



2008-2009 STUDENT HANDBOOK

Sport and Medical Sciences Academy

“Preparing tomorrows professionals today”

280 Huyshope Street

Hartford, CT 06106

(860) 695-6900

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



**SMSA STUDENT HANDBOOK
STUDENT/PARENTAL
ACKNOWLEDGEMENT**

Parent copy

We acknowledge that we have read and reviewed the 2008-2009 Student Handbook for Sport and Medical Sciences Academy. We understand that the guidelines and regulations established in this handbook apply to all students attending SMSA. We have read the Code of Discipline for Sport and Medical Sciences Academy as established by the Hartford Board of Education. We understand that this form and this acknowledgment will become part of the student record.

We understand and consent to the responsibilities in the student behavior policies as outlined in this handbook. We also understand that our child shall be held accountable for the behavior and consequences outlined in the Student Handbook. We further understand that any student who violates the school's rules of behavior shall be subject to disciplinary action.

Regarding student records, we understand that certain information about our child is considered directory information. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Directory information may be released by the district to anyone who requests it unless we object in writing to the release of any or all of this information within ten school days of the time this handbook was issued to our child. We have marked through those types of directory information listed above that we wish the district to withhold.

This form must be returned to the second block teacher within three school days from the first day of school or date of receipt of this handbook.

Student's name (print)	Second block class
------------------------	--------------------

Student's signature	Date
---------------------	------

Parent/guardian's name (print)

Parent/guardian's signature	Date
-----------------------------	------

**It is the responsibility of the student to
return
this completed form to his/her
second block teacher within three days
from the first day of school or date of
receipt of this handbook.**

**2008-09 SPORT AND MEDICAL SCIENCES ACADEMY
TABLE OF CONTENTS**

**Section I Introduction: Spirit and Character of the Sport and
Medical Sciences Academy**

Student Parent Acknowledgement.....2
 Sport and Medical Sciences Academy Faculty List.....6
 Principal’s Message.....8
 Vision/Mission Statement.....10
 SMSA Core Beliefs..... 10
 School-to-Career Program.....11

Section II Student Attendance and Truancy Policy

Student Attendance and Truancy Policy.....12
 Tardiness to School.....17

Section III Rules, Regulations and General Information

Philosophy.....18	Entrance.....26
Equal Opportunity18	Examinations.....26
Academic Integrity.....18	Exemption from
Admission/Placement.....19	Instruction.....26
Advertising.....19	Extracurricular
Asbestos.....19	Activities.....27
Assemblies.....20	Fees.....28
Card Playing, Gambling and	Field Trips.....28
Related Activities.....20	Fire Drills and
Child Abuse.....20	Emergency
Class Placement.....20	Preparedness.....29
Computer Resources.....20	Food.....29
Conduct.....21	Fund-Raising.....29
Discipline (Detention, Suspension,	Graduation Requirements...29
Expulsions, Other).....23	Guidance and Counseling...32
Distribution of Materials.....24	Harassment Statement.....32
Electronic and Telecommunications	Health Services.....33
Devices.....25	Homebound.....37
Emergency School Closing Information...26	Homework.....37

Identification Cards.....	37	Volunteer Services.....	48
Insurance	38	Discipline Flow	
Lost and Found.....	38	Chart.....	49
Out of School Misconduct.....	38	Uniform Code of	
Parent Conference.....	39	Discipline.....	49
Parent Meetings/Communications.....	39		
Parking.....	40		
Passes	40		
Posters	40		
Prepared for School Each Day.....	40		
Property, Lockers and Equipment.....	40		
Restricted Areas.....	41		
Safety/Accident Prevention	41		
Schedule of Class	42		
Scholarships, Financial Aid and			
Awards.....	42		
School Ceremonies and			
Observances.....	42		
Search and Seizure.....	43		
Special Services for Exceptional			
Students.....	43		
Students Uniform Code.....	45		
Student Records.....	46		
Summer Schools.....	46		
Team School Design.....	47		
Testing.....	47		
Textbook Care and Obligations.....	47		
Transfer and Withdrawals.....	47		
Transportation.....	48		
Upper and Lower School.....	48		
Visitors.....	48		

FACULTY AND STAFF

2008-2009

ADMINISTRATION

Eduardo V. Genao	Principal
Kopf, Joseph F.	Assistant Principal

FACULTY

Alvarez, Rudi	Sport Studies
Barlowski, Nancy	Mathematics
Barlowski, Thomas	Mathematics
Beebe, Dr. Joshua	Science
DiPippio, Jon	Biology
Vacant	Sport Studies
Cone, Patrick	History
Finkenstein, Elka	English
Galotti, Joseph	English
Gladue, Lindsey	Mathematics
Vacant	Mathematics
Goudreault, Lauren	Social Studies
Vacant	Guidance/ELL
Labbe, Kimberly	English
Maleszewska, Katarzyna	Mathematics
Michaels, Bruce	Sport Marketing & Management
Mraz, Milun	Mathematics
Nguyen, Anne	Business
Nyquist, Melanie	English
Rivera, William	Spanish
Colon, Jose	Spanish
Rivera-Medina Irasema	Guidance Counselor
Rodriguez, Eli	Art
Vacant	English
Schmidt, Heidi	Sport Studies
Shaskan, Dr. Edward	Science

Sicard, Kathryn	English
Svoboda, Joshua	Science
Taraskewicz, Joanne	Science
Weimer, Lorri	Social Studies
Welk, Richard	Technology Coordinator
Vacant	Science
Vacant	Science
Vacant	Mathematics
Vacant	Mathematics
Vacant	Health/PE
Vacant	Music
Vacant	Social Studies
Vacant	English
Vacant	English

SUPPORT STAFF

Andreo, Janet	Special Education Resource Teacher
Bennett, Vivian	Paraprofessional
Brady, Melony	Magnet Theme Coach
Brescia, Blaise	Special Education Resource Teacher
Cao, Elvis	Support Technician
Carlson, Debra	Social Worker
Collier, Nancy	Office Assistant
Freeman, Shola	Career Readiness Specialist
Estrada, Maria E.	Paraprofessional
Fair, Crystal	Food Services
Feliciano, Jannette	Guidance Secretary
Vacant	TESOL
Rodriguez, Cherry	Program Assistant
Jones, Sandra	Security
Mazzuchi, Ralph	Tutor
McDoom, Gerald	Security
Rivera, Miriam	Executive Secretary
Ross, Barbara	Nurse
Vacant	Library Media Specialist

Simoes, Antonio	Custodian
Vargas, Alberto	Custodian
Vacant	Head Custodian
Vacant	Custodian
Vacant	Custodian
Vacant	Custodian
Vacant	Security
Vacant	Secretary
Vacant	Social Worker

*Vacancies as of 5/5/08

PREFACE

This handbook is written for our students and their parents. It contains required and useful information. **The rules and policies included here are subject to change. Students and parents will be informed of any such changes and are responsible for staying up to date with school rules and policies (see website below).** We ask both students and parents to review this handbook and become familiar with its content, sign and return the acknowledgement page to the second block teacher the day after the student receives the handbook. The word student in this handbook shall mean any student enrolled at SMSA regardless of age. This handbook is also available at our school's website at www.sportandmedicalsciences.org.

PRINCIPAL'S MESSAGE

Dear Sport and Medical Sciences Academy Students and Parents:

Each morning, our students are greeted in the main lobby with personal handshakes and smiles from staff members. They are reminded daily that they are a part of a unique school, the Sport and Medical Sciences Academy. SMSA is a terrific place to grow, develop skills, be challenged, and prepare for your future. The education that your child receives in our school prepares him/her well for post-secondary studies and the world of work of the 21st century. SMSA is a school focused on college preparation, career choices, and the development of the total human being and citizen.

This handbook is the primary source of information about our school. It contains information about school policies, guidelines, student behavior, goals, athletics, and so much more. You should be fully aware of all the information contained in this handbook. The guidelines contained in this handbook will aid you in attaining academic success, as well as personal and social growth during your years as a student at SMSA.

We strongly suggest that both you and your parents read the entire booklet together. Students will be required to bring their Student Agenda (which contains this student handbook) to school on a weekly basis for the Mentoring Period. Parents and students are also encouraged to refer to the handbook when questions about procedures arise. Each student will receive a free Student Agenda, Student I.D. Card and Lanyard at the beginning of the school year.

SMSA has an outstanding reputation as a magnet school which attracts students from Hartford and from surrounding suburban towns. Classes are small and students get to know their teachers well during a four-year term. Our mission is not to develop athletes but to prepare each student for college and to become contributing members of society in a specific career. A strong emphasis is placed on English, mathematics, and science instruction. Our block schedule allows us to focus on thematic instruction and our career focus allows students to thoroughly explore career options prior to graduation.

The family atmosphere that you find at SMSA is a result of the many hours that we spend together both inside and outside of the classroom. The interactions between the students and the adults and the students with other students result in a feeling that this school is special and that this is your second home. In addition to doing well in your classes, we encourage you to take part in a variety of clubs and athletics and to take advantage of the free after school academic supports (i.e. tutoring).

