



2022 - 2023

Student / Parent Handbook

IMPORTANT TELEPHONE NUMBERS

THE MORGAN SCHOOL 860-664-6504

Athletic Director	860-664-6530
Cafeteria	860-664-6459
Guidance	860-664-6544
Nurse	860-664-6574

Superintendent's Office 860-664-6500

DISTRICT OFFICES

Maryann O'Donnell	Superintendent of Schools
Marco Famiglietti	Assistant Superintendent
Carolyn Dickey	Business Administrator
Kimberly Pearce	Director of Special Services
Frank Rossi	Director of Information Technology
Jon Siciliano	Food Services Director
Gonzalo Carrion	Director of Buildings & Grounds

BOARD OF EDUCATION

Erica Gelven, Chair
Mike Hornyak, Secretary
Jason Adler
Peter Nye
Alan Samet
Jack Scherban
Catherine Staunton

MESSAGE TO OUR STUDENTS

Dear Students:

Welcome to each of you. I hope that this will be an exciting and successful year for everyone.

This handbook will help orient you to MORGAN and acquaint you with school policies, rules, procedures, and expectations. It is important that you and your parents become familiar with the information in this handbook. The policies, rules, procedures, and expectations outlined herein are intended to provide for a sound, rich educational environment and a productive school community.

MORGAN has an outstanding faculty and support staff who are dedicated to helping you grow academically and socially. Your success depends on the effort you expend and the decisions which you make. You are responsible for your own accomplishments at THE MORGAN SCHOOL.

Our first priority is your academic success. You cannot be academically successful unless you attend school on a daily basis, report to all your assigned classes, and conscientiously complete all course work. MORGAN faculty & staff will always give you their very best, and they expect only the very best effort from each of you.

We also hope that you will participate in the rich and varied co- curricular programs of THE MORGAN SCHOOL. These activities will add immeasurably to your success, and will enrich your days at MORGAN.

Take pride in yourself, in MORGAN, and in the town of Clinton. Make this year your best year ever!

Sincerely,

Keri Hagness, Principal

MISSION STATEMENT

The Morgan School cultivates intellect and character in partnership with families and the community. Students learn in a rigorous academic and student-centered environment that prepares them to become resourceful, productive, healthy citizens in a global society.

CLINTON FOUNDATION SKILLS AND COMPETENCIES

1. Reads a variety of literary, informational, and persuasive texts with understanding; is able to analyze, interpret, evaluate text; and reads for enjoyment.
2. Uses appropriate forms of expression and conventions of Standard English to communicate and develop thoughts, share ideas, influence and persuade, and create and entertain.
3. Applies understanding of a writing process (drafting, revising, editing, and rewriting) to improve writing.
4. Applies computational skills, number sense, and mathematical techniques to solve problems and judge the reasonableness of results.
5. Listens to and views verbal and nonverbal presentations in order to understand, clarify, analyze, and make connections.
6. Delivers oral and visual presentations that demonstrate a coherent sequence of thought; the use of standard English conventions; and forms of expression, vocabulary, and tools appropriate for the purpose and audience.
7. Works collaboratively to accomplish a goal by exchanging ideas, synthesizing information, investigating solutions to a problem, sharing workload, and completing assigned tasks.
8. Designs and applies techniques for identifying and investigating real-world issues and problems by observing and posing questions, hypothesizing, collecting and analyzing data, and communicating findings.
9. Investigates and evaluates information and arguments from a wide range of resources and perspectives to convey knowledge, establish a personal stance, or defend a position.
10. Develops digital literacy through the responsible use of digital tools to engage and collaborate within a global community of learners.

Habits of Mind

1. Show initiative; demonstrate an ability to set, work toward, and achieve goals
2. Display compassion and empathy for others
3. Assume both personal and civic responsibility
4. Be receptive to new ideas and open to varying perspectives
5. Understand personal strengths and limitations; advocate for support when needed
6. Be willing to take risks and learn from mistakes; demonstrate resilience
7. Communicate respectfully and effectively with others; utilize skills to resolve conflicts
8. Create, imagine, and innovate; exhibit curiosity and passion for learning

MORGAN FACULTY AND SUPPORT STAFF FACULTY

ADMINISTRATION Keri Hagness, Principal Christopher Luther, Assistant Principal			
BUSINESS Ryan Richetelli		PHYSICAL EDUCATION & HEALTH Peter Gersz Kathryn Iverson Danielle Lucas Rachel Lupone	
ENGLISH Leslie Chausse, Chair Eric Bergman Eric Carroll Eric Peterson Amanda Auger Julie Frydenborg		SCIENCE Emily Lisy, Chair Marianna Apergis Jake Rowe Alexandra Patterson Abigail Walston	
FINE ARTS Jessica Leiss		SOCIAL STUDIES Melissa Hagedwood, Chair Max Ames Emily Kokernak Diana Rizzo Rachel Shook Christopher Zawadski	
LEARNING COMMONS Shannon Robinson		SPECIAL EDUCATION Lynn Breton Lynn Butkus Merle Hart Marc Ferace Melissa Harris Sarah Latham Abby Terreri Beth Nadeau Joan Pasay Jennifer Sloat Steven Walker	

MATHEMATICS John Madura, Chair Elizabeth Criscuolo Stephanie Davis Ally Holmes	TECH. ED./ FAMILY & CONSUMER SCIENCE Jessica Mularski, Chair Ted Enoch Sue Murphy Ryan Richetelli
MUSIC Raymond Smith, Chair John Lampe	WORLD LANGUAGES Jordan Bean Laura Luther, Chair Laura Martino Karla Rivadeneira Susan Peterson

SUPPORT STAFF

ATHLETIC DIRECTOR Meagan Sears	GUIDANCE Mya Rodowicz, Chair Moheba Sayed Christie Williams-Kahn Joni Zdunczyk
CLERICAL Heidi Bergeron, Main Office Jeanean Cox, Main Office Alison DeSimone, Main Office Casey Metz, Athletic Office Karyn O'Beirn, Guidance Office	PARAPROFESSIONALS Stephanie Cox Robert Cullen Noemi Diaz Susan Haggerty Shannon Maxwell Tracy McDonnell Kris Muratori Margaret Quinn Mayra Rodriguez Judy Sembler Rachel Wilson
CUSTODIANS Tom Smith Scott Davenport Sarah Merrill	TECHNOLOGY SUPPORT Frank Rossi, Director Hugo Ordonez
FOOD SERVICES Jon Siciliano	SPECIAL PUPIL SERVICES Sara Thomas, Chair Steven Mendelssohn Alina Gonzalez Maureen Tranquilli

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Bell Schedules

Regular Bell Schedule

Monday		Tuesday		Wednesday		Thursday		Friday	
A	7:35-8:21 am	A	7:35-9:00 am 85 min	B	7:35-9:00 am 85 min	A	7:35-8:21 am	A	7:35-8:21 am
	46 min					46 min	46 min		
8:21-8:25 am (4 min)						8:21-8:25 am (4 min)		8:21-8:25 am (4 min)	
B	8:25-9:11 am					B	8:25-9:11 am	B	8:25-9:11 am
	46 min	46 min	46 min						
9:11-9:15 am (4 min)		Advisory	9:05 - 9:30 am 25 min	Wellness Wed	9:05 - 9:30 am 25 min	9:11-9:15 am (4 min)		9:11-9:15 am (4 min)	
C	9:15-10:01 am					C	9:15-10:01 am	C	9:15-10:01 am
	46 min						46 min		46 min
10:01-10:05 am (4 min)						C	9:35-11:00 am 85 min	D	9:35-11:00 am 85 min
D	10:05-10:51 am	D	10:05-10:51 am	D	10:05-10:51 am				
	46 min		46 min		46 min				
10:51-10:55 am (4 min)									
E1	10:55 - 11:25 am	11:00-11:05 am (5 min)		11:00-11:05 am (5 min)		E1	10:55 - 11:25 am	E1	10:55 - 11:25 am
11:25-11:28 am (3 min)		E1	11:05 - 11:35 am	E1	11:05 - 11:35 am	11:25-11:28 am (3 min)		11:25-11:28 am (3 min)	
E2	11:28 - 11:58 am	11:35-11:38 am (3 min)		11:35-11:38 am (3 min)		E2	11:28 - 11:58 am	E2	11:28 - 11:58 am
11:58-12:01 pm (3 min)		E2	11:38 - 12:08 pm	E2	11:38 - 12:08 pm	11:58-12:01 pm (3 min)		11:58-12:01 pm (3 min)	
E3	12:01 - 12:31 pm	12:08-12:11 pm (3 min)		12:08-12:11 pm (3 min)		E3	12:01 - 12:31 pm	E3	12:01 - 12:31 pm
12:31-12:34 pm (3 min)		E3	12:11- 12:41 pm	E3	12:11- 12:41 pm	12:31-12:34 pm (3 min)		12:31-12:34 pm (3 min)	
F	12:34-1:20 pm	12:41 -12:45 pm (4 min)		12:41 -12:45 pm (4 min)		F	12:34-1:20 pm	F	12:34-1:20 pm
	46 min	F	12:45-2:10 pm 85 min	G	12:45-2:10 pm 85 min	F	46 min	F	46 min
1:20-1:24 pm (4 min)						1:20-1:24 pm (4 min)		1:20-1:24 pm (4 min)	
G	1:24-2:10 pm					G	1:24-2:10 pm	G	1:24-2:10 pm
	46 min						46 min		46 min

Snow Day Schedule- If there's a snow day on...

