

**2025-2026**  
**STUDENT AND PARENT HANDBOOK**  
Regional School District 13  
Durham - Middlefield, Connecticut  
**Coginchaug Regional High School**  
P.O. Box 280  
135 Pickett Lane  
Durham, CT 06422

General Office Telephone (860) 349-7215  
Guidance Office Telephone (860) 349-7221  
Fax (860) 349-7136  
[www.crhs.rsd13ct.org](http://www.crhs.rsd13ct.org)

School Colors  
Blue, Red and White  
Blue Devils



**ADMINISTRATION**  
Debra Stone, Principal  
Katie Trainer, Assistant Principal

**BOARD OF EDUCATION**  
Maura Caramanello  
Christine Cowan  
Lindsay Dahlheimer  
Linda Darcy  
Stephen DelVecchio  
John Mennone  
Robert Moore  
Lucy Petrella  
James Roraback  
Jason Stone

**CENTRAL OFFICE**  
Dr. Sydney Leggett, Superintendent of Schools  
Kimberly Neubig, Business Manager  
Jennifer Keane, Director of Student Services & Special Education  
Liza Siegel, Assoc. Dir. of Learning, Innovation, and Accountability  
Kevin Brough, Human Resource Specialist  
Patty Smith, Operations Manager  
Eric Proia, Facilities Manager  
Ken Pietrasko, Director of Information Technology

## TABLE OF CONTENTS

Forward	4	CRHS Mission	4
CRHS Core Values, Beliefs & Expectations	4-5	Coginchaug Faculty & Staff	5-7
School Calendar	8	Daily Schedule	9

## ACADEMIC INFORMATION

Course of Study	9	Course Changes	9
Course Withdrawal	10	Grading Policies	10
Graduation Requirements	11	Community Service	11
Promotion	11	Honor Roll	12
Mid-Year/Final Exams	12	Progress Reports	12-13
GPA Computations	13	SAT and PSAT	14
Transcripts	14	Withdrawal from School	14
Homework Policy	14-15	National Honor Society	15-16

## SERVICES

Guidance and Counseling Department	16	Health Care	17
Mason Library	18	Chromebook Lending & Repair	18
Special Education	18	Student Assistant Team	18

## ACTIVITIES

Activities	18-19	Class Council	19
Athletics (please see the link on page 19)	19		

## SCHOOL PROCEDURES

Academic Information	19-20	Attendance	20
----------------------	-------	------------	----

Truancy	21	Tardiness	21
Circumstances Resulting in Loss of Credit	22	Protocol for Loss of Credit & Appeals	22-23
Class Cuts	24	Dances/Prom	24
Dress & Grooming	24	Early Dismissal	24-25
Evacuation	25	Job Shadow/College Visits	25
Leaving the Building/School Grounds	25	Lost, Damaged or Stolen School Property	25
Lost & Found	25	Lunch Period	25
Passes	26	Phone Calls	26
Student Drop-off/Pick-up	26	Student Lockers	26
Senior Privilege	26	Vehicles & Parking Privileges	27
Visitors	27	Working Papers	28

<b>DISCIPLINE</b>			
Discipline	28	Discipline Sanctions	28
Detention	28	In-School/Out-of-School Suspension	28-29
Code of Conduct	29-34	Search of Property & Students	34
Cell Phone Policy	34-35	Transportation Information	35
Bus Conduct	35-36	Diversity	36
Resolution Policy	37-39		

<b>DISTRICT POLICIES</b>
Please see the link on page 37 to access RSD13 Policies

## **Welcome to Coginchaug Regional High School**

We are excited about the 2025-2026 school year!

This handbook is designed to help you learn more about your school. Read the handbook carefully as you are responsible for its contents. If you have a question or concern, do not hesitate to ask a teacher, counselor or administrator for an explanation or assistance.

You control the direction and quality of your life by the decisions you make. It is our goal at Coginchaug to provide an atmosphere where you learn to your fullest capacity, where you feel recognized as an individual and where you have the opportunity to grow and develop within the framework of the school community. The rewards you gain from your school experiences will be in direct proportion to the quality and extent of your attitude and participation. We urge you to take full advantage of the opportunities offered. You will be rewarded for your efforts with an outstanding education and the ability to meet the challenges of today's society.

This year our work will focus on the following:

### **Culture and Climate Work:**

A strong culture and climate will build the foundation for all other learning and professional work we want to do. The basis of this will be district-wide Restorative Practices training and implementation. You'll get more information about Restorative Practices and other strategies throughout the year – and it looks a little different at each age/developmental level – but please remember these key principles:

- This provides a framework for a positive culture and climate and problem solving strategies that make us stronger as individuals and as a community.
- This framework is meant to be 80% proactive (how we act every day) and 20% reactive (resolving conflicts)
- There's an important saying in Restorative Practices: "We repeat what we don't repair." In order to build a better future, we focus on solving problems well so they don't keep happening.

### **Core Ethical Values Revisited:**

Throughout all our work, we plan to re-engage in meaningful dialogue to reaffirm and strengthen the core ethical values that define who we are as a district: Respect, Responsibility, Honesty, Kindness, and Courage. These foundational principles will inform our short- and long-term practices and plans – consider them a "quality control" check that we'll refer to in everything from curriculum development to student discipline, with students and learning at the core of all decision making.

### **Development of a Strong Strategic Plan:**

Throughout this year we'll be developing – collaboratively – a strategic plan for RSD 13. This work requires carefully structuring a process, gaining feedback and input from all school community voices through the analysis of existing data plus new data from surveys, and then revising and refining the plan itself until it's ready for approval. I know people are survey-weary (it seems we can't do much these days without being asked to do a survey!), but if you choose any to answer, please be prepared to set aside some time to answer this one, scheduled to come out in November. The strategic plan is the compass that provides us direction.

May each and every one of you have a year filled with challenge, pride, accomplishment and happiness

## **Coginchaug Regional High School Mission Statement**

Empowering Students to Thrive and Contribute as Global Citizens

**Rooted in a caring community, we uphold these Core Ethical Values (CEV) as the foundation of our shared commitment to learning excellence, collaboration, integrity, and continual growth.**

### **Respect:**

We will recognize the inherent worth of every person and appreciate our differences.

**Responsibility:**

We will make good choices, take ownership of our actions, and consider the impact we have on others.

**Honesty:**

We will be truthful and authentic with ourselves and others.

**Kindness:**

We will choose to treat others with care and compassion through both our thoughts and actions.

**Courage:**

We will take healthy risks and stand up for what is right, even when it's hard, scary, or unpopular.

**The Coginchaug faculty believes that:**

- All students are able to learn and should be challenged to meet high standards for academics and behavior
- Failure represents an opportunity for growth and learning
- All students have the right to an education appropriate to their learning style
- Academics, arts, sports, music and clubs all play an integral role in developing an educated student
- The classroom should be an engaging and safe environment
- Students should be invested in the life-long learning process

**COGINCHAUG REGIONAL HIGH SCHOOL FACULTY AND STAFF**

To email any member of the CRHS faculty/staff:

Use their first initial and full last name followed by @rsd13.org (for example, Debra Stone would be dstone@rsd13.org)

\*Denotes Department Team Leaders

<b>ADMINISTRATION &amp; ADMINISTRATIVE ASSISTANTS</b>			
<b>Debra Stone</b>	Principal	<b>Katie Trainer</b>	Assistant Principal
<b>Jennifer Natle</b>	Secretary	<b>Eileen Chupron</b>	Secretary
<b>FACULTY &amp; STAFF</b>			
<b>Ryan Bothamley</b>	Art		
<b>Ryan Donecker</b>	Business		
<b>Michelle McClintick*</b>	English	<b>Nicole Baedor</b>	English
<b>William Kurtz</b>	English	<b>David Maher</b>	English
<b>Rebecca Suchy</b>	English		
<b>Kate Germond*</b>	World Language	<b>Justine Plourde</b>	World Language
<b>Benjamin Shoudy</b>	World Language	<b>Heather Almodovar</b>	World Language
<b>Lynn Schofield</b>	Guidance	<b>Stacy DellaCamera</b>	School Psychologist
<b>Leslie Stratton</b>	Guidance	<b>Sheila Filiault</b>	Guidance Secretary
<b>Kathy Bottini</b>	Social Worker	<b>Mike Ford</b>	Transition Counselor

<b>Allison Glassman</b>	Speech Pathologist	<b>Kyle Ligon</b>	Job Coach
<b>Matthew Thompson</b>	Career Counselor		
<b>Robert Bajoros</b>	Unified/Health	<b>Michael Brady*</b>	PE/Health
<b>Jamie Fredericksen*</b>	FCS	<b>Marco Olmedo</b>	PE/Health
<b>Tracy Earnshaw</b>	Library/Media		
<b>Melinda Aronson-Bailey</b>	Mathematics	<b>Maria Altieri*</b>	Mathematics
<b>Sonja Charpentier</b>	Mathematics	<b>Peter Finch</b>	Mathematics
<b>Sherri Pereira</b>	Mathematics	<b>Diane Walsh</b>	Mathematics
<b>Tim Fisher</b>	Music	<b>Erin Schilling*</b>	Music
<b>Mike Brady</b>	Physical Education	<b>Marco Olmedo</b>	Physical Education
<b>Erika Anderson*</b>	Science	<b>Sonja Charpentier</b>	Science
<b>Nicole Kulin</b>	Science	<b>Rachel Mann</b>	Science
<b>Matthew Taber</b>	Science	<b>Lavinia Vigue</b>	Science
<b>Julie Lagace*</b>	Social Studies	<b>Emily DelGrego</b>	Social Studies
<b>Alaina Jacob</b>	Social Studies	<b>Alexis Noheimer</b>	Social Studies
<b>Anthony Pulino</b>	Social Studies		
<b>Melissa Gonzalez-Moreno*</b>	Special Services	<b>Katherine Adamaitis</b>	Special Services
<b>Elizabeth Coon</b>	Special Services	<b>Danielle Miller</b>	Special Services
<b>Sean Regan</b>	Special Services	<b>Joseph Scialla</b>	Special Services
<b>Kristi Ullman</b>	Special Services		
<b>Craig Bradanini</b>	Technology	<b>Diane Walsh</b>	Technology
<b>William Kurtz</b>	Technology		
<b>Dr. Brad Jubilier</b>	M.D. Medical	<b>Pamela Branciforte</b>	R.N. Medical
<b>Todd Petronio</b>	Athletic Director	<b>Becky Glenn</b>	Asst. to Athletic Dir.
<b>Ethan Bankoski</b>	Athletic Trainer	<b>Michael Caporale</b>	ABA Therapist
<b>Jennifer Siena</b>	ABA Therapist	<b>Brody Ulrich</b>	ABA Therapist
<b>Trisha Coe</b>	Teaching Asst.	<b>Kim Conner</b>	Teaching Asst.