Another reason why our school is great is because of the dedicated and committed faculty. They will work with students, remain after school, give extra effort, and genuinely care about our students. This sentiment is expressed in a banner that is found at the entrance to our school that reads:

“Through these doors pass the single, most important force which can positively change the life of a child every day. That force is you, the dedicated and caring teacher.”

Remember, in order to make your high school years really memorable and positive, you should become a part of our school. We urge you to join a club or team and become a contributing member of our family. By becoming involved in school activities you will build lasting friendships that will support you in your high school years and beyond!

Welcome to the 2008-2009 school year at SMSA. Keep that Tiger spirit alive!

Sincerely,

Eduardo V. Genao
Principal

**SECTION I – INTRODUCTION:
*SPIRIT AND CHARACTER OF THE SPORT AND
MEDICAL SCIENCES ACADEMY***

SPORT AND MEDICAL SCIENCES ACADEMY

MISSION STATEMENT

MISSION STATEMENT

Hartford's Sport and Medical Sciences Academy's mission is to develop a community of life-long learners in which all students acquire the knowledge, skills, and courage to become productive citizens within a diverse society. A special emphasis is placed on creating opportunities for advanced study and career exploration in the fields of sports and medicine.

VISION STATEMENT

Hartford's Sport and Medical Sciences Academy is a magnet school which utilizes a thematic approach in delivering a cross-disciplinary curriculum, while integrating technology into all subject areas. It is a community school where parents and teachers serve as mentors, advisors and coaches and students are encouraged to take an active role in their learning and to achieve academic success. As a partnership between educational and business communities, an emphasis is placed on public service opportunities. SMSA uses these opportunities to assist student to develop social consciousness and leadership skills which foster pride in both school and community.

CORE BELIEFS

AT SPORT AND MEDICAL SCIENCES ACADEMY, WE BELIEVE IN:

DEDICATION

Organized effort produces intelligence. Students who are organized and work hard will succeed in school and in the world of work.

RESPONSIBILITY

Each community member is accountable for the choices he or she makes. Life is not a matter of chance, but a matter of choice. Responsibility is answering the question: Was I doing what I was supposed to be doing when I was supposed to be doing it? It is self analysis as opposed to blaming others.

DISCIPLINE

Each community member strives to reach his or her full potential – academically, professionally, personally and socially. Discipline is organization as well as good behavior.

RESPECT

Each community member recognizes and values the individual differences and uniqueness of all members of the community; and also models self-respect. Respect is treating others the way you want to be treated.

SPORT AND MEDICAL SCIENCES ACADEMY

School-to-College Program

The world is rapidly changing. Many jobs rely on new technology, and today most jobs require education beyond high school. Students who go to college without adequate career focus are less likely to graduate in two to four years. It will likely take them five to six years. It is the philosophy of the Sport and Medical Sciences Academy that . . .

ALL students will:

- Meet rigorous academic standards
- Connect “learning” in school with “earning” in the workplace;
- Understand how their interests and preferences relate to careers;
- Be able to earn college credits while in high school;
- Gain technical knowledge and skills;
- Gain team, and collaborative work setting skills;
- Learn about wages, hours of work, benefits, and employment potential in specific careers, and
- Explore career opportunities.

Students will be expected to complete successfully the following components:

- **Service Learning** (Grades 7, 8, 9 & 10). Students learn a variety of skills in all subject areas while being engaged in a project that is recognized to be of service to their community. A minimum of 100 hours of service learning is required prior to entering the 11th grade – 7th/8th 20 hrs. each year, 9th/10th 30 hrs. each year). Service learning is approved and supervised by the College-Career Specialist.
- **Job Shadowing** (Grade 11). Students experience “A Day in the Life” of a person whose career interests them. Students complete this component by observing and interviewing a representative from the chosen career. Minimum of three shadow experiences.

- **Internships / Apprenticeships** (Grade 12). Students gain continuous exposure to the core knowledge and skills of a specific career area, working a consistent number of hours with a career host to clarify how success can be achieved in the chosen field.

SECTION II

STUDENT ATTENDANCE AND TRUANCY POLICY

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child. Except for illness and other acceptable reasons, students are expected to attend school and meet with all classes every day that school is in session. Frequent student absence jeopardizes a student's academic progress.

UNEXCUSED ABSENCE POLICY: Any student who has been absent from a class for five (5) unexcused days during a marking period will earn a 55 (or lower) for that course during that marking period. If a student is absent from a class for ten days or more during a semester, that person will earn a 55 (or lower) for that class and will lose all credit in that class. **It is the parent's responsibility** to provide documentation (parent's note, doctor's note, court appearance note, etc.) **IMMEDIATELY FOLLOWING AN ABSENCE AND PRESENT THAT DOCUMENTATION TO THE SCHOOL'S RECEPTIONIST UPON RETURN TO SCHOOL.** NOTICES FOR UNEXCUSED ABSENCES WILL NOT BE ACCEPTED AT THE END OF THE MARKING PERIOD TO TRY AND "SAVE" THE STUDENT'S FAILING GRADE.

The Assistant Principal will review all unexcused absences, will inform teachers of those absences and will review any hardships presented. The Assistant Principal will make a final decision as to the loss of credit. Excused absences are described below.

EXCUSED ABSENCE POLICY: Acceptable reasons for absences (EXCUSED ABSENCES) include:

1. Illness, injury, or reasons of health, including incapacity or doctor's visits. **As per Board of Education policy (R-5114a), the administration reserves the right to require a physician's or other appropriate certification for absences in excess of five consecutive days or a total of fifteen days in any school year.**
2. Death in immediate family (parent note is required).

3. Religious holidays requiring absence (parent note is required).
4. Pre-arranged medical or dental treatment, which, for good cause, cannot be made after school hours, or medical emergencies (note from the medical facility is required).
5. Court appearance (note from the legal clerk is required).
6. Approved school activities.
7. Family emergencies (parent note is required to be delivered in a timely manner).
8. Other exceptional circumstances. Written excuse for such absences should be submitted to school officials by the child's parent or guardian. The Principal will review the excuse and a final decision as to excused or unexcused absence will be determined.

All other absences with or without written explanation shall be considered unexcused.

Regulations

Students' Attendance: Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. Parents are advised to keep a record at home (i.e. on the kitchen calendar) of when the child was absent from school with their knowledge and consent (excused absences) so that they can compare those absences with the absences reflected on school documents. Parents are kindly asked to respect the school calendar and not to schedule family vacations during school time. Family vacations are unexcused absences.

Regular attendance is essential to the educational process. These rules are designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to a legitimate absence. Learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction. SMSA requires that accurate records be kept of the attendance of each child. A student should not be absent from school without parental knowledge and consent. Verification of absence should be written by the parent or guardian. All absence notes are to be submitted to the General Office immediately upon return to school, after illness. A student may jeopardize the excused absence if the note is not submitted immediately upon return to school.

- ✓ When a parent determines that an absence is necessary, he/she is requested to contact the school between 7:15 A.M. and 8:00 A.M. on the day of the absence by telephoning the school (860-695-6900). Parents of students who are absent and who have not called in by 8:00 a.m. will be contacted by the school. **Students will not be admitted into the building without parent or guardian escort after 8:30 A.M.** If no parent or legal guardian is available, the student will not be permitted to enter the building.
- ✓ If it is not possible to telephone the school on the day of absence, the parent is requested to send a written excuse to the school on the date of the student's return. The student should submit the excuse directly to the receptionist (Mrs. Collier). Parents should contact the cluster team leader in order to obtain homework assignments
- ✓ **The responsibility for makeup of work lays with the student, not the teacher. It is the student's responsibility to obtain the assignments from each teacher for all classes missed,** and to present to the teacher evidence that he or she has satisfactorily completed this work. Failure to complete homework assignments may result in lower grades and possibly cause failure or loss of credit. Assignments must be submitted on the date due. Submission of late assignments is not acceptable.
- ✓ Written explanations of all absences shall be expected for each student. Some absences, such as those resulting from medical treatment or the observance of religious holidays are known ahead of time. Parents and/or guardians shall inform the cluster team leader in writing in advance of the known absence.
- ✓ The SMSA Board and Hartford Public Schools recognize the need for students to be in school for the full-instructional day. Early dismissal should be requested only in emergency or unusual situations.
- ✓ Request for release of a student during the school day should first be made in writing by the parent and presented to the administrator when the student enters the building. The written request should include a telephone number where the parent can be reached.

- ✓ A parent/guardian may sign a student out for dismissal before the normal end of the school day.
- ✓ The school nurse may excuse students who become ill during the school day, and transportation home will be arranged by the parent/guardian.

