

<b>PERIOD</b>	<b>D.H.H.S. Daily Time Schedule</b>	
	<b>Warning bell at 7:20</b>	
<b>1</b>	<b>7:25-8:27 (62)</b>	
<b>2</b>	<b>8:31-9:36 (65)</b>	
<b>3</b>	<b>9:40-10:42 (62)</b>	<b>10:11-10:42 (31)</b>
<b>4</b>	<b>10:46-11:48 (62)</b>	<b>10:46-11:17 (31) 11:17-11:48 (31)</b>
<b>5</b>	<b>11:52-12:54 (62)</b>	<b>11:52-12:23 (31) 12:23-12:54 (31)</b>
<b>6</b>	<b>12:58-2:00 (62)</b>	

**HOMEROOM – FIRST THREE (3) MINUTES OF PERIOD TWO.**

**LUNCH WAVES**

Period 3B        10:11 - 10:42  
 Period 4A        10:46 - 11:17  
 Period 4B        11:17 - 11:48  
 Period 5A        11:52 - 12:23  
 Period 5B        12:23 - 12:54

**Early Dismissals - Holiday & Inclement Weather 11:30 a.m.**

**Delayed Opening - 9:20 a.m.**

**THE HANDBOOK**

**FOR**

**STUDENTS AND PARENTS**

**DANIEL HAND HIGH SCHOOL**  
Madison, Connecticut

**2017-2018**

*Published for the information of*

**Students, Parents, and Faculty**

*Refer to the Daniel Hand High School website under the General Information link to find the most current handbook information.*

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

Website – [www.madison.k12.ct.us](http://www.madison.k12.ct.us)

Website – [www.danielhand.org](http://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**

Mrs. Jean Fitzgerald, *Chairperson*  
Mrs. Alison Keating, *Vice Chairperson*  
Mrs. Jessica Bowler, *Secretary*  
Mr. Galen Cawley  
Mr. John Dean  
Mr. Matt Keller  
Mr. Seth Klaskin  
Mrs. Happy Marino  
Mrs. Katie Stein

**Central Office Administration**

Mr. Thomas R. Scarice ..... *Superintendent*  
Ms. Gail Dahling-Hench ..... *Assistant Superintendent*  
Elizabeth Battaglia, Ed.D. .... *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 Technology*  
Mr. William McMinn ..... *Manager of Facilities*  
Mr. Robert Burr ..... *Chief Custodian*  
Mr. Joseph Barraco ..... *District Food Services*

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# Daniel Hand High School

286 Green Hill Road, Madison, CT 06443-2299

*Anthony R. Salutari, Jr., Principal*  
*Brian Bodner, Assistant Principal*  
*Cynthia L. Schneider, Assistant Principal*

To Students and Parents/Guardians:

Daniel Hand High School is a safe and supportive learning community. We believe that all students can learn and will thrive in an environment focused on preparing students to be successful 21<sup>st</sup> century citizens. Please review the D.H.H.S. Mission Statement and Core Values and Beliefs Statement detailed on the next page.

The purpose of *The Handbook for Students and Parents* is to provide all school community members with clear references to district policies, and Daniel Hand High School practices and procedures. It contains information about academics, student services, student conduct expectations, activities, the school calendar, bell schedules, and other services.

Consistent home to school communication is an important component of highly effective schools. Students, parents, and/or teachers may request conferences at mutually agreed upon times over the course of the school year. Other means of communication include telephone conversations, team meetings, email, newsletters, and websites.

The information contained in this handbook will be shared with all students at the onset of the school year and referenced throughout the year on an as needed basis. We strongly encourage you to read this handbook in its entirety and discuss its contents.

Daniel Hand High School has many wonderful resources and is staffed with professionals focused on supporting all students with reaching their educational goals. We encourage your input and welcome your questions.

The entire Daniel Hand High School community would like to wish you a highly successful school year.

Sincerely,



Anthony R. Salutari, Jr.  
Principal

Tel: 203-245-6350 Fax 203-245-6356  
[www.danielhand.org](http://www.danielhand.org)

## **Daniel Hand High School's Core Values and Beliefs**

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.

### **Core Values and Beliefs Statement:**

The Daniel Hand High School community believes that the mission of our school is to support all students by providing them with challenging educational opportunities which will prepare them to be globally aware citizens of the 21<sup>st</sup> century. To succeed in this mission, we recognize that our students must demonstrate competence in oral and written communication; understand effective and responsible use of technology; and develop critical thinking, problem solving, and creativity. In addition, it is critical that our students respect and contribute to the diverse, multicultural community and international community in which they live.

### **We are committed to the following:**

- All students meet or exceed high performance standards in rigorous core and related arts programs.
- All students will have access to appropriate programs and services.
- All students will be provided opportunities to learn in a safe and secure school facility.
- All students will respond to success and failure with reflection and resiliency.
- School facilities and instructional resources will support 21<sup>st</sup> century learning and enhance educational experiences for all students.
- All students will be supported in learning environments that foster a climate of respect for all.
- Staff and administration will create and encourage student participation in activities that foster students' wellness and physical health.
- All students will benefit from support services delivered in a student-centered school that addresses social-emotional development and well-being.
- All students and staff will benefit from collaboration and partnership with civic, business, higher education, and other community groups and resources.

## **Daniel Hand High School's Learning Expectations**

### **Academic Competencies:**

1. Demonstrate proficiency and fluency in communication to meet the demands of the global community:
  - 1A. Writing - Write effectively for a variety of purposes.
  - 1B. Presenting - Speak effectively and clearly; listen actively.
  - 1C. Comprehending - Understand written, auditory, and/or visual materials.
2. Use technology effectively and responsibly.
3. Apply effective and efficient strategies to gather information and materials, think critically, and create innovative solutions to problems.
4. Demonstrate creative expression and skill through a performance or a product.

### **Civic and Social Competency:**

5. Demonstrate respect for others and oneself and contribute to the success of others.

# SCHOOL PERSONNEL

## Administrators

Anthony R. Salutari Jr., *Principal*  
Brian M. Bodner, *Assistant Principal*  
Cynthia L. Schneider, *Assistant Principal*  
Craig Semple, *Athletic Director*

## Department Coordinators/Leads

Art..... William Sommer  
Career & Technical Education ..... David Tommaso  
English..... John Terenzi  
Library Media..... J'aime Ottaviano  
Mathematics ..... Doreen Mantilia  
Music..... Scott Ferguson  
Physical Education ..... Jennifer Spring  
Science..... Michael Docker and Paul Mezick  
Social Studies ..... Peter Nye  
Special Education..... Linda Tuzzio  
World Languages ..... Kristin Mancini

## Guidance and Student Services

Coordinator of Guidance ..... Jennifer Hawley  
Counselors ..... Christine Coyle, Mary Curran, Kyle Heins,  
..... Patricia Judson, Cynthia Skarsten  
ELL..... Mary Beth Sarr  
School Psychologist ..... Lindsey Fiondella  
Social Worker..... Benjamin Schreiber  
Student Assistance Counselor ..... Erin Corbett  
Tutoring Center Staff ..... Susan Fishman, Eileen Schurk