Monday	Tuesday	Wednesday	Thursday	Friday
Non Block Day	Advisory Block	Wellness Wednesday	Non Block Day	Non Block Day
No Changes needed	Move Advisory Block to Thursday	Move Wellness Wednesday Block to Thursday	No Changes Needed	No Changes Needed

Early Dismissal Schedule

Monday		Tuesday		Wednesday		Thursday		Friday	
A	7:35-8:08 am	A	7:35-8:46 am 71 min	B	7:35-8:46 am 71 min	A	7:35-8:08 am	A	7:35-8:08 am
	33 min						33 min		
8:08-8:13 am (5 min)						8:08-8:13 am (5 min)		8:08-8:13 am (5 min)	
B	8:13-8:46 am					B	8:13-8:46 am	B	8:13-8:46 am
	33 min						33 min		
8:46-8:51 am (5 min)		8:46-8:51 am (5 min)		8:46-8:51 am (5 min)		8:46-8:51 am (5 min)		8:46-8:51 am (5 min)	
C	8:51-9:24 am	C	8:51-10:02 am 71 min	D	8:51-10:02 am 71 min	C	8:51-9:24 am	C	8:51-9:24 am
	33 min						33 min		
9:24-9:29 am (5 min)						9:24-9:29 am (5 min)		9:24-9:29 am (5 min)	
D	9:29-10:02 am					D	9:29-10:02 am	D	9:29-10:02 am
	33 min						33 min		
10:02-10:07 pm (5 min)		10:02-10:07 am (5 min)		10:02-10:07 am (5 min)		10:02-10:07 pm (5 min)		10:02-10:07 pm (5 min)	
F	10:07-10:40 am	F	10:07-11:18 am 71 min	G	10:07-11:18 am 71 min	F	10:07-10:40 am	F	10:07-10:40 am
	33 min						33 min		
10:40-10:45 pm (5 min)						10:40-10:45 pm (5 min)		10:40-10:45 pm (5 min)	
G	10:45-11:18 am					G	10:45-11:18 am	G	10:45-11:18 am
	33 min						33 min		

2 Hour Delay Schedule

Monday		Tuesday		Wednesday		Thursday		Friday					
A	9:35-10:01 am	A	9:35-10:20 am 45 min	B	9:35-10:20 am 45 min	A	9:35-10:01 am	A	9:35-10:01 am				
	26 min						26 min						
10:01-10:05 am (4 min)						10:01-10:05 am (4 min)		10:01-10:05 am (4 min)					
B	10:05-10:31 am					B	10:05-10:31 am	B	10:05-10:31 am				
	26 min						26 min		26 min				
10:31-10:35 am (4 min)		10:20-10:25 am (5 min)		10:20-10:25 am (5 min)		10:31-10:35 am (4 min)		10:31-10:35 am (4 min)					
C	10:35-11:01 am	Advisory	10:25-10:50 am 25 min	Wellness Wed	10:25-10:50 am 25 min	C	10:35-11:01 am	C	10:35-11:01 am				
	26 min						26 min		26 min				
11:01-11:05 am (4 min)		10:50-10:55 am (5 min)		10:50-10:55 am (5 min)		11:01-11:05 am (4 min)		11:01-11:05 am (4 min)					
D	11:05-11:31 am	C	10:55-11:40 am 45 min	D	10:55-11:40 am 45 min	D	11:05-11:31 am	D	11:05-11:31 am				
	26 min						26 min		26 min				
11:31-11:35 am (4 min)						11:31-11:35 am (4 min)		11:31-11:35 am (4 min)					
E1	11:35 - 12:05 pm					11:40-11:44 am (4 min)		11:40-11:44 am (4 min)		E1	11:35 - 12:05 pm	E1	11:35 - 12:05 pm
12:05-12:08 am (3 min)						E1	11:44 - 12:14 pm	E1	11:44 - 12:14 pm	12:05-12:08 am (3 min)		12:05-12:08 am (3 min)	
E2	12:08 - 12:38 pm	12:14-12:17 am (3 min)		12:14-12:17 am (3 min)		E2	12:08 - 12:38 pm	E2	12:08 - 12:38 pm				
12:38-12:41 pm (3 min)		E2	12:17-12:47 pm	E2	12:17-12:47 pm	12:38-12:41 pm (3 min)		12:38-12:41 pm (3 min)					
E3	12:41 - 1:11 pm	12:47-12:50 pm (3 min)		12:47-12:50 pm (3 min)		E3	12:41 - 1:11 pm	E3	12:41 - 1:11 pm				
1:11-1:14 pm (3 min)		E3	12:50- 1:20 pm	E3	12:50- 1:20 pm	1:11-1:14 pm (3 min)		1:11-1:14 pm (3 min)					
F	1:14-1:40 pm	1:20-1:25 pm (5 min)		1:20-1:25 pm (5 min)		F	1:14-1:40 pm	F	1:14-1:40 pm				
	26 min	1:20-1:25 pm (5 min)		1:20-1:25 pm (5 min)			26 min		26 min				
1:40-1:44 pm (4 min)		F	1:25-2:10 pm 45 min	G	1:25-2:10 pm 45 min	1:40-1:44 pm (4 min)		1:40-1:44 pm (4 min)					
G	1:44-2:10 pm					G	1:44-2:10 pm	G	1:44-2:10 pm				
	26 min						26 min		26 min				

Schedule for the first week of school

Tuesday (8/30/2022)		Wednesday (8/31/2022)		Thursday		Friday	
Advisory	7:35 - 8:35 am	Wellness Wed	7:35 - 8:35 am	A	7:35-8:21 am 46 min	A	7:35-8:21 am 46 min
8:35-8:40 am (5 min)		8:35-8:40 am (5 min)		8:21-8:25 am (4 min)		8:21-8:25 am (4 min)	
A	8:40-9:53 am 73 min	B	8:40-9:53 am 73 min	B	8:25-9:11 am 46 min	B	8:25-9:11 am 46 min
9:53-9:58 am (5 min)		9:53-9:58 am (5 min)		9:11-9:15 am (4 min)		9:11-9:15 am (4 min)	
C	9:58-11:11 am 73 min	D	9:58-11:11 am 73 min	C	9:15-10:01 am 46 min	C	9:15-10:01 am 46 min
11:11-11:15 am (4 min)		11:11-11:15 am (4 min)		10:01-10:05 am (4 min)		10:01-10:05 am (4 min)	
E1	11:15 - 11:45 am	E1	11:15 - 11:45 am	D	10:05-10:51 am 46 min	D	10:05-10:51 am 46 min
11:45-11:49 am (4 min)		11:45-11:49 am (4 min)		10:51-10:55 am (4 min)		10:51-10:55 am (4 min)	
E2	11:49 - 12:19 pm	E2	11:49 - 12:19 pm	E1	10:55 - 11:25 am	E1	10:55 - 11:25 am
12:19-12:23 pm (4 min)		12:19-12:23 pm (4 min)		11:25-11:28 am (3 min)		11:25-11:28 am (3 min)	
E3	12:23- 12:53 pm	E3	12:23- 12:53 pm	E2	11:28 - 11:58 am	E2	11:28 - 11:58 am
12:53 -12:57 pm (4 min)		12:53 -12:57 pm (4 min)		11:58-12:01 pm (3 min)		11:58-12:01 pm (3 min)	
F	12:57-2:10 pm 73 min	G	12:57-2:10 pm 73 min	E3	12:01 - 12:31 pm	E3	12:01 - 12:31 pm
				12:31-12:34 pm (3 min)		12:31-12:34 pm (3 min)	
				F	12:34-1:20 pm 46 min	F	12:34-1:20 pm 46 min
				1:20-1:24 pm (4 min)		1:20-1:24 pm (4 min)	
				G	1:24-2:10 pm 46 min	G	1:24-2:10 pm 46 min

ARRIVAL/DISMISSAL

Important information about drop off and pick up:

- Buses will drop off & and pick up will take place in the front of the building.
 - Student will enter the building at 7:15 am
- Parent drop off & pick up will be at the back of the school.
 - The doors will open at 7:15 am.



ATTENDANCE POLICY

In order for students to develop to their full potential, the Clinton Board of Education along with the Morgan Administration, deems it essential that students attend school on a regular basis. The 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. A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day.

ATTENDANCE REGULATION

I. ABSENCE LIMITATION AND EXCUSED ABSENCES

"Chronically absent child" - a child who is enrolled in a school under the jurisdiction of the Board and whose total number of absences at any time during a school year is equal to or greater than ten percent (10%) of the total number of days that such student has been enrolled at such school during such school year.