<b>Pam Durfee</b>	Teaching Asst.	<b>Laura Ekblade</b>	Teaching Asst.
<b>Eric Fisher</b>	Teaching Asst.	<b>Maria Juliano</b>	Teaching Asst.
<b>Mary Anne McGrath</b>	Teaching Asst.	<b>Janet Yura</b>	Teaching Asst.
<b>Jane Schmitt</b>	Cafeteria Staff	<b>Gail Harris</b>	Cafeteria Staff
<b>Marie Klein</b>	Cafeteria Staff	<b>Maria Prifitera</b>	Cafeteria Staff
<b>Jeff Siena*</b>	Custodial Staff	<b>Michell Guerin</b>	Custodial Staff
<b>Chris Malone</b>	Custodial Staff	<b>Joshua Pollitt</b>	Custodial Staff
<b>Robert Scovill</b>	Custodial Staff		
<b>Trooper Mark Hesseltine</b>	School Resource Officer		

<b>DATES OF PROGRESS REPORTS AND GRADE REPORTS SY 25-26</b>						
<b>Semester 1 September 3-January 20</b>				<b>Semester 2 January 27-June 12</b>		
	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>Midterm Exams</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Final Exams</b>
Quarter Begins	September 3	November 6	January 21-23 & 26	January 27	March 31	June 8-11
Progress Period Ends	October 2	December 9		February 26	May 6	
Grades Close	November 5	January 20		March 30	June 12	

**Report cards will be sent home electronically each quarter.  
Dates may change to adjust for school closings due to inclement weather.**



## REGIONAL SCHOOL DISTRICT 13 CALENDAR 2025-2026

July 2025							August 2025							September 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5						1	2		1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24/31	25	26	27	28	29	30	28	29	30				

  

October 2025							November 2025							December 2025						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
				1	2	3							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23/30	24	25	26	27	28	29	28	29	30	31			

  

January 2026							February 2026							March 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

  

April 2026							May 2026							June 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24/31	25	26	27	28	29	30	28	29	30				

IMPORTANT DATES	
July 3 & 4	4th of July Holiday - District Closed
July 7-31	Summer School
August 26	District / School Professional Learning
August 27	Convocation/Faculty Migs
September 1	Labor Day - District Closed
September 2	Staff Prep Day
September 3	First Day for Students - <u>Half Day</u> for Students
September 4	Half Day for Students
September 26	Durham Fair / No School For Students
October 8 & 9	Early Release/Parent Conferences
October 13	Columbus Day / Indigenous Peoples' Day - District Closed
November 4	Election Day/No School for Students/Prof. Learning
November 26-28	Thanksgiving Recess - District Closed
December 23	Early Release
Dec 24 - Jan 1	Winter Recess
December 24-25	District Closed
Dec 31 - Jan 1	District Closed
January 19	Martin Luther King Day - District Closed
February 13	No School for Students/Prof. Learning
February 16	President's Day - District Closed
March 11 & 12	Early Release/Parent Conferences
April 3	Good Friday - District Closed
April 13-17	Spring Recess
May 25	Memorial Day - District Closed
June 10 & 11**	Transition/Early Release
June 12**	Last Day of School/Early Release/CRHS Graduation
June 15 & 16^	Professional Learning
June 19	Juneteenth Day - District Closed

\*\*The last day of school is contingent on inclement weather closings.

^Actual Professional Learning activities may occur prior to this date in accordance with bargaining agreement.

Legend		Approved by DOE - 6.11.25	
	Summer School		Holidays / District Closed
	No School For Students		Early Release
	First Days for Teachers		190 Student Days
			187 Teacher Days

135A Pickett Lane, Durham, CT 06422 | 860-349-7200 | www.rsd13ct.org

## 2025-2026 Daily Schedule



Daily Schedule 2025-2026				
Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 7:25-8:31 8:31-8:34 Announcements	Period 5 7:25-8:31 8:31-8:34 Announcements	Period 2 7:25-8:31 8:31-8:34 Announcements	Period 7 7:25-8:31 8:31-8:34 Announcements	Period 4 7:25-8:31 8:31-8:34 Announcements
X Block 8:34-8:49	X Block 8:34-8:49	X Block 8:34-8:49	X Block 8:34-8:49	X Block 8:34-8:49
Period 2 8:49-9:55 <b>Daily Attendance</b>	Period 6 8:49-9:55 <b>Daily Attendance</b>	Period 3 8:49-9:55 <b>Daily Attendance</b>	Period 8 8:49-9:55 <b>Daily Attendance</b>	Period 5 8:49-9:55 <b>Daily Attendance</b>
Advisory 9:59-11:05	Period 7 9:59-11:05	Period 4 9:59-11:05	Period 1 9:59-11:05	Period 6 9:59-11:05
Period 3 11:09-11:39 Lunch 1 11:43-12:49  11:09-12:15 12:19-12:49 Lunch 2	Period 8 11:09-11:39 Lunch 1 11:43-12:49  11:09-12:15 12:19-12:49 Lunch 2	Period 5 11:09-11:39 Lunch 1 11:43-12:49  11:09-12:15 12:19-12:49 Lunch 2	Period 2 11:09-11:39 Lunch 1 11:43-12:49  11:09-12:15 12:19-12:49 Lunch 2	Period 7 11:09-11:39 Lunch 1 11:43-12:49  11:09-12:15 12:19-12:49 Lunch 2
Period 4 12:53-2:02 Announcements/Dismissal	Period 1 12:53-2:02 Announcements/Dismissal	Period 6 12:53-2:02 Announcements/Dismissal	Period 3 12:53-2:02 Announcements/Dismissal	Period 8 12:53-2:02 Announcements/Dismissal

## ACADEMIC INFORMATION COURSE OF STUDY

All students in grades 9-12 must select at least six and one half credits in their course choices including physical education and health. Exceptions to the above can be made only by the principal.

A student must pass a subject to be enrolled in the next sequential course. Special requirements must be followed as explained in the Program of Studies.

The school reserves the right, in consultation with parent/guardian, to determine the student's level and placement when more than one section of a course is taught.

All students must take physical education unless excused for medical reasons. Only an official letter on file with the school nurse from a medical doctor specifying the duration of the excuse is acceptable. In extenuating circumstances, .5 of the 1.0 required credit for graduation in physical education may be given for participation in varsity sports as determined by the school counseling office and administration.

Students who fail a course must coordinate with their school counselor and administration to determine a path for credit recovery. This could include such routes as retaking the course the following semester/school year, in person or online programming over the summer, etc. A student may be retained in their current grade level if credit is not received. Failing grades will impact eligibility for athletics and clubs. Please refer to policy 6123 for more information.

Students desiring an accelerated program should refer to Policy 5127.

## COURSE CHANGES

Course selections are made by the student in consultation with parents, counselors and teachers.

At the beginning of the school year, students receive a schedule listing the courses to be taken. Changes will be allowed only with the approval of the student, parent and counselor if they meet the following conditions:

- Shortage of credits
- Prerequisite has not been met. (i.e. a course was failed or not taken)
- A computer/technical or scheduling error or conflict
- To strengthen an academic program

- Adding a course if the desired class has not reached enrollment capacity

Requests for course changes should be addressed to the counselor and will be considered on their individual merits.

## **COURSE WITHDRAWAL**

If a student wishes to withdraw from a course, then he/she should discuss the change with their counselor and fill out a Student/Parent Initiated Course Change worksheet. Students may not take fewer than six and one half credits in a year. The approval of the teacher, parent, counselor, and in some instances an administrator, will be required before a student can withdraw. If the teacher, parent or counselor disagrees with the student's request to withdraw, a conference will be arranged involving all parties in order to resolve the issue. Any absence from class before the teacher receives official notification from the guidance office will be considered a cut.

## **COURSE WITHDRAWAL: CONSEQUENCES**

### **FULL YEAR COURSE**

1. Student withdraws before the midpoint of the first quarter- no penalty/no credit; does not show on the report card.
2. Student withdraws after the midpoint of the first quarter but before first quarter grade is issued- no penalty/no credit; course name, and "W" show on report card and transcript.
3. The student withdraws after the first quarter but before the end of first semester, the student will be required to remain in class and take the mid-year exam if the drop is approved. student withdraws with the grade to date.
4. The student withdraws after the first semester - this is a "WITHDRAWAL WITH FAILURE" - full weight is assigned but no credit; final grade of "F" is assigned.

### **SEMESTER COURSE**

1. Student withdraws before the midpoint of the first quarter - no credit; does not show on the report card.
2. The student withdraws after the midpoint of the first quarter but before the end of the first quarter of the class - no credit; grade of "W" will appear on the report card and transcript.
3. The student withdraws after the first quarter of the class - this is a "WITHDRAWAL WITH FAILURE" - full weight is assigned but no credit; final grade of "F" is assigned.

## **GRADING POLICIES**

Grades are computed numerically and then assigned the appropriate letter grade:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = 0-59
A = 93-96	B = 83-86	C = 73-76	D = 63-66	
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62	

The following definitions for letter designations are also used as appropriate:

I = Incomplete      P = Pass      M = Medical Excuse      W=Withdrawal  
WF = Withdrawal With Failure      X = Incomplete Project

Final grades for year-long courses are computed as follows: 20 percent for each quarter, 10 percent for mid-year exam and 10 percent for final exam.

For semester courses, each quarter is 45 percent and the final exam is 10 percent.

Final exams must be taken in order to pass and receive credit in semester and full year courses. Failure to take an exam without an approved excused absence will result in a failing grade.

An incomplete grade not made up within two weeks of the end of a marking period will be recorded as a failing grade (F) unless an extension has been approved by the administration.

## GRADUATION REQUIREMENTS

In order to graduate from Coginchaug Regional High School, students must fulfill the following requirements: 1. Twenty-six (26) credits must be earned

Distribution of Credits	Credits
English	4
Social Studies including U.S. History and .5 credit of civics (American Citizenship)	3.5
Science including one year of Biology	3
Mathematics	3
4 years of Physical Education (unless medically excused)	1
Health 9, 10, 11, 12	1
Fine Arts/Vocational Arts	1
Humanities	.5
STEM Elective	3
World Language	1
Other	4
Senior Capstone Project	1

### Community Service Hours

All students must complete and properly log **50 hours** of community service by the spring of senior year..

Promotion	Credits
to become a sophomore	5.5
to become a junior	12
to become a senior	19
or a planned program to meet graduation requirements...	26

Parents of seniors will be notified at the end of each marking quarter in the event of failure to meet graduation requirements.

Special education students must fulfill the credit requirements for graduation at a level determined by their Individualized Education Program.

## **GRADUATION “WITH DISTINCTION”**

Seniors graduating with a GPA of 3.70 or better will be designated on the program as graduating “With Honors” and those with a 4.0 or better will be designated as graduating “With Honors and Distinction.” The official calculation for GPA is based on the first 14 quarters and is calculated at the end of the first semester of senior year. (Seniors are required to meet all Coginchaug graduation requirements in order to be eligible to graduate with the designation of “With Honors” or “With Honors and Distinction”)

## **HONOR ROLL**

An Honor Roll will be published at the end of each marking period. The same numerical values assigned for GPA in class is used to compute the Honor Roll. To attain Honors, a student must have no grade below a B- in non-weighted courses and a C+ in weighted courses. High Honors will be awarded to students receiving a grade point average of 3.666 or higher and no grade below a B- in non-weighted courses and a C+ in weighted courses (with the exception of AP and UConn courses).

\* Eligibility for the Honor Roll will be based on the grade from the previous quarter.

\* Students must be full time and carry a minimum of five credits to be considered for the Honor Roll.

## **MID-YEAR/FINAL EXAMINATIONS**

Students must take exams in order to pass and receive credit in semester and full year courses. Students who cannot be present for an exam must have a parent call the school office on the day of the exam and talk to a school counselor in order to be eligible for a make-up exam. Only students with administrative approval will be allowed to make up missed exams. This approval will be made on a case-by-case basis considering the specific reason for the absence. Students who are late for an exam must report to the office prior to going to their exam. On exam days, students are required to be in school only for scheduled exams. Students who are in school when they do not have an exam may study in the library, the cafeteria, or a resource room.

Buses will run on an early closing schedule during exams. Students who arrive or leave at other times are responsible for their own transportation. If students leave school grounds before or after their scheduled exams they will not be allowed to reenter school. Students are not allowed to visit other schools during exam periods. Food will be served in the cafeteria according to an announced schedule.

