

Derby High School



Handbook for Students and Parents 2010-2011

*8 Nutmeg Avenue
Derby, CT 06418
(203) 736-5032 ■ Fax (203) 736-5056*

School Personnel

Administrators

Fran Thompson, *Principal*
Greg Gaillard, *Assistant Principal*

Department Coordinators

Art..... Alyson Grate
AthleticsJoe Oraziatti
Career & Technical Education..... Alyson Grate
English..... Anthony Gargano
Mathematics..... David Chevarella
Music..... Alyson Grate
Physical Education..... Alyson Grate
Science..... Louis Coppola
Social Studies.....Linda Romano
World LanguagesGiana Harrington

Guidance and Student Services

School Counseling and Guidance ServicesJennifer Dunnuck, Brian Nutter
ESLDeb Almonte
School PsychologistCorrine Russell
Social WorkerNicole Bunnell

Support Staff

Guidance SecretaryRobin Palmer
Secretary to the PrincipalAngela Lillemoe
Office Registrar.....Debbie Piscioneri
Security SpecialistJavier Lancaster

Custodial Staff

Head CustodianAnthony Mazon
Custodians Lou Lusky, Dave Erhardt, John Zaleski
Maintenance.....Chester Godek

Health Office

School NurseEileen Witek, R.N.

FACULTY

Art - Marianne Feroce, Joe Orazietti
Career & Technical Education - Nick Behun, Melissa Hatton
English - Christian Allard, Kathy Brown, Anthony Gargano, Angela Russo, Cara Rice
Library Media Center - Kim Falcioni
Mathematics - Ryan Adams, David Chevarella, Thomas Leszczynski, Franco Garzone
Music- Maureen McGovern
Physical Education - Alyson Grate, Eric O'Toole
Science/Health - Alex Scheglov, Louis Coppola, Kim Liu, Jenifer Shea
Social Studies - Matthew Bradshaw, Andy Guyon, Deb Hansen, Linda Romano
Special Education Angela Ford, Sharon Rinaldo, Shelia Scheef, Rosann Lizza, Mary Jane Libretti, Pam Queen, Virginia DiPaola
World Languages - Sharon Cote, Giana Harrington, Francisco Salazar, Nelda Carrion

DERBY HIGH SCHOOL BELL SCHEDULES

Regular Day

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 10:59-11:46

Lunch A 11:50-12:13
Per. 6 B 12:17-1:04

Per. 6A 11:50-12:37
Lunch B 12:41-1:04

Per. 7 1:08-1:55

Advisory Day

Per. 1 7:30-8:16
Per. 2 8:20-9:06
Per. 3 9:10-9:55
Advisory 10:01-10:20
Per. 4 10:24-11:07
Per. 5 11:11-11:54
Lunch A 11:58-12:19
Per. 6 A 11:58-12:45
Per. 6 B 12:23-1:08
Lunch B 12:48-1:08
Per. 7 1:12-1:55

Early Dismissal Day

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

90 Minute Delay Day

Per. 1 9:00-9:35
Per. 2 9:39-10:14
Per. 3 10:18-10:54
Per. 4 10:58-11:33
Per. 5 11:37-12:12
Lunch A 12:16-12:37
Per. 6 B 12:41-1:16
Per. 6 A 12:16-12:51
Lunch B 12:55-1:16
Per. 7 1:20-1:55

Special 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 10:23-10:59
Per. 5 11:03-11:49
Lunch A 11:53- 12:14
Per. 6 B 12:18- 1:04
Per. 6 A 11:53- 12:39
Lunch B 12:43-1:04
Per. 7 1:08 – 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 opinion to be considered in any decision-making process. When a final decision is made, however, there is the 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 roles as an educational agency and advocate. That is the responsibility 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)

BOARD OF EDUCATION GOALS

WE IN THE DERBY SCHOOL SYSTEM OFFER TO EACH STUDENT THE OPPORTUNITY:

1. To participate in an environment conducive to learning.
2. To learn to their full potential to communicate; to acquire knowledge of and ability in mathematics, and to strengthen decision-making skills.
3. To acquire knowledge in a balanced variety of disciplines.
4. To develop creativity in thought and accomplishments.
5. To understand the rights and duties of a citizen in a democratic society and to be diligent and competent in the performance of his/her obligations as a citizen of the community, state and nation.
6. To respect the rights of all individuals and to accept responsibility for oneself and one's actions.
7. To accept learning as a lifelong continuing process of self development.
8. To apply his/her accumulating knowledge and skills to present day living.
9. To acquire habits and attitudes which have proven value for health and family life.
10. To disseminate values and determine priorities.
11. To develop in diversity and understand the inherent strengths in a pluralistic society.
12. To acquire the knowledge necessary to live in harmony with the environment and actively practice conservation of natural resource.

