

James Hillhouse High School

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FACULTY AND STAFF HANDBOOK 2019 - 2020



“Academics”

**Dr. Carol D. Birks
Superintendent of Schools**

**Glen Worthy
Principal**

NEW HAVEN PUBLIC SCHOOLS

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INTRODUCTION-FROM THE DESK OF PRINCIPAL GLEN WORTHY

August, 2019

Dear House Family,

Welcome back to an amazing school year! To my returning staff (thank you for your commitment to our students and all stakeholders) and to those joining the Hillhouse family, my administration and I are reaching out to you in “strength and passion” in hopes that you will be proud of the network of teachers and staff who collectively continue to support each other in our goal and duty to nurture, teach and train each student that walks through our doors and to help each student reach their full potential. My goal is to ensure a positive difference in you and in the lives of all our students and their families. All of us will accomplish this by setting high academic expectations for our students and providing supportive systems to assure they are met. This year our school focus is to teach, model and push all students to increase their ability to “annotate” information appropriately and effectively to reach outcomes that are measurable as well lasting. Let this focus be a through-line (obvious) in all subject areas and disciplines.

We will practice and enforce an equitable school culture, while setting high standards for teacher performance, to ultimately increased academic performance for all students. All of our graduates will be college, career and job ready!

We embrace the challenges of the future while we continue to cherish and celebrate the traditions of the past. Our remarkable staff, involved stakeholders and committed students come together to make Hillhouse a wonderful and unique place. We hope our handbook will give you a quick snapshot of life and expectations at our school.

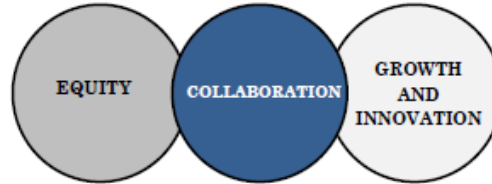
You can contact me at my e-mail address is glen.worthy@nhboe.net or by phone @ James Hillhouse, (475)-220-7500. I am looking forward to working with you to enjoy a successful academic school year.

Sincerely,

Glen Worthy, Principal

JAMES HILLHOUSE HIGH SCHOOL

OUR CORE VALUES:



OUR VISION:



Home of
Opportunity &
Unified
Student
Empowerment

OUR MISSION:

James Hillhouse High School strives to create a **home** that is a welcoming, safe, and culturally responsive environment where students have the **opportunity** to explore college and career pathways. We, the Academics, are committed to creating a **unified** school community with a **deep understanding** of our diverse social and political identities. Our students will be **empowered** to become critical thinkers capable of solving real life challenges in an ever changing world.

James Hillhouse High School
Telephone Directory (area code 475)

	External	Internal extension
Main Office.....	220-7500	87500
Main Office Fax Number.....	(203) 946-8487	
Attendance (Ms. Patton)	220-7508	87508

Administrators

Glen Worthy, Principal.....	220-7590	
Eric Barbarito, Assistant Principal.....	220-7583	87583
John Tarka, Assistant Principal.....	220-7554	87554
Daniel Bonet, Assistant Principal	220-	
Alex Sinclair, Administrative Intern	220-4503	74503

Guidance

Anna Atkinson (Guidance Secretary)	220-5210	85210	Letters
Chanel Rice	220-7532	87532	A-C
Kiernan Willis.....	220-7533	87523	D-J
Christine Scaccia	220-7523	87533	R-W
Tom Burns	220-5211	85221	K-Q
Diana Hernandez	220-7509	87509	X,Y,Z & EL

Bell Schedule

A – B – C – D Day		
# Per	Time	
1	7:30- 8:26	
2	8:30-9:26	
3	9:30-10:26	
4	10:30-12:02	Time
F3	Lunch	10:30-10:56
	Class	11:00-12:02
F2	Class	10:30-10:56
	Lunch	10:58-11:24
	Class	11:26-12:02
F1	Class	10:30-11:32
	Lunch	11:36-12:02
5	12:06-1:02	
6	1:06-2:02	

Lunch
 3 floor goes to 1st lunch Wave
 2nd Floor goes to 2nd lunch wave
 1st Floor goes to third wave

We are on a 4-day rotating schedule. Every day we drop 2 classes and pick up 2

2 hour Delay			
# Per	Time		
1	9:30-10:26		
4	10:30-12:02	Time	Min
F3	Lunch	10:30-10:56	26
	Class	11:00-12:02	62
F2	Class	10:30-10:56	26
	Lunch	10:58-11:24	26
	Class	11:26-12:02	36
F1	Class	10:30-11:32	62
	Lunch	11:36-12:02	26
5	12:06-1:02		
6	1:06-2:02		

Early Dismissal			
# Per	Time		
1	7:30-8:20		
2	8:24-9:14		
3	9:18-10:08		
4	10:12-11:02		

No Lunched served on Early Dismissal Days

Cut out Periods 2, 3 on 2 Hour Delays

A - Day		
Period	1	7:30-8:26
Period	2	8:30-9:26
Period	3	9:30-10:26

B -Day		
Period	2	7:30-8:26
Period	3	8:30-9:26
Period	4	9:30-10:26

C -Day		
Period	3	7:30-8:26
Period	4	8:30-9:26
Period	1	9:30-10:26

D - Day		
Period	4	7:30-8:26
Period	1	8:30-9:26
Period	2	9:30-10:26

Period	5	10:30-12:02
Period	6	12:06-1:02
Period	7	1:06-2:02

Period	6	10:30-12:02
Period	7	12:06-1:02
Period	8	1:06-2:02

Period	7	10:30-12:02
Period	8	12:06-1:02
Period	5	1:06-2:02

Period	8	10:30-12:02
Period	5	12:06-1:02
Period	6	1:06-2:02

Dropped periods for Day	
Period	4
Period	8

Dropped periods for Day	
Period	1
Period	5

Dropped periods for Day	
Period	2
Period	6

Dropped periods for Day	
Period	3
Period	7

How the four Day Rotation Works

**182 STUDENT DAYS
186 TEACHER DAYS**

July					August					September				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
											3	4	5	6*
										9	(10)	11	12	13
										16	17(c)	18(d)	19	20*
										23	24	25	26	27
					(27)	(28)	29	30						(18)
				(2)										
October					November					December				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				4*					1(e)*	2	3	4	5	6
7	8		10	11	4	(5)	6	7	8	9	10	11	12	13*
	15	16	17	18*		12	13(a)	14(b)	15*	16	17	18	19	20#
21(f)	22	23	24	25	18	19	20	21	22					
28	29	30	31		25	26	27#							
				(21)					(17)					(15)
January					February					March				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			2	3						2	3	4	5	6*
	7	8	9	10*	3	4	5	6	7*	9	10	11	12	13
13	14	15	16	17(e)	10	11	12	13	14#	16	17	18	19	20*
	21	22	23	24*					*	23	24	25	26	27(e)
27	28	29(a)	30(b)	31	24	25	26	27	28	30	31			
				(20)					(15)					(22)
April					May					June				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
		1	2	3*					1*	1	2	3	4	5
6	7	8	9#		4(f)	5	6	7	8	8	9	10	11	12*
				*	11	12	13	14	15*	15	16	17	18	19
20	21	22	23	24	18	19	20	21	22	22(e)#				
27	28	29	30			26	27	28	29*					
				(16)					(20)					(16)

- () = Teacher's Day Only
- * = Pay days: Regular Plan -
- # = Early Dismissal - Students & Staff
- a = Parent Conference, Report Cards K-8 only
- b = Parent Conference, Report Cards high schools only
- c = Open House, Meet the Teacher Night K-8
- d = Open House, Meet the Teacher Night - High Schools
- e = End of Marking Period - K-8 and High School
- f = Staff In-Service - Students early dismissal

**REPORT CARD SCHEDULE
2019-2020**

	K-8	HIGH SCHOOL
1ST MARKING PERIOD	August 29 – November 1	August 29 – November 1
Number of Days	42	42
Open House / Meet the Teacher	September 17	September 18
Parent Conferences	November 13 – Early Dismissal	November 14
2ND MARKING PERIOD	November 4 – January 17	November 4 – January 17
Number of Days	41	41
Parent Conferences	January 29 – Early Dismissal	February 1
3RD MARKING PERIOD	January 21 – March 27	January 21 – March 27
Number of Days	44	44
4TH MARKING PERIOD	March 30 – June 22	March 30 – June 22
Number of Days	54	54

James Hillhouse High School Technology Acceptable Use Policy

The technology at James Hillhouse High School is for school use only. No video, music or games allowed. All technology, including computers, is to be used thoughtfully. When using the computers for research, the student will show respect for others s/he would in the classroom. Any of the following policies that are not followed will result in suspension/termination of the student's use of the school technology.