In the event of school cancellation on an exam day, the day missed will be made up on the day of return to school, with the remaining days to follow in consecutive order.

## **EXAM EXEMPTIONS**

Seniors will be exempt from taking final exams if they meet the following criteria:

### Full Year Courses (excluding Dual-Enrollment and AP courses)

- Seniors must have a 90 average up to the exam day.
- For full year courses, the mid-term will be included when computing this average
- \*\*\* To be exempt seniors must maintain a quarterly average of B- or higher.
- \*\*\* If a senior meets this criteria, he/she has the option of taking the final exam or not.

### Semester Courses

- Seniors must have an overall 90 average or higher (both quarters combined) up to the exam day.
- Seniors may not have a quarterly average below a B- for either quarter.
- \*\*\* If a senior meets this criteria, he/she has the option of taking the final exam or not.

## **PROGRESS REPORTS**

Progress reporting is done on an ongoing basis through the PowerSchool parent and student portals. Teachers or

counselors may contact parents/guardians at other times during the marking period if a sudden change in progress occurs.

### **GPA COMPUTATION**

All classes are weighted equally except for Advanced Placement, dual-enrollment (UB, UCONN), and honors courses, which receive additional weight. Physical Education, Chamber Choir, Show Choir, and Jazz Ensemble are not included in GPA.

When weighing the UCONN and AP courses and computing the GPA, grades are considered one grade higher, e.g. B=3.0 would be entered as a 4.0. The only exception is F, which remains a 0.

To compute GPA in class the following values are assigned to each grade:

Grade	AP/Dual enrollment	Honors	College Prep A/B, Electives
A+	5.33	4.83	4.33
A	5.00	4.50	4.00
A-	4.66	4.16	3.66
B+	4.33	3.83	3.33
B	4.00	3.50	3.00
B-	3.66	3.16	2.66
C+	3.33	2.83	2.33
C	3.00	2.50	2.00
C-	2.66	2.16	1.66
D+	2.33	1.83	1.33
D	2.00	1.50	1.00
D-	1.66	1.16	0.66

A student's GPA is the sum of the grade points earned divided by the number of credits taken. (The grade in a full year course thus affects the GPA more than a semester course or quarter course. The weight is proportional to the length of the course). This GPA in class is used primarily on transcripts for college admission and for certain senior awards. A student's GPA in class is cumulative and is computed at the end of the year. Mid-term and final exams are included in this determination.

### **TRANSFER CREDITS**

Transferred courses offered at Coginchaug will be documented as a grade on a transcript and will be counted towards the GPA. There are some courses that may not align with CRHS curriculum and will not receive transfer credit.

## **PARTIAL DAY MAGNET SCHOOL CREDIT**

Credit will be awarded on a pass/fail basis and will not count toward the GPA. See counselor for more information.

## **SAT and PSAT INFORMATION**

The SAT is mandated by the CT State Department of Education to assess students' abilities in reading, writing and math. The CT School Day SAT is given to juniors on a date in March, to be determined by CollegeBoard and the CSDE.

Students may take the SAT additional times at their own cost. The Scholastic Assessment Test (SAT) registration is online @ collegeboard.com. The AMERICAN COLLEGE TEST (ACT) registration is online @ ACT.org. More information is available in the guidance office.

Preliminary Scholastic Achievement Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) for Freshmen (PSAT 8/9), Sophomores and Juniors will be held during the school day in October, date to be determined,

The school code number for Coginchaug Regional High School is **070160**.

## **TRANSCRIPTS**

Students needing official transcripts for college admission, school transfer or other reasons must sign a release form. If the student is under 18 years of age, parent/guardian signature is required on the release form. Seniors requiring transcripts for college applications should allow at least **three weeks** for them to be processed.

## **WITHDRAWAL FROM SCHOOL**

Students must stay in school until age 18 unless he/she graduates from high school or his/her parent or guardian personally appears at the school and signs a withdrawal form consenting to his/her child's withdrawal from school.

## **HOMEWORK POLICY** **(Updated BOE Policy [6141.2](#) as of April 2025)**

## **PHILOSOPHY**

Coginchaug Regional High School believes that homework is a necessary part of the learning process. Time spent doing homework is an important factor in the achievement of good grades. Homework constitutes an important element of the teaching and learning process. It is designed to reinforce student learning and to prepare the student for class discussions, future instruction, and advancement to the next level. The appropriate assignment of homework by the instructor and the student's acceptance of the responsibility to complete the assignment will further aid in the development of mature work habits, organization of time, and self-reliance.

To foster clear expectations, this policy enumerates the parameters of homework at Coginchaug.

## **RESPONSIBILITIES**

### **Students are expected to:**

- Listen carefully to all directions about assignments and ask for clarification if necessary
- Keep a record of all assignments
- Accept responsibility for the completion of all assignments to the best of their ability
- Submit all homework assignments on time
- Become familiar with the location and availability of resource materials
- Seek help when difficulties arise
- Study for tests and quizzes
- Study course work in continuing review even though specific homework assignments may not be given • Take the initiative to make up work missed
- Complete their work in a neat and legible manner

**Parents are expected to:**

- Support their children's completion of homework
- Review homework assignment sheets or agendas
- Contact the teacher with any concerns

**Teachers are expected to:**

- Make clear the purpose and importance of homework
- Give written and reading assignments on a regular basis
- Ensure that evaluated homework assignments will influence the student's quarterly grade
- Set guidelines for accepting and evaluating late homework assignments and convey these guidelines to students
- Articulate clearly the assignment and the criteria and standard for evaluation
- Evaluate, return and discuss assignments within a reasonable time after they become due
- Make assignments meaningful and pertinent to the curriculum
- Contact the students and parents with any concerns
- Ensure that homework will be done at home or during study halls and not during regular class time

**In an instance where a student is absent from school, homework should be completed and turned into the teacher within 48 hours after the student returns to the next scheduled class. Students are encouraged to communicate with teachers if extenuating circumstances apply.**

**Content**

The kind of homework assigned and the purpose of an activity required have a direct relationship to the nature of the course pursued and the age, maturity and educational needs of the student. Homework should be a development and further application of that which has been learned in each subject area. All assignments should contribute to the learning process and have a direct relationship to student performance evaluation. Whenever possible, homework should stimulate critical and creative thinking and include reading and writing assignments. As students master recall and application type questions, they should be challenged with analysis, synthesis, and evaluation of content. Homework should be varied and encompass both long and short-term assignments.

**Time**

Assigning time parameters to homework for all pupils is not an easy task due to the wide variation in student ability, needs and skill development, and the nature of different courses of study. As a general rule, however, homework at the high school level could average twenty to thirty minutes of homework per night per class. It is understood that, at times, homework may exceed this amount on a given night. It is also understood that some pupils' approach to homework may require them to spend more time or less than is considered usual under most circumstances.

**National Honor Society**

National Honor Society is an organization whose main purpose is to create enthusiasm for and to promote scholarship, leadership, character, and service in the students of Coginchaug Regional High School. The Coginchaug Chapter is governed by the Constitution of the National Honor Society of Secondary Schools as well as local bylaws. Any junior or senior who has been a student at Coginchaug for at least one semester and has maintained at least a 3.66 average is eligible for candidacy. The selection process shall take place once during the school year, immediately following the close of the first marking period. The procedure for selection is as follows: 1. At the close of the fourth marking quarter, the guidance department compiles a list of all rising juniors who have a cumulative grade point average of 3.666 or higher. 2. At the start of summer, the principal or designee will contact each student to congratulate him/her on his/her selection as a candidate and inform them of the steps involved in the selection procedure along with ideas on how to fully complete the application to be used in the National Honors selection. The application mirrors the characteristics of leadership, service, and character. The application assists candidates to ensure that their outside

activities are clearly explained. Applications will be due in September. 3. The faculty council of the National Honor Society selects members to the Honor Society after considering the application and recommendations made by the entire faculty. 4. The faculty council uses the guidelines published in the “Commentary on the Constitution” for definitions of leadership, service, and character. Candidates will be considered to have met the criteria of a characteristic if their behavior/accomplishments positively match the majority of the guidelines. A student will be considered not to meet the criteria if the student’s behavior/accomplishments violate any guideline or if a majority of the guidelines do not match the student’s behavior/accomplishments. 5. At the close of Semester 1, the guidance department compiles a list of all juniors who have a cumulative grade of 3.666 or higher, who are not current members of the National Honor Society. Applications will be due mid-spring. Newly accepted juniors will be notified prior to the end of the school year, and will join the induction ceremony in the fall of their senior

#### **NON-SELECTION FOR NATIONAL HONOR SOCIETY**

If a student is not selected for membership, the student and/or students’ parents will receive written notification. A student not selected for membership can request to meet with the NHS advisor to discuss the non-selection

#### **DISMISSAL FROM NATIONAL HONOR SOCIETY**

Members of the National Honor Society who fall below the standards which were the basis for their selection will be warned in writing by the advisor and will be given a reasonable amount of time to correct the deficiency. In the case of a flagrant violation of school rules or civil laws a member does not necessarily have to be warned. In the case of impending dismissal, a member shall have the right to a hearing before the Faculty Council.

#### **SERVICES AT CRHS:**

#### **SCHOOL COUNSELING DEPARTMENT**

The Coginchaug Counseling Department is committed to assisting students in all aspects of their high school experience. The counselors provide a four year program of planned group and individual meetings to assist each student and parent with orientation to Coginchaug, course selection, career and post high school planning, academic progress, and personal counseling.

The staff consists of:

Lynn Schofield – Counselor	Leslie Stratton – Counselor
Mike Ford – Transition Coordinator	Stacy DellaCamera – Psychologist
Kathy Bottini – Social Worker	Allison Glassman – Speech Pathologist
Kyle Ligon - Job Coach	Matt Thompson - Career Counselor
Sheila Filiault – Secretary	

Parents are encouraged to call **860-349-7221** between 7:30 a.m. and 3:00 p.m. to speak to a counselor or schedule an appointment.

Students will be assigned a counselor according to the student's last name. Students should check their class schedule and the guidance office for their counselor assignments.

The counselors are here to assist students. They are trained, skilled, mental health counselors who will work individually and in-groups with students in need of assistance. Students experiencing any type of developmental or personal difficulty will find a willing listener in their counselor.

Students may see the guidance secretary to schedule an appointment with their counselor. They are also free to stop in the guidance office before school, between periods, during lunch, during free blocks or after school to contact their counselor.

The counselors attend all evening orientation meetings and teacher conference programs. In addition, there are many



evening programs for parents and students that are scheduled during the school year. The specific agendas for these evening programs and other pertinent information regarding the guidance department are publicized throughout the school year. Parents may consult with counselors regarding any concerns about their child.

Counseling provided is usually short term in nature. The counselors can provide a list of available, qualified community resources for families in need of on-going services.

Coginchaug Regional High School has partnered with **The Root Center for Advanced Recovery** in Middletown, CT, for additional mental health services. For more information and referral forms, please contact your school counselor.

### **TEACHER EXTRA HELP**

X Block occurs daily from 8:34 am until 8:49 am, where students have the opportunity to connect with teachers for extra help. Our teachers are also available for extra help after school by appointment. If additional support is needed, please contact your school counselor.

### **PARENT QUESTIONS AND CONCERNS**

Whenever a question or concern arises, parents are encouraged to speak directly to the person or persons involved so that the matter can be addressed. If the problem remains unresolved, the building principal should be contacted. The principal will then investigate the concern and respond within a reasonable period of time. When issues cannot be resolved at the building level, the superintendent of schools may be contacted. In all cases school personnel will respond in a timely fashion.