Truancy

Regular attendance and punctuality are expected from all students enrolled in our schools. By statute, responsibility for assuring that students attend school rests with the parent(s) or other person having control of the child. Every effort must be made to keep absences and tardiness to a minimum. To assist parent(s) and others in meeting this responsibility, SMSA and Hartford Public Schools have developed the following procedures:

1. Annually notify parent(s) or other person(s) having control of each student enrolled, inclusive in writing of the obligations of the parent pursuant to student attendance (C.G.S. 10-184).
2. Obtain from each parent(s) or other person(s) having control of an enrolled child a telephone number or other means of contacting such parent or other person during the school day.
3. Establish a system for monitoring each student's daily attendance.
4. Make a reasonable effort to notify by telephone the parent(s) or other such person(s) whenever a student fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent or other person is aware of the student's absence.
5. Identify a student as "truant" when the student has (4) unexcused absences in any one-month or ten (10) unexcused absences in any school year.
6. Hold a meeting with appropriate staff and the parent(s) or other person(s) having control of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.
7. Identify a student as a "habitual truant" when the student has twenty (20) unexcused absences in any school year.
8. Referral will be made to the Planning Placement Team to determine whether or not an educational evaluation is appropriate prior to a written complaint to Superior Court for Juvenile Matters as a Family with Services Needs (FWSN).

9. File a written complaint with the Superior Court for Juvenile Matters alleging that the acts or omissions of any child identified as a “truant” are such that the student’s family is a “family with service needs” if the parent(s) or other person(s) having control of the child identified as “truant” fails:
 - A. to attend the required meeting to evaluate why the child is truant; or
 - B. To cooperate with the school in trying to solve the truancy problem.
10. Provide for the coordination of services and refer enrolled students who are truants or habitual truants to community agencies providing child and family services.

Habitual Truancy

A student who is identified as a “habitual truant (see # 7 above)” may be subject to the following consequences:

- A. Promotion to the next grade may be contingent upon the student successfully completing a summer school program.
- B. The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level.

Limits of Liability

School personnel who in good faith give or fail to give notice pursuant to subdivision (4) above, shall be immune from any liability, civil or criminal, which might otherwise be incurred or imposed and shall have immunity with respect to any judicial proceeding which result from such notice or failure to give notice.

(Legal Reference: Connecticut General Statutes and other law.)

TARDINESS TO SCHOOL

If a student arrives after 7:45 AM to school, he/she is considered as tardy. If that student has a note from a parent explaining the lateness for reasonable causes (e.g. not “my son/daughter woke up late”), he/she will be sent to class without a penalty (no more than 5 parental written excuses per semester will be allowed). If the student does not have a parental note with him/her at the time of arrival, he/she must sign in, receive a pass from the receptionist, and proceed to his/her first block class. On the third unexcused tardy, the student will be subject to administrative action. NOTICES FOR UNEXCUSED TARDIES

WILL NOT BE ACCEPTED AT THE END OF THE MARKING PERIOD TO TRY AND "SAVE" THE STUDENT'S FAILING GRADE. This is a Hartford Public Schools system rule for all schools.

If a student is tardy to school and does not sign in at the main office, the student will be marked absent for the day and will be referred to the Assistant Principal for disciplinary action.

If a student is on school grounds, he/she is expected to sign in and attend classes immediately upon arrival. Students may not appear on school grounds and leave without following the proper sign-out procedures.

Students arriving after 8:30 A.M. must be accompanied by a parent in order for them to enter school. Students arriving after 8:30 AM without an accompanying parent will not be permitted to attend classes. The parent will be contacted to pick the student up or to make arrangements for the student to be escorted home.

TARDINESS TO CLASS (INCLUDING FIRST BLOCK)

Students who are tardy to any class will be given a detention by the teacher. If that student is often late to class, he/she will be referred to the Assistant Principal for disciplinary action. The teacher will also contact the parent who will be asked to assist in getting their son/daughter to classes on time. Parents will be encouraged to attend school with their child who is often late to class.

SECTION III

RULES, REGULATIONS AND GENERAL INFORMATION

PHILOSOPHY

Schools have an obligation to promote and encourage order, safety and an atmosphere conducive to learning. Students can assist in developing this favorable atmosphere not only by being responsible for their own behavior, but also, to a reasonable degree, by exerting influence on other students to act responsibly for the common good.

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student

athletics, counseling services, employment assistance, extracurricular activities or other school resources.

SMSA will comply with the nondiscrimination requirements of title IX of the education amendments act of 1972 and section 504 of the rehabilitation act of 1973.

ACADEMIC INTEGRITY

Honesty and integrity are among the most highly regarded and respected values of the Sport and Medical Sciences Academy. Students are expected to rely upon their own resources and efforts in order to complete course work. Cheating is a violation of the Citywide Discipline Code and this standard and includes, but is not limited to, the following:

1. unauthorized use of prepared materials or information prior to or during testing;
2. copying another person's homework, class work, research paper, or test;
3. turning in someone else's work as one's own;
4. plagiarism- failing to use sufficient documentation when using materials from print or electronically generated sources and
5. unauthorized use of teacher materials.

Cheating/plagiarism will result in loss of credit for the assignment and parental notification. Repeated offenses will result in administrative disciplinary action(s).

ADMISSION/PLACEMENT

Students interested in applying to SMSA should forward a completed application for admission to the Magnet Theme Coach by the designated deadline. There will be a closing date for applications for students. All components of the application package must be completed in order for the application to be considered and for the applicant to be eligible for the lottery. Interested families must attend an Open House session. An interview with an SMSA staff member is required to facilitate appropriate academic placement. Eligible candidates are selected by lottery depending on the number of available slots. Applications will be taken for incoming 7th, 8th, 9th, 10th, and 11th grade students.

ADVERTISING

Students or Staff may *not* advertise or sell any service or material without first seeking the approval of administration.

ASBESTOS

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The Hartford Public Schools has on file plans showing the location of asbestos in each district building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office

ASSEMBLIES

There are times when classes, grades, teams or the entire school may gather for assembly programs. A student's conduct in assemblies must meet the same standards as in the classroom.

CARD PLAYING, GAMBLING AND RELATED ACTIVITY

Non-instructional use of card playing; flipping coins; and rolling dice is prohibited. Recreational card and/or dominoe games are not allowed. Any other recreational games are subject to administrative approval.

CHILD ABUSE

Teachers, principals, paraprofessionals and other professional school staff are obligated by law (C.G.S. 17a-101) to report suspected child abuse or neglect to the Connecticut State Department of Children and Families. Specific procedures governing the reporting of abuse and neglect are in effect. Staff receives yearly training. Reporting of child abuse and neglect is a responsibility that is taken seriously. If there is either suspicion or doubt about possible abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases. Child abuse is defined as any physical injury inflicted by other than accidental means or injuries that are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, and deprivation of necessities, emotional abuse, cruel punishment or neglect is also considered child abuse.

CLASS PLACEMENT

Every effort will be made to place students with teachers where a positive student-teacher relationship will be established. Parents may have an opportunity to provide information relative to placement. The final decision for placement rests with the Principal or his/her designee.

COMPUTER RESOURCES

SMSA and District resources have been invested in instructional technology to broaden instruction and to prepare students for the information age. Use of technology resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign and return the Hartford Public Schools Use Policy and the Appearance Release Form (given separately to students) after the parent and the student has reviewed them together.

Personal laptops are permitted under the following conditions:

- Academic use only – no unauthorized use of any kind.
- Can be confiscated by SMSA staff.
- Administration would conduct investigation of allegation.

SMSA is not responsible for loss or damage of personal laptops.

CONDUCT

Students are responsible for conducting themselves in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off-campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately in SMSA uniform requirements
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the Code of Conduct.
8. Obeying all school rules, including safety rules.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

During school dances, sports events, etc., students may not leave the building until the event concludes or unless written permission is received from parents indicating that the parents will pick up the student prior to such a time. At the close of the event, the school building and school grounds will be secured and adult supervision will end. Students without such written permission will not be allowed to leave and reenter the event. Smoking is not allowed at any school functions. All school rules are in effect during such activities.

SMSA has developed and will share with students and parents in early Fall 2008 a “Student In Good Standing” policy that will govern students’ eligibility for extracurricular activities such as trips, dances, dress down days, prom, etc. Parents and students are expected to sign and return the “Student in Good Standing” policy.

Class Officers as Role Models

Students who run for a class office must first have the cluster team leader check to be sure that they do not have any disciplinary records and/or suspensions. Students running for office must be passing all courses at the time of the campaign. Students who are holding office and receive a suspension will be removed from office and the student that came in second place will become the new officer; if there was no other person running against that student, another election for that position will be held. Class officers who fail a course must attend tutoring to bring up the grade or risk being removed from office.

Dangerous Weapons and Instruments: No guns, knives or any other objects (e. g. mace-type of products), including martial arts weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as appropriate disciplinary action. Any student found to possess a weapon on school grounds, on the way to or from school, or during a school-activity will be recommended for expulsion from school.

Uniform Code: Students must wear the appropriate school uniform at all times. (Please see section **STUDENT UNIFORM CODE** for details).

Smoking: Students shall not smoke, possess, or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property as provided by law. Students who are

using tobacco products (i.e. cigarettes, cigars, chewing tobacco, snuff) will be referred to school administration for disciplinary action.

