

TIME SCHEDULE

Warning bell at 7:20

We will adhere to the following schedule during the current school year.

CLASS PERIODS

PERIOD	A	B	C	D	E	F
1	7:25-8:35 (70)	7:25-8:25 (60)	7:25-8:25 (60)	7:25-8:25 (60)	7:25-8:25 (60)	7:25-8:25 (60)
2	8:39-9:44 (65)	8:29-9:44 (75)	8:29-9:34 (65)	8:29-9:34 (65)	8:29-9:34 (65)	8:29-9:34 (65)
3-4	9:48-10:48 (60)	9:48-10:48 (60)	9:38-10:48 (70)	9:38-10:38 (60)	9:38-10:38 (60)	9:38-10:38 (60)
5-6	10:52-11:52 (60)	10:52-11:52 (60)	10:52-11:52 (60)	10:42-11:52 (70)	10:42-11:42 (60)	10:42-11:42 (60)
7-8	11:56-12:56 (60)	11:56-12:56 (60)	11:56-12:56 (60)	11:56-12:56 (60)	11:46-12:56 (70)	11:46-12:46 (60)
9	1:00-2:00 (60)	1:00-2:00 (60)	1:00-2:00 (60)	1:00-2:00 (60)	1:00-2:00 (60)	12:50-2:00 (70)

HOMEROOM – FIRST FIVE (5) MINUTES OF PERIOD TWO.

LUNCH WAVESA DAY

Period 4	10:18	-	10:48
Period 5	10:52	-	11:22
Period 6	11:22	-	11:52
Period 7	11:56	-	12:26
Period 8	12:26	-	12:56

B DAY

Period 4	10:18	-	10:48
Period 5	10:52	-	11:22
Period 6	11:22	-	11:52
Period 7	11:56	-	12:26
Period 8	12:26	-	12:56

C DAY

Period 4	10:13	-	10:48
Period 5	10:52	-	11:22
Period 6	11:22	-	11:52
Period 7	11:56	-	12:26
Period 8	12:26	-	12:56

D DAY

Period 4	10:08	-	10:38
Period 5	10:42	-	11:17
Period 6	11:17	-	11:52
Period 7	11:56	-	12:26
Period 8	12:26	-	12:56

E DAY

Period 4	10:08	-	10:38
Period 5	10:42	-	11:12
Period 6	11:12	-	11:42
Period 7	11:46	-	12:21
Period 8	12:21	-	12:56

F DAY

Period 4	10:08	-	10:38
Period 5	10:42	-	11:12
Period 6	11:12	-	11:42
Period 7	11:46	-	12:16
Period 8	12:16	-	12:46

Early Dismissals**Delayed Opening 8:55 a.m.****Holiday & Inclement Weather 11:30**

THE HANDBOOK

FOR

STUDENTS AND PARENTS

DANIEL HAND HIGH SCHOOL
Madison, Connecticut

2009-2010

Published for the information of

Students, Parents, and Faculty

**Daniel Hand High School
286 Green Hill Road
Madison, CT 06443-2299**

Website – www.madison.k12.ct.us

Website – www.danielhand.org

Main Office (203) 245-6350
Athletic Director (203) 245-6366
Attendance (203) 245-6355
Guidance Office (203) 245-6360
Nurse (203) 245-6370
Voice Mail Access (203) 245-6475

Madison Board of Education

Mr. Robert Hale, *Chairperson*
Mrs. Becky Coffey, *Vice Chairperson*
Mrs. Holly Taylor Sellers, *Secretary*
Mr. Bill Clorite
Mr. John Dean
Mrs. Debra Frey
Mrs. Harriet Gowanlock
Mr. Seth Klaskin
Mr. Robert Ruggiero

Central Administration

Mr. David Klein.....*Superintendent of Schools*
Ms. Anita Rutlin.....*Assistant Superintendent*
Mrs. Cynthia Twiss.....*Director of Special Education and Student Services*
Mr. Craig Semple.....*Director of Athletic Programs*
Mr. Art Sickle.....*Manager of Administrative Services*
Mr. Stephen Fuest.....*Assistant Manager of Technology*
Mr. William McMinn.....*Manager of Facilities*
Mr. Maurice Masse.....*Chief Custodian*
Mr. Jason Wallace.....*District Food Services*

TABLE OF CONTENTS

Absences and Participation in School Activities	2
Academics	6
Assembly Procedures	25
Attendance	1
Athletics, Interscholastic	27
Bullying.....	vii
Calendar	Inside Back Cover
Career Center	9
Class Council Applications	27
Class Council Officers	29
Closings, School	24
Courses, Dropped, Grading Policy for	9
Course Load Requirements	14
Courses, Repeating	17
Courses, Selecting	14
Decile Rank	12
Dining & Assembly Hall	22
Due Process Procedures.....	vii
Early Examinations	19
Early Dismissals	5
Exams	19
Excessive Absences	3
Faculty.....	iv
Family Vacations	5
Fees	26
Field Trips	25
Food and Drink Consumption	22
Grade Point Average	12
Graduation Requirements	15
Grievance Procedure for Title VI, Title IX, and Section 504.....	vi
Guidance and Counseling Services	7
Hallways, Stairwells, and Ramp Areas	22
Health and Athletic Training Office	19
Homework	17
Honor Roll	14
Late Admittance	1
Library Procedures	21
Leadership Team.....	26
Lockers	23
Lost Books	19
Make-up Work	17
Marking System	11
Medications, Administration of	20
Message to Students and Parents	i
Military, Release of Information	vi
Mission Statement	ii
National Honor Society	10

Non-Discrimination Statement	vi
Nurse (Health and Athletic Training Office)	19
Physical Education Requirements	14
Physical Exam.....	20
Practices Related to Attendance	1
Progress Reports	10
Promotion, Requirements for	14
Public School Choice in Connecticut	vi
Quality Point Average	13
Rank in Class	11
Repeating Courses	17
Report Cards	10
Safety Procedures (fire drill, lock down)	24
Saturday Detention	23
Schedule Changes	9
School Personnel	iii
Senior Honors Rank	13
Social and Recreational Activities	26
Student Activities	26
Student Council	26
Student Rights and Responsibilities	v
Student Support Program	6
Study Halls	23
Tardy Policy	4
Tests, Major	10
Textbooks	19
Time Schedule	Inside Front Cover
Transfer Students	13
Trimester and Final Examinations	19
Unexcused Absences	3
Visitors	25
Withdrawing from School	10
Working Papers	17

Daniel Hand High School

286 Green Hill Road, Madison, CT 06443-2299

Barbara J. Britton, Principal
Daniel Zittoun, Assistant Principal
Cynthia L. Schneider, Assistant Principal

Dear Parents/Guardians,

Daniel Hand High School is a learning community whose mission is to create a safe and supportive learning environment. We believe that all students can learn, discover, develop, and realize their talents.

The purpose of *The Handbook for Students and Parents* is to provide an easy and clear reference to district policies, practices, and procedures for Daniel Hand High School. It contains information about academics, student services, student conduct expectations, activities, the school calendar, bell schedules, and other services. *The Handbook for Students and Parents* also contains the students' code of conduct. It is our expectation that all students abide by the rules and policies referenced in this resource. Information in this handbook is shared with students at the beginning of every school year. We encourage you to read this handbook and discuss its contents with your child. The entire *Handbook for Students and Parents* is available on the Daniel Hand High School website: www.danielhand.org. If you do not have access to the Internet, please call the main office at 245-6350, and we will provide you with a copy.

In an effort to expand our home/school communications, conferences to discuss student progress will be ongoing and scheduled throughout the year at the request of parents or teachers at a mutually agreed upon time. Communication opportunities may include telephone conversations, team meetings, individual parent teacher meetings, e-mails, teacher newsletters, teacher websites, etc.

Daniel Hand High School has a wealth of wonderful resources and professionals who are eager to assist students in achieving their educational goals. We welcome your questions and encourage you to visit our school's website: www.danielhand.org.

On behalf of the entire Daniel Hand High School community we look forward to working with you and we wish you a successful school year.

Sincerely,



Barbara Britton
Principal

DHHS MISSION STATEMENT

Our primary purpose is to graduate successful life-long learners who are responsible citizens in the global community. Daniel Hand High School students, in collaboration with educators, parents, and the Madison community, will develop as motivated, self-reliant, creative, and ethical individuals who respect differences in others.

EXPECTATIONS FOR STUDENTS

The Daniel Hand High School graduate will...

1. Demonstrate proficiency and fluency in communication to meet the literacy demands of the global community;
2. Use technology effectively and responsibly;
3. Apply effective and efficient strategies for gathering information and materials, thinking critically, and solving problems; and
4. Demonstrate respect for one self and strive to contribute to the success of others.

School Personnel

Administrators

Barbara J. Britton, *Principal*
Cynthia L. Schneider, *Assistant Principal*
Daniel Zittoun, *Assistant Principal*

Department Head / Coordinators

Art.....Angela Medley
Athletics.....Craig Semple
Career & Technical Education.....Patricia Drew
English.....Patrick Irlbeck
Library Media.....George Petrakopoulos
Mathematics.....Doreen Mantilia
Music.....Richard Fasano
Physical Education.....Jim Flanagan
Science.....Paul Mezick
Social Studies.....Peter Nye
Special Education.....Pamela Rottier
World Languages.....Nancy Girald

Guidance and Student Services

Director of School Counseling and Guidance Services..... Jean Baker
Counselors: Phyllis Annunziata, Christine Coyle, Mary Curran, Patricia Judson, Cynthia Skarsten
ESL..... Catherine Cooke-Calderon
School Psychologist..... Mary Jane Welch
Social Worker..... Benjamin Schreiber
Student Assistance Counselor..... Erin Corbett
Tutoring Center Staff Marci Hasenfeld, Robin Rotondi

Support Staff

Attendance Secretary..... Kara Heller
Bookkeeper..... Carla Marino
Coordinator's Secretary..... Patricia Sholly
Department of Athletics Secretary..... Jacqui Garner
Guidance Secretary..... Isabelle Hahn, Rachel McNellis
Photo Copy Secretary..... Lisa Niemiec
Registrar..... Peggy Keenan
Secretary to the Assistant Principals..... Nancy Lynch
Secretary to the Principal..... Cathy Harris
Security Specialists..... Robert Faulkner, Jessica Littell, Michael Selmani
Special Education Secretary..... Elizabeth Fasano

Custodial Staff

Head Custodian..... Bob Burr
Custodians.....Anthony D' Angelo, Daniel Bradley, Ronald Fiorillo, Pablo Gonzalez,
.....John Lopes, Christopher Raymond, Arturo Ruggeri, James Seales, Jonathan Walter,
.....Norbu Wangdu, Michael Zito

Health and Athletic Training Office

Hours: 7:25 a.m. – 2:25 p.m.

School Nurse..... Donna Konarski, R.N.
Athletic Trainer..... Terri Ajaski
Paraprofessional..... Karin Thelin

FACULTY

Art

Angela Medley, Coordinator
Kris Connors
Robert Del Russo
Gregory Gallo
Suzanne Greenbaum
Christa Radziunas
Mary Smith

Career & Technical Education

Patrick Drew, Coordinator
Bryan Amenta
Lucien Arsenault
Ashley Baker
Anita Ferron
Daniel Grenier
Marcie Rocchio
William Schultz
Sheri Valentin

English

Patrick Irlbeck, Coordinator
William Alberino
Francis Barron
Kyle Candia
Mia Corvino
Margaret Dixon
Denise Earles
Mark Harris
Lisa Landa
Mary Helen Leitze
Allison Marchese
Robert Marchese
Scott Morrison
Pierre Sorey
Claire Sullivan

Library Media and Technology

George Petrakopoulos**
Debra Gilbert*
Joan Risner
Dawn Tiscia*

Mathematics

Doreen Mantilia, Coordinator
Teresa Badik
Katherine Bagnoli
Timothy Ballantyne
Paul Birdsall
Maureen Brown
David Buller
Susan Groll
James Holleran
Steven Isleib
Gail McGrimley
Reed Miller
Karan Proulx
Diane Stober

Music

Richard Fasano, Coordinator
Taralyn Bulyk
Christine Murphy
Ron Soja
Paul Thomas

Physical Education

James Flanagan, Coordinator
Jennifer Amasino
Clarence Bell
Deborah Rossi
Brad Tucker

Science/Health

Paul Mezick, Department Head
Frank Balantic
Erica Browne
Michael Docker
William Edwards
Lisa Edgerton
Paula Filippone
John Gaskell
Brian Gouin
Katherine O'Neil
Mary O'Sullivan
David Russo
Stephen Sekula
Sarah Tibbetts
Marianne Valley
Christin Walker
Ralph Wygonik

Social Studies

Peter Nye, Coordinator
James Bolan
Jonathan Brooks
Paul Coppola
Victoria Crompton
Christopher Dittrich
Martin Glasser
Laura Harrison
Catherine Kennedy
Josef Knets
Susan Leckey
David Mastroianni
Christopher Pagliuoco
Thomas Quirk

Special Education

Pamela Rottier, Coordinator
Britt Charlevois*
Kathleen Colter*
Nann Cooke
Thomas Drew*
Kimberly Dunn
Susan Fabricant
Steven Filippone
Susan Greenvall
Michael Guerra*
Maika Johnson*
Jan Krasnor*
Sally Marroney*
Carly McGrady
Kate Parcell*
Jill Rakowski*
Kevin Siedlecki*
Wesley Simon*
Barbara Simos*
Rachel Spinks*
Lynn Staba
Coleen Sutherland*
Stephanie White*
Travis Winkley

World Languages

Nancy Girald, Coordinator
Jennifer Aguzzi
Karen Carrasco
Paula Chabot
Cheryl Clark
Paul Curran
Elaine Gann
John Hansen
Josh Hibbard
Kristin Mancini
Jaime Vartanian
Marianna Wikarska

***Paraprofessionals**

****Library Media Specialist**

*****Instructional Technology Specialist**

Technology Paraprofessional

STUDENT RIGHTS AND RESPONSIBILITIES

(Madison Board of Education Policy 5090)

The Board of Education believes that students have rights, which should be recognized and respected. It also believes that every right carries with it certain responsibilities.

Students have the right to a quality education and the responsibility to put forth their best efforts during the educational process. Students have the right to expect school personnel to be qualified in providing that education. Students have the responsibility to respect the rights of other students and all persons involved in the educational process.

If all rights and responsibilities of all individuals are clearly understood, the elements of respect and cooperation will result in the harmonious and constructive education of the student.

The school administrators and district administrators have the authority to interpret and apply these policies. Students must obey any such interpretation subject to an appeal.

The Board had the responsibility to afford students the rights that are theirs by virtue of guarantees under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights- including the rights to equal educational opportunity and freedom from discrimination; the responsibilities not to discriminate against others;
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school;
3. The right to due process of law with respect to suspension, expulsion, and decisions which the student believes injures his or her rights;
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights; and
5. The right to privacy, which includes privacy in respect to the student's school record

It is the Board's belief that as part of the educational process students should be made aware of their legal rights and of the authority of the Board to make and delegate authority to its staff to make rules regarding the orderly operation of the schools.

Students have the right to be informed of the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbook distributed annually.

For a list of all Board of Education policies, visit
<http://www.madison.k12.ct.us/boe/policyindex.html>

NON-DISCRIMINATION POLICY

It is the policy of the Madison Board of Education not to discriminate on the basis of race, sex, color, religious creed, age, physical disability (in accordance with Section 504 of the Rehabilitation Act of 1973) and national origin ancestry, marital status or other provisions stated in accordance with Title IX of the 1972 Education Amendments, in any of its educational programs activities or employment policies. The Madison Board of Education is an equal opportunity/ affirmative action employer. Any person wishing to resolve a complaint should contact the Coordinator of Title VI, Title IX, and Section 504, Director of Student Services at the Madison Board of Education, P.O. Drawer 71, 10 Campus Drive, Madison, CT 06443 or telephone (203) 245-6300.

The Madison Board of Education is an equal opportunity/ affirmative action employer. Any person wishing to resolve a complaint should contact the Coordinator of Title IX, at the Madison Board of Education, P.O. Drawer 71, 10 Campus Drive, Madison, CT 06443 or telephone (203) 245-6300.

GRIEVANCE PROCEDURE FOR TITLE VI, TITLE IX, AND SECTION 504

The Assistant Superintendent is the Coordinator for Title VI, Title IX and Section 504 of the Handicapped Law. Any Student or employee of the Madison Board of Education who feels they have been discriminated against on the basis of race, color, national origin, age, sex, or handicap, may contact such coordinator at any time there be a complaint. The coordinator is located in the Board of Education offices.

If the coordinator of Title VI, Title IX, and Section 504 is unable to resolve the complaint, the grievance will be taken to mediation. The mediation committee consists of the coordinator and three members of the Title IX Committee who will work within the law and with fairness to find facts and resolve the issue. The final level for the grievance will be with the Superintendent of Schools and the Board of Education. Any individual who feels he or she has been discriminated against in violation of Section 504 should immediately contact the Director of Student Services. Additionally, such individual may file a complaint with the Boston Regional Office of the Office of Civil Rights at:

U.S. Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491

PUBLIC SCHOOL CHOICE IN CONNECTICUT

Parents and students are encouraged to explore other educational opportunities that are offered in the school district locally and regionally. These options may include magnet, charter, lighthouse, and vocational-technical schools, Open Choice and interdistrict programs, and vocational agriculture centers. Contact the Guidance Department for further information on these School Choice options.