II. Procedures in Grades 9-12

Intervention

- a. Attendance will be reviewed at the midpoint of each quarter for all students. The principal or designee will notify the parent/guardian in writing if the student is at risk of losing credit or exhibits a pattern of inconsistent school attendance.
- b. After nine (9) absences in a class in a semester, credit will be suspended for that class pending a review by the Attendance Review Board.
- c. The Attendance Review Board, upon review of the circumstances surrounding the absences and within the confines of policy 5113, will exercise one or more of the options listed below and inform the parent/guardian of the decision rendered.
 - i. Restore credit for the course
 - ii. Impose social probation (no participation in extracurricular activities, including athletics)
 - iii. Impose attendance probation (attendance required for the remainder of the course would be specified in order to retain credit)
 - iv. Uphold suspension pending specified work completion credit
 - v. Refer to the Student Assistant Team or school social worker
 - vi. Deny course credit

A. Excused Absences - For purposes of this policy, all absences will count except for:

- Participation in an approved school activity
- The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required)
- Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence)
- Mandated court appearances (documentation required)
- College visits (2 days each semester)
- Student's observance of a religious holiday
- Death in the student's family or other emergency beyond the control of the student's family
- Suspension from school
- Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance

B. Excused Absences for Children of Service Members - An enrolled student, age five to eighteen, inclusive, whose parent or legal guardian is an active duty member of the armed forces, as defined in

section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

- C. Family trips and vacations are not considered excused absences and will count towards the semester limitation of no more than nine (9) absences in each course. Parents are strongly discouraged from scheduling vacations during times when school is in session. Any parent contemplating family vacations during school should contact the school at least two weeks prior to the contemplated vacation dates to ascertain its probable impact on the child's academic and credit situation.
- D. A student must be in attendance at school for a minimum of four (4) hours on a full school day or two (2) hours on a half day to participate in Afterschool Activities. Students excused from school by the nurse's office are not allowed to participate in Afterschool Activities on that day. Any student assigned to in-school or out-of-school suspension is also prohibited from participating in Afterschool Activities for that day. Absences not related to illness and excused by the school administration do not prohibit a student from participating.

II. EXPLANATION OF STUDENT'S ABSENCES

- A. All class absences, including those for tardiness and early dismissal, other than for a reason listed in II.A, will count toward the absence limitation even when explained by a parent. Anytime a student misses class, the teacher will work with the student to regain lost instruction; however, the responsibility of missed classwork lies with the student. Unless a student has an extended illness, all missed work, including tests, assessments, and quizzes, will be made up within a period not longer than twice the length of the absence unless other arrangements are made with the teacher. Teachers may, but are not required to, provide classwork prior to any student absence.
- B. Procedure for parents to explain absences:
 - 1. **Absence from school** - If a student is absent from school, a parent or guardian should call the school's main office (860-664-6504) that morning to report the absence. If a parent is unable to call the school, the student will be required to bring notes from the parent to the office within two days after returning to school explaining the day's absence. Failure to bring in a note will result in that absence being regarded as a truant and will be treated as a cut in every class. Phone verification WILL NOT be accepted on days after the absence. A note must be used in this instance.
 - 2. **Tardiness to school** - Parent/guardian(s) must notify the school in the event of a student's late arrival. Any late arrival that results in a student missing more than half of the school day will be considered as an accumulated absence.
 - a. All class absences due to tardiness to school will be excused only for reasons listed under Section II.A.

- b. A student that is tardy to school three times, in a semester, will serve an after-school detention.
- c. If a student has 6 tardies to school, in a semester, will serve a second after-school detention.
- d. Students that are tardy 9 times, in a semester, will result in a 3 after-school detentions and a call to the student's parent or guardian.
- e. At the 12th tardy students will serve an in school suspension (ISS) and will attend a meeting with a parent/guardian and a Morgan administrator.
- f. Classes missed due to unexcused tardiness will be considered cuts.
- g. All students who are tardy to school must present their school ID to the kiosk .
- h. If a student is more than twenty minutes late to a class with an unexcused tardy, that is considered a cut for that class and the student will serve an after-school detention.

3. Early dismissal from school

- a. All absences from class due to early dismissal will be treated as unexcused except for reasons listed under Section I-C.
- b. Dismissal from school is subject to the approval of the administration upon written permission of the parent or guardian which states the reason for the dismissal. Students are to make every effort to schedule appointments for after-school hours, and not during the academic school day. Dismissal notes should be brought to the main office before school begins. Notes must include student name, grade, reason for dismissal, phone number for verification, and signature of parent/guardian.
- c. Any student who leaves school before 2:10 p.m. without a permission slip from the main office will be considered truant for that part of the school day missed and will face disciplinary action.

The Clinton Board of Education treats all students equally, regardless of age. Students who are 18 or older are responsible for abiding by all attendance regulations including absence, dismissal, tardiness, and class cutting.

Students aged 18 and over who DO NOT live at home, and have provided verification thereof, may provide their own absence, tardiness, and early dismissal notes.

III. CLASS CUTS

- 1. A cut is an unexcused absence from a scheduled class or study hall.
- 2. Cuts will be handled in the following manner:
 - a. The first cut will result in a phone call home and either a teacher or office detention. This is at the teacher's discretion.
 - b. The second cut will result in two office detentions and a parent/teacher conference.
 - c. A third cut will result in a one-day in school suspension.

IV. APPEAL PROCESS

A student losing credit because of school absences may appeal the decision as follows:

1. The appeal committee may restore credit when it feels there are extenuating circumstances.
2. An attendance contract might be developed by the appeal committee if it is determined that the student should be given another opportunity to restore credit.
 - a. This contract would be signed by the student, parent/guardian, and the school administrator.
3. All requests for a hearing before the Appeal Committee must be made in writing to the assistant principal or one of the secretaries within three (3) days of the mailing of the notification of loss of credit to the parent/guardian.
4. The student will bring to the Appeal Committee hearing corroborating information to support the appeal.
5. The decision of the Appeal Committee will be made known to the parents, student, and teachers.

STUDENT-ADVISORY PROGRAM

The emphasis of the Advisory Program acknowledges our students' need to feel connected and supported to their school and community as they attempt to meet the high expectations that we have set for the graduates of The Morgan School. As we work together to build positive and effective relationships, we strive to enhance and strengthen students' experiences, both academically and socially, as well as create productive members of society.

Beginning in grade 9, students are assigned a teacher advisor. Approximately 12 – 15 students are in each grade-level advisory group. Students will remain in that advisory group until graduation. The curriculum/content is specific to each grade level and will change as the students progress through Morgan.

The advisory committee, working with the administrative team, develops the agenda of activities for each grade for Advisory time. Advisory groups will meet weekly (every Tuesday) for 30 minutes.

WELLNESS WEDNESDAYS

Wellness Wednesdays are an opportunity for students to engage in programs, assemblies, or activities that foster their social emotional well-being. Students will be with their advisory teacher during Wellness Wednesdays.

Homework Policy

Policy 6154(a)

Instruction - Homework/Make-Up Work

Homework Definition: Teacher-assigned tasks that are intended to be completed outside of class.

Homework Purpose: In grades Pre-K through 3, homework should nurture childhood development outside of the school day through authentic learning experiences, including reading on a daily basis, play, creativity, conversations, and interactions with peers and adults. In grades 4 through 12, homework should also support



the development, reinforcement and practice of academic skills; foster initiative, responsibility, and self-discipline; extend and enrich classroom learning.

Student Responsibilities:

- Understand the purpose of the homework assignments and how it relates to his/her learning
- Keep track of and complete assignments on-time and to the best of his/her ability
- Demonstrate academic honesty and integrity by not: copying or allowing another student to copy his/her work, plagiarizing or obtaining any unfair advantage in completing assignments
- Set a routine by finding a space, time, and location to do homework
- Communicate to parents and teachers when feeling overwhelmed or unsure of directions

Parent/Guardian Responsibilities:

- Encourage students to complete homework independently and help problem-solve when student is challenged
- Assist students in setting a routine by finding a space, time, and location to do homework
- Understand and reinforce expectations for the quality of homework and adhering to timelines
- Communicate with teachers when child is overwhelmed or has homework concerns

Teacher Responsibilities:

- Set clear expectations, purpose, and feedback for students regarding homework
- Differentiate and offer choice in homework when feasible
- Model strategies for completing homework
- Set reasonable deadlines, recognizing time constraints of students
- Coordinate with other teachers on the timing of assignments and assessments
- Collaborate with other teachers to ensure equity, consistency and purpose of homework
- Maintain dialogue with students and parents regarding purpose, type, and quantity of homework
- Communicate with students and parents when student-performance is concerning Instruction

Administrator Responsibilities:

- Remain focused on whole child
- Ensure consistent application of homework policy and equitable expectations across grade-levels
- Provide professional development to teachers regarding effective homework strategies/assignments
- Ensure homework/assignments are connected to school goals.
- Support the ongoing dialogue between students, teacher, and parents regarding homework
- Provide time for collaborative teaming Notify teachers of upcoming school-wide events that may interfere with a student's ability to do homework

Additional Considerations:

Students in Pre-K through Grade 3 should read for pleasure or engage in other activities that promote learning for at least 10-20 minutes per night. In grades 4 through 12 students should expect homework on a regular basis. The amount of time students spend on homework will vary. Advanced Placement and Early College Experience courses may require students to spend additional time doing homework. If overwhelmed by the volume of homework, students should speak with the classroom teacher.

Homework will not be assigned over school-year vacations, however students are encouraged and expected to read daily.

No tests/major assignments will be due the first day back from a long weekend or school-year vacation.

No tests/major assignments will be due on religious holidays or the day after religious holidays recognized in the approved school calendar.

Make-Up Work:

Upon return to school, students shall request missed assignments from the teacher. Except for extended absences, all missed work, including tests, assessments, and quizzes, will be made up within a period not longer than twice the length of the absence unless other arrangements are made with the teacher. Students will be allowed to make-up work that they have missed on religious holidays without penalty.

CLINTON PUBLIC SCHOOLS Clinton, Connecticut - Policy adopted: August 21, 2017

SUMMER READING REQUIREMENTS

The Morgan School Summer Reading Program is designed to serve several purposes. We want to promote the development of strong reading skills and to enrich students' vocabulary; but even more, we want students to appreciate the pleasures of a good read. While we will not run our "I Love This Book!" program this year, we are requiring all students to read a book of their choice.

