

Consent Form
ACKNOWLEDGEMENT OF HANDBOOK RECEIPT

All students are required to have this form signed and returned to the office no later than Friday, September 16, 2016.

Please be sure you have read this handbook in its entirety, as students and their parents/guardians are responsible for abiding by the policies listed within.

I have received a copy of the **ACT Magnet High School Handbook** for **2016-2017**. I understand the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behaviors and will be subject to disciplinary consequences outlined in the handbook.

Name of Student: _____ Date: _____

Student Signature: _____

Parent/Guardian Signature: _____



2016-2017

Principal
Sarah Mallory

Administrative Assistant
Jessica Folta

School Counselor
Kim Noivadhana

ACT: Arts at the Capitol Theater

896 Main Street
Willimantic, CT 06226

Phone: 860-465-5636
Fax: 860-465-8115

This student planner belongs to:

Name: _____

Address: _____

City, State: _____

Phone: _____

Email: _____

DAILY CLASS SCHEDULE

Monday - Thursday

Period 1 ~ 8:45 - 9:50

Period 2 ~ 9:52 - 10:57

Period 3 ~ 11:00 - 12:05

Period 4 ~ 12:05 - 1:05

A Lunch 12:05 - 12:25 **Class** 12:25 - 1:05

OR

Class 12:05 - 12:45 **B Lunch** 12:45 - 1:05

Period 5 ~ 1:07 - 2:12

Period 6 ~ 2:15 - 3:20

Period 7 ~ 3:22 - 4:25

Friday

Period 1 ~ 8:45 - 9:25

Period 2 ~ 9:28 - 10:08

Period 3 ~ 10:11 - 10:51

Break ~ 10:51 - 11:01

Period 5 ~ 11:01 - 11:41

Period 6 ~ 11:44 - 12:24

Period 7 ~ 12:27 - 1:07

DELAYED START SCHEDULE

Monday - Thursday

Period 1 ~ 10:15 - 11:05

Period 2 ~ 11:07 - 11:57

Period 3 ~ 11:59 - 12:49

Period 4 ~ 12:50 - 1:50

A Lunch 12:50 - 1:10 **Class** 1:10 - 1:50

OR

Class 12:50 - 1:30 **B Lunch** 1:30 - 1:50

Period 5 ~ 1:51 - 2:41

Period 6 ~ 2:43 - 3:33

Period 7 ~ 3:35 - 4:25

Friday

Period 1 ~ 10:15 - 10:42

Period 2 ~ 10:44 - 11:11

Period 3 ~ 11:13 - 11:40

Period 5 ~ 11:42 - 12:09

Period 6 ~ 12:11 - 12:38

Period 7 ~ 12:40 - 1:07



2016-2017

Monday - Thursday 8:45 am - 4:25 pm
Friday 8:45 am - 1:07 pm

Important Dates

- ★ August 29 Back-to-School Night 6:30 - 8pm
- ★ August 31 First Day of School
- ★ October 19 Parent Conferences 4:30-6:30pm
- ☺ June 8 Tentative Last Day of School

C - Closed for Holidays & Vacations - No School

- September 5 Labor Day
- October 10 Columbus Day
- November 11 Veterans' Day
- November 24-25 Thanksgiving Recess
- December 26-January 2 Winter Break
- January 16 Martin Luther King Jr. Day
- February Break
- April 10-14 Spring Break & Good Friday
- May 29 Memorial Day

/ - Half Day - 1:07 Dismissal

- September 19 Professional Development
- October 12 Professional Development
- November 7 Professional Development
- November 23 Thanksgiving Break
- December 19 Professional Development
- December 23 Winter Break
- January 17-January 20 Mid-Term Exams
- March 9 Professional Development
- April 19 Professional Development
- October 11 PD - Professional Development - No School
- November 8 Professional Development