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

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 student. 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 student. 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 extra-curricular 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.

Three years of one language are required for most colleges. A language may be started in any year except the last. A fourth year of a language will be given if enough students are interested.

The sequence of mathematics courses is as follows: If Algebra I was successfully completed prior to grade 9, Geometry must be taken in the first year, followed by Algebra II. Students who complete Algebra I, Part 1 in grade 8 will take Algebra I (CP) in grade 9 followed by Geometry. AP Calculus may be taken only with the approval of the Math Department.

COUNSELING DEPARTMENT

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 Town 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 coordinating CAPT tests, administering PSAT and AP Exams, facilitating scheduling, and educating/assisting in preparing for post high school plans.

ADVISORY PROGRAM

Every student is a member of 10 -12 member Advisory group which meets weekly for 20 minutes 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

DERBY HIGH SCHOOL DIPLOMA REQUIREMENTS

The awarding of a Derby High School diploma is contingent upon a student completing and passing all the following requirements:

Class of 2010: The minimum total of credits earned is twenty-two (22). These must include the following:

- a) English I, II, III, IV (Remedial courses would be in addition to the regular English course)
- b) Mathematics – 3 years/credits
- c) Science – 2 years/credits
- d) Social Studies – 3 years/credits (must include ½ year Government; Local, State, Federal and 1 year US History)
- e) Physical Education – 1 credit (waivers may be granted at the sole discretion of the Administration for extreme medical reasons or handicapped conditions)
- f) Vocation Education or Art – 1 credit

Classes of 2011 - 2013: The minimum total of credits earned is twenty-four (24). These must include the following:

- a) English I, II, III, IV (Remedial courses would be in addition to the regular English course) (4 credits)
- b) Mathematics – 3 years/credits
- c) Science – 3 years/credits
- d) Social Studies – 3.5 years/credits (includes ½ year Government; Local, State, Federal and 1 year US History)
- e) Physical Education – 1 credit (waivers may be granted at the sole discretion of the Administration for extreme medical reasons or handicapped conditions)
- f) Health Education - .5 credit
- g) Fine Arts – .5 credit (Includes courses in art, music or theater arts)
- h) Practical Arts – 1 credit (Includes courses in business, computer science, technical education or work experience)

The minimum number of credits to be taken per grade level is the following:

- a. Grade 9 – 6 credits
- b. Grade 10 – 6 credits
- c. Grade 11 – 6 credits
- d. Grade 12 – 6 credits

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

- e. Grade 10 – 5 earned credits
- f. Grade 11 – 11 earned credits
- g. Grade 12 – 17 earned credits

Students are required for graduation to be competent with a passing score of “3” on the CAPT exam. If a “3” is not achieved, a district alternative CAPT assessment will be given during the senior year.
(Board of Education Policy)

RANK IN CLASS – QUALITY POINT AVERAGE

The computation of rank in class is based on course level and grade 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 the junior year and again at the end of the 1st semester of the senior year. An example of the various levels associated with letter grades are illustrated below:

(Quality Points given)

<u>Grade</u>	<u>AP</u>	<u>Honors</u>	<u>College Prep</u>	<u>Academic</u>
95	16	14	12	11
85	14	12	10	9
75	12	10	8	7
65	10	8	6	5
0-64	0	0	0	0

Interpretations of Course Levels

- (AP) Advanced Placement: College level courses
- (H) Honors: Rigorous advanced work beyond grade level
- (CP) College Prep: Rigorous grade level work
- (A) Academic: Work at grade level with focus on higher thinking orders

AP Courses: Teacher recommendation is required for all AP courses. In addition, a department-level writing sample is required for AP English and AP U.S. History.

Honors Courses: Students who maintain an 85 average in current course work will be placed in the subsequent honors course. In addition, students may be placed in an honors course with departmental approval.

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 and achievement and test scores. Student placement in the Developmental Skills program is further determined by student results in the Connecticut Mastery Examinations.

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. Summer school for students whose year-ending grade is between 55 and 64 will be available in some subject areas for all students.