### **HEALTH CARE**

A registered nurse is available during the school day. Students who feel ill should report to the nurse's office. If the nurse believes a student is too ill to remain in school, a parent/guardian will be notified. The nurse's or administrator's permission is required to be dismissed for illness.

**Medications:** All medications must be transported to and from school by a parent/guardian and given to the nurse, principal or assistant principal. (A doctor's written order is required for school personnel to dispense medication, including over-the-counter medications like Tylenol and Advil or any topical preparations, or for a student to carry and self-administer a medication such as an inhaler.)

The Connecticut State Department of Education allows parents to choose not to have their students receive emergency administration of an EPI-Pen during an allergic reaction. Please inform the school nurse if you would like more information with regard to EPI-Pen use.

Section 10-206 of the Connecticut Education Laws stipulates that Boards of Education shall require each pupil enrolled in the public schools to have a health examination by a legally qualified practitioner of medicine or by the school medical advisor at least once in each three-year interval. All sophomores must have a complete physical examination, including Hematocrit or Hemoglobin, done by their own physician. This examination may be done anytime between June 1<sup>st</sup> of freshman year and the first day of school of junior year. Failure to do so will result in exclusion from school. Those who qualify on the basis of financial need may obtain the services of the Regional District #13 physician. Please contact the nurse for information.

Students participating in interscholastic sports must have an up-to-date physical examination on file in the Health Office. A student is eligible to practice and play interscholastic sports for 13 months from the date of his/her last examination. Students without an up-to-date physical on file with the school health office will not be eligible to practice or play with sports teams.

State mandated health screening for vision and scoliosis will be done for all freshmen during the school day. Vision, hearing and scoliosis testing will also be done for all students on a referral basis when necessary.

## **ROBERT O. MASON LIBRARY**

The Robert O. Mason Library at Coginchaug High School strives to be a welcoming place where students don't just pick up resources, but use the space to collaborate, innovate, and create projects that demonstrate their learning. It is a place of academic study, but also a place for students to peruse the shelves and displays, looking for their next great read.

### **CHROMEBOOK LENDING**

Students are required to bring their own assigned chromebooks back and forth to school with them every day. If a student arrives at school without a chromebook, he or she can borrow one from the library any time the library is open. The loaner must be returned by the end of the same school day it was borrowed. Borrowing a chromebook should be infrequent. The library will engage parents' help if a student borrows very often or forgets to return a daily loaner.

### **CHROMEBOOK REPAIR**

Students should bring their chromebooks to the library for repair. They will be issued a long-term loaner which they will keep until they get theirs back. They will be called down to the library over the morning announcements when their chromebooks are repaired. If applicable, an invoice will be mailed home to parents.

### **STUDENT ACCESS TO THE LIBRARY**

The library is open every day from 7:15am to 2:15pm. The librarian is in the building Wednesday afternoons and all day on Thursdays and Fridays. On days she is not there, students will be assisted by the teacher paraprofessional who can lend them a chromebook or check out a book. Students may not stay the period unless they are accompanied by a teacher as part of a study hall or class. On days the librarian is in, students may stay for the period by getting a pass approved by their teacher.

### **PHOTOGRAPHS**

Teacher sanctioned photos may be taken throughout the school day, or at any school function, and may be used for yearbook, the school newspaper, parent bulletins, the school website and in the classroom. To opt out of the publication of or dissemination of your child's photo, submit a written request to the principal by the first quarter progress report.

### **SPECIAL EDUCATION**

Coginchaug provides services and programs to meet the particular educational needs of students whose disabilities have resulted in learning difficulties. Parents (or students over age 18) who are concerned about their student's progress in school should contact a counselor or administrator. "A Guide to Special Education in Connecticut for Parents and Students" will be mailed to parents to explain the Special Education processes. Placement in Special Education Services will begin only after an evaluation has been conducted to determine if a student has a disability and the extent of services needed has been assessed. A PPT (Planning and Placement Team) will determine if an evaluation is warranted, and then, once an evaluation is completed, if services are appropriate.

There are many regulations regarding Special Education, so parents and students are advised to contact a school counselor and read the guide for helpful information.

### **STUDENT ASSISTANCE TEAM**

The Student Assistance Team is a regular education process. The team consists of the administrators, the guidance and counseling staff, the nurse, special education and regular education teachers, and the school psychologist and social worker. This team meets to review students who are experiencing difficulty in school and discuss options that may be of assistance to them. Students may refer themselves or may be referred by teaching staff teachers. Initial referrals to the SAT should be made through the student's guidance counselor after Tier I accommodations have been made.

## **ACTIVITIES**

Coginchaug students are encouraged to participate in extracurricular and cocurricular activities:

<b>Activities</b>	
Art Club - R. Bothamley	Acapella - E. Schilling
Best Buds - K. Bottini, A. Glassman	Book Club - N. Baedor
Class Council - See Advisors Below	Campus Store - R. Donecker
Cog Carnival Planning Committee - E. Fisher	Debate Club - TBD
DECA - R. Donecker	Diversity/Culture Club - T. Earnshaw
ECO Environmental Club - R. Mann, E. Fisher	EDGE - K. Bottini
Envirothon - S. Michael, P. Benjunas	French Honor Society - J. Plourde
Gaming Club - B. Shoudy	Stage Band - T. Fisher
Model UN - E. DelGrego	National Honor Society - S. Charpentier
Ocean Bowl - L. Martin	Pep Band (Football and Basketball) - T. Fisher
Robotics Club - D. Walsh, M. Taber	Aerospace/Rocketry Club - E. Anderson
Show Choir - E. Schilling	Social Media Reporting Club - W. Kurtz
Spanish Honor Society - B. Shoudy	Student Body Government - M. Thompson
Ski & Snowboard Club - R. Bothamley	Spring Musical - E. Schilling, T. Fisher
Weightlifting - M. Thompson	Yearbook - W. Kurtz

## CLASS COUNCILS

Each of the four classes at Coginchaug is represented by a class council. These councils plan social activities and fundraising events in addition to supplying representatives to the School Council. In order to serve on a Class Council a student must obtain 25 signatures of students in his/her class and maintain at least a C- average. Advisors to the Class Councils are:

<b>Senior Class Advisor</b>	Mrs. Pereira
<b>Junior Class Advisor</b>	Mrs. Fisher
<b>Sophomore Class Advisor</b>	Mrs. Fisher/Mrs. Almodovar
<b>Freshman Class Advisor</b>	Mr. Donecker

## ATHLETICS

Please use this link to view the [Coginchaug Regional High School Student-Athlete Handbook](#).

## **SCHOOL PROCEDURES**

The rules of Coginchaug exist to support the school's educational philosophy and programs; they are subject to change by the school administration and Board of Education. In all behavior, students are expected to use common sense and to respect all members of the school community. The school rules apply to students whenever they are on Regional District 13 property or when representing RSD13 at school-sponsored events off campus (including but not limited to athletic events, field trips, etc.).

### **ACADEMIC INFORMATION**

Parents will receive PowerSchool information from the school at the onset of the school year regarding access to their child's academic information including grades and attendance. The information sent to parents includes the PowerSchool web address, a user ID number, and a password. It is the responsibility of the parent and child/student to access the information in order to keep track of student progress and attendance information.

### **ATTENDANCE**

Regular and punctual student attendance in school is essential to the educational process. Connecticut state law places responsibility for assuring that students attend school with the parent or other person having control of the child.

- **Any absence before the student's tenth absence is considered excused when the student's parent/guardian approves such absence in accordance with [RSD 13 Policy 5113](#).**

Level	Total # of Days Absent*	Acceptable Reasons for a Student Absence to Be Considered Excused	Documentation Required within 10 Days
1	One through nine	Any reason that the student's parent or guardian approves.	Parent or guardian note only.
2	10 and above	<ul style="list-style-type: none"><li>• Student illness (<i>Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length.</i>)</li><li>• Student's observance of a religious holiday.</li><li>• Death in the student's family or other emergency beyond the control of the student's family.</li><li>• Mandated court appearances (additional documentation required).</li><li>• The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason).</li><li>• Extraordinary educational opportunities pre-approved by district administrators. (Opportunities must meet certain criteria. See below for details).</li></ul>	Parent or guardian note and in some cases additional documentation (see details of specific reason).

*\* Note: The total number of days absent includes both excused and unexcused absences.*

The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

Please Note:

- Regional School District 13 reserves the right to randomly audit written documentation received, through telephone and other methods of communication, to determine its authenticity.

- Any absence that is not documented in accordance with this regulation within ten (10) school days after the incidence of absence will be recorded as unexcused. If documentation is provided within ten (10) school days, but is incomplete, the building principal may, at his/her own discretion, grant up to a five (5) school day extension for provision of the completed documentation.

**\*\* Written documentation from a parent/guardian will not excuse an absence after the first nine (9) days absent from class/school. Official and appropriate documentation, in accordance with this regulation, will be required to consider an absence excused after the first nine (9) days. \*\***

Attendance is recorded each period. If you miss a class for any reason other than a school activity, you will not have perfect attendance in that class.

## **TRUANCY**

State law requires school districts and schools to have specific policies and procedures regarding students who are truant. A truant is defined as a student who has had 4 unexcused absences from school in one month (30 consecutive calendar days) or 10 unexcused absences in one school year.

If a student becomes truant, their school is required to have a meeting with the student's parent/ guardian within 10 school days. In this meeting, the school should work with the student and guardian to help the student return to school. Schools should also work with community agencies providing child and family services to address the student's barriers to coming to school.

## **TARDINESS**

### **TARDY TO SCHOOL**

Any student who arrives after 7:25 am will be required to sign in using their school ID in the Main Office, where a tardy pass will be printed. Any student who arrives at school late, but does not have this pass, will be required to return to the Main Office to sign in properly. The only excused reason for a late arrival to school is if your bus is late or if you have a doctor's note when you arrive.

**At 3 tardies:** A warning email will be sent to the student.

**At 5 tardies:** Student will receive disciplinary consequences

- 30 minute detention
- Loss of junior or senior privilege for the following week
- Athletic coaches and extracurricular advisors notified of potential loss of eligibility and participation if the pattern of tardiness continued.

**At 10 tardies:** Student will receive increased disciplinary consequences

- 1 hour detention
- 1 week suspension of extracurricular clubs and activities
- At 10 tardies, suspended from athletic activities (practice/games) on Day 10. Meeting with administration and athletic director.
- 1 week suspension of driving privileges
- Loss of Junior or senior privilege for the remainder of the semester

**Beyond 10 tardies:** Student will receive in addition to the above:

- A lunch detention for each day that the student is late
- Suspension of extracurricular clubs and activities
- Athletics: Each subsequent tardy results in suspension of athletic activities (practices/game) for each day tardy moving forward. Patterns of chronic tardiness may impact eligibility for continued participation in practice.
- Loss of driving privileges for the remainder of the semester

- Not eligible for junior or senior privilege
- Parent/Guardian Meeting with Guidance.

If patterns of chronic tardy arrivals are observed: An SAT (Student Assistance Team) referral will be made to implement further interventions.

### **TARDY TO CLASS**

A student arriving for class after the final passing bell has rung, but before one third of the period has passed will be considered tardy to class. Consequences of tardy to class will be determined by the teacher.

A student is expected to be in class for the entire period. If a student misses 1/3 or more of class, the absence will be counted as an unexcused absence/cut.