## Support Staff

Attendance Secretary..... Cheryl Wohlgemuth  
Bookkeeper..... Susan Evans  
Secretary to the Coordinators ..... Patricia Sholly  
Department of Athletics Secretary ..... Robin Halloran  
Guidance Secretary..... Isabelle Hahn, Kara Heller  
Photo Copy Secretary..... Dina Minniti  
Student Data Processing..... Tania Kosiewicz  
Secretary to the Assistant Principals ..... Carla Marino  
Secretary to the Principal..... Peggy Keenan  
Security Specialists..... Robert Faulkner, Steve Filippone, Dominique Kinard  
Special Education Secretary..... Molly Fahey

## Custodial Staff

Head Custodian ..... James Seales  
Custodians..... Tyler Allen , Tim Cox, Bill Scully, Chris Raymond, Joe Iasparra,  
Chris Falango, Anthony Coppola, Max Martinez, Joe Cavanaugh, and Dave Anderson

## 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 ..... Catherine McGrady



# FACULTY

## Art

William Sommer, Coordinator  
Robert Del Russo  
Gregory Gallo  
Suzanne Gaskell  
Mary Smith  
Clare Stone

## Career & Technical Education

David Tommaso, Coordinator  
Daniel Grenier, Central Office  
Bryan Amenta  
Lucien Arsenault  
Lindsay Johnson  
Katie Pierpaoli  
Marcie Rocchio  
William Schultz

## Effective School Solutions

William Cox III  
Jennifer Cunningham

## English

John Terenzi, Coordinator  
Mia Corvino  
Denise Earles  
Mark Harris  
Michael Lajoie  
Veronica LaVista  
Katherine Mattioli  
Scott Morrison  
Kevin Siedlecki  
Kelly Smith  
Pierre Sorey  
Joshua Young  
Natasha Zannelli  
Amy Zupan

## Library Media and Technology

J'aime Ottaviano  
Michael Davis\*  
Jake Siciliano♦  
Anthony Mancini\*

## Mathematics

Doreen Mantilia, Coordinator  
Timothy Ballantyne  
Paul Birdsall  
David Buller  
Jason Engelhardt  
Victoria Fetchel  
Susan Groll  
John Hajus  
Timothy Hildner  
Steven Isleib  
Gail McGrimley  
Steffanie Moccia-Worrell  
Ella Sayin

## Music

Scott Ferguson, Coordinator  
Taralyn Bulyk  
John Gage  
Ron Soja

## Physical Education/Health

Jennifer Spring, Coordinator  
Jennifer Amasino  
Clarence Bell  
Brian Gouin  
Deborah Rossi  
Brad Tucker

## Science

Michael Docker and Paul Mezick,  
Coordinator  
Melinda Aresta  
Frank Balantic  
Elisa Brako  
Erica Browne  
Lindsay Capacetti  
Michael Docker  
William Edwards  
Richard Fisler  
Allison O'Brien  
Katherine O'Neil  
Kathryn Patla  
David Russo  
Sarah Sandora, (Central Office)  
Sarah Tibbetts  
Christin Walker

## Social Studies

Peter Nye, Coordinator  
Laura Firmani  
Martin Glasser  
John Harris  
Julie Johnson  
Ashley Joiner  
Susan Leckey  
Catherine Mastroianni  
David Mastroianni  
Christopher Pagliuco  
Thomas Quirk  
Ronald Spears  
Laura Stott  
Nicholas Warhola

## Special Education

Linda Tuzzio, Coordinator  
Kimberly Albee\*  
Danielle Amato\*  
Phyllis Annunziata\*  
Ali Cappetta  
Jenn DePaul\*  
Kayla Carroll  
Kimberly Conner\*  
Trish Docker  
Andrea Donovan\*  
Kimberly Dunn  
Susan Fabricant  
Danielle Fragoso  
Susan Greenvall  
Christine Harrington\*  
Robin Kelly\*  
Jan Krasnor\*  
Kendra Lena\*  
Faith MacDonald\*  
Lisa Manzi\*  
Sally Marroney\*  
Carly McGrady  
Kate Parcell\*  
Marietta Quattlebaum\*  
Angela Seigfried\*  
Kristy Simmons  
Barbara Simos\*  
Erica Snow\*  
Adrian Whaley\*  
Travis Winkley

## World Languages

Kristin Mancini, Coordinator  
Jennifer Aguzzi  
Jaime Annunziata  
David Brine  
Paul Curran  
Sasha Gauley  
Josh Hibbard  
Vicky Huang  
Mary Merkle  
Page Pelphrey  
Cheryl Studley

## Interns

Kimberly Driscoll-Art  
Jim Messina-Administration  
Jason Stoner-Special Education

## \*Paraeducators

♦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 statues. 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>

## BOARD OF EDUCATION POLICIES

As required by law, the Superintendent is required to inform parents about the following policies from the Board of Education Policy Manual and that they are accessible on the homepage of the Madison Public Schools website ([www.madison.k12.ct.us](http://www.madison.k12.ct.us)) in the Back to School Information section and under the Board of Education heading.

#0521 and #5020.1	Nondiscrimination
#3541.5	Transportation Safety Complaints
#4010	Prohibition on Recommendations for Psychotropic Drugs
#4112.1	Certification
#5020	Equal Educational Opportunity
#5070	Promotion/Acceleration / Retention
#5080	Student Absences
#5080.1	Tardiness
#5080.2	Truancy
#5090.1.4	Student Misconduct in Schools
#5090.3	General Rules of Student Conduct
#5090.3.3	Student Conduct on School Buses
#5090.3.4	Out of School Misconduct
#5090.4.2.1	Pledge of Allegiance
#5090.7	Drugs, Alcohol, Tobacco, Inhalants, and Performance-Enhancing Substances
#5090.8	Weapons and Dangerous Instruments
#5090.11	Concerns/Issues Procedures
#5100.9.1	Student Recruitment
#5110	Student Discipline
#5110.4	Suspension/Expulsion/Exclusion from School/School Activities
#5120.3	Health Services
#5120.3.1.	Communicable and Infectious Diseases
#5120.3.2	HIV Infection
#5120.3.3	Administering Medications
#5120.4.2.1	Suicide Prevention
#5120.4.2.5	Child Abuse
#5120.3.4	Managing Student Food Allergies
#5120.9	Homeless Students
#5128	Rank in Class
#5131.911	Bullying
#5180.1	Records/Confidentiality
#5180.1.1	Directory Information
#5180.4	Using Schools or Students for Publicity Purposes
#6080.1.2	Title I Programs/Parental Involvement
#6080.21.1	English as a Second Language
#6080.24.2	Magnet Schools
#6100.15.2	Use of Internet/Online Services
#6154	Homework/Make Up Work
#6141.312	Migrant Students
#7120	Hazardous Materials in Schools

## CODE OF CONDUCT

The Madison Public Schools' Student Code of Conduct is approved annually by the Board of Education. The Code of Conduct can be accessed on the homepage of the Madison Public Schools website in the Back to School Information section and/or on individual school homepages. We ask that you review this information with your child/children.