ACT Performing Arts Magnet High School

896 Main Street, Willimantic, CT 06226
 Phone: 860-465-5636 Fax: 860-465-8115

AUGUST (1)						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	★	30	★			

SEPTEMBER (21)						
S	M	T	W	T	F	S
					1	2
				6	7	8
				13	14	15
				20	21	22
				26	27	28
				29	30	

OCTOBER (19)						
S	M	T	W	T	F	S
						1
					5	6
					13	14
					20	21
					27	28
					30	31

NOVEMBER (18)						
S	M	T	W	T	F	S
						5
					10	12
					17	18
					24	26
					30	

DECEMBER (17)						
S	M	T	W	T	F	S
						3
					8	9
					15	16
					22	23
					29	31

JANUARY (20)						
S	M	T	W	T	F	S
						7
					12	13
					19	21
					26	27
					31	

FEBRUARY (18)						
S	M	T	W	T	F	S
						4
					9	10
					16	17
					23	24
					28	

MARCH (23)						
S	M	T	W	T	F	S
						4
					10	11
					16	17
					23	24
					29	31

APRIL (15)						
S	M	T	W	T	F	S
						1
					6	7
					13	15
					20	21
					27	28
					30	

MAY (22)						
S	M	T	W	T	F	S
						6
					12	13
					19	20
					26	27
					31	

JUNE (6)						
S	M	T	W	T	F	S
						3
					9	10
					15	16
					22	23
					29	30

School Closings will be announced on:
 TV Channel 3
 NBC Channel 30
and notifications made via:
 School Messenger
Snow days will be made up after June 8th.

ARTS AT THE CAPITOL THEATER HANDBOOK

Welcome to ACT. Students come to ACT because they share an interest in the art of performance, theater production, dance, creative writing and audio/video production.

This handbook has been prepared to help acquaint you with the rules and guidelines which are necessary for ACT to operate and function smoothly. It is your responsibility to become familiar with its contents and to adhere to the guidelines and policies within.

CORE VALUES AND BELIEFS

The students, teachers, parents and community members of Arts at the Capitol Theater (ACT) school collaborate to promote an education in arts and academics that inspire intellectual exploration, creative expression, and personal motivation in students. Through intensive, rigorous educational experiences in our caring and safe environment, our students learn to understand deeply the imperative that is our philosophical foundation:

*Respect Yourself *Respect the Work *Respect the Community

PHILOSOPHY

Art is a reflection of or reaction to the world's cultures. Creating, performing, and responding to works of art give students a greater understanding of cultures. That understanding will lead to a more inclusive society in the future.

Putting together works of art develops teamwork and creates a positive, inclusive, school atmosphere. The individual contribution fosters creativity and independence and enhances self-esteem.

The various components offered at ACT will prepare students for success in a wide variety of careers and will encourage development in problem solving, flexibility, adaptability and communication.

ARTS MAGNET HIGH SCHOOL

ACT students will receive rigorous instruction and support in core academics as well as in their arts classes. Instruction is differentiated to meet the range of students' needs. An interdisciplinary approach will be used and the arts will be an integral part of the curriculum. Courses at ACT are based on the common core state standards.

EASTCONN/ACT SAFE SCHOOL CLIMATE PLAN

There is growing appreciation in Connecticut that school climate is integral to the learning environment and essential for school improvement. Connecticut has defined school climate as "the quality and character of

school life with a particular focus on the quality of the relationships within the school community between and among students and adults.” The National School Climate Standards provide a vision and framework for a positive and sustainable school climate. Through the implementation of appropriate prevention and intervention strategies, ACT will sustain a school environment where all members are welcomed, supported and feel safe in school; socially, emotionally, physically and intellectually. Should you have any questions or concerns about ACT’s Safe School Climate Plan, please contact Principal Sarah Mallory or Kim Noivadhana, School Counselor, at (860)465-5636.

ESSENTIAL STUDENT EXPECTATIONS

All students should be prepared for every class every day. This includes proper dress, homework, and materials needed for instruction. Lack of preparedness will be reflected in class grades and averages.

GENERAL CONDUCT

ACT is committed to creating an environment that will allow students to succeed academically and socially. We believe in the individual rights of all members of the ACT community, and we want to assure that every individual gets the opportunity to enjoy these rights. Students are expected to conduct themselves in an honorable manner which positively reflects themselves, their families, their school and their community.