[Please see The Morgan School Website for more information and summer reading recommendations.](#)

GRADING POLICY PROGRESS REPORTS

Parents may access progress reports throughout the school year via PowerSchool. Grades are updated every two weeks by teachers.

REPORT CARDS

Report cards are issued four (4) times each school year. Report cards are sent through our secure School Messenger document delivery system.

INCOMPLETE GRADE

A teacher may give a student a grade of INCOMPLETE (I) whenever the teacher feels that valid, extenuating circumstances prevent a student from completing course requirements. Depending upon the severity of the circumstance, a student may be allowed from one (1) to fifteen(15) school days to complete missing work.

SEMESTER EXAMINATIONS

At the end of each semester, all students take examinations in all classes. These exams, called mid-year and final exams, are two (2) hours in duration. Specific days are set aside for these exams. Exam days are four(4) hours in length. Exams take place from 7:45 to 9:45am, and from 10:00 to 12:00pm. Students need only be present when they have an exam. At the end of each exam day, bus transportation is provided.

Students who are absent from an exam will not be permitted to make up the exam unless they present a note from a parent which states that the absence was for one of the reasons stated in I.B.1 of the Attendance Policy. Students with an unexcused absence from an exam will receive a grade of zero (0). At the discretion of the teacher, seniors may be excused from an examination if:

- At the end of the first semester (January), the senior has a semester average of 90 or better in the course.

- At the end of the second semester (June), the senior has an average for that semester of 90 or better in the course.

At the discretion of the teacher, underclassmen that opt to take an Advanced Placement exam may be excused from the final exam (June).

QUARTERLY HONOR ROLL

In order to qualify for High Honors, a student must earn an average of A- (10.0), and have no grade lower than a B-. In order to qualify for Honors, a student must earn an average of B (8.0), and have no grade lower than B-. A student cannot be named to either honor roll if she/he has any grade of incomplete.

Number grade	Letter grade	Point Scale for Honor Roll
97-100	A+	12
93-96	A	11
90-92	A-	10
87-89	B+	9
83-86	B	8
80-82	B-	7
77-79	C+	6
73-76	C	5
70-72	C-	4
67-69	D+	3
63-66	D	2
60-62	D-	1
0-59	F	0

RANK IN CLASS

Rank in class is cumulative and is based on data throughout the student's high school career. Course level is taken into consideration in the process and weigh grades differently for different levels. For instance, an A at Career level is equal to a B at the College Prep level which is equal to a C at Honors level. The final cumulative class rank for seniors is calculated after the first semester of their senior year.

NATIONAL HONOR SOCIETY

The Rexford H. Avery Chapter of the National Honor Society is composed of juniors and seniors who are selected by a faculty committee. To be academically eligible for the National Honor Society, a student must have a 3-year average of A- (CP level) and a GPA of 57.000 or better. To be selected, academically eligible students must present evidence of exhibiting high standards of leadership, service, and character at Morgan and in the community.

COURSE/LEVELING CHANGES

Guidance and/or administration will consider the request to override a teacher recommendation initiated by parents, and/or students, from the time students elect their courses in April until five (5) days prior to the start of school using the "Petition to Override a Teacher Recommendation" form.

Once the school year has begun, until the fifth meeting of a course, the following will take place depending on whether the class is a core academic class (English, math, science, social studies, world language) or an elective class. Parents or students may initiate course/leveling changes for core academic classes by writing the reason(s) for the change and by signing a "Request for Change of Schedule" form. Course/leveling changes will then be allowed if there is agreement among the parent/guardian, the teacher, the department head, and the counselor that the student is in the wrong course or is misleveled. Should these individuals be unable to agree, the matter will be referred to the administration for a decision and that decision will be final. Elective course changes will not require the "Request for Change of Schedule" form.

Once the fifth class period has passed, course changes will not be permitted unless there are extenuating circumstances. After the second semester begins, course/leveling changes will be handled in accordance with the procedure utilized at the beginning of the school year for semester courses only. If a teacher, at any time, feels that a student has been inappropriately placed, he/she should notify the student's counselor immediately.

Note: Students are not permitted to drop courses below a total number of six (6) courses per semester. In rare medical, special education or 504 situations, administration is permitted to approve a drop below six credits.

GRADUATION REQUIREMENTS - SUMMER SCHOOL

The purpose of summer school is to restore any lost credit from the previous academic year. Summer school may be done at any accredited summer school program. Work done during the summer will be averaged with the grade received during the school year. The school-year work will comprise 80% of the grade and the summer work 20% of the grade. In order to qualify for the summer school study, the student must have received at least two quarters of passing work in a full-year course, one quarter of passing work in a semester course, have taken the final examination in the course, and receive a final grade of 50% or higher.



The following are the minimum credit requirements for grade placement for the class of 2023 and beyond:

Senior 18 credits

Junior 11 credits

Sophomore 5 credits

BOARD OF EDUCATION POLICY RELATIVE TO THE MORGAN SCHOOL DIPLOMA

Graduation Requirements for Class of 2023 and Beyond			
The following are the credits required of the 25 necessary to graduate:			
Department	Credits	Department	Credits
English	4	Humanities	2
Mathematics	3	World Language	1
Science	3	Physical Education	1
STEM	3	Health	1
Junior Portfolio	1	Electives	3
Social Studies	3		

****Note: Courses may only count towards one graduation requirement****

- I. Unless excused in writing by a doctor, a student must take and pass physical education each year while enrolled at Morgan. Requests to be medically excused from participation in physical education must be submitted to the school nurse before any physical education class is missed.
- II. To receive an honors diploma from The Morgan School, a student must follow the honors sequence for all four years.
- III. Any student who has not completed the credits necessary in the required subjects for high school graduation will not be allowed to participate in the formal graduation exercises.
- IV. To graduate from The Morgan School, a student must have earned a minimum of 25 credits (class of 2023 and beyond) and pass the Junior Portfolio Exhibition.

JUNIOR PORTFOLIO EXHIBITION

All students will need to complete a Junior Portfolio Exhibition as part of their graduation requirement. The Junior Portfolio is designed to accomplish three tasks:

1. Help students identify and reflect on their learning and personal growth.
2. Engage students in publicly presenting and explaining their learning.

3. Collaboratively set goals for students' next stage of learning.

In the Fall of junior year, students at Morgan will present to a panel of Morgan community members their progress toward achievement of the school's academic expectations.

TRANSFER TO ANOTHER SCHOOL

Students should always apply at the counseling office for an official transfer form and, at the same time, return all Morgan School property. When these requirements have been met, a transcript of grades will be forwarded to the new school.

WITHDRAWAL FROM SCHOOL

If a student must withdraw from school, she/he should do so through the guidance office. All books and equipment must be returned at this time. Teachers will not sign the withdrawal form until all materials have been returned or paid for by the student.



DRESS CODE POLICY

*Series 5000 - Students Policy 5132 - Student Dress

In order to maintain an environment conducive to the educational process and permit the student to participate in learning without posing a risk to the health or safety of any student or school district personnel, the Board of Education prohibits the following from wear during the academic school day:

- A. Footwear which mars floors or is a safety hazard.
- B. Sunglasses, whether worn or carried, unless required pursuant to a documented medical issue.
- C. "Name" or other oversized metal belt buckles and all metal belts or combination of metal and leather belts.
- D. Any article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students or staff.
- E. Attire or accessories that contain vulgarity or that contain overly offensive or disruptive writing or pictures, which are likely to disrupt the educational environment.
- F. Attire or accessories depicting or suggesting violence so as to disrupt the educational environment or that provokes others to act violently or causes others to be intimidated by fear of violence or that constitute "fighting words."
- G. Attire or accessories which depict logos or emblems that encourage the use of drugs, tobacco products, or alcoholic beverages.
- H. Attire or accessories using or depicting depict hate speech (including both words and symbols, i.e. blackface, swastika, etc.) targeting groups based on race, color, national origin/ethnicity, gender, sexual orientation, gender identity, disability, religious affiliation or any other protected classification. This would include attire that could reasonably be expected to harass or materially interfere with the learning environment for other students on the basis of race, color national origin/ethnicity, gender, sexual orientation, genderidentity, disability, religious affiliation or any classification protected under state or federal law.

In addition to prohibited items, the following additional dress code guidelines apply:

- A. Hats or head coverings are allowed if the student's face is visible to staff and the head covering does not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be

visible to school staff. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy. Nothing in this policy shall be construed to prohibit protective hairstyles. "Protective hairstyles" includes, but is not limited to, wigs, headwraps and hairstyles such as individual braids, cornrows, locs, twists, Bantu knots, afros and afro puffs.

- B. Clothing must be sufficient to conceal undergarments and have opaque fabric covering the breasts, chest, ribcage, genitals and buttocks. Beach/bathing attire and pajamas are prohibited.
- C. Backpacks and/or book bags are permitted to be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.
- D. Attire must be suitable for all classroom activities, including physical education, science labs, technology classes, and other activities where unique hazards exist.

Students who fail to comply with Board policy and regulations concerning student dress will be subject to school discipline up to and including expulsion in accordance with the Board's policy #5114 on student discipline.

The administration reserves the right to exclude other items or attire that are deemed to be disruptive to the educational learning environment or are considered to be a safety hazard.

ACADEMIC INTEGRITY

Students attending The Morgan School are given many opportunities to develop independent learning and study skills. One of the goals of The Morgan School is to develop in students the importance and value of being able to work independently and to conduct academic and scholarly investigations.



All work submitted by a student should be a true reflection of her/his own effort and ability. If the work submitted to the teacher is not, then the student has violated this policy and the principles concerning the importance of honesty and integrity.