Disciplinary actions are designed to enable the student to see that his/her behavior has consequences, both positive and negative. It is our hope that disciplinary consequences will help our students grow and mature, as well as become responsible and accountable for their actions. In all instances, our decisions will be driven by the Code of Conduct. The final decision for discipline rests with the Principal and/or Assistant Principals. **A student's disciplinary record will be held in the strictest confidence among his/her teachers, parents, guidance counselors, and the administration.**

### NOTICE TO PARENTS

**Parents often wish to know, *what happened to the other student?* Both state and federal laws prohibit the administration from discussing consequences with victims or victims' parents. Therefore, this question cannot legally be answered due to confidentiality restrictions.**

### 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.

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

The Assistant Superintendent is the Coordinator for Title VI and Title IX. The Director of Special Education and Student Services is the Coordinator for Section 504. 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 is a complaint. The coordinators are located in the Board of Education offices. If the coordinator of Title VI and Title IX 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 Special Education and Student Services. Additionally, such individual may file a complaint with the Boston Regional Office of the Office of Civil Rights at:

Office for Civil Rights/ED  
8th Floor  
5 Post Office Square, Suite 900  
Boston, MA 02109-3921

## **SAFE SCHOOL CLIMATE PLAN**

The Madison Board of Education, and all school boards in Connecticut, has revised its policy on bullying to reflect the expanded definition of bullying as required by Public Act No. 11-232 – An Act Concerning the Strengthening of School Bullying Laws, which went into effect on July 1, 2011. In addition to revising the policy on bullying (Policy #5090.3.6.1.1) which is located on the district's website under the Board of Education heading, the law required school districts to develop, implement, and submit to the State Department of Education a safe school climate plan on or before January 2012. In response to Public Act No 11-232, the Madison Public Schools codified the many programs and practices that have been in place in our schools into an official district safe schools climate plan. This new legislation supports and reinforces our school district and community commitment to provide our students with a safe, caring, and successful school experience. The Safe School Climate Plan is posted on the district and school websites.

**Administrative Procedures**  
**Madison Board of Education Policy #5131.911**  
**Bullying**

**ANNUAL BULLYING NOTICE**

Bullying behavior by any student in the Madison Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Bullying” means the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

- A. Causes physical or emotional harm to such student or damage to such student’s property,
- B. Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
- C. Creates a hostile environment at school for such student,
- D. Infringes on the rights of such student at school, or
- E. Substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or physical, mental, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Teen dating violence means any act of physical, emotional or sexual abuse, including stalking, harassing and threatening that occurs between two students who are currently in or have recently been in a dating relationship.

Students who engage in any act of bullying or teen dating violence, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- A. Creates a hostile environment at school for the victim,
- B. Infringes on the rights of the victim at school, or
- C. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying or teen dating violence behavior, and students shall be permitted to anonymously report acts of bullying or teen dating violence to school employees. Any report of suspected bullying or teen dating violence behavior will be promptly reviewed. If acts of bullying or teen dating violence are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

Rev. 6/14

## **CAMERAS**

Electronic surveillance may occur on any school property or on any transportation vehicle.

## **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.

## **RELEASE OF DIRECTORY INFORMATION TO MILITARY RECRUITERS**

The No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002 require the Madison Public Schools to provide, upon a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. 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 this information. 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 have the right to request in writing that this information **not** be released. If you do **not** want this information released, please complete the Military Recruiters electronic form on the Madison Public Schools website in the Back to School Information section, and return it to the Office of the Superintendent via e-mail or U.S. Mail on or before October 1<sup>st</sup>.

## **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*

## **STUDENTS AND MEDIA COVERAGE**

We are very proud of the impressive accomplishments of our Madison Public Schools' students and enjoy sharing our pride in the media and on our website. If you do **not** want your child photographed or videotaped for public relations and/or promotional reasons, please complete the Media Coverage Refusal electronic form on the Madison Public Schools website in the Back to School Information section and return it to the Office of the Superintendent via e-mail or U.S. Mail on or before October 1<sup>st</sup>.

## **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 a prompt and 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.

## **PEST MANAGEMENT/PESTICIDE APPLICATION**

Board of Education Policy #7120 on the use of pesticides in school buildings and on school grounds is a common sense approach rather than routine application. Personnel licensed by the State of Connecticut will apply all pesticides and no pesticides will be applied when school is in session except in emergency situations. Any parent, guardian, or school staff member may register for notice of pesticide application. To register for notice of pesticide application, please go to the Madison Public Schools website in the Back to School Information section, complete the Pesticide Notification Registration electronic form and return it to the Office of the Superintendent via e-mail or U.S. Mail on or before October 1<sup>st</sup>. The Central Office, Facilities Department and each school maintains a registry of persons requesting notification. Such notice will include the name of the active ingredient of the applied pesticide, the date of the application on the school property, and the name of the person who may be contacted for further information. Notification will be made by either telephone or by e-mail. A record of each pesticide application will be kept in the Facilities Department and the custodian's office.

## **ASBESTOS MANAGEMENT PROGRAM**

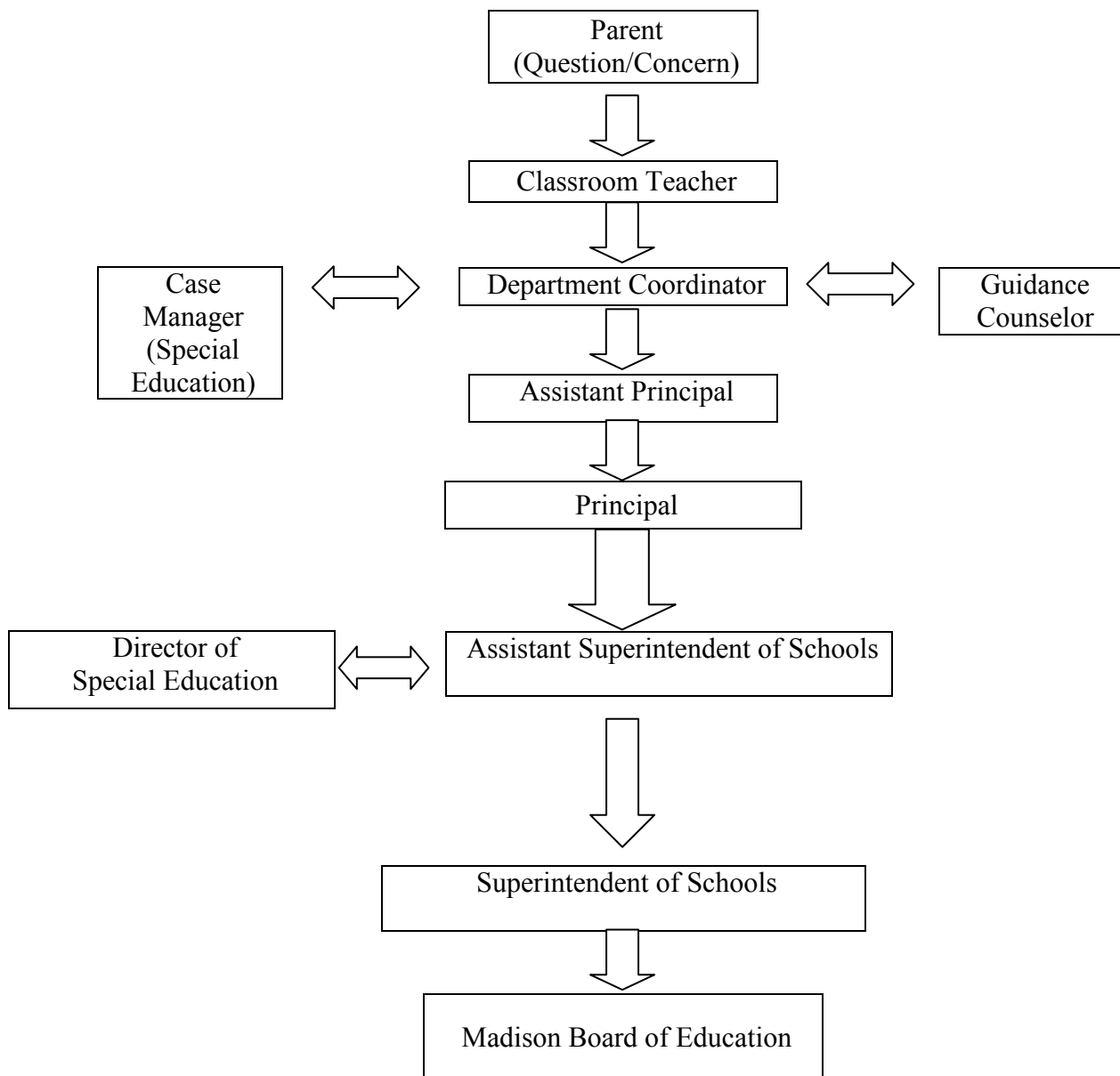
An Asbestos Management Program exists to guarantee that asbestos-containing materials are maintained in a condition in which they do not pose a health hazard. As part of this program, these materials are periodically inspected. Anyone wishing to know more about the Asbestos Management Program or the asbestos-containing materials found in the Madison Public Schools may request to read the Asbestos Management Plan which is on file in the School Facilities Office (203-245-6470).