### **CIRCUMSTANCES RESULTING IN CREDIT WITHDRAWAL**

**Absences:** As a general rule, credit may be withheld from those students who accumulate the following number of tardies or absences (excused or unexcused) per class:

<b>Type of Course</b>	<b>Number of absences when credit will be withheld:</b>
Full Credit Course	Ten (10) absences
Half Credit Course	Six (6) absences
Quarter Credit Course	Four (4) absences

### **LOSS OF CREDIT**

A student may lose credit in a class due to excessive tardies and/or absences.

If class credit will be withheld, the parent/guardian will be notified and the student must request a credit appeals hearing with the counseling staff or administration. At the very least, the student must continue to attend all classes regularly for administrators to consider granting a credit appeals hearing.

Throughout the school year, it is the responsibility of the student and parent/guardian to closely monitor 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.

### **PROTOCOL FOR LOSS OF CREDIT AND APPEALS PROCESS**

This protocol outlines the procedure for handling instances where a student loses credit for a course due to academic or behavioral reasons at Coginchaug Regional High School. It includes guidelines for the appeal process, allowing students to contest the loss of credit and seek reconsideration.

Criteria for Loss of Credit:

- Academic Reasons:
  - Failure to meet minimum attendance requirements and failing grade.

Notification:

The student and their guardian will receive a formal notice from the administration detailing the loss of credit. This notice will include the reasons for the decision, relevant evidence, and a summary of the affected course(s).

Initiating an Appeal:

- Eligibility:
  - Any student who has received a loss of credit notice may appeal.
  - Appeals must be submitted within 10 school days from the date of the loss of credit notification.
  - The appeal should be submitted in writing to the school counselor. The written appeal must include:
    - A statement explaining why the loss of credit should be reconsidered.
    - Any supporting documentation or evidence that may affect the decision (e.g., medical records, attendance records, etc.).

#### Review by Appeal Committee:

- Composition:
  - The Appeal Committee will consist of:
    - A school administrator or designee
    - A representative from the counseling office.
    - A teacher who is familiar with the student's performance (not directly involved in the case).
- Procedure:
  - The committee will review the appeal documentation and may conduct a meeting with the student, their guardian, and relevant staff members.
  - The student will be given the opportunity to present their case and provide additional evidence.

#### Decision:

- Timeline:
  - The committee will make a decision within 3 school days after their meeting.
- Notification:
  - The decision will be communicated in writing to the student and their guardian. This communication will include:
    - The committee's decision.
    - A summary of the reasons for the decision.
    - Information on any further actions or next steps, if applicable.

#### Post-Appeal Process

- Further Appeals:
  - If the appeal is denied, the student may request a further review in writing to a designated senior administrator (e.g., Principal, Superintendent) within 5 school days of receiving the committee's decision.
- Support Services:
  - The school will provide support services, including counseling and academic assistance, to help the student address any underlying issues that may have contributed to the loss of credit.
  - Plans put in place will be enforced and reviewed by counselor

Confidentiality - All records and proceedings related to the loss of credit and appeal process will be kept confidential. Information will only be shared with individuals directly involved in the process or as required by law.

Review and Revision - This protocol will be reviewed annually and revised as needed to ensure its effectiveness and compliance with school policies and regulations.

## COURSE RECOVERY

Course recovery options will be determined on an individual basis in conjunction with the school counselors, teachers, and administration.

## CLASS CUTS

**Cutting class** can result in serious consequences and severe penalties. Students who become ill during the day should report to the school nurse or to the office if she is not available. They are not, under any circumstances, to leave school grounds or absent themselves from a class without explicit teacher or staff permission. All class cuts will be considered absences unless there has been approval for the missed classes. The following policy will be in effect for class cuts:

Number of class cuts	Result
First Cut	Classroom teacher will contact home, and assign a half hour office detention and fill out a referral for the office.
Second Cut	Classroom teacher will contact home, and assign a one hour office detention and fill out a referral for the office. A formal warning letter will be sent to the parent/guardian by the main office regarding cut classes.
Third Cut and Any Additional Cuts:	Classroom teacher will contact home. The student will be assigned an in-school suspension the following school day. A formal letter will be sent to the parent/guardian by the main office regarding potential loss of credit. An SAT (Student Assistance Team) referral will be made to implement further interventions.

## DANCES/PROM

Dances are sponsored by classes or clubs throughout the school year. Proceeds go to the club or group arranging the event. Dance regulations are as follows:

- A. Tickets will be sold only to Coginchaug students.
  - Some dances, including prom, allow Coginchaug students to bring a guest. The CRHS student must fill out the appropriate paperwork (see the sponsoring class/club teacher advisor). The guest must be approved by building administration from both CRHS and the visit school. **8th graders** and guests over the age of **19** may not attend dances. High school graduates may not attend without prior administrative approval. The CRHS student will be responsible for his/her guest' conduct.
- B. Students will not be admitted one hour after the start of the dance without prior permission from the advisor/administration.
- C. No student who was absent or on suspension the day of the dance or absent or suspended from school the day before a dance held on Saturday, will be admitted. Students must be in school for 3.5 hours the day of a dance or the day before a dance held on a Saturday or no-school day. Exceptions can only be approved by an administrator.
- D. Students are expected to stay in the school building or designated outside area adjacent to the building throughout an event. Any student who leaves the function will not be readmitted. Students may leave a dance at any time at the discretion of a parent/guardian. Loitering in the parking lot or on school grounds is not permitted.
- E. Drug or alcohol use before or during school functions is strictly prohibited.

Junior/Senior Prom may have additional guidelines and regulations.

## DRESS AND GROOMING

Our goal is to create an environment that is conducive to learning and does not present students with distractions. It is also developmentally important for students to understand that part of showing self-respect is how we present to others. Young adults (teenagers) may need adult direction in defining themselves in a way that does not interfere with their purpose at school or with how they want to begin to define themselves to their peers and teachers. At all times, students are expected to comply with [RSD13 Board Policy 5132](#), Student Dress.



## **EARLY DISMISSAL**

All students are required to be in school from 7:25-2:02.

Requests for release of a student during the school day originating outside the schools must be handled by the CRHS Main Office to ensure maximum provisions for the safety and welfare of the student. Parents requesting dismissal before the normal end of the school day must make a written request, and/or call the school office prior to the student signing out. Students must sign out at the Main Office and exit the building through the main entrance.

Early dismissal should be requested only in emergency or unusual situations. Although the school will maintain records and keep parents informed within the limit of its capability, parents and students are expected to keep accurate attendance records and compare them to report cards issued quarterly. To be eligible to participate in an extracurricular activity, students are expected to attend school for at least (3.5) hours that day. Only an administrator can grant an exception.

## **EVACUATION**

When there is a school evacuation, please report to the top of the hill in the front of the building. Once there, report to your Advisory teacher so that an accurate attendance record can be made. If an alarm sounds during a passing period, please leave the building using the nearest exit and report to your advisory teacher for attendance purposes. Evacuation routes are posted in each classroom.

## **JOB SHADOWS/COLLEGE VISITS**

Job Shadows must be arranged and approved by the CRHS Career Counselor.

College Visits are excused absences with proper documentation. See your school counselor for more information.

## **LEAVING THE BUILDING OR SCHOOL GROUNDS**

If a student becomes ill at school, he/she should be sent to the nurse. The nurse will assess and determine if the student should be dismissed from school. If the nurse feels dismissal is necessary, she will contact the appropriate person. Under no circumstances should the student be dismissed for illness by any other means than the above mentioned. Failure to follow the proper procedure will be considered an unexcused absence, cut, or truancy. **No student will be allowed back into the building after leaving the school without permission.** If a student leaves school grounds, their parents will be notified. ISS will be assigned for leaving without permission the following school day and/or parking privileges will be revoked.

## **LOST, DAMAGED, OR STOLEN SCHOOL PROPERTY**

Necessary books and materials are furnished by the school to each student for every course. If these books, technology or materials are lost, stolen, or damaged in a manner to prevent reissuance, the student will be charged the replacement cost. Repair or replacement costs will be charged for damaged books, technology and materials. All financial obligations must be met prior to graduation or diploma may be withheld.

## **LOST AND FOUND**

Any lost and found articles will be stored either in the cafeteria. Items remaining in the lost and found will be donated periodically throughout the year. Ample notice will be given to the students prior to this donation.

## **LUNCH PERIOD**

During lunch periods, students are to remain in the cafeteria or in the outdoor courtyard area. Food must remain in these areas. Students are expected to leave their tables clean, dispose of all litter, and return their trays. Students who leave food on/under/around tables may be required to clean the cafeteria as a result of their actions. Throwing food is considered a serious offense and can result in disciplinary action, including suspension and/or loss of cafeteria privileges.

**OUTSIDE DELIVERY:** Outside delivery of food is not permitted.

## **PASSES**

All students are expected to use the EHall Pass system. Students will need passes to access the Guidance Office, the Nurse's Office, the bathroom, or the Library. Students must have a pass from any class to these areas. Although use of student lavatories is permissible during class time, abuses of lavatory privileges may result in administrative consequences. The privilege of requesting a pass can be revoked if the student is disruptive, misuses the pass, cuts class or breaks other school rules. An escorted pass can be assigned due to the abuse of the pass system. During the last 10 minutes of the school day, no passes will be distributed unless it is an emergency. Students must create passes on their chromebook, as cell phones will not be permitted for this purpose.

## **PHONE CALLS**

The front office phone may be used by students in an emergency situation. The office staff will relay messages to students only in emergency situations when verified by the administration.

## **STUDENT DROP-OFF/STUDENT PICK-UP**

The student parking lot is south of the gym. The turn-around by the cafeteria is the only acceptable access road for those being dropped off or picked up. **The faculty parking area is off limits for both student parking and drop-off/pick-up purposes.**

## **STUDENT LOCKERS**

Lockers are provided to students by Regional School District #13 for the purpose of storage of books, school related equipment and personal belongings. Students should not bring valuable personal property or large sums of money to school. Students are expected to keep the lockers locked and in good orderly condition. For the security of the students' possessions, each locker has a unique combination. The security of items brought to school cannot be guaranteed. If students need to bring valuable property to school, they must make storage arrangements with a school administrator in advance. The school is not liable for items unlawfully removed from student lockers or other areas of the school.

The lockers remain at all times the property of District 13, and it reserves the right to inspect student lockers at any time. Should District #13 have reasonable grounds for suspecting that a student has violated or may be violating a law or school rule, an individualized search of the student's locker may be conducted in a manner reasonably related to the nature of the infraction. In addition, administration reserves the right to inspect lockers on a regular basis without notification. All students will be assigned lockers in September. Students must sign an agreement that they are accepting responsibility for their lockers and for maintaining them in the same conditions as received. Students are responsible for the condition of the locker assigned to them and the cleanliness of the contents. The cost of repair or repainting locker damage caused by writing on painted surfaces, affixing non-removable stickers, or bending or otherwise damaging metal parts will be charged to the student.

## **SENIOR PRIVILEGE**

### **Early Dismissal / Late Arrival Privilege**

Seniors are provided the **privilege** to arrive late or leave school early if they have a study hall and have obtained the proper permission through guidance.. Students must report and sign in/out in the main office. This privilege will be revoked temporarily or permanently for the following reasons:.

- If a student has a detention or ISS.
- If a student does not follow the procedure and rules for Senior Privilege.

A **permission form** must be completed and turned into the main office for administrative approval each quarter to receive senior privileges. This form can be found in the guidance office. Students must maintain grades above 70% otherwise senior privilege will be revoked for four weeks before an academic review to reinstate.

A similar privilege will be granted to qualifying Juniors. Please listen to the school announcements for more information.