Cheating is the practice of misrepresenting the work a student does by obtaining work done by someone else and submitting that work as a student's own, or having prior access to specific questions for which a student will be held accountable on an exam, quiz, daily assignment, or project. This definition also includes a student that helps another student in either of the above circumstances unless permission has been given by the teacher.

Acts of cheating include, but are not limited to, the following:

- Claiming credit for work that is not the product of a student's own honest effort.
- Gaining unwarranted access to materials or information so that credit may be dishonestly claimed by others.
- Surreptitiously using or hiding materials or information.
- Plagiarism (copying without giving credit).
- Using old exams, tests, quizzes, projects, and answer keys to copy or memorize specific questions and answers. *NOTE:* Tests that are permanently returned to students by the teacher, and are the property of the student, are exempt from this rule.
- Using study aids not permitted by the teacher.
- Providing information to, or seeking information from, another student regarding material that is on an exam, test, quiz, or project.

- Submitting school work that does not reflect a student's own work, including homework.
- Knowledge of or tolerating any of the above.

Any behavior that can be defined as cheating represents a violation of the mutual trust and respect essential to the educational process at The Morgan School. Consequences for cheating and/or plagiarism shall be academic in nature unless incidences that are major require disciplinary action. Consequences for cheating take into account the grade level of the student and the severity of the misrepresentation.

FIELD TRIPS

Field trips may be scheduled for educational, cultural or extracurricular purposes. All field trips must be approved by the principal at least two weeks prior to the date of the trip. Field trips which involve out-of-state travel must also be approved by the superintendent of schools. If trips involve travel which is out of the country, they must be approved by the board of education at least one month prior to the date of the trip.

All students participating in any field trip must submit a completed, signed, parent/guardian permission slip. The form must indicate any medical conditions. These forms must be submitted to the health office one week prior to the date of the trip. **NO STUDENT WILL BE ALLOWED TO PARTICIPATE IN ANY FIELD TRIP UNLESS THE PERMISSION SLIP IS SUBMITTED IN ACCORDANCE WITH THE ABOVE PROCEDURES.**

If a student participating in a field trip has any medical conditions that may require specialized medical treatment or assistance, that student must be able to provide a person to accompany the student trained to administer the treatment or that student will not be able to participate in the field trip.

Any student whose behavior is considered detrimental to the well being of other students may be ineligible to participate by the principal or the assistant principal. 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.

COUNSELING SERVICES

The developmental guidance program is an integral part of the total educational program and is provided to assist students in learning to learn, in learning to live in society, and in learning to earn a living. Comprehensive, systematic and developmental activities are carried out to help students learn about themselves, to improve decision making skills, and to cope with change.



There are four components of this model:

1. The Guidance Curriculum focuses on decision making, goal setting, peer relationships, self-awareness, career awareness, world of work, labor-market information, educational and career planning.
2. Individual Planning is designed to help all students plan, monitor and manage their own learning, personal, educational and career development. With their counselor, they will develop, analyze and evaluate their plan.
3. Responsive Services are reactions to the immediate needs and concerns of individual students whether these concerns involve educational interventions, individual or group counseling, crisis intervention, consultation or referral.
4. System Support is the support the guidance program gives to other school programs such as: Morgan Student Assistance Team, Crisis Management Committee, and Planning and Placement Teams to help administrators and teachers identify student needs.

These components support the three broad domains of student development and a student's success plan:

1. The Academic domain helps students get the most out of each learning situation.
2. The Social/Emotional domain assists students in the development of skills in relating to one another and the development of a strong, positive self-concept.
3. The Career domain includes the development of a positive attitude toward work and the development of skills to assist in the transition from school to work.

All students have access to their guidance counselor as needed. Counselors also initiate appointments with students. The guidance office is open 7:15am until 2:45pm daily. Students may use the reference area in the guidance office to do career and college research via computers and reference books. Naviance Family Connection is an Internet-based resource The Morgan School guidance department utilizes to access self-discovery assessments, explore career options, conduct college searches, and set personal, academic and career goals. With this information, students will create their own Student Success Plan, which is updated year by year to account for natural changes in interests and ability. Through this program, the guidance department can deliver messages to students and families, as well as send recommendations, transcripts, and school profiles to participating colleges.

THE COUNSELING INTERVIEW

Counseling is based on student/counselor relationships in which the student has the freedom to express his/her ideas and feelings. The student is encouraged to seek information and examine alternatives before deciding on a course of action. Counseling seeks to help students assume responsibility for making their own decisions and plans.

Counseling interviews are confidential EXCEPT when a student discloses anything that could be harmful or life threatening. Procedures have been developed for dealing with crisis situations. Those may include a referral to a social worker, school psychologist, or administrator.

TRANSCRIPT REQUESTS

All students who apply to colleges, to technical schools, for scholarships, or for jobs after high school will need an official copy of their high school transcript.

Official transcripts are mailed directly from the guidance office to the requesting institution. It is the student's responsibility to fill out a TRANSCRIPT REQUEST FORM (available in the guidance office or online) and give it to the guidance secretary ten (10) school days prior to the college application deadline.

SOCIAL WORK SERVICES

Morgan's social worker is available for interviews with students who need help with problems of adjustment in school and with problems which need not be academic in nature. They are well acquainted with and can refer students to other community resources which are set up to help high school students with diverse problems. Students may request an appointment by leaving a note in the social worker's mailbox located in the main office.

Should a student feel the need for help with a personal problem, either school or home related, or that his/her parents would benefit by talking with a social worker, he/she should feel free to contact the school social worker. It should be noted that strict confidentiality is always maintained as it concerns information offered by the student during his/her interviews with the school social worker.

EXTRACURRICULAR ACTIVITIES ACADEMIC ELIGIBILITY REQUIREMENTS

In order to participate in interscholastic athletic programs and extracurricular activities, students must be enrolled at The Morgan School.



To be eligible for extracurricular activities at The Morgan School in the first marking period of a school year in grades ten through twelve, a student must have received at least five credits toward graduation by the end of the preceding school year.

In addition, during a school year in grades nine through twelve, a student must have received passing grades in at least five (5) subjects in the first, second, or third quarter to be eligible for extracurricular activities during those quarters.

Graduation credit earned during the summer by any regularly approved board of education procedure will be accepted for the purpose of determining the eligibility of students desiring to participate in extracurricular activities in the first marking period of a school year.

When may a student who is ineligible become eligible?

If, on the day grades officially close, the teachers of a student who is ineligible indicate, in writing, the student's quarter grade and if the number of courses passed totals or exceeds five, and the director of athletics or activity supervisor certifies this information, then that student becomes eligible to begin practicing in athletics or participating in activities. The student athlete will become eligible to participate when, according to CIAC regulation I.B.4, "the official date on which the school requires grades to be distributed to students or on the tenth school day following the closing of grades, whichever comes first."

In order to participate in athletics or any other extracurricular activity, students must be in attendance at school for a minimum of four (4) hours on a full day or two (2) hours on a half day in order to participate in a game, practice, or any extracurricular activity. If students go home ill, they may not participate even if they have been in school for the minimum number of hours. Absences not related to illness and excused by the school administration do not prohibit a student from participating. Any student assigned to in-school or out-of-school suspension is prohibited from participating in practices, games, or activities on those days.

Administrative discretion will apply in all cases where students are requested to be released from class. The general practice will be that students will be released only when the administration judges that such a release is in the best interest of the students and the school.

Every attempt will be made to see to it that students are released from evening practices/rehearsals by 9:30 p.m. Administrative discretion will apply in all cases where limits must be set on the time when students are released from evening practices.

Students who are on suspension will not be eligible to participate in athletics or other extracurricular activities while on suspension. Upon entering the ninth grade (regardless of school or educational setting), a student will have eight (8) consecutive semesters of athletic eligibility. A student's athletic eligibility will end when (a) the eight consecutive semesters of eligibility have been exhausted, or (b) a student turns twenty (20) years of age. Student athletes who have semester eligibility remaining, will be allowed to compete during the year in which

they will turn age 20. However, they will not be permitted to try out, practice, or compete on a team during the published season dates when they reach age 20.

FUNDRAISING

[Please click this link for the BOE Policy 5154 - Fundraising Activities](#)

CONDUCT OF PLAYERS AND SPECTATORS

When students are visiting another school for an athletic contest, it is expected that they will conform to the rules and regulations of that school and that they shall act in such a manner as to bring credit to themselves and to The Morgan School.

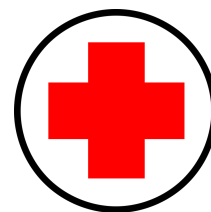
Proper sportsmanship is expected of spectators at athletic events. Inappropriate language or behavior, unruliness or unsportsmanlike behavior will lead to offenders being escorted out of the playing area and suspended from attending two (2) games. Repeat offenders will be banned from attending all games for the remainder of the season or one month, whichever is greater. A third offense will cause suspension from all athletic activities for a year.

CONDUCT OF STUDENT LEADERS

Students are encouraged to seek and assume leadership positions in student government, athletic teams, and extracurricular activities. Being selected as a student leader is a high, personal honor, and carries with it much responsibility. Leaders must exhibit outstanding scholarship, demonstrate a positive and caring attitude toward others, and exemplify the traditions and values of The Morgan School. Failure to comply with any of the above expectations may result in removal from the leadership position.

CPS Health Services

School Health Services are provided under the direction of the School Medical Advisor, Dr. Eileen Lawrence. The school health program is governed by medical standing orders and School Health Policies approved by the School Medical Advisor, the Board of Education, VNA Community Healthcare and the school district Administration and is operated by a cadre of registered nurses and health room aides.



