

Hill Regional Career Magnet High School

140 Legion Avenue
New Haven, CT 06519



Parent & Student Handbook

2023-2024

A Message from the Principal

Dear Parents/Guardians and Students:

Welcome back to Career! We are dedicated to increasing student achievement through academics and character development. Students at Career will be challenged this year to think creatively and critically, collaborate with peers, analyze multiple pieces of information and express themselves in a variety of ways. Our mission at Career is to “prepare students to be thoughtful, productive, and contributing members of their communities with coursework emphasizing Business, Technology, Health, and the Sciences.” The integration of 21st Century skills into the curriculum will provide students with the skills they need to become productive and responsible citizens.

This handbook acts as a supplement to the New Haven Public School’s Handbook and attempts to include all aspects of this school’s organization. Each policy detailed in this booklet is intended to ensure the safety, health and education of all our children. It is very important that you take time to go over this 2023-2024 handbook. The school policies and regulations are necessary to ensure that all students receive an excellent education in a high-quality learning environment and are treated with respect.

Our highly competent and professional staff looks forward to working with both students and parents/guardians to make this a successful school year. We welcome you again and encourage you to take an active role in our school community.

Sincerely,

Mr. Shawn A. True

Principal

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About the School Schedule

School hours are 7:45 a.m. - 2:15 p.m. School doors open at 7:00 a.m. when students have access to the cafeteria. Students are asked to arrive to school by 7:30 a.m. The first bell rings at 7:40 am for students to report to their Advisory. The school operates with a two-day (A- Day and B-Day) block schedule of approximately 80 minutes in length. Students are enrolled in a total of 8 classes in a given marking period. Students attend a total of 4 classes on A-Day and 4 classes on B-Day.

Advisory Program

Advisory programs serve many purposes in high schools, but the overarching purpose is to enable teachers and students to interact with material outside of the core curriculum that focuses students on attaining the skills necessary for academic success and for advancement to college and the workforce. It is a time for small collaborative communities to meet with the purpose of developing positive teacher-student, student-student relationships with the goal of enhancing social, emotional, and academic strengths. In simpler terms, Advisory is a time to help students develop socially, emotionally, and academically.

School Schedule 2023-2024

Monday, Tuesday, Thursday, Friday		
Block	Time	Duration
Advisory	7:45 - 8:10	25 minutes
1/5	8:14 - 9:34	80 minutes
2/6	9:38 - 10:58	80 minutes
3/7	11:02 - 12:51	
w/A-lunch	11:31 - 12:51	Lunch A 11:02 - 11:27 (25) / 80 min
w/B-lunch	11:02 - 11:37, 12:06 - 12:51	Lunch B 11:37 - 12:02 (25) / 80 min
w/C-lunch	11:02 - 12:22	Lunch C 12:26 - 12:51 (25) / 80 min
4/8	12:55 - 2:15	80 minutes

WEDNESDAY SCHEDULE		
Block	Time	Duration
Advisory	7:45 - 8:38	53 minutes
1/5	8:42 - 9:55	73 minutes
2/6	9:59 - 11:12	73 minutes
3/7	11:16 - 12:58	
w/A-lunch	11:45 - 12:58	Lunch A 11:16 - 11:41 (25) / 73 min
w/B-lunch	11:20-11:54, 12:12 - 12:58	Lunch B 11:54 - 12:19 (25) / 73 min
w/C-lunch	11:16-12:29	Lunch C 12:33 -12:58 (25) / 73 min
4/8	1:02 - 2:15	73 minutes

One Hour Delay			Two Hour Delay - No Advisory		
Block	Time	Duration	Block	Time	Duration
Advisory	8:45 - 8:59	14 minutes	1	9:45 - 10:37	51 minutes
1	9:03 - 10:11	68 minutes	2	10:41 - 11:36	51 minute class, 5 min HR
2	10:15 - 11:23	68 minutes	3	11:40 - 1:20	
3	11:27 - 1:04		w/A-lunch	12:10 - 1:10	Lunch A 11:40 - 12:07 (27) / 70 min
w/A-lunch	11:56 - 1:04	Lunch A 11:27 - 11:52 (25) / 68 min	w/B-lunch	11:40 - 12:15, 12:45 - 1:20	Lunch B 12:18 - 12:42 (24) / 70 min
w/B-lunch	11:27 - 12:00, 12:29 - 1:04	Lunch B 12:00 - 12:25 (25) / 68 min	w/C-lunch	11:40 - 12:50	Lunch C 12:53 - 1:20 (27) / 70 min
w/C-lunch	11:27 - 12:35	Lunch C 12:39 - 1:04 (25) / 68 min	4	1:24 - 2:15	51 minutes
4	1:07 - 2:15	68 minutes			

Half-Day		
Block	Time	Duration
1/5	7:45 - 8:30	45 minutes
Advisory	8:34 - 8:48	14 minutes
2/6	8:52 - 9:37	45 minutes
3/7	9:41 - 10:26	45 minutes
4/8	10:30 - 11:15	45 minutes

Half Day Schedule

Block	Time	Duration/minutes
1/5	7:45-8:25	40 minutes
Advisory	8:29-8:41	12 minutes
2/6	8:45-9:25	40 minutes
3/7	9:29-10:09	40 minutes
4/8	10:13-11:15	62 minutes with lunch
4/8 with A Lunch	Lunch A (10:13-10:30) Class 10:34-11:15)	Lunch: 17 minutes Class : 41 minutes
4/8 with B Lunch	Class 10:13-10:35 Lunch B (10:36-10:53) Class 10:57-11:15	Lunch :17 minutes Class : 40 minutes
4/8 with C lunch	10:13-10:55	Class: 42 minutes
	Lunch C (10:57-11:14)	Lunch: 17 minutes
	11:15	Dismissal

Friday, January 13: Half day of school for students (11:15am dismissal)

7:45 **Students report to Exam 1B**

7:55-9:25 **Period 1 (1B) Exam**

9:25-9:43 **Lunch Option**

9:45-11:15 **Period 2 (2B) Exam**

Monday, January 16: MLK Jr. Day-No School

Tuesday, January 17: Half day of school for students (11:15am dismissal)

7:45 **Students report to Exam 1A**

7:55 – 9:25 **Period 1 (1A) Exam**

9:25 - 9:43 **Lunch Option**

9:45 – 11:15 **Period 2 (2A) Exam**

Wednesday, January 18: No Exams Half Day of school for students (11:15am dismissal) A-Day/NO ENRICHMENT/See attached schedule with lunch/Staff In Service

Thursday, January 19: Half day of school for students (11:15am dismissal)