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

The No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002 require the Madison Board of Education to provide, upon a request made by military recruiters or institution of higher education, access to secondary school students' names, addresses, and telephone listings. These statutory provisions as they concern Connecticut school board took effect on May 31, 2002.

However, a parent or guardian of a secondary school student or the student himself/herself, if he/she has reached the age of majority (“eligible student”) may object to the release of the student’s name, address and telephone listing to the recruiter. Parents, guardians and students who have reached the age of majority who do not want the student’s name, address, and telephone number released to military recruiters should direct a letter in writing to the principal at Daniel Hand High School, 286 Green Hill Road, Madison, CT 06443.

ACCESS TO PUBLIC RECORDS

Directory information or class lists of student names and/or addresses for recruitment purposes shall not be distributed without the knowledge of the parent or legal guardian of the students or by the student who has attained majority status. *For more detailed information refer to Board of Education policy, #51009.1*

DUE PROCESS PROCEDURES

Student Rights:

Students have the right to have a defined procedure for considering student problems and arriving at decisions. The 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 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:

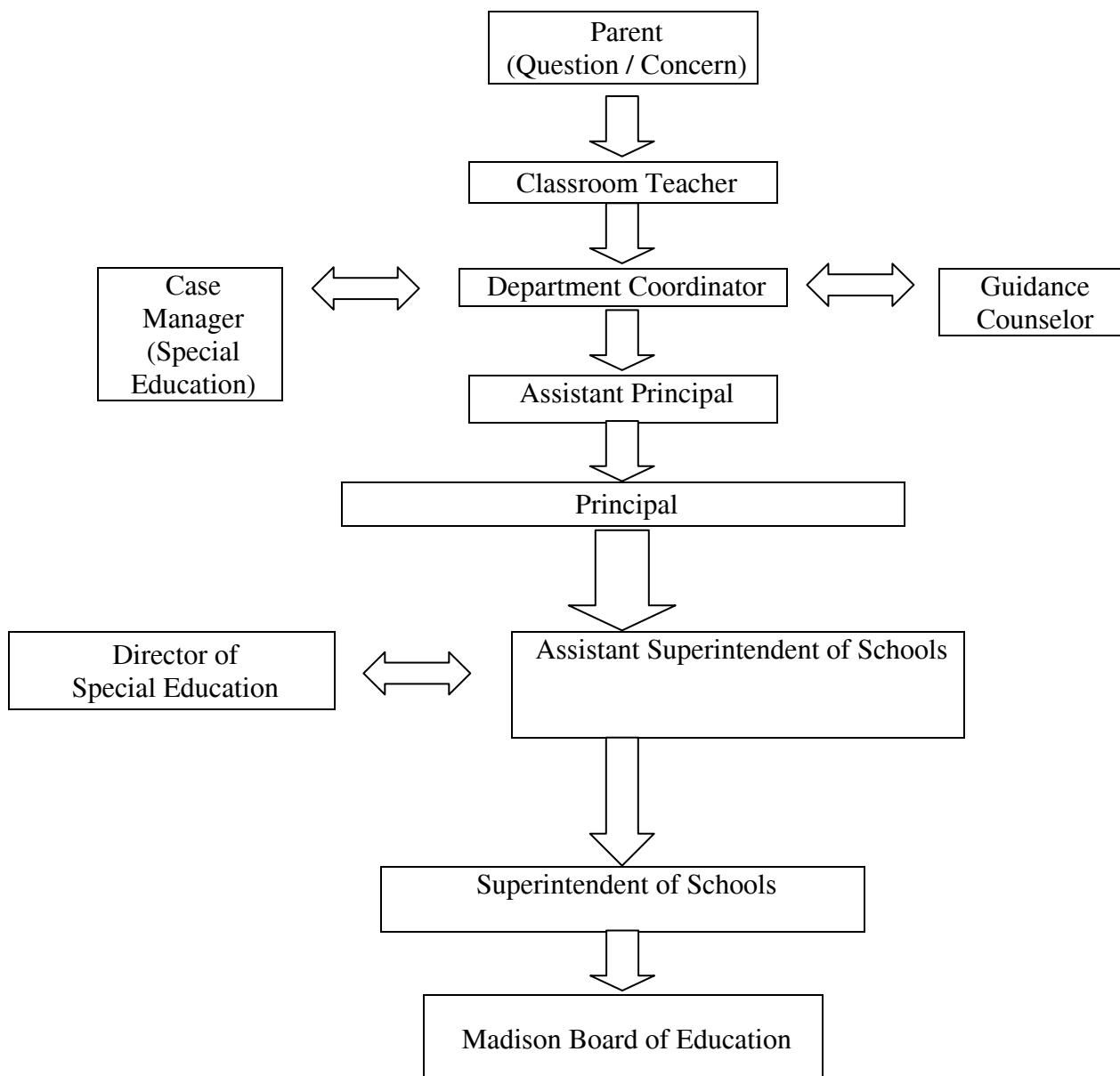
1. Notification of specific charges and evidence against them.
2. Present their defense in an informal hearing with a building administrator.
3. Receive notice of the decision reached.
4. Appeal a decision containing a substantial error to the principal.

Bullying:

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

Daniel Hand High School Flow Chart Parent – School Communication Plan:

Daniel Hand High School encourages parents to take every opportunity to foster positive dialogue with faculty and staff (see flow chart below). In the event a question or concern arises, parents should make their first contact with the classroom teacher. If the situation remains unsolved, the parent should then seek conversation with the department coordinator, guidance 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 serving as the child's grade administrator and then the principal), followed by central office personnel (Assistant Superintendent or 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.



Attendance

STEPS UTILIZED BY PRINCIPAL/DESIGNEE IN DEALING WITH DAILY ATTENDANCE

- Parents will be notified by mail if the student exceeds the absence limit and may be in jeopardy for credit loss. An appeal of credit loss may be filed at this time to explain absences.
- If a student exceeds the limit of absences, the student must immediately ensure with the main office that any required medical excuses have been filed.
- It is the responsibility of the student, upon notification of loss of credit, to file an appeal with the attendance secretary.
- Once a student has reached three (3) cuts in a course or exceeds the absence total he/she forfeits course credit. A fourth (4th) cut results in the loss of the right to appeal for reinstatement of credit.

REFERRALS

Students with poor attendance patterns will be identified by the Principal/designee, and the following referrals may be made:

- Referral will be made to the student's School Counselor.
- Referral will be made to the building Student Support Team (SST) or Planning and Placement Team (PPT)
- Referral will be made outside agencies such as Juvenile Court (for anyone under 16 years of age), and/or Madison Youth Services.

PRACTICES RELATED TO ATTENDANCE

ATTENDANCE PERIOD TWO (2): All students are expected to be at their assigned attendance location at the beginning of period 2 (8:29 or 8:39 a.m.). Teachers will establish a tardy policy. A student may be assigned a detention for each tardy. Once a student has received three tardies they will be referred to the administration.

FAILURE TO REPORT TO ATTENDANCE PERIOD TWO (2): Teachers will submit to the Principal or the Assistant Principal the names of students who appear in school even though they are marked absent. Students who violate this policy, will be assigned a two (2) hour Saturday detention. Repeated incidents will result in Saturday detention/suspension.

ATTENDANCE – DAILY AND CLASS

The Madison Board of Education recognizes Connecticut State Law 10-98a that requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. Learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in the terms of opportunity for instructional interaction.

The faculty and administration of the Madison Public Schools maintains that attendance to assigned classes is essential and therefore, has established an attendance requirement for all courses offered. A student should not be absent from school without the parents' knowledge and consent. Verification of absences should be communicated by telephone or in writing by parent or guardian. Teachers, administrators, and pupil personal staff members shall work together to enhance attendance and motivate a student to attend school on a regular basis.

Madison Board of Education policy defines *excused* absences as follows:

- Reasons of health, including illness, incapacity, or doctor's visit. The District reserves the right to require a physician's or other appropriate certification for excessive absences.
- Religious holidays
- Court appearance
- Funeral in immediate family
- Approved school activities
- Suspension and expulsion
- Limited absences from school for special activities with parental consent, subject to the knowledge or approval of the Principal

Loss of Academic Credit may occur if the student has...

- Unexcused absence from class or exams
- Frequent lateness
- Vacationing during school time
- Failure to submit medical certification
- Failure to file an appeal

PROCEDURES FOR REPORTING ABSENCES / IMPACT OF ABSENCES

Absent Students

- Will not be permitted to participate in interscholastic athletic contests, athletic practices, extracurricular activities, or other school- sponsored on the day they are absent from school
- 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

Parents/ Guardians

- Must call the attendance office at 245-6355 between 7:00 a.m. and 9:00 a.m. on the morning of any absence or
- Must call the attendance line prior to 7:00 a.m. by calling voice mail at 245-6475, attendance mailbox 6355
- Must e-mail the attendance secretary before 9:00 hellerk@madison.k12.ct.us

School

- May make an exception to this policy in cases where extenuating circumstances prevail per decision of administration.

EXCESSIVE ABSENCES

Students

- Will still receive grades as earned even when credit is lost

Parents / Guardians

- Must immediately ensure with the main office that any required medical excuses have been filed

School

- Will notify parents / guardians if the student exceeds the class absence limit which is 10% of the class day in accordance with Board of Education policy
- Will identify students with poor attendance patterns and refer to:
 - Student's School Counselor.
 - Student Support Team (SST) or Planning and Placement Team (PPT)
 - Outside agencies such as Juvenile Court (for anyone under 16 years of age), and/or Madison Youth Services
- Will forward attendance records (as part of official records) to colleges and employers.

ACADEMIC CONSEQUENCES

Course Credit will be withheld when a student exceeds:

3 unexcused absences	1/2 trimester course
6 unexcused absences	1 trimester course
12 unexcused absences	2 trimester course
15 unexcused absences	2 ½ trimester course
18 unexcused absences	Full year course

DISCIPLINARY CONSEQUENCES FOR UNEXCUSED ABSENCES

(All class/study halls)

1 st unexcused absence	2 hr. Saturday detention
2 nd unexcused absence	4 hr. Saturday detention
3 rd unexcused absence	Loss of course credit / in-school suspension
4 th unexcused absence	Parental Conference / suspension

TARDY POLICY

“Tardy” is defined as being late to school, class or activity without permission of school personnel.

Tardy to School – Students who arrive to school after 8:30 will not be admitted without administrative approval. On the rare occasion when a student must be late, but will arrive before 8:30, the administration requires parents / guardians to call with an explanation. Such reasons as oversleeping or missing the bus will not be accepted.

Tardy to First Time Block Class – All students arriving after 7:45 must report to the main office. These students will be issued passes to class only if there are extenuating circumstances that excuse their tardiness. Teachers will not allow students admittance to class after 7:45 without a tardy pass from the office.

All unexcused tardies will be considered as unexcused absences to class and will count towards loss of credit.

Students

- Will be in school on time, failure to report to any class due to unexcused tardiness is considered a class cut
- Will attend every class on time
- Will not be excused for excuses such as car problems and oversleeping (except in the event of a power outage) as reasons for being late to school

School

- Will work together to address the needs of students who are developing a pattern of being tardy
- Will refer to a school administrator those students who are not making progress towards correcting tardy issues
- Recognizes any tardy of twenty (20) minutes or more as an unexcused absence

EARLY DISMISSAL

Students

- Must bring a note from home stating the reason for early dismissal
- Must present a note to appropriate school personnel upon entering school
- Will be issued an early dismissal slip that must be signed by teachers and returned to the office before leaving school

Parents / Guardians

- Should only request early dismissal in cases of pressing family business
- Should send note to school with student explaining early dismissal request
- Must call the school on the morning of the dismissal to confirm the note
- Must call the school at any time to request early dismissal for their children in the event of an emergency situation

School

- Will have the nurse contact a parent, if the student is determined to be ill.

TRIMESTER EARLY DISMISSALS

For Seniors:

Seniors may leave school after their last class of the day once they fill out and file a permanent early dismissal form. These forms may be obtained from the main office and must be returned to the main office when completed. Trimester early dismissal requests must be approved by an administrator and expire at the end of each trimester.

For Juniors:

Juniors may leave school after their last class of the day for Trimester 3 only, if they meet the following criteria:

- Make the Honor Roll for both first and second trimesters.
- Obtain approval on an administrator after a review of discipline and attendance.
- Obtain parental approval and fill out and file an early dismissal form. These forms may be obtained from the main office and must be returned to the main office when completed.

FAMILY VACATIONS

Students

- Must make arrangements with teachers regarding lost instruction time / make up work

Parents / Guardians

- Should carefully consider the negative effects that absence from school may have on their children's total educational progress.
- Must provide written notification to the school principal at least two weeks in advance of vacations occurring while school is in session

School

- Recommends that family vacations be taken in conjunction with scheduled school vacations

Academics

DANIEL HAND STUDENT SUPPORT PROGRAM

Many students become temporarily at risk for academic and behavior problems during their high school years. However, sometimes students consistently demonstrate a lack of academic, social, and emotional skills that do not allow them to be successful high school students. A Student Support Team has been developed to address these students' problems.

The DHHS Student Support Team is a school-based, problem-solving team whose purpose is to assist teachers with intervention-action plans to improve students' academic and social functioning by utilizing available resources. The referring person's involvement begins with the referral and continues during the Student Support Team process, as determined by the team.

Members of the Student Support Team

The DHHS Student Support Team is composed of core members including the Assistant Principals, Guidance Counselors, School Psychologist, School Social Worker, two mainstream teachers, Special Education teacher, Nurse, Student Assistance Counselor. The team will involve the referring teacher, additional faculty, and support staff to work toward resolution of the problem.

VISION

The effective operation of the Student Support Program at DHHS will result in the significant improvement in a student's academic and social functioning and enhance teacher morale and the overall school climate.

MISSION

The mission of the DHHS Student Support Program is to improve students' academic and social functioning through early identification, accurate assessment of a range of problems, proactive efforts to assist students and increased involvement of parents, teachers, and the community.

GOALS

1. To promote early identification of, and assistance for, students whose personal problems interfere with school performance.
2. To establish an easy, accessible, visible system within school that views student behavioral problems and academic difficulties as symptoms of student distress including a possible substance abuse problem.
3. To provide information and to teach coping skills to all students in order to prevent future problems.
4. To increase student awareness of resources that are available within the school and to promote a school atmosphere in which "it's okay to seek help."
5. To increase staff awareness of the type and extent of problems faced by adolescents today.

6. To increase staff awareness of resources in the school and to increase staff referrals to these resources for specific behavioral or academic problems.
7. To increase communication between school and parents regarding student problems.
8. To provide parents with information regarding school and community resources for student and families.
9. To increase the interaction between school and community in order to provide additional resources for youth within the community.

WHO SHOULD BE REFERRED

Students who exhibit behaviors of concern should be referred to the Student Support Team. Behaviors of concern may include, but are not limited to, poor attendance, low academic performance, behavior problems, discipline, changes in behavior or performance, and personal problems. Students reentering the high school from outside placement with behaviors of concern should also be referred to the team.

REFERRAL PROCESS

Any parent, student, teacher, or staff member who is concerned about a student's problems which interfere with school performance may make a referral by filling out a referral form obtained from the Guidance Office. All referral forms will be reviewed by the student's guidance counselor and presented at the next SST meeting for discussion.

Student Support Team Actions

The Team conducts some of the following activities to promote early identification and coordination of appropriate interventions:

- Accept referrals from teachers, administrators, parents, students, and staff
- Gathers information concerning the reported problem
- Discusses the information and develops an action plan
- Provides feedback to the referring teacher
- Refers the student to other professionals within the school
- Monitors the student's behavior through assigned support staff
- May notify parent of referral
- Arranges for after-support for the student
- Advises students and families of the availability of community resources

GUIDANCE AND COUNSELING SERVICES

The Daniel Hand High School counseling program is a student-centered, sequential program that is consistent with the developmental stages of learning. Our services are delivered to students through a counseling and guidance curriculum model which is in alignment with the state and national standards. The counselors at DHHS have created specific lessons and activities that are delivered through a variety of settings: classroom, group, and individual conferences. We will be continually assessing and evaluating the program, as we further develop and revise our curriculum framework.

The counseling program is an integral part of the total educational experience, as we provide continuous assistance, support, and meaningful experiences for all students. Our services complement the instructional program by helping students realize their potential

and understand their academic and personal strengths and weaknesses, thus empowering them to participate in their own development.