Individuals who are mature, self-directed and involved in independent learning use the rules in place to guide their decisions. We believe that self-discipline is the best form of control, and is a necessary prerequisite to successful learning and productive citizenship. When students do not practice self-discipline or control, it becomes necessary to teach these behaviors. This is the primary purpose for disciplinary procedures at ACT. Disciplinary guidelines exist to promote a safe, comfortable, and positive learning environment for all. If members breach or challenge these guidelines with behaviors that infringe upon the learning, safety, or the comfort of others, the issue will be addressed in a manner deemed appropriate to the specific infraction.

BEHAVIOR

Behavior that poses a physical or emotional threat or infringes on the well-being of another is not acceptable. In particular, behavior that creates, or appears to create, an atmosphere of intimidation will not be tolerated.

Examples of behavior leading to disciplinary procedures (up to and including suspension and expulsion) include but are not limited to the following:

- Failure to identify self on request of a staff member
- Failure to follow dress code
- Habitual tardiness, disruption, or cutting of classes
- Leaving school grounds without permission
- Vandalism to school, staff or student property
- Insubordination exhibited towards members of the staff
- Fighting, physical assault, verbal or physical intimidation and blackmail
- Theft, forgery, or gambling, in or on school property
- Unauthorized entrance to the school or embedding unauthorized entrance to school
- Possession, use, distribution or sale of, drugs, inhalants, alcohol, or tobacco products and paraphernalia
- Any student behavior which is seriously disruptive of the academic or social environment including behavior unacceptable on school busses
- Obscene or lewd language, gestures, or actions, name calling, or other harassment including sexual harassment
- Possession, threat, or use of harmful devices (weapons, dangerous instruments or weapon facsimiles) on school busses or property, in the school building, or at school-related activities (CT Statute 53a-3)
- Possession and/or use of a radio, walkman, beeper, paging device, cellular telephone, walkie talkie or similar electronic device on school grounds or at a school-sponsored activity without the written permission of the Principal or his/her designee
- Unauthorized use of any school computer, computer system, computer software, internet connection or similar school property or system, or the use of such property or systems for unauthorized or non-school related purposes

The individual classroom teacher is responsible for the safety and educational wellbeing of each student. Should a student display behaviors deemed unacceptable the following may occur:

- Student redirection
- Contact with parents
- Use of lunch detention
- Office referral
- Use of time out
- Referral to in school suspension

Multiple disciplinary infractions may lead to removal from ACT school. Please see the EASTCONN policy handbook for more information on specific behavior leading to disciplinary procedures.

SUSPENSION

“Suspension” is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. Suspensions shall be in-school suspensions unless the administration determines that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student shall be excluded from school during the period of suspension, or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspensions or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

In School Suspension

“In-school suspension” is defined as an exclusion from regular classroom activity for not more than ten (10) consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may include reassignment to a regular classroom or to a different school’s program in the school district; such reassignment shall not constitute a “suspension” or “expulsion” under this policy. In-school suspensions shall be served in the school attended by the student.

EXPULSION

“Expulsion” is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.

VANDALISM

When a student engages in willful or malicious damage to, the building, school property, furnishings, etc., sanctions may include, but shall not be limited to, co-curricular suspension (e.g. participation in all activities, plays, athletics, student offices, club memberships, assemblies, class functions, and other activities not directly related to class work), referral to authorities, suspension, and expulsion. Students and/or their parents shall be required to make satisfactory restitution for the damage.

The administration is authorized to exclude a student from any or all co-curricular activities for all or part of a school year for failure to adhere to the standards of student conduct contained in Board policy or any other standards of student conduct contained in student handbooks. Such exclusion may be in addition to or in lieu of suspension or expulsion pursuant to Board policy 5114. Prior to excluding a student from any co-curricular activity or activities, the building administration shall provide the student concerned a hearing.

ALCOHOL USE, DRUGS, AND TOBACCO

Pursuant to the goal of the Board of Directors to maintain a drug, tobacco and alcohol-free agency, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. *Please see the EASTCONN policy handbook for more specific information on alcohol use, drugs, and tobacco.*

Non-Smoking Policy

There shall be no smoking or any other unauthorized use or possession of tobacco by students in any school building or school vehicle at any time or on any school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel; such as when the student is at any school function, extracurricular event, field trip, or school related activity such as a work-study program. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Students who violate this policy will be subject to disciplinary action. The Executive Director shall propose and the Board of Directors shall approve procedures and regulations to ensure that any student violating this policy is subjected to disciplinary action, and that any disciplinary actions imposed for similar actions are treated consistently.