7:45 **Students report to Exam 3A**

7:55 – 9:25 **Period 3 (3A) Exam**

9:25- 9:43 **Lunch Option**

9:45 – 11:15 **Period 4 (4A) Exam**

Friday, January 20: Half day of school for students (11:15am dismissal)

7:45 **Students report to Exam 3B**

7:55 – 9:25 **Period 3 (3B) Exam**

9:25 – 9:43 **Lunch Option**

9:45 – 11:15 **Period 4 (4B) Exam**

LATE OPENING

***In the event of a delayed opening, the following schedule will be implemented**

9:30 Arrival

9:45 – 11:35 Exam 1 – Period Designated for Day as exam 1

11:40 – 12:05 Lunch Option

12:10 – 2:00 Exam 2 – Period Designated for Day as exam 2

2:15 Student Dismissal Regular Time

v Please note that each day is a full day schedule for teachers

v Make up exams can be administered during afternoon hours if students have transportation.

v Students who arrive to school after 8:15 AM will report to the café and remain in the café until the exam period is over.

v Students will have a lunch option during exam time from 9:25-9:43 AM daily. Students will have the opportunity to receive a cold lunch on the floor they are reporting to for their 2nd exam of the day. For example, if a student has their 2nd exam of the day on the 3rd floor, they will report to the 3rd floor, eat their lunch, and then report to their exam at 9:45 AM. Café Staff will be positioned on each floor to distribute lunches to students. Administration and Custodial Staff will have 3 trash barrels on each floor, (1-3) to collect trash from the lunches and to assist in this process. Teachers are asked to be outside your classroom door to assist in supervision.

Vision of the Graduate

A student who graduates from Hill Regional Career Magnet High School will be able to:

- Access and analyze a variety of sources of information
- Communicate clearly and listen actively
- Fulfill his or her civic duty and be a leader within his/her community
- Think critically and solve problems
- Leverage technology in support of skills
- Be morally, ethically, and socially aware
- Be resilient and persistent
- Develop career readiness skills through authentic experiences

Core Values

- Knowing the whole child allows us to identify, recognize, and counteract the barriers that inhibit success
- Students of all backgrounds are capable of academic and personal growth
- Collective responsibility is integral to success in preparing our students
- Teaching and learning require self-discipline, commitment, persistence, and accountability
- Excellence requires self-reflection and risk-taking

Beliefs About Learning

- Learning requires students to have self-discipline, commitment, persistence, and accountability
- Students of all backgrounds are capable of academic and personal growth which can be nurtured and recognized in the school environment
- Learners deepen their understanding when provided with the opportunity to solve authentic problems and when they engage in critical thinking
- The school environment must be a safe place physically and emotionally, and must foster respect, trust, and academic risk-taking so as to support students' well-being and growth
- Learning is valuable in itself. It prepares students for success in higher education, career, and life

Academic Expectations

Students will progress towards competency in the 21st Century Skills:

1. Problem solving and critical thinking skills
 - a. Reason effectively
 - b. Make insightful judgments and decisions
 - c. Solve problems
2. Accessing and analyzing information
 - a. Use research tools to access and evaluate information from multiple sources
 - b. Organize and synthesize information using multiple methods
3. Communication and Collaboration
 - a. Articulate ideas clearly and effectively to a variety of audiences using multiple modes
 - b. Communicate effectively and work productively with others
4. Creativity and Innovation
 - a. Demonstrate originality and inventiveness in work
5. Initiative, self-direction and accountability
 - a. Set and meet high standards and goals for one's self and others
 - b. Manage time and resources to produce high quality results in a timely manner
 - c. Take responsibility for one's own learning
6. Citizenship and Responsibility
 - a. Exercise empathy and respect for diverse cultures and perspectives
 - b. Contribute to and take responsibility as part of a community

Internal Telephone Directory/Numbers

Main Office	(475) 220-5000
Principal, Mr. True	(475) 220-5000
Assistant Principal, Mr. Ciarcia	ext. 5012
Assistant Principal, Mrs. Coleman	ext. 5011
Assistant Principal, Ms. Ellison	ext.
Magnet Resource Coach, Dr. Abdel-Jalil	ext. 5024

School Counseling Department

Ms. Catalano

ext. 5029

Ms. Murray

ext. 5026

Ms. Harrell

ext. 5028

Ms. Stern-Lee, School Psychologist

ext. 5057

School Social Worker, Mrs. Westefeld

ext. 5023

School Nurse, Ms. Antinozzi

ext. 5015

School Based Health Clinic

ext. 5042

School Fax

(203) 946-5949

Staff

Mr. Shawn A. True, Principal
Mr. Stephen R. Ciarcia, Assistant Principal
Ms. Alice S. Coleman, Assistant Principal
Ms. Tianko Ellison, Assistant Principal
Dr. Haifa Abdel-Jalil, Magnet Resource Teacher

Administrative Assistance

Garcia, X
Love, S.

Advanced Placement (AP) Coordinators

Kane, S.

Business

Bryson, L
Carson, J
Cotto, W
Greene, M
Kane, S
Loman, P
Nathan-Cole, C
Schneider, P

Business Manager

Stevenson, Jennifer

Cafeteria

Davis, Yanni
Maldonado, Morianna
Redd, Arista
Staggers, Tonya
(Head Cook)

Community Relations/ ISS

Bethke, S
LeCointe, R.

Custodians

Goodhue, S
Perez, L

ELL

Senes, I

English

Bishop, A
Canino, C
Catalano, P
Donahue, J
Drury, J
Jones, C
Murphy, R
Robinson, K
Wheaton, M

Guidance

Catalano, J.
Harrell, C
Murray, A

Higher Heights

McDonald, E

History

Batiste, J
Brennan, C
Frank, C
Malafronte, E
Merk, C
Osborne, J
Williams, A.

