

# Derby High School

## Handbook for Students and Parents 2019/2020

75 Chatfield Street  
Derby, CT 06418  
(203) 736-5032 - Fax (203) 736-5056

[www.derbyps.org](http://www.derbyps.org)  
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### **School Personnel**

#### **Administrators**

Martin J. Pascale, Jr., Principal  
Ray Coplin, Assistant Principal

**Guidance and Student Services**

School Counseling & Guidance Services	Adam Baker, Jennifer Ostrosky
School Psychologist	Corrinne Russell
Social Worker	Alexis LaRowe
Speech Pathologist	Eliana Echeverry

**Support Staff**

Administrative Assistant to the Principal	Angela Lillemoe
Guidance Administrative Assistant	Kimberly Falcioni
Attendance Office Clerk	Deborah Piscioneri
Attendance Clerk	Jenn Moffatt
Climate Monitor	Shenell Crite
School Safety Officer	John Serra

**Custodial Staff**

Head Custodian	Toni Mazan
Custodians	Frank Pczonka, Joe Park
Maintenance	Chester Glodek

**Health Office**

School Nurse	Kelly Carloni, R.N.
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**Faculty**

Art	Rachel Fogarty, Carla Volpe
Career & Technical Education	Rick Abelli, Veronica DiLullo
English	Rebecca Bell, Chris Grillo, Cristina Kingsbury, Laura Langworth, Jonathan Mercado
ESOL	Anna Fiore
Library Media Center	Amy Reilly
Mathematics	Ryan Adams, David Chevarella, Justin Dionne, Lauren King, Joseph Iannotti, Kevin Moore
Music	Donata Lupacchino
Physical Education	Maite Mendizabal, Eric O'Toole
Science/Health	Jenifer Shea, Mike Tramontanis, Al White, Steve Wojtowicz
Social Studies	Steven Bainer, Matthew Bradshaw, Caitlin King, Scott Marcucio, James Piazza
Special Education	Deb Howard, Stacey McCoart, Cassandra Sardo
Para Professionals	Cory Bartone, Renee Gooden, Mary Jane Libretti, Rosann Lizza, Maria Ryan, Steve Wilson
World Languages	Sharon Cote, Giana Harrington, Francisco Salazar

**DERBY HIGH SCHOOL BELL SCHEDULES**  
**2019-2020**

**A Day - Regular Monday, Friday**

Per. 1           7:30 - 8:17  
 Per. 2           8:21 - 9:08  
 Per. 3           9:12 - 10:04  
 Per. 4           10:08 - 10:55

Per. 5 Lunch A   10:59-11:22  
 Per. 5 Class A   10:59-11:46

Per. 5 Class B   11:26-12:13  
 Per. 5 Lunch B   11:50 - 12:13

Per. 6           12:17 - 1:04  
 Per. 7           1:08 - 1:55

**Advisory Day - Tuesday**

Per. 1           7:30 - 8:12  
 Per. 2           8:16 - 8:58  
 Per. 3           9:02 - 9:44  
 Advisory        9:48 - 10:28  
 Per. 4           10:32 - 11:12

Per. 5 Lunch A   11:15 - 11:35  
 Per. 5 Class A   11:16 - 12:01

Per. 5 Class B   11:38 - 12:23  
 Per. 5 Lunch B   12:03 - 12:23

Per. 6           12:27 - 1:09  
 Per. 7           1:13 - 1:55

**Homeroom Schedule**

Homeroom       7:30 - 7:49  
 Per. 1           7:53 - 8:39  
 Per. 2           8:43 - 9:29  
 Per. 3           9:33 - 10:19  
 Per. 4           10:23 - 11:09

Per. 5 Lunch A   11:13 - 11:34  
 Per. 5 Class A   11:13 - 11:59

Per. 5 Class B   11:38 - 12:24  
 Per. 5 Lunch B   12:03 - 12:24

Per. 6           12:28 - 1:08  
 Per. 7           1:12 - 1:55

**A Day - Early Dismissal**

Per. 1           7:30 - 8:00  
 Per. 2           8:04 - 8:34  
 Per. 3           8:38 - 9:09  
 Per. 4           9:13 - 9:43  
 Per. 5           9:47 - 10:17  
 Per. 6           10:21 - 10:51  
 Per. 7           10:55 - 11:25

**Advisory - Early Dismissal**

Per. 1           7:30 - 7:59  
 Per. 2           8:03 - 8:33  
 Per. 3           8:37 - 9:08  
 Advisory        9:12 - 9:32  
 Per. 4           9:36 - 10:05  
 Per. 5           10:09 - 10:38  
 Per. 6           10:42 - 11:00  
 Per. 7           11:04 - 11:25

**A Day - Delay Schedule**

Per. 1           9:30 - 10:01  
 Per. 2           10:05 - 10:36  
 Per. 3           10:40 - 11:11  
 Per. 4           11:15 - 11:46

Per. 5 Lunch A   11:50 - 12:10  
 Per. 5 Class A   11:50 - 12:21

Per. 5 Class B   12:14 - 12:45  
 Per. 5 Lunch B   12:25 - 12:45

Per. 6           12:49 - 1:20  
 Per. 7           1:24 - 1:55

**Advisory - Delay Schedule**

Per. 1           9:30 - 10:00  
 Per. 2           10:04 - 10:35  
 Per. 3           10:39 - 11:10  
 Advisory        11:14 - 11:34  
 Per. 4           11:38 - 12:00

Per. 5 Lunch A   12:04 - 12:24  
 Per. 5 Class A   12:04 - 12:34

Per. 5 Class B   12:28 - 12:58  
 Per. 5 Lunch B   12:38 - 12:58

Per. 6           1:02 - 1:26  
 Per. 7           1:30 - 1:55

## **NOTIFICATION OF RIGHTS UNDER FERPA**

### **For Elementary and Secondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school to amend a record should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Derby School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **DUE PROCESS PROCEDURES**

### **Student Rights:**

Students have the right to have a defined procedure for considering student problems and arriving at decisions. This procedure is called *due process*. It is designed to protect students from the exercise of arbitrary authority.

### **Student Responsibilities:**

Students have the responsibility to be aware of the steps of due process. They should cooperate with school authorities by providing the full information needed to make a prompt, fair decision.

### **Due Process Procedure:**

In disciplinary cases carrying the potential of suspension, students are entitled to a form of due process which includes the right to:

1. Notification of specific charges and evidence against them.
2. Present their defense in an informal hearing with a building administrator.
3. Receive notice of the decision reached.
4. Appeal a decision containing a substantial error to the principal.

### **Derby Board of Education - Statement of Philosophy**

The Board of Education believes that the educational programs and services available in the school system are designed to provide opportunities for the academic, social, and emotional growth of our student population. Among its high priorities, the Board accepts the national challenge that academic excellence and quality education must be achieved and maintained within the fiscal parameters of the community. To that end, every effort will continue to be made to support the Superintendent, administrators, and staff, both professional and non-certified, in their recommendations to improve, expand, or change current programs and services.

The Board of Education also places a high premium on accountability: in measurable achievement of student learning; in the evaluation of all staff performance and including the Board; in commending individual student and staff performance; in maintaining appropriate fiscal controls. The Board recognizes that continuing improvement of the school system rests on the professional abilities and commitment of the various staffs in the schools. The leadership role of the Superintendent and the policy and decision-making roles of the Board will be successful concomitant with the efforts of all concerned with the educational progress to work together to achieve those common goals. Incumbent with those roles is the high order need to communicate, to engage in constructive discussions when addressing identifiable change needs in the system, and to develop strong rationales with supportive data to support program or service recommendations.

Recognizing that within a school system there are diverse issues, strengths, and weaknesses, the overriding philosophy is to coalesce the positive energies of all involved personnel into a

strong unit working together. There always is to be the opportunity for the alternative or divergent opinions to be considered in any decision-making process. When a final decision is made, however, there is an expectation that everyone will work in concert with the intent of that decision. To do otherwise would be counter-productive to the system's ability to progress.

Students are the primary focus of the system's activities, processes, and procedures. They have been entrusted to us for the expertise we can and do provide. That is an enormous responsibility. That responsibility is the staging upon which the Board accepts its role as an educational agency and advocate. That is the responsibility of the Board of Education charges the system personnel to accept with total and unequivocal professionalism. (Policy adopted: December 20, 2001 )

### **Equal Opportunity Plan**

The President and the Congress of the United States, and the State of Connecticut, have enacted laws and issued directives affirming their intent to protect and grant equal opportunity to all employees and students. Also the federal government and the State of Connecticut have enacted and enforced laws on equal employment and equal educational opportunities.

The Board of Education reaffirms its policy of equal educational opportunity for all students and prohibits discrimination because of race, color, religious creed, age, marital status, national origin, sex, ancestry, present or past history of mental disorder, mental retardation, pregnancy, or physical disability, in district educational programs and activities including, but not limited to, course offerings, athletic programs, guidance and counseling, and tests and procedures. An affirmative action program shall be an integral part of educational policies and programs.

The Board of Education also reaffirms its policy of equal employment opportunity for all persons and prohibits discrimination in employment because of race, color, religious creed, age, marital status, national origin, sex, ancestry, present or past history of mental disorder, mental retardation, pregnancy, or physical disability, except in the case of a bona fide occupational qualification or need. Sexual harassment is prohibited in employment decisions, nor shall decisions be influenced, affected or determined on the basis of membership in or holding of office in an employee association or union. This policy shall be relevant to every aspect of employment including, but not limited to, upgrading, demotion or transfer, recruitment and/or recruitment advertising, layoff or termination, rates of pay, other forms of compensation including fringe benefits, employment selection, or selection for training and apprenticeships, promotion or tenure. These statements shall be made available to all present and future employees and students. (Policy adopted: December 20, 2001)

### **NOTIFICATION OF INTENT TO RELEASE STUDENT INFORMATION TO MILITARY RECRUITERS WITHOUT PRIOR CONSENT**

The No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002 require the Derby Board of Education to provide, upon a request made by military recruiters or institution of higher education, access to secondary school students' names, addresses, and

telephone listings. These statutory provisions as they concern Connecticut school board took effect on May 31, 2002.

However, a parent or guardian of a secondary school student or the student himself/herself, if he/she has reached the age of majority ("eligible student") may object to the release of the student's name, address and telephone listing to the recruiter. Parents, guardians and students who have reached the age of majority who do not want the student's name, address, and telephone number released to military recruiters should direct a letter in writing to the principal at Derby High School, 75 Chatfield Street, Derby, CT 06418.

***Certain information about your child can be withheld if you so desire. We publish positive information about children such as honor rolls, spelling bee winners, birthday board, and other awards received in school. From time to time, reporters may come to school to take photos at assemblies which may be published in local papers. If you have a problem with any of the above, please contact the office.***

## **DERBY HIGH SCHOOL MISSION STATEMENT**

Derby High School pursues academic achievement, promotes creative and critical thinking, expects appropriate behavior, and fosters responsible citizenship.

### **A DERBY HIGH SCHOOL STUDENT WILL:**

#### **Academic**

Demonstrate proficiency in reading, active listening, and visual literacy among and across disciplines.

Demonstrate proficiency in oral and written communication skills among and across disciplines.

Critically apply math skills to solve problems.

Demonstrate basic scientific concepts and their relationships.

Use technology and applied arts to facilitate learning and communication.

#### **Social Expectations**

Demonstrate respectful behavior toward all

Make positive contributions to the learning environment

Demonstrate appreciation for diversity

#### **Civic Expectations**

Promote volunteerism

Demonstrate respect for our environment

Demonstrate awareness of one's role in the community and the world

Demonstrate understanding of systems of government

### **PBIS Purpose Statement**

Derby High School pursues Academic success, expects Behavior that is positive, and promotes Citizenship in action.



## **COURSE OF STUDY**

The selection of the curriculum should be the result of considerable thought and study on the part of the parents, teachers and students. A wise selection of a curriculum requires consideration of such factors as past school records, vocational interests and special talents and abilities. The principal, teachers and school counselors will offer guidance and information, but the final choice rests with the parents and students. Before you begin to select courses, consider the following questions:

1. How well have I done in school so far?
2. In what subjects have I been particularly interested?
3. What are my post-high school plans? How are these related to what I have done and will be doing while at Derby High School?
4. Have I looked into the process of college selection? Have I looked into the possibility of beginning my career after graduation from high school? Have I discussed these plans with my parents or guardians and my school counselor?
5. What extracurricular interests do I have? How important are they in my total school program and career goals?

Some of these questions may be difficult to answer on your own. Make certain that you have talked with people who may be able to give help - your parents/guardians, your teachers, your counselor and representatives from college, business and industry. Be sure that you spend some time with your school counselor in working out the answers and in selecting your courses during the course of your high school years.

The program in the high school is designed to provide the foundational education every student needs and to offer specific subjects which meet some of your personal objectives. The eventual transition from school to career should be considered. Your ability, interests and future plans should serve as a guide in the selection of your courses.

## **COUNSELING DEPARTMENT**

School Counselors:

Adam Baker - [abaker@derbyps.org](mailto:abaker@derbyps.org) - Caseload: Students with the last name A-L - all grades  
Jennifer Ostrosky - [jostrosky@derbyps.org](mailto:jostrosky@derbyps.org) - Caseload: Students with the last name M-Z - all grades

As School Counselors we provide developmental guidance for students at Derby High School in order to promote academic, personal/social and career development. We also provide individual and group counseling for students. As part of the school we consult with parents,

faculty and administration concerning student affairs in order to best serve the needs of the students. As part of the City of Derby we act as a liaison between community agencies, other schools, and the military in order to serve both students and their families. Other duties of the School Counselors include administering PSAT, SAT and AP Exams, facilitating scheduling, and educating/assisting in preparing for post high school plans.

**ADVISORY PROGRAM**

Every student is a member of a 10 -12 member Advisory group which meets regularly for 40 minutes every other week with a staff advisor. The primary goal of this program is to connect each student with an adult in the building and to foster conversation about school issues and academic concerns ad progress.

**ACADEMIC INFORMATION**

**COURSE PLANNING FORM**

The following form is included to assist you in planning your four year program. Upperclassmen should use it to review previous courses and underclassmen should use it to project future courses. By utilizing this form you will make wiser decisions about your high school program. Students should select six courses at a minimum.

<b>Grade 9-Freshman Academy</b>	<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>
<i>Course Name</i>	<i>Course Name</i>	<i>Course Name</i>	<i>Course Name</i>
English I	English II	English III	English IV
Math	Math	Math	Math
Modern World History	Civics + Elective	United States History	Elective
Earth and Physical Science	Biology	Chemistry	Science/Elective
World Language	World Language	World Language	World Language/Elective
Health & Safety	Physical Ed.	Elective	Elective
Elective	Elective	Elective	Elective

## **DERBY HIGH SCHOOL DIPLOMA REQUIREMENTS**

The awarding of a Derby High School diploma is contingent upon a student completing and passing a minimum total of twenty-four (24) credits for the graduating class of 2020. Including the following mandatory requirements:

1. English I, II, III, IV – 4 years/credits  
(Remedial courses would be in addition to the regular English courses) (4 credits)
2. Mathematics – 3 years/credits
3. Science – 3 years/credits
4. Social Studies – 3.5 years/credits
  - a. (Includes ½ year Civics and one year of U.S. History)
5. Physical Education – 1 total credit (.5 per semester)
  - a. (Waivers may be granted at the sole discretion of the Administration for extreme medical reasons or documented conditions)
6. Health & Safety - 1 credit
7. Fine Arts – .5 credit
  - a. (Includes courses in art or music)
8. Practical Arts – 1 credit
  - a. (Includes courses in business, technical education or work experience)
9. World Language - No requirement for graduation, but taking three years of one language is recommended

*Beginning with the graduating class of **2023**, the following graduation requirements must be fulfilled*

- (1) nine credits in the humanities, including civics and the arts*
- (2) nine credits in science, technology, engineering and mathematics*
- (3) one credit in physical education and wellness*
- (4) one credit in health and safety education*
- (5) one credit in world languages*
- (6) a one credit mastery-based diploma assessment.*

**Students must complete a minimum of 25 credits in order to receive a diploma.**

Students are reminded that, although admission requirements to college may differ widely, most colleges are highly competitive. Derby High School strongly recommends the following for all college-bound students:

4 years of English  
4 years of mathematics  
3-4 years of science  
3-4 years of world language  
3.5-4 years of social studies

The minimum number of earned credits necessary to enter each grade level:

- a. Grade 10 – 5 earned credits
- b. Grade 11 – 11 earned credits
- c. Grade 12 – 17 earned credits

*For the Class of 2023 the following requirements will be followed:*

*The minimum number of earned credits necessary to enter each grade level:*

*Grade 10 – 6 earned credits*

*Grade 11 – 12 earned credits*

*Grade 12 – 18 earned credits*

### **RANK IN CLASS – QUALITY POINT AVERAGE**

The computation of rank in class is based on course levels and grades earned. Each course carries a weight value which is determined by the course's level of difficulty. The class rank will include all subjects except Pass/Fail courses. It will be determined at the end of junior year and again at the end of the 1<sup>st</sup> semester of senior year.