Substance Abuse

As stated in the **CONDUCT** section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession or use of alcohol or controlled substances on school grounds or during school activities. Any student in violation of this will be subject to disciplinary actions including but not limited to suspension and/or expulsion and/or arrest. All disciplinary recommendations are the decision of the Administration, based on information available and other circumstances.

SUBSTANCE ABUSE OR DISTRIBUTION OF DRUGS AND/OR DRUG PARAPHERNALIA INCLUDING ALCOHOL MAY INDICATE SERIOUS, UNDERLYING PROBLEMS. EVERY EFFORT WILL BE MADE TO OFFER STUDENT ASSISTANCE, INCLUDING EARLY IDENTIFICATION, REFERRAL FOR TREATMENT TO PRIVATE OR COMMUNITY AGENCIES AND AFTERCARE SUPPORT

Disciplinary procedures will be administered based on the best interests of the student, school population. Due consideration will be given to the rights of students. Consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale or consumption of dangerous drugs, narcotics or alcoholic beverages is grounds for expulsion. **SMSA has a zero tolerance policy for drugs or alcohol.**

Students are encouraged to consult with teachers, administrators and other professional staff regarding substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived jointly by the student and the educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by said drug/alcohol use. If such a danger is imminent, the parents/guardians and health officials will be notified, so that appropriate action can be taken. For questions on this item, please contact SMSA's social worker, Mrs. Debra Carlson.

DISCIPLINE

A student who violates the Hartford Public School's Code of Conduct / discipline plan shall be subject to disciplinary action. Disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, out of school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. All discipline recommendations are the decision of the Administration, based on information available and other circumstances. In addition, when a student violates the law, that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized Hartford Public Schools' policy even if such conduct occurs off-school property and during non-school time.

Detention: A student who violates the discipline plan will be expected to serve detention for misconduct. There are three levels of detention: Teacher detention; Administrative detention (after school on Tuesdays and Thursdays 2:15 PM to 3:00 PM); Saturday detention (9:00 AM to 1:00 PM). Students who fail to appear for a Saturday detention will be suspended. A Saturday detention contract will be issued to each student when he/she is assigned such detention.

Suspension: A teacher may recommend removal of a student from all classes when the student deliberately causes serious disruption of the teaching and learning process within the classroom.

The administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. To return from suspension a parent conference must be held prior to the student returning to classes.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instance the informal hearing will be held during the suspension. Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

Expulsion:

The Academy may recommend a student for expulsion from school privileges if, after a full investigation, it is found that his or her

conduct endangers persons or property, is seriously disruptive of the educational process or is in violation of publicized school policy. All such hearings shall be conducted in compliance with Connecticut General Statutes Section 4-177 through 4-180.

Expulsion from school will result in the loss of all extracurricular and social privileges during the period of expulsion. It may result in the student being transferred to another school.

Student possession and/or use of weapons, including martial arts weapons, or other dangerous instruments in any school building, on school grounds, in any school vehicle, on the way to and from school, or at any school sponsored activity is cause for expulsion for a calendar year. A student who offers illegal drugs for sale or distribution on or off school grounds is also cause for expulsion for a calendar year. The Hartford Public Schools may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion were not for weapon possession and/or for the sale or distribution of illegal drugs.

Expulsion Hearings will be conducted by the Hartford Public Schools.

DISTRIBUTION OF MATERIALS

Printed materials may be distributed to parents by students, as a means of communications. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations; will be referred to the office of the Principal/General Manager to determine whether the request complies with school policy.

The Principal or his/her designee may approve such distribution providing:

1. The material is related to the school, community, and local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate or position.
4. Does not promote profit-making organizations.
5. Does not advocate a position regarding a referendum question.

ELECTRONIC AND TELECOMMUNICATIONS DEVICES

Students shall not possess or use entertainment or telecommunications devices while on school property, while attending a school-sponsored activity on or off school property, or on school transportation to or from such activity. Such devices include, but are not limited to, any of the following: cell phones, 2 way radios; I pods, MP3, or other digital multimedia players; compact televisions; electronic games, toys or novelty items; laser pointers; remotely activated paging devices/beepers; handheld devices with Internet access and/or other wireless access to online services; or any other item considered to fall in this category by SMSA staff or administration. **Items of this nature will be confiscated and only returned to a parent.** When found on students, these electronic devices will be taken and held by the Assistant Principal and returned to the parent or legal guardian only. SMSA is not responsible for any prohibited item lost, damaged, or stolen.

Taking or posting covert and/or embarrassing pictures and/or videos is per se disruptive of the educational process in our school and subject to disciplinary action. SMSA prohibits the taking of pictures or videos (on or off school grounds) of students and/or staff members without their knowledge and/or posting them anywhere including the Internet (i.e. MySpace).

EMERGENCY SCHOOL CLOSING INFORMATION

PARENTS ARE URGED TO CALL 695-SNOW FOR INCLEMENT WEATHER ANNOUNCEMENTS. Announcements will also be made on the radio and television stations listed below in case of inclement weather or other emergency closing.

WTIC – AM 1080 WKSS – FM 95.7
WTIC – FM 96.5 WCCC – AM 1290
WDRC – AM 1360 WRYM – AM 840
WDRC – FM 102.9 WKND – AM 1480
WLVH – AM 1230 WHCN – FM 105.9
WRCH – FM 100.5 WILI – FM 98.3
WPOP – AM 1410 WILI – AM 1400
Channel 3 and Channel 30 television

ENTRANCE AND EXIT

The student entrance to SMSA is at 280 Huyshope Street. Students should enter and exit the building at this point only (except

during a fire drill or school-wide emergency). Students caught exiting through other doors will be subject to disciplinary actions as this may cause a security and safety risk for the students and staff. Students may enter the building starting at 7:10 A.M. for breakfast and are officially dismissed at 2:09 P.M. on regular school days. Students may not loiter outside the school building at any time before or after school.

EXAMINATIONS

Final examinations are an important course requirement. For this reason, students are expected to be present for these examinations at the scheduled times. *Make-up examinations will be given only to students who are ill (M.D. note required) or for other valid documented reasons*, as determined by school administration. Students absent from school during an examination must call the school on the day of the exam and upon return to school must take the examination missed, if eligible. If a parent does not call the school on the day of an exam, that student may not be allowed to make-up the exam even with proper documentation.

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian.

EXTRACURRICULAR ACTIVITIES

Athletics: Athletics are considered an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

Student interscholastic activities shall be governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Any student athlete who has not reported to school by noon will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the Principal or designee and the Principal or designee allows the student to participate. Students must meet CIAC grade level performances in order to remain eligible to play (see current CIAC Rules).

Clubs and Performing Groups: Student clubs, performing groups, athletic teams and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

Dances and Social Events: School dances and other social events may be scheduled periodically during the school year. Only legally enrolled students of this school may attend such events unless other arrangements have been made and approved by the administration and the school Activities Director. Students are expected to dress appropriately for all dances and social events. Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance. The Activities Director may publish a list of dance rules which must be adhered to. Students that are suspended and/or expelled or notified of the suspension or expulsion (inside or out) on the date of the event are not permitted to attend the event.

FAILURE OF TWO CLASSES OR MORE

At SMSA, academic success in preparation for college is of paramount importance. Any student who fails two or more credits of courses during the school year must attend summer school. Following summer school, if a student still has two credits or more of failed courses during that school year and cannot be promoted to the next grade, the student may lose his/her seat at SMSA.

FEES

Materials that are part of the basic educational program are provided without charge to students. A student is expected, however, to provide his or her own supplies of pencils, calculator, erasers, and notebooks. The student may be required to pay certain other fees or deposits, including:

1. UNIFORMS
2. Club dues.
3. Security deposits.
4. The materials for a class project that the student will keep.
5. Personal physical education and athletic equipment and apparel.
6. Voluntary purchases of pictures, publications, class rings, yearbooks, etc.
7. Student accident insurance.
8. Insurance on school-owned instruments, instrument rental and uniform maintenance.
9. Parking fees and replacement student identification cards and/or lanyards.

10. Fees for damaged library and/or school books and school-owned equipment.
11. Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities
12. Locks for lockers.
13. Class dues (to help defer cost of particular student related activities, i.e. senior trip).

FIELD TRIPS

Field trips must be scheduled for educational purposes. Any student whose behavior is considered detrimental to the well being of other students may be barred from participation by the “Student In Good Standing Policy.” Students who are considered not in good standing may not participate in field trips until they meet the criteria for a student in good standing. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity. Only students who are in good academic standing (passing their courses), come to school on time (are not tardy), and who display good citizenship (e.g. no suspensions) are eligible to participate in field trips. The administration or the cluster teachers may determine a set of criteria of the above in order to participate in a specific field trip. A general guideline for field trip participation is few tardies, no suspensions, and passing courses. Students who do not return consent forms within the time required will not be permitted to participate in the trip. Such students are still required to attend school on the day of the trip. If they do not go, a seat will go empty that could have been occupied by another student. Students must be in school uniform for all trips unless prior permission has been granted by the Principal for the entire group to attend the trip without official uniform.