APPROPRIATE SCHOOL DRESS

Students' attire should be appropriate for the school day and academic environment. Clothing should not be distracting or cause an interruption of learning. ***The following items are not permitted: flip-flops, slippers, pajama pants, strapless tops/dresses or spaghetti strap tops without a cardigan/sweater to cover or any other revealing item of clothing.*** Tank top straps must meet the 'three finger' rule. ***Shorts, skirts and dresses must reach fingertips when arms are placed at the students sides. No hats or head-coverings (except for religious reasons).*** Students should keep a change of clothes in their lockers for P.E. class, along with a sweatshirt as the building temperature fluctuates greatly. Students whose dress is deemed a distraction to learning may be removed from class and/or asked to change.

CELL PHONES AND OTHER ELECTRONICS

EASTCONN/ACT considers allowing students to bring electronic devices to school to be a privilege and not a right. **Cell phones must be off and away unless requested by a teacher for a classroom activity.** Students may use their phones before/after school. Phone use during class for unrelated activities will result in phone confiscation. Upon first offense the phone will remain in the office until the end of the day to be picked up by the student before leaving the building. Upon second/additional offenses a parent/guardian must come to ACT to retrieve their student's cell phone. (Cell phones have been disruptive to the educational process and because of that this rule has been implemented.) Parents and guardians should contact their children through the office at 465-5636. NOT by cell phone.

LOCKERS

Each student will be assigned a locker and lock. Students are not permitted to provide their own lock and must use the lock provided by ACT. Locks must be returned at the end of the year or a bill for five (5) dollar will be issued and counted as an outstanding obligation.

BACKPACK POLICY

Students are expected to leave their backpack in their locker during the school day. They are permitted to use backpacks to carry books and supplies to and from school, but are not permitted to carry them between classes. Students have an opportunity to go to their lockers several times a day: before first period, during passing time, before or after lunch, and before boarding the bus at dismissal. Students are able to carry a small handbag or purse for personal items. If students are required to carry a backpack for medical reasons, they must have a doctor's note.

ATTENDANCE

Students are expected to be on time for each class and present for the entire period. The curriculum is a series of related experiences. Daily work builds upon work done in a previous class, therefore absences can affect grades. Students are responsible for any work missed during an absence. Excessive excused and unexcused absences can lead to reduction of or loss of credit.

TARDINESS TO SCHOOL/CLASS

Any student arriving late to school should **first report to the security office/podium** and **obtain a pass** before reporting to class. Students are required to be punctual to class. Reporting to class more than **10 minutes late** without a valid excuse or pass will be considered an unexcused absence.

STUDENT ABSENCES

Parents/guardians **MUST call the ACT administrative assistant at (860) 465-5636 when a student is going to be absent or tardy.** ACT must have a written note, signed by a parent/guardian for ALL absences, tardiness or early dismissals. An e-mail is NOT a substitute for a written note.

EXCUSED ABSENCES

To have an absence recognized as excused, a note must be given to the administrative assistant including the reason as to why the student was absent and the reason must fall under one of the categories listed below. If a written note, signed by a parent or guardian, is not received within ten (10) school days from the day a student returns, then that absence will be considered unexcused. An unexcused absence may be counted as a zero for any classes missed. This is at the discretion of the teacher/instructor. Staff members are instructed to notify the administrative assistant when a student is absent from a class or project site.

NOTE – Connecticut State Board of Education policy states that, “A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g., a field trip), for at least half of the regular school day.” Students missing four or more class periods Monday-Thursday or three class periods on Friday will receive an absence for the day.

Excessive absences can lead to a review process and possible loss of credit. See “Students Exceeding Total Absences per Semester...” on the following page.

For absences one through nine, a student’s absences from school are considered “excused” when the student’s parent/guardian approves such absence and submits appropriate documentation to school officials.