Information Technology

Festa, W

ISSP Coordinator

DePaolo, V

Math

Barbarito, J
Chernovetz, B
Frank, W
Minor, K
Plair, F
Rooney, K
Salmeron, Steffanie
Shiple, N

Magnet Resource Teacher

Abdel-Jalil, Haifa

Media Center Specialist

Wilson, M

Music

DiMarco, J

NHPD- SRO

Ramirez, E

Nurse

Antinozzi, E

Parent Liaison

Beaton, Christie-Lynn

PE

Giardini, M (Athletic Department Facilitator)
Lessard, R
Videira-DiCocco, B

Psychologist

Stern-Lee, D

Resource

Docker, T (PPT Chair)
Nelson, Christina

Pritchett, Gracienne

School Based Health Clinic

Felder, R
Moriarty-Daley, A
Reid, V
Silva, M

Science

Beecher, M
Brewer, T
Evans, S
Granfield, K
Ngo, H
McTague, T
Scheetz, C
Ukah, F
Wells-Davitt, R

Security

Hernandez, Yamilett
Manley, Jacquaine

Social Worker

Westefeld, D

Truancy Officer

Atkinson, R

World Languages

Arevalo-Garcia, Jose
De Rivas Verdes, M
Drymiller, J
Ibrahim, N
Koehler, R
Letourneau, A
Lopez, C
Rodriguez, V
Strauch, D

School Attendance

Students are asked to report to school by 7:30 a.m. and arrive to their advisory class no later than 7:45 a.m. Regular school attendance is vital to successful academic growth. The interaction of students with each other in the classroom and participation in class are irreplaceable components of the learning process. While parents are legally responsible for ensuring that their children attend school each day, we ask that students make a deliberate effort to achieve perfect and timely attendance daily.

Tardy Arrival

Should a student arrive after 7:45 a.m., they must report to the main office to obtain a late pass and will be marked “tardy” for that day.

The following are acceptable excuses for tardiness:

- o note from a doctor
- o information from the bus company that a bus has arrived late
- o exceptional circumstances which cause a student to be tardy to school on a regular basis, that has been approved by an administrator.

Unexcused Tardy to School

If a student arrives to school after 7:45 a.m. without an acceptable excuse, the student’s attendance will be marked as “tardy unexcused.” The following cycle will occur when a student is tardy from school:

- **1st Step**: At the time of the student’s first unexcused tardy the student will receive a verbal warning.
- **2nd Step**: At the time of the student’s second unexcused tardy the parent will receive a phone call.
- **3rd Step**: If a student has 3 unexcused tardies, the student will be required to meet with their Administrator for further action.

Attendance to Classes Other than First Block

The staff of Hill Regional Career High School encourages each student to strive for academic excellence. Teachers are committed to providing quality lessons, which are challenging, rewarding and interesting for students. It is the students’ responsibility to take advantage of the learning opportunities that are offered each class period. All students are expected to be punctual and prepared for each class daily.

Late to Class

“Late” is defined as arriving to class up to 10 minutes after the bell has rung. If a student arrives to their class late without a written excuse signed by the staff member who is responsible for retaining that student, they are considered tardy. Being out of class for more than 15 minutes is considered a class cut.

The following cycle will occur when a student is late to class:

- **Step 1**: The first time a student arrives late to class, the student will receive a verbal warning from the classroom teacher.

- **Step 2:** The second time, the teacher will contact the parents of the tardy student.
- **Step 3:** The third time a student arrives late to class, he or she will be required to meet with their Administrator for further action deemed by the Administrator.
- If a student does not comply with the decision of the Administrator, additional appropriate disciplinary action will be taken which may include in-school suspension.

This 3-phase cycle will repeat. After progressing through 3 cycles, a mandatory parent meeting will be scheduled.

Class cuts

Teacher will contact parents within 2 days of a cut and enter any class cuts into Review 360, which keeps a permanent record of cuts and sends the information to Administration.

At Career High School, a class cut is considered:

- Being in school, but not attending class
- Being out of class for more than 15 minutes of class
- Leaving a classroom without Teacher permission
- Not returning from B-Lunch in a timely manner

Each teacher will explain the consequences for cutting their class in their syllabus.

Leaving school early

Students: Should a student need to leave school early, regardless of their ages, should follow this procedure:

- A note from the parent/guardian, signed by them, with a phone number, must be given to the main office.
- OR the parent/guardian may call the main office and speak with a clerk, who will verify them in PowerSchool and note when the student will leave.
- The office staff will record the student name and time on the “Student Early Dismissal Log” which is on the clipboard on Ms. Love’s desk.
- At the end of each school day, an office clerk will email a copy of the log to “Career All”. Here teachers will be able to confirm if an absence was excused or if a student cut the class.

School Absences

When students are not able to attend school due to illness or other unavoidable circumstances, parents are expected to contact the school each day (475-220-5000). In the case of a long-term illness, parents must notify the school immediately in order that a special program of instruction can be developed. Sick notes also need to be provided and given to the school office.

A student who has 4 unexcused absences in a month or 18 unexcused absences from school in any school year is considered an “habitual truant”, and after a review and evaluation of the reasons for the student’s truancy, the Superior Court Juvenile Matters (FWSN) Family with Service Needs report and the school will coordinate services and referrals with community agencies.

Make-up Work

It is the responsibility of the student to follow up on all missed assignments and make up work after an absence. Teachers are always ready to help students do their work. Students must not hesitate to make arrangements with the teacher as soon as possible. Students must also make their best effort to complete all homework assignments.

Student Conduct

Career's Code of Conduct establishes that all actions portray Panther **PRIDE**:

- Preparedness (Be ready to learn),
- Respect (Treat yourself and others the way you want to be treated),
- Integrity (Exercise honesty and character),
- Discipline (Maintain focus, motivation, and self-control), and
- Excellence (Strive to beat your best).

In order to achieve this Code of Conduct we abide by the district's five guiding norms of no fault problem-solving, pursuit of problems, valuing others, fostering constructive relationships, and enduring partnership. As part of the Code of Conduct, we established a process for dealing with Minor or Intermediate student behavior:

1st step: Restorative Conversation between Teacher and Student

2nd step: Teacher Communication with Parent

3rd step: Detention with Restorative Reflection

4th step: Referral to Administrator

For discipline incidents we abide by the New Haven Public School's rules and regulations.

District Code of Conduct

Students:

Students are expected to meet their responsibilities as defined in the "Rights and Responsibilities."

Rights

- Students have the right to learn and pursue an education.
- Students have the right to a school climate and culture that is conducive and appropriate to learning.
- Students have the right to equal access to an education.

Responsibilities

- Students have the responsibility to pursue an education to the best of their ability.
- Students have the responsibility to be present on time, prepared, attentive in class and ready to learn.
- Students have the responsibility to contribute to a positive school climate conducive to learning.

Parents/Guardians:

Parents/guardians are expected to:

1. Maintain a positive attitude toward schools and education.
2. Ensure that their student(s) arrive at school on time.
3. Teach their students respect for the authority of school personnel.
4. Cooperate with school personnel in solving behavior problems.
5. Show interest in their student's progress.
6. Ensure that their student(s) are neat, clean, and appropriately dressed.

Schools:

Each school should develop a positive behavior support system which rewards and encourages good behavior and has fair and consistent consequences for inappropriate behavior.

Teachers:

Classroom behavior management begins in the relationship between teacher and student. Teachers are, therefore, expected to maintain a responsive classroom environment and to manage behavior proactively, in the classroom.