1. Responsibility/Personal Gain

- Access to the internet is a privilege not a right.
- Use the internet with caution.
- Do not go to inappropriate sites.
- Electronic distribution of viruses to other computers will not be tolerated.

2. Privacy

- The school will issue logons and passwords for all students.
- Logons and passwords should not be shared with anyone.
- If someone else uses your password and logon, both students will lose computer privileges.
- Students can only save their work onto a disc, personal drive or USB flash drives which will not be provided by the school.
- Students must log off the computer after each use

3. Copyright and Intellectual Property

- Each student can use the computers to create and maintain school material.
- The students will access a computer to do their work and the network administrator will check to make sure that the user is using the computers responsibly.
- All work that is copied and/or paraphrased off the internet must be appropriately documented with the correct copyright information.

4. Appropriate Communications

- Student based research sites will be employed in the library and on the media center's web page.
- Other research sites that are not on the library and media center's web pages must be approved by a teacher.
- Email can only be used for school based material.
- Anyone using the internet to harass, stalk, or demean someone else will lose all technology privileges for one year.
- Anyone destroying or stealing any part of Hill House technology will lose all technology privileges for one year
- Personal drives are for school information only.

The consequence for not following the AUP is disabling the student's logon privileges:

- 1st offense: Written warning with phone call made by teacher
- 2nd offense: 5 school days
- 3rd offense: 10 school days
- 4th offense: 20 school days
- 5th offense: One calendar year

Homework Policies

Homework

Homework is an important part of the teaching-learning process. Homework provides reinforcement and practice with the skills and concepts that are taught in the classrooms during the school day. It is expected that students complete assigned homework, as this will be part of a student's total grade. Parents are encouraged to monitor their teen's homework.

Homework for Suspended Students

Homework will be given for suspensions of 3 days or longer.

Homework Notification Form and Suspension Form will be sent home with student and/or parent.

- Teachers will be notified by counselor via e-mail. Email will include suspension length/dates and the date homework is due in the main office.
- Teachers are expected to provide appropriate and current homework by the end of the 2nd day.
- Clerical staff will create a bin or specific area for suspension homework and put together in a folder for suspended student. Student's name only will be written on the front of the folder.
- Clerical staff will staple the following inside the front cover of the folder: Copy of the Homework Notification Form and teacher signoff sheet with names of teachers who will provide the homework.
- Homework will be placed in the folder
- Do not send textbooks with homework assignments. If textbook material is included in the homework assignment the teacher must make copies of the textbook pages to send to the main office.
- Clerical staff or teacher will check off subject as homework is placed in the folder

As homework is picked up, clerical staff or designee will

- Check off the appropriate box;
- Write in the name of the person who obtained the homework at the bottom of the Homework Notification form;

A copy of the completed Homework Notification Form will be stapled to the student's suspension form and filed. In the event that the homework is not picked up, the folder will remain in the bin.

General Information

Accidents

In the event of an accident, please report/call the nurse and main office immediately. Do not attempt to move an injured person. An adult should remain with the injured person until appropriate help arrives. An initial accident report is to be submitted to the main office, which will then complete the formal report that is kept on record and sent to the Human Resource Director. (See main office staff for an Accident Report Form).

Activities Calendar

All activities must be approved by the principal. Please complete an activity form (in the main office) and submit it to the assigned member of the SPMT.

School Code

The school code is: 070495

Student Attendance Policy

General Attendance Information

The educational program at James Hillhouse High School creates an atmosphere in which intellectual freedom and student responsibility are important parts of the educational process. Attendance is essential and is the responsibility of both the parent and the student. When a student is not in class there is no opportunity to contribute their thoughts or theories to the class or to exchange ideas with the teacher.

James Hillhouse High School is in session from 7:30 a.m. until 2:00 p.m. Students arriving before 7:30 a.m. are to enter through the main foyer doors (walkers) and the rear doors (bus students) and wait in either the foyer or the cafeteria. No student should be in any other area of the building without permission prior to 7:30 a.m. Students not involved in **extra-curricular** activities or not supervised by a school staff member must leave the building by 2:00 p.m.

Excused Absences

An absence shall be considered "excused" when a student does not attend school due to one of the reasons listed below and the student submits documentation within 10 days for absences 1 to 9 days from a parent or guardian.

Valid excused absences are:

1. Illness or injury with verification from physician
2. Death in the immediate family
3. Religious obligation
4. Court appearance (court documentation is required)
5. School sponsored activity
6. An emergency or other exceptional circumstance (approved by an administrator)
7. Out of school suspension
8. Lack of transportation that is provided by district

Parents/Guardians must submit **written documentation** from physician for excused absences within ten (10) days after a student returns to school. Because documentation is so important the following information must be included:

1. Student's full name, ID number
2. Student's grade
3. Date(s) and reason(s) for the absence
4. Parent/Guardian's phone number for confirmation
5. In the case of illness, doctor's note

All absences not meeting the criteria stated in this section shall be considered unexcused.

Permanent Early Release/Late Arrival

Only **seniors** may apply for permanent early release or late arrival privileges. Students may **ONLY** apply for early release to fulfill the requirements for Board of Education approved school programs. The application form will be filled out by the student's guidance counselor and will be approved at the discretion of the student's administrator before a dismissal pass will be issued. A note will be required from the parent and/or employer verifying the need for early release. The privilege of the modified student schedule will be granted, denied or revoked based upon academic standing, class attendance, and general behavior. All students leaving the building must sign out at the main office or returning to the building must sign in at the Attendance Office.

Students must provide their own transportation for late arrival or permanent early dismissal. Tokens or bus passes will not be issued. *Students who have been granted early release MUST leave school grounds, unless they are a part of a program supervised by a staff member.**

Release of Students during the School Day

Only a parent/guardian may request an early dismissal. The parent/guardian must send in a letter with a phone number for verification, or must personally come to the school to sign the student out. The parent/guardian will be contacted to verify permission. Parents and/or guardians must be listed in the official school database and will be asked to present identification before a student is released. **Tokens will not be issued.**

Students who become ill during the school day may be excused by the school nurse. Transportation must be arranged by the parent/guardian. Standard procedures for early release will apply.

Tardiness to School

Homeroom and Period 1 are combined and start promptly at 7:30 a.m. Parents must make sure that students arrive at school no later than 7:30 a.m. each school day. James Hillhouse requires all students to attend homeroom. During the homeroom period important information is distributed, appointments with guidance counselors are made, school news and activities are announced, and the **OFFICIAL DAILY ATTENDANCE** is recorded. Students will not be allowed to enter school after 8:30 a.m. without a written note or unless they are accompanied by a parent or guardian. All notes must include: the date, student's name, ID#, grade, reason for being tardy, and a phone number where the parent or guardian may be contacted for confirmation. Any student arriving after 10:00 a.m. will be marked absent. Parent must provide a note for the absence within 48 hours. **Students who are continually late to school, even with parental permission, may be subject to disciplinary action. The school's attendance committee will review your child's tardiness to school.** A warning on the first unexcused tardy will be issued. All subsequent incidents may result in a referral to an Administrator and/or designee who will in turn contact the parent, social worker or truancy officer.