FIRE DRILLS AND EMERGENCY PREPAREDNESS

Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given. Students not behaving appropriately during a fire drill will be suspended and a parent conference will be required.

FOOD

At SMSA students are provided with free breakfast and lunch. Students may bring their own lunch; however, refrigeration will not be provided. All food is to be eaten in the cafeteria. **Food and drink are not permitted elsewhere in the building.** Students are expected to clean up their areas when they finish eating. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct. *Students are not allowed to leave the building during breakfast nor lunch.*

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Student Activity Director at least two months prior to the event. The Student Activities Director will obtain the Principal's approval for the fundraising. Except as approved by both the Student Activities Director and the Principal, fund-raising by students or any other party is not permitted on school property.

GRADUATION REQUIREMENTS

Students at SMSA are required to earn **25 credits** to graduate. Upon successful completion of the academic and career programs, students also will receive a Career Certificate.

Academic Area Requirements

Students must receive the mandatory number of credits in each of the following areas to receive a diploma.

Graduation Requirements

<u>Area</u>	<u>Credits</u>
English	4.0
Math	3.0
History	3.0
Science	3.0
World Languages	2.0
Business	2.0
Sport Studies/Health	3.0
Aesthetics (Music, Art)	1.0

Electives	4.0
Total	25.0

*Pending Board of Education approval – New Graduation Requirements for the incoming Fall 2008 9th Grade Class (Class of 2012) will take effect once approved.

In addition to the above, the class of 2008 must meet District Performance Standards in Reading, Responding to Literature, Writing, and Mathematics. A separate letter regarding these District graduation requirements will be distributed to all students and sent home via mail to all students. Any student and parents who do not receive such letter by the end of September must contact the guidance counselor for a copy of the requirements.

Promotion Requirements

In order for students to be promoted from one grade to the next, the students must meet the Academic Standard for promotion and complete a career-related experience with an exhibition. The minimum academic standard for promotion is no more than one (1) failing grade. **If a student receives two (2) or more F's, he/she must attend summer school. Students who receive a grade less than 50 will not be permitted to attend summer school and the failure will remain.** Overall, students who do not meet the minimum standard will be retained in their present class and be required to repeat the courses offered at that level or may lose their seat at SMSA.

Report Cards

Report cards will be issued to students or mailed home at the end of each 10-week period. Report card dates will be noted on the school calendar. Parents are responsible for ensuring that the school has the most recent correct address on file. Change of address requires proof of the new address in the form of a utility bill, driver's license, lease, etc. Report cards will be withheld for students with missing books, sporting equipment/uniforms, calculators, fees, etc. until they take care of their responsibility.

Progress Reports

Progress Reports will be issued by each teacher each Wednesday. Students are required to bring weekly progress reports home. If parents do not see evidence of progress reports, **they are expected to contact the guidance counselor to arrange a team meeting or parent conference.**

The system of grading is as follows:

A+	97 - 100
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	<i>Failure (below 60%)</i>

***Subject to change pending Board of Education approval of new graduation requirements/grading system.**

GUIDANCE COUNSELING AND SOCIAL WORK SERVICES

A Guidance counselor and a Social worker are available to help students and parents with any questions that might arise during the year concerning classes, educational plans, future occupational plans, or personal problems. Anything said to a counselor will be held in confidence. A Counselor/Social Worker will listen and be open and honest with students, suggesting ways to solve problems. Access to community health services will also be made available to students and parents. If a student experiences problems that are extensive or ongoing in nature, referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school will sometimes be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

How Do Students Contact Their Counselor? Students may initiate a conference with their Counselor by coming to the Guidance Office on the third floor before or after school to schedule an appointment, or initiate a conference with the Social Worker by coming to the Social Worker's office before or after school to schedule an appointment. The Counselor/Social Worker's schedules are available to

students in order to arrange a meeting. The Counselor or Social Worker may also contact students for a conference as required.

How Do Parents Contact the Counselor? Parents are urged to make appointments with the counselor when questions or concerns develop by calling 695-6900. Please contact the Guidance Counselor to set up an appointment.

Is Privacy of Information Practiced? Yes. The counselors adhere to confidentiality standards. This applies to the information gathered from student discussions as well as student records.

(ANTI-) HARASSMENT STATEMENT

Every student has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make students feel afraid or embarrassed because of their color, their religion, the country in which they or their parents were born, their sex, or any disability they may have. **SMSA has zero tolerance for harassment of any kind.** Parents are urged to reinforce with their child (ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or to the Principal. To maintain a productive and positive learning environment, SMSA will make every attempt to halt any harassment of which it becomes aware by calling attention to this policy or by direct disciplinary action, if necessary.

Hazing Activities: Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization.

Sexual Harassment: It is the policy of the Hartford Public Schools and SMSA to maintain a learning and working environment for students that is free from sexual harassment. Sexual harassment - which is unwelcome sexual attention from peers, teachers, and staff, any individual subject to the control of the Hartford Public Schools and/or SMSA, or anyone with whom the victim may interact - is accordingly a violation of the policy of both the Hartford Public Schools and SMSA. It is also in violation of state and federal laws.

Complaint Procedure

- A. If a student believes that he/she is being harassed, that student, personally, or through an intermediary, should immediately

inform the harasser that his/her behavior is unwelcome and must not be repeated.

- B. As soon as a student feels that he/she has been subjected to sexual harassment, he/she should verbally report the alleged incident to the building principal, assistant principal, guidance counselor, social worker, or school nurse. The student is to be made aware of his/her rights and provided with a copy of the policy and complaint procedure.
- C. Any student who makes an oral complaint of harassment to any of the above mentioned personnel will be encouraged to file a written complaint. If the student does not file a written complaint, then the individual to whom the oral complaint was given shall file a written complaint on behalf of the student. The complaint shall contain the following information:
 - 1. Name of complainant
 - 2. Date of complaint
 - 3. Date of alleged harassment
 - 4. Name or names of alleged harasser or harassee
 - 5. Location where such alleged harassment occurred
 - 6. Detailed statement of circumstances constituting the alleged harassment
- D. All complaints are to be forwarded to the Title IX coordinator, Mr. Eduardo V. Genao, Principal unless that individual is the subject of the complaint in which case the complaint should be forwarded directly to the superintendent of schools/designee. All 504 issues or complaints should be forwarded to the 504 coordinator, the school nurse

Note: Title IX is federal legislation which guarantees equal opportunity for both genders. If a student or parent believes there has been an unequal opportunity (i.e. academic, athletic) for a specific gender, then that parent/student has the right to bring that concern to the Principal's attention in an effort to resolve the concern. Formal Title IX complaints are to be forwarded to Title IX Coordinator (Mr. Genao).

HEALTH SERVICES

The Nursing Office is located on the first floor. A registered nurse (Mrs. Barbara Ross) is available Monday through Friday 7:35 A.M. to 2:28 P.M. If the nurse is not in the office (i.e. she's visiting a classroom, attending a 504 meeting), students are to go to the main

office; the nurse will then be contacted. The school Nurse is available to provide first aid for minor injuries received at school and in transit to and from school, to administer previously ordered medications and/or medical procedures, assist in any medical emergencies, and provide health-related information.

Communicable Diseases: A student with a communicable disease will be excluded from school and directed to see his/her primary care provider. Examples of such conditions are: chicken pox, head lice, scabies, conjunctivitis, impetigo, and ringworm. The student must return with a note from provider stating the student's condition, if that condition is being treated, if the student can return to school, and/or that the student is now free of the condition.

Counseling: Connecticut law allows students to discuss drugs, alcohol, pregnancy and venereal disease on a privileged basis with the nurse. Should students wish to ask health-related questions anonymously, they may put these in writing, sealed in an envelope and leave with the secretary in the main office and she will place them in the nurse's mailbox. Thoughtful responses, information, and resources will then be posted by the nurse on a bulletin board outside the Nursing Office.

Emergency Procedures: When a student becomes seriously ill or injured, the parent/guardian will be notified immediately. If the parent/guardian cannot be reached, the nurse will attempt to notify the next emergency contact person on file. The nurse will act according to the information on the student's emergency medical data card and as deemed medically necessary to ensure the overall well being of the student.

Each student and parent must take responsibility to ensure that accurate, updated medical data is on file with the nurse, including the following:

- A telephone number to reach parent or guardian.
- Name of an emergency contact person with day telephone number.
- Hospital preference in case of a medical emergency (in an acute emergency, the student will be taken to the nearest hospital).

Illness in school: If a student becomes ill in school, he/she will report to the school nurse.

The student:

- **Must** present a pass from the teacher,
- **Must** go to class prior to seeing the nurse in the morning, or
- **Must** go to class after lunch before coming to the Nursing Office.

Students will not be permitted in the health room without a pass except in an emergency.

Release due to illness: Students will be allowed to go home when ill, only after a parent or the designated emergency contact person is reached. Means of transportation to go home must be discussed between the nurse and an adult before the student is dismissed. A “sickness card” is filled out by the Nurse. One copy remains in the Nursing Office and the other copy is given to the student who must submit it to the main office before leaving the building.