However, there are behaviors that, due to their repetition or severity, warrant the intervention of the school administration.

Administrators:

In any situation where a violation of this Code is alleged to have occurred, the principal or designee will hear the student's explanation and investigate the matter fully before determining if a violation has occurred. If a violation has occurred, the principal or designee will determine the level of that violation.

Classifications of Violations:

Violations of this Code of Conduct are grouped into four (4) levels: Minor, Intermediate, Major I, and Major II. The distinguishing factor between Minor and Major Incidents is the existence of risk to the safety and security of students and staff. The administrators' primary responsibility is to maintain order and protect the safety and security of all students and faculty. Therefore, the principal's judgment in any given situation is considered to be paramount.

The following behavior code classifications include travel to and from school, behavior at school, and while participating in any school-sponsored events.

Minor and Intermediate Offenses

DEFINITION: A minor and/or intermediate offense is one which includes behavior that disrupts the educational environment, but although it does not include a safety risk, it has the potential to put at risk the safety and security of students and staff. It also includes actions that compromise the integrity of students or the school. Examples include, but are not limited to: low-level disrespect, profane or offensive language, horseplay, tardiness, classroom disruption.

The following steps will be followed when infractions occur:

1st step: Restorative conversation between teacher and student

2nd step: Teacher communication with parent

3rd step: Detention with restorative reflection

4th step: Referral to Administrator

Major Offenses I & II

DEFINITION: A major offense I and/or II include behavior that severely disrupts the educational environment and may put or put the safety and security of students and staff at risk, inclusive of minor and intermediate offenses that have become chronic (three or more occurrences). These offenses include actions that lead to consequences defined by state law such as referral to outside agency, i.e., police department. Offenses at this level include harm to self or others, and/or damage to school property. Examples include, but not limited to, insubordination, leaving school grounds, intentional profane or offensive language, aggression, chronic tardiness, fighting, theft, repeated pattern of classroom disruptions, harassment, sexual harassment, vandalism, bullying.

Violations of this policy will result in:

Referral to Administrator and/or appropriate agency.

Cell phones

The use of cell phones is not allowed in classrooms during regular school hours unless for educational purposes established by the classroom teacher. They must be turned off and put away and remain unheard/unseen. **The school will not investigate any electronic device lost or stolen and will not be financially responsible for any lost or stolen devices. The Parent/Student Orientation in August will serve as the verbal warning regarding cell phones in the classroom.** Teachers will have specific expectations regarding cell phones in the classroom which will be outlined in their syllabi as well as reviewed with the students.

These steps will be followed when this policy is not adhered to:

1st step: Restorative conversation between teacher and student

2nd step: Teacher communication with parent

3rd step: Detention with restorative reflection

4th step: Referral to Administrator

Electronic Devices

All students have had the opportunity to use a school-issued chromebook or laptop. Therefore, they are expected to bring that device to school every day, charged up, as well as their power cord. In the event that a device is broken, they are responsible for contacting the IT coordinator about a replacement device.

Computers/Internet

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

School Issued Devices and Chargers

Students who did not return device chargers in June will be held responsible for purchasing their own chargers from the school. Both Chrome Book and Dell PC Laptop chargers can be purchased from the IT Office/Mr. Festa, for \$15 each.

It will be the responsibility of the student to replace a device that was not returned in June. Students who damage devices issued by the school are responsible for the cost of repair or replacement. This is because the devices are considered to be school property, and students are expected to take care of them. If a student damages a device, they should report the damage to their teacher or the school's IT department as soon as possible. We can only offer one device per student due to budget constraints. The cost of purchasing and maintaining devices are significant. Overall, the issue of limited devices is a challenge that many schools face. There is no easy solution, and schools must often make difficult decisions about how to allocate their resources. Going forward, we will charge for device chargers, and cracked/damaged devices will be the responsibility of the student to replace. No loaner devices will be offered or available.

Additionally, this policy can help to encourage students to take care of their devices and avoid losing or damaging them.

Security and Prohibited Materials

School Security has been tasked with keeping our school community safe for all members. In order to complete this task, they will be searching for specific items in student bags. In order to make this process easier, as well as maintain a safe environment conducive to learning, please note the following:

1. Anything that is brought into the school must still be **sealed** in its original packaging. This includes food or personal sanitation items.
2. All non-prescription drugs, including aspirin, will be confiscated. Frequently used non-prescription drugs and all prescription drugs should be left with the school nurse.
3. Anything that is deemed inappropriate by security or administration will be confiscated.

The following is a list of items that are considered contraband and will be confiscated by security on a daily basis. All items seized are not returned to the student or adult entering a New Haven School property. **Please note**: This list can and will change as necessary throughout the year.

All weapons and non-prescription drugs of any type:

Firearms	Door Opening Devices	Tobacco Products
Tasers	Scissors	E-Cigarettes
Mace/Pepper Spray	Shanks/Sharp Pointed Objects	Vapes
Knives/Razors	Screwdrivers	Alcoholic Beverages
Box Cutters	Metal Forks	Glass Bottles Or Containers
Kubatons	Hair Picks	Knitting Needles
Knuckles	Non-Prescription Drugs	

Weapons and Dangerous Instruments

The Board of Education is concerned for the safety and welfare of all students and school personnel in school and at school-sponsored activities. For this reason the Board prohibits student possession and/or use of weapons or other dangerous instruments in any school building on school grounds, in any school vehicle, or at any school-sponsored activity. Possession and/or use of any dangerous weapon by a student is grounds for suspension and expulsion of the student.

Elevator Usage

Usage of the Elevator is restricted to staff and students who have obtained a special pass from the Head Clerk in the main office. The Head Clerk will issue the pass in collaboration with a doctor’s note and our school nurse.

Bullying

The New Haven Board of Education will not tolerate any form of bullying of members of the New Haven Public School Community by students or employees of the New Haven Public Schools, while on school grounds, school buses or school sponsored activities. Bullying may include but is not limited to acts based on: gender, ethnicity, national origin, race, sexual orientation, physical characteristics or mental capacity. The New Haven Public Schools requires students, staff, and/or parents to report all cases of bullying and harassment immediately, to the school’s administrator, administrator’s designee, or director. Teachers and other school staff that witness or receive reports of bullying from students are required to report this information to the appropriate administrator immediately. The notification must be made in writing.