Truants

Truants are defined as pupils who are absent from school without acceptable excuse of four or more days during a month in which school is being held. (See NHPS Handbook)

Attendance to Class

Excused Absences from Class

The following are examples of excused absences from class:

1. Attending field trips
2. Being detained by a faculty or staff member
3. Meeting with an administrator
4. Attending a PPT
5. Meeting with student services personnel
6. Taking state mandated tests
7. Other reasons approved by an Administrator

It is the student's responsibility to present a note or pass for the missed class and to obtain and complete any missed assignments. Failure to obtain a note or pass may result in an unexcused class tardy or cut.

Unauthorized Absences from Class/Cuts

A cut is an unauthorized absence from a class when a student is officially present at school. The following procedure will be followed:

1. Teachers will verify cuts through Power School
2. Teachers will give verbal warning after a short conference with the student
3. Teacher will notify the parent and assign a teacher detention.
4. Students who habitually cut a class will be assigned ISS (in-school suspension) or OSS (out of school suspension) by the school administrator.

Consequences will be determined by the District Unified Code of Conduct and James Hillhouse High School Rules and Regulations

Bus Transportation

Bus passes are not available. However, bus tokens will be provided for students participating in tutoring or after-school activities.

School Closings

Information regarding school closings/delays/dismissals may be obtained by listening to WELI Radio, WTNH Channel 8, or at www.nhps.net. It is requested that parents and students refrain from calling the Main Office for this information.

Delayed Opening Schedule

See bell schedule

Early Dismissal Schedule

Students will be dismissed at 11:00 a.m. on approved early dismissal days.

Purpose of the Attendance Policy

The purpose of the James Hillhouse High School Attendance Policy reflects our desire to have each student attend all classes and arrive on time. Students and parents should familiarize themselves with the provisions and procedures of the policy. It is expected that parents will support the intent of the policy and encourage their children to have good attendance.

THE ATTENDANCE POLICY

The number of absences permitted for each course before credit is lost is listed below:

- Full-year course: 17 absences
- Semester course: 8 absences
- Quarter course: 4 absences

Absences beyond this number will result in loss of credit for the course or courses in which the student has been absent. For seniors, loss of credit in a course may result in failure to meet graduation requirements.

A LOSS OF CREDIT MAY OCCUR THROUGH THE ACCUMULATION OF ABSENCES FROM ANY ONE OF THE FOUR TYPES OF ABSENCES LISTED OR THROUGH ANY COMBINATION OF THE FOUR TYPES OF ABSENCES.

EACH TYPE OF ABSENCE IS SLIGHTLY DIFFERENT IN ITS CONTRIBUTION TOWARD REACHING THE MAXIMUM ALLOWABLE ABSENCES IN A COURSE.

(1) Excused Absences: (equals ONE absence per occasion)

- Student illness
- Death or critical illness in the family
- Response to a legal process
- Medical appointment (which cannot be scheduled outside of the school day)
- College visit beyond two (juniors and seniors only)
- Early dismissal or late arrival for other than school related activities
- An absence deemed "excused" by the administrator responsible for the student
- A verified visit to the Guidance Office to meet with a college representative. Juniors missing class to meet with a college rep will be charged with an unexcused absence.

(2) Unexcused Absences: (equals TWO absences per occasion)

- All absences not identified above are considered UNEXCUSED
- Absences that are not explained by a Pre-Planned Absence Form, a note and/or a telephone call from a parent within 48 hours after the student's return to school from an absence, are considered UNEXCUSED
- An absence deemed "unexcused" by the administrator responsible for the student. No makeup work is allowed for class periods where a student has accrued an unexcused absence.

(3) Unexcused Tardies: (equals .25 absence per occasion)

- Occurs when a student arrives up to 10 minutes late for class without authorization

(4) Unexcused Late: (equals .50 absence per occasion)

- Occurs when a student arrives to a class later than 10 minutes without authorization, but less than half way through the class.
- Students arriving more than halfway through the class without authorization will be considered absent.

Absences which do not count towards the loss of credit include, but may not be limited to, the following:

- School related activities
- Suspensions: in-school or out-of-school
- Homebound instruction
- “Special” absences
 - Class meetings
 - Field trips
 - Sports or other school approved extracurricular activities
 - Scheduled office and guidance appointments - Normally, scheduled office and guidance appointments should occur during non-class time.
- Religious Observance
- For Juniors and Seniors ONLY: 4 days for college visits. Students must fill out a Pre-Planned Absence Form available in the Assistant Principals’ Office prior to going on a college visit. Failure to do so will result in the visit being counted as an absence.

COMMUNICATIONS FROM PARENTS

- It is the responsibility of parents to communicate to the school the reason for all absences.
- Parent notes or telephone calls to excuse an absence must be received no later than 48 hours following the student’s return to school, or the absence will be classified as unexcused.

All students, please call the Attendance office at (475) 220-7500.

- Parent notes to request an early dismissal must be presented to the attendance office before the student is dismissed in order for dismissal to be considered excused.
- Provide medical documentation for long-term absences, to include the nature of the illness, any limitations on the Student, inclusive dates of medical condition, specific dates of absence covered.

CONTENT OF PARENT NOTES

All parent notes for any reason must include the following:

1. the student’s name,
2. the date(s) of the absence(s),
3. the specific reason for the absence, lateness or dismissal,
4. the signature of the parent
5. a daytime phone number where a parent can be reached to verify the note.

“Blanket” notes covering unspecified dates of absences, tardies, etc. are not acceptable. (for example: “Please excuse my child from all absences in the months of April and May due to illness.”)

COMMUNICATIONS TO STUDENT AND PARENTS

Students and parents will be notified concerning absences by mail utilizing the following letters:

- Student and parents will have access to information concerning attendance via Power School Home Access Center.
- Excessive Absence Notification Letter: generated when one-half of the number of permitted absences has been accumulated in a class. The purpose of this notification will be to inform the parent and the student of the possibility of loss of credit if the student's attendance does not improve.
- Loss of Credit Letter: generated when a student loses credit in any course.
- Appeals Board Hearing Results Notification: used to communicate the decision of the Appeals Board to the student and parent when a student appeals a loss of credit.

ANTICIPATED ABSENCES

Any anticipated absence, such as college visitations, family vacations, etc., which conflict with the school calendar, must be arranged in advance by a phone call or a Pre-Planned Absence Form or the absence will be considered unexcused and make-up privileges will be forfeited.

DISMISSAL DURING THE SCHOOL DAY

Once students have reported to school, they are expected to remain in school and attend classes all day. Under the following conditions, a student may have an excused dismissal:

1. Under rare or emergency circumstances, a written request from a parent must be presented or a phone call must be received by the Assistant Principals' Office and/or Attendance Office prior to dismissal. A parent may come to the attendance office and personally request dismissal.
2. The student must sign out in the Attendance Office. If the student returns to school, the student must sign in at the Attendance Office to verify the time of his/her return and provide appropriate documentation.
3. Students returning from any type of outside of school appointment: doctor etc., must present a note upon return from the appropriate office to the Attendance Secretary.

Failure to meet the above two conditions will cause any class absences to be considered unexcused. Such absences will be counted towards loss of credit and make-up privileges will be forfeited.

ILLNESS IN SCHOOL

- In case of illness while in school, the student must report to the health office.
- The nurse, with parental permission, will make the decision to dismiss the student from school.
- Once the nurse has obtained permission to dismiss the student. The student will be issued a dismissal pass.
- Students who become ill in school and report to areas other than the nurse's office (cafeteria, restrooms, off campus) will be considered "unexcused" and may face disciplinary action.

MONITOR THE NUMBER OF ABSENCES IN EACH CLASS

- Throughout the school year, it is the responsibility of the student and parent(s) to monitor closely the number of absences, which have been accumulated in each course.
- When a student anticipates an absence from school or from a particular class for any reason, it is very important that the student and the parent consider carefully the necessity of the absence, taking into consideration the current number of accumulated absences and their potential impact on loss of credit in the course.

