

1. School computers can be used for educational purposes only.
2. Passwords are NEVER to be given to any other person.
3. Absolutely no food or drink in the labs.
4. Make sure you are saving work to either your personal network drive (H: drive) or your school Google drive.
5. When you are assigned a seat, if you see there is damage to the chair, desktop or computer please notify your teacher immediately.
6. Each student, when away from or leaving work station, must sign off computer. (Password Protection.)

LOCKERS

Each student is assigned a hallway locker and lock combination. Do not share locker combinations with others. Items of value should not be brought to school. BHS is not responsible for lost or stolen property.

1. Lockers are the property of the Town of Brookfield and are loaned to students. A search of a locker or lockers by school officials may be conducted at any time when there are reasonable grounds for suspecting that the search will disclose evidence that the student has violated or is violating either the law or the rules of the school.
2. Each student is also assigned a locker in the locker room. It should be kept clean at all times. During PE class, belongings should be placed and locked in this locker. Personal items of value, money, pocketbooks and wallets must be secured in a locked locker at all times while attending gym classes. Lost locks must be reported to your teacher immediately. A new lock will be issued upon receipt of \$6.00. Personal locks are not to be used and if they are, they will be cut off and disposed of.
3. Students are only allowed to use their assigned locker for PE class. They cannot use the locker room lockers as their main locker. Students cannot enter the locker rooms unless it is during their scheduled PE class or after school for athletics.

LOST AND FOUND

Articles that have been lost may be claimed in the Lost & Found area, custodians' office, or the main office. Items of value (keys, jewelry, purses, etc.) may be claimed in the main office upon proper identification. All lost electronic devices must be reported to/claimed from the Assistant Principals' offices.

PARKING

Students who wish to drive to school must obtain a parking permit and register their vehicles with the AP secretary. Rules and regulations governing BHS parking privilege are in the parking permit application, which can be obtained on the BHS website under student services. Parking is a senior privilege; remaining spots will be offered to juniors once all seniors have had an opportunity to reserve parking. Student drivers are expected to be in the lot by 7:10 AM and in the school by 7:12 AM. Parking a vehicle without authorization will result in disciplinary action.

USE OF BUILDING/VISITORS

A written request for the use of any school facility for a school-sponsored activity, either during or after the regular school day, must be signed by the faculty advisor in charge of the activity. Forms for this purpose may be obtained from the Main Office. Completed forms should be returned to the Main Office at least two weeks prior to the event so that the facility can be reserved on the "Use of Building" calendar.

Adult members of the community are welcome to visit Brookfield High School. A request to visit should be made 24 hours prior to the visit. Former students cannot visit during the school day. All visitors must register in the Main Office and get a visitor's pass. Brookfield students are not permitted to invite other high school or college age guests for all day visits. Students will not be called from class to talk with unexpected visitors. Exceptions will be made in emergency situations where relatives are involved.

PUPIL SERVICES - ACTIVITIES, CHILD-FIND, ELIGIBILITY FOR NON-ATHLETIC ACTIVITIES, HOMELESS

ACTIVITIES

Students interested in specific activities should stop by the counseling office or the main office for a complete list.

CHILD FIND

It is the purpose of the Brookfield Board of Education to assure that all handicapped children between the ages of 3 to 21 will have available an appropriate public education which emphasizes special education and related services designed to meet their unique needs.

"Handicapped" children are defined as: mentally impaired, hearing impaired, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, orthopedically impaired, other health impaired, and specifically learning disabled. Specifically learning disabled children are defined as those children with a disorder in one or more of the basic psychological processes involved in understanding or in using spoken language or written language. This disorder may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or do mathematical calculations.

"These disorders include such conditions as perceptual handicaps, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia. These terms do not include children who have learning problems which are primarily the result of visual, hearing, or motor handicaps, or mental impairment or emotional disturbance or environmental, cultural, or economic disadvantages" (ref. P. L. 94-142).

The high school program includes special education teachers, paraprofessionals, social worker, school psychologist, district OT, PT, and reading consultants. The placement and assignments of students is coordinated through the Planning and Placement Team. A special needs program is comprehensive to meet the individual needs of each student through a full inclusion model to the maximum extent possible.