The nurse and/or health aide are scheduled to be in the health office from start to the end of school each day.

Joel School 137 B Glenwood Road Pre K-4th Grade	P: (860) 664-6571 F: (844) 831-2351 Hours: 8:51-3:15	Clara Parker, RN Christine Riccio, SHA
Eliot Middle School 69 Fairy Dell Road 5th-8th Grade	P: (860) 665-6573 F: (855) 834-5417 Hours: 7:45-2:45	Jodie Smith, RN Joanne O'Dea, SHA
Morgan High School 71 Killingworth Turnpike 9th-12th Grade	P: (860) 664-6574 F: (855) 769-3805 Hours: 7:35-2:10	Margaret Zarcone, RN Veronica Ketch, SHA

A student wishing to see the nurse must first obtain a pass from his/her teacher.

Allergies

Parents should notify the school nurse of a student who has any allergies, especially if the student is severely allergic to bee stings, insect bites, or food products. Documentation of allergies along with a treatment plan from the medical provider should be updated yearly and submitted to the health office prior to the start of the school year. All medications needed to mitigate anaphylaxis reactions must be provided by the parent/guardian.

Pursuant to Public Act 14-176, schools are required to maintain epinephrine in cartridge injectors to be administered as emergency first aid to students who experience allergic reactions when the student does not have a prior written authorization from parent/guardian or a prior written order from a qualified medical professional for the administration of epinephrine. Public Act 14-176 provides that epinephrine may be administered on an emergency basis by a school nurse, or in the absence of the school nurse, by a qualified school employee who has completed the training program required by the state statute.

If you do not want your child to be given epinephrine in an emergency, please notify the school nurse in writing.

Illness While at School

If a student should become ill while at school, permission should be secured from the teacher to go to the nurse's office. Under no circumstances is the student allowed to leave the building without permission. Parents or friends are not to be telephoned by a student without first being seen by the nurse or her aide, who will decide whether the student should remain in school or be picked up by a parent/guardian. A student must be signed out by a parent or guardian in the health office and then must report to the main office. Parents will assume responsibility for the transportation home to a caretaker or to a physician of any student for whom it has been determined that he/she cannot remain in school for reasons such as an injury, an acute illness or suspicion of having a communicable disease.

A student **will not** receive a dismissal from the school nurse if the student notifies a parent by cell phone outside of the health office. Cell phones are **not** permitted to be used during school hours, and the school nurse must evaluate the health-related situation in the health office.

To assure a speedy, uncomplicated recovery and to protect other students, a child with symptoms of illness should be kept at home. A child with a temperature of 100.4 F degrees or higher or other symptoms of acute illness, such as diarrhea or vomiting, shall be excluded from school. **A child should be kept home until his/her temperature has been normal for 24 hours without medication..** Please refer to the: [Guidelines for when to keep your child home](#)

Please see COVID 19 Handbook for specific COVID protocols [Covid Quarantine Protocols](#)

Health Screenings

The Connecticut state statutes mandate that students be screened for potential barriers to education in the schools. The most common problems which can be detected and for which early intervention can be successful are vision, hearing and posture. The school nurse is responsible for conducting and overseeing these screenings in each school.

Various health screenings take place in school and are performed according to the following schedule:

Type Screening	Which Students	Grade Level
Vision	All Students	K, 1, 3-5
Audiometric (Hearing)	All Students	K, 1, 3-5
Scoliosis	Females	5th Grade AND 7th Grade
Scoliosis	Males	8th Grade

Physical Examinations

Clinton Board of Education Policy and Connecticut State Law, Section 10-206c require a physical examination, conducted by a qualified medical provider, for all students prior to entering Kindergarten, 7th grade and 11th grade. Examinations completed after January 1st of your child's 5th or 9th-grade year that are submitted to the school nurse on the state-issued Blue Health Assessment Record are valid to complete this requirement. Students may not attend classes until all paperwork is completed and received by the school nurse. Tele-health appointments do not qualify to meet this requirement.

Beginning with the 2022-2023 school year, 7th and 11th-grade students must have an updated physical anytime from **July 1** of the 6th-grade year or 10th-grade year until the first day of 7th grade or 11th grade.

Immunizations

Connecticut law requires that a child be adequately immunized before being permitted to enter school and mandates that any student not enrolled in an immunization program, not adequately immunized, and/or who fails to qualify for an exception status shall be excluded from school until such time as the requirements have been met.

The exception to the Immunization Policy:

1. Medical Exemption from a medical provider stating such immunization is contraindicated because of the physical condition of the child.

As of 4/28/21 Religious Exemptions are no longer accepted to waive the Immunization Policy.

Athletic Physical Examinations

All pupils in grades 6-12 who participate in interscholastic athletics are also required to have a sports physical every thirteen months. The sports physical is to be completed on the state-issued blue assessment record. The completed form must be on file in the school health office **BEFORE** any student will be allowed to attend, try out, practice or compete in any sport or cheerleading.

Medications

Medications such as pills, drops, inhalers, ointments, etc., are not to be carried on a student's person or left in on their desk. Prescribed medications must be in the original container from the physician or pharmacy. Prescription or over-the-counter medications to be taken by a student in school must be given by a parent to the nurse or principal with written authorization as described below.

“The Connecticut State Law and Regulations require a qualified medical provider's written order and the parent/guardian's written authorization for a nurse to administer medicinal preparations. In the nurse's absence, the principal or teacher may administer the medication as authorized.”

Forms authorizing the administration of medication are available from the school nurse.

The nurse maintains a supply of Tylenol/Acetaminophen for Grades 4-12 which may be dispensed up to 5 times a year per standing order by the Medical Advisor to a student **with written authorization** from a parent/guardian on the front side of the yellow emergency form. Motrin/Ibuprofen is NOT dispensed without a doctor's order.

Medical Excuse for Physical Education

If a student has been injured or becomes ill during the school day and must be excused from physical education, the school nurse may excuse the student from physical education for that day. PE restrictions beyond that day must be written by the student's qualified medical provider. A student who is excused from physical education due to an injury or illness should also be excluded from physical activity during recess.

Donna Frechette, RN, BSN, M.Ed
School Health Office Supervisor
dfrechette@clintonpublic.net

MAKE-UP WORK POLICY

Upon return to school, students shall request missed assignments from the teacher. Except for extended absences, all missed work, including tests, assessments, and quizzes, will be made up within a period not longer than twice the length of the absence unless other arrangements are made with the teacher. Students will be allowed to make-up work that they have missed on religious holidays without penalty.

MEDICAL EXCUSE

If a student has been injured or is ill during the school year and must be excused from physical education, a note must be submitted at the onset of the "medically excused" period. This note will cover a two-week period and must be signed by a physician. Should there be a need for an extension, the doctor must fill out a "Physical Education Medical Excuse" form (which can be obtained at the health office) and advise in what type of limited program the student may participate. Failure to provide a doctor's written excuse will result in failing that marking period. Retroactive excuses will not be accepted.

EVACUATION DRILLS

Evacuation drills are scheduled on an irregular basis. All teachers and students should react quickly, quietly, and in an orderly fashion to the fire signal (an alarm that rings continuously during the alert) and leave the building through the fire exit posted in each classroom. If a person is in the hall at the time the alarm sounds, she/he should leave the building by the nearest exit. An administrator will signify that the drill is over and all students will return to their regularly scheduled classes or study hall.

EVACUATION PLAN FOR HANDICAPPED PERSONS

For the purposes of this plan, a handicapped person is anyone who, because of a physical disability (temporary or permanent), might have difficulty in evacuating the building at the pace the school population is moving. If handicapped students are assigned to a teacher at the time of an emergency, the staff member should assist the student to the designated "areas of refuge" that are located in the stairwells on the 2nd and 3rd floors. The staff member will phone the office from the "area of refuge" and let them know that a student is safely waiting in that area for emergency personnel. If a handicapped person is not with a teacher at the time of an evacuation (bathroom, hallway, etc.) they should report to the closest "area of refuge" (2nd & 3rd floors) and use the intercom in this area to notify the main office.



CAFETERIA

The Morgan School cafeteria is operated on a non-profit basis. The lunch period is divided into three sections so that each student will have sufficient eating time and space. Students will be informed at the beginning of the school year as to which lunch section they have been assigned.

Students are prohibited from ordering food for delivery to The Morgan School during school hours.

FOOD AND DRINK POLICY

[Please click this link to view Clinton Public Schools Policy 5140 Wellness](#)

Students are allowed to have water with them at all times but are not permitted to eat or drink other beverages while they are in class or in study hall. Students should finish all breakfast items, in the cafeteria (or other designated area), prior to attending their first class.

Students that arrive late to school (whether excused or unexcused) are not allowed to bring food or drinks with them to their first class. If a student arrives at school tardy with food or drinks they will be asked to leave those items in the main office until their lunch period.



CONDUCT DURING LUNCH PERIODS

1. All students must be in the cafeteria at the beginning of their lunch period, and may not leave until their lunch period has ended.
2. All food must be eaten in the cafeteria or in an approved location. Students should cooperate on keeping the cafeteria clean by disposing of all papers and/or garbage in the trash cans provided. It is only courteous to provide a clean table and cafeteria for those students who eat later lunches. Lunch should be a pleasant time to visit friends and to relax before your next class. Respect your classmates by helping make their lunch time an equally pleasant experience.
3. Stealing food from the cafeteria may result in either school suspension and/or arrest.
4. Before exiting the cafeteria, students will be asked to clean the area in which they were sitting. The last student to leave a table area will be responsible for its cleanliness.
5. Anyone throwing food in the cafeteria may be suspended for up to ten (10) school days.