CERTIFICATION OF CHRONIC ILLNESS

- During an appeal for reinstatement of credit, the Appeals Board may request confirmation from a doctor to explain specific and frequent absences, which occurred due to medical reasons.
- Students and parents are advised to monitor the number of absences, which have accumulated because of medical reasons.
- When absences for medical reasons are frequent, it may be advisable to seek documentation from a doctor that a chronic illness exists.
- Presentation of verified information regarding chronic illness and specific dates of absence will strengthen a student's case in an appeal for reinstatement of credit.
- Just as with parent notes, doctor's notes need to specifically address dates of absences, and may not be "blanket excuses" for all absences which have occurred over a period a time. Such information must be presented on going and not at the end of a course.

LOSS OF CREDIT

- A student will lose credit in a course when the number of accumulated absences exceeds the number of permitted absences.
- When a student has lost credit, the administrator responsible for the student's attendance will review the record with the student and the parent. The student and the parent will receive a written copy of the appeals procedure.
- The student will be instructed to attend class, and the procedure to appeal the loss of credit will be explained.
- When credit is lost, the student is expected to attend the class. In addition, consistent attendance following loss of credit strengthens a student's appeals case.
- A letter grade will appear on the transcript even though credit is lost. All courses require a passing grade for the student to move to the next level.

EXCESSIVE "CLASS CUTTING" FOLLOWING LOSS OF CREDIT

Students, who flagrantly disregard the intent of the James Hillhouse High School Attendance Policy and continue to cut a class/s after loss of credit, may be removed from that class with a final grade of Withdrawn Failure (WF). The administrator responsible for the student after consultation with the teacher, will determine under what circumstances this action will be taken.

Right of Appeal

The Attendance Policy is not designed to deny credit to students who, through no fault of their own, were unable to attend school or a class due to a legitimate illness or other condition beyond the student's/parents' control. In January and June, students who have lost credit will have an opportunity to appeal to have credit

reinstated. A student's decision to appeal must take into consideration the student's total attendance record. Any absences, other than excused absences will weaken the student's appeal. Absences which remain unexcused and undocumented as well as chronic absences will also weaken the student's appeal. Students wishing to appeal must follow the appeals procedure. If students do not have valid reasons for appealing loss of credit, they should contact their counselor to identify what options are available.

THE APPEALS BOARD:

- Composed of three teachers, two Retention Specialist, a truancy officer and the administrator responsible for the student.
- Hears the student's case and makes a decision on whether to reinstate credit.
- An Appeals Board decision is final.
- The decision will only be reviewed by the Principal as a result of the introduction of additional information, which was NOT presented to the Appeals Board.
- A request for review must state the intention of the review, and any new evidence in a written statement by the student and the parent(s).
- Students wishing to appeal to the Principal must do so within two (2) schools days following the receipt of the decision of the Appeals Board.
- A student and parent/guardian must appear in person before the Appeals Board. Failure to do so will be an automatic denial of restoration of credit.

FAST-TRACK" APPEALS

Under extremely rare and narrowly defined circumstances, a student who lost credit in one or more courses may not have to appear before the Attendance Appeals Committee to appeal the loss of credit. Instead, the assistant principal will appeal the student's loss of credit directly to the principal for adjudication. The assistant principal uses the following criteria, along with input from the guidance and/or pupil services staff, in determining which students to "fast-track":

1. documented illness
2. total amount of absences barely exceeds the total number of absences required to lose credit.
3. teacher recommendation

All absences are excused, with the vast majority of absences being caused by documented illness or condition that was beyond the control of the student.

The total amount of absences in a particular course barely exceeds the total number of absences required to lose credit.

CODE OF CONDUCT

Unified Code of Conduct

The purpose of the Unified Code of Conduct is to provide school personnel, parents and students with a consistent framework of expected behavior and discipline in order to insure that:

- Behavioral expectations are fair, age appropriate and consistent from school to school;
- All students understand what behaviors are expected of them; and
- All students are provided with, and understand, the consistent range of consequences for misbehavior.

The code of conduct applies to **EVERY** student who is under the jurisdiction of the New Haven Board of Education. It is in effect on all school property and at other places where school personnel have responsibility for students. The code also applies to students when they travel to and from school. (Refer to the Unified Code of Conduct manual.)

School's Right to Search

A student may be searched if reasonable grounds exist for suspecting that the search will turn up evidence that the student has violated either the law or the rules of the school. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. See NHPS Student/Parent Handbook 2018-2019 for additional details.

Security Cameras

Security cameras are in use and are monitored by security personnel throughout James Hillhouse High School.

Classroom Discipline

Classroom discipline is essential for effective learning. Students are expected to cooperate with their teachers to maintain an orderly learning environment. Students who show disrespect to their teachers, or peers and who refuse to obey a reasonable request by a staff member, or who disrupt the classroom environment will be referred for disciplinary action.

Teachers are responsible for maintaining discipline in their classrooms. A teacher may use a series of consequences to sanction students who fail to act in an appropriate manner.

If a student continues to obstruct the learning process, s/he will be referred to the administrator, designee or to security.

If a student is removed from the classroom, the teacher will seek the assistance of an administrator, designee or security officer in cases where the student must be escorted from the classroom. A written referral should be sent ASAP following the incident.

New Haven Public Schools has a code of conduct in which it describes 4 levels of violations and the role of the teacher in the process. They are located in APPENDIX G, APPENDIX H, APPENDIX I and APPENDIX J. Below, we will describe each level.

Definition of Level 1 offenses - A minor offense is one which includes behavior that disrupts the educational environment but does not include safety risks, damage to Property or physical harm to self or others.

- Level 1 offenses should be managed within the classroom and send a referral to SRS for additional support.
- Responses to level 1 offenses focus on prevention of future violations and/or repetition of the behavior. It is required that parents or guardians will be notified of any actions taken.

Definition of Level 2 offenses - An Intermediate offense that includes behaviors that disrupt the educational environment and has the potential to put at risk the safety and security of students and staff. Behaviors also include minor offenses that become chronic (3 or more occurrences). Intermediate offenses also include those which compromise the integrity of students or school.

- Level 2 offenses should be managed within the classroom and referral to SRS for additional support. Some administrative support may be needed.
- Responses to level 2 offenses focus not only on prevention of future violations but also consequences for negative actions by students. Responses also include reflection with the student and may include referral to support staff. It is required that parent or guardians will be notified of any actions taken.

Definition of Level 3 offenses - A level 3 offense is a major offense that severely disrupts the educational environment and may put the safety and security of students and staff at risk. Offenses at this level include harm to self or others and/or damage to school property. Level 3 offenses may include referrals to School resource officer. Behaviors also may include intermediate offenses that have become chronic (3 or more occurrences).

- Responses to level 3 offenses. Parents/Guardian notification is required. Appropriate law enforcement agencies will be notified if the offense involved qualifies as a criminal act under Connecticut Law. In case of bullying only, refer to the full bullying policy.

Definition of Level 4 offenses - A level 4 offenses is a major offense that severely disrupts the educational environment, puts the safety and security of students and staff at risk, and/or leads to consequences defined by state law. Offenses at this level include harm to self or others and/or damage to school property. Level 4 offenses include referrals to School resource officer. Behaviors also may include level 3 offenses that have become chronic (3 or more occurrences).

- Police and Administrators handle all issues that are Level 4
- Responses to level 4 offenses. Parents/Guardian notification is required. Appropriate law enforcement agencies will be notified due to the offense involved qualifying as a criminal act under Connecticut Law.

How to handle a fight in your classroom

- DEFUSE the situation if you can.
- Attempt to remove one of the students from the classroom.
- Contact SRS and Main office as soon as you can.
- Document the situation in PowerSchool.

How to handle a fight outside of your classroom

- Keep your students in the room and safe. They will try to leave the room and get involved. Do your best to block the door and not let the students out. Do not put yourself in harm's way.
- Contact main office.
- Document anything that you see and get report to administrator as soon as possible.

SRS Referral

Using the Code of Conduct, a teacher action can be to send an SRS referral. An SRS Referral is used to communicate a violation in the code of conduct.