## **VEHICLES & PARKING PRIVILEGES**

Transportation to school is available on district buses; therefore, driving to and from school is a privilege, not a right. Students who wish to park on school property must register their vehicle with the front office as soon as they begin driving to school and pay a **\$50 parking permit fee** payable to “Regional District 13 General Fund” – **Due to the regionalization of District 13, this fee will not be prorated regardless of the time of year when a permit is issued.** Parking permits will not be sold to any student with outstanding obligations to the school (e.g. missing textbooks, financial obligations, etc). Parking permits must be visibly displayed in the front windshield at all times. If a vehicle is not registered with the front office, it may be considered unauthorized and be subject to towing.

The following constitute unsafe operation and may result in temporary or permanent loss of driving privileges:

- Exceeding posted speed.
- Reckless driving.
- Failing to stop or yield, as required.
- Failing to yield to school buses in all situations.
- Transporting students in any vehicle except in seats provided. This includes a prohibition on students riding on hoods, on tailgates, in backs of trucks, or hanging out windows.
- Driving or parking in any non-designated area, such as sidewalks, grassy areas, or athletic fields.
- Parking in any location except designated parallel spaces. students are not to park on any public road (e.g., Guire Road, Maiden Lane, Pickett Lane) to avoid parking on campus
- Leaving school without permission.
- Failing to display a parking permit.
- Parking in areas designated for faculty, staff and visitors only.

Any student reported for any of the above infractions may lose driving privileges for up to thirty (30) days from the date of notification, or the remainder of the quarter. Other disciplinary action may also be involved. Parents will be notified. Any second report may result in loss of privileges for the remainder of the school year. Parking permit fee will not be refunded for suspended privileges.

Drivers who are not Coginchaug students and violate the above will be reported to the State Police, with the district possibly filing charges against the violators. Any unauthorized vehicle on school grounds may be towed at the owner's expense. A vehicle without a properly displayed permit will be considered unauthorized.

## **VISITORS**

Coginchaug Regional High School welcomes school-age visitors provided they meet the criteria listed below:

- The visitor must be currently enrolled in a high school.
- The request to visit must be made in writing by a parent or guardian of the Coginchaug student with whom the visitor will be staying.
- The request to visit must be made and approved by an administrator at least two days prior to the visit.
- Approval by teachers of the classes to be attended and by school administration is required prior to the visit.
- No visitors will be allowed prior to holidays, vacations, and exam periods or in the month of June.
- All visitors must sign in on the Raptor system located in the main lobby as soon as they arrive in the building and wear a visitor's pass.

The administration reserves the right to deny any visitor request.

Parents considering moving into District #13 may request that their son or daughter visit by contacting the guidance department. Similarly, all adult residents of Durham/Middlefield with an interest in Coginchaug are encouraged to visit by appointment and should contact a school counselor.

### **WORKING PAPERS**

Students aged sixteen or older may obtain working papers in the Main Office during school hours. State law requires a student to provide a promise of employment form (signed by the employer) and a birth certificate, driver's license or passport in order to be issued working papers.

**As in any organization, policies and regulations are subject to change. Students will be notified in advance if such changes occur.**

### **DISCIPLINE**

School discipline ensures the safety and security of the school community and promotes a productive educational environment. It must be based upon the acceptance of individual responsibility, mutual respect, fairness and consistency of process, and the belief that consequences for disciplinary infractions should be logical and natural. Each member of the school community has a responsibility to choose behavior that promotes the common good of all.

Students at Coginchaug Regional High School are expected to exhibit behavior that:

- respects all members of the school community
- reflects honesty and personal integrity
- enhances the learning process for all
- maintains a safe and orderly environment
- respects school and personal property
- observes school and district policies

### **DISCIPLINE SANCTIONS**

While the school expects that most students will make appropriate choices regarding their behavior, our philosophy dictates that inappropriate behaviors will be met with appropriate consequences. The school uses a variety of strategies to promote changes in behavior. To encourage acceptable behavior, the following sanctions will be administered when necessary. Records will be kept of infractions, and repeated or cumulative infractions, regardless of their nature, will result in an escalation of consequences.

### **30 MINUTE DETENTIONS/ONE HOUR DETENTIONS**

Teachers or administrators may require a student to stay after school for failure to complete work or for disciplinary reasons. Students who cannot stay after school will have their parents contact the person who issued the detention and agree on an appropriate compromise. Students are expected to work quietly on appropriate assignments or homework. Office detention is typically from 2:02 PM until 2:32 PM. A one-hour detention is typically from 2:02 PM until 3:02 PM (Teacher detention times are set at the discretion of the classroom teacher).

\*\*\*Failure to attend an assigned detention for inappropriate behavior will result in a one-hour detention.

\*\*\*Failure to attend an assigned one-hour detention for inappropriate behavior will result in an administrative two-hour detention session.

### **ACTIONS TO UNDO THE HARM.**

Depending on the nature and severity of an infraction, students may be required to perform a service (such as cleaning an area, repairing damage, etc.) to undo the harm caused by the misbehavior.

### **IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSION.**

The administration may deny students access to class or school if they are (1) disruptive to the normal educational

process, (2) posing a danger to themselves or others, or (3) in violation of school rules. The student suspended is expected to do assignments provided and will receive credit for such work when it is turned in. In determining the length of a suspension period, an administrator may consider evidence of past disciplinary problems. A parent conference, if requested by the Principal or Assistant Principal, must precede the student's return to school following a suspension.

Students may not be allowed to participate in after school activities (including athletic events, music events and dances) the day of or the day following an in-school and out-of-school suspension.

**EXPULSION PROCEDURE.** Upon recommendation of the superintendent, the Board of Education may expel any student whose conduct endangers persons or property, seriously disrupts the educational process or violates publicized Board policy.

**REFERRAL TO POLICE.** The school is not a sanctuary from the law. Any violation of a law may be referred to local or state police by the administration. Automotive violations are included.

## **2025-2026 CRHS Code of Conduct**

**This is not an exhaustive list. Please refer to Policy 5114 for additional definitions related to student discipline.**

**The purposes of implementing a prescriptive student code of conduct are to:**

- Effectively communicate a clear set of expected student behaviors, infractions and consequences to the Coginchaug Regional High School students, parents and staff, in an easily understood, concise format.
- Allow for consistent and predictable resolution of behavioral infractions.

**The Coginchaug Regional High School student Code of Conduct is based on the need to:**

- Balance the rights of the individual and the rights of the entire Coginchaug school community.
- Maintain a safe and orderly environment for the entire Coginchaug community.
- Respect personal and public property.
- Respect oneself and others.
- Communicate a high standard of student conduct.
- Have fair and consistent treatment of all students.
- Accept personal responsibility.
- Establish a progressive set of consequences for repeat offenses.

Within the scope of this policy, it is recognized that traditional consequences have not always brought significant changes in behavior for all students. Within the confines of this policy, it is recognized that latitude and discretion may be necessary in affecting change with certain students. While it is impossible to categorize all behaviors that are disruptive of the educational process, the Coginchaug Regional High School student Code of Conduct stipulates the most common behavioral infractions, and establishes a range of consequences for each.

**Breaches of discipline generally fall into four broad categories depending upon whether the behavior:**

1. Disrupts a teaching-learning situation
2. Injures oneself or others
3. Damages personal or public property
4. Violates school regulations and/or state/federal laws

**Plagiarism-** presenting another's words, ideas, or organization as one's own, without providing appropriate and accurate documentation

**Cheating-** acting dishonestly in one's work by using, accepting, or giving unauthorized or inappropriate assistance.

<b>First Offense</b>	<ul style="list-style-type: none"> <li>● Student will receive a 0 for the assignment and cannot retake.</li> <li>● Teacher will contact the parent/guardian, and submit office referral.</li> <li>● Teacher imposed consequences if applicable.</li> </ul>
<b>Second Offense</b>	<ul style="list-style-type: none"> <li>● Student will receive a 0 for the assignment and cannot retake.</li> <li>● Teacher will contact parent/guardian, and submit office referral</li> <li>● Office referral, and official warning letter for loss of credit will be sent home.</li> <li>● Permanent loss of eligibility for induction into honor societies like: National Honor Society, Spanish Honor Society, etc.</li> </ul>
<b>Third Offense</b>	<ul style="list-style-type: none"> <li>● Student will receive a 0 for the assignment.</li> <li>● Teacher will contact parent/guardian, and submit office referral.</li> <li>● Office referral. Student will be withdrawn from the course.</li> </ul>

**Electronic Devices-** electronic devices such as headphones, watches, etc will be put away during instructional time unless the teacher requests that students use them for instructional purposes.

<b>First Offense</b>	<ul style="list-style-type: none"> <li>● Teacher will give the student a verbal warning to put the phone/device away for the remainder of the period.</li> <li>● The student will have a conversation to review the classroom expectations with the teacher.</li> </ul>
<b>Second Offense</b>	<ul style="list-style-type: none"> <li>● Teacher will give the student a verbal warning to put the phone/device away for the remainder of the period.</li> <li>● Student will be assigned a 30 minute teacher detention.</li> <li>● Teacher will contact the parent/guardian, and notify the parent a third offense will result in an office referral.</li> </ul>
<b>Third Offense</b>	<ul style="list-style-type: none"> <li>● Teacher will give the student a verbal warning to put the phone/device away for the remainder of the period.</li> <li>● Teacher will contact the parent/guardian, and notify the parent of the third offense and office referral.</li> <li>● Student will be required to keep phone/device in the main office for the next class meeting and/or the next day.</li> </ul>

**Photo/Video/Film-** Filming in school is against Board Policy 5130 Any unauthorized creation or distribution of

<b>Any Offense</b>	<ul style="list-style-type: none"> <li>● Office referral by teacher</li> <li>● Parent/Guardian contact by teacher/administration</li> <li>● Administrative range of action depending on severity of offense</li> <li>● Photography or video recording linked to a premeditated physical assault on school grounds may result in suspension, recommendation for expulsion, and criminal charges.</li> </ul>
--------------------	--

**Disruptive Behavior-**Any behavior that impedes the safety or teaching and learning process in a school setting

<b>First Offense</b>	<ul style="list-style-type: none"> <li>● Classroom-Teacher detention and parent notification</li> <li>● Common area-Office referral-Administrative range of action depending on severity of offense</li> </ul>
<b>Second Offense</b>	<ul style="list-style-type: none"> <li>● Classroom-Teacher detention, parent and office notification</li> <li>● Common area-Office referral-Administrative range of action depending on severity of offense</li> </ul>
<b>Third Offense</b>	<ul style="list-style-type: none"> <li>● Classroom-Parent meeting</li> <li>● Referral to student Assistance Team by teacher</li> <li>● Common area- Office referral-Administrative range of action depending on severity of offense</li> </ul>

**Destruction or Defacing School Property, Tampering with Fire Alarms, etc.** The destruction of school or personal property and disruption of the school day.

<b>Any Offense</b>	<ul style="list-style-type: none"> <li>● Parent/Guardian Notification</li> <li>● Possible criminal charges</li> <li>● Administrative range of action depending on severity of offense Replacement of and/or compensation for destroyed or defaced property.</li> </ul>
--------------------	--

**Failure to Attend Teacher Assigned Detention**

<b>Any Offense</b>	<ul style="list-style-type: none"> <li>● Student is assigned a one hour office detention by the teacher.</li> <li>● Teacher will contact the parent/guardian.</li> </ul>
--------------------	--

**Driving Violation-** for example, speeding/reckless driving

**Parking Violation** means parking in unauthorized areas

<b>First Offense</b>	<ul style="list-style-type: none"> <li>● Warning</li> </ul>
<b>Second Offense</b>	<ul style="list-style-type: none"> <li>● Temporary loss of parking privileges.</li> <li>● Parent/guardian notification.</li> </ul>
<b>Third Offense</b>	<ul style="list-style-type: none"> <li>● Parking privileges revoked for the remainder of the quarter.</li> <li>● Parent/guardian notification.</li> </ul>

**Drug/Alcohol/Vaping/Tobacco Possession, Use, Distribution/Sale, Use on School Grounds, etc.**

<b>Any Offense</b>	<ul style="list-style-type: none"> <li>● Parent/guardian notification</li> <li>● Possible criminal charges</li> <li>● Administrative range of action depending on severity of offense, including possible 1-10 day school suspension</li> <li>● Superintendent notification and possible action</li> </ul>
--------------------	--

**Fight/Physical Altercation/Assault-** Inappropriate physical contact between two or more individuals or any intentional physical contact with another person without their consent.