We feel strongly that learning personal development are lifelong processes with a series of transitions that result from both individual growth and environment changes. Given the challenges faced by our students, the focus of the DHHS counseling program is to enhance the learning process in three broad areas: Academics Development, Career Development, and Personal/Social Development. The following are more specific program goals we have implemented as outlines in *Best Practices for School Counseling in Connecticut*:

Academic Development

- Assist students as they acquire the attitudes, knowledge and skills that contribute to effective learning
- Encourages students to employ strategies to achieve academic success and prepare students for wide range of post secondary options
- Help our students understand the relationship of academics to the world of work, and to life at home and in the community

Career Development

- Assist students in acquiring the skills necessary to investigate the world of work in relation to knowledge of self and to make informed career decisions
- Help students employ strategies to achieve future career success and satisfaction
- Promote the understanding of the relationship between personal qualities, education and training, and the world of work

Personal/ Social Development

- Help students acquire the attributes, knowledge and interpersonal skills to help them understand and respect self other
- Assist students in making decisions, setting goals and taking the necessary action to achieve goals.
- Encourage students to understand and utilize safety and survival skills

Some of the specific services and activities provided by the counseling departments are:

1. Planning and implementing orientation and transition programs for new students
2. Counseling and scheduling appropriate academic program with a focus on a four-year plan
3. Coordination standardized testing programs
4. Providing college and career counseling
5. Organizing and presenting parent/student workshops, assemblies, and presentations on a variety of topics: financial aid, parenting skills, time management, college and career, conflict resolution, decision making skills, study skills and test taking strategies, etc.
6. Arranging student, teacher, parent, counselor conferences
7. Providing information regarding summer enrichment programs, internships, and job shadowing opportunities
8. Providing group and/or individual counseling for social/emotional or academic difficulties
9. Interpreting school records and standardized test scores

10. Making referrals to special services staff (learning disabilities teacher, reading, specialist, school nurse, etc.)
11. Providing referral services to outside special service agencies

For a more complete list of our services and activities, please consult our counseling and guidance website for **Program Highlights** and **Calendar of Activities**.

CAREER CENTER

To assist you in exploring postsecondary options, the Career Center offers the following resources:

- Computers for extended college/career searches
- College catalogs, view books, CD's, and videos
- SAT prep material
- Occupational handbooks
- Career Encyclopedias
- Financial aid information
- College maps for planning visits

The center is open during the school day. We encourage our students, parents and community members to utilize these services. Additional services may also be found on the school counseling and guidance website.

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 trimester 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 coordinator, and by the teacher and guidance counselor, signifying that they have discussed this matter with the student.

A student seeking to add a course must see his/her guidance counselor.

GRADING POLICY FOR DROPPED COURSES

1. The student will receive a final grade of "F" if the student drops the course and is failing at the end of:

1.25 and 1.5 credit course	2 nd trimester interim period
1 credit course	1 st trimester
.5 credit course	1 st trimester interim period

2. The student who drops the course before the above mentioned deadlines will receive a grade “W” for the mark-reporting period. The course will not appear on the student’s permanent record.
3. A student who withdraws from a course with a passing grade after the course withdrawal deadline has passed will receive a “WP”, which will appear on the student’s permanent record and transcript.
4. A student who withdraws from a course with a failing grade after the course withdrawal has passed will receive a “WF”, which will appear on the student’s permanent record and transcript.

REPORT CARDS: Report cards are issued three (3) times each year. All incomplete grades must be made up within two weeks of the close of the marking period.

NOTIFICATION GUIDELINES: Effective communication is a key ingredient to success in school. The responsibility for this communication must be shared by school personnel, the student, and his/her parents. To this end, teachers will complete reports for all students at the mid-point and the end of each trimester.

PROGRESS REPORTS: Progress reports will be issued to all students at the mid-point of each trimester. Parents are asked to take note of the dates published in this handbook.

Dates that progress reports are due are listed to the left of the calendar on the inside back cover

WITHDRAWING FROM SCHOOL: Students who are considering withdrawing from school, must meet with their guidance 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.

MAJOR TESTS*:

1. No student will be required to take more than two major tests on a given day.
2. Whenever a student is assigned a third major test on a given day, he/she will notify the teacher assigning the third test at the time it is assigned. Otherwise, he/she will be required to take a third test.
3. Students who comply with #2 of this section will make up the third test usually within two (2) days or at the teacher’s discretion or receive a failing grade on the test

*Major tests are those designed to last a full class or cover a major segment of course work.

NATIONAL HONOR SOCIETY: The National Honor Society is open to a select few students at Daniel Hand High School who meet very high criteria in terms of scholarship, service, leadership, and character. Students who meet the academic criteria are invited to seek membership in the spring of their junior 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 five-member faculty committee about scholarship. In addition, all faculty members are asked to respond concerning the candidates on a survey sheet.

The following criteria are used by the faculty 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. Demonstrate leadership in classroom or organizational work
2. Demonstrate 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. Demonstrate highest standards of honesty and reliability
3. Consistently exemplifies desirable qualities of personality, cheerfulness, friendliness
4. Cooperates by complying with school regulations
5. Upholds principals of morality and ethics

After all this data is collected, the committee discusses each candidate and nominates members for induction. A second selection process occurs during the first trimester of the senior year; with an academic base slightly broader. At this point, the committee will reevaluate candidates deferred from the initial selection if they still meet the academic criteria.

The National Honor Society meets several times during the school year. The members are asked to perform service to the school through a tutorial program and to the community in a variety of ways.

MARKING SYSTEM:

A+ = 97-100

B+ = 87-89

C+ = 77-79

D = 65-69

A = 93-96

B = 83-86

C = 73-76

F = 64

A- = 90-92

B- = 80-82

C- = 70-72

Minimum passing grade at DHHS is 65 (D)

RANK IN CLASS

Daniel Hand High School will be reporting rank by the deciles system. For example, students will be classified as belonging to the first 10 percent, second 10 percent, etc., of their class according to the cumulative Quality Point Average. However, numeric rank will still be calculated as these determined senior honors, scholarships and awards. Counselors will be able to access this information as needed. Numeric rank in class is calculated by ranking each student's quality point average as described on page 14. All English, science, social studies, mathematics, and world language courses as well as all

other level courses will be included in the calculation computed at the end of six and nine trimesters. Transcripts will report class rank by the deciles system. Our school profile, which is submitted to colleges and universities annually, will have a detailed explanation of our grading and ranking system. (The profile is available from the DHHS website).

In addition, beginning with the class of 2010, freshman courses **will not be** included in rank calculations. The philosophy of DHHS is that freshman year is a transition during which there is significant social, emotional, and academic growth. Freshman grades **will** be included in a student's overall grade point average and will be indicated on high school transcripts.

GRADE POINT AVERAGE: Grade Point Average (GPA) is calculated using all courses without regard to level. No additional weighting or points are added for Honor or Advanced Placement courses. A four-point scale (4.0) is used as outlined below.

GPA Table	
A+	4.00
A	4.00
A-	3.75
B+	3.35
B	3.00
B-	2.75
C+	2.35
C	2.00
C-	1.75
D	1.35
F	0.00

* For an example of how to calculate GPA, please go to www.danielhand.org/guidance

Sample Decile Ranking (Junior Class Rank-Class of 2006)		
Decile (1)(2)	QPA Range (3)	
1st Decile	18.18	17.04
2nd Decile	17.00	15.95
3rd Decile	15.93	15.17
4th Decile	15.16	14.88
5th Decile	14.46	13.97
6th Decile	13.93	13.43
7th Decile	13.37	12.84
8th Decile	12.71	12.07
9th Decile	12.04	10.54
10th Decile	10.48	4.27

(1) A decile represents class ranking in 10% increments e.g. a decile of 3 indicates student ranking in the top 30% of the class

(2) 249 Students ranked

(3) The QPA ranges are unique to each specific class

TRANSFER STUDENTS

If a student transfer to Daniel Hand High School and continues on to graduate, the college or career personnel will receive:

1. A copy of the student's transcript of completed course work and his/her rank in class from the previous school(s)
2. A transcript for completed course work from Daniel Hand, including class rank by the deciles system, through first or second trimester of senior year.

SENIOR HONORS RANK: A Senior Honors Rank will be provided for the students who will have spent a minimum of eight (8) trimesters at Daniel Hand High School. Senior Honors are defined as the top ten ranking positions in the class for honors recognition and shall include the class valedictorian, salutatorian, class essayist, and senior scholars.

In order to qualify for Senior Honors, a student must complete minimum of eight (8) trimesters at Daniel Hand High School including his/her junior and senior years. Final Senior Honor Rank will be based upon six (6) trimesters plus the first and second trimester of the student's senior year. An official Senior Honors Rank will be provided to candidates during the third trimester of their senior year.

For transfer students, course work completed at a previous school(s) (two-semester maximum), will be interpreted by the student's guidance counselor and included for calculation in the Senior Honors Rank.

If a situation exists which is not covered by this policy, it will be reviewed on a case-by-case basis by the Guidance Department and the building principal. Issues regarding rank in class are governed under Board of Education policy #5128.

QUALITY POINT AVERAGE

Quality point averages are used only for the purposes of class rank. Quality point averages are calculated by adding the total quality points earned and dividing that sum by the total credits. Quality points are awarded according to the grade earned and the level designation of the course. Class rank calculation, utilizing quality points, will commence in the sophomore year. Quality points for grade 9 only will be awarded reduced values, i.e., one-half credit courses receive one-half the indicated value. See the following chart. Exact rank in class will be available to counselors in order to accurately fill out any necessary forms and will be used to calculate senior honors, scholarships, and awards.

Transcripts will report rank only by decile.

*Beginning with the class of 2009, freshman courses will not be included in rank calculations.

QPA CHART

Grade	Level 1	Level 2	Level 3	Level 4	Grade
A+	21	18	15	12	A+
A	20	17	14	11	A
A-	19	16	13	10	A-
B+	18	15	12	9	B+
B	17	14	11	8	B
B-	16	13	10	7	B-
C+	15	12	9	6	C+
C	14	11	8	5	C
C-	13	10	7	4	C-
D	11	8	5	2	D
F	0	0	0	0	F

HONOR ROLL: The purpose of the honor roll at DHHS is to recognize strong academic performance and to encourage all students to maintain consistently high performance in all subjects. To this end of the following standards have been established based on the trimester.

High Honors: GPA of 10.5
Honors: GPA of 8.5

No student may maintain honor status with *any* grade lower than a C+.

Honors will be determined by assigning the curriculum level 4 quality points to all grades. Course levels are not used to calculate the honor roll. For example, a student who gets an “A” in a level 3 course will receive the same quality points towards honors as a student who gets an “A” in a level 1 course. All courses will be included in the honors calculations.

COURSE LOAD REQUIREMENTS: All students are required to carry a minimum of 6.5 credits. Students may take up to 7.5 credits if their schedule permits them to do so. Occasionally, a student who schedules 7.5 or more credits finds it difficult to schedule a time for lunch. If this situation arises the students must be his/her counselor to resolve this problem.

REQUIREMENTS FOR PROMOTION

For promotion to sophomore status.....6 credits
For promotion to junior status.....12 credits
For promotion to senior status.....18 credits

SELECTING COURSES: During the late winter, students select courses for the following year. It is necessary that careful thought and consideration be given to the selection of all courses since few schedule change request will be honored in the fall. When selecting courses, students should keep in mind course requirements, individual interest, and the relation of courses to future goals.

PHYSICAL EDUCATION REQUIREMENTS: Satisfactory completion of four years of physical education is required for graduation. Freshman and sophomores will be taught

the fundamentals of individual and team sports. Juniors and seniors will be offered a program in sports that has carryover value in later life. In addition to the regular physical education program, seniors are offered outside elective program. They may choose from a variety of courses, including many outdoor activities, offered each marking period. Seniors who sign up for one of these courses and fail to attend may not continue in the outside program. It will be the *responsibility of each senior* to comply with the rules of the *Senior Outside Elective program*.

All students are required to be properly attired according to dress regulations as established by the Physical Education Department. Students are also expected to shower after each physical education class.

Only valid medical excuses will be honored as an exemption from active participation in physical education classes. Any student who seeks a medical exemption must obtain a form from the school nurse. This form must be completed by the student's family physician. Excuses will be accepted for illnesses or injuries which occur throughout the school year.

Requests for medical exemptions do not carry over from one year to the next. They must be filed annually.

GRADUATION REQUIREMENTS: All seniors must earn four and one quarter (4.25) credits plus physical education in order to be eligible for graduation, regardless of previously earned credits. Students must complete all requirements in order to participate in graduation exercises.

For graduation from Daniel Hand High School, students must:

1. Satisfactorily complete a rigorous academic program of study;
2. Achieve specific academic performance goals in each content area;
3. Fulfill the legally mandated number and distribution of credits.

The detailed requirements and standards for graduation listed below agree with the goals of our schools adopted by the Board of Education. The faculty shall apply measures of achievement to provide evidence that each student has completed these requirements for graduation according to the terms of specified above.

Additionally, in recognition of its responsibility for the education of all youths in the school system, including those who drop out of school, the Board of Education shall provide alternative programs that will enable them to acquire a high school or vocational school diploma.

Specific High School Credit Requirements:

A graduate of the Madison Public Schools must have earned a minimum of twenty-four (24) starting with the class of 2006. Additionally, students must have met the credit distribution requirements. (as determined on #3 below)

1. Requirements for Enrollment, Promotion, and Graduation

- a) Students in grades 9, 10, and 11 are required to enroll in six and one-half (6.5) credits each year. They may take up to seven and one-half (7.5) credits if their schedule permits them to do so. The minimum enrollment requirement for senior is six (6) credits. The students must earn four and one-half (4.5) credits during their senior year in order to be eligible for graduation, regardless of previously earned credits.
- b) The minimum requirements for promotion are as follows:
 1. Grade 10 status, six (6) credits must be earned
 2. Grade 11 status, twelve (12) credits must be earned
 3. Grade 12 status, eighteen (18) credits must be earned
- c) Students must complete all requirements in order to participate in graduation exercises

2. Credit Distribution Requirements

Graduation requirements are as follows:

- English: NOT fewer than four and one-half (4.5) credits
- Social Studies: Not fewer than three and one-half (3.5) credits
- One (1) must be in United States History and one-half (.5) in Civics and American Government.
- Science: Not fewer than three (3) credits
- Mathematics: Not fewer than three and one-half (3.5) credits
- Physical Education: Not fewer than one and one-half (1.5) credits
- Arts or Music: Not fewer than one (1) credit
- Applied Education: Not fewer than one (1) credit
- Health: Not fewer than one (1) credit

Of the remaining five (5) elective credits, two must be part of a planned program reflecting exploratory interest in the areas of focus (Career Cluster Sequences) contained in the Daniel Hand High School Program of Studies.

3. District Performance Standards

Mathematics Standard

- Scoring in the first three bands (Level 5, 4, or 3 Proficient) on the mathematics portion of the CAPT
- Meeting the state average for math on the PSAT, SAT, or ACT
- Achieving a combined average in the C range for three or more math courses taken at DHHS
- Satisfying the requirements as designated on the IEP for qualifying students

Writing Standard

- Scoring in the first three bands (Level 5, 4, or 3 Proficient) on the Writing Across the Disciplines portion of the CAPT
- Meeting the state average on the writing component of the SAT or ACT
- Producing a portfolio of written work in class that will be evaluated by a panel of teachers using the district rubric
- Satisfying the requirements as designated on the IEP for qualifying students

4. Repeating Courses

The following policy applies to courses being repeated due to failure:

- a) Students who repeat a course due to failure will have both courses counted in class rank calculations. Both courses will appear on the student's permanent record card.
- b) Students who repeat a course due to a low grade but not an "F" will have both courses counted in class rank. The student will receive credit toward graduation for only one of the courses.

Both courses will appear on the student's permanent record card.

STUDENT EDUCATIONAL RECORDS: School policy protects the student and the student's family from invasion of privacy in the collection, maintenance, and dissemination of information in student's records, and to provide accessibility to information by those legally entitled thereto. The complete Board of Education policy #5180.1 is available from the Principal's Office, the DHHS Library Media Center, or the Superintendent's Office and online: www.madison.k12.ct.us.

WORKING PAPERS: Students between the ages of 15-18 may contact the Guidance Office to secure working papers. Evidence of age and promise of employment must be provided according to state law. Please call for an appointment during the summer months.

HOMEWORK: All students should be assigned homework. Teachers, in making homework assignments, should consider time requirements for both the short-term everyday type of assignments as well as the long-term type of assignment required in several subject areas. Students in grades 9-12 should spend 90-120 minutes nightly on homework and/or class preparation.

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, 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.

ACADEMIC INTEGRITY: CHEATING

Achieving and maintaining academic integrity is a student's responsibility; thus all students are expected to meet the district's high standards in scholarship and personal integrity. Specifically, students are expected to refrain from *cheating* to gain an unfair advantage on test, 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 high 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, paragraphs, and specific ideas of another person without explicit citation; obtaining and submitting work from the Internet as your own; supplying / selling your work to another; inventing / counterfeiting sources; purchasing or copying pre-written papers, etc. For high school students, violation of this policy could have an impact on candidacy for the National Honor Society, academic scholarships and awards, as well as college recommendation letters.