- In the subject bar, use: SRS Referral Level 1-4 (choose the appropriate level) Infraction
- Include Student Name, ID Number
- The infraction of the student
- A brief description of the incident including student behavior
- Teacher actions
- Please send the referral to the appropriate SRS and administrator as shown on the flow chart provided.

Removal from Class

Each teacher shall have the authority to dismiss a student from class when the student deliberately causes a serious disruption of the educational process within the classroom. The teacher shall immediately inform the principal or designee upon the dismissal of a student and shall give the name of the student and the reason for such removal. "No Student shall be dismissed from class more than one time in any year no more than twice in one year, unless such student is referred to the principal or his/her designee(s) and granted an informal hearing in accordance with the provision specified in Number 3 of the In-School Suspension/suspension Procedures" of this policy. See NHPS handbook p. 20.

Detention

Detention is sometimes an effective and appropriate means of disciplinary action taken by a teacher or administrator for minor infractions. If the parent cannot be contacted, a letter will be sent or a phone call will be made to the home that evening informing the parent that the student will have detention the next day. See NHPS handbook p. 17.

Corridor Passes

Control and safety in our corridors is everyone's responsibility. Teachers must stand outside their classrooms during passing time between periods. Unacceptable behavior in the classroom is also unacceptable behavior in the corridors.

A student must have an authorized pass from a teacher or administrator to be in the corridor during class time. **DO NOT ALLOW STUDENTS TO LEAVE THE ROOM WITHOUT A PASS.** The pass is to be surrendered to the teacher upon arrival to the classroom.

Suspensions

In-school suspensions (ISS) may be used at the discretion of an Administrator or designee. Students must report to their house ISS room when directed. They must bring work, or work will be assigned to them. Community Service is an integral part of ISS and will be assigned at the discretion of an Administrator or designee.

Under some circumstances it may be necessary to issue an out-of-school suspension (OSS). (Refer to NHPS Student/Parent Handbook p. 21-25 and the Unified Code of Conduct for a complete explanation of the rules and procedures regarding OSS.)

Unless expulsion is mandated by a specific offense, every attempt will be made to keep students in a learning environment before a recommendation for expulsion is considered. However, the School Board may expel a student from school when the student has repeatedly refused or neglected to obey rules, or the student has engaged in conduct while at school which endangers the property, health or safety of others. **(Refer to NHPS Student/Parent Handbook and the Unified Code of Conduct for a complete explanation of the rules and procedures regarding OSS.)**

Students who are suspended or expelled are not to enter the school grounds for any reason without the prior approval of an administrator. Students who wish to pick up assignments or personal property should arrange for someone else to pick up the item. If this is not possible, then **prior** approval from an administrator must be obtained. Suspended or expelled students who willfully enter school grounds without prior permission may be treated as trespassers and may be subject to arrest.

Graduation Requirements

Definition of Credit: Credit is granted (points awarded) for the successful completion of any course in grades 9 through 12.

In order to fulfill the State of Connecticut and NHPS graduation requirements, **each student needs:**

Course	Credits
English	4 (<i>***One credit must be earned in English each year to ensure promotion.</i>)
Math	4 (Algebra II)
Social Studies	3 (US, Civics)
Science	3
World Language (same language)	2
Fine Arts	1
Humanities	1
Technology/Integrated Arts/Careers	1
Physical Education	1
Health	.5 (beginning with class of 2020)
Senior Capstone Project	1
Electives	<u>3.5</u>
Total	<u>26</u>

Additional requirement: Community Service (50 hours)

MINIMUM TOTAL CREDITS REQUIRED 26

All students must take a full complement of credits per year. Special circumstances may allow SENIORS ONLY to have an abbreviated schedule. Graduation requirements for special education students are prescribed in their Individualized Education Plan (IEP).

Students will be given the opportunity to take college credits during junior/senior year.

The number of credits you have to date will determine your grade promotion status:

7 credits = grade 10
14 credits = grade 11
21 credits = grade 12

The final grade is the only grade that is recorded on the student's permanent record card. The honor roll is published after each marking period. Please feel free to contact your child's guidance counselor or teacher any time that you have a question or concern.

*Incomplete grades are given only for specific reasons: illness for a long period of time; emergency or by arrangement with the teacher and the guidance office. Missed work must be made up within four weeks of the date the incomplete was issued and is the responsibility of the student. Failure to make up work will result in a grade of "F". It should be noted that a student's attendance has an effect on achieving good grades. Students must attend classes daily in order to keep up with the assigned work.

Academic Grade Reports

Academic grade Reports will be distributed each semester as follows:

First Marking Period – August 29, 2019 – November 2, 2019

Student Progress Reports will be issued on September 27, 2019

There will be 2 Parent Conference sessions held:

November 13th, 12pm-2pm and November 14th, 5:30pm-7:30pm.

Second Marking Period – November 4, 2019 – January 17, 2020

Student Progress Reports will be issued on December 6, 2020

Mid-Year Exams are scheduled for January 14-17, 2020

There will be 2 Parent Conference sessions held:

January 29th, 12pm-2pm and January 30th, 5:30-7:30 pm.

Third Marking Period – January 21, 2020 – March 27th 2020

Student Progress Reports will be issued on February 26, 2020

Report Cards will be mailed home on or about April 9, 2020

Fourth Marking Period – march 30, 2020 – June 22, 2020

Student Progress Reports will be issued on May 6, 2020

Senior exams are *tentatively scheduled for June 11-6, 2020; Underclassmen exams are *tentatively scheduled for June 15-18, 2020. Report Cards will be mailed home.

**pending district notification*

The final grade is the only grade that is recorded on the student's permanent record.
The honor roll is published after each marking period.

Course Level, Grade Weighting, GPA, Class Rank
see NHPS Handbook p. 5-6

Course Level, Grade Weighting, GPA, Class Rank
see NHPS Handbook p. 5-6

Progress Reports

Student mid-marking period progress reports are issued each quarter to notify students and parents of the student's academic and social progress in each class. The progress reports will be available on PowerSchool and mailed home. At any time during the school year, parents can access PowerSchool to be updated as to their child's progress. Parents may also request a report on the student's progress. Requests should be made directly to the student's teachers or to the student's guidance counselors.

Cell phones/Electronic Devices/Computers/Internet Policy

The Board of Education has issued the following mandate:

"If students bring electronic devices such as cell phones, tablets, ipods, mp3 players, etc. to school, the devices should be secured in a locker so as not to disrupt the educational process. Cell phones and other electronic devices may be permissible once the classroom teacher indicates they are acceptable for classroom use. Without permission from a teacher, electronic devices may be confiscated and returned to the parents only. **Schools will not be responsible for lost or stolen electronic devices.** Students may be suspended from school if they persist in using electronic devices inappropriately in the school building. As the district considers new and innovative uses for technology in the classroom, this policy could be updated.

The purpose of providing Internet and computer network access in this district is to promote the exchange of information and ideas with the global educational community. All network use must be consistent with the policies and goals of the school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette." (NHPS Student/Parent Handbook p.10)

James Hillhouse High School will enforce this policy. If a student uses the cell phone or any other electronic device during class time without permission, the teacher should report this violation to the appropriate administration and may request it from the student (after 1st violation). Any student refusing to hand over the electronic device to the teacher will be reported and a referral made to the administrator and or designee.

Schools WILL NOT be responsible for lost or stolen electronic devices.

For violations inside the classroom:

- a. 1st violation = verbal warning.
- b. 2nd violation = Student voluntarily gives electronic device to the teacher and returned at the end of the period. Refusal to comply will result in a referral to the Dean for insubordination. Parent is notified.

- c. 3rd violation = Student voluntarily gives electronic device to the teacher and it is returned at the end of the school day. Refusal to comply will result in a referral to the Dean for insubordination. Parent is notified.
- d. All subsequent offenses = referral to the administration designee. The designee will follow sanctions as allowed in the Unified Code of Conduct.