An example of the various levels associated with letter grades are illustrated below:

*(Quality Points given)*

Grade	AP/ECE	Honors	College Prep	General
95	16	14	12	10
85	14	12	10	8
75	12	10	8	6
65	10	8	6	4
0-64	0	0	0	0

## Interpretations of Course Levels

- (AP) Advanced Placement:** College level courses
- (ECE) Early College Experience:** College level courses; Earn credits from the University of Connecticut
- (H) Honors:** Advanced work beyond grade level with focus on critical and higher thinking orders
- (CP) College Prep:** Advanced work at grade level designed to prepare the student for college level courses
- (G) General:** Courses specifically designed for students requiring accommodations and modifications as well as specialized curriculum.

**AP Courses:** Teacher recommendation is required for all AP courses.

**HCC Dual-Credit Courses:** Students enrolled in Housatonic Community College dual-credit courses will earn honors level course credit from Derby High School and will also earn college credit from Housatonic Community College.

**Honors Courses:** Students who maintain an **88** average in current course work can be recommended for the subsequent honors course.

Students wishing to take an honors level course must demonstrate proficiency on the PSAT/SAT in the areas of math and ERW.

Students must also:

1. Be recommended for the course by their teacher
2. Have an average of 88 or better in their current honors level class

Students who do not meet the criteria above but still want to enroll in an honors level class will need to complete the Derby High School Course Waiver Form.

Any student wishing to take an honors class who is currently enrolled in a college prep level class, must have a 90 or above average.

Placement in levels is determined by the administration, faculty, and counseling department based on the student's ability as identified in the student's prior class performance, achievement and test scores.

Grading: The grading system for all students and all courses is a numeric grade system from 0 to 100. The minimum passing grade to earn a full year or semester credit is 65. A final year end or semester grade of less than 65 will not earn credit.

A summer program may be recommended for students who fail a subject with a grade average no lower than 10 points below the minimum passing grade or no more than 20 points below the minimum passing grade with a teachers recommendation (i.e. 65 passing, 55 eligibility for summer program, or 65 passing, 45 eligibility with teacher recommendation).

### **CONNECTICUT STATE DEPARTMENT OF EDUCATION** **STUDENT SUCCESS PLANS**

The Student Success Plan (SSP) is an individualized student driven plan that will be developed to address every student's needs and interests to help every student stay connected in school and to achieve postsecondary educational and career goals. The SSP will begin in the 6th grade and continue through high school to provide the student support and assistance in setting goals for social, emotional, physical and academic growth, meeting rigorous high school expectations, and explore postsecondary education and career interests. The Student Success Plan and supporting structures such as student portfolios and academic/personal records should be electronic and portable following the student from school to school and district to district.

### **CHANGES IN STUDENT SCHEDULES**

You will select courses in the early spring of each year for the following academic year. You must keep in mind that this selection represents a *final choice of courses*, with some exceptions:

1. If you have completed satisfactorily a summer school study of courses which were failed or incomplete in June, then you may apply for a program change during the summer.
2. If your educational objectives have been altered significantly, then an individual interview with a counselor before the opening day of school may result in a recommendation for change.
- **Any student request for program changes must be accompanied by a letter from the student as well as the student's parent and/or guardian indicating approval of such requests.**

### **Protocol for adding/dropping a course:**

1. Students will be given an option to add or drop a course until **two weeks** into the semester.
2. Counselor will check for space availability.
3. Counselor will give the student a Schedule Change Form with a directive that the form must be returned by the next day with the teacher and parent/guardian signature indicating approval.

\*\* Teachers should be made aware that if a student's name appears on their class roster, they are responsible for that student. DO NOT assume that a course change has occurred because

a student has expressed an interest in dropping. The ADDING teacher should sign first. The DROPPING teacher should not sign unless the adding teacher's signature is on the form.

\*\* Any further schedule changes after the two week period (the withdrawal deadline) require a request in writing from the student as well as the student's parent or guardian indicating approval of such requests. Final decision will be made by administration.

\*\* Requests that involve a LEVEL CHANGE require completion of the **Request for Change of Schedule/Program Form**. Any student request for program changes must be accompanied by a letter from the student as well as the student's parent or guardian indicating approval of such requests. The final decision will be made by administration.

### **GRADING PROCEDURE FOR DROPPED COURSES**

#### **Deadline for Dropping a Course:**

##### 0.5 and 1.00 accredited courses - End of the first marking period

- A student who withdraws from a course with a passing grade after the course withdrawal deadline has passed will receive a "WP", which will appear on the student's permanent record and transcript.
- A student who withdraws from a course with a failing grade after the course withdrawal deadline has passed will receive a "WF", which will appear on the student's permanent record and transcript.
- If a student drops a course prior to the withdrawal deadline, the course will not appear on the student's transcript or permanent record.
- We do not allow courses to be audited once a student has been registered for the class.

#### **Policy on Waivers of Level:**

Derby High School recognizes the right of a parent/guardian to appeal a student's recommended level or course. Should a parent/guardian choose to do so, he/she should contact the student's school counselor who will provide the appropriate forms to complete.

#### **Sports Eligibility:**

The Connecticut Interscholastic Athletic Association (CIAC) mandates that all students, in order to be eligible for athletics, pass at least **four full-time courses** for the quarter prior to the start of the season and during any given season. **At Derby High School, students must earn a minimum of 65 in order to be considered passing.** Incompletes are not considered passing. Please visit <https://ciacsports.com/site/> for further information regarding CIAC athletic eligibility and academic eligibility for the NCAA Clearinghouse.

#### **Independent Study:**

Independent Study in any subject area requires prior approval of the department coordinator and the administrative team. Independent study projects may not be used for meeting

departmental requirements for graduation except in most unusual circumstances with the approval of the Principal.

### **REPORT CARDS**

Report cards are formal reports of a student's progress which are issued at the close of each marking period. Since there are four marking periods, report cards are issued four times a year: November, January, April and June.

### **PROGRESS REPORTS**

Progress reports will be issued to all students at the midpoint of each marking period.

### **HOMEWORK POLICY PHILOSOPHY**

The purpose of homework is to help students become self-directing, independent learners. It shall be related to the system's philosophy of education and to each school's goals. Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce or enhance school experiences as an application or adaptation of those experiences. The emphasis shall be placed on the value of the assignment to the child. Homework shall not be assigned simply to provide busy work for the children or for disciplinary purposes.

The immediate purpose of a specific homework assignment may be to strengthen basic skills; extend classroom learning; stimulate and further interests; reinforce independent study skills; develop initiative, responsibility and self-direction; stimulate worthwhile use of leisure time; and acquaint parents with the work students do in school.

### **HOMEWORK**

1. Homework assignments must be a meaningful experience consistent with the goals and objectives of the daily lesson.
2. Homework should be designed to inform the teacher as to the effectiveness of the instructional process.
3. Homework will never be used to enforce discipline.
4. Samples of student homework will be kept on file by the teachers as reference at parent conferences.

### **MAKE-UP WORK/LATE WORK POLICY**

In order to ensure that students are being held accountable consistently for homework, classwork and late work, the following policy was created by the School Improvement Team.

1. Students who have been absent are required to consult their classroom teachers about work missed as a result of the absence. If absent on one day, the student is responsible for the work previously assigned and due on the day he/she returns (unless excused by the teacher). This policy does not apply to students returning from suspension.
2. Classwork is expected to be completed during the period assigned; work not completed will result in no credit being issued.



3. Homework is expected to be turned in to the teacher on due date upon arrival to class; homework not completed on time will result in no credit being issued.
4. Projects, essays, labs, and other assignments are expected to be completed and turned in on the date due at the designated time. Assignments that are late, will result in the loss of a minimum of 10% or one letter grade per calendar day. Assignments will not be accepted after five calendar days past the due date.
5. Tests, quizzes, labs, and presentations that are missed due to an absence, needs to be made up within three school days (arrangements made with classroom teacher).

### **PARENT OR GUARDIAN PARTICIPATION**

1. The student should have a place to study which is conducive to concentration.
2. An effective routine for study should be arranged and encouraged.
3. There should be parental help in performance of homework and long term projects and assignments of principles, rather than actual performance of the work. This assistance should be minimal, since homework assignments are designed for independent performance by the student.
4. Parents should discuss specific problems concerning their child's homework with the child's teacher or guidance counselor.
5. Parents should arrange with the school to secure assignments during periods of long absence.

### **HONOR ROLL**

- High Honors: Grades must be ninety (90) or above (regardless of academic level) and with no more than one grade between an 83-89.
- Honors: All Grades must be eighty (80) or above (regardless of academic level).
- All courses are counted when calculating honor roll except for Pass/Fail courses.

**Transfer Students:** Students who transfer into Derby High will have their records incorporated into our ranking only if he/she has enrolled at Derby High School by the second semester of their junior year. The students' guidance counselor will reflect this information to sending schools and colleges. Any transfer student must be aware that he/she may not be eligible to participate in athletics. He/she should confer with his/her coach and with the Athletic Director as soon as possible. The CIAC transfer rule is available in Guidance and from the Athletic Director.

### **EXAMS**

Exams are given during the months of January and June. The exams are ninety minutes long and are mandatory. Only seniors who have attained a 90 average for three quarters are exempt from final course exams. Semester grades are attained by averaging the first quarter grade (2/5), the second quarter grade (2/5) and the exam grade (1/5). Final grades are attained by averaging the first semester (1/2) and the second semester (1/2) grade. Students are expected to attend exams on the day that they are scheduled, any student with a conflict should complete

the exam change of date form and submit the form to the assistant principal or principal for approval. Any student who is absent from an exam must provide written documentation for their absence in order to be granted permission to take a make-up exam.

#### **ACADEMIC INTEGRITY: CHEATING**

Achieving and maintaining academic integrity is a student's responsibility; thus, all students are expected to meet the district's standards in scholarship and personal integrity. Specifically, students are expected to refrain from *cheating* to gain an unfair advantage on tests, quizzes, or academic assignments through dishonest methods.

*Cheating* is defined as "sharing" student work that should be individually produced; using crib notes during assessments; sharing information about an assessment with students who have not completed the assessment; obtaining or passing unauthorized copies of or information about tests, quizzes, or other course assignments; stealing or unauthorized copying of another student's answers, homework, notes, or course materials. For high school students, violations of this policy could have an impact on candidacy for the National Honor Society, academic scholarships and awards, as well as college recommendation letters.

#### **ACADEMIC INTEGRITY: PLAGIARISM**

Academic integrity is a student's responsibility; therefore, all students are expected to meet the district's standards in scholarship without plagiarizing the work of others. *Plagiarism* is defined as intentionally or unintentionally presenting another's work as your own using direct quotes, paraphrases, and specific ideas of another person without explicit citation; obtaining and submitting work from the Internet (including online translators) as your own; supplying / selling your work to another; inventing / counterfeiting sources; purchasing or copying pre-written papers, etc. For high school students, violations of this policy could have an impact on candidacy for the National Honor Society, academic scholarships and awards, as well as college recommendation letters.

#### **DERBY HIGH SCHOOL PARENT – SCHOOL COMMUNICATION**

Derby High School encourages parents to take every opportunity to foster positive dialogue with faculty and staff. In the event a question or concern arises, parents should make their first contact with the classroom teacher. If the situation remains unresolved, the parent should then seek conversation with the department head, school counselor, or program manager (for special education students). Should the situation continue to be an issue, the parents should contact the school administration (the assistant principal and then the principal), followed by central office personnel (Director of Student Services for special education students and then the Superintendent of Schools). The final step in the district communication process is to the Board of Education where a request for a meeting will be considered only after all the above mentioned steps have been exhausted.

#### **OPEN HOUSE AND CONFERENCE DAYS**

Open House is held in September and Conference Days are held in November. At this time parents have the opportunity to see the school and confer with each teacher, school counselors,

and administrators as to the progress of their children. Other parent conferences may be arranged with any of the above by appointment. Student problems and progress may be discussed at that time.

### **PARENT PORTAL ACCESS**

The Derby Public Schools affords students and parents/guardians access to both attendance and current grades through our on-line parent portal. Please refer to the district web-page ([www.derbyps.org](http://www.derbyps.org)) for access information.

### **GRADUATION**

Graduation festivities open with the annual Senior Class Night. Yearbooks are distributed on this night. When the weather permits, graduation exercises are held at Payden Park. No student will be allowed to participate in the graduation ceremony unless he/she has completed the necessary graduation requirements at the end of the academic school year.

**SCHOOL COLORS: Red and White**

**SCHOOL MOTTO: The ABC's of DHS – Academics, Behavior and Citizenship**

#### **Important Telephone Numbers**

<u>Derby High School</u>	<u>203-736-5032</u>
<u>Attendance Line</u>	<u>203-736-5039</u>
<u>Athletic Department</u>	<u>203-736-5032</u>
<u>Guidance</u>	<u>203-736-5036</u>
<u>School Nurse</u>	<u>203-736-5055</u>
<u>Central Office</u>	<u>203-736-5027</u>
<u>Derby Middle School</u>	<u>203-736-1426</u>
<u>Special Education Office</u>	<u>203-736-5046</u>
<u>Irving School</u>	<u>203-736-5043</u>
<u>Bradley School</u>	<u>203-736-5040</u>

### **NON-DISCRIMINATION POLICY**

The Derby Public School does not discriminate against students, parents, guardians, or employees on the basis of race, national origin, religion, sex, age, or mental or physical disability. If any student, parent, guardian, or employee feels aggrieved by the school district or its agents or employees, a complaint may be filed with: Compliance Officer, Shelley Sheridan, Title IX and Section 504 Coordinator for Derby Public Schools, Derby School District, 35 Fifth St., Derby CT 06418 Telephone 736-5027. This policy is required in order to receive funds for applied education programs.

### **POLÍTICA CONTRA LA DISCRIMINACIÓN**

Las escuelas públicas de Derby no discriminan contra alumnos, padres, guardianes, o empleados a causa de raza, origen nacional, religión, sexo, edad o incapacidad física. Si algún alumno, padre, guardián, empleado cree que hay la discriminación contra si por 1a

administración de 1as escuelas, o sus agentes de sus empleados, se puede quejar con la siguiente persona: Compliance Officer, Shelley Sheridan, Title IX and Section 504 Coordinator for Derby Public Schools, Derby School District, 35 Elizabeth St., Derby, CT 06418-1194 Teléfono: 736-5027. Esta política se requiere para recibir fondos para programas aplicados de la educación. .

### **ATTENDANCE POLICY**

1. The morning bell will sound at 7:15 and 7:25 a.m.
2. The final bell will sound at 7:30 a.m. at which time anyone not in his/her classroom will be marked absent.
3. All students will enter through the main doors near the gymnasium until 7:25. Any student arriving after 7:30 a.m. will need to enter through the attendance entrance, then sign in to obtain a tardy pass. The late pass must be presented to his/her teacher. The expectation is that students are present in class at the 7:30 a.m. bell. If you are dropping your student off to school, please plan to arrive on campus by 7:25 a.m. as this will give your student adequate time to enter the building and walk to class. PLEASE NOTE: The late pass does not excuse the tardy to school/ class. The pass only authorizes entry to the classroom and confirms the tardy to school.
4. If a student is not on the daily attendance list, the student will be considered officially present and any absence from class will be considered a cut.
5. Daily attendance lists are kept on the computer in the main office. If a student was tardy but was marked absent, before the end of the school day, the student should report to the office to correct the error.
6. A record of all attendance and tardiness will become part of a student's personal file.
7. Students are expected to attend school every day unless excused for illness or under previous arrangement with the principal. All absences must be confirmed by a parent. Failure to do so will result in the student being considered absent-unexcused from class.
8. Absenteeism:
  1. Students absent more than 5 consecutive days will be required to furnish medical evidence of that absence.
  2. In any case where students are absent more than 20 days for any reason, a conference involving administrator, parents, students, guidance personnel and other interested parties will be held prior to credit for a subject being granted. (See 20 Day Rule)
  3. Student will not be permitted to participate in interscholastic athletic contests, athletic practices, extracurricular activities, or other school-sponsored activities on the day they are absent from school.
  4. Students must be present in school for a minimum of four hours in order to be eligible to participate in any athletic or any other school activity
  5. Exceptions may be made only when extenuating circumstances prevail per decision of a school administrator.