General Information

TRIMESTER EXAMS: If a student is ill and will miss or be late to a scheduled exam or a make-up exam, a parent **MUST** call the school on the morning of the scheduled exam. Failure to call the school will almost certainly result in denial of permission to take a make-up exam. Exceptions to this policy can be made only by the Principal. Make-up examinations are given to students who are unable to attend the regularly scheduled exam period for reasons of illness or other extenuating circumstances. All other reasons for taking a make-up exam in lieu of the regularly scheduled exam **MUST** be discussed with the teacher involved **PRIOR TO THE DATE OF THE EXAM**. A teacher has the option of waving the final exam for seniors at the end of third trimester only.

REQUESTS FOR EARLY EXAMINATIONS: The administration strongly discourages parents from requesting early examinations for students. Such requests, in the interest of examination security, require teachers to make up a separate exam. Should unique circumstances exist requiring a change of a student's examination schedule, parents should submit a written request to the Principal at least three weeks prior to the scheduled exams. The teacher and the Principal will determine whether an exam will be given early or after the conclusion of the term.

TEXTBOOKS, EDUCATIONAL MATERIAL AND EQUIPMENT: Textbooks are loaned to students. Teachers will record each student's name, book number, and book condition upon distribution of texts. Students are responsible for the condition of books, materials, and equipment loaned to them. Students must pay for lost books before they are provided with a replacement. Students who fail to fulfill obligations for lost or damaged texts will not receive final report cards or schedules for the following school year.

LOST BOOKS: Inquiries may be made of the security specialists and in the main office. If a student does not find the book within a week, he/she will be required to purchase a new one from the department coordinator.

HEALTH AND ATHLETIC TRAINING OFFICE

HOURS AND LOCATION: The Health and Athletic Training Office is located in the corridor across from the main office in East Building. It is open at 7:25 a.m.

EMERGENICES: If an emergency should arise before 7:25 a.m., students will be sent directly to the main office.

STAFF: The Health and Athletic Training Office is staffed by a registered nurse, a school health paraprofessional, and a certified athletic trainer.

SERVICES: The Health and Athletic Training Office staff provides health and emergency services for the students and staff of Daniel Hand. If possible, students should visit the office during their free period. They are responsible for securing a pass if they visit the office during class time. A log is kept. The health paraprofessional will sign in students so that a record of all visits is maintained.

The staff of the Health and Athletic Training Office, in addition to supplying health and emergency services, also coordinates the athletic medicine program. This program includes prevention, treatment, and rehabilitation of athletic injuries by a certified athletic trainer.

PHYSICAL EXAMS:

1. Madison Board of Education policy and Connecticut State Law, Section 10-205-C, require a physical examination for all tenth grade students. Examinations must be completed between June 1, 2009 and the remainder of the tenth grade 2009/2010 school year. If the assessment is not forwarded to the school before the following school year begins, the student will not be permitted to enter the eleventh grade.
2. All students participating in interscholastic athletics must have a yearly physical exam and a complete sports packet. This physical and complete sports packet is good for one year from its date, i.e., April 14, 2008 to April 14, 2009. All physical and completed sports packets should be submitted to the Health Office.
3. All newly enrolled students from out of state are mandated by the State of Connecticut to have a physical examination within the last 12 months before attending school.
4. Families who are experience difficulty with this requirement for financial reasons should consult the school nurse or social worker.
5. Reporting injuries- Students must immediately report any injury suffered in school to their teacher or staff member supervising the activity.

MEDICAL RELEASES: If a student requires a medical excuse from activity participation in physical education classes, he/she should obtain a medical release form from the Health or Athletic Office. The student's physician should complete this form which is put on record in the Health and Athletic Office. The Physical Education Department and the Guidance Office are notified that a medical releases are on record. A medical release excuse *does not carry over* from one year to the next. It must be completed annually. It is each student's responsibility to report as scheduled to class.

HEALTH RECORDS: Immunizations and health records are mandated by State law for enrollment in public schools. A student may not be enrolled without a complete record of immunizations. The Guidance Department provides a packet of all required forms.

ADMINISTRATION OF MEDICATION:

1. **No medications are to be carried on the student's person or kept in lockers.** This includes over the counter as well as prescription medication. Medications to be taken by a student in school must be given to the nurse with a written authorization as described below in a properly labeled container. Failure to comply with this requirement may result in suspension.
2. "The Connecticut State Law and Regulations" require a physician's written order and parent/guardian authorization for the administering of medicine are available from the school Health Office.
3. Forms for authorization for the administering of medicine are available from the school Health Office.
4. The Health Office does maintain a supply of Acetaminophen. Acetaminophen may be dispensed to a student only after the school has received written authorization from a parent or guardian. This authorization will be included on the emergency information form and is valid for the school year.

5. The emergency information form is sent home by the homeroom teacher at the beginning of the school year.

LIBRARY MEDIA CENTER

Hours:

Monday – Thursday	7:00 a.m. - 4:00 p.m.
Friday	7:00 a.m. – 3:00 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. All students except seniors must stay in the LMC for the entire period.
- 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.
- With the permission of the LMC staff, students may use the small group rooms. Office, workroom, and storage areas are off limits to students.
- No food or drink is allowed in the LMC at any time. All personal electronic devices, including cell phones, iPods, CD players, and games are prohibited in the LMC at all times, including before and after school.
- Students may not play games of any kind in the LMC, including before and after school.
- 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 office detention or assigned to a study hall (if exempt) for the penalty period.

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.
- A fine of \$.10 a day will accrue for each day a book is overdue.
- A coin-operated copier is available for student use (\$.15 per page).

ACCEPTABLE USE POLICY

- In order for a student to use the computers and on-line services at Daniel Hand 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.
- To log onto a computer at DHHS for the first time, a student's ID number (found on the schedule) should be used as both user ID and the password.

DINING AND ASSEMBLY HALL

The Dining and Assembly Hall is perhaps one the busiest areas within our school. A high quality of service and cleanliness can only be maintained with the cooperation of all students in order to ensure a safe and secure environment.

Students:

- Will eat their lunches exclusively in the designated areas
- Must clean their table areas after eating
- Should remain in the dining hall until the end of the lunch period
- Should keep all food and/or beverages within the dining hall area unless other arrangements have been approved by teachers or administrators
- Students who do not have a lunch period may not take lunch from the dining hall to class without a special pass from Guidance
- Should deposit trays, utensils, and trash in appropriate collection areas
- Will address staff, teachers, and fellow students courteously
- Will not bring book bags into serving line
- Should sit appropriately at tables without overcrowding (one chair per student)
- Must notify staff of accidental food spills
- Should maintain a reasonable noise level
- Must obtain permission from staff to visit lavatory
- Must refrain from soliciting money or food for any reason
- Cannot bring food in courtyard outside of the cafeteria
- Will return through the cafeteria to report to next period class
- Should refrain from playing cards, using radios, CD players, cell phones or beepers, Frisbees

School:

- Will remove students who do not display proper maturity in the dining hall
- Will revoke privileges for any student who does not adhere to dining hall expectations

HALLWAYS, STAIRWELLS, AND RAMP AREAS

While at school, students are expected to follow appropriate standards of behavior in hallways, stairwells and ramp areas: **PLEASE NOTE: No water bottles, coffee, or other beverages allowed.**

Students:

- Will use appropriate language and behavior
- Will walk on the right side of the hallway, stairs, or ramp
- Should use railings (when available)
- Will move to their destination in a timely and safe manner (no loitering)
- Will move quietly to their destination so that they do not disrupt classroom activities

School:

- Will discipline any student (up to and including suspension), who does not meet the student expectations listed above.

PHYSICAL EDUCATION, ATHLETIC AND SCHOOL LOCKERS

Lockers are the property of the school and are subject to school administration inspection in the case of an emergency or suspicion of illegal or illicit material or violation of school policy. Each student has access to a locker for his or her use. Students are responsible for the maintenance of the lockers, both inside and out.

Students:

- Must keep their lockers clean at all times (including graffiti)
- Should store only items necessary for school (no valuable personal items)
- Should store items only in the locker assigned to them
- Should keep their locker secured when not in use

School:

- Will discipline anyone found tampering with, damaging, or violating school policy for locker use

STUDY HALLS

All freshmen and sophomores will be required to attend assigned study halls. Students who wish to use the Library Media Center during assigned study hall periods will obtain a library pass from their study hall teacher. Students will be expected to remain in the LMC for the entire period. Upon entering the LMC students must present the pass to the library staff and sign in. Juniors and seniors will not be assigned to study halls.

Any student may meet with a teacher counselor, or administrator during a study period providing he/she has made an appointment for such a meeting. Freshmen and sophomores must show passes to the study hall proctor.

SATURDAY DETENTION REGULATIONS

8:00 A.M. – 12:00 NOON

- Saturday detentions will be held in the Dining and Assembly Hall. Students will enter through the west parking lot doors. Please note if there is a location change it will be posted
- All students must arrive at 8:00 a.m. to serve detention. Tardy students will be turned away and the detention will be considered a cut.
- No bus transportation is provided. Transportation is the student's responsibility.
- Students are to bring their own school work. No student will be allowed to leave the detention room to go to his/her locker for books. Books must be brought with the student to detention from home.
- Students will be assigned seats by the detention monitor
- There will be no eating, throwing, sleeping, disturbing others, drinking, talking, game playing, or radios allowed. Violation of rules may result in a suspension. A student who is removed from detention by the monitor may be given an out of school suspension and receive no credit for the time served.
- Failure to serve a two (2) hour detention will result in four (4) hours the next Saturday
- Failure to serve a four (4) hour detention will result in two (4) hour Saturday detentions to be served on the following two Saturdays.

- Failure to serve the reassigned Saturday detention will result in, In School Suspension.
- Walking out of a Saturday detention will be considered insubordination and will result in two (2) days ISS
- Causing a walkout will be considered gross insubordination and will result in a five (5) day ISS
- Uncooperative behavior will result in an ISS the following Monday and four (4) hours of detention the next Saturday
- Smoking during a Saturday detention will result in four (4) hour detention the next Saturday
- Failure to serve a second four hour detention will result in a two days ISS and four hours on Saturday
- In the event of inclement weather, please check the school information line: 245-6475 – 6350

It is expected that all students will serve their assigned detentions. In the event of a serious illness, death in the family, religious reasons, or other extenuating circumstances prior administrative approval is required. WORK is not an excused reason for missing detention

SAFETY PROCEDURES

SCHOOL CLOSINGS: Information regarding school closings will be broadcast in the following ways:

1. Television stations WTNH (Channel 8 or Comcast 19) and METV (Comcast) and the following radio stations will broadcast closings between 6:45 a.m. and 7:00 a.m.: WELI (960 AM), WKSS (95.7 FM), WHCN (106 FM), WNHC (1340 AM), WLIS (1420 AM), WPLR (99.1 FM) and our website www.madison.k12.ct.us.
2. There will be times when school openings will be delayed by as much as one hour. Notification will be released by radio stations mentioned in No. 1 above.

Parents may also call the voice mail number 245-6475 voice mailbox 6350. Parents and students should not call communications, the police department, or the fire department for information on school closings. Lines to these departments much remain open for emergency calls.

FIRE DRILL PROCEDURES: Each teacher will instruct the class in procedures for exiting from the classrooms in the event of a fire alarm. Students are required to leave the building in a prompt, orderly manner. All books much 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 PROCEDURE: 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.

MISCELLANEOUS INFORMATION

ASSEMBLY PROCEDURES: When attending an assembly of any kind in the gymnasium, dining and assembly hall, or a smaller gathering in a classroom, students must follow these important rules:

1. Go directly to the location of the assembly as directed.
2. During the assembly, students are expected to conduct themselves in a way that indicates respect for themselves and those who are presenting the assembly program.
3. At the conclusion of the assembly, follow the directions for dismissal.
4. 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.

VISITORS: All visitors must check in at the school 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 submitted to participate in the trip

Field trips: Guidelines and limits

- 6 days per student per year (2 per trimester)
- Student is responsible for the work covered during the missed classes

The Administrative 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

THROWING OF SNOWBALLS, FRISBEES, AND OTHER ITEMS: Students who throw snowballs, rocks, food, milk, bottles, or are in possession of water guns, etc. will be disciplined by the administration and will be suspended from school up to three days. Throwing of Frisbees, footballs, etc. in and around the building during school hours may result in confiscation and disciplinary action.

STUDENT ACTIVITIES: Students are provided with a variety of social, recreational, and educational activities throughout the course of the year. The types of activities depend upon student interest and staff availability. The various clubs and student organizations will take the lead in developing, planning, and implementing a variety of extracurricular activities. The formation of new clubs requires the approval of the school administration. A faculty advisor is also required for each school club. Participation in all extracurricular activities, athletic or non-athletic, is deemed a privilege and is reserved for those students who are in good standing academically and behaviorally.

Participation is reserved for those students who are eligible for participation according to CIAC eligibility standards, passing a minimum of four (4) courses a given trimester.

Students who are placed on academic probation are in danger of losing their eligibility for participation and must take steps to improve academic performance to maintain eligibility. A student is placed on probation when he/she has failed two or more courses and has a grade point average below C-. Excessive unexcused absences, suspensions, or other inappropriate patterns of behavior will also result in probation. Failure to demonstrate improved behavior to the satisfaction of the Administration will result in forfeiture of activity privilege(s).

THE STUDENT COUNCIL: The Student Council of Daniel Hand High School is a representative body of elected students. Each member represents his or her class and serves as a liaison between the students of that class and council. The constitutionally established purposes of the council include prompting the general welfare of the school, foster school spirit, and building stronger ties between students and faculty. It also serves as a forum for student grievances and is one avenue through which student ideas are channeled. As a general representative assembly, the Student Council conducts its meetings according to Robert's Rules of Order.

DHHS LEADERSHIP TEAM: This group is comprised of the officers of each class, officers of the Student Council and their advisors, student representative to the Board of Education and editors of the *Hand Print*. Regular meetings will be held with the school administration to foster school-wide communication and to promote school improvement.

SOCIAL AND RECREATIONAL ACTIVITIES: The school plans to provide the student body with a variety of social and recreational activities throughout the school year. The number and type of activities will depend upon student interest and effort in the promotional, planning, and supervisory phases of these functions.

School sponsored dances are for members of the student body. Student participation in any and all events sponsored by the school is subject to administrative approval.

FEES:

- Class dues
- Cap and gown
- Field trips
- Miscellaneous, as quoted in the Program of Studies
- Athletic registration fee
- Parking

EXPECTATIONS FOR STUDENT LEADERS: Effective leadership is demonstrated through positive attitudes and actions. DHHS students who are elected to leadership positions for their respective classes, DHHS Student Council, or who serve as athletic team captains are expected to demonstrate exemplary conduct and attitude throughout their team in office.

In addition to the DHHS Code of Conduct for students, class leaders and team captains; they 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 the 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.

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

All candidates must meet the following criteria to run for an elected office:

- Must have an overall "C" average
- Must not have exceeded the maximum number of absences allowed for a trimester or year course
- Must obtain the recommendations of five current teachers
- Must also have the recommendation of both class advisors if running for a second, third, or fourth term.
- Must obtain the signatures of 25 students in support of his/her nomination
- Shall exhibit exemplary behavior and citizenship
- Must submit an essay expressing his/her reasons and qualifications for running for class council
- Must have administrative approval is required

INTERSCHOLASTIC ATHLETICS: The Administration wholeheartedly supports the interscholastic athlete program at Daniel Hand High School. The school encourages each and every student, parent, and faculty member to attend the various athletic events that take place this year. Nothing is more gratifying to students participating in athletic events than the encouragement of a large contingent of fans from their school and hometown. All Daniel Hand High students are expected to treat visiting teams and fans in a courteous, respectful manner. Behavior at athletic events is a reflection upon students, their school, and their families. All school rules regarding student behavior are in effect at athletic events.

There is a published athletic handbook that provides detailed information for athletic programs. Copies can be obtained through the athletic office.

Academic Guidelines for CIAC Eligibility

A student-athlete cannot at any time represent a school unless he/she is enrolled in at least four Carnegie units/courses or its equivalent.

During the school year, a student must pass at least four Carnegie units/courses in the trimester immediately preceding the athletic season. For example, to be eligible for fall sports a student must have received credit toward graduation for four Carnegie units/courses of study for which he/she has not previously received during the preceding spring trimester.

Students receiving an incomplete grade for any course will have ten days to submit the necessary course work to receive a completed grade. If after this ten day period, the course work has not been submitted, the student shall be deemed to have failed the course.

Freshman may compete in the FIRST trimester regardless of marks received in eighth grade. For participation in winter sports, first trimester grades will determine eligibility as outlined above.

Daniel Hand High School student and parent notification of ineligibility

The academic success of our students is our primary purpose. Extracurricular activities, although secondary, are a very important part of our overall educational program. It is expected that all students will maintain passing grades and that they and their parents will be kept current on academic progress.

At the Interim point in a trimester, if a student is receiving grades in the D and F range his/her guidance counselor will contact the student and his/her parents for discussion on strategies for academic improvement.