# 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 unresolved, 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

The Madison Board of Education recognizes Connecticut State Law 10-198a 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 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, email, or in writing by parent or guardian. Teachers, administrators, and pupil personal staff members will work together to enhance attendance and motivate a student to attend school on a regular basis.

## ABSENCES

### **Excused Absences**

A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with **Section 10-210 of the Connecticut General Statutes** and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  1. Student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
  2. Student's observance of a religious holiday;
  3. Death in the student's family or other emergency beyond the control of the student's family;
  4. Mandated court appearances (additional documentation required);
  5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
  6. Extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.
- C. Daniel Hand High School excuses up to three days for college visits per year. You may be asked to bring documentation to verify your visit.

## Unexcused Absences

A student's absence from school shall be considered unexcused unless they meet one of the following criteria:

- A. The absence meets the definition of an excused absence (including documentation requirements); or
- B. The absence meets the definition of a disciplinary absence.

### Connecticut State Statutes Section 10-198a:

**“For the purposes of this section, ‘truant’ means a child age five to eighteen inclusive, who is enrolled in a public or private school and has four unexcused absences from school in any one month or ten unexcused absences from school in any school year CONN. GEN. STAT. §10-198a(a).”**

A student may lose credit for a class if the student has accumulated absences in excess of the number allowed by Madison Board of Education Policy.

## ACADEMIC CONSEQUENCES/LOSS OF CREDIT

### Course Credit will be withheld when a student exceeds:

3 unexcused absences	½ 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

*All unexcused tardies over 20 minutes will be considered as unexcused absences to class and will count towards loss of credit. Also see the section on Tardy Policy.*

## EXCESSIVE ABSENCES

### Students

- Will forfeit course credit once they have exceeded the number of unexcused absences listed
- May appeal the loss of credit
- Will lose credit for failure to comply with any plan put in place as a result of the appeal for reinstatement of credit

### Parents/Guardians

- Must immediately ensure with the main office that any required medical excuses or other documentation have been filed
- Must fill out an appeal for their child and file the appeal with the attendance secretary upon notification of loss of credit

## **School**

- 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 the Court (as required by law), and/or Madison Youth Services
- Will notify parents/guardians when a student has exceeded ten absences
- Will notify parents/guardians if the student exceeds the class absence limit and may be in jeopardy for credit loss
- Will forward attendance records (as part of official records) to colleges and employers
- Will comply with the State of Connecticut truancy law and use the State definitions for excused absences

## **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 (8:31 a.m.). Failure to report to a period 2 location will be considered a class cut.

### **Failure to Report to School**

Students who are not in school and are identified as truant will be assigned consequences as outlined in the *DHHS Code of Conduct*.

## **PROCEDURES FOR REPORTING ABSENCES AND IMPACT OF ABSENCES**

### **Students**

- Will not be permitted to participate in interscholastic athletic contests, athletic practices, extracurricular activities, or other school-sponsored events 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 (For weekend events, students must be present in school on Friday for a minimum of four hours.)

### **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 a.m. [hellerk@madison.k12.ct.us](mailto:hellerk@madison.k12.ct.us)

### **School**

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

## **FAMILY VACATIONS**

### **Students**

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

### **Parents/Guardians**

- Should consider the State of Connecticut definitions of excused absences
- 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

## **TARDY POLICY**

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

### **Tardy to School/ Tardy to First Time Block Class**

All students arriving tardy to school before 7:45 should go directly to class. Students who arrive to their period one class after 7:45 must report to the main office. These students will be issued passes to class only if their parents have contacted the school with the extenuating circumstances that excuse the tardiness. Teachers will not allow students admittance to class after 7:45 without an office pass.

Students tardy to school/first time block class are considered tardy, unexcused, unless parents/guardians have contacted school with an explanation that meets the criteria for an excused absence. Reasons such as oversleeping or missing the bus will not be accepted as excused. All unexcused tardies over 20 minutes will be considered as unexcused absences to class and will count towards loss of credit. Refer to the section on Excused Absences and Loss of Credit.

### **Tardy to Class**

Teachers will establish a tardy policy. A student may be assigned a detention for each tardy. Once a student has received three tardies, she/he will be referred to administration.

### **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

## **LATE ADMITTANCE PRIVILEGE**

Seniors and juniors who do not have a period 1 class may arrive to school late.

**All** students are expected to be on time for their period 2 class or assigned attendance location. Failure to report to a period 2 location will be considered a class cut.

## **EARLY DISMISSAL**

### **Students**

- Must bring a note from home stating the reason for early dismissal and 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

## **TRIMESTER EARLY DISMISSALS**

### **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 or on the school website 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.

### **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 of 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.

# **ACADEMICS: 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: Academic Development, Career Development, and Personal/Social Development. The following are more specific program goals we have implemented as outlined 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 their self and others
- 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 services and activities provided by the counseling department include:**

1. Planning and implementing orientation and transition programs for new students
2. Counseling and scheduling appropriate academic programs 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
11. Providing referral services to outside special service agencies

For a more complete list of our services and activities, consult our counseling and guidance website. We encourage our students, parents, and community members to utilize these services.

**The DHHS school counselors adhere to the ASCA (American School Counselor Association) ethical standards regarding confidentiality.**

**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.

**Withdrawing From School**

Students 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.

**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, the Superintendent's Office and online: [www.madison.k12.ct.us](http://www.madison.k12.ct.us).

**CAREER AND COLLEGE PLANNING CENTER**

To assist you in exploring postsecondary options, College Representative visits take place in the Career Center during the fall. The Center's computer lab is used for Naviance workshops and for extended college/career searches.



## COURSE SELECTION AND SCHEDULING CHANGES

During the 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 requests 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.

After student schedules are finalized to start the school year, schedule changes and/or course adds and drops will only be approved in the following circumstances:

- Error made by counselor or data processing center
- Placement error made by recommending teacher
- Changes required as a result of failure or summer school results
- Adjustment in the building master schedule impacting student schedules

Extenuating circumstances will be considered by the administration.

### **Course Drops/Adds: Student Appeal for a Change in Schedule**

A student seeking to drop or add a course must see his/her guidance counselor and complete the *Student Appeal for a Change in Schedule* form found in the Guidance Office. Students must continue to attend all classes currently on their schedule while the request is being considered. Students are responsible for any make-up work missed as a result of adding a course.