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

Bully form links for reporting are,

2023-24 NHPS Internal Bullying & Sexual Harassment Form:

https://docs.google.com/forms/d/e/1FAIpQLSf6LLDPAfAMycljsfhfPZz3EI8aH2DMH_NrYePPGHJ7B1x-IA/viuewform

2023-24 NHPS External Bullying & Sexual Harassment Form:

https://docs.google.com/forms/d/e/1FAIpQLSfN8ycahU2Wz6lYytqHxLbLnYN3zdO2bwaBcXE_yS1hRjHxcw/viewform

Harassment

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

Sexual harassment is unwelcome behavior (physical or verbal) of a sexual nature. Sexual harassment is a form of sexual discrimination and is illegal under both federal and State laws. Should sexual harassment be alleged, it is the policy of the New Haven Board of Education that the allegation shall be thoroughly investigated, that there shall be no retaliation against the victim of the alleged harassment, and that the issue shall be expeditiously and appropriately addressed.

Definition

Sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term, or condition of an individual's employment, or her/his academic status or progress;
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive working or academic environment

Sexual harassment can occur male to female, female to male, female to female, and male to male. Sexual harassment can involve staff members, students, vendors, independent contractors, volunteers, or parents. Sexual harassment can be verbal nonverbal or physical. It includes, but is not limited to sexual kidding or verbal abuse, petting, pinching, grabbing, or brushing against someone in a sexual way, telling of sexual jokes or making sexual innuendos, spreading sexual rumors about another, or displaying or distributing sexually graphic material. Harassment of any kind will result in an immediate referral. All incidents of harassment should be immediately reported to an administrator.

Dress and Grooming

Students are expected to be well-dressed and well-groomed at all times. When a student's' grooming or attire is considered inappropriate, the student might be required to return home to correct it. Hats, hoods, caps, du rags, wave caps, and bonnets must be removed when inside the school building as a matter of school safety. Head coverings worn for bonafide religious purposes are allowed.

Gang Activity or Association

The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which

symbolize gang membership, or causing and/or participating in activities will be subject to disciplinary action.

Visitors to the School Building

All visitors must register with the Security Office located near the Main Office. Any person shall be considered loitering on school grounds when they remain in or about a school building or grounds, without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there. Any disturbances caused by visitors shall be reported to the principal immediately for appropriate action. This policy is subject to change per district/city officials.

Sale/Distribution of a Controlled Substance

The possession, use, and sale of controlled substances is a violation of the State Statutes and the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. Students found in possession and/or use of a controlled drug or alcoholic beverage in school or on school property are subject to suspension, expulsion, and arrest. Whenever a student is expelled for the sale or distribution of drugs or alcohol, the student will be referred for counseling and rehabilitation.

Standards Governing In-school Suspension, Suspension and Expulsion

A student may be given in-school suspension, suspension, or expelled for one or more of the following behaviors or actions on school property or at school activities, including but not limited to:

1. Conduct which endangers persons or property or is seriously disruptive to the educational process. Included within such prohibited behavior are the following:
 - A. Conduct causing a threat of danger to the physical well-being of himself/herself or other people;
 - B. Physical assault on another person which is not reasonably necessary for self-defense;
 - C. Taking, or attempting to take, personal property or money;
 - D. "Willfully causing, or attempting to cause, substantial damage to school or personal property,
 - E. Knowingly possessing a firearm or deadly weapon in or on the real property comprising any public school or at any school activity as defined *in* Section 10-233a. A firearm, as currently defined by Section 10-53a-3, includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged. A deadly weapon, as currently defined by Section 10-53 a-3, is any weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, gravity knife, billy blackjack, bludgeon, or metal knuckles.
 - F. Knowingly possessing or using a dangerous instrument in or on the real property comprising any public school or at any school activity as defined in Section IQ-233a. A dangerous instrument, as currently defined by Section 10-53a-3 includes any instrument, article, or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury and includes a vehicle as defined in subdivision (8) of 10-53a-3.
 - G. Participation in or intentional incitement which results in an unauthorized occupancy of any part of a school or school premises or other school district building, and failure to leave promptly after having been directed to do so by the principal or other person in charge of such building or facility; participation in, or intentional incitement to participate in any form of disruptive demonstration. The

school administration shall recognize pupils' rights to express points of view as long as such expression is not disruptive of the educational process.

- H. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any kind;
 - I. Knowingly being in the presence of those who are in possession or using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, or intoxicant of any kind;
 - J. Violation of any Federal or State law which would indicate that the violator presents a danger to any person in the school community or to school property;
 - K. Violation of any other Board policy, dealing with- student conduct, including conduct on school buses. Students receive a copy of the Administrative Procedures Handbook and the Transportation Handbook at the beginning of each school year.
2. Open defiance, including verbal abuse, obscene or profane language or gestures, of the authority of any teacher or person having authority over the student.
 3. Intentional and successful incitement of truancy by other students.
 4. Possessing and/or using tobacco.
 5. Knowingly using or copying the academic work of another and presenting it as his/her own without proper attribution.
 6. Falsification of school records.
 7. Other serious misconduct determined by the school principal.

Students are subject to discipline, up to and including suspension and expulsion for misconduct, even if such misconduct occurs off-school property and during non-school time. Such discipline may result whether: 1) the incident was initiated in the school or on school grounds, or 2) even if the incident occurred or was initiated off-school grounds and non-school time; if after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process by threatening:

1. The school's orderly operations;
2. The safety of the school property; or
3. The welfare of the people who work or study there.

Transportation

The New Haven Public Schools has established the following guidelines in reference to the busing of students to and from the assigned schools. Transportation will be provided for students in grades 9-12 who live more than two (2) mile walking distance from their assigned school. The policy of the New Haven Board of Education is to provide safe, orderly, efficient transportation to all who are eligible. State Law (Public Act 83-119) grants to boards of education the authority to suspend transportation of any student whose conduct, while awaiting or receiving transportation to or from school, endangers persons or property or is in violation of publicized policy of such board. According, the following disciplinary procedures will be adhered to regarding student conduct while waiting at or near a bus stop or riding on a school bus.