For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:

- student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence)
- student’s observance of a religious holiday
- death in the student’s family or other emergency beyond the control of the student’s family
- school sponsored activity (e.g. a field trip)
- mandated court appearance (documentation required)
- the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required)
- extraordinary educational opportunities pre-approved by school administration and to be in accordance with Connecticut State Department of Education guidance.

A student's absence from school shall be considered unexcused unless:

- the absence meets the definition of an excused absence and meets the documentation requirements; or
- the absents meets the definition of a disciplinary absence, which is the result of school disciplinary action are excluded from theses Stare Board of Education approved definitions.

UNEXCUSED ABSENCE FROM CLASS DURING SCHOOL DAY

Students who do not attend class as scheduled and are not excused will be assigned a lunch detention and received a "cut" for the class period. For each subsequent class cut, students are subject to a 2-point grade reduction for the marking period and a zero for all missed activities in that class period. Although it will not count toward their grade or credit, students are encouraged to make up all missed assignments.

MAKE-UP WORK

Students who have EXCUSED absences will be permitted to make up all missed class work within a timeframe set by the individual teachers. Students with UNEXCUSED absences are encouraged to make up all missed assignments although it may not be counted towards the class grade or credit. Responsibility for completion of missed classwork lies with the student, not the teacher.

**STUDENTS EXCEEDING TOTAL ABSENCES PER SEMESTER AND
THE AWARDING OF COURSE CREDIT**

Students with a Combination of Excused and Unexcused Absences:

In the event that a student exceeds the total number of absences allowed in any course per semester, the credit for that course will be awarded pending an "Administrative Review."

Review Process for Combination of Excused and Unexcused Absences:

Once a student's record exceeds the total absences allowed for each class type per semester, credit will not be awarded without an Administrative Review.

Appeal Process for Restoration of Credit:

The Attendance/Credit Appeals Committee will include ACT administration and teachers/ instructors and/or their input. The student and his/her parent(s)/guardian(s) must be present at the meeting or it will not be conducted.

The Attendance/Credit Appeals Committee will review the following when deciding whether to grant the appeal for restoration of credit. The student's:

- Performance in the given class (grades)
- Performance in other classes (attendance & grades)
- Past academic performance (permanent record)
- School attendance and discipline record
- Teacher's recommendations
- Other circumstances bearing on the attendance issue

The committee will exercise one of the following options:

- Award credit for the class
- Award credit with condition
- Deny credit for the class

LEAVING THE CLASSROOM

Students must receive permission, sign out, and obtain a pass from a staff member to leave a class or a project area. It is important for us to know where students are at all times in case an emergency arises. Leaving without permission can set the disciplinary process into motion.

RELEASE OF STUDENT DURING SCHOOL HOURS

Students are expected to remain at ACT for their entire instructional time Monday through Friday. Students must have written permission from parents/guardians to leave school before the end of their instructional time. **Doctor appointments and other situations should be arranged so that they do not interfere with ACT instructional time.** If a student must leave early, for a reason not known prior to the start of school, the administrative assistant **MUST** receive a call from a parent at least thirty (30) minutes prior to the dismissal time. A written note must be received by the office within two school days to excuse the student from any classes missed due to the early dismissal, assuming the reason for dismissal falls under excused absences (see list under 'excused absences' above). Before a student leaves ACT, he/she must sign out at the security office/podium.

ILLNESS DURING SCHOOL HOURS

Students who become ill during school hours should inform their teacher/instructor, obtain a pass, and report to the office or nurse. If a student needs to go home, **office personnel or the nurse will contact the parent/guardian to obtain permission for early dismissal.** ACT has a nurse on call for consultation. **Students calling parents from cell phones without an office staff verifying the need for early dismissal is not an appropriate practice.**

SAFETY

EMERGENCY PROCEDURES

ACT will routinely practice for various emergency situations. These may include fire drills and lock downs. Some drills will be announced and some unannounced. All students will be prepared for emergency procedures by their individual classroom teachers.

CAMERA USE

ACT does maintain video surveillance footage that can be used for disciplinary purposes.