SCHEDULE CHANGES AND COURSE DROPS

Students and parents are urged to carefully plan academic programs and the selection of courses each spring. After student schedules are finalized to start the school year, schedule change and/or course drops will only be approved in the following circumstances:

- Error made by counselor or data processing center
- Placement error made by recommending teacher
- Changes necessary to equalize class sizes

Under other circumstances, drops will only be approved at the end of one quarter and only when there is ample evidence of earnest and consistent effort on the part of the student to meet all expectations of the course.

To attain approval to drop a course the student must apply in writing to the principal stating all reasons for the request. This written request must also be signed by the student’s parent/guardian, signifying approval, by the subject department head, by the teacher and by the guidance counselor, signifying that they have discussed this matter with the student. Adding a class must be done during the first two weeks of that start of a semester. In order to add a course must see his/her guidance counselor.

ACADEMIC REPORT FORMATTING GUIDELINES – FOR ALL STUDENTS (ALL SUBJECTS)

An academic report must be prepared using standard procedures and must be error free. The following standard formatting procedures must be followed in creating an academic report:

- A. Use one inch top, bottom and side margins. (These are standard default settings for most computer software.)
- B. At the left margin, double space (a) your name, (b) instructor's name, (c) title of course, (d) and the date of the assignment.
- C. Double space after the date and center the title in initial cap.
- D. Double space after the title to begin the report.
- E. Double spacing is required for the body of the report.
- F. Paragraphs must be indented one tab spacing (five spaces).
- G. For multiple page reports, key a header with your last name, followed by one space and the page number.
- H. Reference/Works Cited pages tell the readers the source of specific information provided in a report. Therefore, all books, articles, internet resources, etc. should be cited properly according to format procedures as explained by the teacher.

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 mid-point of each semester.

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 should not be assigned to students as a self instructional process. Except for reading assignments, homework assignments should always be given after an introduction or instructional lesson by the teacher.
4. Except for long term assignments (book reports, research themes and term papers), homework shall have a plus or minus impact on marking period grades.
5. Homework may be given for make up for absences due to legitimate reasons (as defined under the attendance policy), provided the student has been given appropriate instructions by the teacher prior to the home study.
6. Homework will be evaluated and returned to students no later than forty-eight hours from the time received by the teacher, exclusive of long range assignments.
7. Homework will never be used to enforce discipline. Punishment assignments may be given to be done at home; however, punishment assignments should be both constructive and reasonable in design. It should be clearly understood by all concerned that punishment assignments done at home are not to be counted as part of the student's performance grade. Failure to complete punishment assignments at home should be remedied by other alternative disciplinary means.
8. Recommended time limits for homework are as follows: Grades 9-12: 45 minutes per academic period to a maximum of 200 minutes daily.
9. Homework will never be given as busy work for any grade level.
10. Sample of students' homework will be kept on file by the teachers as reference at parent conferences.

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: Every grade is at least ninety (90,) regardless of academic level.

High Honors will also be granted to students when the total quality points a student receives averages at 12 or higher, with no more than one grade between 80-89 in any one honors or AP level course. No grade below 80 is acceptable.

Honors: A student receives a grade point average of at least eighty (80) in every subject regardless of academic level.

Honors will also be granted to students when the total quality points a student receives averages at 10.5 or higher, with no more than one grade between 70-79 in any one honors or AP level course. No grade below 70 is acceptable.

Transfer Students: Students who transfer into Derby High will have their records incorporated into our ranking system. 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 two hours long and are mandatory. Only seniors who have attained a 90 average for three quarters are exempt from the June 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.

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 on line 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 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.

PARENTS' OPEN HOUSE AND CONFERENCE DAYS

Parents' Open House is held in September and Parent 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. Parents and community members are also invited to join the high school administration each month for "coffee and conversation" held in the cafeteria. Please visit our website for dates and times.

GRADUATION

Graduation festivities open with the annual Senior Class Night. Yearbooks are distributed at this affair. When the weather permits, graduation exercises are held at the Leo F. Ryan Athletic Complex. 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 school year.