**It is the responsibility of the student and the parent(s)/guardian(s) to provide a parent note or other documentation to support the request for an excused absence immediately following the students return from this absence.** Any consideration of absences beyond the defined limit in this policy will be made by the administration in consultation with the individual teacher(s) at the request of the student and parent.

### **LATE ARRIVAL POLICY**

All students are expected to be on time to class. A warning bell in between classes signals that a minute remains until class begins. Students who cut class or who are frequently tardy to class run the risk of losing credit (see Handbook for Student and Parents: Attendance Procedures / "20 Day Rule"). A "Cut" is defined as any unauthorized absence from class. The following procedure addresses students who do not attend class or come to class late:

#### **TARDY (Less than 5 minutes late to class)**

Any student arriving late to class 5 minutes or less without a pass will be given an unexcused tardy. The student is responsible for all work missed as well as making up loss of time with the classroom teacher.

**3 TARDIES = ONE ABSENCE TOWARD 20 DAY RULE\***

#### **TARDY-ABSENCE (6- 20 minutes late to class)**

Any student arriving late to class more than 5 minutes but less than 20 minutes without a pass will be given a tardy absence. The student is responsible for all work missed as well as making up loss of time with the classroom teacher. **1 TARDY - ABSENCE = ONE ABSENCE**

**TOWARD 20 DAY RULE\***

**\*Unless student makes up time with teacher within 48 hours of tardy/tardy-absence to class**

#### **TARDY-CUT (15 or more minutes late to class)**

Any student arriving late to class more than 15 minutes will be given a tardy cut. In addition, a referral form will be submitted to the office and the student will receive a 90 minute Office Detention for the first offense. **1 TARDY - CUT = 2 ABSENCES TOWARD 20 DAY RULE**

### **TARDINESS TO CLASS**

Students who are tardy to class will receive the following consequences:

**1st offense** - verbal warning from the teacher

**2nd offense** - teacher assigned detention

**3rd offense** - teacher assigned detention and parent notification by the teacher

**4th offense** - teacher will refer student to the administration for possible disciplinary action

Any further offenses of tardiness will result in other disciplinary action including assignment to in-school suspension.

### **CUT CLASS**

According to Derby Board of Education Policy 5113, any student who is present in school but absent from class without permission from an administrator, nurse, faculty member, or authorized staff member will be issued a class cut. The teacher will submit a class cut form to the administration, and the administration will give an office detention and will notify the parent(s)/guardian(s) by letter. **A student who cuts a class a second time will lose credit in the course.** The teacher will submit a class cut form indicating a second class cut to the administration, and the administration will notify the parent(s)/guardian(s) of the loss of credit.

*Loss of credit due to class cutting is not subject to appeal by the student unless the administration determines that extraordinary extenuating circumstances occurred in a particular case.*

### **TRUANCY**

If a student has four unexcused absences in any month or ten unexcused absences in a year, a meeting called by the school principal or his/her designee will be required. At this meeting the parent(s)/guardian(s) must be in attendance with appropriate staff to review and evaluate the reasons for truancy. If attempts to meet with the parent(s) or guardian are not successful, the school social worker will be asked to visit the home. This meeting is to be held not more than ten (10) days after the fourth absence as defined in 10-184 and 10-185.

### **20 DAY RULE**

The 20 Day Rule applies to all classes taken. No student will receive course credit for a full year after having been absent from that course on an unexcused basis for more than twenty (20) class periods during the school year. The total number of absences will be ten (10) class periods for less than full year courses and for courses which meet other than five times per week. Any student who is thus threatened with loss of credit may appeal to the administration for an exception.

**The twenty days are intended to include occasional absences due to illness, and OTHER MINOR ISSUES while school is in session.**

For an absence to be excused from the 20-day rule, it must:

1. Be the result of a documented medical condition that has been registered with the student's school counselor which will then be verified by the school nurse and authorized by the school administration.
2. Religious observation
3. Documented education or legal appointments
4. School sponsored activities
5. Genuine family emergencies approved by an administrator

ALL OTHER ABSENCES WILL COUNT TOWARD THE 20-DAY RULE.

### **EARLY RELEASE FROM SCHOOL**

1. Any student who wishes to be dismissed from school should submit a note to the main office by 8:00 a.m.

2. Notes will not be accepted after 8:00 a.m.
3. Parents/Guardians will be contacted by the school office for verification prior to the student being authorized to leave school grounds.
4. Early dismissal notes must be approved by the school administrator or his/her designee.

### **WITHDRAWING FROM SCHOOL**

Students who are considering withdrawing from school, must meet with their school counselor to discuss the full ramifications of their decision. Should a decision be made to withdraw, they must follow the prescribed procedure. *Transcripts and records will not be released for transfer to other schools or employers until all obligations of any nature have been met.*

### **GENERAL INFORMATION**

#### **CLASS DUES**

Students entering Derby High School are required to pay dues. Those may be spread out over four years in order to make it easier to pay the total. Student dues are used in their senior year to help reduce the cost of most senior activities. Class dues are \$160 per student. **Students from other schools transferring to Derby High School, regardless of the year of entry, must pay the total amount before senior activities begin.** The dues collected may be paid in installments or all at once. Senior activities include:

Graduation Exercises  
Class Night Banquet  
Caps and Gowns  
Yearbooks  
Junior/Senior Prom  
Senior Field Day

Those individuals who fail to contribute their fair share and who wish to attend the social functions connected with graduation will have to make up the difference at the time of graduation.

#### **WORKING PAPERS**

Working papers may be obtained from the high school's main office. A birth certificate or baptismal certificate and a completed "Promise to Employ" note obtained from the employer are required documents. Working papers are needed for students 15-18 years of age who are hired for part-time or regular employment.

#### **AGE OF MAJORITY RULES**

In view of Public Act 127 of the 1972 Legislature which establishes 18 years of age as the age of majority, the following policies are adopted by the Derby Board of Education.

1. There shall be no drinking of alcoholic beverages prior to or during any school functions, regardless of location.

2. School regulations concerning all attendance matters (e.g. early dismissal, late admission, field trips, etc.) shall continue to be handled as they were previously. Eighteen year olds not living with parents(s) or guardian will be dealt with directly in attendance matters.
3. The school system recognizes its responsibility to the parent, regardless of the age of the students in its charge. All contacts and records shall continue to be maintained with the home. Eighteen year old students may request direct communication and parents shall be notified of that action. The school may continue or resume contact with parents at any time.
4. The school recognizes the right of the eighteen year old to examine all personal school records.
5. Any student at or above the age of majority who, independent of parents or guardian, takes up residence in the City of Derby and enrolls in the Derby School system shall be required by the principal of the school in which he enrolls to submit a Certificate of Residence certifying that he is indeed, in residence within the Derby school district, said Certificate to be attested to by the owner, renter, or lessee of the residence prior to the date of entrance of the registering student.
6. A Certificate of Residence can be picked up at the school or downloaded from our website.

The above policy regulations are adopted under the assumption that reasonable school regulations should apply to all students, regardless of age, and that persons 18 years of age or over will be considered students first and adults second.

### **SCHOOL CANCELLATION**

The announcement of no school because of stormy weather is made on six stations as well as posted on our website.

WICC	Bridgeport	600	AM
KC101	North Haven	101.3	FM
WEZN	Hamden	99.9	FM
WELI	New Haven	960	AM
Channel 30		WVIT	- TV
Channel 8		WTNH	-TV

### **SOCIAL ACTIVITIES**

Organized groups and clubs may be arranged through faculty advisors and with administrative approval. Some of the many clubs at Derby High School include:

- Art Club
- Class Act Council
- Dance Diversity Team
- Human Relations Club
- Italian Club
- Italian Honor Society



National Honor Society  
Spanish Club  
Spanish Honor Society  
Student Council  
Tri-M Music Honor Society  
TSA – Technical Students Association  
United Way High School Volunteer Council  
Yearbook/The Lookout

### **VOLUNTEERS**

On March 20, 2008, the Board of Education adopted a policy requiring that adults who volunteer in certain situations must submit to a background check that includes fingerprinting and reviews of national databases checking for involvement with criminal and child protective services.

Please notify the school secretary or school administrator that a volunteer is needed and at what capacity

- After school program
- Club or Activity
- Field Trip Supervision
- Fund-raising
- Mentor
- Overnight trip
- School project
- Other

### **EXTRA-CURRICULAR ACTIVITIES**

The Junior/Senior Prom is scheduled in May, and is open to juniors and seniors and their guests only. Guests must be at least of high school age 15-19 years old.

### **THE ACADEMIC AWARDS NIGHT**

The Academic Awards Night is held to honor those students in grades 9-12 who have attained at least second honors for three consecutive quarters as well as members of the National Honor Society, Italian Honor Society, Spanish Honor Society and the Tri-M Music Honor Society. Senior scholarships and Special Awards are also honored on this night.

### **RULES GOVERNING EXTRA-CURRICULAR ACTIVITIES**

1. To be eligible to participate in any extra-curricular activity, sport, school sponsored trips, or senior activities, students must be passing at least 4 full time subjects.
2. Any person who is found in possession of, using, or under the influence of intoxicating liquor or drugs at a school affair will be ejected from the premises, and may be barred from attending any event in the extra-curricular program for the remainder of the school year. This

also includes all spectators at athletic contests. Any infractions of these rules during a school session will merit suspension from school and possible police referral.

3. Any student who is under suspension will not be allowed to participate in or attend any athletic contest, practice, school rally, concert, dance, or any other school sponsored exhibition until reinstatement by the administration. If a student returns to school for any reason while under a suspension, an additional period will be added to his/her original suspension.
4. Students who are absent or who are not in school by 10:00 AM will not be allowed to participate in an athletic event or any school function that day or night, unless prior approval has been obtained from the principal.
5. Students attending extra-curricular activities are expected to adhere to the Code of Conduct as defined in this Handbook. The authority of any teacher at those affairs is the same as in school and anyone disobeying them may be asked to leave the premises. Such an occurrence will be followed by disciplinary action by the school administration.
6. Any student who travels with a school sponsored activity must travel to and from that activity/function on the bus. Violation of this rule is subject to Board of Education consequence.

### **NATIONAL HONOR SOCIETY**

The National Honor Society is open to select students at Derby High School who meet very high criteria in terms of scholarship, service, leadership, and character. Students who meet the academic criteria by earning a QPA of 12.0 or higher, have participated in at least one co-curricular activity, and served at least one leadership position are invited to seek membership in the spring of their sophomore year. Each of these students is asked to write an essay that sets forth his/her qualifications for membership. The selection committee relies heavily upon this essay, especially to learn about service and leadership. Class rank and transcripts inform the Faculty Council (five members) about scholarship. Students who meet all requirements will be invited to join the National Honor Society in the early spring. The National Honor Society Induction ceremony will be held at a ceremony in the late spring of that year.

The following criteria are used by the Faculty Council for evaluation:

#### ***A. Service***

1. Willingness to render any service to the school or community when called upon.
2. Willingness to do committee or staff work.
3. Readiness to show courtesy by assisting visitors, teachers, and students.

#### ***B. Leadership***

1. Demonstrates leadership in classroom or organizational work.
2. Demonstrates leadership in promoting school activities.
3. Successfully holds school offices or positions of responsibility
4. Is thoroughly dependable in any responsibility he or she accepts.
5. Demonstrates initiative in carrying out any responsibility without prodding from the teacher.
6. Exemplifies the qualities and attitude which are silent but positive influences on others.

#### ***C. Character***

1. Promptly meets pledges and responsibilities to school and teacher.
2. Demonstrates the highest standards of honesty and reliability.

3. Consistently exemplifies desirable qualities of personality, cheerfulness, friendliness.
4. Cooperates by complying with school regulations.
5. Upholds principles of morality and ethics.

After all this data is collected, the Council discusses each candidate and nominates members for induction. The National Honor Society meets several times during the school year. The members are asked to perform service through activities planned by Society members within the community in a variety of ways, as well as at least one individual service project. Members are also asked to maintain a cumulative QPA of 12.0 throughout their years at Derby High School (grades will be checked at the end of each marking period).

**\*Evidence of service projects and hours are due the first week of May of each academic year.**

### **YEARBOOK – THE LOOKOUT**

The DHS Yearbook, The Lookout is a special publication for the members of the senior class, but may be purchased by any underclassman. The book is produced by students enrolled in the Desktop Publishing course.

Contained in this book are formal photographs of the individuals in the graduating class, and informal photographs of the administration and the faculty. An attempt is made to cover the scholastic, athletic and social events for the school year through candid photographs of the participants, regardless of their grade in school.

### **ELECTION OF STUDENT OFFICERS**

Holding a class office as a member is demanding and time consuming job. The student must be responsible, supporting, and willing to spend time after school preparing for the class events and activities

### **LIBRARY-MEDIA CENTER**

Hours:

Monday – Friday 7:20 a.m. - 2:25 p.m.

- All materials must be checked out at the Circulation Desk. Books may be borrowed for two weeks and renewed after that. Reference books may not be removed from the LMC. Books that have been put on reserve by a teacher may be used in the LMC or checked out at the close of school and returned in the morning.

### **ACCEPTABLE USE POLICY**

In order for a student to use the computers and on-line services at Derby High School, an acceptable use policy form must be completed and signed by the student and his/her parent or guardian. This form is kept on file in the main office. The user agreement specifies student responsibilities when using computers, the Internet and other types of technology.

**Telecommunications/Internet: Acceptable Use**

The Board of Education recognizes the educational value of electronic communications and recognizes their potential to support the Board's educational program. Resource sharing, communication, and innovation capabilities for both students and teachers have increased with access to telecommunications and the Internet. It is imperative that members of the school community to conduct themselves in a responsible manner consistent with federal and state law while utilizing the Internet and any other electronic information retrieval system.

### **Laptops:**

The expectation is that every student is bringing a fully charged laptop to school everyday. Students will be using Google classroom throughout the school year and will also need to access a variety of online programs including the CollegeBoard website as well as the Common App. and Naviance. Our goal is for every student to have the necessary "one to one" paperwork completed and submitted by the second week of school, this will allow for the timely distribution of laptops and chargers.

### **Guidelines for General Use:**

With increased access to information from various sources via computers comes the availability of material that may not have any educational value in the context of the school setting. The Board recognizes the importance of the exercise of individual judgment in accessing information through the Internet and any other electronic information retrieval system for educational purposes. In the exercise of such judgment, however, the following guidelines should be followed:

1. Access to the Internet or to any other electronic information retrieval service is a privilege, not a right. Accordingly, access to such systems is given only to those individuals who agree to act in a considerate and responsible manner and agree to comply with Board policies and procedures.
2. All uses of the Internet or any electronic information retrieval service or any telecommunications network must be supportive of educational objectives and research and must be consistent with academic expectations.
3. Any electronic mail shall be used only by the authorized owner of the account. All account owners are ultimately responsible for activity under their account.
4. All electronic mail systems, the Internet and any electronic information retrieval systems are the sole property of the Board. As such, systems are provided solely for the purpose of carrying out the educational and operational needs of the Board.
5. Any use inconsistent with this purpose, including personal use is prohibited. Electronic mail is not guaranteed to be private; the Board of Education as owner of the computer and electronic systems reserves the right to monitor the use of such systems in order to insure compliance with these guidelines by, e.g., bypassing passwords.
6. Any use of the Board's computer systems, email systems, Internet or other electronic information retrieval systems for illegal or inappropriate purposes or for accessing material that is objectionable in any school environment, including vulgar or obscene materials, is prohibited.
7. Any use of these electronic systems for commercial purposes, financial gain, or solicitation is prohibited.

8. The transmission of any copyrighted or legally protected material over such electronic systems is prohibited.
9. Materials taken from electronic media are subject to the same rules for plagiarism as print materials.
10. The transmission of abusive, harassing, threatening or intimidating materials is prohibited. The user is expected to be polite and courteous while using the Board's electronic systems.
11. Any attempt to harm or destroy data of another user or engage in acts of vandalism will not be tolerated.
12. Violations of this policy may result in revocation of access to and privileges relating to the Internet or any electronic information retrieval systems. Violations of this policy by a student may result in disciplinary action, up to and including suspension and/or expulsion. In the case of any breach of this policy by an employee, such disciplinary action may include discharge.
13. The Superintendent of Schools will appoint one or more administrators to serve as the Board's "Internet Administrator", who will be responsible for implementing this policy, establishing procedures, and supervising access privileges.
14. Students have no reasonable expectation of privacy in the use of district electronic devices or resources including school-owned computers and tablets, district networks, and school email and other electronic accounts.