SEARCH AND SEIZURE

Personal privacy rights of students shall be protected as proved by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel.

BULLYING AND CYBER-BULLYING

“Bullying” means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus, which acts are repeated against the same student over time. Such overt acts, which occur off-campus (and not at a school sponsored activity), may also constitute bullying if it is determined that they have a direct and negative impact on a student’s academic performance or safety in school.

Students may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously reported acts of bullying to teachers and school administrators. In addition, parents may also file written complaints concerning suspected bullying behavior. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

The internet, whether accessed on campus or off campus, during or after school hours may not be used for the purpose of harassment.

Cyberbullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or

web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the School Climate Specialist/Principal.

SEXUAL HARASSMENT

Sexual harassment is unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct; threats or suggestions that a student's or staff member's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that student or staff member; or conduct of a sexual nature which substantially interferes with a student's learning; or staff member's performance of duties, or creates an intimidating, hostile or offensive learning or working environment, such as the display in the educational setting of sexually suggestive objects or pictures.

FIELD TRIPS

Field trips must be planned and conducted in accordance with administrative guidelines, which will include provisions for notifying parents of the details of proposed trips and ensuring the adequate supervision of students who participate. *Please see the EASTCONN policy handbook for more information on field trips.*

CHILD ABUSE REPORTING PROCEDURES

Connecticut general statute requires teachers, principals, counselors, paraprofessionals, nurses and psychologists who have reasonable cause to suspect a child has been neglected or abused to report such abuse.

YOUTH SUICIDE PREVENTION POLICIES

Any school staff who has identified a student who exhibits signs of or risk of suicide will bring the student's name to the principal immediately. The principal may consult with appropriate personnel to make decisions and take appropriate action.

HEALTH AND MEDICAL RECORDS

When applicable, agency schools and programs will comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to maintain the privacy of protected health information that it receives, obtains, transmits or sends. *Please see the EASTCONN policy handbook for more information on HIPAA.*

MEDICATIONS

Medication(s) required by any student during ACT program hours shall be administered only with specific written order of a licensed physician, dentist, Advanced Practice Registered Nurse or Physician Assistant and the written authorization of a parent or guardian, or student over the age of eighteen (18) years.

Medication shall be administered by an ACT administrator who will be trained to properly and safely administer the medication. Injectable drugs may be administered only to a student with a medically diagnosed allergic condition requiring prompt treatment to protect the student from serious harm or death.

Self-administration of medication by an individual student shall be allowed only with a licensed physician's, dentist's, Advanced Practice Registered Nurse's or Physician Assistant's order for self-administration and the written authorization for self-administration from the student's parent or guardian, or such responsible student over eighteen (18) years of age.

GRADES AND GRADING

STATEWIDE ASSESSMENTS

Each student enrolled in grade eleven shall take a statewide mastery examination, measuring whether or not a student has mastered essential grade level skills in reading, language arts, science and mathematics. The mastery examination shall be provided by and administered under the supervision of the State Board of Education. EASTCONN may not require achievement of a satisfactory score on the statewide proficiency examination or statewide mastery examination, or any subsequent retest on a component of such examinations as the sole criterion of promotion or graduation.

POWERSCHOOL

At the beginning of the school year parents receive a letter including instructions for the PowerSchool log-in process. Through PowerSchool parents will be able to view their student's grades, missing assignments and attendance.

SCHOOL COUNSELOR

The school counselor is available to students to assist them with issues that may be impeding on their learning, to act as a liaison between ACT and student's parents, and to discuss future plans.

CHEATING/PLAGIARISM POLICY

Cheating/plagiarism will not be tolerated at ACT. Acting dishonestly, which includes using another's ideas or writings as one's own, are forms of cheating and plagiarism. Cheating/plagiarism may result in a zero for the assignment in question and can put the disciplinary procedures into motion.

GRADES AND EVALUATION

Students at ACT receive grades and comments from each of their instructors. Grades are mailed to student's homes each quarter with attendance records. Mid-term progress reports are also made available four times per school year.

To determine class rank, ACT uses a weighted grade point average (GPA). Please contact the school guidance office for details.