CLASSROOM STUDY PERIODS

All study periods meet in individual classrooms where attendance is taken. Students are expected to work quietly on school work.



JUNIOR AND SENIOR PRIVILEGE

Juniors and Seniors who are deemed to be in good standing by the administration from the previous quarter and have their parents' permission, may be excused from first or last period study hall attendance. Parents must fill out a Junior/Senior Privilege Form in Family ID to allow for late arrival or early dismissal. Families will receive the link to this form in Family ID directly in the middle of August.

MOVEMENT THROUGH THE HALLS

Students must sign out and sign in to travel through the halls. Students who misuse/overuse the sign out process may have restrictions placed on this privilege.

LOCKERS

Lockers are the property of the Clinton Board of Education. They are assigned for student convenience. Students are responsible for the security of locker contents (personal and school-owned items which are issued to them). Access to lockers after school is limited. Students should be sure to get anything they need from their locker at the close of school.

The Morgan School reserves the right to, with reasonable cause, search any locker if the locker is thought to contain materials that may be injurious or illegal. The discovery of dangerous or illegal materials, or items which violate school policy, shall be reported to parents, the superintendent of schools, and/or the Clinton Police Department as deemed appropriate.

STUDENT DRIVING AND PARKING

The following procedures will be used:

- Students may park in the South parking lot (closest to the band hallway & the A-wing).
- Students must fill out a parking-permit form which needs to be signed by a parent and returned to the main office. To obtain a permit, a non-refundable fee of \$10 must be paid.
- Students will be given a hang tag that must be displayed. There are no assigned parking spots.
- Student cars not displaying a valid parking permit, or parking in NO PARKING areas, FIRE LANES, or VISITOR SPACES, will face disciplinary consequences including the loss of parking privileges. **Visitor parking is designated for visitors only.**
- Continual violation of the parking rules will result in a loss of parking privileges.
- The Morgan School reserves the right to have cars parked at The Morgan School searched by appropriate authorities if there is reason to believe that the car contains illegal or dangerous items. The discovery of such items can result in disciplinary action as well as referral to the police.



GENERAL INFORMATION

MAIN OFFICE

The main office is open from 7:00am until 3:00pm each school day.

LOST AND FOUND

Lost and found articles may be recovered in the main office.



INSURANCE

The school annually makes available to all students an accident insurance policy at a very minimal rate. It is recommended that all students purchase this policy to cover accidents which occur during school time and cannot be covered by the school's liability insurance policy.

WORKING PAPERS

Working papers are available through the main office. Individuals sixteen and seventeen years of age, and who present a Promise of Employment form properly signed by the hiring person/company and official proof of age, either a birth certificate, driver's license, or baptismal certificate will be issued working papers. Individuals must personally apply for these papers. Papers are issued during regular school hours.

VISITORS

Except for unusual circumstances, no visiting students will be allowed at The Morgan School during the school day. If a prospective student wishes to visit the school, a written request must be presented, in advance, to the guidance department chair by a parent/guardian of the prospective student. Note: Only one visit is allowed for a prospective student.

NO-SCHOOL/EARLY-DISMISSAL ANNOUNCEMENTS

No-school announcements are made sometime between 5:30 and 8:00am via an auto phone system. Information about school closings, delayed openings, or early dismissals can also be found at the following locations:

Internet: www.clintonpublic.net

TV: WTNH Channel 8; WVIT Channel 30; WFSB Channel 3

CLINTON PUBLIC SCHOOLS BOE POLICIES SERIES 5000 - STUDENTS

[Please click this link to access the list of all the Student Policies on the Clinton Public Schools website.](#)

DETENTIONS

Students are required to report to detentions assigned to them by their teachers. Failure to report to a teacher detention will result in the assignment of one or more office detentions. Failure to report to office detentions will make the student liable for in-school suspension. Office detention is held Monday thru Wednesday from 2:10 until 2:55pm.

CELL PHONE POLICY

Morgan's classroom cell phone policy is "Silent and Away"(unless a teacher determines the need for students to use their phones for educational use in the classroom).

Students are required to store their cell phones in the cell phone pockets or other areas designated by the teacher.

Failure to comply with the teacher's policy regarding cell phone use in their classroom will result in progressive discipline.

Teacher detention and phone call home

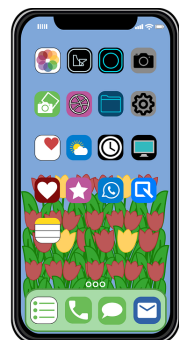
Written Behavior Referral

Assistant principal will call home and issue consequences

Loss of cell phone privileges for the entire day

Students are allowed to use their phones during passing time, study hall (teacher's discretion), and lunch.

Multiple cell-phone violations will result in progressive disciplinary action.



In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the internet.

Students found to be using any electronic communication device are in violation of board of education policy and school rules and shall be subject to disciplinary action.

Further, a student may be disciplined for creating and/or distributing written or electronic material, including any social media, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

The sending, sharing, viewing or possessing of pictures, emails or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited in the school setting and can result in action taken by both the school and the police.

DISCIPLINE STATEMENT

The main purpose of a code of behavior in a school setting is to maintain an atmosphere which is conducive to learning and allows for maximum study, education, and safety. Any conduct which hinders this aim will be considered an infraction of our behavior code and will be dealt with accordingly.

[Please click the link to access BOE Policy 5114 / C-19 - Student Discipline](#)

DEFINITION OF CONSEQUENCES

1. Warning: Notation of the infraction is recorded via the discipline referral process and kept on file for future reference.
2. Detention: A silent study period held after school (2:15 – 2:55pm.)
3. Lunch Detention: Student reports to the ISS (In School Suspension) room for a supervised lunch.
4. Parent conference: Notification of the infraction to the parents (including, but not restricted to a note, phone call, meeting, or e-mail and a discussion of the school's behavior expectations and disciplinary consequences.
5. Police referral: When appropriate and/or necessary.
6. In-school suspension: Removal of the student from all school-time interactions for a designated number of days.
7. Out-of-school suspension: Removal of the student from school for a specific period of time. Students who are under suspension are prohibited from being on school grounds or attending extracurricular activities.
8. Expulsion: Removal of the student from the school rolls. Expulsion requires administrative recommendation to the superintendent of schools and board of education approval.

SAFE SCHOOL CLIMATE PLAN

[To access Administrative Regulation 5130 - Bullying Prevention and Intervention please click this link](#)

The Board is committed to creating and maintaining a safe educational environment free from bullying, harassment and discrimination. In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board policy. This plan represents a comprehensive approach to addressing bullying and cyberbullying and sets forth the Board's expectations for preventing, intervening, and responding to incidents of bullying.

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The district's commitment to addressing bullying behavior, however, involves a multifaceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or school staff.

Prohibition Against Bullying and Retaliation

- A. The Board expressly prohibits any form of bullying behavior on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by Board of Education.
- B. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (I) creates a hostile environment at school for the student against whom such bullying was directed, (II) infringes on the rights of the student against whom such bullying was directed at school, or (III) substantially disrupts the education process or the orderly operation of a school.
- C. In addition to prohibiting student acts which constitute bullying, the Board also prohibits discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying.
- D. Students who engage in bullying behavior in violation of Board policy and the Safe School Climate Plan shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law.

Definition of Bullying

- A. "Bullying" means the repeated use by one or more students of a written, verbal or electronic communication, such as cyberbullying, or a physical act or gesture directed at another student attending school in the same district that:
 - causes physical or emotional harm to such student or damage to such student's property
 - places such student in reasonable fear of harm to himself or herself, or of damage to his or her property
 - creates a hostile environment at school for such student
 - infringes on the rights of such student at school, or
 - substantially disrupts the education process or the orderly operation of school
- B. Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.
- C. For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school (or principal's designee) shall serve as the Safe School Climate Specialist. The Safe School Climate Specialist shall investigate or supervise the investigation of reported acts of bullying and act as the primary school official responsible for preventing, identifying and responding to reports of bullying in the school.

Responding to Verified Acts of Bullying

- A. Following investigation, if acts of bullying are verified, the Safe School Climate Specialist shall notify the parents or guardians of the students against whom such acts were directed as well as the parents or guardians of the students who commit such acts of bullying of the finding not later than forty-eight hours after the investigation is completed.
- B. If bullying is verified, the Safe School Climate Specialist or designee shall develop a student safety support plan for any student against whom an act of bullying was directed.

Notice to Law Enforcement

If the Principal of a school (or his/her designee) reasonably believes that any act of bullying constitutes a criminal offense, he/she shall notify appropriate law enforcement. Notice shall be consistent with the Board's obligations under state and federal law and Board policy regarding the disclosure of personally identifiable student information. In making this determination, the Principal or his/her designee, may consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

Procedures for Reporting and Investigating Complaints of Bullying

- A. Students and parents (or guardians of students) may file written reports of bullying. Such reports may be filed with the building administrator.
- B. Students may make anonymous reports of bullying to any school employee. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation.
- C. Bullying behavior can take many forms and can vary dramatically in the nature of the offense and the impact the behavior may have on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying", as defined above, will generally warrant disciplinary action against the perpetrator of such bullying, whether and to what extent to impose disciplinary action (e.g., detention, in-school suspension, suspension or expulsion) is a matter for the professional discretion of the building principal (or responsible program administrator or his/her designee). No disciplinary action may be taken solely on the basis of an anonymous complaint.