At the Interim point in a trimester, the athletic director will be notified of the student athletes whose grades are in the D and F range which may lead to athletic ineligibility. The athletic director and coach will contact the student in an effort to support and encourage the student in making strides to improve his/her academic standing.

Prior to report card distribution student athlete's grades will be reviewed by guidance and the athletic director. Those students who are deemed academically ineligible will be notified in a meeting with their parents, the director of guidance and athletic director. A proposal will be developed to put in place supports for academic improvement, and the athletic director will work with the student in developing a plan whereby the student can still feel connected to the athletic community.

CLASS COUNCIL OFFICERS FOR 2009-2010

<u>Class of 2010</u>	<u>Class of 2011</u>	<u>Class of 2012</u>	<u>Class of 2013</u>	<u>Student Council</u>
Madison Boris Sasha Ives Andrew Li Laura Santry Julia Sheehan Charles Shu Hillary Sullivan Edward Tian	Lindsay Balow Madeleine Boyington Andrew Chapman Meghan Cummings Christopher Genco Taylor Kersteen Abigail Plummer Alexandra Zak	Christopher Daub Evan De Francesco Katherine Gladstone Tony Li-Geng Augustin Manke Rebecca Rubinstein Shannon Wood Sophie Zinser	Demiana Azmy Chandler Berke Taylor Ednie Zach Gardner Erin Healey Kendra Lena Tiffany Li Ellery Newton Ryan Noftall Corey Smith	Felicia Martinelli, <i>Co-Pres.</i> Anastasia Soroko, <i>Co-Pres.</i> Emma Price, <i>Sec'y</i> Andrew Chapman, <i>Treas.</i>
<u>Class Advisors</u>	<u>Class Advisors</u>	<u>Class Advisors</u>	<u>Class Advisors</u>	<u>Advisor</u>
Mr. Schreiber Mr. Winkley	Mr. Coppola Mr. Gaskell	Mrs. Marchese Mr. Marchese	TBD TBD	Mr. Nye

BOARD OF EDUCATION STUDENT REPRESENTATIVES

Anna Balakrishnan '10

TBD

MADISON PUBLIC SCHOOLS

2009-2010

CODE OF CONDUCT

FOR

DANIEL HAND HIGH SCHOOL



Barbara J. Britton, Principal
Cynthia Schneider, Assistant Principal
Daniel Zittoun, Assistant Principal

Code of Conduct Table of Contents

Introduction to the Code of Conduct	i
Definition of Terms	1
Section I: Consequences for Behavior / Infractions that Jeopardize the Health, Safety, and Welfare of Individuals in the School Community	12
I.A. Bus Misconduct	12
I.B. Inappropriate Physical Contact (Pushing, Shoving Another Student)	12
I.C. Verbal Assault or Threatening Physical Harm	12
I.D. Possession of Tobacco, Tobacco Products, Tobacco Paraphernalia	13
I.E. Using Tobacco, Tobacco Products or Tobacco Paraphernalia.....	13
I.F. Hazing.....	13
I.G. Bullying	14
I.H. Sexual Harassment.....	14
I.I. Fighting / Physical Altercation / Physical Aggression.....	15
I.J. False Alarm / Bomb Threat	15
I.K. Assault	16
I.L. Use or Possession of Drugs, Drug Paraphernalia, Alcohol, Inhalants, Performance Enhancing Substances	16
I.M. Sale or Distribution of Drugs (Drugs, Alcohol, Inhalants, Performance Enhancing Substances)	17
I.N. Arson	17
I.O. Possession of Weapon, Deadly Weapon, Dangerous Instrument, Firearm or Facsimile, or Replica of Firearm	17
I.P. Hate Crimes	18
I.Q. Other Serious Misconduct in Section I as Determined By School Administrator	18
Section II: Consequences for Behavior / Infractions that Demonstrate a Lack of Honesty, Respect, and Courtesy Toward Individuals in the School Community	
II.A. Student Dress Code Violation.....	19
II.B. Academic Integrity: Cheating / Plagiarism	19
II.C. Refusal to Adhere to Staff Member Directive; Open Defiance of a Teacher or Any School Employee	19
II.D. Obscene, Vulgar, Abusive, Inflammatory or Disrespectful Language, Gestures, Or Behavior Directed Toward Any Staff Member	19
II.E. Racial or Other Discriminatory Slurs	20
II.F. “Walkouts” by Students.....	20
II.G. Posting or Distributing Libelous, Obscene, or Defamatory Materials or Literature	20
II.H. Other Serious Misconduct in Section II as Determined by School Administrator.....	20
Section III: Consequences for Behavior / Infractions that Demonstrate a Lack of Respect for Personal and Public Property and Possessions	
III.A. Inappropriate Use of School Technology	21
III.B. Inappropriate Use of Technology in Extended School Community (Cyber-bullying)	21
III.C. Falsifying Signatures, Excuses, or Other School Documents, or any Deliberate False Statement Whether Written or Stated	21
III.D. Graffiti	21
III.E. Vandalism	22
III.F. Tampering with School Records.....	22

III.G. Theft or Possession of Stolen Goods	22
III.H. Borrowing, Taking or Receiving any Item (including money) by Force, Threat, or Intimidation	23
III.I. Other Serious Misconduct in Section III as Determined by School Administrator	23

**Section IV: Consequences for Behavior / Infractions that Demonstrate a Lack of Respect for
Maintaining an Orderly Teaching and Learning Environment**

IV.A. Trespassing and Violations of Out-of-School Suspensions	24
IV.B. Truancy	24
IV.C. Bringing Unauthorized Visitors to School During the School Day	24
IV.D. Dining and Assembly Hall Misconduct	25
IV.E. Parking Violations	25
IV.F. Unauthorized Use of Telecommunication or Electronic Communication Devices And Laser Pointers	25
IV.G. Tardy to School – First Class / Period	26
IV.H. Tardy to Class During the School Day	26
IV.I. Cutting Classes During the School Day	26
IV.J. Failure to Serve Detention	26
IV.K. Leaving School Grounds without Administrator’s Permission.....	26
IV.L. Unauthorized Area Violation (Being outside the school or in unauthorized areas of the building without prior approval	27
IV.M. Gambling (Involving the Transfer of Money or Assets).....	27
IV.N. Failure to Serve In-School Suspension or Misbehaving During In-School Suspension ...	27
IV.O. Other Serious Misconduct in Section IV as Determined by School Administrator	27

Introduction to the Madison Public Schools Code of Conduct

Madison Public Schools 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. To that end, general responsibilities for school personnel and expectations for student behavior are provided below:

SCHOOL PERSONNEL RESPONSIBILITIES

In order to serve the student body well, the school staff has the responsibility to . . .

- provide a safe and productive learning environment;
- be informed about and knowledgeable of school rules and policies, consistent with legal requirements and Board of Education policies;
- maintain discipline in a fair, consistent and equitable manner;
- conduct disciplinary hearings and conferences in an impartial and objective manner; and
- resolve disciplinary problems in a fair, consistent and equitable manner.

Additionally, the Board of Education authorizes its administrative staff to discipline students for conduct defined in this document as infractions of the Code of Conduct.

EXPECTATIONS FOR STUDENT BEHAVIOR

In order to assist the school administration and staff in their efforts to provide a positive, productive school environment conducive to learning, the student body is expected to . . .

- understand that they are responsible for their actions and that inappropriate behavior will not be tolerated;
- be informed about and abide by school and Board of Education rules and policies;
- behave in a responsible and appropriate manner during all school functions held on or off school grounds;
- attend school regularly and be prepared for class by completing daily assignments and make-up work;
- continue to develop a moral and ethical sensibility as well as practice moral and ethical behavior;
- learn about, understand, and respect diversity and differences among all groups; and
- understand, as well as apply, the basic principles of healthful daily living.

Thus, the Madison Public Schools Board of Education expects the highest standards of conduct from all students at all times, whether in school, out of school, or at a school-sponsored activity. Proper student behavior is obligatory and conduct incompatible with or disruptive to the educational process is unacceptable and will be addressed by the school administration and staff accordingly.

GENERAL GUIDELINES FOR STUDENT DISCIPLINE

Student discipline is viewed as a responsibility shared among the students, the school, and the parents / guardians. Parents / guardians 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.

For purposes of organizing the consequences for student behavior that is unacceptable, potential infractions have been classified into four broad categories depending upon the outcome of the unacceptable behavior. These four categories are as follows:

- Section I:** Infractions or behaviors that jeopardize the health, safety, and welfare of individuals in the school community
- Section II:** Infractions that demonstrate a lack of honesty, respect, and courtesy toward individuals in the school community
- Section III:** Infractions that demonstrate a lack of respect for personal and public property and possessions
- Section IV:** Infractions that demonstrate a lack of respect for maintaining an orderly teaching and learning environment

These categories are not mutually exclusive because the same infraction or behavior can conceivably fall into more than one category. Infractions within each category range from very minor to very serious or major infractions. The behavior / infraction charts list disciplinary consequences and reference relevant Board of Education policies

Whenever a disciplinary measure is employed, it shall be fair, reasonable, and consistent. No student shall be disciplined on the basis of race, age, gender, religion, sexual orientation, national origin, ancestry, or disability. The cooperation of every facet of the school community, including staff, students, parents / guardians, is essential to the maintenance of a positive learning environment in the Madison Public Schools.

Students who are accused of committing an infraction have the right to an informal hearing which is a meeting between a student and the principal or designee at which the student is informed of the reasons for discipline and given an opportunity to respond and explain the situation. School administrators may conduct the informal hearing with students without their parents / guardians being present. In the event of an emergency, which does not allow for an immediate informal hearing, the informal hearing shall be held as soon after the suspension as possible. Parents will be notified of the infraction and resulting disciplinary consequence as soon as feasible.

Disciplinary procedures used in the Madison Public Schools range from informal hearings to expulsion from school. The procedure to be used depends upon the seriousness of the violation, the specific circumstances of the situation and the individual's overall pattern of behavior. A series of minor infractions committed by the same student can be considered a major infraction, as determined by the school administration, as repeated behaviors can have a demoralizing effect on the general student body and staff and be disruptive to the learning environment. In cases where multiple infractions have been committed by a student, the school administration will determine which infraction is more significant and, therefore, the cause for a specific consequence(s). In addition to the usual school procedures, criminal infractions must also be reported by the school administration to the police.

For additional information, please refer to the Board of Education Policy Manual and due process policies available on the Madison Public Schools' website at www.madison.k12.ct.us.

DEFINITION OF TERMS

The following terms used in the Madison Public Schools Code of Conduct are defined to clarify language for the benefit of students, their parents / guardians, and the extended school community:

- **Area Violation, Unauthorized (Going to Parking Lot or Being Outside the School Without Prior Approval):** *Students are not permitted in unauthorized areas of the school building or campus, including but not limited to (1) an adjacent school campus, (2) unauthorized stairwells / hallways, (3) any area adjacent to the school building including parking lots, and (4) athletic fields / areas without permission.*
Reference Section IV.L. in the Behavior / Infraction Charts.
- **Arson:** *Intentional attempt or act of starting a fire in the school on the school bus or on school property.*
Reference Section I.N. in the Behavior / Infraction Charts.
- **Assault:** *Intent to cause physical injury to another person, causing such injury to such person or to a third party; or recklessly causing serious physical injury to another person; or causing physical injury to another person by means of a deadly weapon, a dangerous instrument, or an electronic defense weapon.*
Reference Sections I.K. and I.O. in the Behavior / Infraction Charts.
- **Borrowing, Taking, or Receiving any Item (Including Money) by Force, Threat, or Intimidation:** *Students are prohibited from borrowing, taking, or receiving any item (including money) by force, threat, or intimidation of another student.*
Reference Section III.H. in the Behavior / Infraction Charts.
- **Bullying:** *Any overt act by a student or group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school property, at a school-sponsored activity, or on school-provided transportation, which act is committed more than once against any student over time. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school.*
Reference Section I.G. in the Behavior / Infraction Charts.
- **Bus Misconduct:** *All students are extended the privilege of riding to and from school and to school activities on the school bus. The bus driver has the responsibility of maintaining orderly behavior of students on school buses and will report, in writing, all misconduct to the transportation services manager and the school administrator.*
Video cameras may be used to record student behavior on the school bus and videotapes of students' behaviors may be used to support disciplinary action.
Reference Section I.A. in the Behavior / Infraction Charts.
- **Cafeteria / Dining and Assembly Hall Misconduct:** *Students are expected to adhere to the following behavioral guidelines as appropriate to student maturity / grade level:*
 - *eat their lunches exclusively in the designated cafeteria areas*
 - *clean their table areas after eating*
 - *remain in the cafeteria / dining hall until the end of the lunch period*
 - *keep all food and / or beverages within the cafeteria area unless other arrangements have been approved by teachers or administrators*
 - *deposit trays, utensils and trash in appropriate collection areas*
 - *address staff, teachers and fellow students courteously*
 - *sit appropriately at tables without overcrowding*
 - *notify cafeteria staff of accidental food spill*

- *maintain a reasonable noise level*
 - *obtain permission from staff to visit lavatory, if necessary*
 - *refrain from soliciting money or food for any reason*
 - *follow the 'no food policy' when utilizing the courtyard outside of the cafeteria*
 - *return through the cafeteria to report to next period class*
 - *refrain from using cell phones and other non-instructional electronic devices*
Reference Section IV.D. in the Behavior / Infraction Charts.
- ***Cheating:*** *"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.*
Reference Section II.B. in the Behavior / Infraction Charts.
- ***Co-Curricular School Activities:*** *Student activities initiated by the instructional staff. Co-curricular activities are designed to provide an opportunity for students to expand their knowledge of related curriculum.*
- ***Controlled Substance:*** *A drug, substance, or immediate precursor identified under schedules I to V, inclusive, in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c), and under schedules I to V, inclusive, of the Connecticut controlled substance scheduling regulations pursuant to Section 21a-243 of the Connecticut General Statutes.*
- ***Cumulative Offenses:*** *Specific student offenses which will accumulate from year to year within the grade span, i.e., grades 5-6; grades 7-8; grades 9-12.*
- ***Cutting Classes During the School Day:*** *Students are expected to attend each of their classes every day unless given permission from the school administrator to be absent from a class for a specific purpose.*
Reference Section IV.I. in the Behavior / Infraction Charts.
- ***Dangerous Instrument:*** *Any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a motor vehicle and a dog that has been commanded to attack (See also Firearm, Deadly Weapon, and Weapon.)*
Reference Section I.O. in the Behavior / Infraction Charts.
- ***Deadly Weapon:*** *Any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles. A deadly weapon is one which is designed for violence and which is capable of inflicting death or serious bodily harm and may include pellet guns and / or air soft pistols. (See also Dangerous Instrument, Firearm, and Weapon.)*
Reference Section I.O. in the Behavior / Infraction Charts.
- ***Detention, After School:*** *A consequence that is given to students by teachers or school administrators depending on the infraction and circumstance. Students who are assigned to after school detention must report promptly and have books or study materials to use. In all cases, students will be given 24 hours notice in order to arrange for transportation or to inform employers.*
- ***Detention, Failure to Serve (Per Infraction):*** *Failure to serve assigned detention(s) will result in additional detention time. Continued disregard to serve detention(s) may result in suspension from school.*
Reference Section IV.J. in the Behavior / Infraction Charts.

- **Detention, Office:** A consequence that is given to students by school administrators for inappropriate behavior or certain infractions. If a student fails to serve an office detention, he or she may be assigned additional detentions or in-school suspension.
- **Detention, Saturday:** A consequence that is given to high school students who have been tardy to class, study hall, or homeroom or have committed certain types of infractions. A parent or guardian will be notified of the Saturday detention. Each student must be prepared to do two to four hours of academic work. If a student fails to use the time in Saturday detention in a constructive manner, he or she may be asked to leave and be subject to either in-school suspension or out-of-school suspension. Failure to serve Saturday detention will result in two (2) Saturday detentions and up to one (1) in-school suspension.
- **Detention, Teacher:** A consequence that is given to students by teachers for inappropriate classroom behavior or certain types of infractions. Teacher-assigned detention is typically served after school.
- **Dress Code Violation:** Students are expected to dress in a manner that is suitable for a school environment. Furthermore, students should dress within reasonable limits so that their clothing does not jeopardize the health or safety of the wearers or others, or cause distraction or disruption of the educational process as determined by the school administration. Clothing advertising drugs or alcohol is inappropriate for school wear. Footwear and shirts must be worn at all times. Clothing should be neat and clean. The wearing of head coverings, except for religious purposes in the school building is not allowed. Any student dressed inappropriately will not be admitted to class.
Reference Section II.A. in the Behavior / Infraction Charts.
- **Drugs:** Includes, but shall not be limited to, any medicinal preparation (prescription and non-prescription), and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and / or federal law.
- **Drugs, Drug Paraphernalia, Alcohol, Inhalants, Performance Enhancing Drugs, Tobacco, Tobacco Products, Tobacco Paraphernalia Use or Possession of:** To have physical possession or hold, or otherwise to exercise dominion or control over any alcohol, drug, or substance determined to be illegal under state and / or federal law, tobacco, tobacco products , or smoking paraphernalia on one's person, in one's personal belongings, one's locker, car, backpack, etc. Any student in the Madison Public Schools found to be in use or in possession of drugs, drug paraphernalia, alcohol, inhalants, performance-enhancing drugs, tobacco, tobacco products, or tobacco paraphernalia during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation shall be subject to disciplinary consequences including expulsion from school and referral to law enforcement officials as appropriate.
Reference Sections I.D., I.E., I.L. in the Behavior / Infraction Charts
- **Drugs (Drugs, Alcohol, Inhalants, Performance Enhancing Substances), Sale or Distribution of:** To deliver, sell, pass, share or give any alcohol, drug, or controlled substance, determined to be illegal under state and or federal law from one person to another or to aid in its use. Any student in the Madison Public Schools found to be selling or distributing any controlled substance, controlled drugs, including prescription drugs or over the counter medication, alcohol, or performance-enhancing substances during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation, or otherwise off school grounds shall be subject to severe disciplinary consequences including mandatory expulsion from school and referral to law enforcement officials, as appropriate.
Reference Section I.M. in the Behavior / Infraction Charts.
- **Drug Paraphernalia:** Equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise

introducing controlled drugs or controlled substances into the human body, including but not limited to all items specified in C.G.S. Section 21a-240(20)(A), such as “bongs,” pipes, “roach clips,” miniature cocaine spoons, crack cocaine vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

Reference Section I.L. in the Consequence Charts.