#### **\*Deadlines for ADDING a course:**

- 1.50 and 1.25 credit courses must be added within the first 30 school days of the course.
- 1.00 credit courses must be added within the first 20 school days of the course.
- 0.50 credit courses must be added within the first 15 school days of the course.
- 0.25 credit courses must be added within the first 10 school days of the course.

\*Requests to add a course after the deadline will be reviewed by the Guidance Program Coordinator and Principal.

#### **Deadlines for DROPPING a course:**

- 1.50 and 1.25 credit courses must be dropped by the Trimester 2 mid-point of the course.
- 1.00 credit courses must be dropped by the end of the first Trimester of the course.
- 0.50 and 0.25 credit courses must be dropped by the mid-point of the course.

#### **PLEASE NOTE IF DROPPING A COURSE:**

- If a student drops a course prior to the withdrawal deadline above, the course will not appear on the student's transcript or permanent record.
- If a student drops a course after the withdrawal deadline above, the course will appear on the student's permanent record and transcript. "WP" will indicate the student was passing at the time of withdrawal, and a "WF" will indicate the student was failing at the time of withdrawal.
- A change in schedule may be made only if there is evidence of earnest and consistent effort on the part of the student to meet all expectations of the course and the terms for an override are met.
- No course drop will be considered unless the student schedule maintains the minimum enrollment requirements. (See Program of Studies Credit Requirements section).
- As a reference, copies of both the *Student Appeal for a Change in Schedule* form and the *Override Request Application* form can be found in the back of the Program of Studies.

## **Repeating Courses**

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

Students who repeat a course due to failure will have both courses counted in class rank calculations. Both courses will appear on the students' permanent record card.

## **Online Courses**

Courses taken online may be permitted, but only with prior approval. Generally, online courses are not approved to be taken in lieu of required courses, unless the course is being used for credit recovery. Students seeking approval must submit their proposals to the principal in advance of taking the course. An academic review committee will make a determination if online credits will be reflected in the student's transcript. No more than a total of four credits can be transferred over the course of the high school experience. Courses must be from a college recognized by the U.S. Department of Education and the Council of Higher Education. Credit recovery organizations may include: Area Cooperative Educational Services Summer Academy, Keystone, and Brigham Young University High School.

# **CREDIT REQUIREMENTS**

## **Requirements for Enrollment (Course Load) and Promotion**

A graduate of the Madison Public Schools must have earned a minimum of twenty-four (24) credits and must have met the credit distribution requirement. Students must have met performance standards in the following: reading, writing, and mathematics.

Requirements for Enrollment and Promotion and Graduation:

- 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 seniors is six (6) credits. Students must carry a minimum of four courses a trimester. 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.
  - The minimum requirements for promotion are as follows:
    - Grade 10 status, six (6) credits must be earned
    - Grade 11 status, twelve (12) credits must be earned
    - Grade 12 status, eighteen (18) credits must be earned

## **Credit Distribution Requirements**

A graduate of the Madison Public Schools must have earned a minimum of twenty-four (24) credits. Additionally, students must have met the following credit distribution requirements:

- 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
  - One-half (.5) must be 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 (1) credit
  - Satisfactory completion of three years of physical education is required for graduation
- Arts or Music: Not fewer than one (1) credit
- CTE (Applied Education): Not fewer than one (1) credit
- Health: Not fewer than one (1) credit

Of the remaining 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.

### **District Performance Standards for Graduation**

- **Mathematics Standard**

Students may meet this standard in one of the following ways:

1. Meeting the state benchmark for the Math SAT.
2. Achieving a combined average in the C range for three or more math courses.
3. Satisfying the requirements as designated on the IEP for qualifying students.

- **Reading and Writing Standard**

Students may meet this standard in one of the following ways:

1. Meeting the state benchmark for the Evidence-Based Reading & Writing (ERW) SAT.
2. Achieving a combined average in the C range for three or more English courses.
3. Producing a portfolio of written work in class that will be evaluated by a panel of teachers related to reading and writing.
4. Satisfying the requirements as designated on the IEP for qualifying students.

### **Other Graduation Requirements**

***Students must complete all requirements in order to participate in graduation exercises.***

For graduation from Daniel Hand High School, students must:

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

The detailed requirements and standards for graduation listed above 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 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.

# GRADING

## Notification Guidelines and Report Cards

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, parents and students have access to Infinite Campus, the district's online student system, with access to grades and attendance. Teachers will update grades at the mid-point in each trimester for parent and student review. Grades are posted in Infinite Campus and report cards are issued at the end of each trimester.

## Incompletes

All incomplete grades must be made up within two weeks of the close of the marking period. An I.E.P. or 504 plan could alter this timeline.

## Grading Scale

Letter grades are reported on report cards and transcripts. The minimum passing grade at DHHS is 65 (D).

## 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	

## GPA (GRADE POINT AVERAGE)

Both a Weighted GPA and an Unweighted GPA will be calculated each trimester and reported on the transcript. Our school profile, which is submitted to colleges and universities annually, will have a detailed explanation of our grading system, including Weighted GPA and Unweighted GPA. (The profile is available from the DHHS website). Please go to [www.danielhand.org/guidance](http://www.danielhand.org/guidance) for examples of how to calculate Weighted and Unweighted Grade Point Averages.

## Unweighted Grade Point Average

Unweighted GPA is calculated using all courses (grades 9-12) without regard to level. No additional weighting or points are added for Honors or Advanced Placement courses. A four-point scale (4.0) is used. See chart below.

Grade	Grade Point
	All levels
A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D	1.00
F	0.00

### **Weighted Grade Point Average**

Weighted GPA is calculated using courses taken in grades 10-12. Freshman courses are not included. The philosophy of DHHS is that freshman year is a transition during which there is significant social, emotional, and academic growth. Weighted GPA is determined by the grade earned and the level designation of the course. A four-point scale (4.0) is used. See chart below.

	<b>Grade Point by Level</b>		
<b>Grade</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>A+</b>	<b>5.33</b>	<b>4.33</b>	<b>3.33</b>
<b>A</b>	<b>5.00</b>	<b>4.00</b>	<b>3.00</b>
<b>A-</b>	<b>4.67</b>	<b>3.67</b>	<b>2.67</b>
<b>B+</b>	<b>4.33</b>	<b>3.33</b>	<b>2.33</b>
<b>B</b>	<b>4.00</b>	<b>3.00</b>	<b>2.00</b>
<b>B-</b>	<b>3.67</b>	<b>2.67</b>	<b>1.67</b>
<b>C+</b>	<b>3.33</b>	<b>2.33</b>	<b>1.33</b>
<b>C</b>	<b>3.00</b>	<b>2.00</b>	<b>1.00</b>
<b>C-</b>	<b>2.67</b>	<b>1.67</b>	<b>0.67</b>
<b>D</b>	<b>2.00</b>	<b>1.00</b>	<b>0.33</b>
<b>F</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

### **RANK IN CLASS**

Rank in class is calculated using the Weighted GPA. The class rank, or decile, for a graduating student will not be officially reported on the student's academic transcript. Daniel Hand High School will calculate rank for the purpose of determining which students are eligible for Senior Honors and for some scholarships and awards.