#### **Internet Safety:**

Each district computer with Internet access shall have a filtering device that blocks entry to visual depictions that are obscene, pornographic or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or his/her designee. The Superintendent or his/her designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or his/her designee.

*NOTE: The policy's provision for prior approval is not in the law and may be omitted. The entire sentence may be deleted if the Board does not want the filtering device to be disabled.*

The Superintendent or his/her designee shall include measures in this policy's implementation plan and administrative regulation to address the following:

- a. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
- b. Student safety and security when using electronic communications;
- c. Limiting unauthorized access, including "hacking" and other unlawful activities; and
- d. Limiting unauthorized disclosure, use and dissemination of personal identification information.

#### **Guidelines for Student Uses:**

Student use of the Internet and any other electronic information retrieval services is a privilege. Students in the Board's schools may use the Internet and any other electronic informational retrieving systems owned by the Board only when supervised by a teacher or a

paraprofessional. Further guidelines for the use of these electronic services may be developed by the Board's Internet Administrator.

Students who wish to use such electronic services and networks that are available to them may only do so provided that they:

1. Agree to comply with the Board's Internet acceptable use policies and, if applicable, any procedures adopted thereunder.
2. Sign the Board's Internet users agreement parent permission form, having obtained the signature of one parent or guardian if the student is under the age of eighteen.
3. Submit the completed agreement and consent form to the person so designated in each school building.
4. Do not make credit card or COD purchases over the Internet.

Legal Reference: Connecticut General Statutes

[53a](#)-182b Harassment in the first degree: Class D felony. (as amended by PA 95-143)

Every Student Succeeds Act

20 U.S.C. 254 Children's Internet Protection Act of 2000

47 U.S.C. Children's Online Protection Act of 1998

Public Law 110-385 Broadband Data Improvement Act/Protecting Children in the 21st Century Act

Policy adopted: September 21, 2017

Revised and adopted: June 21, 2018

DERBY PUBLIC SCHOOLS

Derby, Connecticut

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

The Derby Board of Education believes that genuine student involvement requires responsible student action which is possible if students are guaranteed certain basic rights, among which are the following: the right to free inquiry and expression; the right to due process, the right to freedom of peaceful assembly that does not interfere with the rights of others or the education process; the right of petition; the right to participate in the governance of the school through the student government and established practices; the right to freedom from discrimination and the right to equal education opportunity.

Students have the responsibility to know and respect the rules and regulations of the school. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.

### **FIRE DRILL PROCEDURES**

Each teacher will instruct the class in procedures for exiting from classrooms in the event of a fire alarm. Students are required to leave the building in a prompt, orderly manner. All books must be left in the classroom. Students are not permitted to go to their lockers to get coats or personal belongings. All students are expected to return directly to class when the all-clear signal is given.

### **LOCK DOWN PROCEDURES**

Each teacher will instruct his/her class in the safety procedures for a lock down. Students who find themselves in the hallway or lavatory will be directed to an appropriate location. All students are expected to follow the directions given by the staff member in charge.

### **VISITORS**

All visitors must check in at the school's attendance office upon entering the building. Students are generally not allowed to have guests. On rare occasions, if an exception is made, permission must be obtained from the school administrator no less than three (3) days in advance of the scheduled visit. The school administrator reserves the right to restrict the number of visitors at any time during the school day or the school year

### **FIELD TRIPS**

Field trips are enriching educational experiences. Classroom learning is also an important educational experience, and it is necessary to balance one against the other.

Students planning to attend a field trip must secure a field trip permission form from the teacher supervising the trip and have it signed at least 24 hours in advance by the teachers of the classes he/she will be missing. Students also must have a parent sign a field trip permission form before being permitted to participate in the trip.

#### **Field trips: Guidelines and limits**

- Four (4) days per student per year (2 per semester)
- Student is responsible for the work covered during the missed classes.

The Administration reserves the right to prohibit any student from participating in a field trip for any of the following reasons:

- excessive class cuts
- excessive tardies
- other significant disciplinary infractions as determined by administration

### **EXPECTATIONS OF STUDENT LEADERS**

**Effective leadership is demonstrated through positive attitudes and actions. Derby High School students who are elected to leadership positions for their respective classes, clubs or athletic teams are expected to demonstrate exemplary conduct and attitude throughout their term.**

### **BOARD OF EDUCATION STUDENT REPRESENTATIVE**

The Board of Education student representative is expected to attend monthly Committee of the Whole Board of Education meetings.

### **STUDENT DRIVING/PARKING**

#### **Student Use of Motor Vehicles**

All requests for student parking privileges must be accompanied by proof of proper licensing and insurance. All students who receive approval to park on school property must complete and sign an application that includes regulations for on-campus operation and parking of motor vehicles.

The only automobiles that will be allowed to park on the school grounds, in the area designated for students will be those that have been issued permits. Each permit will have a number and the permit will be valid only for the car that it is assigned to. Permits will be for the academic year only. Any student abusing his/her privileges will have the permit revoked. Any car found on the school parking lot without a permit will be towed away at the owner's expense. Permits will be issued by the administration. Upon arrival at school, students are not to remain in their car, but are to come directly into the building.

### **MEDICATION GUIDELINES**

All medication except those approved for transportation by students for self-medication must be delivered by the parent, guardian or other responsible adult and shall be received by the nurse assigned to the school. The school nurse may administer medication to any student pursuant to the written authorization or an authorized prescriber and the written authorization of a parent or guardian. In the absence of a school nurse, only a 1) principal, 2) teacher, or 3) coach of intramural or interscholastic athletics (provided under regulations to be adopted by the Department of Public Health) may administer medication to any student in the school who has provided the aforementioned materials provided that such principal, teacher or coach has successfully completed specific training in the administration of medication (see BOE 5141.21 for complete details).

The Derby Athletic Department believes that interscholastic athletics is an integral and significant part of the student-athlete's academic, social, emotional, and physical development. Our athletic program is designed to be consistent with the basic philosophy of Derby High School and complete the total educational experience for our athletes. We will motivate our student-athletes to strive for excellence in academics and athletics, teach high moral and ethical values, and encourage them to reach their full potential in and out of the sports arena.

### **PHILOSOPHY**

Successful athletic programs have specific goals. Some of those include: a positive experience for every athlete and a great sense of camaraderie and unity within their team; an environment that insures high ethical standards and expectations for fairness, equity, and sportsmanship for all of our student-athletes and coaches. In addition, the athlete learns the value of good sportsmanship and citizenship and gains self-reliance and understanding of the necessity for self-discipline and hard work to attain success. Students should learn that participation in athletics is not only a privilege but is also an honor that requires responsibility for maintaining one's academic standing in the classroom and for maintaining a high standard of conduct inside and outside of school hours as outlined in the student handbook and the Code of Conduct for Derby Public Schools.



A true athlete is someone of high moral character with a genuine work ethic. They contribute to a team in many different roles and always strive for improvement and efficient execution of skills, in practice as well as in competition. Play hard, play fair, and dedicate yourself to be the best you can possibly be, but most importantly, have fun! The rewards will stay with you for the rest of your life.

### **OBJECTIVES OF THE DERBY HIGH SCHOOL ATHLETIC PROGRAM**

Listed below are the stated objectives of the Derby High School Athletic Program. These objectives relate to all activities and entities of the overall athletic program.

1. Develop within participants an understanding of athletics as a privilege within the school structure. With that privilege comes a series of responsibilities that one must meet and respect.
2. Provide for lasting friendships with teammates and opponents.
3. Teach good sportsmanship and fair play.
4. Learn to accept decisions of officials, to win and lose graciously.
5. Encourage ACADEMIC and ATHLETIC success.
6. Develop good health and safety habits and overall physical fitness.
7. Encourage good dress and grooming.

### **ATHLETIC PROGRAM**

The purpose of the sports program at DHS is to help our student- athletes become better citizens and physically fit while participating in a sport program. There are varsity sports for boys and girls in competition with schools of the Naugatuck Valley League and other area high schools. Besides the physical requirements which must be met before the person may participate in the sports program, there are also certain scholastic requirements. Students must be passing at least 4 full time academic subjects at the end of each quarter and pass 4 full time academic subjects for the year to be eligible for fall sports..

### **ACADEMIC ELIGIBILITY FOR THE NCAA**

Students wishing to participate on the Division I and Division II college level in athletics must abide by the NCAA rules. They must first register with the NCAA clearinghouse through the guidance department or visit the <https://web3.ncaa.org/ecwr3/> for information.

Students should sit with their counselors to review their transcripts. Ultimately it becomes the responsibility of the student to meet all NCAA eligibility requirements, **PLEASE CHECK WITH OUR GUIDANCE DEPARTMENT, ATHLETIC DIRECTOR, FOR ADDITIONAL INFORMATION ABOUT THE NCAA ELIGIBILITY CENTER AND SAT REGISTRATION.**

### **DHS SPORTS PROGRAM**

#### **FALL SPORTS**

FOOTBALL - VARSITY, JV, FR

BOYS & GIRLS CROSS COUNTRY - VARSITY, JV

BOYS SOCCER - VARSITY, JV

GIRLS SOCCER - VARSITY, JV  
CHEERLEADING - VARSITY

### **WINTER SPORTS**

BASKETBALL BOYS - VARSITY, JV,  
BASKETBALL GIRLS - VARSITY, JV  
WRESTLING - VARSITY, JV  
CHEERLEADING - VARSITY  
INDOOR TRACK BOYS & GIRLS - VARSITY

### **SPRING SPORTS**

BASEBALL - VARSITY, JV  
SOFTBALL - VARSITY, JV  
OUTDOOR TRACK & FIELD BOYS/GIRLS - VARSITY, JV

### **DANCE DIVERSITY TEAM**

Club Activity- This group is comprised of students in the freshman through senior classes to foster school spirit by performing in musical dance routines. They participate at some sporting events, pep rallies and parades. Students try out in the spring for this organization. The group is led by a captain or co-captains. Grades will be checked after every marking period to be sure that academic standards are met.

### **CHEERLEADING**

The varsity cheerleading squad is comprised of girls with special competition alternates. They lead the cheering at pep assemblies, football games and boys' basketball games. Tryouts are supervised by the coaches and a committee of judges in the spring. Grades will be checked after every marking period to be sure that academic standards are met.

### **MISSION STATEMENT - DERBY HIGH SCHOOL ATHLETIC PROGRAM**

The Derby Athletic Department believes that interscholastic athletics is an integral and significant part of the student-athlete's academic, social, emotional, and physical development. Our athletic program is designed to be consistent with the basic philosophy of Derby High School and complete the total educational experience for our athletes. We will motivate our student-athletes to strive for excellence in academics and athletics, teach high moral and ethical values, and encourage them to reach their full potential in and out of the sports arena.

### **PHILOSOPHY**

Successful athletic programs have specific goals. Some of those include: a positive experience for every athlete and a great sense of camaraderie and unity within their team; an environment that insures high ethical standards and expectations for fairness, equity, and sportsmanship for all of our student-athletes and coaches. In addition, the athlete learns the value of good sportsmanship and citizenship and gains self-reliance and understanding of the necessity for self-discipline and hard work to attain success. Students should learn that participation in

athletics is not only a privilege but is also an honor that requires responsibility for maintaining one's academic standing in the classroom and for maintaining a high standard of conduct inside and outside of school hours as outlined in the student handbook and the Code of Conduct for Derby Public Schools.

A true athlete is someone of high moral character with a genuine work ethic. They contribute to a team in many different roles and always strive for improvement and efficient execution of skills, in practice as well as in competition. Play hard, play fair, and dedicate yourself to be the best you can possibly be, but most importantly, have fun! The rewards will stay with you for the rest of your life.

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4. Learn to accept decisions of officials, to win and lose graciously.
5. Encourage ACADEMIC and ATHLETIC success.
6. Develop good health and safety habits and overall physical fitness.
7. Encourage good dress and grooming.
8. Develop self-discipline.
9. Develop an attitude that working together within a group toward a common goal accomplishes successful results.
10. Provide a means for the understanding of competition and the components under which it thrives for the individual and our society.
11. Provide opportunities for team work, togetherness, friendship and group interaction with teammates, opponents and other members of the student body and faculty.
12. Develop an understanding of health, sanitation and safety.
13. Stress the importance of sportsmanship and its long range impact on occupation and family.
14. Provide an opportunity for participants of the positive experience brought about as a result of self-sacrifice. This satisfaction will transcend team records and develop a feeling of unity, belonging, and team pride.
15. Provide an opportunity for participants to place group/team needs above self. In addition, focus attention on self discipline and hard work in practice and hard work in practice for the overall benefit of the group/team.
16. Develop an appreciation within participants of the positive experience brought about as a result of self-sacrifice. This satisfaction will transcend team records and develop a feeling of unity, belonging and team pride.
17. Develop within each participant an understanding of the fact that he/she represents the school and that this responsibility must be realized in the classroom, community and on the playing field.

## ELIGIBILITY

Athletes and coaches alike must remember that participation in athletics is a **privilege** and like any other **privilege**, it must be earned.

The rules of eligibility are designed to insure that the proper perspective on education is maintained at all times. All coaches should be keenly aware of the specifics of eligibility and the enforcement of these rules. This section of the handbook covers far more than eligibility. It deals with the establishment of rules as we strive to maintain standards of achievement and athletic program development. Discipline in athletics begins with the adherence to these standards.

A Derby High School student is not automatically eligible for the athletic program. Each student desiring to participate in one or more varsity athletic teams at Derby must comply with the following rules:

### **Basic requirements for participation:**

1. Each Derby High School student desiring to participate in a varsity athletic program must have a permission slip signed by a parent or guardian prior to the beginning of the tryout or practice period in preseason.
2. Each Derby High School student desiring to participate in a varsity athletic program must have a physical examination and screening prior to the beginning of the tryout or practice period in preseason. The physical is good for one year. The screening will take place once at the beginning of the athlete's career at DHS. If a student does not utilize the free examination, offered by the school, he/she will be required to secure an examination by the physician of his/her choice, at his/her own expense. A waiver form must be signed by a parent/guardian, indicating what insurance company the parents have and whether or not the school insurance has been taken for that school year.
3. Each Derby High School student desiring to participate in a varsity athletic program or any extracurricular activity must be academically and legally eligible as detailed in regulations by the Connecticut Interscholastic Athletic Conference (C.I.A.C.).
4. Athletes are allowed to switch sports programs during the same season under the following conditions. He or she notifies the current head coach of his/her decision and the new head coach. Then each head coach along with the AD agrees to the switch. The switch must be made prior to the entry of the official team roster on the CIAC roster site.

## CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE

### ELIGIBILITY RULES

The C.I.A.C. is the coordinating body for all athletic competition in Connecticut High Schools. As a cooperating member of the C.I.A.C., Derby High School is obliged to comply with all the C.I.A.C. rules of eligibility. An athlete must pass 4 full time academic subjects for each marking

period in order to qualify to participate in a sport program. (PE class does not count) The exception is the 4<sup>th</sup> marking period. For the fall season, the athlete must have passed 4 full time academic subjects for the previous year-not just the 4<sup>th</sup> marking period. A current (1 year) and valid physical must be approved by the school nurse. We will provide free physicals in June and in late November for our athletes.

### **ATTENDANCE RULES**

1. An athlete will not be allowed to participate in a practice or game unless he/she was in attendance at school on that day. Individual exceptions may be made if prior approval is secured in advance from the athletic director - appropriate form must be completed.
2. In order for an athlete to be considered in attendance in school on the day of a practice or game, he/she must have been logged in by 10:00 a.m. Individual exceptions may be made if prior approval is secured in advance from the athletic director. ATHLETES WHO COME TO SCHOOL AND ARE EXCUSED MUST GET THE APPROVAL OF THE ATHLETIC DIRECTOR BEFORE HE/SHE CAN PRACTICE OR PLAY IN A GAME THAT DAY.
3. Excessive unexcused absences from practice are grounds for dismissal from the team. The Head Coach will determine the validity and excessiveness of absences. \*\* A written record of absences will be kept. \*\*
4. Tardiness to practice is grounds for denial of practice time, suspension from game participation or dismissal from the team. The Head Coach will determine the validity and excessiveness of lateness to practice.
5. It is the responsibility of the athlete to arrive at the designated departure location at the time prescribed by the Head Coach. If the athlete is absent the day prior to a weekday game, it is his/her responsibility to contact the Head Coach for departure time and location.
6. Athletes are not allowed to travel to sporting events or from sporting events on their own or with anyone else. They must travel with the team on the team carrier.