CONTROVERSIAL COURSE MATERIAL

Alternative assignments and/or educational provisions will be made for controversial curriculum with advanced notice to the principal.

CORE COURSE REQUIREMENTS

<p style="text-align: center;">Freshman Year</p> <ul style="list-style-type: none">• English 9• Math• Physical Science• World History• Foreign Language• PE/Health*• Performing Arts Major classes	<p style="text-align: center;">Sophomore Year</p> <ul style="list-style-type: none">• English 10• Math• Biology• U.S History• Foreign Language• PE/Health*• Performing Arts Major classes
<p style="text-align: center;">Junior Year</p> <ul style="list-style-type: none">• English 11• Math• Environmental, Anatomy & Physiology, Biology II, Health & Anatomy• Psychology/Sociology/Civics• Foreign Language• PE/Health*• Performing Arts Major Classes	<p style="text-align: center;">Senior Year</p> <ul style="list-style-type: none">• English 12• Math• Environmental, Anatomy & Physiology, Biology II, Health & Anatomy• Psychology 2/Sociology/Civics• Foreign Language• PE/Health*• Performing Arts Major Classes

- Mathematics: Math courses taken depend on level of ability. Algebra 1 and Geometry are graduation requirements. The math track is as follows: Pre-Algebra, Algebra 1, Geometry, Algebra II, Pre-Calculus, Probability and Statistics or Consumer Math. *Four (4) years of Math is a graduation requirement; applies to students entering ACT after August, 2012.*
- Foreign Language (Spanish) can be taken at any point, but student must complete a minimum of two (2) credits.
- Sciences: Science credits earned credit must equal 3; *Biology is a requirement.*

- Social Studies: Social Studies credit must meet or exceed three (3); Sociology and Civics are semester long courses. *U.S History and Civics are graduation requirements.*
- * Physical Education and Health: These classes can be taken at any point, but students must receive a minimum of two (2) PE credits and complete a (1) semester of .5 Health credit
- ** Community Service: .5 credits must be completed before graduation, which equates to no less than fifty (50) hours of service. Hours may be accumulated in increments beginning freshman year. See the 'community service requirement information' form for more details.

ACT GRADUATION REQUIREMENTS

Subject	Total Credits Needed
English	4
Mathematics	4
Science	3
Social Studies	3
Foreign Language	2
Physical Education	2
Health	.5
Community Service (no less than 50 hours)	.5
Fine & Performing Arts	20
Senior Project	1
Total	40*

***40 credits apply to 9th grade students entering ACT any time after August, 2012.**

ADDITIONAL INFORMATION

NON-DISCRIMINATION POLICY

EASTCONN pledges to avoid discriminatory actions and seeks to foster good human and educational relations which will help to attain:

1. Equal rights and opportunities for students and staff members in the school community.
2. Equal opportunity for all students to participate in the total school program(s).
3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.
4. Training opportunities for improving staff ability and responsiveness to educational and social needs.
5. Opportunities in educational programs, which are broadly available to all students.
6. An appropriate learning environment for students, which includes (1) adequate instructional books, supplies, materials, equipment, staffing, facilities and technology, (2) equitable allocation of resources among district schools and (3) a safe school setting.

Each student, at the time s/he becomes eligible for participation, will be advised of his/her right to an equal opportunity to participate in school programs without discrimination of any kind.

ACCEPTABLE INTERNET USE POLICY

Every student using the internet connection, provided by ACT, must read and sign the acceptable use contract. By signing, both parent and student acknowledge and agree to abide by the policies indicated on the form. Breaking this contract can set disciplinary procedures into motion.

AUTOMOBILES AND PARKING

Parents may choose to allow their student(s) of driving age to provide their own transportation to school, with completion of driving privilege form; however, ACT does not provide a specific parking area for students. Students who drive should obtain a parking permit from the clerk in the Windham Town Hall and find appropriate parking. Willimantic police ticket non-permitted vehicles and ACT is not responsible for student vehicles or their parking violations.

BUS TRANSPORTATION

ACT, the high school itself, does not provide transportation, nor decides on routes, pick up locations, etc. Sending districts or EASTCONN transportation should be contacted with questions or concerns.