SCHOOL COLORS Red and White

SCHOOL MOTTO Prudence, Fortitude, Truth

Important Telephone Numbers

<u>Derby High School</u>	<u>736-5032</u>
<u>Attendance Line</u>	<u>736-5039</u>
<u>Athletic Department</u>	<u>736-5037</u>
<u>Guidance</u>	<u>736-5036</u>
<u>School Nurse</u>	<u>736-5055</u>
<u>Central Office</u>	<u>736-5027</u>
<u>Derby Middle School</u>	<u>736-1426</u>
<u>Special Education Office</u>	<u>736-5046</u>
<u>Irving School</u>	<u>736-5043</u>
<u>Bradley School</u>	<u>736-5040</u>

ATTENDANCE POLICY

1. The warning 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. Any student who arrives to school after the start of school must report to the office for a late pass. The late pass must be presented to his/her teacher.
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:
 - a. Students absent more than 5 consecutive days will be required to furnish medical evidence of that absence.
 - b. In any case where students are absent more than 20 days for any reason, a conference involving administrator, parents, the student, guidance personnel and other interested parties will be held prior to credit for a subject being granted. (See 20 Day Rule)
 - c. 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
 - d. 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
 - e. 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 student's 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

TARDY-CUT (20 or more minutes late to class)

Any student arriving late to class more than 20 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

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.

Any student who cuts class more than three times per semester will lose credit from that class and will forfeit his/her their right to appeal the loss of credit

EXCEPTIONS TO THE 20 DAY RULE

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.
2. Death or serious illness in the family
3. Religious observation
4. Medical, education and legal appointments
5. School sponsored activities
6. 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 wished 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. Notes will be verified at the discretion of the administration.

MAKE-UP WORK

Students who have been absent are required to consult their classroom teachers about work missed as a result of the absence. Students will have make-up work completed in the time specified by the classroom teachers. 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).

Students who have been absent from classes because of cutting, truancy, or unexcused tardies will be allowed to make up work but will not receive credit. This policy does not apply to students returning from suspension.

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 dues are spread out over four years in order to make it easier to pay the total. Student dues are used in senior year to help reduce the cost of most senior activities. Class dues will be \$30 per year for a total of \$120 for each graduating student. Students from other schools transferring to Derby High School whatever grade must pay all four years of dues before senior activities begin. The dues collected year-to-year or all at once will pay for senior activities. If a student, for instance, transfers as a junior, he/she must pay all four years of dues by senior year. Otherwise he/she will enjoy activities for far less money than someone who has been here for four years and has paid four years of dues. Senior activities include:

Graduation Exercises
Class Night Banquet

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 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 within five calendar days from the date of entrance of the student in question.
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:

Italian Club	Theater Program	Ski Club
Spanish Club	Italian Honor Society	HUGS
Cultural Diversity Club	Pep Club	
National Honor Society	Environmental Club	
Spanish Honor Society	Guitar Club	

The Senior Prom is scheduled in late May or early June, and is open to seniors and their guests only. The Junior Semi-Formal is held in November. Class rings are distributed at this time.

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 or have exceeded goal on ALL portions of the CAPT test. As well our National Honor Society, Spanish Honor Society and Italian Honor Society members are inducted during this event.

RULES GOVERNING EXTRA-CURRICULAR ACTIVITIES

1. To be eligible to participate in any extra-curricular activity or sport, including field trips, class trips and dances, students must be passing at least 4 full time subjects. This rule applies to activities governed by CIAC and all dances, contests, trips, and senior privileges.
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 will 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 behave in a reasonable manner. 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 principal.
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 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 the school.

ELECTION OF STUDENT OFFICERS

Each candidate should check his/her previous year's average in the guidance office prior to submitting his name for nomination. A grade average of 75 is required.

LIBRARY-MEDIA CENTER

Hours:

Monday – Friday 7:20 a.m. - 3:25 p.m.

- A maximum of six students from each study hall may go to the LMC. Students who show the study hall teacher an assignment that requires LMC materials will have priority on the LMC list. Students who do not report to the LMC are cutting class and will be written up by the study hall teacher. These students will also be prohibited from using the LMC for a week or more.
- Students must sign in at the circulation desk when they arrive and stay until the bell at the end of the period. Students may sign out to the lavatory and return in a timely manner.
-
- Students will be prohibited from using the LMC for a week or more for improper behavior or failure to follow the LMC or school guidelines. In addition, students may be assigned an office detention.

CIRCULATION

- 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 user 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.

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 bell rings.

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 administrative 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
- parking violations
 - other significant disciplinary infractions as determined by administration

EXPECTATIONS FOR STUDENT LEADERS

Effective leadership is demonstrated through positive attitudes and actions. DHS students who are elected to leadership positions for their respective classes or who serve as athletic team captains are expected to demonstrate exemplary conduct and attitude throughout their term in office.