New Haven Public Schools Bus Regulations

1. Only students eligible for transportation will be permitted to ride buses to and from school each day. Friends and guests are not allowed to ride the bus.
2. Riding the bus is a privilege. Students riding buses must obey all rules and regulations.
3. The driver is in charge of the bus and assigned seats. Students shall render the driver the same respect and courtesy as given to a teacher.
4. While waiting for a bus the student is to:
 - a. Get to the bus stop ten (10) minutes early. Tardy students will be left behind as the bus driver has a schedule to maintain.
 - b. Always stay back from the edge of the road; always stay off the traveled roadway.
 - c. Respect other people's property.
 - d. Do not push or shove while other people are waiting to get on the bus.
 - e. Do not throw objects.
 - f. Wait until the bus comes to a stop before approaching to get on.
5. When boarding or leaving a bus a student is to:
 - a. Step on and off quickly, quietly, and safely at only the front door (except in the case of an emergency).
 - b. Cross properly in view of the driver in front of the bus if crossing the street. WALK, don't run.
 - c. Beware of passing cars.
 - d. Wait until the bus has come to a complete stop before leaving your seat.
 - e. Follow the instructions of the driver.
6. While on the bus, a student is to:
 - a. Remain seated at all times until the bus stops for departure.
 - b. Keep arms, feet and articles out of the aisles.
 - c. Never bring glass containers or glass articles on the bus.
 - d. Never throw items out of windows or on the bus.
 - e. Keep head and arms inside the bus.
 - f. Talk quietly and never play actively on the bus.
 - g. Help keep the bus clean.
 - h. Be silent when bus is crossing railroad tracks.
 - i. Do not shout, whistle, or gesture to anyone from the bus window.
 - j. Keep hands to oneself.
 - k. Do no damage or deface the bus in any way. Those willfully doing so will pay forth damage and will be suspended from riding the bus. Report any damage observed to the driver.
 - l. Realize that school rules are in effect while students are on the bus.
7. Parent's responsibility in bus transportation is to:
 - a. Review bus regulations with the children.
 - b. Ensure that their children arrive at the bus stop each day prior to the arrival of the bus.
 - c. Provide forth necessary supervision of their children while going to or returning from the bus stop.
 - d. Work with school officials in seeing that children act responsibly and properly.
 - e. Make certain the parent or a designated adult is at the bus stop to meet handicapped children.

- f. Students who persist in violating bus regulations may lose their bus riding privilege for the school year. Serious violations will result in immediate student bus suspension.

Transportation Disciplinary Procedures

The following process is to be followed for all “routine” student misbehavior EXCEPT serious violations such as smoking, fighting, etc. The principal may use his/her discretion at any step of the process when serious incidents occur. Parent conferences may be conducted at any level as appropriate, especially before or after a student is suspended from bus transportation.

Step 1 VERBAL WARNING (either by bus driver or administrator.)

Step 2 WRITTEN WARNING (either by bus driver or administrator.)

- a) Driver completes a disciplinary form and submits to the principal as soon as possible.
- b) Principal meets with the student and informs the parent.
- c) Principal mails disciplinary form home to parent and to appropriate personnel.

Step 3 SUSPENSION

- a) Principal completes transportation suspension forms, informs parents of suspension, and forwards suspension forms to parent and appropriate personnel. Students are NOT to be suspended from bus transportation until the parent is informed.
 1. 1st suspension – length of suspension not to exceed three (3) days.
 2. 2nd suspension – length of suspension not to exceed ten (10) days.
 3. 3rd suspension – length of suspension may exceed ten (10) school days or loss of transportation privileges for the remainder of the school year. Area director must approve any suspension which exceeds ten (10) or more school days.

Student Drivers and Parking Permits

All students who wish to drive their personal vehicle to school must present a copy of their driver’s license, insurance card, license plate number and a signed, completed parking permit request to the Head Clerk in the main office so that they can be issued a parking permit. This permit grants the student the privilege of parking in the large lot accessible from Orchard Street only.

- Students are not permitted to park in front of the School Building or in the small lot behind the gymnasium, which is accessible from Ward Street, at any time. **These numbered spots are designated for Career High School staff only and any person(s) not adhering to this expectation will be towed at the driver’s expense.**
- Please note that parking permit issued should be immediately displayed on the driver’s side window and it is **NOT TRANSFERABLE** to other students, including siblings, family members or friends. Once the student to whom the parking permit was issued graduates or transfers from Career High School their parking permit is no longer valid and should be turned back into the office.
- **Any students who park in the Orchard Street lot, who do not have a Career High School parking permit will be subject to tow at the driver’s expense.** Any students who have been issued a permit, who violate school policies may be subject to forfeiture of their parking permit.

Abuse, Neglect or Injury of Students

Any mandated reporter, as defined in section 17a-101, who in the ordinary course of such person’s employment or profession has reasonable cause to suspect or believe that any child under the age of

eighteen years (1) has been abused or neglected, as defined in section 46b-120 (2) has had non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon such child, or (3) is placed at imminent risk of serious harm, shall report or cause a report to be made in accordance with the provisions of section 17a-101b to 17a-101d, inclusive. Any person required to report under the provisions of this section who fails to make such a report shall be required to participate in an educational and training program.

An oral report shall be made by a mandated reporter as soon as possible but no later than twelve (12) hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected or placed in imminent risk of serious harm. Within forty-eight hours of making an oral report, a mandated reporter shall submit a written report to the Commissioner of Children and Families or his representative.

Emergency Closings/Late Openings

On rare occasions, schools may have to be opened late, dismissed early, or even canceled for bad weather, power failure or other reasons. In the event of such an emergency, the superintendent will have this information announced (late openings and cancellations between the hours of 5:00 a.m. and 7:00 a.m.) on any of the following radio or TV stations:

WELI	WPLR	WKCI	WYBC	WTIC	WTNH
WICC	WEZN	WXTN (Spanish)	WAVZ		

Inter-district School Closing/Delay

The following transportation procedures will be in effect for suburban students attending New Haven Interdistrict Magnet Schools regarding school closings and/or delayed openings due to inclement weather.

Closings: If New Haven Public Schools **are open** and you live in a suburban town where the school district has closed – **No AM transportation to New Haven** from the closed town will be provided.

Delayed Opening: If New Haven Public Schools are on a delay, and there is a delay for suburban towns, transportation to New Haven is based upon the New Haven delay time. If there is a difference in the length of a delay between New Haven and a suburban town, transportation will be based upon the New Haven delay time.

If New Haven Public Schools **are not** on a delay and a suburban town is on a delay – **No AM transportation will be provided** on that day for that town.

Early Dismissal: Dismissal times will **ALWAYS** be based upon New Haven's dismissal.

Participation in Extra-Curricular School Activities

Students are encouraged to attend or participate in all sporting events, club meetings, and dances sponsored by Career High School; however, they must be present in school on the day of the activity in order to be eligible to attend. **Students who are leaving early must have their parent or guardian's permission and must stay in school until 10:45 a.m. in order to be considered present for the day.** In the event, a student is absent or leaves prior to 10:45 a.m. on the day of a scheduled school activity they will not be allowed to attend the event. **No student who is currently serving a suspension, either in-school or out-of-school, is permitted to attend any school-sponsored events (including, but not limited to school dances or field trips) or participate on an athletic team, even when the activity is**

held off school grounds. Students are permitted to bring a guest to certain school-sponsored dances and events; however, the Career student must turn in a completed permission slip for their guest prior to purchasing a ticket and the guest must be under the age of 21.