- ***Drugs or Substances, Performance Enhancing:*** Any performance-enhancing drug, including any anabolic steroids, hormone or analogue, diuretic or other substance designed to enhance a student's performance in athletic competition, including creatine, androstenedione, ephedrine or other performance enhancing nutritional supplements including food supplements, used for the intent of bodybuilding and muscle enhancement of physical ability and not for a valid medical purpose as defined by a physician; including, but is not limited to, those performance-enhancing drugs / substances identified on the CIAC comprehensive list and the list presented below:
 1. *pharmacological agents (prescription or nonprescription) taken in doses that exceed the recommended therapeutic dose or taken when the therapeutic indications are not present;*
 2. *agents used for weight control, including stimulants, diet pills, diuretics, and laxatives, when the user is in a sport that has weight classifications or that rewards leanness;*
 3. *agents used for weight gain, including over-the-counter products advertised as promoting increased muscle mass;*
 4. *physiologic agents or other strategies used enhance oxygen-carrying capacity, including erythropoietin and red blood cell transfusions (blood doping);*
 5. *any substance that is used for reasons other than to treat a documented disease state or deficiency;*
 6. *any substance that is known to mask adverse effects or detect ability of another performance enhancing substance; and*
 7. *nutritional supplements taken at “supraphysiologic” doses or at levels greater than required or to replace deficits created by a disease state, training program and / or participation in sports.*

Reference Sections I.L. and I.M. in the Behavior / Infraction Charts.

- ***Due Process:*** Prior to the suspension of a student, the school administration must inform the student of the reasons for the disciplinary action and provide the student an opportunity to explain the situation (informal hearing). Recommendation for expulsion must be heard by the Board of Education in a formal hearing, consistent with the certain requirements of the Uniform Administrative Procedures Act. Conn. Gen. Stat. 10-233d.
- ***Emergency Removal from School:*** A situation under which 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 an informal hearing may be delayed until a time as soon after the exclusion of such student as possible.
- ***Exclusion:*** Any denial of public school privileges to a student for disciplinary purposes. For some infractions, students will be excluded from co-curricular or extracurricular activities.
- ***Expulsion:*** 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 the student was assigned at the time such disciplinary action was taken, provided such exclusion shall not exceed one (1) calendar year. The period of exclusion may extend to the school year following the school year in which such exclusion was imposed. Participation in any school activities for the duration of the suspension / expulsion period whether those events occur on school days, on weekend days, or on holidays and school breaks is prohibited.

- **Extracurricular School Activities:** Student activities initiated through student choice for participation. Extracurricular activities are intended to enhance a student's school experience or satisfy a student's particular interest in a subject, topic, sport, or other activity.
- **False Alarm / Bomb Threat:** The willful act of causing a false fire alarm or making a bomb threat directed at the school, the school bus, or other school property.
Reference Section I.J. in the Behavior / Infraction Charts.
- **Falsifying Signatures, Excuses or Other School Documents, or any Deliberate False Statement Whether Written or Stated:** Students found to have falsified a signature, an attendance excuse or other school documents, or to have made any deliberate false statement, whether written or stated are subject to disciplinary consequences.
Reference Section III.C. in the Behavior / Infraction Charts.
- **Fighting / Physical Altercation / Physical Aggression:** A planned or unplanned encounter which results in a student or students assaulting, or attempting to assault, another individual(s) in a manner that is not reasonably necessary for self-defense.
Reference Section I.I. in the Behavior / Infraction Charts.
- **Firearm:** As defined in 18 U.S.C. 921, means (1) any weapon (including a starter gun) which will or is designed to, or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapons; (3) any firearm muffler or firearm silencer or (4) any destructive device. For purposes of this definition "destructive device" means any explosive, incendiary, or poisonous gas device, including a bomb, a grenade, a rocket having a propellant charge of more than 4 ounces, a missile having an explosive or incendiary charge of more than ¼ ounce, a mine, or any other similar device; or any weapon that will, or may be readily converted to, expel a projectile by explosive or other propellant, and which has a barrel with a bore of more than ½ inch in diameter. The term "destructive device" also includes any combination of parts either designed or intended for use in converting any device into any destructive device or any device from which a destructive device may be readily assembled. A "destructive device" does not include: an antique firearm, or any device which is neither designed nor redesigned for use as a weapon. (See also Dangerous Instrument, Deadly Weapon, and Weapon.)
Reference Section I.O. in the Behavior / Infraction Charts.
- **Gambling (Involving the Transfer of Money or Assets):** Gambling, defined as involving the transfer of money or assets. Students are prohibited from any type of "gambling" activity, including betting on sports pools, playing poker, or participating in unauthorized raffles. Gambling is an illegal activity and is not permitted in the school building, on the school-provided transportation, or at any school-sponsored activity.
Reference Section IV.M. in the Behavior / Infraction Charts.
- **Graffiti:** The willful defacing of property under the jurisdiction of the Board of Education. Students involved are subject to disciplinary action and/or prosecution. Any student discovered to have engaged in graffiti of school property will make full financial restitution for repair or replacement. The parent / guardian of a minor child responsible for graffiti will be held liable for damages under the provisions of Connecticut State law. Damaged property paid for by the student remains the property of the school.
Reference Section III. D. in the Behavior / Infraction Charts.
- **Hate Crimes:** Speech or conduct that is committed with a specific intent to intimidate, harass or defame/deface another person, property or society on the basis of race, color, ethnicity / national origin, sexual orientation, disability or religion, perceived or actual, in school, on the school bus, and / or at any school-sponsored activity.
Reference Section I.P. in the Behavior / Infraction Charts.
- **Hazing:** Any conduct or method of initiation, on or off campus, into any student organization or team, whether on public or private property, which endangers or creates a risk of harm to the physical or

emotional health or well-being of any student or person, including any activity that causes or requires an individual to perform a task that is in violation of the law or of school district policies. Such conduct includes, but is not limited to, whipping, beating, branding, forced calisthenics, forced consumption of any food, liquor, beverage, drug, or other substance, or any treatment or forced physical activity that is likely to adversely affect the health or safety of any student or other person, or that subjects such student or other person to emotional stress, including deprivation of sleep or rest, confinement to a restricted area, the threat of ostracism, or extended isolation. Permission, consent, or assumption of risk by an individual subjected to hazing does not in any way sanction or excuse the behavior nor lessen the prohibition contained in this policy.

Reference Section I.F. in the Behavior / Infraction Charts.

- **Hearing, Formal:** *A meeting of at least three Board of Education members or a hearing officer appointed by the Board of Education to discuss or act upon a matter over which the Board of Education has supervision, control, jurisdiction or advisory power.*
- **Hearing, Informal:** *A meeting between a student and the principal or designee at which the student is informed of the reasons for discipline and given an opportunity to respond and explain the situation. School administrators may conduct the informal hearing with students without their parent / guardian being present.*
- **Laser Pointers:** *Students are not permitted to possess or use laser pointers while on school property, while using school district transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under the supervision of a staff member and in the context of instruction. Laser pointers will be confiscated.*
Reference Section IV.F. in the Behavior / Infraction Charts.
- **Leaving School Grounds without Administrator's Permission:** *Students are not allowed to leave school grounds without the approval of the school administrator. Once present on campus, students are not permitted to leave until the end of their scheduled day. Seniors only may apply for early dismissal at the beginning of each trimester.*
Reference Section IV.K. in the Behavior / Infraction Charts.
- **Libelous, Obscene, or Defamatory Materials or Literature, Posting or Distributing:** *Students are expected to respect the dignity, rights, and written expression of others and are prohibited from posting or distributing libelous, obscene, or defamatory materials or literature in the school, on the school bus, or at any school-sponsored activity.*
Reference Section II.G. in the Behavior / Infraction Charts.
- **Misconduct, Other Serious, as Determined by School Administrator:** *In unusual situations, where the student behavior or the infraction is not explicitly included in the Code of Conduct, the school administration reserves the right to administer consequences including detention, in-school suspension, out-of-school suspension, exclusion from co-curricular and / or extracurricular activities, and expulsion per Board of Education policy.*
Reference Sections I.Q., II.H., III.I., and IV.O. in the Behavior / Infraction Charts.
- **Misconduct Out Of School / Conduct Leading to a Felony Arrest or Class A Misdemeanor / Adjudication as a Delinquent or Youthful Offender:** *Students are subject to discipline, up to and including suspension and expulsion, for misconduct even if such misconduct occurs off school property and during non-school time. Examples of such out-of-school misconduct that shall result in expulsion include, but are not limited to, the possession, of a firearm; the sale or distribution of illegal drugs / controlled substances, and the possession or use of a deadly weapon or dangerous instrument in the commission of a crime. Students may also be subject to discipline, including expulsion, for out-of-school misconduct that violates a policy of the Board of Education and is considered to be seriously disruptive to the educational process. Upon notification by a municipal police department or division of the state police of the student's arrest, the superintendent may disclose the information to the principal of the school that the student attends. The principal may in turn disclose it to special services*

staff members for the purposes of assessing the risk of danger posed by the student to himself or herself, to other students, or to the staff. School district personnel must conclude any such assessment not later than the next school day following the notification. Connecticut law also provides procedures for coordination between the school superintendent and the courts in matters of probation and school attendance.

- **Obscene, Vulgar, Abusive, Inflammatory, or Disrespectful Language, Gesture or Behavior Directed Toward any Staff Member or Student:** Verbal or abusive gestures toward a staff member or student will not be tolerated under any circumstances. Students who exhibit such behaviors will be subject to disciplinary consequences.
Reference Section II.D. in the Behavior / Infraction Charts.
- **Parking Violations:** Parking on school property without the appropriate permit or in a reserved space, handicapped space or other designated “no parking” area, or while expelled or serving out-of-school suspension is prohibited. Driving to school and parking on school property is a privilege extended to seniors in good standing only. All students are extended the privilege of riding the bus to and from school. Please note that parking spaces are limited and that daily parking is available on a first-come first-served basis. Driving privileges may be lost without benefit of refund for parking infractions.
Reference Section IV.E. in the Behavior / Infraction Charts.
- **Physical Contact, Inappropriate (Pushing or Shoving another Student):** Any physical contact which has the potential to result in emotional or physical injury.
Reference Section I.B. in the Behavior / Infraction Charts.
- **Plagiarism:** 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 as your own; supplying / selling your work to another; inventing / counterfeiting sources; purchasing or copying pre-written papers, etc.
Reference Section II.B. in the Behavior / Infraction Charts.
- **Racial or Other Discriminatory Slurs:** Unwelcome speech or conduct of an offensive or hostile nature based on an individual’s race, color, national origin, sexual orientation, disability or religion is prohibited. Any type of racial or other discriminatory slur, regardless of the intent of the speaker, is unacceptable at school, on the school bus, and / or at school-sponsored activities.
Reference Section II.E. in the Behavior / Infraction Charts.
- **Refusal to Adhere to a Staff Member Directive: Open Defiance of a Teacher or any School Employee:** A refusal to adhere to a staff member’s directive and showing open defiance toward a teacher, administrator, or any school employee will not be tolerated.
Reference Section II.C. in the Behavior / Infraction Charts
- **Removal:** An exclusion from a classroom for all or part of a single class period provided such exclusion should not extend beyond ninety (90) minutes.
- **School Days:** Days that school is in session; however, for students who are suspended or expelled, participation in any school activities for the duration of the suspension / expulsion period whether those events occur on school days, weekend days, holidays or school breaks is prohibited.
- **School-Sponsored Activity:** Any activity sponsored, recognized, or authorized by the Board of Education or its administrative agents, including activities both on and off school property.
- **Search and Seizure:** When there are reasonable grounds to believe that a student is in possession of drugs or any object that is illegal or in violation of any Board of Education policy, there is an obligation on the part of the school personnel to search for and seize such drugs and illegal objects. Such search and seizure may involve school lockers, cars on school property, clothing, purses, book

bags, books, and other personal property. Reasonable efforts will be made to secure the student's voluntary agreement to the search and to have the student present at the time of the search. All confiscated drugs or other illegal objects will be turned over to the local law enforcement officials.

- **Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, non-verbal or physical conduct of a sexual nature when:
 1. submission to or rejection of such conduct by an individual is used and/or threatened to be used as the basis for making any educational decisions affecting a student; or
 2. such conduct is sufficiently severe, persistent, or pervasive so as to limit an individual's ability to participate in or benefit from the education programs; or creates an intimidating, hostile or offensive educational or work environment.

Sexual harassment includes a wide range of conduct – from pressure or requests for sexual activities to unwelcome sexual comments and innuendo to verbal abuse of a sexual nature. Examples of the type of conduct prohibited include:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and / or academic progress or status.
2. Unwelcome sexual attention, flirtations and advances, including verbal comments, sexual invitations and leering, unwelcome touching of an individual.
3. Graphic or verbal commentaries about an individual's body, and / or the use of sexually degrading words to describe an individual.
4. Displays in the school setting of sexually suggestive objects or pictures, or use of sexually suggestive or obscene comments, invitations, letters, notes, slurs, jokes, cartoons, epithets or gestures.

Reference Section I.H. in the Behavior / Infraction Charts.

- **Student Study Team:** A designated and specifically trained team of school staff members typically including, but not limited to, an administrator, school nurse, guidance counselor, school psychologist, social worker, and teacher(s).
- **Substance-Abuse Assessment:** An evaluation conducted by a professional to determine the student's overall health and condition in relation to use of a controlled substance or drug.
- **Suspension, In-School:** An exclusion from regular classroom activities and co-curricular and extra-curricular activities for no more than five (5) consecutive school days, but not exclusion from school, provided such exclusion does not extend beyond the end of the school year in which such in-school suspension was imposed. No student shall be placed in in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion. In-school suspension is given to students who have committed certain types of infractions. A parent / guardian will be notified of the in-school suspension assignment. The student is usually given 24 hours notice before being placed in in-school suspension; however, the school administrator reserves the right to assign a student immediately if the circumstances warrant placement.
- **Suspension, In-School - Failure to Serve or Misbehaving During In-School Suspension:** Students who do not demonstrate appropriate behavior may be required to serve additional in-school suspension time and / or may be given an out-of-school suspension.
Reference Section IV.N. in the Behavior / Infraction Charts.
- **Suspension, Out-of-School:** An exclusion from school privileges (academic, co-curricular, and extra-curricular) or transportation services only, for no more than ten (10) consecutive school days, provided such exclusion should not extend beyond the end of the school year in which such suspension was imposed. No student shall be suspended out-of-school more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such student is granted a formal hearing. Out-of-school suspension is given to students who have committed certain types of major infractions. Out-of-school suspension is for the full 24-hour day(s). Parents / guardians will be informed that the student must remain at home during school hours for the period of the suspension. A student may not enter the school grounds or participate in any school activity held either on or off the school grounds at any time during the period of suspension including the weekend, if applicable

- **Suspension, Out-of-School – Violations of (Trespassing):** Failure to comply with an out-of-school suspension will result in an extension of the suspension and notification of trespassing to the local law enforcement officials.
Reference Section IV.A in the Behavior / Infraction Charts.
- **Tampering With School Records:** Any attempt to change, alter, delete school records, including but not limited to, student permanent records, student non-permanent records, teachers' records, electronic grade book records, etc.
Reference Section III.F. in the Behavior / Infraction Charts.
- **Tardy to Class During the School Day:** Students tardy to class during the school day will be issued passes to class only if there are extenuating circumstances that excuse their tardiness. Teachers will not allow students admittance to class without a tardy pass from the office. All unexcused tardies will be considered as unexcused absences to class and may count towards loss of academic credit, as appropriate to the age and grade level of the student.
Reference Section IV.H. in the Behavior / Infraction Charts.
- **Tardy To School:** Being late to school, class or an activity without permission of school personnel. Students who arrive to school after the designated start of the school day will not be admitted without administrative approval.
Reference Section IV.G. in the Behavior / Infraction Charts.
- **Technology, Inappropriate Use of in Extended School Community:** (Cyber-bullying): "Cyber-bullying" and / or inappropriate use of technology in the extended school community and in a student's home may be considered "illegal or inappropriate use of the Internet." School administrators will not routinely investigate these infractions; however, all cases of documented "cyber bullying" presented to school administrators by a student, a student's parent / guardian, or a staff member will be referred to the local law enforcement officials for investigation and potential criminal charges. Additionally, discipline for off-campus speech (including that on the Internet) is permitted in cases where a student has threatened school staff or other students; or otherwise severely disrupted the educational process.
Reference Section III.B. in the Behavior / Infraction Charts.
- **Technology, Inappropriate Use of School:** Electronic communications systems which include, but are not limited to, the computers, computer systems, software, electronic access privileges, and networks are to be used only for those activities directly related to teaching, learning, and / or management of educational records and data. The equipment, infrastructure, and software are not to be used for personal gain by any student. All users are hereby made aware that all information on the school computers, computer systems, software, electronic access privileges, and networks is in the public domain, unless specifically protected by the Connecticut Freedom of Information Act. The Madison Board of Education reserves the right to bypass any or passwords to determine the activity on any or all of the computers, computer systems, software, electronic access privileges, and networks. Use of the computers, computer systems, software, electronic access privileges, and networks is restricted to those students who have signed the Madison Public Schools' Acceptable Use Policy. In the case of minors, the Madison Public Schools' Acceptable Use Policy must also be signed by the minor's parent or guardian. School administrators will make final determination as to what constitutes acceptable use within the meaning of regulations and the penalties for violators. Violators will be held liable for all costs incurred for damage to the communications system.
Reference Section III.A. in the Behavior / Infraction Charts.
- **Telecommunication or Electronic Communication Devices, Unauthorized Use of Such as, but not Limited to Beepers, Cellular Phones, PDAs:** Students may possess a cellular phone or other electronic communication device but may only use said device according to the guidelines set forth in Board of Education policy and school regulations. Standards for the possession and use of non-instructional electronic communication devices have been created and may differ by grade level.