### **BASIC DUTIES OF CAPTAINS**

Captains will be nominated by the head coach and then approved by the Athletic Director. Although the Head Coach assumes the responsibility for his entire program and the activities involved, listed below are the basic duties and responsibilities of a team captain:

1. The captains will conduct themselves, on and off the field and throughout the year, in an exemplary manner demonstrating high standards of leadership, citizenship, academics and sportsmanship which is representative of Derby High School.
2. The captain(s) have the responsibility for the over-all supervision of his /her teammates- The captain(s) are accountable to the head coach.
3. The captain(s) should help the head coach keep accurate and up-to-date records of all athletes who are participating in the particular sport.
4. Captain(s) should help the head coach keep accurate and up-to-date records of all athletes who are participating in the particular sport and be part of the phone chain for cancelled practices and games.

### **TRAVEL TO AWAY CONTESTS**

Players will understand that they represent the good name of Derby High School when they do travel and that their conduct is a direct reflection on our athletic program.

Players will not inflict damage to any part of the bus. Players will not bang on the outer hull, stand or pound on seats, write on any wall or seat or damage windows. Cleats are not to be worn on the bus at any time. They should be taken off before the student athlete enters the bus. Further, the bus driver will be treated with respect at all times. Profanity will not be tolerated. All team members will travel to away games and return from away games on the team bus. Riding home from away games with friends or relatives is not permissible. Team members are the responsibility of the high school until they arrive back at the school or field.

When team members travel to or from an away game they are under the jurisdiction of the coach and the high school. If a player should ride home with a friend or relative from a game and become involved in a car accident, the liability for the incurring injuries may fall on the coach and the high school. With this in mind, coaches should take care to insure the safe departure and return of their players.

When using the opponents' dressing room. Player's conduct is of the utmost importance. Note the general condition of the room both upon arrival and departure. If there is damage of any kind report it to your coach. At the end of the game, players should shower and dress as expeditiously as possible. Leave the opponents school or field as quickly as possible and do not return any cat calls that may be directed at you.

### **REPORTING ATHLETIC INJURIES**

When an injury occurs, an accident report must be filled out by the trainer or coach and submitted to the school nurse. A copy should also be given to the Athletic Director. This process must be completed regardless of how severe the injury may have been.

The school insurance is a **secondary insurance** which is a supplement for some medical expenses after the parent's primary insurance has been exhausted. The injured athlete must return all other insurance forms and bills so they can be sent to the school insurance carrier. Our insurance carrier will determine if there will be any reimbursement. Derby High School is not responsible for any athlete's medical bills.

Every athlete must maintain a primary insurance carrier or sign a waiver to private pay any medical expenses before he or she can participate in our athletic program.

### **RULES OF CONDUCT FOR DERBY HIGH SCHOOL ATHLETES**

#### **GENERAL STATEMENT**

The rules of conduct that govern the participation of any member of a team are established on the premise that the best possible atmosphere for success can be created. Further, the code of conduct for athletes is set forth with the purpose of assisting all participants to perform to their maximum potential in the best interest of their respective teams and the overall athletic program at Derby High School. In order to execute the philosophy of the Derby Athletic Program with the resulting benefits to student, coach, student body, school and the community, the code of

conduct must be followed. These rules will be enforced and fairly administered for all participants. Each program will have a set of rules for conduct which will be signed by the athlete and his/her parent or guardian.

### **SCHOOL ATTENDANCE**

Participants in Derby athletic programs must be in attendance in school by 10:00 a.m. to be eligible for participation in the respective day's practice and/or game. Individual exceptions may be approved by the Derby High School administration when arranged in advance.

**\*\*Unexcused single period absences or cuts during a given day will result in an athlete being withheld from attending practice or a game on that respective day. \*\***

Extended absences for health or other reasons may result in the reexamining of the respective athlete's participation on an athletic team.

### **SCHOOL SUSPENSIONS DURING THE SEASON**

**If an athlete receives an in-school or out of school suspension they cannot participate in any sport activity or attend any home sport event during his/her suspension.** Any violation will result in an immediate one week suspension (or additional week) from any team activity. If the same athlete receives **3 or more school suspensions** during their current season, he/she will forfeit an additional week of participation in their sport. The penalty will start immediately. Also, there will be a meeting between the athlete, his/her parent/guardian(s), the coach, the athletic director, and the principal to discuss their continuation with the team.

### **CONDUCT ON BUS TRIPS AND AT OPPONENTS' SCHOOLS**

Participants in the Derby athletic programs will keep in mind that they are considered goodwill ambassadors or representatives of the school. Each athlete will act in a mature and positive manner. Further, athletes will be expected to act with the good grace and sportsmanship of "ladies" and "gentlemen" at all times.

Athletes will board buses on time for away games. Coaches will not be required to wait for team participants who are late in arriving for departure to away games. Any abuse to a bus will not be tolerated. Enthusiasm is understandable and expected, but it should not include pounding, stomping or any other form of physical injury to the bus.

In addition, athletes will refrain from any action that impedes the concentration and/or performance of the bus driver and his/her duties. Any damage to buses, caused by athletes, will be paid by the athletes of that team. Specific athletes entering into any of this negative behavior will be subject to dismissal from the team.

Athletes traveling to away contests will dress in a reasonable manner.

Athletes should refrain from bringing valuables along with them to away games, as the possibility of theft is a danger. Items that should be carefully checked, if brought in the first

place, include wallets, handbags, electronic devices, jewelry and sums of cash, Keep in mind that the schools you are visiting, the bus company, and Derby are not responsible for lost property.

When visiting other schools for away games, the utmost respect should be shown to that respective school's property including locker rooms, rest rooms, meeting rooms, gym, fields, grandstands, and equipment. Theft by any member of a Derby athletic team or the defacing of any property will result in the possible suspension or dismissal of that individual from the team.

Proper respect will be demonstrated to all individuals that the Derby athletic team participant comes in contact with during away games. Athletes will show a constant respect for all officials and their judgments. This same respect will be shown to members of the opponents' team and their coaches. Should fans in attendance, opponent team members, or even coaches, aim various comments or gestures at a Derby athlete, these forms of communication will not be returned. In returning such language or gestures, the Derby athlete lowers himself/herself to the level of those that can not control themselves. True sportsmanship and class can only be shown with what is performed on the courts or playing fields, and not with gestures, or language. Athletes who choose to utilize foul language, gestures, or other means of improper communication will subject themselves to suspension or possible dismissal from the team. Regardless of the outcome of the game at an opponents' school, athletes will board the bus in a quiet orderly manner. Athletes will not instigate any discussion with opponent fans, players or students that could result in a possible confrontation. By the same token, comments, gestures or thrown objects by fans, opponent school students or others will not be provoked or returned. On the return trip to Derby High School, athletes will refrain from sticking hands or other items out the windows. Gestures of an obscene nature or foul language to persons outside of the bus or in will not be tolerated. Once again, such action on the part of the athlete will result in the suspension or possible dismissal of the athlete(s) involved.

### **TRANSPORTATION TO AND FROM PRACTICES**

Athletes wishing to participate in a Derby High School athletic program must make arrangements with parents or relatives to secure transportation to and from practice. Athletes should inform the person who is to pick them up at the time that the practice session will end. Athletes who live within walking distance of the school may use this method of transportation to and from practice. Athletes must plan to arrive for practice on time.

### **TRANSPORTATION TO GAMES**

Transportation to away games is provided by Derby High School. Athletes are required to travel by that mode of transportation to away games only. Athletes are not allowed to use their own transportation or that of a friend or relative. Once again, the athlete must travel by bus or other carrier prescribed by the Director of Athletics. Further, all athletes traveling by bus or other transportation as sanctioned by the Athletic Department to away games will return by the same carrier. A parent may request a bus waiver for his/her son/daughter if there is an extenuating



family situation that will prevent the athlete from using the team bus. The waiver releases Derby High School from any transportation liability.

### **CARE OF PERSONAL EQUIPMENT AND PROPERTY**

All athletes are responsible for the security of their personal property. Prior to practice or home games, clothing and any other items of a personal nature should be locked securely in the athlete's locker.

Athletes should refrain from using another athlete's locker or lock as this can cause problems should one of these athletes leave practice early or forget that he/she is sharing a locker or lock on that day. Items of particular value should be given to the Head Coach who may choose to lock these items in the coach's office.

At the onset of each season, the athlete is loaned the appropriate equipment, practice uniforms and game uniforms for his/her specific team. Once the athlete takes possession of this equipment and uniforms, it becomes the responsibility of that athlete to take reasonable care of these materials throughout the season.

Every item that is given to the athlete at the beginning of the season must be returned to the Head Coach at the end of the season. If the athlete fails to do so, he/she will be charged the replacement cost of those items that are not returned. **An athlete will not be allowed to participate in any other sport until payment has been received.** Also, that individual may be asked to give a deposit for his/her uniform each season. Keep in mind, that regardless of the condition of the equipment and/or uniform at the end of the season, all items must be returned. If the item is not returned or monetarily replaced, then that senior athlete will not be given a cap and gown for graduation.

Game uniforms will be worn for games in the manner detailed by the Head Coach. Uniforms will not be altered in a permanent way as to restrict the uniform's use in the coming seasons. Uniforms must be washed after every game. Athletes will pay for any uniforms that are discolored because they were not taken care of during the season. Sneakers, spikes or other forms of athlete team foot apparel are the responsibility of the individual athlete. The school will not supply these items.

### **SERIOUS OFFENSES AND RESULTING PENALTIES**

As noted a number of times in this handbook, the athlete is a representative of Derby High School and is expected to portray a positive image. It is realized that athletes like all individuals are subject to error from time to time, however, the integrity of Derby High School and its athletic programs will be maintained at all times. In essence, this means that flagrant disregard for rules and the fundamental philosophy of Derby High School athletics will not be tolerated.

In the previous paragraphs of this section of the handbook, specific rules that deal with common sense, safety, respect for others and team decorum are detailed. What follows are offenses that when committed by an athlete, have a far reaching negative impact on the school, athletic

program, and students. These offenses will be dealt with swiftly and in the best interest of the parties noted above.

**When there is a question as to whether a serious offense has occurred, a meeting will be held with the director of athletics, coach, and principal. Penalties will be determined by the above mentioned people. It should be understood that participation in athletics is a privilege and additional punishment may be given when the principal, athletic director or coach think it is warranted.**

Every team participant should be made aware of the consequences of undertaking in any way, one or more of the major offenses listed below:

### **1. Possession and/or the use of dangerous drugs or alcoholic beverages**

The possession of and/or use of any illegal drug, other dangerous controlled drug, or alcohol is a serious offense at any time of the year since it breaks state and federal laws governing same. Participants in Derby High School athletic programs should not possess or consume the aforementioned substances. Any student-athlete determined to be in possession of drugs or alcohol, or demonstrating documented symptoms of being under the influence of drugs or alcohol on school property, at school sponsored events, on school buses, or en route to or from school sponsored events by any means of travel for the first time during his or her tenure in the school district is subject to the following disciplinary procedure:

Any athlete violating this rule will be subject to the Derby Public School chemical health policy. In addition the punishment for the first violation will be an automatic suspension for  $\frac{1}{4}$  or 4 weeks of the season. The second violation will result in automatic dismissal from the team for that season. The third violation will result in dismissal from the athletic program for the **entire year**.

### **2. Theft**

An act of theft involving teammates, opponents, or other members of the school community will be considered a serious offense and dealt with accordingly. One of the fundamental components of athletics is trust among all parties involved. If an athlete steals from his/her teammates or opponent, it is safe to assume that the person involved will demonstrate other dishonest acts which will ultimately damage the success of the team and overall athletic program at Derby High School. The punishment for the above violation will be an immediate indefinite suspension or possible dismissal from the team for the season.

### **3. Vandalism**

An act of vandalism and/or any other act of criminal mischief involving teammates, opponents or other members of the school community will be considered a serious offense and dealt with accordingly. Any intentional or reckless act of damage to tangible property of another including our school or any opponent's school by an athlete will impair the success of the team and overall athletic program at Derby High School.

The punishment for an intentional act of vandalism or criminal mischief will be an immediate suspension from the team for the season. The punishment for the first violation will be a

suspension for 2/10 of the season. A second violation will result in automatic indefinite suspension from the team for the season.

#### **4. Tobacco smoking/vaping and/or chewing**

Participants in Derby High School athletic programs shall not smoke/vape or chew any type of tobacco product. Athletes participating in such acts will be subject to the penalties of a major offense. From a health and training standpoint, there is nothing positive about smoking/vaping or chewing tobacco. The punishment for the first violation will be a mandatory penalty by the coach, which must be approved by the athletic director. A second violation will result in a mandatory suspension for 1/10 of the season. A third violation will result in immediate dismissal from the team for the season.

#### **5. Hazing**

Any act of hazing, or any act that recklessly or intentionally endangers the health and/or safety of a person for the purpose of initiation or admission into or as a condition of membership of, admission to or affiliation with, a sports activity or any athletic team is strictly prohibited. Refer to BOE policy 5131.91 and CT General Statute 10-233a, et seq. and 53-23a. Any one determined to be involved directly or indirectly with an act of hazing will be subject to an immediate indefinite suspension for their season or longer suspension as determined by the school administration.

**\*\*the following is related to numbers 1, 2, 3 & 5 above and also to number 4 when the third violation occurs:**

**Further, regardless of what part of the season the act occurs in (beginning, middle, or end), the individual involved will lose all rights to varsity level status and awards of any kind involving Derby High School athletics and attendance at the end of the year banquet or picnic when the violation occurs a second time.**

#### **DISCIPLINARY ACTION DUE TO INFRACTIONS**

Should any of the rules noted above not be observed, the student will be ruled ineligible. Failure to have a Permission Slip and/or Physical Examination will result in a student being restricted from practicing or attending team functions and games. If a student is not in compliance with the C.I.A.C. rules, he/she will remain ineligible until the violation of rule(s) has been corrected. This is to be done: a) bringing scholastic grades up to the required level, b) taking the required number of courses. c) Satisfying local registration requirements. Obviously, some regulations of the C.I.A.C. are restrictions and will call for a student to be classified ineligible because of age, residency, and/or other basic infractions. Please consult the section of the handbook that deals directly with all C.I.A.C. regulations appendix.

#### **DISMISSAL MEETING**

Should it become necessary to dismiss a member of a team for the reasons stated in this section, or for other reasons, a dismissal meeting will be held. To explain more fully, often-times the act of dismissing a participant from a team brings about a great deal of heated emotion on the part of the coach and student/athlete. Things that are said may often be misunderstood. The

dismissal meeting is a communications avenue to eliminate as much of the needless activity connected with the unfortunate activities as possible. Finally, this meeting insures that the right decision is made based on the facts available in the best interests of the team, school and student.

The procedure is quite simple. When a coach is contemplating dismissing a participant for any reason, the coach is to arrange a meeting with the Athletic Director to discuss the problem and related instances prior to announcing such a decision. A participant may be suspended by a coach as a temporary measure as called for in the Coaches' Handbook, until such time as the aforementioned meeting is held. In the final analysis, it will be better to proceed as described above to insure fairness for all involved.

### **DERBY HIGH SCHOOL ALMA MATER**

O Derby High thy name we cherish  
In our memories;  
For the truths that will not ever perish.  
For the days gone by.  
For the friendships, truths, and mem'ries  
That grow dearer year by year,  
Our loyalty, our love, we owe thee.  
Our dear Derby High!

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## **CODE OF CONDUCT**

### **Derby High School Behavioral Expectations**

Derby High School provides a supportive academic environment where students are encouraged to become independent and responsible. Mutual trust and respect among all members of the school community is paramount to a positive and healthy school climate. Each individual in the school community is expected to maintain a proper decorum, while allowing for and tolerating individual differences. The Student Code of Conduct is viewed as a responsibility shared among the students, the school, and the parents. Parents are encouraged to play an active role in the education of their children and may be called upon by the school to attend meetings regarding disciplinary infractions. Students who infringe on the rights of others to pursue an education or who violate school policies and regulations will be subject to corrective disciplinary action including, removal from class, in-school or out-of-school suspension, suspension from transportation privileges, detention, and/or expulsion from school.

o Teachers and students should exercise mutual respect. Any violation of such respect such as swearing, name calling or use of profanity will result in disciplinary action.