Students (regardless of age) may not leave school for illness or injury or call parents for transportation without first reporting to the nurse or an administrator. Only a school administrator, conferring with the nurse, can dismiss a student from school.

Parents are responsible for updating the school with any address, telephone(s), email(s), and emergency contact(s) changes.

Immunizations: Connecticut law mandates that all students be successfully immunized against Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Rubella and Hemophilus Influenza Type B. In addition, all students (7-12) are required to be immunized against Varicella (chicken pox) or present documentation from their primary care provider stating that they had the disease. As per the Connecticut State law, students who have not been fully immunized will not be allowed to attend school until they have received the required vaccinations or provided the documentation indicating the immunizations were received. Students who are from out of the country and are seeking entry into the Hartford School System must have had a PPD (tuberculin skin test) within the past year.

Medications: No medications including Tylenol or Motrin will be administered by the nurse without written authorization from the primary care provider and parent. Students who take medication on a regular basis or on an as-needed basis are required to submit a Medication Authorization Form. The name of the medicine, the dosage, time, route of administration and reason for medication must be clearly indicated. This form must be signed by both the parent and primary care provider and on file in the Nursing Office before any medication can be administered. The student is responsible for bringing in the medication properly labeled in the pharmacy prepared container. The medication is then securely stored in the Nursing Office. All controlled medication must be brought to school by the parent/guardian and delivered to the nurse personally.

Physical Exams: All 10th grade students are required to have a complete physical exam. This complies with Connecticut State

statute. If written proof of a physical exam is not submitted by the end of their sophomore year, students will not be allowed to re-enter school the following September. This assessment should be done by the student's primary care provider. Should a school physician be desired to conduct the physical, prior arrangements must have been made. A ***Blue Health Assessment Record Form*** should be filled out by your provider. We encourage that a thorough exam by the student's primary care provider be arranged early in the year.

Screenings: By state law, all 7th, 8th, 9th, 10th graders are required to have postural and vision screenings done. The nurse will provide screenings to all freshmen and, if requested by a parent, teacher or student, to any other student.

All state-mandated screenings will begin during the first month of school.

Parents will be notified if results of evaluation indicate that further testing needs to be arranged. A referral form will be given to the student and mailed home indicating any questionable findings.

Sports Physicals: All students must have a physical examination (***Blue Health Assessment Record Form***) on file with the school nurse dated no earlier than 36 months (3 years) from the date practice begins. For **each** sport that a student wishes to play, he/she must complete a health questionnaire and an insurance form. Coaches will provide these forms to students. Should there be any concerns regarding the health questionnaire, the nurse will contact parents as to such concerns prior to authorizing any student to participate in a given sport. For safety reasons, students must remove all jewelry before participating in sports and/or physical education activities during the day and after school.

If you have any questions regarding health requirements and issues, please contact our school nurse, Mrs. Barbara Ross at (860) 695-6900.

HOMEBOUND

Home instruction is made available through the Alternative Education Department to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Those students who have been excluded from regular school attendance for disciplinary reasons may also receive such home instruction.

HOMEWORK

The grades achieved by a student depend upon the amount and degree of preparation devoted to one's subjects. Some courses may require more preparation than others; also, preparation time may vary during different periods of the school year. Whatever the subject, students are required to complete all homework as required by the teacher. Homework can acquaint parents with the student's work in school even as it fosters discipline and independent practice. Parental supervision of homework aids in promoting such communication and discipline. **Homework is given daily.** Due dates are expected to be honored. Teachers reserve the right not to accept homework that is submitted after the due date.

IDENTIFICATION CARDS

In recognition of the need to provide a safe environment for all students, all students are required to have the school photo identification card visible (around their neck) in order to enter the building, and ID cards should be visible at all times during the school day. No other items of any kind should be attached to the I.D. lanyard. A fee of \$5.00 or more will be charged for a lost ID and \$2.00 for the lanyard (since the first ones are provided free of charge to the student). The I.D. card is SMSA property and must be returned upon permanent departure from SMSA. Students may not alter deface color, replace photo, or in any other way render the I.D. card not appropriate. In plain English, nothing can be done by the student to the I.D. card. Students will have to pay \$5.00 to replace I. D. cards that are considered as inappropriate by the assistant principal. Students who do not have their I.D. card will be asked to sign in and take a special one day pass to wear on their uniform shirt. The student is required to bring in his/her I.D. card the next day or \$5.00 for a replacement card. On the second offense, the student will serve an administrative detention. On the third offense, the student will serve a Saturday detention.

INSURANCE

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while in school. Any such arrangement is contractual between the parent and insurance carriers. SMSA assumes no liability from disputes arising from such contract(s).

LOST AND FOUND

Any articles, which are found in the school or on school grounds, should be turned in at the main office. Unclaimed articles will be disposed of at the end of the school year. Students are expected to carefully safeguard their property. Loss or suspected theft of personal or school property should be reported to the main office immediately. Every effort will be made to retrieve lost items; however, **SMSA is not responsible for the replacement of lost or stolen property.**

OUT OF SCHOOL MISCONDUCT

Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is disruptive of the educational process and is a violation of a publicized school policy, even if such conduct occurs off-school property and during non-school time.

Examples of off-school conduct that may result in such discipline include but are not limited to:

1. Sale, possession, use, or distribution of dangerous weapons, including martial arts weapons;
2. Use, possession, or distribution of illegal drugs;
3. Violent conduct (including physical fights);
4. Making a bomb threat or making a bomb;
5. Threatening to harm or kill another student or member of the staff; where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process (including use of the Internet for such purposes)
6. Stealing from local merchants or misconduct in area restaurants.
7. Using the Internet to harass SMSA students or staff.

PARENT CONFERENCES

Parents are encouraged to become partners in their child's educational successes. Conferences with teachers may be held at any time during the school year. Parents and students, as well as teachers, counselors or administrators may initiate a conference. Parents will be notified of regular parent conferences and are expected to attend. A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held after regular school hours. Every effort will be made to accommodate parent schedules. Parents are encouraged to call the classroom teacher to arrange for a parent-teacher conference. Parents are also encouraged to avail themselves of the email system to

communicate with teachers. All members of the SMSA staff have an email address.

PARENT INVOLVEMENT: MEETINGS/COMMUNICATIONS

SMSA was founded with the idea that a true partnership between parents and teachers is the most fundamental requirement for success. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with SMSA's academic programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at Board of Education meetings and being a school volunteer are strongly encouraged. Parents are discouraged from calling the school requesting to talk to their child. In an emergency, students will be contacted to call home directly. Parents should be sure teachers have the correct telephone numbers and contact information for work and home. Because teachers are expected to contact parents each month by telephone, in writing, or by arranging a face-to-face conference, monthly contact will be impossible if such numbers and contact information are incorrect. Parents who have an email account are encouraged to share it with the school staff to facilitate communication.

Parent(s)/Guardian(s) will also receive messages via Connect Ed a phone message system that will automatically notify you of information pertaining to the school. Additionally, parents can also sign-up for Parent Connect an internet based service that allows parents to see your child's attendance, grades, and homework completion with a secure password.

PARKING

Parking is **not** provided for students. Students are prohibited from leaving school with the intent of using parking meters. Parents are encouraged to use street parking meters for parking.

PASSES

Students must have a pass signed by a faculty member or office staff member when traveling through the halls during class time. Passes must be shown upon staff member's request. Only one name should appear on a pass. The three minute passing time between classes is meant to go from one class to the other in an expeditious manner. Students are to immediately enter the classroom and get ready for the teacher. The time between classes is not "free time" to stay in the staircases or hallways. Students are expected to go to their class first

(including lunch periods) and ask for permission of their teacher before proceeding anywhere else in the building.

POSTERS

Signs and posters that students wish to display must be approved by the Principal. Posters displayed without authorization will be removed. Any student who posts such material without authorization shall be subject to disciplinary action.

PREPARED FOR SCHOOL EACH DAY

Students are expected to arrive at school with a minimum of a notebook, pen or pencil. Essential school materials should not be left in the lockers. Students are expected to carry their notebook and/or textbook(s) home for study and homework purposes. Students who arrive at school totally empty-handed will be stopped at the main entrance and their parent contacted.

PROPERTY, LOCKERS, AND EQUIPMENT

It is the policy of SMSA to hold students responsible for any loss of or damage to the property of SMSA under the jurisdiction of SMSA when the loss or damage occurs through fault of the student. Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate. In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Each student is assigned a desk/seat and/or other equipment. Each student is assigned a locker to put away outerwear and other personal property that is appropriate for school use. **Students may not share lockers.** These items are the property of SMSA, loaned to students for their convenience during the school year, should be kept in good order and not abused, and may be opened and subject to inspection from time to time by school officials. Lockers assigned to students must be locked (by the end of the second week in September), preferably with a combination lock. The student assigned to the locker is responsible for its content. These assigned items are SMSA property and are subject to search without cause and students should have no expectation of privacy. At the end of the school year, all students are expected to

remove the contents of their locker and leave it unlocked for summer cleaning by the custodian.