Specifically, electronic communication devices may not be used inside the school building or during class inside or outside the building during the school instructional day. Students may use cellular telephones or other electronic communication devices before the start of the school day and after the end of the school day.

Reference Section IV.F. in the Behavior / Infraction Charts.

- ***Theft or Possession of Stolen Goods:*** *Stealing another person's possessions is illegal. School administration strongly encourages students to keep expensive items (personal music or other electronic devices, laptops, etc) at home. A student involved in stealing or possession of stolen goods shall receive disciplinary consequences and may be referred to the local law enforcement officials.*
Reference Section III.G. in the Behavior / Infraction Charts.
- ***Tobacco, Tobacco Products, or Tobacco Paraphernalia, Use or Possession of:*** *There shall be no smoking or any other use or possession of tobacco or tobacco products or tobacco paraphernalia by students at any time, in any school building, on school-provided transportation, or on school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel, such as when the student is at any school function, extracurricular event, field trip, or school-related activity such as a work-study program. The definition of "smoke" or "smoking" means the lighting or carrying of a lighted cigarette, cigar, pipe or similar device. Administrative investigation may determine that a student was smoking based on a preponderance of other evidence.*
Reference Section I.D and I.E. in the Behavior / Infraction Charts.
- ***Trespassing and Violations of Out-Of-School Suspensions:*** *Unauthorized presence on the school premises while school is not in session is considered trespassing. Students are not allowed on school premises without permission after regular school hours or after scheduled activities in which they are participating. Unsupervised after-school activities are not allowed on school premises. Additionally, students are not allowed on school grounds or to attend school-sponsored activities while serving a suspension or expulsion. Students in violation of this policy will be removed from the premises and may be subject to referral to the local law enforcement officials.*
Reference Section IV.A. in the Behavior / Infraction Charts.
- ***Truancy:*** *Parents, guardians, or other persons having control of children between the ages of five and eighteen must assure that their children attend school "regularly during the hours and terms the public school in the district wherein such student resides is in session" per Connecticut General Statutes. Students under eighteen years of age are subject to mandatory attendance laws, unless the student is sixteen or seventeen years of age and their parent or guardian consents to their withdrawal, and personally appears at the Board of Education offices and signs a withdrawal form indicating such consent. Connecticut law defines "truant" as a student who has four unexcused absences in a month or ten unexcused absences in a year. A student five to six years of age will not be considered truant if the parent or guardian has appeared personally at the Board of Education offices and affirmatively exercised the option of not sending the child to school at five or six years of age. If a parent or guardian of an expelled student chooses not to enroll the student in an alternative educational program, the student shall not be considered truant. Failure to comply with the requirements that children attend the public schools is a violation of law, unless the parent or guardian provides alternative instruction by enrolling the student in a private school or in a home school program after withdrawing the student from the public school if the student has been enrolled. Failure to comply with this policy will result in consequences.*
Reference Section IV.B. in the Behavior / Infraction Charts.
- ***Vandalism:*** *The willful destruction or otherwise injuring of property under the jurisdiction of the Board of Education. Any student discovered to have committed an act of vandalism of school property will make full financial restitution for repair or replacement. The parent / guardian of a minor child responsible for vandalism will be held liable for damages under the provisions of Connecticut State*

law. Damaged property paid for by the student remains the property of the school. Any group or school organization responsible for an act of vandalism will be held liable for damages. (See also Graffiti)

Reference Section III.E. in the Behavior / Infraction Charts.

- **Vehicle:** 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.
- **Verbal Assault or Threatening Physical Harm:** Any statement or act, oral or written, which can reasonably be expected to induce apprehension of danger or bodily injury or harm to another person, student or staff member.
Reference Section I.C. in the Behavior / Infraction Charts.
- **Visitors to School During the School Day:** All visitors must check in at the school’s administrative office upon entering the building. Students are generally not allowed to have guests. If an exception is made, permission must be obtained from the school administrator 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.
Reference Section IV.C. in the Behavior / Infraction Charts.
- **Walkouts by Students:** Leaving school / classes en masse. Students are expected to behave responsibly and respectfully at all times. Students should obey the rules that govern students’ rights of expression regarding issues in the school setting. Therefore, students are discouraged from organizing and / or participating in “walkouts” intended to be disruptive to the educational process. Students’ concerns, interests, and needs regarding issues should be directed to the appropriate staff member or school administration so that resolution to said issues can be sought. Students failing to adhere to these expectations shall be subject to disciplinary consequences.
Reference Section II.F. in the Behavior / Infraction Charts.
- **Weapon:** Any BB gun, any blackjack, any metal or brass knuckles, any police baton or nightstick, any knife, including but not limited to any dirk knife or switch knife, any knife having an automatic spring release device by which a blade is released from the handle, having a blade of over one and one-half inches in length, any stiletto, any knife the edged portion of the blade of which is four inches and over in length, any martial arts weapon or electronic defense weapon, or any other dangerous or deadly weapon or instrument, unless permitted by law under section 29-38 of the Connecticut General Statutes. All students, staff, and visitors, even those who may have a legal permit to carry a weapon, are strictly prohibited from possessing, conveying, using or storing weapons or look-alike weapons on school property, at school-sponsored events, in or around school-provided transportation. (See also Dangerous Instrument, Deadly Weapon, and Firearm.)
Reference Section I.O. in the Behavior / Infraction Charts.

Section I: Behaviors / Infractions that Jeopardize the Health, Safety, and Welfare of Individuals in the School Community

	Behavior / Infraction	Grades 9-12 Consequences
I.A.	<p>Bus Misconduct</p> <p>Board of Education Policy References: #5090.3.3 Student Conduct on School Buses #5090.3.3.1 Use of Video Cameras on School Buses #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • up to Saturday Detention • potential bus seat assignment • parent or guardian notification <p>2nd Offense:</p> <ul style="list-style-type: none"> • suspension of bus privileges for up to 5 days • parent or guardian notification <p>3rd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • suspension of bus privileges for 10 days up to one year
I. B.	<p>*Physical Contact, Inappropriate (Pushing, Shoving Another Student – no “serious” physical injury occurs)</p> <p>Board of Education Policy References: #5090.4.1 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • up to 3 days in-school suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • potential police referral <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 1-5 days in-school suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • potential police referral
I. C.	<p>*Verbal Assault or Threatening Physical Harm</p> <p>Board of Education Policy References: #5090.4.1 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • up to 3 days in-school suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • potential police referral <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 1 to 5 days out-of-school suspension and/or 1 to 5 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • potential police referral • excluded from all co-curricular and extracurricular activities concurrent with suspension • may be recommended to Board of Education for expulsion of 30-180 school days • may be required to attend alternative educational program per Board policy and the expulsion requirement • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular beyond the academic expulsion period per action of Board of Education

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	Behavior / Infraction	Grades 9-12 Consequences
I. D.	<p>*Possession of Tobacco, Tobacco Products, Tobacco Paraphernalia</p> <p>Board of Education Policy References: #5090.7 Drugs, Alcohol, Tobacco, Inhalants, and Performance-Enhancing Substances #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • assigned 4-hour Saturday detention by school administrator • parent or guardian notification • recommended cessation program <p>2nd Offense:</p> <ul style="list-style-type: none"> • 2 days in-school suspension • parent or guardian notification • superintendent notification • referral to Madison Youth Services for information on cessation programs • excluded from all co-curricular and extracurricular activities concurrent with suspension <p>3rd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 4 days in-school suspension • parent or guardian notification • superintendent notification • referral to Madison Youth Services for information on cessation programs • excluded from all co-curricular and extracurricular activities concurrent with suspension
I. E.	<p>*Using Tobacco, Tobacco Products (Smoking, Chewing Tobacco), or Tobacco Paraphernalia</p> <p>Board of Education Policy References: #5090.7 Drugs, Alcohol, Tobacco, Inhalants, and Performance-Enhancing Substances #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • 2 days in-school suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • referral to Madison Youth Services for information on cessation programs <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 4 days in-school suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • referral to Madison Youth Services for information on cessation programs
I. F.	<p>*Hazing</p> <p>Board of Education Policy References: #5090.3.6.1 Hazing #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • 3 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension. • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • potential police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	Behavior / Infraction	Grades 9-12 Consequences
I. F. (cont.)	<p>*Hazing (continued)</p> <p>Board of Education Policy References: #5090.3.6.1 Hazing #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 5 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • potential police referral • may be recommended to Board of Education for expulsion of 30-180 school days • may be required to attend alternative educational program per Board policy and the expulsion requirement • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular beyond the academic expulsion period per action of Board of Education
I. G.	<p>*Bullying</p> <p>Board of Education Policy References: #5090.3.6.1.1 Bullying #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 1 to 5 days in-school suspension and/or 1 to 5 days out-of-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the entire period of suspension • parent or guardian notification • superintendent notification • potential referral to Student Services Staff • excluded from all co-curricular and extracurricular activities concurrent with suspension • may be recommended to Board of Education for expulsion for 30-180 school days • may be required to attend alternative educational program per Board policy and the expulsion requirement • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education • potential police referral
I. H.	<p>*Sexual Harassment</p> <p>Board of Education Policy References: #5120.4.2.4 Sexual Harassment Among Students #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 1 to 5 days in-school suspension and/or 1 to 5 days out-of-school suspension or if the administration determines that the student being suspended poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the entire period of suspension • parent or guardian notification • superintendent notification • potential referral to Student Services Staff • excluded from all co-curricular and extracurricular activities concurrent with suspension

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	Behavior / Infraction	Grades 9-12 Consequences
I. H. (cont.)	<p>*Sexual Harassment (continued)</p> <p>Board of Education Policy References: #5120.4.2.4 Sexual Harassment Among Students #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses (continued):</p> <ul style="list-style-type: none"> • may be recommended to Board of Education for expulsion for 30-180 school days • may be required to attend alternative educational program per Board policy and the expulsion requirement • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be further excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education • potential police referral
I. I.	<p>*Fighting / Physical Altercation / Physical Aggression</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • 5 days out-of-school suspension under the supervision of his / her parent or guardian • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • potential police referral <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 10 days out-of-school suspension under the supervision of his / her parent or guardian • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • may be recommended to Board of Education for expulsion of 30-180 school days • may be required to attend alternative educational program per Board policy and the expulsion requirement • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular beyond the academic expulsion period per action of Board of Education • potential police referral
I. J.	<p>*False Alarm / Bomb Threat</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 10 days out-of-school suspension under the supervision of his / her parent or guardian • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • may be recommended to Board of Education for expulsion for 30-180 school days • may be required to attend alternative educational program per Board policy and the expulsion requirement • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education • police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	Behavior / Infraction	Grades 9-12 Consequences
I. K.	<p>*Assault</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 10 days out-of-school suspension under the supervision of his / her parent or guardian • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • may be recommended to Board of Education for expulsion of 30-180 school days • may be required to attend alternative educational program per Board policy and the expulsion requirement • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education • police referral
I. L.	<p>*Use or Possession of Drugs, Drug Paraphernalia, Alcohol, Inhalants, Performance Enhancing Substances</p> <p>Note: CIAC will impose sanctions beyond those applied by the District for student use, sale, or distribution of performance-enhancing substances including exclusion from athletic programs for one calendar year until the documented anniversary date of the offense.</p> <p>Board of Education Policy References: #5090.7 Drugs, Alcohol, Tobacco, Inhalants, and Performance Enhancing Substances #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • 5 days out-of-school suspension under the supervision of his / her parent or guardian with a recommended administration-specified drug and alcohol assessment, in cooperation with Madison Youth Services, during the out-of-school suspension period. A 5 day in-school suspension will follow during which a recommended administration-specified drug and alcohol program, in cooperation with Madison Youth Services, must be completed in addition to the core academic program. Full cooperation of student / parent or guardian is required. • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • police referral <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 10 days out-of-school suspension under the supervision of his / her parent or guardian, pending expulsion hearing • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • must successfully complete an administration-specified substance abuse education and assessment program, in cooperation with Madison Youth Services • recommended to Board of Education for expulsion of 30-180 school days • must attend alternative education program per Board expulsion decision • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education • police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	Behavior / Infraction	Grades 9-12 Consequences
I. M.	<p>*Sale or Distribution of Drugs: (Drugs, Alcohol, Inhalants, Performance Enhancing Substances)</p> <p>Note: CIAC will impose sanctions beyond those applied by the District for student use, sale, or distribution of performance-enhancing substances including exclusion from athletic programs for one calendar year until the documented anniversary date of the offense.</p> <p>Board of Education Policy References: #5090.7 Drugs, Alcohol, Tobacco, Inhalants, and Performance Enhancing Substances #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 10 days out-of-school suspension under the supervision of his / her parent or guardian, pending expulsion hearing • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • mandatory expulsion, with administrative recommendation to the Board of Education for 30-180 school days • attend alternative educational program per Board policy and the expulsion requirement • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education • must participate, along with parent or guardian, in an administration-specified substance abuse counseling / family education program(s), in cooperation with Madison Youth Services, prior to re-entry to school • police referral
I. N.	<p>*Arson</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5090.3.2 Vandalism #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 10 days out-of-school suspension under the supervision of his / her parent or guardian • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • recommended to Board of Education for expulsion for 30-180 school days • attend alternative educational program per Board policy and the expulsion requirement • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education • police referral
I. O.	<p>*Possession of Weapon, Deadly Weapon, Dangerous Instrument, Firearm or Facsimile or Replica of Firearm</p> <p>Board of Education Policy References: #5090.8 Weapons and Dangerous Instruments #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 10 days out-of-school suspension under the supervision of his / her parent or guardian, pending expulsion hearing • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • mandatory expulsion, with administrative recommendation to the Board of Education for 30-180 school days • attend alternative educational program per Board policy and the expulsion requirement • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education • police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	Behavior / Infraction	Grades 9-12 Consequences
I. P.	<p>*Hate Crimes</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 10 days out-of-school suspension under the supervision of his / her parent or guardian, pending expulsion hearing • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • recommended to Board of Education for expulsion for 30-180 school days • potential police referral
I. Q.	<p>Other Serious Misconduct in Section I as Determined by the School Administrator</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • consequences to be determined on case by case basis and may lead to in-school suspension or if the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process the student shall be excluded from school during the period of suspension • consequences to be determined on a case by case basis and may lead to out-of-school suspension and expulsion • parent or guardian notification • potential police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

**Section II: Behaviors / Infractions That Demonstrate a Lack of Honesty, Respect, and Courtesy
Toward Individuals in the School Community**