The Individuals with Disabilities Education Act includes the Child Find mandate. Brookfield Public Schools identifies, locates and evaluates all children with disabilities. Through the Child Find process a student at the high school level is referred to the Student Assistance Team (STAT) for consideration of selected support services if they have a pattern of not benefiting from current instruction, excessive attendance issues, or recurrent suspensions. The STAT team consists of administrators, school counselors, special education teachers, nurses, and regular education teachers. Various levels of support are available and monitored over a specific time period. Levels of support could include, but are not limited to, literacy lab support, structured lab, behavioral interventions, selective subject area tutoring, and other accommodations that the team feels are appropriate. Parents are encouraged to work with the STAT team through their child's school counselor to help support the student's individual educational needs.

ELIGIBILITY FOR NON-ATHLETIC EXTRACURRICULAR/STUDENT ACTIVITIES

To be eligible to participate in extracurricular/student activities, a student:

1. Must be a student in good standing. Students on suspension (both in-school and out-of-school) and on social probation are not "in good standing" and, therefore, may not participate in or attend any school activity on the days of their suspension and/or social probation, and may not be on school grounds.
2. Must be in school by the beginning of block 2 or involved in a school-sponsored activity on the day of extracurricular activity participation.

Must have remained in school for the balance of his/her schedule.

HOMELESS

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. (Board of Education Policy No. 5118.1)

SCHEDULES, IMPORTANT DATES, & SCHOOL CALENDAR

REPORT CARDS

Report Cards are issued 4 times during the school year. They will be distributed on the PowerSchool Parent portal as soon as possible after each quarter ends.

AP EXAMS

Consult the College Board AP calendar for the spring AP exam schedule: [Schedule](#).

COLLEGE ENTRANCE EXAMS

Students should refer to the SAT and ACT Registration Bulletin for information on the test centers in the area. A bulletin is available in the School Counseling Suite. SAT and ACT test dates can be found on the College Board website: [College Board](#).

The CT SAT is a school-based exam for Juniors that usually takes place in the spring. Additional information will be shared with Junior students and families as that date approaches. CT SAT information can be found on the CT State Board of Education website: [CT State Dept. of Ed.](#)

SCHEDULES

REGULAR OPENING		DELAYED OPENING (2 Hour)	
1st Bell – Warning Bell	7:10 a.m.	1st Bell – Warning Bell	9:10 a.m.
2nd Bell – 1st Period Begins	7:15 a.m.	2nd Bell – 1st Period Begins	9:15 a.m.
Dismissal Bell	2:00 p.m.	Dismissal Bell	2:00 p.m.
Bus Departure	2:05 p.m.	Bus Departure	2:05 p.m.

DELAYED OPENING (3 Hour)		SCHEDULED EARLY DISMISSALS	
1st Bell – Warning Bell	10:10 a.m.	Dismissal Bell	11:00 a.m.
2nd Bell – 1st Period Begins	10:15 a.m.	Bus Departure	11:05 a.m.
Dismissal Bell	2:00 p.m.		
Bus Departure	2:05 p.m.		
EARLY DISMISSAL - INCLEMENT WEATHER		LATE BUS	
Dismissal Bell	10:30 a.m.	(Monday – Friday)	
Bus Departure	10:35 a.m.	Bus Arrival	3:55 p.m.
		Bus Departure	4:00 p.m.

SCHOOL CALENDAR: [BPS Calendar](#)

SCHOOL SCHEDULES

Daily Schedule

Matrix View

Meeting Block		Time
1		7:15 – 8:38
2		8:43 – 10:06
3	3 Lunch or Flex	10:11 – 10:35
	4 Lunch or Flex	10:40 – 11:04
	5	
4 Lunch or Flex		11:39 – 12:03
5 Lunch or Flex		12:08 – 12:32
6		12:37 – 2:00

Blocks are 83 minutes each
Lunch and Flex are 24 minutes each

Lunch Option View

<i>Lunch Option 1</i>	<i>Lunch Option 2</i>
1 7:15-8:38 (83)	1 7:15-8:38 (83)
2 8:43-10:06 (83)	2 8:43-10:06 (83)
3 Lunch or Flex 10:11-10:35 (24)	3 10:11-11:34 (83)
4 Lunch or Flex 10:40-11:04 (24)	4 Lunch or Flex 11:39-12:03 (24)
5 11:09-12:32 (83)	5 Lunch or Flex 12:08-12:32 (24)
6 12:37-2:00 (83)	6 12:37-2:00 (83)