In addition to the DHS Code of Conduct for students, class leaders and team captains must also adhere to:

- 1. Grades** – All officers must maintain a C average. If the average is not maintained, the officer will be placed on probation for the following marking period and removed the following trimester if grades do not improve.
- 2. School policies** – Officers should not exceed three unexcused tardies to school. Officers should not receive any Administrative disciplinary action. Consequences for any of the above will be a warning for the first offense, probation for the second offense, and removal from office for the third offense.
- 3. Suspensions or violation of substance abuse policy** – Suspensions will be reviewed on a case by case basis; however, suspensions and violations of substance abuse policy may result in the forfeiture of the student's position.
- 4. Attendance** – Officers are expected to attend all meetings of their organization. Continued poor attendance will eventually result in removal from office. Each organization will develop an attendance policy at the start of the school year.

BOARD OF EDUCATION STUDENT REPRESENTATIVE:

Jonathan Haydu '11

STUDENT DRIVING/PARKING

Student Use of Motor Vehicles

All requests for student parking privileges must be accompanied by proof of proper licensing and proof of employment requiring the use of a motor vehicle to satisfactorily meet conditions of employment. 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 vehicle.

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 of 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).

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 NCSS.org web site 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 CLEARINGHOUSE AND SAT REGISTRATION.**

FALL SPORTS

FOOTBALL - VARSITY, JV,
BOYS SOCCER - VARSITY, JV
GIRLS SOCCER - VARSITY, JV
CHEERLEADING - VARSITY
DERBYETTES (Club Sport)

SPRING SPORTS

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

WINTER SPORTS

BASKETBALL BOYS - VARSITY, JV,
BASKETBALL GIRLS - VARSITY, JV
WRESTLING - VARSITY, JV
CHEERLEADING - VARSITY

DERBYETTES

This group is comprised of students in the freshman through senior classes to foster school spirit by performing in musical dance routines, using pompons and other hand apparatus. They participate at half-time at football games and at 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 from the upper three classes with special freshman exemptions. 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 March. Grades will be checked after every marking period to be sure that academic standards are met.

MISSION STATEMENT

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. Student 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 over-all 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 member 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. The exception is the 4th marking period. For the fall season the athlete must have passed 4 full time academic subjects for the previous year-not just the 4th 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.
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. Under no circumstances are athletes 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, 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) will help the head coach check to make sure that all equipment is in its proper place, lights and showers are turned off, no personal belongings are left in the locker room area and that all doors are secure. On days of home games the captain(s) and coaches should make sure that all facilities are secure before they leave.

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 the 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 will take care of the bills 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 carrier. Keep in mind, that the trainer or head coach must complete the accident form regardless of the severity of the injury.

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 set of rules for conduct which will be signed by the athlete and this/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 reason 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. Teams that change at opponent's schools will travel to those games in a professional business like attire. It is suggested that team participants utilize a dress shirt and tie for the men, and pant suits, dresses, skirts or other appropriate attire for women.

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, hand bags, 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 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.

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 ¼ 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 immediate 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 and/or chewing

Participants in Derby High School athletic programs shall not smoke 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 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 sport 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!

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.

- 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.
- No student is allowed in the corridors or lavatories without a pass.
- A person who leaves the school grounds without permission will be suspended from classes. A conference with the parents is required for the violation.
- 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.
- Students who are caught fighting in the school or on school property will be suspended.
- 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.
- Smoking on school property is forbidden. Violation is subject to disciplinary action. Students 16 and over will be served a written citation for violation of State Law by the Derby Youth Officer.
- 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.
- All class assignments missed because of any absence for any reason must be made up by the date designated from the classroom teacher.
- Students who cut class will receive a will be suspended.

Removal/Suspension/Expulsion

II. Definition

- a. **“Exclusion”** is defined as any denial of public school privileges to a student for disciplinary purpose.
- 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 1/4 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, kasari-fundo, octagon sai, tonfa or Chinese star (or facsimile thereof).

III. **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.

IV. **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 then 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 the other 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 to school property.
17. Violation of 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 fire arm, 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 such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or 3) on or about school grounds, offered for sale or distribution 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 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 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 weapon, on school grounds or at school sponsored activity; (2) off school grounds, possessed a firearm or possessed and used such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or (3) off school grounds offered for sale or distribution 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 reoccurrence 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. § 21a-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. § 21a-277 and 21a-278. If the board expels a student for the sale or distribution of such 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

Students may possess a cellular phone or other communication device but may only use said device according to the guidelines set forth in Board policy and school regulations. Electronic devices may not be used during instructional time.