<b>Any Offense</b>	<ul style="list-style-type: none"> <li>● Parent notification</li> <li>● Possible criminal charges</li> <li>● Administrative range of action depending on severity of offense</li> <li>● Mandatory 1-10 days school suspension</li> <li>● Superintendent notification and possible action</li> </ul>
--------------------	---

**Leaving School Building/School Grounds Without Permission-** Walking out of the building, or walking/driving off of school grounds during school hours without permission from building administration.

<b>Any Offense</b>	<ul style="list-style-type: none"> <li>● Student will not be allowed back in the school building for classes.</li> <li>● Student will wait in ISS/Main Office until parent pick up arrives. Parent/Guardian will be notified by the Main Office</li> <li>● Student will be assigned an in-school suspension the following day.</li> </ul>
--------------------	---

**Offensive Language-** Profanity or language that breaches commonly accepted standards of decent or proper speech.

<b>First Offense</b>	<ul style="list-style-type: none"> <li>● Classroom: Teacher imposed consequence</li> <li>● Common Area: Office referral if staff deems necessary</li> </ul>
<b>Second Offense</b>	<ul style="list-style-type: none"> <li>● Classroom: Teacher imposed consequence</li> <li>● Parent notification of ongoing issue by teacher</li> <li>● Common Area: Office referral if staff deems necessary</li> </ul>
<b>Third Offense</b>	<ul style="list-style-type: none"> <li>● Classroom: Teacher assigned office detention</li> <li>● Parent notification of ongoing issue by teacher</li> <li>● Office referral</li> <li>● Common Area: Office referral if staff deems necessary</li> </ul>

**Smoke Bomb, Stink Bomb, Fireworks, Arson, etc.** (deliberately lighting a fire on school property)-The possession of or use of any of these items.

<b>Any Offense</b>	<ul style="list-style-type: none"> <li>● Parent/Guardian notification.</li> <li>● Possible criminal charges.</li> <li>● Administrative range of action depending on severity of offense: 1-10 days of school suspension.</li> </ul>
--------------------	---

**Theft -** Taking another person's or school's property.

<b>Any Offense</b>	<ul style="list-style-type: none"> <li>● Office referral</li> <li>● Possible criminal charges.</li> <li>● Parent/Guardian notification.</li> <li>● Administrative range of action depending on severity of offense: 1-10 days of school suspension.</li> <li>● Replacement and/or compensation for stolen property</li> </ul>
--------------------	---

**Trespassing -** Students who are suspended from school or school sponsored events are not permitted on



school grounds.

<b>Any Offense</b>	<ul style="list-style-type: none"><li>● Possible criminal charges.</li><li>● Parent/Guardian Notification</li><li>● Additional days of suspension depending on severity of offense.</li></ul>
--------------------	---

**Weapons:** Possession of any instrument capable of inflicting bodily harm.

<b>Any Offense</b>	<ul style="list-style-type: none"><li>● Parent/Guardian notification</li><li>● Possible criminal charges.</li><li>● Administrative range of action depending on severity of offense</li><li>● Mandatory 1-10 day out of school suspension</li><li>● Superintendent notification and possible action</li></ul>
--------------------	---

**School Bus Violation:** The violation of school or transportation rules while on the bus

<b>Any Offense</b>	<ul style="list-style-type: none"><li>● Administrative range of action depending on severity of offense</li><li>● Parent/Guardian Notification</li></ul>
--------------------	--

**Violating Computer Use Policy-** as outlined in the handbook and district policy

<b>Any Offense</b>	<ul style="list-style-type: none"><li>● Administrative range of action depending on severity of offense</li><li>● Parent/Guardian Notification</li><li>● Restitution</li></ul>
--------------------	--

**Gambling:** Wagering of money or something of material value.

<b>Any Offense</b>	<ul style="list-style-type: none"><li>● Administrative range of action depending on severity of offense</li><li>● Parent/Guardian Notification</li><li>● Restitution</li></ul>
--------------------	--

**Harassment/Bullying:** Behavior intended to disturb or upset, or which is found threatening or disturbing.

<b>Any Offense</b>	<ul style="list-style-type: none"><li>● Investigation and administrative range of action including depending on severity of offense</li><li>● Possible criminal charges</li><li>● Parent/Guardian Notification</li></ul>
--------------------	--

**Insubordination:** Adamant and/or repeated refusal to follow the directions of any staff member, verbal abuse towards a staff member

<b>First Offense</b>	<ul style="list-style-type: none"> <li>● Classroom-Teacher detention or teacher assigned office detention and parent notification by teacher</li> <li>● Possible class exclusion</li> <li>● Common area- Office referral-Administrative range of action depending on severity of offense</li> </ul>
<b>Second Offense</b>	<ul style="list-style-type: none"> <li>● Classroom-Office referral and parent notification by teacher</li> <li>● Possible class exclusion</li> <li>● Common area-Office referral-Administrative range of action depending on severity of offense</li> </ul>
<b>Third Offense</b>	<ul style="list-style-type: none"> <li>● Classroom-Office referral</li> <li>● Possible class exclusion</li> <li>● Teacher scheduled parent meeting with counselor and administration</li> <li>● Referral to student Assistance Team by teacher</li> <li>● Common area-Office referral-Administrative range of action depending on severity of offense</li> </ul>

**Security Breach:** Opening a secure door without authorization

<b>First Offense</b>	<ul style="list-style-type: none"> <li>● Warning</li> <li>● Parent Notification</li> </ul>
<b>Second Offense</b>	<ul style="list-style-type: none"> <li>● ISS</li> <li>● Parent Meeting with Administration</li> </ul>
<b>Third Offense</b>	<ul style="list-style-type: none"> <li>● OSS</li> </ul>

**Administration, with input from student government, shall determine specifics on attire**

**SEARCH OF PROPERTY AND STUDENTS [RSD13 Policy 5145.2](#)**

Students are entitled to the guarantees of the fourth amendment, and they are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of a particular student and school property when there is a reasonable cause to believe that the student may be in possession of drugs, weapons, alcohol and other materials in violation of school policy or state law. School property shall remain under the control of school officials and shall be subject to search. The search of property, including automobiles, could involve the use of a police dog.

During the campus search, the school will go into lockdown and students will not be allowed to leave their classrooms. The dogs will sniff the air around student belongings, lockers, classrooms, storage areas, restrooms and cars parked on school grounds for potential contraband items. A building administrator will be present while the State Police conduct their search. If illegal substances are discovered, the appropriate action will be taken by building administration, per board of education policy, and by the State Police, per the law.

**Cell Phone Policy**

CRHS wants students to be able to concentrate on their education while in the building. Student cell phone use continues to have a negative impact on our level of instruction and the well being of our students. In 2025, the CT legislature passed AN ACT CONCERNING THE USE OF SMART DEVICES IN SCHOOLS (HB 6923).

Knowing cell phones can be a distraction in school, we have created a policy requiring cell phones to be off and in cell phone holders during each instructional class, Advisory, and study hall. Students will be allowed to use them during unstructured times (X-Block, lunch, and during passing time) as long as they are not a distraction to other students. Students will have their district issued Chromebooks for instructional purposes and to create E-hall passes.

All students are expected to place their cell phone in the holder upon entering a classroom. If a student's phone is not placed in the holder, they will receive one verbal reminder from the teacher to either place the phone in the holder or go to the office.

- If the student chooses the office, this results in a first offense and will be tracked accordingly. The phone will stay in the office until the end of that school day, and the teacher will contact home via email.
- A second offense will result in the phone staying in the office for the rest of the day, administration contacting home, and a lunch detention with no phone use.
- A third offense will result in the phone staying in the office for the rest of the day, administration contacting home, and a 30 minute after school detention with no phone use.
- Additional offenses will result in further intervention and/or disciplinary action, including after school detentions, parent meetings, and the loss of phone privileges for additional school days.

If a student needs to call a parent during the day, they will be allowed to do so after permission from the classroom teacher or administration. In the case of a family emergency, the main office can get a message from a parent to a student.

## **SECURITY CAMERAS**

Security cameras are located in public areas throughout our building to record activity that is in view, and to ensure the safety and well-being of our students and staff. School administrators and security personnel have access to this recorded information.

## **VIDEO/AUDIO RECORDING**

Video/ audio recording devices are not permitted in school without specific faculty permission. Any student possessing such device shall be responsible for its care. The school is not responsible for lost, stolen or damaged property. Video/audio recording in school without specific faculty permission is prohibited and could lead to disciplinary action where warranted.

## **STUDY HALLS**

In study halls, students are **not** permitted to utilize their cell phones. Study hall will be treated as a class for attendance purposes. Students must report on time, bring all necessary books and materials, and work quietly for the block.

## **Transportation Information**

### **Bicycles / Skateboards / Non-Motorized Scooters**

Bicycles, skateboards, and non-motorized scooters are an acceptable means of transportation. With safety in mind, students must observe all rules of the road. Riding bicycles, skateboards, or non-motorized scooters (other than to and from school) is strictly prohibited on school grounds. Please remember - State Law requires children 15 years of age and younger to wear an approved helmet.

### **Bus Code**

If a child is unruly on the bus and refuses to obey the driver, such child shall be taken to his destination and the school administration shall be advised. The first offense will result in a warning to the child's parent from school administration. The next offense will result in suspension from the bus for a period not to exceed one week. A third offense may result in suspension from the school bus for the remainder of the school year. The student or parent is

then responsible for their transportation to and from school.

If any child misbehaves so as to endanger the safety of the other passengers, he/she may be put off immediately for an indefinite period. Action taken by the administration is at the request of the bus driver.

Every bus student must remain on the bus in the morning until it reaches Coginchaug Regional High School. Getting off at any other place is forbidden. The same applies in the afternoon. Coginchaug Regional High School students board the bus at Coginchaug and get off only at their stop.

### **Bus Conduct**

These rules of conduct are established to ensure student safety and are for the benefit of each individual student. Students are encouraged to comply with these Rules of Conduct which contribute significantly to safety and the efficient operation of our transportation system. These rules apply at bus stops, loading zones, while riding the bus to or from school, and during school related activities.

Please be advised that electronic monitoring devices may be present on school buses.

### **RULES OF CONDUCT:**

- Ride the bus to which assigned and will normally enter and exit only at their regular bus stop.
- Board the bus in an orderly manner without pushing or the crowding of other students.
- Identify themselves when requested to do so by the bus driver.
- Refrain from boisterous conduct, fighting, or throwing on any object.
- Keep all portions of the body inside the bus at all times.
- Refrain from consuming food or beverages or chew gum while on the bus.
- Remain seated at all times while the bus is in motion. Seating assignments may be made at the discretion of the bus driver or school administrator.
- Refrain from using profane or abusive language or gestures.
- Refrain from smoking or possessing lighting devices.
- Refrain From tampering with bus controls, radios, doors, or emergency exits.
- Refrain from exhibiting a public show of affection for another student.
- Cause no property damage nor leave trash at any bus stop.
- Arrive at their bus stop ten (10) minutes before the bus arrives.
- Refrain from writing on seats or walls of the bus or intentionally damage or deface the bus.
- Exit through the front door only, unless otherwise directed by the bus driver.
- Refrain from bringing glass containers, live animals, balloon bouquets, or skateboards/bicycles on the bus at any time.