- o No student is allowed in the corridors or lavatories without a pass.
- o A person who leaves the school grounds without permission will be suspended from classes. A conference with the parents is required for the violation.
- o Students who are sixteen and over and who are failing in all subjects and refuse to make any effort to apply themselves to the task of learning may be referred for expulsion proceedings.
- o Students who are caught fighting in the school or on school property will be suspended.
- o Students will refrain from defacing, marring or damaging school property such as books, desks and chairs, tables, walls and other school equipment as well as the property of other students or personnel. Students and/or parents will be liable for financial restitution and suspension.
- o Smoking/Vaping on school property is forbidden. Violation is subject to disciplinary action.
- o Students are expected to attend school every day unless excused for illness or previous arrangements have been with the administration. All absences must be confirmed by a parent, failure to do so will result in the student being considered as cutting school.
- o All class assignments missed because of any absence for any reason must be made up by the date designated from the classroom teacher.
- o Students who cut class will be suspended.

### **Removal/Suspension/Expulsion**

#### **I. Definition**

- a. **“Exclusion”** is defined as any denial of public school privileges to a student for disciplinary purposes.
- b. **“Removal”** is defined as exclusion from a classroom for all or part of a single class period provided such exclusion shall not extend beyond 90 minutes.
- c. **“Suspension”** is defined as an exclusion from school privileges and/or from transportation services for not more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
- d. **“In-school Suspension”** is defined as an exclusion from regular classroom activity for not more than five consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may include reassignment to a regular classroom program in a different school in the school district; such reassignment shall not constitute a “suspension or expulsion” under this policy.
- e. **“Expulsion”** is defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one (1) calendar year- Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
- f. **“Emergency”** is defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the

educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.

g. **"Days"** is defined as days when school is in session.

h. **"School sponsored activity"** is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.

i. **"Possess"** means to have physical possession or otherwise to exercise dominion or control over tangible property.

j. **"Deadly weapon"** means any weapon (or facsimile thereof), whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, knife, blackjack, bludgeon, or metal knuckles.

k. **"Dangerous Instrument"** means any instrument, article or substance (or facsimile thereof), 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 motor vehicle and a dog that has been commanded to attack.

l. **"Firearm"** means 1) any weapon, including a starter gun (or facsimile thereof), which will or is designed to or may readily be converted to expel a projectile by the action of an explosion; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; or 4) any destructive device. Firearm does not include any antique firearm. For purposes of this definition "destructive device" means any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than 114 ounce, mine, or device similar to any of the weapons described herein.

m. **"Vehicle"** means a motor vehicle as defined in section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.

n. **"Martial Arts Weapon"** means a nunchaku, kama, kusari-fundo, octagon sai, tonfa or Chinese star (or facsimile thereof).

## II. **Removal From Class**

a. Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than six times in any year, nor more than twice in one week unless such student is referred to the building principal, or his/her designee, and granted an informal hearing as set forth in Section IV(c) of this policy.

b. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason therefore.

## III. **Standards Governing Suspension And Expulsion**

a. Conduct off school grounds or at a school sponsored activity as set forth in Section (c), herein, or that is otherwise prohibited by Board policy or by any code of student conduct in effect in the schools, that is:

1. Violation of a publicized policy of the Board, or
2. Is seriously disruptive of the educational process, or
3. Endangers persons or property will be cause for suspension and/or expulsion.

b. Conduct off school grounds as described in paragraph(a), above, that is:

1. Violation of a publicized policy of the Board and
2. Seriously disruptive of the educational process will be cause for suspension and/or expulsion.

c. The following exemplifies student conduct that is prohibited and that will be considered cause for suspension and/or expulsion:

1. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school community, including any teacher, member of the school administration or any other employee, or a fellow student.
2. Use of physical force against another person which is not reasonably necessary for self-defense.
3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear.
4. Willfully causing, or attempting to cause damage to school property.
5. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district, and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person in charge of such building or facility.
6. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district.
7. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind (or facsimile thereof).
8. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana.
9. Knowingly being in the presence of those who are in possession of, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind.
10. Possession or transmission of any firearm, deadly weapon or knife, dangerous instrument, or martial arts weapon (or facsimile thereof).
11. Using or copying the academic work of another and presenting it as his/her own without proper attribution.
12. Possessing or using tobacco products if the student is below 9th grade, or using such products if the student is in 9th grade or above.
13. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse.
14. Intentional and successful incitement of truancy by other students.

15. Bullying is defined as any overt act by a student or groups of students directed against another student with the intent to ridicule, humiliate or intimidate another student while on school grounds or at a school sponsored activity, which acts are repeated against the same student over time.

16. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or school property.

17. Violation or any other board policy, rule, agreement or directive dealing with student conduct, including that dealing with conduct on school buses and the use of school district equipment.

Expulsion proceedings pursuant to section V, shall be required whenever there is a reason to believe that any student 1) was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school-sponsored activity; 2) off school grounds, did possess a firearm or did possess and use a firearm, dangerous instrument, deadly weapon or martial arts weapons in the commission of a crime; or 3) on or about school grounds, offered for sale or distribution of a controlled substance as defined in Connecticut General Statutes, § 21 a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under §-21 a-277 and 21 a-278. A student shall be expelled for a period of one calendar year if the Board of Education finds that the student engaged in any of the conduct described herein, provided the period of expulsion may be modified on a case-by-case basis. In the event it is determined by the Superintendent that a student issued a threat against a member of the school community as described in Paragraph (c.1), above, the matter shall be referred to law enforcement officials for possible criminal prosecution and the Superintendent shall take all available measures to ensure the safety of persons in the school community in the event of the student's return to school.

#### **IV. Suspension Procedure**

a. The administration of each school is authorized to invoke suspension for a period of up to ten (10) days, or to invoke in-school suspension for a period of up to five (5) days, of any student for one or more of the reasons stated in Section III, above, in accordance with the procedure outlined in Paragraph (c) of this section. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in Section III, above. The school administration is authorized to immediately suspend any student where there is an emergency as defined in Section I, above. If an emergency exists, the hearing outlined in Paragraph (c) of this section shall be held as soon as possible after the suspension.

b. In the case of suspension, the school administration shall notify the superintendent of schools within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason for suspension. Any student who is suspended shall be given assignments to be completed while suspended and turned in upon returning to school. Failure to do so will result in loss of credit. Examinations missed during the period of his/her suspension shall be made up within one school week.



c. Except in the case of an emergency as defined in Section I above, a student shall be afforded the opportunity to meet with a member of the administration and to discuss the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The school administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the school administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension, or expulsion.

d. No student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in Section V(b) of this policy is first granted.

e. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in Section V(b) of this policy is first granted.

f. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.

## **V. Expulsion Procedures**

The Board of Education may expel any student for one or more of the reasons stated in Section III if in the superintendent's judgment; such disciplinary action is in the best interests of the school system. An expulsion hearing is required in any instance in which the superintendent has reason to believe a student has engaged in the conduct described in Section III (d). The procedures outlined in Paragraphs (a) and (b) below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in Section I, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

a. The Board of Education shall notify the student concerned and his/her parents or the student if he/she has attained the age of eighteen (18) that expulsion is under consideration. Such notice shall contain the information required under Paragraph (b) of this section. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the board members sitting in the expulsion hearing vote to expel provided that three affirmative votes shall be required for expulsion.

b. The procedure for any hearing conducted under this section shall be determined by the hearing officer or board chairperson, as appropriate, but shall include the right to:

1. Notice of the proposed hearing which shall include:

a. a statement of the time, place, and nature of the hearing:

b. a statement of the legal authority and jurisdiction under which the hearing is to be held;

c. reference to the particular sections of the Connecticut General Statutes or school policies involved;

d. a short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student; the statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served, Upon request from the student concerned a more definite and detailed statement of the issues shall be furnished; and

e. a statement, where appropriate, that the board is not required to offer an alternative educational opportunity to any student between the ages of sixteen and eighteen who (1) has been expelled previously or (2) is found to have engaged in conduct which endangered persons and involved (a) possession on school property or at a school-sponsored activity a firearm, deadly weapon, dangerous instrument or martial arts weapon, or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined by law. (See section VIII on Alternative Educational Opportunity):

2. The opportunity to be heard:

3. The opportunity to present witnesses and evidence;

4. The opportunity to cross-examine adverse witnesses:

5. The opportunity to be represented by counsel: and

6. Prompt notification of the decision of the Board of Education which decision shall be in writing if adverse to the student concerned.

c. The record of any hearing held in an expulsion case shall include the following:

1. All evidence received or considered by the Board of Education, including a copy of the initial letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;

2. Questions and offers of proof, objections and rulings on such objections;

3. The decision of the Board of Education rendered after such hearing; and

4. The official transcript, if any, of the proceedings relating to the case, or, if not transcribed, any recording or stenographic record of the proceeding.

d. Rules of evidence at expulsion hearings shall include the following:

1. Any oral or documentary evidence may be received by the Board of Education but as a matter of policy irrelevant material or unduly repetitious evidence shall be excluded;

2. The Board of Education shall give effect to the rules of privilege recognized by law;

3. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;

4. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy with the original;

5. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;

6. The Board of Education may take notice of judicially cognizable facts in addition to facts within the board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted;

7. A record of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party.

- e. In determining the length of an expulsion, the Board of Education may receive and consider evidence of past disciplinary problems, which have led to removal from a classroom, in-school suspension, suspension or expulsion.
- f. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the board after an expulsion hearing shall be based exclusively upon evidence adduced at the hearing.
- g. Any student who is expelled shall be offered an alternative educational opportunity consistent with the requirements of state law as set forth in Section VIII of this policy.
- h. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for the notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record if the student graduates from high school.
- i. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board of Education shall complete the expulsion hearing and render a decision.
- j. The Board of Education may adopt the decision of a student expulsion hearing conducted by another school district, provided that the board shall hold a hearing pursuant to this policy which shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of the Board of Education. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements and this policy.
- k. Students requiring special education and related services shall be subject to disciplinary action consistent with state and federal law. Whenever a student requiring special education services is found to have: (1) been in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapons, on school grounds or at a school sponsored activity; (2) off school grounds, possessed a firearm or possessed and used such a firearm, dangerous instruments, deadly weapon or martial arts weapons in the commission of a crime; or (3) off school grounds offered for sale or distribution of a controlled substance as defined in Connecticut General Statutes § 12a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Sections 21a-227 and 21a-278, said student shall be referred to a planning and placement team (PPT) for a determination of whether the above behavior is a manifestation of the student's disability. If it is determined that the behavior is a manifestation of the student's disability, the PPT shall modify the student's individualized educational plan in order to prevent the recurrence of such behavior and to ensure the safety of other children in the school.

## **VI. Notification To Parents Or Guardian**

The parents or guardian of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action within twenty-four (24) hours of the time the student was excluded.

#### **VII. Alternative Educational Opportunity**

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of section 10-184 of the General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the Board of Education, such alternatives may include, but shall not be limited to, the placement of each student in a regular classroom program of a school other than the one from which the student has been excluded and, for students at least sixteen (16) years of age, placement in an adult education program. In determining the nature of the alternative educational opportunity to be offered under this section the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension or expulsion. State statutes do not require the board to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who has been expelled previously or who is expelled because of conduct which endangers persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) possession on school property or a school-sponsored activity of a firearm, deadly weapon, dangerous instrument, or martial arts weapon or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined in subdivision (9) of C.G.S. § 21 a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. § 21 a-277 and 21 a-278. If the board expels a student for the sale or distribution of a controlled substance, the board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training or any combination thereof, and inform the agency of its action.

If the board expels a student for possession of a firearm or deadly weapon, the board shall report the violation to the local police department. The board shall give the name of the student and a summary of the board's action in so referring the student to the commissioner of education within thirty (30) days after the student is expelled. The provisions of this section shall not apply to students requiring special education who are described in subdivision (I) of subsection (C) of Connecticut General Statutes § 10-76a.

#### **VIII. Gun Free Schools Act**

The Board of Education shall submit to the Commissioner of Education such information on expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. §8921 et seq .

## **DETENTION AND SUSPENSION**

1. **Teacher Detention:** Teachers will handle their own detention and use their discretion on the length of such detention.
2. **Office Detention:** Office detention will last until 3:30 p.m. daily and failure to report to office detention shall result in suspension for one day. A personal conference will be held with the parents.
3. **In-School Suspension:** The punishment for repeated offenses or failure to report to detention will be in-school suspension. All student activities are also suspended.
4. **Suspension:** Students will not be allowed to attend school for more serious offenses.

## **ELECTRONIC COMMUNICATION DEVICES**

Personal electronic devices should not be brought to school. If they are, they should be kept in the student's assigned locker.

## **USE OF HEADPHONES**

After meeting with the School Improvement Team and our School Safety Officer, the decision has been made to prohibit the use of headphones during the school day. Headphones are a distraction to the learning environment. In addition, we need to ensure that students can hear any necessary safety announcements or instructions during the school day. Students are asked to remove their headphones once they arrive on campus, students are asked to put their headphones in their lockers or backpacks. Students who do not follow this policy will receive the following consequences:

1st offense: teacher warning

2nd offense: confiscation until the end of the school day

3rd offense: confiscation until a parent/guardian retrieves the item

**Derby High School is not responsible for any lost or stolen electronic device. These devices are extremely expensive and the High School strongly urges students not to bring them to school.**

## **DRESS CODE**

It is the opinion of the Board of Education that certain types of clothing have, in the past, and do, today, create a disruptive atmosphere detrimental to the educational process, health and safety. The Board of Education encourages students to maintain personal cleanliness and to dress in clothing appropriate to school situations.

Student's appearance should be neat and clean. Dress and appearance which cause disruption of the education process or present health and safety problems shall not be permitted.

### **Students**

#### **Dress and Grooming**

The following are considered inappropriate for all students to wear during the school day:

1. Pants or shorts of sweat or spandex material cannot be worn by the 6th through 12th graders. All pants or shorts shall be worn, belted or tied at the waist. Tights, spandex or any other unduly revealing clothing may not be worn as outer garments. A long dress or long shirt is appropriate to wear over pants or shorts made of leggings or spandex material.
2. Tank tops, undershirts, halter tops, tube tops, bare midriffs, transparent clothing, plunging necklines (front or back), sleeveless shirts or any other unduly revealing attire.
3. Clothes, which are torn, ragged or have holes.
4. Skirts, shorts, dresses and jumpers must be at the knee.
5. Outer coats, windbreakers, hats, scarves, earmuffs, bandanas, curlers, goggles, sunglasses are prohibited indoors.
6. Hooded shirts maybe worn indoors provided the hoods are not used as head apparel.
7. Footwear which causes noisy distraction or which is unsafe or a health hazard and is not secured to the foot.
8. Jewelry or wallet/key chains that can be dangerous or distracting.
9. Cell phones, laser pens or other types of electronic devices which are not prescribed for instructional purposes.
10. No references to drugs, sex, alcohol or obscene remarks.
11. Exemption for all school sanctioned uniforms on designated days by the administration such as prom dresses and school dances.

Legal Reference: Connecticut General Statutes

[10-221](#) Board of Education to prescribe rules, policies and procedures

Policy adopted: January 19, 2017

DERBY PUBLIC SCHOOLS

Derby, Connecticut

R5132

## **Students**

### **Student Dress**

The Board of Education has determined that reasonable regulation of school attire can further important educational interests including:

- (1) Reducing distraction and loss of self-esteem caused by teasing or competition over clothing;
- (2) Providing an environment where students can focus more on learning;
- (3) Enhancing school safety by making it harder to conceal weapons or contraband;
- (4) Creating a greater sense of community amongst the students;
- (5) Preparing students for the future roles in the professional workplace;
- (6) Creating an atmosphere reflecting seriousness of purpose about education;
- (7) Presenting a more positive image to the community; and
- (8) Minimizing disruption from wearing inappropriate clothing or possessing inappropriate items at school.