For violations outside the classroom:

The student will be asked to shut off and put away the electronic device. If the student refuses to comply (or for known multiple violations), a referral will be made to the administration or designee. The designee will assign consequences as outlined in the Unified Code of Conduct.

Student Dress Code Policy

To promote a positive, safe, and non-disruptive learning environment, proper attire should be worn. James Hillhouse High School requires that its students practice good personal hygiene, including cleanliness of dress. In addition, clothing, or other personal adornments or embellishments that disrupt, distract, or interfere with regular school operations are prohibited.

The following attire is specifically prohibited, and may not be worn during the school day:

- Hats, hoods, doo rags, skullies, caps, bandanas, scarves, wave caps
- Pajamas, unfastened belts, chains
- Tank tops, athletic style undershirts, tight-fitting spandex style pants and shorts; fishnet tops, half shirts, clothing that exposes cleavage or bare midriffs, halter tops, backless shirts, short shorts, underwear worn as blouses or shirts
- Head coverings of any kind, including but not limited to scarves, bandanas, masks
- Sunglasses and gloves (unless required by a doctor's order)
- Attire or accessories that depict logos or emblems advertising or encouraging the use of drugs, tobacco products or alcoholic beverages
- Attire with inappropriate slogans or gestures, nudity or semi-nudity, references to violence, profanity or vulgarity
- Attire or accessories related to gang membership or gang activities
- Shirts and/or blouses that reveal the abdomen, chest or undergarments
- See-through clothing
- Shorts, mini-skirts or pants that reveal the upper thigh or undergarments
- Backpacks and/or book bags that obstruct safe passage in the classroom or in the halls
- Jewelry that poses a distraction or safety concern, curlers, picks, combs, rakes in the hair,
- Attire with references to race, gender, creed, or sexual orientation
- All clothing should be clean, neat and in good repair

A student wearing inappropriate apparel will be asked by an administrator and or designee to change into a more appropriate attire. The student may choose to contact a parent/guardian to obtain a change of clothing prior to the submission of a referral for misconduct to the administrator or designee (Refer to NHPS Student/Parent Handbook).

Dropping Students from Courses

A student's guidance counselor initiates all student schedule changes. All classroom teachers are notified of student changes via the Drop/Add Form or e-mail after an administrator has signed and approved the form. Students may drop a course only with an administrator's approval and [written parent/guardian consent](#). Courses dropped after October 15th will be recorded as a failed course on the student transcript.

Students are not permitted into a class without a computerized teacher assignment/class schedule. It is the responsibility of the teacher to obtain all materials from students dropping from their classes. Any student who fails to respond to a teacher's request should be immediately reported to the appropriate administrator.

Delayed openings and school closings

Information on school closing/delays/dismissals may be obtained by listening to WELI radio or WTNH-channel 8 or at www.nhps.net.

Evacuation Drill

State law requires that a Fire/Emergency Evacuation Drill practice be held on a monthly basis. The signal for a fire drill or actual fire is the continuous sounding of the fire alarm.

Faculty/staff members are to assist in evacuating students from the building in an orderly, quiet, and prompt manner. Once faculty/staff members are out of the building, they should assume supervision of students and remain with that group of students. Once out of the building, students are to move away from the building to areas as designated on the evacuation plan. [Teachers should take their attendance/grade books when evacuating the building](#). The assigned personnel will call everyone back to the building. (Refer to the Crisis Plan for further details).

Faculty Meetings

School based meetings (staff, department, NEASC) will be held on the first and second Mondays of the month. District Curriculum meetings will be held on the third or fourth Monday of each month. These meetings are for ninety minutes. In the event of a Monday holiday meetings will be held on Tuesday. (See Calendar with meeting dates already scheduled.)

Faculty and Staff Absence

Teachers are to notify the school of their absence through the AESOP system. Please include any special instructions for the substitute teacher. Staff members who are not on the AESOP system, please inform the assigned administrator as soon as possible so that this may be rectified. Until it is, you must make notification of your absence before 6:00 a.m. on the day of the absence to the designated administrator. If you know that you will be absent for more than one day, make it known.

Field Trips/Professional Days/Personal Days

Field trips and professional days are encouraged to help achieve the educational objectives of each student and are justified when they are directly aligned with the curriculum. Trips, Personal Days and professional days must be carefully planned and approved by the Principal. All requested days must be logged with the principal's secretary in the main office. A field trip request, Personal day, or Professional day form must be completed. Teachers are asked to secure their own coverage for field trip days.

To avoid conflicts:

- Three days in advance of the trip, notify the administrator in writing the names of students and the faculty chaperone going on the trip. Also, submit in writing to the principal's secretary names of and internal arrangements for students left behind. Please make sure students are aware of where they are to report.

Faculty & Staff Dress Code Policy

Faculty and staff members are expected to use good judgment and strive for a healthy professional appearance at all times. While there is no rigid dress code, blue jeans with rips, holes, etc, athletic wear, and shorts are considered inappropriate and should not be worn unless it is appropriate for a planned activity or on a field trip.

Classrooms and Classes Out-of-Doors

All classes must be held in their assigned classrooms unless a particular lesson requires moving the class to an alternate location. Physical Education classes are the only exception to this policy, and may be taken out-of-doors to meet the needs of the class curriculum. Teachers must obtain prior administrative approval before taking a class out-of-doors. Administrators will grant approval only for reasonable educational purposes consistent with the lesson objectives. When taking a class out of the building, the teacher must have a means of emergency communication (cell phone or walkie-talkie). When relocating to any alternative location, the teacher must inform the main office, as well as leave a sign on the classroom door indicating where the class has relocated to in the event the teacher or a student needs to be located.

Food and Beverages

Students may not take food or beverages out of the cafeteria. In addition, students may not bring food or beverages (except water) into the classrooms. This rule is not meant to stop students from carrying a bag lunch from their lockers to the cafeteria. Teachers should enforce this rule in their classrooms.

Student Supervision

Teachers are responsible for supervising the students assigned to their classes. At no time may a teacher leave their assigned students unattended. If a teacher must leave the classroom; another teacher, administrator or other responsible certified staff member must relieve them. Call the main office and ask for coverage in an emergency.

Personal Use of School Computers or Cell Phones

Teachers should refrain from using their classroom computers or cell phones for personal use during assigned teaching periods. Cell phone usage should not be visible to students.

Midterm and Final Exam Administration

Teachers must administer Midterm and final exams on the date and time that they are scheduled. If a teacher wishes to schedule an exam for an alternate date or time, he or she must obtain administrative approval in advance. If a teacher wishes to exclude a student from a midterm or final exam the teacher must obtain approval from the principal.

Admittance of Guests, Siblings or Pets

Staff members must refrain from bringing in children, guests, siblings or pets into the building during the school day.

Classroom Assignments

Teachers must provide classroom assignments for all students who are absent from school and/or dismissed early. This includes students assigned to ISS and OSS.

Smoking

All NHPS buildings are smoke-free. Smoking is not permitted any place in the building or on the school grounds. Citations will be issued to all persons violating this statute. (Refer to NHPS student/parent handbook p.15).

Substitute Folders

Substitute teachers should expect to find:

- Copy of your current schedule including room changes and collateral duties (if assigned).
- Substitute PowerSchool Instructions
- Current class lists are paramount to the substitute.
- Lesson plans should be for at least three (3) days. If an extended absence is anticipated, lesson plans should be left for the length of the absence. Where different texts are being used for different groups, they should be identified, and a copy of each should be available on the instructor's desk or directions should be given where texts/materials can be found.

- Instructional materials, including paper and supplementary texts should easily be accessible.
- Lesson plans should reflect current content. Please provide adequate number of copies and a rubric for assessing.
- Bell Schedule and Procedures for lockdown and evacuation
- Your substitute teacher's folder **must be on file in the main office** and updated when you return.

Supply Requisitions

Please submit your supply requests to the administrator's designee by completing a supply request form and leaving it in her mailbox or delivering it to her in the guidance secretary office. Supply requests will be fulfilled on a first come, first served basis with the understanding that guidance responsibilities take first priority. Office Clerks do not fulfill supply requests. Specific requests should be given to your administrator to process.