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. If Daniel Hand High School has more than one student qualifying for top honors, the students tying for valedictorian honors will be named co-valedictorians. The next recipient will be named salutatorian followed by the class essayist. Final Senior Honors Rank will be based upon six trimesters, beginning sophomore year, plus the first and second trimesters 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 students who have not been at Daniel Hand long enough for a Senior Honors Rank calculation, a Rank in Class is calculated for the purpose of determining eligibility for some scholarships and awards. Transfer students should see their guidance counselor for additional information.

Rank in class is governed under Board of Education policy #5128. 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.

## 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. All courses will be included in the honors calculations. No student may maintain honor status with *any* grade lower than a C+. The following standards have been established based on the trimester grades.

High Honors: Unweighted GPA of 3.83 or higher

Honors: Unweighted GPA of 3.16 to 3.82

## ACADEMICS: 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. Academic concerns will be addressed through an action plan including SRBI interventions. 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 and MYS social worker, a regular education teacher, a special education teacher, and school nurse. The team will involve, as needed, the referring teacher, additional faculty and support staff, and the family 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 students 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/REFERRAL PROCESS

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. Students struggling academically are referred to SST to initiate the SRBI process. At the end of this SRBI process, a student may be referred to special education.

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, including SRBI interventions where appropriate
- Provides feedback to the referring teacher
- Refers the student to other professionals within the school
- Monitors the student’s behavior through assigned support staff
- Arranges for after-school support for the student
- May notify parent of referral
- Advises students and families of the availability of community resources

## **SPECIAL EDUCATION REFERRAL PROCESS**

Please refer to the district website for policies and procedures related to Special Education.

### **ACADEMICS: OTHER**

#### **INTEGRITY AND ETHICS**

Daniel Hand High School strives to be an ethical academic community. Members of an ethical academic community are concerned with what is right and wrong, and not merely with what is legal, socially accepted, or tolerated. Consequently, ethical students should be guided by the principles from which rules are derived and not by rules alone. Chief among these principles is integrity: a sense of moral wholeness, the source of which is honesty and respect. Honesty within the academic community includes accepting responsibility not only for one's own actions, but also for the actions of others when such actions adversely affect the rest of the community. Likewise, respect for self and others requires students to protect not only their own welfare and property but also that of others. Encouraging, tolerating, and participating in dishonest, disrespectful behaviors such as plagiarism, cheating, and other forms of academic misconduct are actions which breach the integrity of the entire group.

#### **Plagiarism**

Plagiarism is defined as intentionally or unintentionally presenting another's work as your own. Any source material (electronic, written, verbal) accessed to complete an assignment must be cited. Plagiarism includes, but is not limited to the following:

- Copying verbatim or blending source material with your own without proper attribution
- Paraphrasing source material or borrowing ideas, terms, or concepts without acknowledging the source
- Inventing sources or false attributions for sources
- Supplying/selling/sharing your work with another or purchasing/copying another's work

#### **Cheating**

Cheating is defined as copying all or part of an assignment or assessment or allowing another to copy your work. It is also doing someone's work or having someone else do your work. Cheating includes, but is not limited to the following:

- Using unauthorized materials, devices, or assistance of any kind to complete your work or assessment, including on-line translators
- Collaborating on a task without the teacher's authorization
- Providing or receiving information so as to give/gain an unfair advantage
- Aiding another in cheating

#### **Other Academic Misconduct**

Other forms of serious academic misconduct include but are not limited to:

- Altering grades
- Stealing or obtaining test/assessment materials or answers



- Submitting the same (or nearly the same) work for more than one class without disclosure or approval
- Falsifying information on school related documents and forms

### **The Honor Code Statement**

Students may be asked to demonstrate commitment to academic integrity by signing this statement on a variety of assessments:

I \_\_\_\_\_ attest that this is solely my work.  
(Student signature)

## **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 (a Weighted GPA of 4.0 or higher) 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 and to document service and leadership on an activity chart. The committee relies heavily upon the essay and chart to learn about service and leadership activities; their completeness and accuracy are essential. Students also submit two advisor references. In addition, all faculty members are surveyed concerning the candidates.

The following criteria are used by the faculty and administration 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 as evidenced by an administrative review of disciplinary records
5. Upholds principles of morality and ethics

After all of this data is collected, the selection committee (comprised of five faculty members and the non-voting advisor) discusses each application and nominates members for induction. A second selection process occurs during the first trimester of the senior year. At this point, the committee will reevaluate candidates deferred from the initial selection if they still meet the academic criteria. In accordance with National Honor Society guidelines, there is no appeals process; the committee's decision is final.

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 through the Guidance Department.

## **ADDITIONAL ACADEMIC INFORMATION**

### **Homework**

All high school students should be assigned homework. In designing homework assignments, teachers need to consider time requirements for both short-term everyday types of assignments as well as for ongoing long-term assignments. Students in grades 9-12 should spend an average of 30 minutes on homework and/or class preparation per subject on a nightly basis unless otherwise noted in the Program of Studies.

### **Make-Up Work**

Students who have been absent are required to consult their classroom teachers about work missed as a result of the absence. Students will have make-up work completed in the time specified by the classroom teachers. If absent on one day, the student is responsible for the work previously assigned and due on the day he/she returns (unless excused by the teacher). Students who have been absent from classes because of cutting, truancy, or unexcused tardies will be allowed to make up work but may not receive credit. This policy does not apply to students returning from suspension. Students should consult with classroom teachers regarding make-up work prior to absences related to field trips.

### **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 above 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.
4. All students are encouraged to speak with their teachers if they have any concerns about assessments.

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

### **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 only be made 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.

### **Final Exam Exemption Policy for Seniors**

This exemption applies to final exams only, not to trimester exams. The senior final exam exemption requires a **cumulative final average** of an **89.5 or higher**.

This exemption applies for all senior courses\* with the following exceptions; an exam, paper, or project is required for these classes or departments:

\*Example: If seniors are enrolled in a junior health class, they are required to take the final exam no matter their final cumulative average.

<b>Art</b>	All Art courses require a final exam/project
<b>Career &amp; Technical Education</b>	UCONN/ECE Individual and Family Development
<b>English</b>	UCONN/ECE AP English Creative Writing
<b>Mathematics</b>	UCONN/ECE AP Calculus I (AB) UCONN/ECE AP Calculus I+II (BC) UCONN/ECE AP Statistics UCONN/ECE Discrete Math AP Computer Science (A)
<b>Music</b>	Piano 1 Piano 2 Music Theory 1+2
<b>Physical Education</b>	No Exceptions
<b>Science/Health</b>	UCONN/ECE AP Chemistry UCONN/ECE AP Physics (1) UCONN/ECE AP Physics (C) AP Biology
<b>Social Studies</b>	AP Macroeconomics AP Psychology AP European History
<b>Special Education</b>	No Exceptions
<b>World Languages</b>	UCONN/ECE Mandarin Chinese 4 UCONN/ECE Spanish 6 Honors AP Latin 4 AP Spanish 5 AP French 5

### **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.

### **Physical Education Requirements**

Freshmen 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 a *Senior Elective Program* outside of the school day. They may choose from a variety of courses offered each trimester. Seniors who sign up for one of these courses and fail to attend may not continue in the program. It is the responsibility of each senior to comply with the rules of the *Senior Elective Program*.

All students are required to be properly attired according to dress regulations as established by the Physical Education Department.