DRESS CODE

It is the opinion of the Board of Education that certain types or 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

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

1. All pants or shorts that are worn below the waist or where undergarments are exposed.
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 excessively torn or ragged.
4. Shirts, shorts, dresses, and jumpers shorter than 4" above the knee or less than finger tip length
5. Hats, head coverings, earmuffs, bandannas, curlers, goggles, sunglasses that are worn indoors. (Hooded shirts may be worn but the hood may not be worn in school.)
6. Footwear which causes noisy distraction or which is unsafe or a health hazard and is not secured to the foot.
7. Jewelry or wallet/key chains that can be dangerous or distracting.
8. No clothing with references to drugs, sex, alcohol or obscene remarks.

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 a locker contains something contrary to school regulations or detrimental to the school community.
- C. Each locker has a built-in lock or a lock is provided. Students who lose their locks will be charged a replacement fee of \$15.00.

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 drug, 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 the 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 the 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

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

Students under 16:

1st offense- 2 days ISS

2nd offense- 5 days ISS (parent conference)

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

Students over 16 will be served a written citation for this violation by the Derby Youth Officer in addition to a school consequence.

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: Mrs. Wendy Gaynor, Compliance Officer, Derby Public Schools, Derby School District, 35 Elizabeth St., Derby CT 06418 Telephone 736-5046. This policy is required in order to receive funds for applied education programs.

POLITICA CONTRA LA DISCRIMINACIÓN

Las escuelas públicas de Derby no discriminan contra alumnos, padres, guardianes, o empleados a causa de raza, origen nacional, religion, sexo, edad o incapacidad física. Si algún alumno, padre, guardian, empleado cree que hay la discriminación contra si por la administración de las escuelas, o sus agentes o sus empleados, se puede quejar con la siguiente persona: Sra. Wendy Gaynor, Derby School District, 35 Elizabeth St., Derby, CT 06418-1194 Teléfono: 736-5046. Esta política se requiere para recibir fondos para programas aplicados de la educación. .

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 communications 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.

Derby High School Behavioral Expectation Chart

Discipline Level	Offenses May Include	Possible Disciplinary Action
<p>1</p> <p>Infractions or behaviors that demonstrate a lack of respect for maintaining an orderly teaching and learning environment</p>	<p>dress code, excessive tardiness, classroom disruption, cafeteria misconduct, cutting class, unauthorized use of cell phone, i-pods or other electronic devices, bus misconduct</p> <hr/> <p>Other inappropriate conduct as determined by administration</p>	<ul style="list-style-type: none"> • Office Detention(s) • In School Suspension 1 Day • Potential Police Referral
<p>2</p> <p>Infractions or behaviors that demonstrate a lack of honesty, respect, and courtesy toward the school community</p>	<p>skipping detention, smoking, repeated level 1 offenses, leaving school grounds without administrative permission, disrespectful behavior towards staff or other students</p> <hr/> <p>Other significant misconduct as determined by administration</p>	<ul style="list-style-type: none"> • Office Detention(s) • In School Suspension 1-3 Days • Potential Police Referral
<p>3</p> <p>Infractions or behaviors that jeopardize the health, safety, and welfare of individuals in the school community</p>	<p>fighting, insubordination, cutting school, repeated level 2 offenses, graffiti, vandalism, bullying, verbal assault or threatening physical harm, fighting, theft, hazing, truancy</p> <hr/> <p>Other serious misconduct as determined by administration</p>	<ul style="list-style-type: none"> • In School Suspension 2-5 Days • Out of School Suspension 1-5 Days • Potential Police Referral
<p>4</p> <p>Infractions or behaviors that may significantly jeopardize the health, safety, and welfare of the school community</p>	<p>use or possession of illegal substances (including alcohol) at school/school related activities, false alarm/ bomb threat, assault, arson, hate crimes, repeated level 2-3 offenses</p> <hr/> <p>Other severe misconduct as determined by administration</p>	<ul style="list-style-type: none"> • Out of School Suspension 3-10 Days • Potential Police Referral • May be recommended for expulsion
<p>5</p> <p>Infractions or behaviors leading to a possible felony arrest</p>	<p>use or possession of weapon, facsimile, or dangerous instrument (on or off school ground), possession of illegal substance with intent to sell</p> <hr/>	<ul style="list-style-type: none"> • 10 Days Out of School Suspension • Police Referral • Recommended for Expulsion