Teacher Attendance

A teacher's day is from 7:17 a.m. and end approximately at 2:02 p.m. Classroom teachers and other teachers on the classroom teacher salary schedule are required to report fifteen (15) minutes before the start of their day's assignment, except in the event of an emergency or unusual circumstance. Teachers may leave the building soon after dismissal provided such teacher has not scheduled a parent and/or student conference or is not scheduled for a faculty meeting or a discussion with the Principal or Assistant Principal. Faculty and staff members leaving the building during the school day should personally contact their department administrator and sign-out in the main office. Contact (475) 220-7500 in case you are delayed for any reason.

Teacher absence, if you are sick or need a personal day, log onto AESOP Frontline before 6:30 am:

<https://login.frontlineeducation.com/login?signin=f3c7105c6cee2735c7b34424891fe61b&clientId=superSuit#/login>. If you are sick after 6:30 am or have a family emergency, you must contact school or your administrator as soon as possible. If a morning emergency or you get caught in unusually high traffic hits in the morning, once you are safe call your instructional manager or the main office.

ID Badge and Keys

Teachers are required to have their ID Badge on them during the school day. ID Badges will allow teachers access to the building as well as entry to the copy machine. ID Badges are ordered through administration to the NHPS security office. If your ID Badge is not working, please notify your instructional manager. If you misplace your ID Badge, there will be a \$30 charge through the NHPS Security office. Keys will be issued to you through the administration on the first day you report to school. If keys are misplaced, notify the administration immediately. Keys will be collected at the end of the school year before you leave for summer break.

Advisory-

Advisory gives students a “point person” and an opportunity to get to know 10-14 students very well over a 4 year period. Advisory can be used to give out information to students in a small setting and discuss schoolwide issues, give academic or social support. Our advisory day is scheduled for Thursdays and has a modified schedule. The days that we use for Advisory can vary with the communication from the administration.

What to do during assemblies?

Walk students to the assembly. Encourage students to enter auditorium quietly and sit near the front. Position yourself in the auditorium to actively monitor students for the duration of the assembly.

Communication

Schoolwide communication is important to create a culture of It is expected that you check your email at the beginning and the end of every school day. Much of the school communication comes through email. Daily, at the beginning and end of day)

- It is expected that you check your school mailbox in the main office daily at the beginning and end of day
- Landline phone in your classroom
 - Call **office-ext. 87500**
 - Call another class, see directory
 - Call a parent or guardian., dial 9 + number
- It is expected to check your school Email at a minimum of twice a day during the schoolyear. Once at the beginning of the school day and once at the end of the school day.
- It is expected that you reach out to your students’ parents and gardians to discuss the progress of your students. We are all a part of the students’ teams for success. All of us are needed for the optimum development.

Computer Lab

To reserve a lab; check availability on school calendar, and then email richard.pizzonia@new-haven.k12.ct.us for a lab or pamela.campbell@new-haven.k12.ct.us for the library or library lab.

- A105 Mac Lab
- G202 PC Lab
- 3rd floor – old science room
- Library Lab
- Main Library

Social Media & Website- In order to place information on Hillhouse Social Media or website send the message to richard.pizzonia@new-haven.k12.ct.us.

- Twitter - @hillhouses
- Facebook - @hillhousehighschool
- Website – www.hillhousehighschool.com

Morning announcements are to be sent to the main office the day before the announcement needs to be made.

Textbooks

Textbooks are loaned to students during the academic year. It is the responsibility of each student to care of their assigned textbooks at all times. Teachers are responsible for numbering, assessing the book's condition, distributing, and collecting all books at the end of the academic year. A textbook inventory must be maintained by all teachers from the time books are distributed until they are collected at the end of the school year. A copy of the final inventory, indicated any obligations, will be requested as part of the check-out procedure in June.

Bullying

The New Haven Board of Education will not tolerate any form of bullying or harassment of the members of the New Haven Public School Community by students or employees of the New Haven Public Schools, while on school grounds, school busses or school sponsored activities. Bullying may include but is not limited to, acts based on: gender, ethnicity, national origin, race, sexual orientation, physical characteristics, or mental capacity. Cyberbullying is the use of technology, including but not limited to email, cellular phone, instant messaging, web pages, and digital photo to harass or bully someone.

The New Haven Public Schools require students, staff, and/or parents to report all cases of bullying and harassment immediately, to the school's administrator, administrator's designee, or director. Teachers and other school staff that receive reports of bullying from students are required to report this information to the appropriate administrator immediately. The notification must be made in writing.

Bullying is defined as overt acts by one or more students intended to ridicule, humiliate, or intimidate that are committed more than once against any student(s) during the school year. Bullying involves an imbalance of power or the perception of physical, social and/or psychological power over the individual(s). Refer to NHPS student/parent handbook P.10. *The definition states that bullying includes actions such as teasing, calling names, hitting, kicking, stealing, threatening as well spreading rumors and influencing others to do these things.*

If you believe that you are the victim of bullying, you should immediately notify an administrator.

Harassment

Refer to NHPS Policies and Procedures for a complete explanation of the rules regarding harassment.

Harassment is unwanted behavior that interferes with the rights of individuals to study, work, and enjoy school. Everyone has a right NOT to be harassed and the staff at James Hillhouse believes strongly that all students should feel safe at school.

Sexual harassment is unwelcome behavior (physical or verbal) of a sexual nature. School board policy, as well as state and federal law, prohibits sexual harassment. It includes, but is not limited to sexual kidding or verbal abuse, petting, pinching, grabbing, or brushing against someone in a sexual way, telling of sexual jokes or making sexual innuendoes, spreading sexual rumors about another, or displaying or distributing sexually graphic material. Harassment of any kind will result in an immediate referral. All incidents of harassment should be immediately reported to an Administrator, faculty or staff member. *(Refer to NHPS Student/Parent Handbook for a complete explanation of the rules and procedures regarding harassment.)*

Reporting of Child Abuse and Neglect

It is the New Haven Board of Education's policy to implement and comply with all the state law mandates concerning the reporting of suspected child abuse and neglect. It is the Board's policy that a school employee and all other mandated reporters shall make an oral report either by telephone or in person to the Commissioner of Children and Families or a law enforcement agency as soon as possible, but no later than twelve hours after the school employee has reasonable cause to suspect or believe that a child has been abused or neglected. See NHPS handbook p. 9

Suicide Prevention/Intervention

The Board directs that all school employees who have knowledge of a suicide threat or attempt must report this information to the school principal who will notify the appropriate emergency services, staff members, and student's family. See NHPS Handbook p. 9

Weapons and Dangerous Instruments Policy

The Board of Education is concerned for the safety and welfare of all students and school personnel in school and at school-sponsored activities. For this reason, the Board prohibits student possession and/or use of weapons or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity. Possession and/or use of any dangerous weapon by a student are grounds for suspension, arrest, and expulsion of the student. (Refer to NHPS Student/Parent handbook p.19).

LOCKDOWN PROCEDURES

1. Close and lock all doors (cafeteria, library, gym, offices, etc.) when **“Full Lockdown”** has been signaled.
2. Turn off all lights. Close all blinds, shades, etc.

3. Line up students on “hall” side of classrooms away from view of the door.
4. Do not allow anyone to leave area for restrooms, lockers, etc.
5. Seek immediate shelter and follow the lockdown plan if you are in the hallways, elevators, etc.
6. Bring students participating in outdoor activity to a designated safe and secure area.
7. Be prepared to remain in lockdown for an extensive period of time.
8. Try to keep the situation as normal and as calm as possible.
9. Do not call the office except to:
 - Report emergency in room
 - Report significant information regarding the crisis
10. Take cover and lie down on the ground if you hear gunshots or explosions of any type.
11. Remain in the designated area until the “**Full lockdown is over**” signal is made.
12. “**Full Lock Down**” signal can only be called by the same person who calls “**Full Lockdown**”.
13. In the event of an emergency evacuation, fire drill or an emergency lockdown, any student not complying with all procedures and instructions will be subject to suspension.
14. When “**Partial Lockdown**” is called all doors leading to outside of building will be locked. Activity inside the building will continue as usual. Outside doors will remain locked until “**Code White**” signal is made.