Students should not attempt to repair school equipment but should notify SMSA staff immediately if it isn't functioning properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students must bring in locks from home and attach to assigned lockers after providing and verifying combination with advisory teacher.

Students are warned not to bring large sums of money or valuables to school; liability for these items remains with the student. **Please note that as a rule SMSA cannot be responsible for any loss of or damage to students' personal property.** If there is a need to carry valuables, including money, then it is recommended that students place such valuables in the school safe.

RESTRICTED AREAS

Students are allowed only on assigned floors. Elevators and all other areas of the building are off-limits. Students who are in inappropriate areas are considered "out of bounds" and will be given a consequence for such action. Students are not to congregate in front of the school, in front of neighboring businesses, or in the parking lot at any time.

SAFETY/ACCIDENT PREVENTION

Student safety on campus and at school related events is a high priority of SMSA. Although SMSA has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow SMSA's Core Beliefs / Discipline Management Plan
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

SCHEDULE OF CLASSES

Each student will have four (4) 85-minute periods. **All students are expected to be in first period class by 7:45 a.m. The schedule is the same each day except Tuesday to accommodate for Mentoring.**

The school's schedule will be posted on our website and distributed to students at the beginning of the school year. A complete schedule of classes will be distributed to each student at the start of the school year.

SCHOLARSHIPS, FINANCIAL AID AND AWARDS

Students should start early to establish records worthy of scholarship consideration. In general requirements for scholarship consideration are some combination of the following: serious attention to studies, good character, financial need and involvement in the activities of the school. Many scholarships and awards are available to qualified students. Students should consult the Guidance Counselor for information about what scholarships are available and how, when and where to apply.

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays (as recognized by the Hartford Board of Education) are encouraged. The Hartford Public Schools and SMSA remind students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Any activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore:

1. School and class plays shall not be overly religious and church-like scenery will be avoided;
2. Religious music shall not entirely dominate the selection of music; and
3. Program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Principal should be contacted.

SEARCH AND SEIZURE

The right to inspect desks, handbags, purses, book bags, lockers and/or other items and equipment used by students may be exercised by

school officials to safeguard students, their property and school property. An authorized school administrator may search any such items and/or equipment under the following conditions:

1. There is reason to believe that such items and/or equipment contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.
3. Property has been reported missing.

This document serves as advance notice that school board policy allows desks, lockers and other items and/or equipment to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

SPECIAL SERVICES FOR EXCEPTIONAL STUDENTS

Special services and programs are provided for students at SMSA who are identified as requiring such special education instruction or intervention. Educational support services are provided for special needs students.

Specially trained teachers work with students on an individual or small group basis providing them with instructional, consultative, and supportive services. These students are included in regular academic and elective courses.

The Sport and Medical Sciences Academy supports an inclusion model. No self-contained classroom instruction is available exclusively for special needs students. If a student's I.E.P. mandates a self-contained environment, such I.E.P. must be changed after consultation with the parent(s).

Section 504 of the Rehabilitation Act of 1973 is a comprehensive civil rights legislation that protects individuals with disabilities. A person is considered disabled within the definition of section 504 if he or she has a mental or physical impairment that substantially limits one or more major life activities, has a record of such impairments, or is regarded as having such impairment. Major life activities include such functions as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, and breathing, learning, and working. The major difference between IDEA (special education) accommodation and Section 504 is

whether the disability “adversely affects educational performance.: The Hartford Public Schools Section 504 Coordinator is the person who is responsible for ensuring that the district complies with Section 504. The contact person is: Hartford Public Schools, Carol Forand, 153 Market Street, Hartford, CT 06103, or you may call the Sport and Medical Sciences Academy school nurse for additional information at 860-695-6900.

A 504 grievance shall mean a complaint by a parent/guardian and/or student in the schools operated by the Hartford Public Schools in which there is an allegation that educational discrimination on the basis of disability has occurred. Educational discrimination can include harassment based on a student’s disability.

Formal 504 grievance procedures: A complaint may be filed with the Office for Civil Rights before or instead of filing a complaint directly with the school district. If the complainant chooses to file an internal complaint, the following procedures apply:

1. A written complaint shall be forwarded by the parent/guardian to the Principal. The complainant shall fully state the facts of the alleged violation and specify the remedy that is being sought. The Principal will review the facts and issue a written response to the complainant within seven school days.
2. If the complainant is not satisfied with the decision of the Principal, the complainant can appeal the decision to the Section 504 Grievance Committee. The membership of this committee shall be determined by the Assistant Superintendent of Support Services. This committee will meet within seven school days to review the evaluation data and all previous findings as part of their investigation. The Grievance Committee will issue written findings and recommendations within ten school days.
3. If the complainant is not satisfied with the findings of the Grievance Committee, they may request a hearing with a designee of the Superintendent, who will set a hearing date. A decision will be rendered within ten school days of the hearing.
4. In the event the complainant feels the decision of the Superintendent is not satisfactory, the complainant may file directly with the Office for Civil Rights.

STUDENT UNIFORM CODE

Student dress must adhere to the SPORT AND MEDICAL SCIENCES ACADEMY uniform. **Students must enter the school building in complete uniform (including I.D. card around their neck – the I.D. card is considered part of the SMSA uniform) daily**

including the first day of school. Students must remain in uniform at all times while in the school building and any outside activity for which the uniform is required. The school staff and administration have the authority to deal immediately with any violators of the uniform code.

10th – 12th Grade SMSA Uniform Policy

The SMSA uniform consists of an **official** Academy shirt with solid Khaki dress pants (NO CARGO PANTS) or skirt (tan, beige or black). The **official** Academy shirt must be in: black, white, Columbia blue or grey, with the school approved SMSA Tiger logo. It must have a collar and a three-button opening at the neck made out of 100% Pique Cotton. Shoulder seams must fit properly on the shoulders; shirts should not be excessively large or excessively small. Shirts may have long or short sleeves. Skirts and shorts may be worn from May 1 until October 1 of each year. No jeans, corduroy or stretch pants may be worn. All pants and shorts must be worn and belted at the waist. **The official SMSA uniform shirt must be tucked into the pants or shorts at all times while in the building and any outside activity for which the uniform is required.**

7th – 9th Grade SMSA Uniform Policy

The SMSA uniform consists of an **official** SMSA black micro fleece vest with the SMSA Logo, solid Khaki dress pants (NO CARGO PANTS) – girls have the option of a plaid skirt purchased from the uniform vendor ONLY, white short or long sleeve oxford button down shirt, tie (Black 7th and 8th Grade and Silver for 9th Grade) – tie optional for girls, black dress shoes, black belt (business style-no large buckles), SMSA lanyard, and SMSA ID. Shoulder seams must fit properly on the shoulders; shirts should not be excessively large or excessively small. Shirts may have long or short sleeves. Skirts and shorts may be worn from May 1 until October 1 of each year. All pants and shorts must be worn and belted at the waist. **The official SMSA uniform shirt must be tucked into the pants or shorts at all times while in the building and any outside activity for which the uniform is required.**

Alterations (including graffiti) of or variations on the above uniform are not permitted. Additionally, hats, headbands, wave caps, bandanas, kerchiefs, armbands or sweatbands; or other clothing accessories with or without various insignia and/or messages are strictly prohibited. Open toed shoes/backless shoes (e.g. sandals, slippers, flip-flops) and high heeled shoes are prohibited due to safety factors. **On non-uniform approved days, students are expected to dress appropriately for school as per the student uniform code.**

Students may not carry or wear hats, coats, jackets, vests, outer wraps or outdoor garments in the building. Students may wear their **official** SMSA sweatshirt (10th – 12th Grade ONLY) during the winter to keep warm. The **official** SMSA sweatshirt is a black crewneck

sweatshirt with SMSA in blue letters. The SMSA uniform shirt must be uncovered and outer garments are to be hung up in lockers prior to the start of the first block. All clothing items worn under the uniform shirt shall be tucked in. Students who wear these items in school will be in violation of the uniform code and be subject to administrative action.

STUDENT RECORDS

A student's school records are confidential and are protected by law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school. The Principal is custodian of all records for currently enrolled students at the present school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Official transcripts must be generated by the Guidance Counselor's Office.

SUMMER/P.M. SCHOOL

Pending funding, the Sport and Medical Sciences Academy will offer an accredited summer and/or P.M. School program in accordance with the policy of the Hartford Public Schools. It is the students' and the parents' responsibility to sign the student into the summer school program via the guidance counselor office.

TEAM THEME AND DESIGN OF SCHOOL

Real teamwork is a powerful concept common to sports, and growing numbers of major corporations, and successful organizations. Because of this, it is one of the core concepts upon which the school was and continues to be based. Such understanding is intended to extend to every aspect of the Academy: student responsibility and cooperation; teamwork among teachers, parents and administration; and cooperative approaches between all such team members and community and business partners.