2-Hour Delay Schedule

Matrix View

Meeting Block		Time
1		9:15 – 10:08
2		10:13 – 11:06
3	3 Lunch or Flex	11:11 – 11:35
	4 Lunch or Flex	11:40 – 12:04
4 Lunch or Flex	5	12:09 – 12:33
5 Lunch or Flex		12:38 – 1:02
6		1:07 – 2:00

Blocks are 53 minutes each
Lunch and Flex are 24 minutes each

Lunch Option View

<i>Lunch Option 1</i>	<i>Lunch Option 2</i>
1 9:15-10:08 (53)	1 9:15-10:08 (53)
2 10:13-11:06 (53)	2 10:13-11:06 (53)
3 Lunch or Flex 11:11-11:35 (24)	3 11:11-12:04 (53)
4 Lunch or Flex 11:40-12:04 (24)	4 Lunch or Flex 12:09-12:33 (24)
5 12:09-1:02 (53)	5 Lunch or Flex 12:38-1:02 (24)
6 1:07-2:00 (53)	6 1:07-2:00 (53)

3-Hour Delay Schedule

Meeting Block		Time
1		10:15 - 10:49
2		10:54 - 11:28
3	3 Lunch or Flex	11:33 - 11:58
	4 Lunch or Flex	12:00 - 12:25
4 Lunch or Flex	5	12:29 - 12:54
5 Lunch or Flex		12:56 - 1:21
6		1:26 - 2:00

Blocks 1, 2, and 6 are 34 minutes each
 Classes in blocks 3 and 5 are 52 minutes each
 Lunch and Flex are 25 minutes each

Lunch Option View

Lunch Option 1		Lunch Option 2	
1	10:15 - 10:49 (34)	1	10:15 - 10:49 (34)
2	10:54 - 11:28 (34)	2	10:54 - 11:28 (34)
3	Lunch/Flex 11:33 - 11:58 (25)	3	11:33 - 12:25 (52)
4	Lunch/Flex 12:00 - 12:25 (25)	3	Lunch/Flex 12:29 - 12:54 (25)
5	12:29 - 1:21 (52)	4	Lunch/Flex 12:56 - 1:21 (25)
6	1:26 - 2:00 (34)	6	1:26 - 2:00 (34)

Pep Rally Schedule

Matrix View

Meeting Block		Time
1		7:15-8:18
2		8:23-9:26
3	3 Lunch or Flex	9:31-9:55
	4 Lunch or Flex	10:00-10:24
	5	
4 Lunch or Flex		10:39-11:03
5 Lunch or Flex		11:08-11:32
6		11:37-12:40

Blocks are 63 minutes each
Lunch and Flex are 24 minutes each

Lunch Option View

<i>Lunch Option 1</i>	<i>Lunch Option 2</i>
1 7:15-8:18 (63)	1 7:15-8:18 (63)
2 8:23-9:26 (63)	2 8:23-9:26 (63)
3 Lunch/Flex 9:31-9:55 (24)	3 9:31-10:34 (63)
4 Flex/Lunch 10:00-10:24 (24)	4 Lunch/Flex 10:39-11:03 (24)
5 10:29-11:32 (63)	5 Flex/Lunch 11:08-11:32 (24)
6 11:37-12:40 (63)	6 11:37-12:40 (63)

Scheduled Early Dismissals

Block	Meeting Block	Time	Minutes
1	1	7:15-8:07	52
2	2	8:13-9:05	52
3	3 / 5	9:10-10:02	52
4	6	10:07-10:59	52

No Lunch/Flex

Early Dismissal Inclement Weather (10:30)

Block	Meeting Block	Time	Minutes
1	1	7:15-8:00	45
2	2	8:05-8:50	45
3	3 / 5	8:55-9:40	45
4	6	9:45-10:30	45

No Lunch/Flex

Midterm & Final Exam Schedule

(Exam schedules may be modified based on school cancellations or other circumstances)

Days 1-4	Exam 1 7:15 - 9:00	Exam 2 9:14 - 10:59
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No Lunch/Flex

TECHNOLOGY AND INSTRUCTION - ELECTRONIC DEVICES

Brookfield High School recognizes that cell phones and other electronic devices are an integral part of modern society and are sometimes used for emergencies or other vital communication. The use of any electronic device to take pictures, video, or audio recordings of school personnel or students without their permission is prohibited and subject to disciplinary action.