Classroom Expectations-

Classroom Setup- The arrangement of tables, desks and seat charts should be well thought out and fall in line with type of lesson you are teaching. In order to facilitate the execution of the Workshop model, the arrangement of your desks could be in pairs or clusters if necessary. Assigning students seats is optional. It is highly recommended for freshmen students. Changing your seating chart is important when grouping students and assisting on task behavior.

Physical issues with the classroom

If your room was not cleaned the night before, please email Donna Fletcher, cc your administrator. If your room has unhealthy odors, please contact any administrator. Contact your instructional manager if you need more furniture to accommodate your student.

Expectations of the classroom appearance- It is expected that your classroom has relevant student work with teacher feedback posted. Schoolwide annotation, Gradual release posters and any posters created in PLC should be on your walls. Posted materials contribute to a positive learning culture and community. Bulletin boards are to look clean and updated. An appropriate level of classroom organization will give students a positive environment.

Building relationships is a precondition to student learning

- All people are more likely to perform in the context of a positive, nurturing relationship.
- Basics of building a relationship
 - Spending time with the person
 - Showing them you care and can be trusted
 - Holding a conversation with the student
 - Ask questions and listen
 - Be an expert about kid culture (what it means to be a kid these days)

PowerSchool

PowerSchool is a web-based student management system. We use PowerSchool for documenting student grades and attendance.

Student Grading in PowerSchool

- Student quarterly grades are to be finalized within 5 school days of the end of the marking period.
- It is recommended that grades are updated on a weekly basis to give students and parents an accurate representation of their grades.

Student Attendance in PowerSchool

- It is required that you take attendance in your class within 10 minutes of the beginning of the period.
- An administrator will send out daily attendance report; please look over the attendance and report back to the administrator if there is any discrepancy between your PowerSchool attendance and the report sent out by administrator.

FOURTEEN THINGS THAT MATTER MOST

What Great Teachers Do Differently?
WHITAKER, TODD (2004)

1. Great teachers never forget that it is people, not programs that determine the quality of a school.
2. Great teachers establish clear expectations at the start of the year and follow them consistently as the year progresses.
3. When a student misbehaves, great teachers have one goal; to keep that behavior from happening again.
4. Great teachers have high expectations for students but even higher expectations for themselves.
5. Great teachers know who the variable in the classroom is: They are. Good teachers consistently strive to improve, and they focus on something they can control—their own performance.
6. Great teachers create a positive atmosphere in the classroom and schools. They treat every person with respect. In particular, they understand the power of praise.
7. Great teachers consistently filter out the negatives that don't matter and share a positive attitude.
8. Great teachers work hard to keep their relationships in good repair—to avoid personal hurt and to repair any possible damage.
9. Great teachers have the ability to ignore trivial disturbances and the ability to respond to inappropriate behavior without escalating the situation.
10. Great teachers have a plan and purpose for everything they do. If things don't work out the way they had envisioned, they reflect on what they could have done differently and adjust their plans accordingly.
11. Before making any decision or attempting to bring about any change, great teachers ask themselves one central question: What will the best people think?
12. Great teachers continually ask themselves who is most comfortable and who is least comfortable with each decision they make. They treat everyone as if they were good.
13. Great teachers keep standardized testing in perspective, they center on the real issue of student learning.
14. Great teachers care about their students. They understand that behaviors and beliefs are tied to emotion, and they understand the power of emotion to jump-start change.

Five Planning Tips for New Teachers

By Amy M. Whited

As the year begins, each teacher is filled with anticipation. Will this be a great year? Will I make a difference? Will I get through the curriculum? Will I be prepared? Will I be able to meet the needs of all my students? Effective planning is the key to a successful school year. Luckily, much of the planning can be done before students ever step foot in the classroom.

Working with your teammates during the summer is always a bonus. If that cannot be arranged, using your time wisely and efficiently at the beginning of the school year can help you feel just as prepared.

1. Plan With the End in Mind

Effective teaching begins with knowing the curriculum. If your district has an established curriculum, read through the entire document to familiarize yourself with the expectations for the complete year. If your district does not have a prescribed curriculum, spend time reviewing your state standards and start "mapping" your year. Become familiar with end of year goals; this familiarity will help keep you focused on results. In addition, find out what state and district assessments you are required to administer. Familiarize yourself with those assessments so that you are prepared and, in turn, your students will be prepared. As Harry Wong might say, "Failing to plan is planning to fail."

2. Establish Expectations Early

It is easy to picture that first day when the kids will enter your classroom quickly and quietly and sit right down in their assigned seats eager to learn. Sadly, this scenario is not always the norm. Indeed, those who have taught middle school will attest that a kindergarten student is more likely to sit down ready to learn than your average middle school student. Students begin testing the boundaries on that very first day.

Get organized and come prepared for your students armed with a seating chart. Consider collaborating with your class on an expectation rubric. If you want students to organize their belongings, you must show them how. Expectations must be communicated, modeled, and yes, practiced and practiced until it becomes routine. Once an expectation has become a routine, you never have to talk about it again. It is easier to spend time up front establishing the routines than stopping instruction to teach expected behavior. Remember to use a "common language" when talking about expectations. To some, "work with your neighbor" means, "turn and goof off!"

3. Establish Effective Conditions for Learning

There has been much research done on conditions that promote learning. Keep this research in mind as you set up your class. Consider the desk configuration, cooperative work areas, supplies availability (such as textbooks), and posting your standards and daily objectives. All of these things can lead to a more effective and smooth running classroom.

4. Organize Yourself for Instruction

Establish organization tools before the students step into the class. In addition to that seating chart, consider: Creating a communication notebook which includes a phone log and a place to organize school information and a master school calendar; Write your first parent communication letter which outlines your expectations, homework, curriculum etc; and create the rubrics you will use to assess student work. Spend time up front creating a place for student bodies of evidence. Simple filing tools can be created during those last few days of summer so that you don't get buried in paperwork the first few weeks of school.

5. Be Flexible

Last, but by no means least, make sure to be flexible. Even the best laid plans need to have some flexibility built in. Make sure to consider plans B and even C when thinking about your classroom. And don't become frustrated by a chaotic start of the year – this is normal! Stay calm, take a deep breath and start each day fresh.

Proactive Discipline Tips

Keep Students on Task

- Over-plan and know your material well. Teach “bell to bell, baby!”
- Use calling cards/sticks to keep everyone learning actively.
- Institute a “heads up and eyes open at all times” rule.

Know Your Students

- Learn students’ names and interests quickly.
- Greet each student at the door every day.
- Insist on respect for everyone in the classroom.
- Use seating charts effectively. Find the best “learning seat” for each student.
- Communicate with parents as often as possible.

Set Clear Rules and Boundaries

- Write, explain, teach, review, quiz, and enforce classroom rules.
- Be consistent and clear in application of the rules.
- Correct students as privately as possible.
- Avoid personalizing poor behavior.
- Make a deliberate effort to lower your voice and slow down your actions when angered or challenged by a student.
- Treat even a poorly behaved student with respect. Communicate that even the teacher follows the rules.
- Keep a log of student behaviors that continually distract the teacher or class and be specific.

The Five-Step Discipline Plan

1. The gentle reminder, e.g. eye contact, proximity, tap on desk, ask a question.
2. The after class, not-so-gentle reminder.
3. The power of a 20-minute private conference.
4. The 40-minute detention and call to the parent.
5. The office referral.

The Office Referral

- Use your own power to discipline proactively.
- Write referrals when necessary. Follow through with all warnings.
- Take notes on language and behavior of student. Don’t write the referral when angry.
- Remember that the parent usually gets a copy of the referral.

Communicate to students that you are serious about:

- Their success in your class.
- Their health and well-being.
- The value and power of learning.

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