It is the responsibility of parents to ensure that their children's dress conforms to the requirements set forth below. The health, safety and education of the child must be the concern

of every parent/guardian. It is the recommendation of professional school personnel that parents/guardians hold their children to the highest standard in regards to school attire. In order to maintain an environment conducive to the educational process, the Board of Education prohibits the following from wear during the academic school day:

- a. Coats, jackets, or other attire normally worn as outerwear. Outerwear includes: coats, jackets, windbreakers, nylon pullovers, down vests, and other clothing the administration deems inappropriate. Such clothing or outerwear shall not be worn, carried, or kept in the classroom during regular school hours except on the elementary level where it shall be kept in cubbies, closets or storage areas.
- b. Head coverings of any kind, including but not limited to scarves, bandanas, masks, headbands, visors, kerchiefs, athletic sweatbands, hats, caps or hoods. Approved coverings worn as part of a student's religious practice or belief shall not be prohibited under this policy. Head coverings shall not be worn, carried, hung on belts or around the neck, or kept in the classroom during regular school hours.
- c. Items a. and b. above must be secured in the student's locker or in a designated storage area, before school starts. Items not stored will be confiscated by the Principal and kept until such time as he/she feels it is appropriate to return them.
- d. Footwear which mars floors, causes damage to floors, excessive noise or is a safety hazard including but not limited to, flip-flops, spike heels, boots.
- e. Sunglasses, whether worn or carried or eyewear that is not medically necessary.
- f. Oversized metal belt buckles and all metal belts or belts featuring metal other than the buckle such as chains hanging off the belt loops.
- g. Spiked or studded bracelets, brass knuckles, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached, or any other clothing item that may present a safety hazard to the student, other students, or staff.
- h. Attire or accessories which contain overly offensive or disruptive writing or pictures likely to unduly disrupt the educational environment, or which constitute "fighting words," gang colors, signage, etc., or which depict the logo or emblems of drugs, tobacco products or alcoholic beverages; or attire or accessories that encourage the use of such products.
- i. Shirts and/or blouses which reveal the abdomen, chest, or undergarments.
- j. See-through clothing, tank tops, spaghetti straps or strapless.
- k. Shorts, miniskirts, or pants which reveal the upper thigh or undergarments. Spandex garments are allowed only if they are covered by shorts or skirts.
- l. Pants that reveal any portion of the torso or undergarments, or that are more than two sizes larger than the student's physical size would require.
- m. If permitted by the school administration, backpacks and/or book bags may be carried between classes, but shall not obstruct safe passage in the classroom or in the corridors.

### **Religious and Health Accommodations**

Where the bona fide religious beliefs or health needs of a student conflict with the school attire policy, the schools will provide reasonable accommodation. Any student desiring accommodation shall notify their school principal in writing of the requested accommodation and

the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under this policy.

**Compliance**

School administrators and teachers are encouraged to use positive reinforcement to obtain compliance with school attire requirements. However, when a student fails to comply with the school attire policy, discipline is appropriate. The following discipline procedures shall apply:

<b>High School:</b>	
<b>First Offense:</b>	Removal from class with a chance to correct and return to class. Written notification to parent/guardian of the incident. (If unable to correct, they will not be allowed to return to class.)
<b>Second Offense:</b>	After-school detention. Written notification to parent/guardian of the incident. Clothing must be corrected.
<b>Third Offense:</b>	In-school suspension. Written notification to parent/guardian of the incident. Clothing must be corrected.
<b>Subsequent Offenses:</b>	Out-of-school suspension*. Written notification to parent/guardian of the incident. Upon return to school, clothing must be corrected. <i>(*This, beginning July 1, 2008, would violate the new law limiting out-of-school suspension)</i>

Regulation approved: April 20, 2017

DERBY PUBLIC SCHOOLS

Derby, Connecticut

**SCHOOL PROPERTY**

**Student Lockers**

A. Student's lockers are the property of the Derby Board of Education and are made available for the storage of books, coats, etc. during the school year. Each student is assigned a locker and should not share lockers.

B. Administrators will regularly conduct locker inspections for the purpose of safeguarding the health, safety and welfare of the student body. Administrators will also inspect lockers at any time if there is reasonable suspicion that the locker contains something contrary to school regulations or detrimental to the school community.

C. Each locker has a built-in lock.

**Textbooks**

All textbooks are the property of the Derby Board of Education. Students are required to cover all their textbooks. Each student is responsible for his/her assigned books and is provided with a locker for storage. Lost or damaged textbooks, or other school property, must be paid for by the student or the parent.



## **CHEMICAL HEALTH POLICY STATEMENT**

Through the use of curriculum, classroom activities, and faculty effort, and rehabilitative and disciplinary procedures, the administration and staff of Derby High School, in cooperation with the students' parent(s)/guardian(s), will work to educate, prevent, and intervene in the abuse of all drugs, alcohol, and mood altering substances by the entire student population in accordance with state law.

## **RULES AND REGULATIONS**

A student who, on school grounds, during a school session or anywhere at a school-sponsored activity, is under the influence of alcohol, drugs or mood altering substances, or possesses, uses, dispenses, sells, or aids in the procurement of alcohol, narcotics, restricted substances or over the counter drugs shall be subjected to discipline pursuant to the provisions and procedures outlined below.

The parents(s)/guardian(s) of any student who is required to take medication (prescribed by a physician) during the school day shall so inform the school nurse or the person designated to act in the absence of the nurse. Such medication will then be administered under the supervision of the school nurse or designated individual.

As an extension of this policy, the rules, regulations, and guidelines shall be used by all school district personnel when responding to drug, mood altering substances, and alcohol related situations.

## **CONSEQUENCES OF ALCOHOL OR OTHER DRUG ABUSE**

Consequences for the use, sale, or possession of, or being under the influence of intoxicants, mood altering drugs, or look-alike drugs, or in possession of related drug paraphernalia during a school sponsored activity shall automatically be subject to the following penalties.

Any student found to be in violation of this policy, shall be suspended for 10 days and the police will be notified. In addition, the student will be subject to an expulsion hearing with the Superintendent of Schools or his designee. At the hearing the student and his parent(s)/guardian(s) will select one of the possible actions:

A. As a result of the violation the student must:

1. Seek the complete assessment by the school physician and Lower Naugatuck Valley Council On Alcohol And Drug Abuse, Inc, or chosen agency licensed to evaluate drug, including alcohol problems;
2. Demonstrate compliance with the treatment program as recommended after the assessment;
3. Successfully complete the treatment program; and
4. Agree to a behavioral contract between the student, school administration, and a representative of the assessment group, as a condition of re-admittance to school.

B. As a result of the violation the student shall be recommended to the Board of Education for expulsion from the Derby School System pursuant to Connecticut General Statutes Sec. 10-233d (a)-(e). In addition, the student and his/her parent(s)/guardian(s) will be required to seek additional counseling and provide written evidence of this counseling to the building administrator prior to the conclusion of the period for which the student is expelled. Acceptable sources of counseling are as noted above.

**Failure to abide by the treatment and/or counseling requirement as herein stated shall result in the commencement of expulsion proceeding.**

A. The Board of Education or a subcommittee of the Board may expel any student whose conduct on school grounds or at a school-sponsored activity who endangers persons or property, is seriously disruptive of the educational process, or is in violation of a publicized policy of the Board of Education, including the standards set forth in this policy. The Board of Education or a subcommittee of the Board may expel any student whose conduct on or **off school grounds** is seriously disruptive of the educational process and is in violation of a publicized policy of the Board of Education, including the standards set forth in this policy. Conduct is seriously "disruptive of the educational process" if it markedly interrupts or severely impedes the day-to-day operation of a school. In making such a determination concerning off-campus misconduct, the administration may consider, but shall not be limited to; whether the incident occurred within close proximity of a school; whether other students from the school were involved or whether there was any gang involvement; whether the conduct involved violence, threats of violence or the unlawful use of a weapon, as defined in C.G.S. 29-38, and whether any injuries occurred; and whether the conduct involved the use of alcohol or drugs.

B. Readmission to school after expulsion: Any student who has been expelled in accordance with the provisions set forth in this policy may request reentry into the Derby School System via the building principal after one year of expulsion. If such a request is made, the student will be required to provide written evidence that he/she has successfully completed a program that includes treatment and counseling. The reentry process must be initiated administratively by the building principal through the superintendent, to the board. If reentry is approved, it will be understood that any subsequent offense will result in immediate expulsion without the privilege of reentry under this policy.

C. Student enrollment in non-public or public education during the period of rules enforcement: Any student who elects to enroll in any non-public or public education system, during the period of time affected by these rules, and then chooses to enroll in the Derby School System, will be enrolled only under the conditions specified by the Board of Education upon consideration of recommendations by the school principal.

D. Consequences for selling, dealing, or giving away intoxicants or mood altering drugs: Any student found to be exchanging, distributing, selling, giving away, or possessing an intoxicant or mood altering drug with the intention of exchanging, distributing, selling, or giving away such intoxicants or mood altering, look-alike drugs or paraphernalia on school property or at a school-sponsored activity will be subject to the same penalties previously outlined in this policy, and the police will be notified.

E. Use or possession of intoxicants, mood altering drugs, look-alike drugs and paraphernalia in student owned/operated vehicles: Any student who owns and/or operates a vehicle on school grounds or for the school-sponsored activities must accept responsibility for the vehicle and the contents of the vehicle. This responsibility subjects the owner or student operator to the full ramifications of this policy.

F. Administrative Rules: The Superintendent shall provide for the development of administrative rules relating to this policy to include all relevant definitions.

1. Prescription medications are to be construed as exceptions to this policy when used by the individual for whom they are prescribed in the manner and amount prescribed.

2. Designated school personnel may search a student's car, locker, and bag and may demand that a student empty his/her pockets if they have reasonable cause to believe that the student possesses objects or chemicals which may endanger the health, safety and welfare of him/her and/or others.

### PROCEDURES

1. Any teacher or other personnel, who believes that any student is not functioning properly, should contact the designated administrator who will escort the student to the nurse and fill out a referral.

The staff is not being asked to evaluate whether or not this is chemical in nature. They are not being used to label or diagnose, but to report behavioral observations that might signal the need for more assessment.

2. The nurse will determine whether the student is in need of urgent medical attention. If so, the nurse will administer any first aid required and/or immediately request emergency services and immediately notify the student's parent(s)/guardian(s).

3. If urgent medical attention is not required, the nurse will inform the administrator of the student's condition.

The administrator will then notify the parent(s)/guardian(s) of the situation, including physical and behavioral observations.

The Board of Education has approved the use of a breath alcohol tester as an option for students at the high school and for all high school dances, proms, and other such events /activities. The breath alcohol tester will be considered for use where, in the judgment of the school administrator, there exists *reasonable suspicion* that a student has consumed an alcoholic beverage and then, *only* under the following circumstances:

The student **denies** to an administrator that he/she has consumed alcoholic beverages and wishes to establish his/her innocence. Should the student register a *positive* reading on the breath alcohol tester, consequences will be administered as outlined on the discipline / behavior regulations in the student handbook.

The student **denies** to an administrator that he/she has consumed alcoholic beverages and elects **not** to utilize the breath alcohol tester to establish his/her innocence. The judgment of the administrator will then be utilized to determine if the student has consumed an alcoholic

beverage. In this instance, consequences will be administered as outlined in the discipline / behavior regulations in the student handbook.

### **TOBACCO AND VAPING**

Smoking/Vaping on school grounds is forbidden. Violation of the smoking policy is punished as follows.

1st offense - 2 days ISS

2nd offense - 1-5 days OSS

3rd offense - 3-5 days OSS (referral to Derby Youth Services)

### **BULLYING**

Bullying is defined as any overt act by a student or group of students directed against another student with the intent to ridicule, humiliate or intimidate another student while on school property, at a school sponsored activity, or on school-provided transportation, which act is committed more than once against any student over time. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school.

Students and parents are encouraged and expected to report any and all suspected acts of bullying in the school setting to the school administration. All reports, including anonymous reports, will be investigated. Anonymous complaints shall be reviewed and reasonable action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. To make an anonymous complaint, a parent or student can call the published voice mail number of any administrator, guidance counselor, or teacher.

### ***Substitute Senate Bill No. 1138***

#### ***Public Act No. 11-232***

#### ***AN ACT CONCERNING THE STRENGTHENING OF SCHOOL BULLYING LAWS.***

Be it enacted by the Senate and House of Representatives in General Assembly convened:

Section 1. Section 10-222d of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

(a) As used in this section and sections 10-222g, as amended by this act, 10-222h, as amended by this act, and sections 4 and 9 of this act:

(1) "Bullying" means (A) the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or (B) a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights

of such student at school, or (v) substantially disrupts the education process or the orderly operation of a school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics;

(2) "Cyberbullying" means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications;

(3) "Mobile electronic device" means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or digital video disk, or equipment on which digital images are taken or transmitted;

(4) "Electronic communication" means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system;

(5) "Hostile environment" means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

(6) "Outside of the school setting" means at a location, activity or program that is not school-related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;

(7) "School employee" means (A) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (B) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education; and

(8) "School climate" means the quality and character of school life with a particular focus on the quality of the relationships within the school community between and among students and adults.

(b) Each local and regional board of education shall develop and implement a [policy] safe school climate plan to address the existence of bullying in its schools. Such [policy] plan shall:

(1) Enable students to anonymously report acts of bullying to [teachers and school administrators] school employees and require students and the parents or guardians of students to be notified annually of the process by which [they] students may make such reports, (2) enable the parents or guardians of students to file written reports of suspected bullying, (3) require [teachers and other school staff] school employees who witness acts of bullying or receive [student] reports of bullying to orally notify [school administrators in writing] the safe school climate specialist, described in section 9 of this act, or another school administrator if the safe school climate specialist is unavailable, not later than one school day after such school

employee witnesses or receives a report of bullying, and to file a written report not later than two school days after making such oral report, (4) require [school administrators to investigate any] the safe school climate specialist to investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section, [and] (5) require the safe school climate specialist to review any anonymous reports, except that no disciplinary action shall be taken solely on the basis of an anonymous report, [(5)] (6) include a prevention and intervention strategy, as defined by section 10-222g, as amended by this act, for school [staff] employees to deal with bullying, [(6)] (7) provide for the inclusion of language in student codes of conduct concerning bullying, [(7)] (8) require each school to notify the parents or guardians of students who commit any verified acts of bullying and the parents or guardians of students against whom such acts were directed [, and invite them to attend at least one meeting, (8) require each school] not later than forty-eight hours after the completion of the investigation described in subdivision (4) of this subsection, (9) require each school to invite the parents or guardians of a student who commits any verified act of bullying and the parents or guardians of the student against whom such act was directed to a meeting to communicate to such parents or guardians the measures being taken by the school to ensure the safety of the student against whom such act was directed and to prevent further acts of bullying, (10) establish a procedure for each school to document and maintain records relating to reports and investigations of bullying in such school and to maintain a list of the number of verified acts of bullying in such school and make such list available for public inspection, and [, within available appropriations,] annually report such number to the Department of Education, [annually] and in such manner as prescribed by the Commissioner of Education, [(9)] (11) direct the development of case-by-case interventions for addressing repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual that may include both counseling and discipline, [and (10) identify the appropriate school personnel, which may include, but shall not be limited to, pupil services personnel, responsible for taking a bullying report and investigating the complaint] (12) prohibit discrimination and retaliation against an individual who reports or assists in the investigation of an act of bullying, (13) direct the development of student safety support plans for students against whom an act of bullying was directed that address safety measures the school will take to protect such students against further acts of bullying, (14) require the principal of a school, or the principal's designee, to notify the appropriate local law enforcement agency when such principal, or the principal's designee, believes that any acts of bullying constitute criminal conduct, (15) prohibit bullying (A) on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a local or regional board of education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the local or regional board of education, and (B) outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education process or the orderly operation of a school, (16) require, at the beginning of each school year, each school to provide all school employees with a written or electronic copy of the school district's safe school climate plan, and (17) require

that all school employees annually complete the training described in section 10-220a, as amended by this act, or section 6 of this act. The notification required pursuant to subdivision [(7)] (8) of this subsection and the invitation required pursuant to subdivision (9) of this [section] subsection shall include a description of the response of school [staff] employees to such acts and any consequences that may result from the commission of further acts of bullying. [For purposes of this section, "bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity or on a school bus, which acts are committed more than once against any student during the school year. Such policies may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student's academic performance or safety in school.]

(c) Not later than [February 1, 2009] January 1, 2012, each local and regional board of education shall [submit the policy] approve the safe school climate plan developed pursuant to this section and submit such plan to the Department of Education. Not later than [July 1, 2009, each] thirty calendar days after approval of such plan by the local or regional board of education, the board shall make such plan available on the board's and each individual school in the school district's Internet web site and ensure that [the policy] such plan is included in the school district's publication of the rules, procedures and standards of conduct for schools and in all student handbooks.

(d) On and after July 1, 2012, and biennially thereafter, each local and regional board of education shall require each school in the district to complete an assessment using the school climate assessment instruments, including surveys, approved and disseminated by the Department of Education pursuant to section 10-222h, as amended by this act. Each local and regional board of education shall collect the school climate assessments for each school in the district and submit such school climate assessments to the department.