	Behavior / Infraction	Grades 9-12 Consequences
II. A.	<p>Student Dress Code Violation</p> <p>Board of Education Policy References: #5090.3.1 Student Dress #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • disciplinary conference with administrator • change of inappropriate clothes <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • change of inappropriate clothes • up to 1 day in-school suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension
II. B.	<p>Academic Integrity: Cheating / Plagiarism</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • student receives zero on assignment • student is not permitted to make-up the assignment • parent or guardian, counselor, and administration are informed of the student infraction by the teacher <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • consequences from 1st offense AND students may be subject to disciplinary action, up to and including 3 days in-school suspension
II. C.	<p>Refusal to Adhere to Staff Member Directive; Open Defiance of a Teacher or Any School Employee</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • detention or up to 1 to 5 days in-school suspension and/or 1 to 5 days out-of-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension
II. D.	<p>Obscene, Vulgar, Abusive, Inflammatory or Disrespectful Language, Gestures, or Behavior Directed Toward Any Staff Member or Student</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • up to 3 days in-school suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 5 days in-school suspension or if the administration determines that the student poses such a danger to persons or property or such a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension

	Behavior / Infraction	Grades 9-12 Consequences
II. E.	<p>*Racial or Other Discriminatory Slurs</p> <p>Board of Education Policy References: #5120.4.2.7 Racial Harassment of Students #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • 3 days in-school suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 5 days out-of-school suspension under the supervision of his / her parent or guardian • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • potential police referral
II.F.	<p>“Walkouts” by Students</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 5 days in-school suspension as assigned by the school administrator • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension
II. G.	<p>Posting or Distributing Libelous, Obscene, or Defamatory Materials or Literature</p> <p>Board of Education Policy References: #5090.4.1 Underground Publications #5090.4.2 Freedom of Speech / Written and Oral Expression #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 5 days in-school suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension
II. H.	<p>Other Serious Misconduct in Section II as Determined By School Administrator</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • consequences to be determined on case by case basis and may lead to in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • consequences to be determined on a case by case basis and may lead to out-of-school suspension and expulsion • parent or guardian notification • potential police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

Section III: Behaviors / Infractions that Demonstrate a Lack of Respect for Personal and Public Property and Possessions

	Behavior / Infraction	Grades 9-12 Consequences
III. A.	<p>Inappropriate Use of School Technology</p> <p>Board of Education Policy References: #5210 Acceptable Use of Computer Equipment and Related Systems, Software and Networks #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 5 days in-school suspension and/or 1 to 5 days out-of-school suspension or if the administration determines that the student being suspended poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the entire period of suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • may be excluded from independent use of school technology • may be recommended to Board of Education for expulsion of 30-180 school days • may be required to attend alternative educational program per Board policy and the expulsion decision • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic exclusion period per action of the Board of Education • potential police referral
III. B.	<p>Inappropriate Use of Technology in Extended School Community (Cyber-bullying)</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 5 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • police referral
III. C.	<p>Falsifying Signatures, Excuses or Other School Documents, or Any Deliberate False Statement Whether Written or Stated</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • parent notification • 4-hour Saturday detention assigned by administrator <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 2 days in-school suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension
III. D.	<p>Graffiti</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5090.3.2 Vandalism #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • up to 3 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • required clean-up and restitution <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 5 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension

	Behavior / Infraction	Grades 9-12 Consequences
III. D. (cont.)	Graffiti (continued) Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5090.3.2 Vandalism #5110.4 Suspension / Expulsion / Exclusion from School / School Activities	2 nd and Subsequent Offenses (continued): <ul style="list-style-type: none"> • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • required clean-up and restitution • potential police referral
III. E.	*Vandalism Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5090.3.2 Vandalism #5110.4 Suspension / Expulsion / Exclusion from School / School Activities	1 st and Subsequent Offenses <ul style="list-style-type: none"> • 1 to 5 days out-of-school suspension and/or 1 to 5 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the entire period of suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • restitution required • may be recommended to Board of Education for expulsion of 30-180 school days • may be required to attend alternative educational program per Board policy and the expulsion decision • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be further excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education • potential police referral
III. F.	Tampering with School Records Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities	1 st and Subsequent Offenses: <ul style="list-style-type: none"> • 1 to 5 days in-school suspension and/or 1 to 5 days out-of-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • may be recommended to Board of Education for expulsion of 30-180 school days • may be required to attend alternative educational program per Board policy and the expulsion decision • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education • police referral
III. G.	*Theft or Possession of Stolen Goods	1 st and Subsequent Offenses: <ul style="list-style-type: none"> • up to 1 to 5 days in-school suspension and/or 1 to 5 days out-of-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the entire period of suspension

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

	Behavior / Infraction	Grades 9-12 Consequences
III. G. (cont.)	<p>*Theft or Possession of Stolen Goods (continued)</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses (continued):</p> <ul style="list-style-type: none"> • parent or guardian notification • superintendent notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • may be recommended to Board of Education for expulsion of 30-180 school days • may be required to attend alternative educational program per Board policy and the expulsion decision • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education • potential police referral
III. H.	<p>Borrowing, Taking, or Receiving Any Item (including money) by Force, Threat, or Intimidation</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • up to 5 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • restitution required <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 5 to 10 days out-of-school suspension under the supervision of his / her parent or guardian • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • restitution required • may be recommended to Board of Education for expulsion of 30-180 school days • may be required to attend alternative educational program per Board policy and the expulsion decision • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be further excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education • police referral
III. I.	<p>Other Serious Misconduct in Section III as Determined by School Administrator</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • consequences to be determined on case by case basis and may lead to in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • consequences to be determined on a case by case basis and may lead to out-of-school suspension and expulsion • parent or guardian notification • potential police referral

**Indicates a behavior / infraction that is cumulative with grade span, considered to be a serious offense, and requires mandatory reporting to the Connecticut State Department of Education.*

Section IV: Behaviors / Infractions that Demonstrate a Lack of Respect for Maintaining an Orderly Teaching and Learning Environment

	Behavior / Infraction	Grades 9-12 Consequences
IV.A.	<p>Trespassing and Violations of Out-of-School Suspensions</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • written / verbal warning and removal from school premises • may be required to serve additional out-of-school suspension • parent or guardian notification • potential police referral
IV.B.	<p>Truancy</p> <p>Board of Education Policy References: #5080.2 Truancy #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • credit or promotion may be withheld • parent or guardian notification • superintendent notification • social agencies notified, as appropriate <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 1 to 5 days in-school suspension and/or 1 to 5 days out-of-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the entire period of suspension • credit or promotion may be withheld • parent or guardian notification • superintendent notification • police referral, as appropriate • social agencies notified, as appropriate • excluded from all co-curricular and extra-curricular activities concurrent with suspension • may be recommended to Board of Education for expulsion of 30-180 school days • may be required to attend alternative educational program per Board policy and the expulsion decision • may be excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be <i>further</i> excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education
IV.C.	<p>Bringing Unauthorized Visitors to School During the School Day</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5100.1.2 Equal Access Act #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • parent or guardian notification • visitor must leave school grounds • student issued warning <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • parent or guardian notification • visitor must leave • up to 1 day in-school suspension

	Behavior / Infraction	Grades 9-12 Consequences
IV.D.	<p>Dining and Assembly Hall Misconduct</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • loss of Dining and Assembly Hall privileges • detention or up to 1 day in-school suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension <p>2nd Offense</p> <ul style="list-style-type: none"> • additional loss of Dining and Assembly Hall privileges • 3 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension <p>3rd and Subsequent Offenses</p> <ul style="list-style-type: none"> • 5 days in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the period of suspension • parent or guardian notification • excluded from all co-curricular and extra-curricular activities concurrent with suspension • may be recommended to Board of Education for expulsion of 30-180 school days • may be required to attend alternative educational program per Board policy and the expulsion decision • excluded from all co-curricular and extracurricular activities concurrent with expulsion and may be further excluded from any or all co-curricular and extracurricular activities beyond the academic expulsion period per action of Board of Education
IV.E.	<p>Parking Violations</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • \$10.00 fine • office detention <p>2nd Offense:</p> <ul style="list-style-type: none"> • \$15.00 fine • 2-hour Saturday detention <p>3rd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • \$20.00 fine • 4-hour Saturday detention • loss of future parking privileges
IV.F.	<p>Unauthorized Use of Telecommunication or Electronic Communication Devices and Laser Pointers</p> <p>Board of Education Policy References: #5090.9 Pagers and Wireless Telephones #5090.10 Prohibited Use of Laser Pointers #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • confiscation of device by staff <p>2nd Offense:</p> <ul style="list-style-type: none"> • confiscation of device by staff • parent or guardian notification • required parent pick-up of confiscated device <p>3rd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • confiscation of device for remainder of school year • parent or guardian notification

	Behavior / Infraction	Grades 9-12 Consequences
IV.F. (cont.)	<p>Unauthorized Use of Telecommunication or Electronic Communication Devices and Laser Pointers (continued)</p> <p>Board of Education Policy References: #5090.9 Pagers and Wireless Telephones #5090.10 Prohibited Use of Laser Pointers #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>3rd and Subsequent Offenses (continued):</p> <ul style="list-style-type: none"> • Saturday detention or up to 1 day in-school suspension or if the administration determines that the student poses a danger to persons or property or a disruption of the educational process the student shall be excluded from school during the entire period of suspension • excluded from all co-curricular and extracurricular activities concurrent with suspension
IV.G.	<p>Tardy to School - First Class / Period</p> <p>Board of Education Policy References: #5080.1 Tardiness #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Unexcused Tardy Referral:</p> <ul style="list-style-type: none"> • 2-hour Saturday detention • parent or guardian notification <p>2nd Unexcused Tardy Referral:</p> <ul style="list-style-type: none"> • 4-hour Saturday detention • parent or guardian notification <p>3rd Unexcused Tardy Referral:</p> <ul style="list-style-type: none"> • 2 4-hour Saturday detentions or up to 1 day in-school suspension as assigned by the school administrator • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension • may result in a loss of course credit
IV.H.	<p>Tardy to Class During the School Day (3 class cuts may result in a loss of course credit)</p> <p>Board of Education Policy References: #5080.1 Tardiness #5090.1.4 Student Misconduct in Schools</p>	<p>1st Teacher Referral to Administrator:</p> <ul style="list-style-type: none"> • assigned detention by school administrator <p>2nd Teacher Referral to Administrator:</p> <ul style="list-style-type: none"> • assigned 2 detentions by school administrator <p>3rd Teacher Referral to Administrator:</p> <ul style="list-style-type: none"> • 2-hour Saturday detention • parent or guardian notification <p>4th Teacher Referral to Administrator:</p> <ul style="list-style-type: none"> • 4-hour Saturday detention
IV.I.	<p>Cutting Classes During the School Day (3 class cuts may result in loss of course credit)</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • 2-hour Saturday detention • parent or guardian notification <p>2nd Offense:</p> <ul style="list-style-type: none"> • 4-hour Saturday detention • parent or guardian notification <p>3rd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 1 day in-school suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension
IV.J.	<p>Failure to Serve Detention</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st and Subsequent Offenses:</p> <ul style="list-style-type: none"> • up to 1 day in-school suspension • parent or guardian notification • excluded from all co-curricular and extracurricular activities concurrent with suspension
IV.K.	<p>Leaving School Grounds Without Administrator's Permission</p> <p>Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • assigned two 4-hour Saturday detentions by school administrator • loss of parking privileges for one month <p>2nd and Subsequent Offenses:</p> <ul style="list-style-type: none"> • 2 days in-school suspension • loss of parking privileges for remainder of school year • parent or guardian notification

	Behavior / Infraction	Grades 9-12 Consequences
IV.K. (cont.)	Leaving School Grounds Without Administrator's Permission (continued) Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities	2 nd and Subsequent Offenses (continued): <ul style="list-style-type: none"> excluded from all co-curricular and extracurricular activities concurrent with suspension parent or guardian meeting
IV.L.	Unauthorized Area Violation (Being outside the school or in unauthorized areas of the building without prior approval.) Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities	1 st Offense: <ul style="list-style-type: none"> assigned 2-hour Saturday detention by school administrator parent or guardian notification 2 nd Offense: <ul style="list-style-type: none"> 4-hour Saturday detention parent or guardian notification 3 rd and Subsequent Offenses: <ul style="list-style-type: none"> up to 5 days in-school suspension parent or guardian notification excluded from all co-curricular and extracurricular activities concurrent with suspension
IV.M.	Gambling (Involving the Transfer of Money or Assets) Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities	1 st and Subsequent Offenses: <ul style="list-style-type: none"> up to 5 days in-school suspension or if the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process the student shall be excluded from school during the period of suspension parent or guardian notification superintendent notification excluded from all co-curricular and extracurricular activities concurrent with suspension
IV.N.	Failure to Serve In-School Suspension or Misbehaving During In-School Suspension Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities	1 st Offense: <ul style="list-style-type: none"> 1 day out-of-school suspension under the supervision of his / her parent or guardian parent or guardian notification excluded from all co-curricular and extracurricular activities concurrent with suspension re-serve in-school suspension upon return to school 2 nd and Subsequent Offenses <ul style="list-style-type: none"> 2 days out-of-school suspension under the supervision of his / her parent or guardian parent or guardian notification excluded from all co-curricular and extracurricular activities concurrent with suspension re-serve in-school suspension upon return to school
IV.O.	Other Serious Misconduct in Section IV as Determined by the School Administrator Board of Education Policy References: #5090.1.4 Student Misconduct in Schools #5110.4 Suspension / Expulsion / Exclusion from School / School Activities	1 st and Subsequent Offenses: <ul style="list-style-type: none"> consequences to be determined on case by case basis and may lead to in-school suspension or if the administration determines that the student being suspended poses such a danger to persons or property or such a disruption of the educational process the student shall be excluded from school during the period of suspension consequences to be determined on a case by case basis and may lead to out-of-school suspension and expulsion parent or guardian notification potential police referral

EXPLANATION OF SCHOOL CALENDAR 2009-2010

MARKING PERIOD AND EXAM DATES

First Trimester	August 27 – November 24
1 st Trimester Exams	November 19, 20, 23
Second Trimester	November 25 – March 12
2 nd Trimester Exams	March 9, 10, 11
Third Trimester	March 15 – June 15
3 rd Trimester Exams	*June 10, 11, 14
Last Day of School	*June 15

*Tentative Due to School Weather Cancellation

PROGRESS REPORT DATES

October 9, 2009	First Trimester
January 21, 2010	Second Trimester
May 3, 2010	Third Trimester

IMPORTANT DATE

Back to School Night September 24, 2009 6:45 p.m.

MADISON PUBLIC SCHOOLS 2009-2010 SCHOOL YEAR CALENDAR

- 3 Independence Day Observed
- 4 Independence Day
- 21 Board of Education Meeting

JULY '09						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST '09 (3)						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 18 Board of Education Meeting
- 27 First Day of School For Students

- 1 Board of Education Meeting
- 7 Labor Day
- 10 Open House Polson School
- 15 Board of Education Meeting
- 16 Open House Brown School Gr. 5
- 17 Open House Brown School Gr. 6
- 21 Open House Jeffrey School Gr. K, 1, 2
- 22 Open House Jeffrey School Gr. 3&4
- 22 Open House Island & Ryerson Schools
- 24 Open House High School
- 28 Yom Kippur

SEPTEMBER '09 (20)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER '09 (22)						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 6 Board of Education Meeting
- 20 Board of Education Meeting

- 3 Professional Development Day - No School for Students
- 3 Board of Education Meeting
- 17 Board of Education Meeting
- 25 Early Dismissal
- 25 2nd Trimester Begins
- 26-27 Thanksgiving Break

NOVEMBER '09 (18)						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER '09 (17)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 1 Board of Education Meeting
- 1-2 Elementary Schools Parent Conferences / Elementary Schools Early Dismissal
- 15 Board of Education Meeting
- 23 Early Dismissal
- 24-31 December Break

- 1 New Year's Day Holiday
- 4 Professional Development Day - No School for Students
- 5 Board of Education Meeting
- 18 Martin Luther King Holiday
- 19 Board of Education Meeting

JANUARY '10 (18)						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY '10 (15)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

- 2 Board of Education Meeting
- 15-19 February Break
- 23 Board of Education Meeting

- 1-26 Administration of Connecticut Mastery Test (CMT) and Connecticut Academic Performance Test (CAPT)
- 2 Board of Education Meeting
- 16 Board of Education Meeting
- 15 3rd Trimester Begins

MARCH '10 (23)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL '10 (16)						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 2 Good Friday
- 6 Board of Education Meeting
- 12-16 April Break
- 20 Board of Education Meeting

- 4 Board of Education Meeting
- 18 Board of Education Meeting
- 31 Memorial Day

MAY '10 (20)						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE '10 (11)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 1 Board of Education Meeting
- 15 Board of Education Meeting
- 15 Last Day of School for Students Early Dismissal

Snow Days will be added to the end of the school year through June 30.

Adopted by the Board of Education on 01/29/08
 Revised by the Board of Education on 03/03/09
 Revised by the Board of Education on 06/16/09

Key:	New Teacher Orientation	Prof. Dev. Day	1st Day of School for Students	No School for Students / Staff	Early Dismissal	BOE Meeting
------	-------------------------	----------------	--------------------------------	--------------------------------	-----------------	-------------