CHANGE OF ADDRESS OR STUDENT INFORMATION

If at any point during the school year a student moves, a change of address form must be collected from the office and completed within a timely manner. As indicated on the required form, *students moving to a new district must then register in the new district*. If at any time a student's parent/guardian, changes addresses, phone numbers, etc., notify ACT's main office to ensure the student's information is up to date.

CONDUCTING RESEARCH IN SCHOOL

It is recognized that research and surveys can be utilized as a means of improving instructional programing. Therefore on occasion students, parents and faculty may be asked to submit their reflections on various educational topics.

DISADVANTAGED AND HOMELESS YOUTH

ACT will do its best to insure that disadvantaged or homeless youth are identified and provided with educational services for which they are eligible. These include free/reduced lunch, referral to healthcare services and other applicable services.

EQUIPMENT AND FACILITIES

Reasonable and proper care of equipment and facilities is expected from each student. Equipment that is checked out to a student is the sole responsibility of that student. He/she is responsible for its care and return at the end of the activity. **Lost equipment or careless damage to the equipment/facilities will be paid for by the individual responsible.**

INSTRUCTIONAL MATERIALS

ACT will provide textbooks and instructional materials to students. Students are required to return the books at the end of the year in good condition. Failure to return the textbooks will result in a status of outstanding obligations.

LUNCH AND FOOD

Food/drinks can only be consumed in the ACT Café and lobby. Food will not be allowed in any other area of the building. No gum is allowed in the building. ACT participates in a school lunch program which provides students a well-balanced meal. Every lunch includes fresh fruit, milk and dessert. Menus will be posted on Schoology at the start of each month. Any student may apply for free/reduced lunches. Gluten free and vegetarian options are available upon request. Prices are set by state guidelines.

Students must report to supervised lunch in the Café daily.

OUTSTANDING OBLIGATIONS

Students with outstanding obligations (unreturned books or lock, unpaid lunch balance, or other items, etc.) will not receive their diploma unless debts are cleared.

PERFORMANCES

On evenings where there is an ACT performance, students often stay after school. They are permitted to go in pairs or groups to local fast-food restaurants before the show with written parent consent. If you are allowing your student to stay after school, **a note is MUST be submitted to the administrative assistant. This note may include permission for the student to leave the building.** In order for ACT students to perform in main stage productions academic and behavior standards must be met. The staff director of each show or performance reserves the right to replace any student who has not maintained adequate academic and artistic class grades with an understudy or other suitable student. Parents will be notified by the director should this situation arise. All students performing in a show or attending an evening event at ACT must be present in school that day.

SCHOOL CEREMONIES AND OBSERVANCES

Silent Meditation

The Board directs that the administration may provide for students and teachers the opportunity to observe an appropriate period of time for silent meditation at the beginning of each school day.

Pledge of Allegiance

The Board further directs that an opportunity to say the Pledge of Allegiance may be provided each school day. Participation in the recitation of the Pledge is voluntary. If, because of some personal philosophy or belief, a student has made the personal decision not to recite the "Pledge," he/she may choose to remain seated and silent. Non-participants are expected to maintain order and decorum appropriate to the school environment.

VISITORS

Students who have a serious interest in attending ACT must contact the principal at 860-465-5636 to schedule a shadow day. Visitors must be approved by administration **BEFORE** arrival. As in any public school, visitors are not given freedom to wander the building. **All visitors must have a valid purpose for their visit and must sign in with security and obtain a visitor's pass upon entry into ACT.**

TELEPHONES

Telephones located in the offices are available for students use in emergency situations **ONLY with** permission of a staff member.

VALUABLES

Students are provided with locks to place on their locker, however **ACT is not responsible for anything lost or stolen.** A lost and found is available to check if an item is misplaced or lost.

WEATHER CANCELLATIONS

Delays and cancellations due to weather or other extenuating circumstances will be announced via SchoolMessenger and indicated on NBC and channel 3. SchoolMessenger is the primary vehicle used by ACT to notify parents of delays and cancellations via phone call, email and/or text message. *Please be sure to update the office with any changes to phone numbers or emails to stay informed.*