Sec. 2. Section 10-222g of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

For the purposes of section 10-222d, as amended by this act, the term "prevention and intervention strategy" may include, but is not limited to, (1) implementation of a positive behavioral interventions and supports process or another evidence-based model approach for safe school climate or for the prevention of bullying identified by the Department of Education, (2) [a school survey to determine the prevalence of bullying, (3) establishment of a bullying prevention coordinating committee with broad representation to review the survey results and implement the strategy, (4)] school rules prohibiting bullying, harassment and intimidation and establishing appropriate consequences for those who engage in such acts, [(5)] (3) adequate adult supervision of outdoor areas, hallways, lunchroom and other specific areas where bullying is likely to occur, [(6)] (4) inclusion of grade-appropriate bullying education and prevention curricula in kindergarten through high school, [(7)] (5) individual interventions with the bully, parents and school [staff] employees, and interventions with the bullied child, parents and school [staff] employees, [(8)] (6) school-wide training related to safe school climate, (7) student peer training, education and support, and [(9)] (8) promotion of parent involvement in bullying prevention through individual or team participation in meetings, trainings and individual interventions.

Sec. 3. Section 10-222h of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

(a) The Department of Education shall, within available appropriations, (1) [review and analyze the policies submitted to the department pursuant to section 10-222d, (2) examine the relationship between bullying, school climate and student outcomes, (3)] document school districts' articulated needs for technical assistance and training related to safe learning and bullying, [(4)] (2) collect information on the prevention and intervention strategies used by schools to reduce the incidence of bullying, improve school climate and improve reporting outcomes, [and (5)] (3) develop or recommend a model [policies] safe school climate plan for grades kindergarten to twelve, inclusive, [for the prevention of bullying] and (4) in collaboration with the Connecticut Association of Schools, disseminate to all public schools grade-level appropriate school climate assessment instruments approved by the department, including surveys, to be used by local and regional boards of education for the purposes of collecting information described in subdivision (2) of this subsection so that the department can monitor bullying prevention efforts over time and compare each district's progress to state trends. On or before February 1, 2010, and biennially thereafter, the department shall, in accordance with the provisions of section 11-4a, submit a report on the status of its efforts pursuant to this section including, but not limited to, the number of verified acts of bullying in the state, an analysis of the responsive action taken by school districts and any recommendations it may have regarding additional activities or funding to prevent bullying in schools and improve school climate to the joint standing committee of the General Assembly having cognizance of matters relating to education and to the select committee of the General Assembly having cognizance of matters relating to children.

(b) The department may accept private donations for the purposes of this section.

Sec. 4. (NEW) (*Effective July 1, 2011*) (a) The Department of Education, in consultation with the State Education Resource Center, the Governor's Prevention Partnership and the Commission on Children, shall establish, within available appropriations, a state-wide safe school climate resource network for the identification, prevention and education of school bullying in the state. Such state-wide safe school climate resource network shall make available to all schools information, training opportunities and resource materials to improve the school climate to diminish bullying.

(b) The department may seek federal, state and municipal funding and may accept private donations for the administration of the state-wide safe school climate resource network.

Sec. 5. Subsection (a) of section 10-220a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

(a) Each local or regional board of education shall provide an in-service training program for its teachers, administrators and pupil personnel who hold the initial educator, provisional educator or professional educator certificate. Such program shall provide such teachers, administrators and pupil personnel with information on (1) the nature and the relationship of drugs, as defined in subdivision (17) of section 21a-240, and alcohol to health and personality development, and procedures for discouraging their abuse, (2) health and mental health risk reduction education which includes, but need not be limited to, the prevention of risk-taking behavior by children and the relationship of such behavior to substance abuse, pregnancy, sexually transmitted diseases,



including HIV-infection and AIDS, as defined in section 19a-581, violence, teen dating violence, domestic violence, child abuse and youth suicide, (3) the growth and development of exceptional children, including handicapped and gifted and talented children and children who may require special education, including, but not limited to, children with attention-deficit hyperactivity disorder or learning disabilities, and methods for identifying, planning for and working effectively with special needs children in a regular classroom, (4) school violence prevention, conflict resolution, the prevention of and response to youth suicide and the identification and prevention of and response to bullying, as defined in subsection (a) of section 10-222d, as amended by this act, except that those boards of education that implement [an] any evidence-based model approach [.] that is approved by the Department of Education and is consistent with subsection (d) of section 10-145a, as amended by this act, subsection (a) of section 10-220a, as amended by this act, sections 10-222d, as amended by this act, 10-222g, as amended by this act, and 10-222h, as amended by this act, subsection (g) of section 10-233c and sections 1 and 3 of public act 08-160, shall not be required to provide in-service training on the identification and prevention of and response to bullying, (5) cardiopulmonary resuscitation and other emergency life saving procedures, (6) computer and other information technology as applied to student learning and classroom instruction, communications and data management, (7) the teaching of the language arts, reading and reading readiness for teachers in grades kindergarten to three, inclusive, and (8) second language acquisition in districts required to provide a program of bilingual education pursuant to section 10-17f. Each local and regional board of education may allow any paraprofessional or non certified employee to participate, on a voluntary basis, in any in-service training program provided pursuant to this section. The State Board of Education, within available appropriations and utilizing available materials, shall assist and encourage local and regional boards of education to include: (A) Holocaust education and awareness; (B) the historical events surrounding the Great Famine in Ireland; (C) African-American history; (D) Puerto Rican history; (E) Native American history; (F) personal financial management; (G) domestic violence and teen dating violence; and (H) topics approved by the state board upon the request of local or regional boards of education as part of in-service training programs pursuant to this subsection.

Sec. 6. (NEW) (*Effective July 1, 2011*) The Department of Education shall provide, within available appropriations, annual training to school employees, as defined in section 10-222d of the general statutes, as amended by this act, except those school employees who hold the initial educator, provisional educator or professional educator certificate, on the prevention, identification and response to school bullying, as defined in section 10-222d of the general statutes, as amended by this act, and the prevention of and response to youth suicide. Such training may include, but not be limited to, (1) developmentally appropriate strategies to prevent bullying among students in school and outside of the school setting, (2) developmentally appropriate strategies for immediate and effective interventions to stop bullying, (3) information regarding the interaction and relationship between students committing acts of bullying, students against whom such acts of bullying are directed and witnesses of such acts of bullying, (4) research findings on bullying, such as information about the types of students who have been shown to be at-risk for bullying in the school setting, (5) information on the incidence and nature of cyberbullying, as defined in section 10-222d of the general statutes, as amended by

this act, (6) Internet safety issues as they relate to cyberbullying, or (7) information on the incidence of youth suicide, methods of identifying youths at risk of suicide and developmentally appropriate strategies for effective interventions to prevent youth suicide. Such training may be presented in person by mentors, offered in state-wide workshops or through on-line courses.

Sec. 7. Subdivision (1) of subsection (e) of section 10-145o of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

(e) (1) Beginning teachers shall satisfactorily complete instructional modules in the following areas: (A) Classroom management and climate, which shall include training regarding the prevention, identification and response to school bullying, as defined in section 10-222d, as amended by this act, and the prevention of and response to youth suicide; (B) lesson planning and unit design; (C) delivering instruction; (D) assessing student learning; and (E) professional practice. Beginning teachers shall complete two modules in their first year in the program and three modules in their second year in the program, except as otherwise provided by the Commissioner of Education, or as provided for in subsection (h) of this section.

Sec. 8. Subsection (d) of section 10-145a of the general statutes is repealed and the following is substituted in lieu thereof (*Effective July 1, 2011*):

(d) Any candidate in a program of teacher preparation leading to professional certification shall [be encouraged to] complete a school violence, bullying, as defined in section 10-222d, as amended by this act, and suicide prevention and conflict resolution component of such a program.

Sec. 9. (NEW) (*Effective July 1, 2011*) (a) For the school year commencing July 1, 2012, and each school year thereafter, the superintendent of each local or regional board of education shall appoint, from among existing school district staff, a district safe school climate coordinator. The district safe school climate coordinator shall: (1) Be responsible for implementing the district's safe school climate plan, developed pursuant to section 10-222d of the general statutes, as amended by this act, (2) collaborate with the safe school climate specialists, described in subsection (b) of this section, the board of education for the district and the superintendent of schools of the school district to prevent, identify and respond to bullying in the schools of the district, (3) provide data and information, in collaboration with the superintendent of schools of the district, to the Department of Education regarding bullying, in accordance with the provisions of subsection (b) of section 10-222d of the general statutes, as amended by this act, and subsection (a) of section 10-222h of the general statutes, as amended by this act, and (4) meet with the safe school climate specialists at least twice during the school year to discuss issues relating to bullying in the school district and to make recommendations concerning amendments to the district's safe school climate plan.

(b) For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school, or the principal's designee, shall serve as the safe school climate specialist and shall (1) investigate or supervise the investigation of reported acts of bullying in the school in accordance with the district's safe school climate plan, (2) collect and maintain records of reports and investigations of bullying in school, and (3) act as the primary school official responsible for preventing, identifying and responding to reports of bullying in school.

(c) (1) For the school year commencing July 1, 2012, and each school year thereafter, the principal of each school shall establish a committee or designate at least one existing committee

in the school to be responsible for developing and fostering a safe school climate and addressing issues relating to bullying in school. Such committee shall include at least one parent or guardian of a student enrolled in the school appointed by the school principal.

(2) Any such committee shall: (A) receive copies of completed reports following investigations of bullying, (B) identify and address patterns of bullying among students in the school, (C) review and amend school policies relating to bullying, (D) review and make recommendations to the district safe school climate coordinator regarding the district's safe school climate plan based on issues and experiences specific to the school, (E) educate students, school employees and parents and guardians of students on issues relating to bullying, (F) collaborate with the district safe school climate coordinator in the collection of data regarding bullying, in accordance with the provisions of subsection (b) of section 10-222d of the general statutes, as amended by this act, and subsection (a) of section 10-222h of the general statutes, as amended by this act, and (G) perform any other duties as determined by the school principal that are related to the prevention, identification and response to school bullying for the school.

(3) Any parent or guardian serving as a member of any such committee shall not participate in the activities described in subparagraphs (A) and (B) of subdivision (2) of this subsection or any other activity that may compromise the confidentiality of a student.

Sec. 10. (NEW) (*Effective July 1, 2011*) (a) No claim for damages shall be made against a school employee, as defined in section 10-222d of the general statutes, as amended by this act, who reports, investigates and responds to bullying, as defined in said section 10-222d, in accordance with the provisions of the safe school climate plan, described in said section 10-222d, if such a school employee was acting in good faith in the discharge of his or her duties or within the scope of his or her employment. The immunity provided in this subsection does not apply to acts or omissions constituting gross, reckless, wilful or wanton misconduct.

(b) No claim for damages shall be made against a student, parent or guardian of a student or any other individual who reports an act of bullying to a school employee, in accordance with the provisions of the safe school climate plan described in said section 10-222d, if such individual was acting in good faith. The immunity provided in this subsection does not apply to acts or omissions constituting gross, reckless, wilful or wanton misconduct.

(c) No claim for damages shall be made against a local or regional board of education that implements the safe school climate plan, described in section 10-222d of the general statutes, as amended by this act, and reports, investigates and responds to bullying, as defined in said section 10-222d, if such local or regional board of education was acting in good faith in the discharge of its duties. The immunity provided in this subsection does not apply to acts or omissions constituting gross, reckless, wilful or wanton misconduct.

Approved July 13, 2011

### **SEXUAL HARASSMENT POLICY AND PROCEDURES**

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment. It shall be a violation of this policy for any student, employee, individual under contract, or volunteer, subject to the control of the Board to harass a student, employee, individual under

contract, or volunteer, through conduct or communication of a sexual nature, as defined by this policy.

Sexual harassment is defined as unwelcome conduct of a sexual nature, either verbal or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcome conduct will in any way influence a decision regarding that person's employment or education, or that it will interfere in any way with that person's employment or educational performance, or create an intimidating, hostile or offensive work or educational environment. Sexual harassment by an employee, individual under contract or volunteer will result in disciplinary action up to and including dismissal or expulsion.

Any person who believes he or she has been the victim of sexual harassment by a student, employee, individual under contract, or volunteer of the Board of Education is encouraged to promptly report such complaint to his/her immediate supervisor, the designated employer representative, or the Superintendent of Schools. Complaints will be investigated promptly, and corrective action will be taken when allegations are verified. Confidentiality will be maintained by all persons involved in the investigation (consistent with the investigation process) and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

<b>Discipline Level:</b>	<b>Offense:</b>	<b>Possible Disciplinary Action:</b>	
<b>Level 1 - Infractions or behaviors that demonstrate a lack of respect for maintaining an orderly teaching and learning environment</b>	Dress Code Violation	Student will be required to obtain a change of clothes (may be sent to ISS until a parent arrives) – multiple violations would result in further disciplinary action.	
	Excessive Tardiness	Student conference Teacher Detention Office Detention In-School Suspension (1-3 days)	
	Bus Misconduct	Student Conference Office Detention In-School Suspension (1-3 days) Loss of Bus Privilege	
	Classroom Disruption	Student conference Teacher Detention Office Detention In-School Suspension (1-3 days)	
	Electronic/Technology Violation	Student Conference Office Detention In-School Suspension (1-3 days) Confiscation of Electronic Device	
	Cutting Class	Student conference Teacher Detention Office Detention In-School Suspension (1-3 days)	
	Other inappropriate conduct as determined by administration	Student conference Teacher Detention Office Detention In-School Suspension (1-3 days)	
	<b>Level 2 - Infractions or behaviors that demonstrate a lack of honesty, respect, and courtesy toward the school community</b>	Skipping Detention	Office Detention In-School Suspension (1-3 days)
		Repeated Level 1 Offenses	Office Detention In-School Suspension (1-3 days)
Leaving school grounds without administrative permission		In-School Suspension (2 days)	
Cafeteria Misconduct		Office Detention In-School Suspension (1-3 days)	

	Disrespectful behavior towards staff or other students	Office Detention In-School Suspension (1-3 days)
	Insubordination	Office Detention In-School Suspension (1-3 days)
	Other inappropriate conduct as determined by administration	Office Detention In-School Suspension (1-3 days)
<b>Level 3 - Infractions or behaviors that jeopardize the health, safety, and welfare of individuals in the school community</b>	Fighting/Physical Contact	In School Suspension (2-5 days) Out of School Suspension (1-5 Days) Potential Police Referral
	Graffiti/Vandalism	In School Suspension (2-5 days) Out of School Suspension (1-5 Days) Potential Police Referral Restitution for Damage
	Repeated Level 2 Offenses	In School Suspension (2-5 days) Out of School Suspension (1-5 Days) Potential Police Referral
	Bullying	In School Suspension (2-5 days) Out of School Suspension (1-5 Days) Potential Police Referral
	Verbal assault or threatening physical harm	In School Suspension (2-5 days) Out of School Suspension (1-5 Days) Potential Police Referral
	Smoking (including e-cigarettes and vaporizers)	In School Suspension (2-5 days) Out of School Suspension (1-5 Days) Potential Police Referral
	Theft of school or personal property	In School Suspension (2-5 days) Out of School Suspension (1-10 Days) Potential Police Referral
	Hazing	In School Suspension (2-5 days) Out of School Suspension (1-10 Days) Potential Police Referral May be Recommend for Expulsion Removal from athletic team or club
	Other serious misconduct as determined by administration	In School Suspension (2-5 days) Out of School Suspension (1-10 Days) Potential Police Referral May be Recommended for Expulsion
<b>Level 4 - Infractions or behaviors that may significantly jeopardize the health, safety, and welfare of the school community</b>	Use or possession of illegal substances (including alcohol) at school/school related activities	Out of School Suspension (10 Days) Police Referral May be Recommended for Expulsion

	False Alarm/ Bomb Threat	Out of School Suspension (3-10 Days) Potential Police Referral May be Recommended for Expulsion
	Assault	Out of School Suspension (3-10 Days) Potential Police Referral May be Recommended for Expulsion
	Arson	Out of School Suspension (3-10 Days) Potential Police Referral May be Recommended for Expulsion
	Hate Crimes	Out of School Suspension (3-10 Days) Potential Police Referral May be Recommended for Expulsion
	Repeated level 2-3 offenses	Out of School Suspension (3-10 Days) Potential Police Referral May be Recommended for Expulsion
	Other severe misconduct as determined by administration	Out of School Suspension (3-10 Days) Potential Police Referral May be Recommended for Expulsion
<b>Level 5 - Infractions or behaviors leading to a possible felony arrest</b>	Use or possession of weapon, facsimile, or dangerous instrument (on or off school grounds)	Out of School Suspension (10 days) Police Referral Recommended for Expulsion
	Possession of illegal substance with intent to sell (on or off school grounds)	Out of School Suspension (10 days) Police Referral Recommended for Expulsion
	Other serious misconduct as determined by administration	Out of School Suspension (10 days) Police Referral Recommended for Expulsion