Students will be advised that they may be suspended from transportation services and subject to further disciplinary action for violation of Rules of Conduct.

### **ADDENDUM - RSD 13 BOARD OF EDUCATION POLICIES**

#### **New Policy 6001 Adopted July, 2025**

DIVERSITY The Board of Education endorses an educational program that honors and embraces cultural diversity and informs the inherent value of dignity of each person. The curriculum will acknowledge, support, and respond to the unique needs of all students while encouraging a deep understanding and respect of the individual cultural differences

Regional School District 13's policies are updated periodically. It is very important that you read these policies carefully and discuss the significant and appropriate issues with your child. Depending upon your child's age, some policies may need to be briefly explained at a more simple level. This fall, classroom teachers and administrators will also review, briefly, the major aspects of these policies as they relate to the development of classroom and school rules.

Please carefully read and review the 2024-2025 Board of Education the policies section of the district website by clicking the following link: [RSD13 Board of Education Policies](#)

### **School District 13 Resolution Procedure**

#### **Principle 1:**

Problems are most effectively resolved through direct, respectful communication at the most immediate level. Escalation should only occur when initial attempts at resolution have been unsuccessful or when concerns persist.

#### **Principle 2:**

When resolving issues, we expect everyone to adhere to the Core Ethical Values of Regional School District 13:

### **Respect, Responsibility, Honesty, Kindness, Courage**

#### **General Guidelines**

The following general guidelines are proven to help resolve situations positively and professionally:

Maintain respectful, professional communication (adhere to Core Ethical Values)

- Focus on the issue, not people or personalities
- Presume that everyone has positive intentions
- Keep discussions confidential and appropriate
- Document all communications
- Allow reasonable time for resolution at each level

Support Resources:

- Contact the main office or central office for assistance in identifying the appropriate person to address your concern
- Interpreters are available upon request
- Written materials can be available in alternative formats when needed

#### **Special Circumstances - Immediate Escalation Warranted**

We understand that special circumstances might warrant a different approach. In the following circumstances, please contact the Building Principal or Superintendent immediately for:

- Imminent Safety concerns
- Suspected abuse or neglect
- Legal violations
- Emergency situations

The Building Principal or Superintendent will be able to deal with the situation immediately or direct you to the appropriate resource.

#### **Law Enforcement**

You can also contact law enforcement directly for:

- Threats of violence
- Criminal activity
- Child abuse (also contact DCF)

#### **Prohibited Retaliation**

The district prohibits retaliation against any individual who files a complaint or participates in the complaint resolution process in good faith.

## **Steps for Direct Resolution**

### **Step 1: Direct Resolution (First Level)**

Before filing any formal complaint, attempt direct resolution:

- For classroom/instructional issues: Speak directly with the teacher
- For athletics: Please speak directly to the coach
- For school-wide issues: Contact the building principal
- For transportation issues: Contact the transportation coordinator or building principal
- For special services issues: Contact the student case manager

Guidelines for Direct Communication:

- Schedule a meeting or phone call rather than addressing concerns in passing; email is effective to start the conversation but shouldn't be a substitute for the conversation itself; please allow 24-48 hours to respond.
- Clearly explain your concern and desired outcome.
- Listen carefully to the other party's perspective.
- Issues may not be resolved immediately, and it's helpful to "sleep on it" or give both parties some time to think about the issues and potential solutions before making a decision; set a date to get back to each other.
- Document the date, participants, and outcome of the conversation, any action steps that were mutually agreed upon
- Allow a reasonable amount of time for the implementation of agreed-upon solutions (this will vary of course depending on what might need to change).

### **Step 2: Building-Level Resolution (Second Level)**

If Step 1 does not resolve the issue or concerns persist:

- For classroom issues: Contact the building principal
- For athletic issues: Contact the Athletic Director
- For district-wide issues: Contact the appropriate department supervisor (if you aren't sure who this is, please contact any main office)
- Pass along documentation of your Step 1 efforts to the next person
- Clearly state why the initial resolution was inadequate
- Request a meeting and follow the same meeting steps outlined above

### **Step 3: District-Level Resolution (Third Level)**

If Steps 1 and 2 have not resolved the issue:

- Contact the Superintendent
- Submit a written complaint including:
  - Description of the issue
  - Documentation of previous resolution attempts (Steps 1 and 2)
  - Desired outcome
  - Supporting materials/evidence
- The Superintendent will respond to set up a meeting.
- Follow the same steps outlined above

### **Board-Level Resolution (Final Level)**

If district-level resolution is unsuccessful:

- If it is a general issue (not specific to any individual student or employee), anyone in the school community can bring up an issue during the public comment session of any board meeting
- Follow board policies for public comment or formal presentations
- The Board will review the matter according to established procedures; please note that the Board must follow specific legal guidelines on how they hear and/or decide on school issues
- If not brought forward through public comment, the School Board will not hear or act upon complaints until the complainant has brought forth their concern through appropriate and applicable administrative procedures. The Board

will allow exceptions to this provision for complainants whose complaint relates solely to School Board actions or operations.

### **Board Commitment to Direct Problem Solving:**

- In the event a complainant registers a concern directly with an individual Board member, the Board member and complainant shall address the concern using the following procedure:
  1. The Board Member shall refer the complainant to the Superintendent to register the complaint. The Superintendent may delegate the investigation of the complaint to another, appropriate administrator, or in some cases to legal counsel.
  2. If deemed appropriate, the Superintendent or designee may inform the subject of the complaint of the nature of the complainant's concern(s). The Superintendent or designee may also provide the subject of the complaint an opportunity for explanation, comment, and presentation of facts. After review of the complaint, the Superintendent or designee shall seek to resolve the matter and report the related outcome to the School Board.
  3. If the member of the public will not present the complaint to the Superintendent, the Board Member shall ask the complainant to document the complaint in a signed written document. The Board member will then refer the documented and signed complaint to the Superintendent for investigation.
  4. After the resolution of the complaint has occurred – and the complainant believes the Superintendent, Administrator or legal counsel has not provided a satisfactory response to the complaint – then the complainant may request the School Board hear the complaint.
- After taking reasonable efforts to resolve their complaint directly with the Superintendent, members of the public may bring complaints relating to the Superintendent to the School Board Secretary. The School Board Secretary will bring the complaint to the School Board Chair. If deemed appropriate, the School Board may inform the Superintendent of the nature of the complainant's concern(s). The School Board or designee may also provide the Superintendent an opportunity for explanation, comment, and presentation of facts.
  1. The School Board will hear and act upon the complaint only by majority vote and when the issue is on the agenda for public or executive session, depending on the nature of the issue. The School Board may decline to act on any complaint that, in the School Board's sole judgment, would interfere with the Superintendent's ability to administer the district properly. All School Board decisions shall be final.
  2. In accordance with procedure above, should the School Board decide to hear and act upon a complaint pertaining to District Employees, Contracted Service Providers, Administration, or Students, the School Board shall determine whether they will hear the complaint in public or executive session. This decision will be made in compliance with all applicable laws pertaining to employee, student and family privacy rights.
  3. The Board shall also determine whether it is appropriate to inform the subject of the complaint of the hearing to provide them with further opportunity for explanation, comment, and presentation of the facts to the Board.
  4. If the Superintendent is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in compliance with all applicable laws. If deemed appropriate, the School Board may inform the Superintendent of the nature of the complainant's concern(s). The School Board or designee may also provide the Superintendent an opportunity for explanation, comment, and presentation of facts.

### **Policies:**

Regional School District 13 has a number of policies, all of which can be found by clicking this link to our [Policies](#). In addition, there are a few policies we'd like to highlight so you can easily find the information you need:

---

### **General:**

- [AEDs](#) – RSD 13 has AEDs located in key locations to protect our community in the event of cardiac events. Click this link to review the policy.

- [Attendance](#): Consistent attendance is critical for a successful education. Click this link for our RSD 13 attendance policy.
- [Non-Discrimination](#) – RSD13 does not discriminate based on any protected class. Click this link to learn more about our non-discrimination policies.
- [Pledge of Allegiance](#) – Click here to review the Pledge of Allegiance policy.
- [Transportation](#) – Click this link to review our transportation policies, including how to make a complaint about transportation.
- [Treatment of Recruiters](#) – Click here to review RSD’s uniform treatment of recruiter policy.

## Information and Technology:

- [Student Privacy](#) – We take your child’s private information very seriously. Click this link to review the district’s policy on privacy. Click this link for specific information on [student records](#).
- [Internet and Technology Safety](#) – Keeping children safe with technology is more important than ever. Click this link to review our policies on internet and technology use and safety.

## Instruction:

- [Grading](#)–Click here to see how the district policy informs our grading practices at the high school level. Check with your individual school in PK-8 to review specific grading practices.
- [Homework](#) – Click here to review the RSD 13 homework policy. More specific information will come from your child’s teacher/school.
- [Promotion, Placement and Retention](#) – Click here to review our policies on promoting, retaining, and placing students in their classes and grade levels.

## Student Health and Safety:

- [Illegal Substances](#): The following links will direct you to our district policies on illegal substances and/or weapons that are not permitted on school grounds, any school building, on school buses, or on any school-sponsored trip.
  - [Drugs and Alcohol](#)
  - [Tobacco](#)
  - [Search and Seizure](#)
  - [Chemical Health for Student Athletes](#)
  - [Psychotropic Drugs](#)
- [Conduct](#): Students must feel safe coming to school, and our administration seeks to ensure that all students behave accordingly. The following two links outline these policies:
  - [School District Climate/Bullying Intervention](#) (*please note this policy will be updated in October of 2025*)
  - [Student Discipline](#)
- [Discrimination Based on Sex/Sexual Harassment](#)– RSD does not condone any discrimination based on sex or any form of sexual harassment. Click this link to review our policies pertaining to these issues. If you have questions or concerns, contact Jenn Keane, our District Title IX Coordinator and Director of Students Services.



- [Food Allergies](#) – RSD 13 is highly aware of food allergies. Click here to learn more, and if you have any allergy concerns or questions, please contact your child's school nurse.
- [Restraint and Seclusion](#) – These options are used as a last resort *only* when an individual is in danger of hurting themselves or others. Click the link to review the entire policy.
- [Sexual Abuse/Assault](#) – Click this link to review the policy against sexual abuse and assault. If you have concerns or need to report an incident, please contact **203-624-KID-Hero (543-4376)**.
- [School Breakfast and Lunch](#) – Click this link to read our policy on how to pay or request assistance for healthy school meals. All information about school breakfast and lunch can also be found on our website [Food Services](#) page.
- [Suicide Prevention](#) – The district believes a strong suicide prevention and awareness program is essential to keeping our youth safe. Click here to read our policy. If you need additional resources, please **call 988**.
- [Wellness](#) – Student wellness is essential to learning. Click this link to review our district's policy on wellness.

#### **Additional State of Connecticut Resources:**

[Governor's task force on justice for abused children:](#) Click this link to review these guidelines set up by the State of Connecticut to support victims of child abuse.

[DCF's sexual abuse and assault awareness and prevention program:](#) Click here for resources to create awareness, prevent, and protect victims of sexual assault, offered by Connecticut Department of Children and Families.