TESTING

The Connecticut Academic Performance Test (CAPT) is administered in segments – Math, Science, Response to Literature, Reading for Information, Editing and Revising, and Interdisciplinary Task – to all sophomores, and also to upperclassmen who did not receive a passing score as sophomores. All students are required to take and pass the CAPT test.

Students that do not pass the CAPT Examination by the 12th grade must take the District Assessment and pass for graduation.

Additionally, all SMSA students are required to take both the PSAT (offered during the junior year) and SAT (offered during the junior and senior years), administered by the College Board. The SAT is required by most colleges and universities in the United States.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed for damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts, or report cards until the student pays for or returns the textbooks, library books or other educational materials. Book covers are provided and all students are expected to cover their books. It is the teachers' daily responsibility to assure that all books are covered. If a book is lost or damaged, the teacher will assign an accountability slip for the damages. The student must satisfy the accountability in order to be issued additional books or receive grades or athletic uniforms. Students should always obtain a receipt for school property returned.

TRANSFERS AND WITHDRAWALS

Students withdrawing from school must notify the guidance office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form. To receive a transfer, a parent or legal guardian must make the request for transfer in person. Transfers are only made at the half-year and end of school year terms.

On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

TRANSPORTATION

All students are expected to abide by all the rules and regulations of SMSA and Hartford Public Schools while on public or school transportation. Complaints about transportation companies should be brought to the attention of the Assistant Principal. Students using public transportation passes are expected to safeguard them and use them only for school related travel. Eligibility for transportation will be based on the Hartford Public Schools transportation policies.

MIDDLE, UPPER AND LOWER SCHOOLS

In order to strengthen the emphasis on team-based organization at the Academy, SMSA is now divided into a middle school (7th and 8th Grade), lower school of freshmen and sophomores and an upper school of juniors and seniors. This brings together the teachers of the same age-group students for purposes of interdisciplinary planning, professional development initiatives and other team-centered activities. The structure will bring about more unity of the student body through stronger planning and educational design. Presently, members of the freshmen and sophomore classes are placed into clusters or teams for instruction. Juniors and seniors are not.

It is expected that our new Mentoring Program will help to strengthen the relationships between an SMSA adult and a small group of students to advise them in the lower and upper schools.

VISITORS

Visitors are not allowed into the Sport and Medical Sciences Academy unless he/she obtains prior approval from the Principal or Assistant Principal (via an appointment) in advance of the visit. All guests and visitors must register in an administrative office. All visitors must obtain a pass or visitor badge upon registering. Parents are encouraged to visit at any time.

VOLUNTEER SERVICE

Parents of Sport and Medical Sciences Academy students are encouraged to volunteer at least ten (10) hours of service to the school.

DISCIPLINE FLOW CHART

The following is a discipline flow chart that will be used when students violate school procedure:

Warning by the teacher (verbal or written)



Classroom detention and call home by the teacher



Inform student/Referral and notification to office for detention by teacher.



Call home by administrator: Referral to Office/Sent home/mandatory parent teacher conference



Call home by administrator: Outside suspension or Expulsion

Please be advised that a student may enter the flow chart at any step depending upon violation. Violations are listed in the SMSA Core Beliefs / Discipline Plan. All discipline recommendations are the decision of the Administration, based on information available and other circumstances.

2008-2009 Uniform Code of Discipline

Purpose of the Code of Discipline:

The Hartford Public Schools, Code of Discipline provides the guide for HPS's definition of behaviors and consequences that require administrative intervention. In all cases a healthy school environment is the result of an ongoing partnership with the school, administrative staff, parents, students and the community. Each student will receive a copy of the Code of Discipline as well as a lesson in interpreting it.

Student Behavior:

Each student is expected to respect the rights and privileges of other students, teachers, other school staff, District staff and visitors to the school. Students shall exercise their rights responsibly in compliance with Board Policy and the Code of Discipline. Students who violate the rights of others or who violate District or school rules shall be subject to disciplinary measures as described in the Code of discipline. The discipline of a disabled student shall be in accordance with appropriate laws, policies, and regulations.

Student behavior is categorized as: Level I, Level II or Level III. The consequences for Level I through Level II Offenses may be any or all of those listed below; or others as allowed by Board Policy. The consequence for some Level III Offenses is expulsion, as allowed by Board Policy.

Level I Offenses

1. Entering or remaining in a classroom, in a school building or on the grounds without an authorized purpose.
2. Refusing to identify oneself to school personnel.
3. Leaving a classroom without proper permission.
4. Disrupting class (including but not limited to electronic devices).
5. Displaying inappropriate affection.
6. Blocking or interfering with the smooth flow of traffic in the corridors.
7. Turning off corridor, classroom or stairwell lights.
8. Throwing food or other objects that do not result in injury to another.
9. Engaging in pranks that may endanger persons or property.
10. Attendance: skip/cut class; tardy; skip detention/ISS; truancy.
11. Other: cheating/plagiarism/forgery; obscene behavior/gesture/written notes; school policy/dress code; bus infraction.

Consequences

1. The student shall be removed from class if the offense took place during class.
2. The principal shall warn the student and send a notice to the parents.
3. The principal may conference with the teacher, parents and student.
4. The principal may require the student to plan and implement a behavioral contract.
5. The principal may deprive the student of school privileges for a period not to exceed three (3) school days.
6. The principal may refer the student for appropriate counseling.

7. The principal may assign the student to an in-school suspension class and/or Saturday detention.
8. The principal may suspend the student.
9. The principal may refer the student for Level II interventions

Level II Offenses

1. Disruptive behavior beyond classroom.
2. Leaving school building or grounds without proper permission.
3. Possessing* or using a remotely activated paging device or cellular telephone while in school or while attending any school sponsored function on or off school property.
4. Intentionally defying a valid request of a school staff member.
5. Directing disrespectful, vulgar and/or profane language at any person.
6. Sounding or reporting a false emergency alarm.
7. Violating emergency evacuation regulations.
8. Engaging in inappropriate sexual behavior.
9. Being found with any type of paraphernalia normally associated with the use of drugs, e.g. tobacco, rolling papers, bong, clips, pipes and needles.
10. Smoking.
11. Stealing or damaging school property or the property of others.
12. Recklessly driving on school property, in parking lots or in areas directly adjacent to a school
13. Forcing other persons to engage in conduct that they have a legal right to refuse to do.
14. Intentionally threatening another person with physical injury or property damage.
15. Fighting.
16. Other: technology policy; pornography; gambling; trespassing.

Consequences

1. The student shall be removed from class if the offense took place during class.
2. The principal shall warn the student and send a notice to the parents.

3. The principal shall conference with the teacher, parent and student.
4. The student shall repair, restore or provide restitution for any damaged or stolen property where appropriate.
5. The principal may refer the student to an in-school intervention, and/or community intervention program.
6. The principal may deprive the student of school privileges for a period not to exceed five school days.
7. The principal may require the student's attendance before or after the regular school day not to exceed one hour per day for five school days.
8. The principal may refer the student to law enforcement officials, except where mandated by the Hartford Public Schools Policy on Drug & Alcohol use by Students and Connecticut state laws.
9. The principal may suspend the student or, in the event of repeated, aggravated, or flagrant offenses, may recommend the student for expulsion.
10. The principal may refer the student for Level II interventions.

Level III Offenses

1. Possessing* or transmitting any firearm, knife, explosive or other dangerous object of no reasonable use to the student at school.
2. Starting a fire or causing an explosion with intent to damage school or personal property.
3. Engaging in violent conduct that intentionally or recklessly causes physical injury or substantial property damage.
4. Stealing school property or the property of others by using force against another person.
5. Using threats or force to make other persons give up money or property they have a right to possess.
- 6a. Possessing*, using or being under the influence of any controlled drug, hallucinogenic substance, barbiturate, amphetamine, marijuana, alcoholic beverage or intoxicant.
- 6b. Selling, giving, possessing with the intent to sell, or administering to another person any drug, hallucinogenic

substance, barbiturate, amphetamine, marijuana, alcoholic beverage, or intoxicant.

9. Assaulting another person, any school staff member or volunteer or visitor.
8. Bullying (repeated, over acts).
9. Sounding or reporting a false emergency alarm (intent).

Consequences

1. The student shall be removed from class if the offense took place during class.
2. The principal shall contact the parents.
3. The student shall repair, restore or provide restitution for any damaged or stolen property.
4. The principal shall deprive the student of school privileges for a period not to exceed 10 school days.
5. The principal may refer the student to in-school support program, and/or the community counseling program.
6. In the case of possession of drugs, the principal shall follow the Hartford Public Schools policy on Drug & Alcohol use by Students.
7. The principal may refer the student to law enforcement officials, except where mandated by the Hartford Public Schools Policy on Drug & Alcohol use by Students and Connecticut state laws.
8. The principal may suspend the student and/or recommend the student for expulsion.

(*The term "possessing" includes holding, carrying or storing a prohibited object or substance on or in a student's body, clothing, hat, purse, wallet, handbag, carrying case of any type, locker, desk, chair, automobile, bicycle, motorcycle, book, tablet, pen, pencil or in any way or manner whatsoever.)