Athletics Academic Policy

Mission Statement:

The mission of the Career Athletic Department is to balance a rigorous academic schedule along with participation in athletics.

Magnet Eligibility

Students who attend Career Magnet can only play the sports offered at Career High School or any “co-op” team affiliated with Career as well as meeting all other eligibility requirements.

*Out of district students who attend Career High School cannot participate in athletics in their home district.

Academic Eligibility

Membership on an interscholastic athletic team is a privilege that comes with a great deal of responsibility. The following regulations are in addition to the CIAC minimum standards which require passing grades in all classes. According to the CIAC, a student-athlete must have passed 80% of their classes. All CIAC policies regarding student-athletes can be found online CASCIAC.org

Athletic Policies for Career High School

- Career High School’s Academic Policies are in addendum to the NHPS & CIAC policies.
- If at the time of any Progress Report or Report Card a student athlete has 1 or more “F’s” they will be required to attend after school tutoring one day per week, per “F” they receive.
- Should a student athlete have 1 or more “F’s” they will not be eligible to participate until progress reports or marking period grades are issued with improved grades and permission from Athletic Department and the building principal
- Eligibility will be assessed when each progress report/report card is issued
- Failure to report to mandatory tutoring may result in suspension for 1 game
- Tutoring will be offered.. Student athletes must attend at least 45 minutes with the designated tutor in the guidance suite or with their teacher
- Students must sign in and out with tutoring program coordinator in the guidance suite, as well as obtain a pass in order to return to athletics that day
- Tutoring is offered to any athlete that feels additional help is needed

ATHLETE CODE OF CONDUCT

This document presents expectations of *Hill Regional Career High School (Career HS)*, its coaches, student athletes, parent body, and all of whom have made commitments to a *Career HS* sports team. Taking ownership of this process benefits and strengthens our athletic programs.

Commitment

Your dedication to the team affects you, your team, and Career HS athletics as a whole.

STUDENT ATHLETES WILL:

- Abide by the schedules set by the coaches.

- Be fully prepared and on time for practices and games, taking into account time for travel to practices and visits to the Athletic Trainers.
- Not make conflicting appointments during practice or game time, even during long vacations and preseason.
- Go over the practice and game schedules with their parents.
- Use free time in school responsibly (to see teachers and get ahead on homework).
- Model behavior of a school leader on and off school grounds, refraining from all behavior deemed counter to that of a leader of the school community at large. Refraining from behavior such as bullying, fighting, and intimidation is included in the expectation.

CAPTAINS WILL:

- Be positive role models of behavior at all times, 24/7.
- Attend all school and athletic department sponsored leadership training programs.
- Help teammates manage academic workload and the demands of practice (model good study habits).
- Assist coaches in efforts to promote their sports and attract and retain athletes.
- Be approachable and welcoming.
- Take a hands-on role in administering the athletic code of conduct.

COACHES WILL:

- Communicate clearly with athletes and parents.
- Present all families with accurate game schedules.
- Create regular practice schedules.
- Customize the athletic code of conduct to fit the needs of their respective sports and explain the consequences of violating the code at the beginning of each season.
- Exercise good sportsmanship and refrain from any activity that could be considered as bullying, harassment, hazing, and/or intimidation.

Conduct

You owe it to yourself and to your team to present your best, healthiest self.

- Take care of your body – eat healthy meals, do not drink or abuse substances (illegal or legal), get proper rest, hydrate, warm up and cool down appropriately.
- Exercise proper sportsmanship. This includes refraining from the use of derogatory terms in relation to race, religion, sexual orientation, and/or gender expression.
- Refrain from any activity that could be considered as bullying, harassment, hazing, and/or intimidation on or off campus.
- Be careful and respectful when using the Internet as a means of social networking.
 - There will be no tolerance for any harmful or disparaging actions on social media toward teammates, coaches, or opposing teams.
 - This includes negative comments and/or posts on Facebook, Twitter, Instagram, Snapchat, Vine, or any other platform for online interaction.
- Travel safely and responsibly when driving or walking to a practice.
- Be civil and courteous to guests at other campuses– theft, vandalism, rude behavior and inappropriate language will not be tolerated.

- Keep yourself on the field/court – behave responsibly and stay out of trouble, both in and outside of school. As per the Career HS Handbook, students who are not in school by period 1A/5B or receive an unexcused absence during the day, are not allowed to attend or participate in school activities that day or evening.

Consequences

The choices you make can affect your playing time, playing eligibility, and discipline status. Captains, please also note that failure to meet the expectations laid out in this document may result in the negation of your captain designation.

Academic and Conduct Violations

Academic and conduct policies outlined below and in the *Career HS Parent & Student Handbook*, are the minimum guidelines that we ask our coaches to follow. An individual coach may have stricter guidelines that he/she will explain to you at the beginning of the season.

- A coach will limit an athlete’s playing or practice time when he/she believes the athlete’s health is in jeopardy (i.e. any drug and alcohol violations, physical illness, injury). Under these circumstances, the athlete will be referred to the appropriate school service (i.e. nurse, counselor, Athletic Trainer), and may not return to the playing field until given proper clearance.
- A coach will limit an athlete’s playing or practice time if the athlete exhibits poor sportsmanship by way of language/attitude, or if the athlete exhibits any form of harassment, or if the athlete exhibits misconduct through means of social media. The administration will also be involved on a case-by-case basis to determine the athlete’s consequences.
- An athlete’s captainship or comparable authority on a team may be taken away if he or she is found inciting negativity between teammates or toward opponents and coaches.
- Any drug and alcohol violation, at any time during the athletic season whether in or out of school, will result in a 5-day suspension from the team. Any subsequent infraction of this type will result in dismissal from the team.

Textbooks and Library Books

Textbooks and library books are very important to the educational program. The Board of Education accepts the responsibility for providing students with appropriate instructional materials. The Board also recognizes the importance of students assuming the responsibility for books assigned to them. It is, therefore, the policy of the Board to hold parents financially liable for the cost of lost and/or damaged textbooks and library books assigned to students. Fee schedules for lost or damaged textbooks may be obtained from the main office of your school.

Library books, textbooks, and other educational materials (such as chromebooks) are loaned to the students for their use, and shall be returned when requested by school authorities. Students and their parents will be held financially liable for all textbooks and library books assigned in the student’s name when such books are lost or damaged as a result of the student’s carelessness when a student failed to return books assigned to them, or when books are not returned in proper conditions. The following policy will be applied:

1. An appropriate fee will be charged taking into consideration cost and condition of the books;

2. A student's report card, transcripts and grades will be withheld, and/or the student, where applicable, will not be allowed to participate in graduation exercises if students or parents do not make financial restitution;
3. Until restitution is made for lost or damaged books assigned, students will only be allowed the use of school materials in supervised settings administered at the school level.