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

## **GENERAL INFORMATION**

### **PAW (Partnership for Advisement and What's happening)**

All certified staff is assigned a PAW group. This staff member advises a group of about a dozen students throughout their time in high school. Various information and timely topics are addressed during PAW, which meets approximately once a month.

### **TEXTBOOKS, EDUCATIONAL MATERIALS, AND EQUIPMENT**

Some educational materials, including textbooks and equipment, are loaned to students. Teachers will record each student's name, book or item number, and condition upon distribution of materials. Students are responsible for the items loaned to them. Students must pay for lost items before they are provided with a replacement. Students who fail to fulfill obligations for lost or damaged materials 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.

## **NETWORK USE AGREEMENT**

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

## **BYOD (BRING YOUR OWN DEVICE)**

Students bring mobile learning devices to school at their own risk. Daniel Hand High School is not responsible for lost, damaged, or stolen devices. The Daniel Hand administration expects that mobile learning devices (cell phone, tablets, laptops, etc.) are used responsibly and with respect toward fellow members of the Daniel Hand community. Mobile learning devices should remain silent throughout the school day and are subject to the Network Use Agreement.

Mobile learning devices will be allowed during class time when approved by the teacher for educational purposes. The library media center and study halls are considered academic environments. Students should not be playing games.

Mobile learning devices will be allowed during non-class times. Locations include the dining and assembly hall, senior commons, etc. Mobile learning devices must be used within current school regulations (academic integrity/cheating; disrespectful language, gestures, bullying, gambling, etc.) Students should not use mobile learning devices in hallways. Seniors may use earphones/earbuds on the bridge; however all students need to remove earphones/earbuds during transitions in the hallways.

## **HEALTH AND ATHLETIC TRAINING OFFICE**

### **Hours and Location**

The Health and Athletic Training Office is open at 6:30 a.m. and is located in the corridor across from the main office in the East Building.

### **Emergencies**

If an emergency should arise and the nurse or the athletic trainer is not available, students should go 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 in between classes and during their study hall or unassigned period. They are responsible for securing a pass from their teacher if they visit the office during class time. The health office will maintain a log of student visits in their individual health record in the MPS computer based system.

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 of grade nine and the remainder of the tenth grade school year. If the assessment (original or faxed from the provider's office fax) is not forwarded to the school before the following school year begins, the student will not be permitted to enter the eleventh grade.  
[http://www.sde.ct.gov/sde/lib/sde/pdf/deps/student/health/har3\\_final.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/student/health/har3_final.pdf)
2. All students participating in interscholastic athletics must have a **(yearly)** physical exam assessment **every thirteen months** (original or faxed from the provider's office fax) and a complete sports packet found at the following link:  
<http://www.madison.k12.ct.us/page.cfm?p=10103>. All physical exams and completed sports packets are to 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, by an U.S. licensed MD, DO, APRN or PA.  
[http://www.sde.ct.gov/sde/lib/sde/pdf/deps/student/health/har3\\_final.pdf](http://www.sde.ct.gov/sde/lib/sde/pdf/deps/student/health/har3_final.pdf)
4. Families who experience difficulty with this requirement for financial reasons should consult the school nurse or social worker.

## 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 participation in physical activities, he/she should submit a medical note to the Health Office. The medical note is put in the student's health record. The Physical Education Department and the Guidance Office are notified that medical releases are on record. A medical release excuse *does not carry over* from one year to the next. It must be completed annually or as needed. 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.

<http://www.madison.k12.ct.us/page.cfm?p=415>

## Administration of Medication

1. No medications are to be carried on a student's person or kept in lockers, with the exception of approved asthma and anaphylaxis medication. This includes over-the-counter as well as prescription medication, including vitamins and similar supplements. Medications to be taken by a student in school must be given to the nurse by a responsible adult with a written authorization as described below in a properly labeled container or sealed over-the-counter container.  
<http://www.madison.k12.ct.us/page.cfm?p=415&pback=839>. Failure to comply with this requirement may result in disciplinary consequences as defined in the *DHHS Code of Conduct*.
2. Connecticut State Law and Regulations require a physician's written order and parent/guardian authorization for the administering of medicine. Forms for authorization for the administering of medicine are available from the school Health Office.  
<http://www.danielhand.org/uploaded/docs/health/AuthorizedMeds.pdf>
3. 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 form is distributed the first week of school and is valid for the school year.
4. The emergency information/census form is sent home by the PAW teacher at the beginning of the school year. It should be reviewed by a parent/guardian, revised as needed, signed and returned within the first week of school.

## Epinephrine

The State of CT Public Act 14-176 requires schools to notify parent/guardians that a trained staff member may administer Epinephrine (EpiPen or generic) in an emergency situation if your child is having a severe allergic reaction. This applies to a child who has not been diagnosed with a severe allergy and does not have the medicine prescribed. You may choose to notify the school RN that you do **not** want this to occur for your child in writing each school year. For more information please visit:

<https://www.cga.ct.gov/2014/act/pa/pdg/2014PA-00176-R00HB-05521-PA.pdf>

## LIBRARY MEDIA CENTER

### Hours:

Monday – Thursday

7:00 a.m. - 4:00 p.m.

Friday

7:00 a.m. - 3:00 p.m.

The primary purpose of the LMC is to support Daniel Hand High School's teaching and research.

## **Patron Code of Conduct**

- Reasonable quiet is expected. Patrons shall conduct conversations in a manner that does not disturb other patrons.
- 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 juniors and 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 and storage areas are off limits to students.
- No food or drink is allowed in the LMC at any time.
- All personal electronic devices shall be used for school-appropriate purposes only. Using devices inappropriately will result in consequences per the *DHHS Code of Conduct*.
- Patrons shall not use audio equipment that can be heard by others. All audio should be at a low enough volume so that the student can still hear announcements from the librarians.
- 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.
- Patrons who vandalize, steal or destroy library materials, equipment or building components will forfeit all library privileges as well as serve consequences per the *DHHS Code of Conduct*.

## **Circulation**

- All materials must be checked out at the Circulation Desk. Books may be borrowed for two weeks and renewed after that. Books that have been put on reserve by a teacher may be used in the LMC or checked out at the end of the school day and returned in the morning.

## **DINING AND ASSEMBLY HALL**

The Dining and Assembly Hall is 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
- Who do not have a lunch period may take lunch from the dining hall to class with 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
- 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
- Will return through the cafeteria to report to next period class
- Should refrain from playing cards and throwing snow balls, Frisbees, and similar items even in the courtyard

**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

**Lunch Charging**

In accordance with Board of Education Policy #3542 (which may be viewed on the District website), the District strongly discourages the charging of meals, but understands that an occasional emergency may occur. In the event a student has no money, or their account balance is insufficient, the student will be allowed to charge up to two (2) reimbursable meals. No snack or a-la-carte items shall be charged. Parents shall be notified of any negative balance and asked for prompt payment. Once a student has reached their charging limit (the value of two reimbursable meals), they will be offered an alternate meal. The District shall determine the alternate meal to be offered.

**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 are 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
- Will not use electronic devices during passing times

**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 (LMC) 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. Students are encouraged to visit math or language arts Learning Labs if their schedule allows.

## **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. Mobile learning devices may be used for academic purposes only.
- Students will be assigned seats by the detention monitor.
- There will be no eating, throwing items, sleeping, disturbing others, drinking, or talking.
- The use of electronic devices will only be allowed for legitimate and approved educational purposes. Students must receive approval from the detention proctor.