All students have had the opportunity to be issued Chromebooks or to bring their own pre-approved device (*see chart below*) making the use of other electronic devices in the classroom unnecessary. This is important because the use of a cell phone during class can be disruptive to the educational environment and can interfere with learning. Therefore, the following policy will be in place:

- A cell phone cannot replace Chromebook/pre-approved device for the learning that needs to take place during class time.
- Approved electronic devices are to be used for educational purposes only within the classroom.
- Electronic devices such as cell phones may be used for non-educational reasons in the halls during passing times, in the library during study hall, and in the cafeteria during a student's scheduled lunch break.

Contact with parents/guardians outside of the times listed above is not an exception to these policies. If a student needs to contact a parent, he/she can request a pass to leave the room, report to the assistant principal's office and make the call. If a parent/guardian needs to contact their child, he/she can leave a message on the student's phone to be checked during acceptable use times. In the case of an emergency parents/guardians can call the school directly.

The following steps will be taken when students do not follow the policy:

Step 1: Teachers will share the device policy at the beginning of the year. This could be during a discussion of school policies or contained specifically within the course description/expectations.

Step 2: Refusal to follow this policy will result in a mandatory one-hour teacher detention.

Step 3: After repeated offenses, the actions will be considered insubordination and referred to the office for further disciplinary action.

* For the purposes of this policy, all iPods, MP3 devices, or similar technologies will be considered cell phones.

Pre-Approved bring-your-own devices:

Device Type	Chromebook	Mac Laptop	Windows Laptop
Operating System	Latest Chrome OS	OS X 10.10 and up	Windows 7 and up
Memory Min Requirements (RAM)	4 GB	4 GB	4 GB
Storage	32 GB	256 GB	256 GB
Screen Size	11" diagonal	11" diagonal	10" diagonal
Wireless	Dual Band 802.11n	Dual Band 802.11n	Dual Band 802.11n
Min. Battery Life	7 hours	7 Hours	7 Hours

Electronic Device Care

Students are responsible for the general care of the electronic device that they have been issued by the school. electronic devices that are broken or fail to work properly must be taken to the school technology office for an evaluation of the equipment.

- The electronic device is school property and all users will follow this policy and the District Acceptable Use of Electronic Communication Devices and the Internet Policy for technology.
- Electronic devices must remain free of any writing, drawing, stickers, or labels that are not the property of the school.
- Electronic devices must never be left in an unlocked locker, unlocked car or any unsupervised area.
- Students are responsible for keeping their electronic devices battery charged for school each day.
- Students must follow manufacturer's instructions for the care of the device.
- Electronic devices are fragile. They should be handled with care.

Using the Electronic Device at School

Electronic devices are intended for use at school each day. In addition to teacher expectations for use, school messages, announcements, calendars and schedules may be accessed using the electronic device. Students must bring their school-issued electronic device to all classes, unless specifically instructed not to do so by their teacher.

If a student leaves his/her school-issued electronic device at home, he/she is responsible for getting the course work completed as if he/she had his/her electronic device at school. In cases where the use of the electronic device has caused batteries to become discharged *during the school day*, students will be able to connect their tablet to a power outlet in class. Students should carry their chargers and cords if they plan to connect their electronic device to a power outlet during the course of the school day.

Electronic Device Content

1. Inappropriate media may not be present on the device. This includes media related to guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang/hate related symbols or pictures. Presence of inappropriate content may result in disciplinary actions.
2. Passwords must be used and kept private for individual security purposes.
3. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
4. Appropriate video and music may be loaded onto the electronic device.
5. All software/Apps provided by the district must be loaded onto the electronic device.
6. Sufficient memory must be kept available for daily school use. If student's personal pictures, music, apps, or videos prevent sufficient memory from being available for educational purposes then some of the personal content will need to be deleted.

Managing Files and Saving Work

It is strongly recommended that students use cloud technologies for storage where appropriate. Since the electronic devices will not be backed up by the school, proper document management is important. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Electronic device malfunctions are not an acceptable excuse for not submitting work. While the District's networks are available on a 24/7 basis, there is no guarantee of 100% uptime. In cases where the network may be unavailable, the District will not be responsible for lost or missing data.

Software on Electronic Devices

The software/Apps selected and purchased by the school must be installed and remain on the electronic device in usable condition and be easily accessible at all times. Specialized software will be loaded on electronic devices to manage the loading of Apps. If technical difficulties occur or inappropriate software/Apps are discovered, the tablet will be restored from backup or reset to factory settings. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage.