New Haven Public Schools Policy on Plagiarism

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own - Oxford Dictionary (<http://oxforddictionaries.com/definition/english/plagiarism>). The act of plagiarism may include:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a direct quote in quotation marks
- Providing incorrect information regarding the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
- Submitting purchased papers as your own
- Submitting papers written by someone else as your own
- Supporting plagiarism by providing work to others, whether it is believed it will be copied or not

Addressing Plagiarism

Teachers can help students avoid plagiarizing by:

- Informing students on the definition of plagiarism, how to avoid plagiarism and its consequences.
- Discussing the district's Policy on Plagiarism and sending the policy home for parents and students to read together and sign.
- Assigning "plagiarism-proof projects (such as those that include: open ended questions, critical thinking, essential questions and big ideas).
- Demanding documentation of information sources.
- Verifying documentation (via turnitin.com or doccop.com)
- Checking students' work at multiple stages in the assignment/research process.
- Model and/or consult with the school librarian how to document information sources (on web pages, handouts, etc.).
- Display the district's Policy on Plagiarism and emphasize that it will not be tolerated.

Consequences for Plagiarizing

Consequences for plagiarism are cumulative. Teachers will complete and submit an office referral for any student who is suspected of plagiarism. Parents will be informed immediately when a student is suspected of plagiarism by the teacher. School administrators will meet with the student and will be responsible for determining the consequence. The extent of the offense and whether the plagiarism was found to be intentional or unintentional will determine the consequence(s).

The following are examples of student consequences for plagiarizing:

- A lowered grade or zero for the assignment
- Determining whether or not the student will be allowed to complete the assignment or be given an alternative assignment for full or partial credit
- Detention
- A parent/student conference with the school administrator
- Suspension

Report Cards

Each student will receive a report card three times during the school year and a final report card will be mailed home at the end of the school year. Progress reports are issued at the half-way point of each quarter. Parents will be invited to meet with their students' teachers after the first and the second quarter, to discuss report. Parents should constantly monitor Powerschool to be aware of students' grades, assignments, and attendance.

Grading System

Grades are an assessment of a student's achievement and progress in each of his/her classes. Report cards are issued at four specific times in the school year. Grades are reported in the following manner according to the standard NHPS grading scale:

A+ (97-100)	B- (80-83)	D (64-66)
A (94-96)	C+ (77-79)	D- (60-63)
A- (90-93)	C (74-76)	F (0-59)
B+ (87-89)	C- (70-73)	I = Incomplete
B (84-86)	D+ (67-69)	

*Incomplete grades are given only for specific reasons such as illness for a long period of time, or emergency or by arrangement with the teacher and the guidance office. Missed work must be made up within 2 weeks of the date the incomplete was issued and is the responsibility of the student. Failure to make up work will result in a grade of "F". It should be noted that a student's attendance has an effect on achieving good grades. Students must attend classes daily in order to keep up with the assigned work.

In order to graduate on time with your appropriate grade, students must earn the appropriate number of credits. Students current grade level is determined by the credits earned to date.

Honor Diploma

Students will receive an honor diploma upon graduation from Hill Regional Career High School if they have met the following criteria:

- They have earned a final grade of at least B- or higher in every course.
- They have achieved a final weighted grade point average of 3.66 or higher.

Honor Roll

Making the honor roll in any school is a great achievement. The New Haven Public Schools have the following guidelines for determining honor roll status:

High-Honors = Students are determined by their B+ or above average. No grade of C or below is allowed in any subject.

Honors = Students are determined by a B- or above average. No grade of C or below is allowed in any subject.

Graduation Requirements

Students at Hill Regional Career High School are required to take 8 classes per year for 32 credits. The following 29 credits are required for graduation. The courses needed by business/technology or health/science major are outlined below:

Business/Technology

4	English
4	Mathematics
3	Science
3	Social Studies
1	Physical Education
1	Health
2	World Language
1	Computer Applications I
1	Personal Finance
1	Latin
4	Business
1	Capstone Project
1	Fine Arts
2	Electives

Total = 29 credits

Health /Science

4
4
6
3
1
1
2
1
1
2
0
1
1
2

Total = 29 credits

Mandatory Capstone Project

A Capstone Project is a comprehensive, culminating learning experience that allows students to demonstrate a range of skills they have learned throughout their time at Career. The project will take place over two marking-periods, under the guidance of a teacher, and will allow the student to choose an area of study. The project will culminate with a presentation to a panel of teachers.

Please note the following:

- The Capstone requirements are found on the CareerHighschool.org website.
- Students must pass the presentation and the class to receive 1 full credit for the class which is a graduation requirement.

Final Exam Exemptions for Seniors

Senior exemptions from final exams are optional and at the teacher's discretion; however, a clear articulation, in writing, of how each student's final exam grade will be calculated must be submitted in advance by the teacher to their administrator. Teachers exempting seniors from final exams must provide a list of who those students are and what their grade in the course was which "qualified" them for the exemption.

Honors Societies

Career High School has chapters of the following Honors Societies:

- National Honors Society
- Business National Honors Society
- Science National Honors Society
- Spanish National Honors Society
- Latin National Honors Society
- French National Honors Society

Students can get information from the Teacher/Coordinators of each society

Field Trips

A field trip is defined as a visit to an area away from the school grounds by a group of students under faculty supervision. Field trips are considered part of the school program and are related to the curriculum being studied. **A permission slip must be signed by a parent for a student to go on a field trip.** Students who attend a field trip will be marked in PowerSchool as attending a field trip for that day's attendance.

Parent/Student Helpful Links

- Parent Liaison - Christie-Lynn Beaton at Career HS contact info:
 - Phone: 475-220-5022
 - Email: christie-lynn.beaton@new-haven.k12.ct.us
 - Google Voice: (203)-527-0533
- Career Website: <https://www.careerhighschool.org/>
 - Grade Level Google Classroom links and codes are located at the bottom of the School's webpage.
- Parent Helpful Links: <https://www.careerhighschool.org/helpful-links.html>
- PTSO: <https://www.careerhighschool.org/ptso.html>
- Facebook: <https://www.facebook.com/HillRegionalCareerHSPanthers>
- Twitter: <https://twitter.com/CareerPanthers>
- YouTube Page:
<https://www.youtube.com/channel/UCNeqP-Cg1K24e3ZQWHrsbhA>
- Instagram: https://www.instagram.com/career_panthers/