- Violation of rules will result in additional disciplinary consequences. A student who is removed from detention by the monitor will be given additional disciplinary consequences and receive no credit for the time served.

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 to reschedule the detention. Employment 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](http://www.madison.k12.ct.us).
2. There will be times when school openings will be delayed. Notification will be released by radio stations mentioned in No. 1 above.

Parents may also sign up on e-Notify on our website to receive weather-related schedule changes. Parents and students should not call communications, the police department, or the fire department for information on school closings. Lines to these departments must remain open for emergency calls.

### **Access to DHHS**

During school hours, visitors must enter the building via the main entrance and report to the main office to check in. Visitors must identify themselves in view of the camera in order to enter the school building starting at 8:40 a.m.

### **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 must be left in the classroom. Students are not permitted to go to their lockers to get coats or personal belongings. All students are expected to return directly to class upon completion of the drill.

### **Lock Down Procedures**

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

## **OUTSTANDING OBLIGATIONS**

Students must pay all financial obligations, including but not limited to, loss/damaged textbooks, equipment, athletic equipment, parking fines, and fees. Students who fail to fulfill obligations will not receive final report cards, cap, gown, and tickets for graduation, as well as their diploma.

## **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 and submit it before being permitted to participate in the trip. There may be additional requirements for overnight field trips.

### **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.
- Students should consult with classroom teachers regarding make-up work prior to absences related to field trips.

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

- Excessive class cuts or tardies
- Other disciplinary infractions as determined by administration
- Restrictions may be placed upon a student's participation as warranted. The building principal will make that judgment based upon the student's welfare or that of other students participating in student travel.

## **DRESS CODE**

Students are expected to dress in a manner that is suitable for a school environment. Furthermore, students should dress 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. Shirts and tops may not have large armholes, all shirts must have straps. Shorts must have at least a two and a half inch inseam; skirts and dresses must be worn at or beyond fingertip length. Clothing should cover undergarments at all times. The wearing of head coverings, except for religious purposes in the school building is not allowed. Students dressed inappropriately will not be admitted to class until they adhere to the dress code expectations.

## **PARKING**

Driving to school and parking on school property are privileges extended only to seniors in good standing on a first-come first-served basis. 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. Seniors must comply with all regulations outlined in the parking permit forms (see also the *DHHS Code of Conduct*). Driving privileges may be lost without benefit of refund for parking. All student drivers may have to wait for the busses to depart after school and should plan accordingly. Please note that students are not allowed to park at Polson Middle School, Jeffrey Elementary School, or Bauer Park.

## **THROWING OF SNOWBALLS, FRISBEES, AND OTHER ITEMS**

Students who throw snowballs, rocks, food, milk, bottles, etc. will be disciplined by the administration according to the *DHHS Code of Conduct*. 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.

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). *Also see the section on Interscholastic Athletics.*

## **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

## THE STUDENT COUNCIL

The Student Council of Daniel Hand High School is a representative body of 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 representatives 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.

## EXPECTATIONS FOR STUDENT LEADERS

Effective leadership is demonstrated through positive attitudes and actions. DHHS students who are in or aspire to hold leadership positions, including but not limited to class officers, DHHS Student Council members, athletic team captains, National Honor Society inductees/members, are expected to demonstrate exemplary conduct and attitude.

In addition to the *DHHS Code of Conduct* for students, all school leaders must also adhere to the following:

1. **Grades** – All leaders must maintain a C average. If the average is not maintained, the student will be placed on probation for the following marking period and removed the following trimester if grades do not improve.
2. **Integrity/Ethics** – Students risk removal from the position for encouraging, tolerating, and participating in dishonest, disrespectful behavior such as plagiarizing, cheating, and all other forms of academic misconduct.
3. **School policies** – Students risk removal from the position for disciplinary actions or attendance issues at the discretion of the administration.

4. **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 will result in the forfeiture of the student's position.
5. **Attendance** – Leaders are expected to attend all meetings of their organization. Continued poor attendance will eventually result in removal from the position. Each organization will develop an attendance policy at the start of the school year.

## **CLASS OFFICER APPLICATION**

Holding a class office as a member is a demanding and time consuming job. The student must be responsible, supportive, 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 position:

1. Students shall exhibit exemplary behavior and citizenship, including strong ethics and integrity in all areas.
2. Students must have an overall "C" average. (2.0 on the Honor Roll Scale)
3. Students must not have excessive absences.
4. Students must obtain the recommendations and signatures of five current teachers.
5. Students who are running for a second, third, or fourth term must obtain a recommendation and signature of one class advisor to verify that you are currently an active class officer.
6. Students must complete an essay expressing his/her qualifications and reasons why they would like to hold a position as Class Officer.
7. Students must have administrative approval.

## **INTERSCHOLASTIC ATHLETICS**

The Administration wholeheartedly supports the interscholastic athletic 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 each 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 or it can be accessed on the Athletics page of the DHHS website at <http://www.danielhand.org>.

### **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.

Freshmen 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.

### **DHHS 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 mid-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 mid-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 a student athlete's grades will be reviewed by the guidance department and the athletic director. Any students who are deemed academically ineligible as well as their parents will be notified by guidance. Guidance will put in place supports for academic improvement as needed, and the athletic director will work with the student in developing a plan whereby the student can still feel connected to the athletic community.

## **SCHOOL CALENDAR 2017-2018 MARKING PERIOD AND EXAM DATES**

First Trimester	September 5 - December 5
1 <sup>st</sup> Trimester Exams	December 1, 4, 5
Second Trimester	December 6 - March 12
2 <sup>nd</sup> Trimester Exams	March 7, 8, 12
Third Trimester	March 13 - June 13
3 <sup>rd</sup> Trimester Exams	June 8, 11, 12
	June 13 Makeup Exam(s)
Last Day of School	June 13

\*Please note that all dates are tentative due to the possibility of school cancellations.

### **IMPORTANT DATE**

Back to School and Sports Night	September 14, 2017	6:00 p.m.
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## **2017-2018**

### **Class Officers**

#### **Class of 2018**

Josie Anderson  
Roisin Beirne  
Belle Doraz  
Joe Harris  
Steven Kao  
Abby Murphy  
Sarah Nye  
Luke Weber

#### **Class of 2019**

Catherine Aronow  
Sam Docker  
Clay Hayden  
Claire Hennessey  
Alison Lord  
Alara Nahar  
Julia Rumberger  
Chloe Veth  
Kate Visgillo

#### **Class of 2020**

Ella Ginsburg  
Daniel Kim  
Hannah Lewis  
Jessica Murphy  
Virginia Mutz  
Erin Reilly  
Madison Rotermund  
Chloe Thompson

#### **Class of 2021**

Kylie Minniti  
Nicolette Doherty  
Keelin Virgulto  
Audry Klein  
Anna Son  
Katie Sanford

#### **Student Council Members**

Cecile O'Meara, President  
Isabell Kennedy, Vice-president  
Claire Giles, Secretary

#### **Board of Education Student Representatives**

Emily Baker '18  
Ryan Tomicic '19

### **Faculty Advisors**

#### **Class of 2018**

Mrs. Aguzzi  
Mrs. Greenvall

#### **Class of 2019**

Mr. Docker  
Mrs. Zupan

#### **Class of 2020**

Mrs. Mastroianni  
Mr. Mastroianni

#### **Class of 2021**

Mrs. Earles  
Mrs. Mattioli

#### **Student Council**

Mr. Nye