FIGHTING

Under no circumstances is fighting permitted at The Morgan School. All participants in a fight will be suspended from school on an equal basis. In addition to notifying parents or guardians, the Clinton Police Department will also be notified. Students who fight may be subject to arrest.

DRUGS AND ALCOHOL

The use, possession, sale or distribution of drugs, drug paraphernalia and/or alcoholic beverages are strictly prohibited at any time on the school premises or at any school- sponsored activity. In the event that the student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, his/her parent(s) will be contacted, she/he will be suspended from school (in accordance with regulation), referred to the appropriate treatment agency, and considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, she/he will be referred to the police department.

DRUG AND ALCOHOL USE BY STUDENTS

[Click on the link to be directed to Clinton Public Schools Policy 5127 - Drug and Alcohol Use by Students](#)

The Board is required by Connecticut law to prescribe rules for the management and discipline of its schools. In keeping with this mandate, the unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, as defined in C.G.S. Section 21a-240, or alcohol on or off school property or during any school sponsored activity is prohibited. It shall be the policy of the Board to take positive action through education, counseling, discipline, parental involvement, medical referral, and law enforcement referral, as appropriate, in the handling of incidents in the schools involving the unlawful possession, distribution, sale or use of substances that affect behavior.

1. Any student in the Clinton Public Schools using, consuming, possessing, being under the influence of, manufacturing, distributing, selling or aiding in the procurement of controlled drugs, controlled substances, drug paraphernalia or alcohol either on or off school property, or at a school-sponsored activity, except as such use or possession is in accordance with Connecticut General Statutes § 21a-408a through 408q, is subject to discipline up to and including expulsion pursuant to the Board's student discipline policy #5114.
2. In conformity with the Board's student discipline policy #5114, students may be suspended or expelled for drug or alcohol use off school grounds if such drug or alcohol use is considered seriously disruptive of the educational process. In determining whether the conduct is seriously disruptive to the educational process, the Administration and the Board may consider, among other factors: 1) whether the drug or alcohol use occurred within close proximity of a school; 2) whether other students from the school were involved; and 3) whether any injuries occurred.
3. If a school administrator has reason to believe that any student was engaged, on or off school grounds, in offering for sale or distribution a controlled substance (as defined by Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stats. §§ 21a-277 and 21a-278, the administrator will recommend such student for expulsion, in accordance with the Board's student discipline policy #5114.
4. Students found to be in violation of this policy may be referred by the building administrator to an appropriate agency licensed to assess and treat drug and alcohol involved individuals. In such an event, assessment and treatment costs will be the responsibility of the parent or guardian.
5. A meeting may be scheduled with appropriate school staff members for the purpose of discussing the school's drug and alcohol policy with the student and parent or guardian.
6. Law enforcement officials may be contacted by the building administrator in the case of suspected involvement in the use, sale or distribution of controlled drugs, controlled substances, drug paraphernalia or alcohol.

OFF-SCHOOL MISCONDUCT

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

SOCIAL ACTIVITIES

1. All social activities pertaining to The Morgan School may take place only after clearance with the school administration. The following rules should serve as guidelines for the planners of activities:
2. Most school activities will end by 11:00 p.m.
3. There must be at least three (3) chaperones in attendance at all school events. For certain events, a larger number of chaperones may be required. The names of said chaperones must be submitted to the main office at least three (7) days prior to the event. If the required number of chaperones (parents may be included) fail to arrive by the time the event begins, the sponsor will be given a short period of time to obtain replacement chaperones. If chaperones cannot be secured, the custodian in charge will order the building closed.
4. Police officers may be hired for the evening from one-half hour before the event starts until one-half hour after it ends or until the school is cleared and closed for the night.
5. One (1) custodian must be in attendance at each and every building social event.
6. Outsiders may attend social events such as dances but only as the guest of a Morgan student. No student or guest at a dance shall leave the building until s/he is ready to depart for the evening. Those who leave the building will not be readmitted. Students will not be allowed to enter a dance for the first time after 9:30 p.m.
7. Whenever possible, tables and chairs should be set up at the conclusion of the dance or other event. If this is impossible, all clean-up must be completed by the day after the activity.

At all times, all students are expected to behave in a mature and responsible manner. All school policies and rules are in effect during all social activities.

HOME/SCHOOL COMMUNICATIONS

A student's academic success requires that parents and teachers maintain a healthy dialogue about academic and social development. Parents are encouraged to contact their child's teacher to discuss issues as they arise. If there are problems or concerns, parents should first speak with the teacher. If the explanation is not satisfactory, the parent should then contact the program chair.

ASSEMBLY PROGRAMS

Assembly programs are scheduled periodically throughout the school year. Some will involve the entire student body, while others will only involve certain classes. Unless otherwise indicated, classes are assigned, by ADVISORY, to sit in a specific, designated section of the auditorium.

At all assembly programs, all students are expected to conduct themselves in a respectful manner, following the principles of The Morgan School Expectations. Students who are unable to meet these expectations will be asked to leave the auditorium, and may be subject to disciplinary action.

LOSS OR DAMAGE TO SCHOOL PROPERTY

It is the policy of The Morgan School and the Clinton Board of Education to hold students responsible for any loss of, or damage to, any property of The Morgan School or of the Clinton Public Schools, whether the cause was deliberate or accidental.

ACCOUNTABILITIES

If students have an accountability, they may not participate in any sports, and/or extracurricular activities. An accountability can be a textbook, fundraising money, uniform, calculator, etc. PowerSchool will notify you that your student has an outstanding balance and the amount of that balance. Oftentimes, it is much less expensive to replace the lost or damaged school property rather than paying the full amount indicated on the accountability. Consider ordering replacement textbooks or calculators from places such as Amazon as long as you are certain it is the exact same item your student owes. There are specific models of Texas Instruments calculators and particular editions of textbooks so please have your student ask the teacher questions before placing an order online. Please call and speak to someone in the main office if you have any other questions regarding accountabilities.

STUDENT VOICE

Students are encouraged to engage in free and open discussion with school staff and administration either individually or in groups. Students must follow the appropriate order of communication to ensure all parties have the opportunity to listen and potentially facilitate any changes. The order of communication is as follows:

student council representatives → teachers → program leaders → principal or assistant principal → superintendent or assistant superintendent → board of education

BUS REGULATIONS

Students who live 1 ½ miles or more from school are allowed to ride a school bus.



Please remember that riding a school bus is a privilege. It is essential that all safety rules be followed. If the bus driver or a teacher decides that a student's behavior on the bus is disruptive, endangers person or property, or violates school rules and regulations, including those listed below, the principal or assistant principal may prohibit the student from riding the bus for a period of time after an informal hearing.

In addition to all rules of good sense, good manners and safety, the following rules must be observed:

- Students should follow all directions issued by the bus driver.
- Students should not yell, throw things, or engage in activities that disrupt others or their property.
- Students' feet should remain on the floor and out of the aisle—not on the seats of the bus.
- Students should not open or close windows without the permission of the bus driver.

- Students should not throw objects out of the windows.
- Students are to use the emergency door only in an emergency.
- Students should keep the bus neat and clean.
- A student who is a walker may not ride any school bus to or from school without a signed note from the principal or assistant principal.
- Students who vandalize a school bus will be responsible for payment of damage, be referred to the police, and face disciplinary action.
- Bus cameras are constantly surveilling behavior.
- All school rules apply to bus usage.

Appendix A ACCREDITATION STATEMENT

The Morgan School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association: New England Association of Schools and Colleges, Inc. - 3 Burlington Woods Drive Burlington, MA 01803

Appendix B NON-DISCRIMINATION

The Board of Education will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification.

[Click here to be directed to Clinton Public School BOE Policy 4303](#)

Appendix C SEXUAL HARASSMENT

Any form of sexual harassment is expressly forbidden at The Morgan School.

Sexual behaviors that may constitute sexual harassment in schools include:

- words that contain sexual meanings or insults
- jokes with sexual reference
- comments based on sex, physical appearance, or sexual identity, staring
- whistling
- suggestive sounds
- obscene or suggestive gestures
- displaying suggestive or obscene pictures
- touching, pinching, patting, blocking movements
- open displays of affection

A student who feels that s/he has been sexually harassed should report her/his concern to a teacher, counselor, administrator, or other adult who will take appropriate action to end the harassment.

Any staff member who observes harassing behavior will report her/his concerns to a member of the administration for action.

Appendix D MANAGEMENT PROGRAM

The Asbestos Hazard Emergency Response Act 40CRP 763.93(g) (4) requires that written notice be given that the following schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. These Management Plans are available and accessible to the public at the administrative office of each facility listed below:

Clinton Board of Education
Administrative offices
137-B Glenwood Road
CLINTON, CT 06413
860-664-6500

Lewin G. Joel School
137-A Glenwood Road
CLINTON, CT 06413
860-664-6501

Jared Eliot Middle School
69 Fairy Dell Road
CLINTON, CT 06413
860-664-6503

The Morgan School
71 Killingworth Tpke.
CLINTON, CT 06413
860-664-6504

Appendix E Mandatory Curricular Exemptions

Parents who are interested in learning more about curricular exemptions can click the link below to access Clinton Public Schools BOE Policy 6301. The four areas of curricular exemptions include:

1. Dissection;
2. Family life education;
3. HIV/AIDS; or
4. Sexual abuse and assault awareness and prevention program.

[Click here to access BOE Policy 6301.](#)