Protecting and Storing the Electronic Device

Student and staff tablets will be inventoried and labeled by the school district. Electronic device can be identified in the following ways:

- Record of serial number
- School Label
- Internal MAC address

Students are encouraged to take their electronic device home every day after school, regardless of whether or not they are needed. Electronic devices should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store his/her electronic device, he/she may check it in for storage with media center or school administration.

Under no circumstances should electronic devices be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms and gyms, library, unlocked classrooms, dressing rooms and hallways. Any electronic device left in these areas is in danger of being stolen. If an electronic device is found in an unsupervised area, it will be taken to the Administration. If an electronic device is continually left in an

unsupervised area, the student may lose the use of that device for a time TBD by an administrator.

Electronic Device Responsibility

Students will be held responsible for maintaining their individual electronic devices and keeping them in good working order:

- Students will be responsible for the entire cost of repairs to electronic devices that are damaged intentionally.
- Electronic devices that are lost or stolen must be reported immediately to the school office.
- Lost and stolen electronic devices will be reported to the Brookfield Police Department.

* Important electronic device information is contained in District Policy 6141.321

ACCEPTABLE USE OF COMPUTER RESOURCES

The Brookfield BOE recognizes the potential of computer technology to support learning and enhance instruction. The District recognizes that the principal purposes of such technology in its schools are to enhance the curriculum and instructional program and to provide additional resources for authorized student activities. Computer information networks allow people to interact with many other people and computer networks. It is the expectation of the Board of Education that all district computer resources will be used for these purposes in a responsible, efficient, ethical, and legal manner.

Plagiarism, breach of copyright, and obscene activities are expressly forbidden. Obscene activities shall be defined as those which involve violations of age-appropriate, generally accepted social standards for a publicly owned communications vehicle. Intentionally disrupting or degrading network activity and trivial use of computer resources are similarly forbidden.

The administration shall develop regulations which offer detailed examples of appropriate uses, inappropriate uses and consequences that may be applied for violation of this policy or its regulations. These consequences may include, but are not limited to, suspension or revocation of computer access, network access or network privileges; suspension or expulsion from school; and/or legal action and prosecution by the authorities.

The District reserves the right to restrict or terminate information network access at any time for any reason. The District further reserves the right to monitor network activity in any manner it sees fit in order to attempt to assure acceptable use and to maintain the integrity of the information network. In order that an appropriate level of supervision and restriction may be exercised, students must clearly identify themselves by their given name when using computer resources.

Computer resources, just like lockers and other storage spaces, are school property. As such, they are subject to periodic inspection. Students are warned that there should be no expectation of privacy in connection with their use of computer resources and that they should not store or use information which they do not want to bring to the attention of school authorities. Searches of computer resources aimed at uncovering wrongdoing on the part of

specific students shall be conducted in compliance with Board Policy 5145.12 - *Search and Seizure* and relevant federal and state statutes.

Annually, school principals shall inform students, parents and staff about this policy and associated regulations, highlighting the implications for particular ages and grade levels. Professional staff will provide timely instruction regarding appropriate use of computer resources. Because technology is rapidly changing, the Superintendent shall review this policy annually and recommend necessary changes, additions or deletions.

Board of Education Policy 6141.3

Approved: 5/6/98; Revised: 12/2/98

APPENDIX - ADDITIONAL INFORMATION/RESOURCES

ASBESTOS STATEMENT- BROOKFIELD HIGH SCHOOL

Our building is inspected every six months as required by 19A-333-1 through 13 of the regulations of Connecticut state agencies. "Asbestos Containing Materials in Schools", to determine any changes in the condition of identified asbestos containing building materials and the school is re-inspected every three years by an accredited inspector following the same basic criteria as stated in the original plan. Brookfield High School maintains in its office a complete updated copy of the Asbestos Management Plan. The Asbestos Management Plan is designed to maintain any asbestos-containing materials in a non-hazardous condition. The plan is available during normal business hours for inspection. The Designated Person for the Asbestos Program is Mark Granville and he can be contacted at (860) 456-3956.

ATHLETICS

See the Brookfield High School Athletic Handbook for specific details of our athletics program.

BOE POLICIES

Students are expected to familiarize themselves with all BOE policies governing students.

Students may access these at: [BPS BOE Policies - Students](#)

DENIAL OF PERMISSION TO RELEASE DIRECTORY INFORMATION

[Denial to Release Form](#)

DIRECTORY LINKS

[Brookfield Board of Education](#)

[Central Office Administration](#)

[BHS Administration](#)

[BHS Faculty and Staff](#)

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. section 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies, with the exception of students identified as eligible for services under the Individuals with Disabilities Act (such parents or eligible students are entitled to one free copy of the student's educational records).
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34CFR section 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Finally, it is important for school personnel to become familiar with both the HIPAA requirements and the FERPA requirements to ensure that the privacy of students' health information is properly protected. Information on these regulations may be obtained on HIPAA from [HIPAA - GOV](#) and FERPA from [FERPA - GOV](#)

Note: Student health records are covered by FERPA and are exempt from HIPAA privacy rule. However, obtaining medical information from health care providers will require schools to have proper authorization and inform parents that once released by the health care provider are no longer protected under HIPAA but are covered under FERPA.

For any further information or questions, please call Cheryl Carotenuti at 860-713-6584.

PEST CONTROL POLICY

The Brookfield BOE has adopted an integrated pest management (IPM) policy for pest control within the building(s) and on the grounds of Brookfield High School. IPM utilizes all available pest control methods such as sanitation, structural maintenance and exclusion, maintaining proper soil pH, fertility and moisture, trapping and/or biological controls along with the judicious use of pesticides to maintain pest populations at or below an acceptable level.

Pesticides may be applied if a pest population has been identified through periodic monitoring, and alternative methods of control have not been effective. The least toxic pesticides would be used first. Pesticide applications will not be performed within any building or on the grounds of the school during regular school hours or during planned activities unless an emergency application is necessary to eliminate an immediate threat to human health. When this occurs, all children and staff will be removed from the area and not allowed to return until it is safe to do so according to the pesticide label.

Parents, guardians and staff who would like to be notified of pesticide applications may register by calling 203-775-7704 and leaving your name, address, phone number or email address, and name of school. Registrants will be notified of pesticide applications on or before the date of application by either phone or email. Notification will include (1) the name of the active ingredient of the pesticide being applied, (2) the location of the application on school property, (3) the date of the application, and (4) the name of the school administrator or designee who may be contacted for further information. Registrants will be notified of any emergency pesticide applications that are made to eliminate an immediate threat to human health via phone or email.

SEX DISCRIMINATION - TITLE IX

The Brookfield BOE complies with Title IX of the Education Amendments of 1972 and regulations promulgated pursuant thereto. The Board designates the Supervisor of Special Education, as school systems Compliance Officer. The Board shall, at the opening of school each year, notify all students, parents and employees of the name, address and phone number of the Compliance Officer and procedures for processing individual or group grievances.

All individual or group complaints shall be added, in writing, to the Compliance Officer who shall be responsible for investigating all complaints. Upon investigation, the Compliance Officer will inform the individual or group complainant, in writing, of this action within 15 working days of the receipt of such complaint.

If the complainant is not satisfied with the actions of the Compliance Officer, within 15 days the complainant may appeal the actions of the Compliance Officer, in writing, to the BOE, including the remedy sought. The BOE shall hold a hearing within 30 days, and shall decide what, if any,

remedies are necessary to eliminate the practices deemed discriminatory. The BOE shall notify the complainant, in writing, of its decision within 5 working days after such hearing.

The Compliance Officer shall determine that a notice shall appear on all public announcements, bulletins, catalogues, application forms, and transcripts of the Brookfield School System that the Schools do not discriminate on the basis of sex.

The Director of Pupil Personnel Services has been designated the Compliance Officer for BHS and can be contacted at 203-775-7748; written grievances can be sent to Brookfield Town School Offices, 100 Pocono Road, Brookfield, Connecticut 06804.

Discrimination among students applying for admission to or attending our schools with respect to race, color, religious creed, pregnancy, parenthood, marital status, national origin, gender, sexual orientation or physical/mental disabilities is prohibited. Any person who alleges discrimination occurring in the school district may use the district's complaint procedure or may complain directly to the building principal, guidance counselor or other individual designated to receive such complaints.*

Students who have questions or concerns dealing with the issues above are encouraged to seek assistance from parents, teachers, administrators, guidance counselors, school psychologists, nurses or social workers or members of their respective clergy.