

**DANBURY HIGH SCHOOL  
DANIEL E. DONOVAN, PRINCIPAL**

# **STUDENT HANDBOOK 2017-2018**

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Policies and Procedures



43 Clapboard Ridge Road, Danbury, CT 06811    203-797-4800    [www.danbury.k12.ct.us](http://www.danbury.k12.ct.us)

*Empowering ALL students to be informed and productive citizens.*

The most current version of this handbook is online at our website.

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## **ABSENCES AND PARTICIPATION**

Any student who is absent from school or not in school for at least four periods with an excused absence will not be permitted to participate in an extracurricular activity that day.

## **ACCESS TO STUDENT RECORDS**

A student record is the property of the school and shall be held as confidential. Parents or guardians and students of legal age shall have knowledge of and access to all educational, medical or similar records maintained in the student record folder in conformance with Board policies, which are available at each school and administrative office. Parents or guardians and legal age students may utilize an appeal process, which starts with the building principal, to correct records which they believe to be inaccurate or misleading.

## **ADVANCED PLACEMENT PROGRAM**

The Advanced Placement Program (A.P.) of the College Board is a program of college-level examinations given to secondary school students each year in May. Most colleges give credit and/or advanced placement to students whose A.P. Examination grades are considered acceptable. Examinations are offered in most traditional academic subjects. A.P. credit in Studio Art is awarded through the evaluation of portfolios prepared to A.P. specifications. Credits earned through the A.P. Program may reduce college costs significantly and provide flexibility in college programs not available otherwise.

The fee for each A.P. Examination is \$98 and will be collected beginning in September. Limited fee reductions are available for students from families meeting certain federal low income standards. A.P. fees are higher than those for most other examinations because major portions of each examination are scored by readers from schools and colleges rather than by machine. **All students enrolled in an A.P. course must take the A.P. Examination.** If this poses a financial hardship, please discuss this with your school counselor prior to registering. Students who register after December 1<sup>st</sup> will incur a late fee and the total cost will increase to \$125.

Those who are interested in the possibility of obtaining college credit through the A.P. Program should plan well in advance. Information is available through teachers of advanced courses in each department, school counselors, the school A.P. Coordinator, and [www.collegeboard.com](http://www.collegeboard.com). Students should also consult catalogs and admissions officers of colleges they are interested in attending for current A.P. policies.

- Advanced Placement is considered a full-year course with a full- year commitment.
- Testing fees will be collected beginning in September. Students who do not submit test fees will be withdrawn from the class resulting in a WF for both semesters.
- Withdrawal from course after the first two weeks of the first marking period will result in a WF for both semesters.

### Advanced Placement Calendar

Spring	Register for A.P. courses
Before December	Test fees collected
December	Bulletin for students and Studio Art specifications available
March	Order examinations through course teachers or A.P. Coordinator
May	Examinations administered

**A.P. COURSE OFFERINGS**

<b>*Course Name</b>	<b>Grade Level</b>
*Art History	9, 10, 11, 12
*Biology	11, 12
Calculus AB	11,12
Calculus BC	11,12
*Chemistry	11, 12
Computer Science	11, 12
Computer Science Principles	9, 10, 11, 12
English Language/WCSU	12
English Literature/WCSU	11
*Environmental Science	11, 12
European History	10, 11, 12
French Language and Culture	11, 12
Government and Politics	11, 12
Human Geography	10, 11, 12
Macroeconomics	11, 12
Music Theory	11, 12
*Physics I	11, 12
*Physics II	11, 12
Psychology	11, 12
Spanish Language and Culture	11, 12
*Statistics	11, 12
Studio Art	11, 12
U.S. History	11, 12
World History	10, 11, 12

\*Please see Course of Study Guide for pre-requisite course requirements

**ADVANCED PLACEMENT & UNIVERSITY ARTICULATION AGREEMENTS**

Western Connecticut State University (WCSU) will allow DHS students to earn 3 college credits for the successful completion of the A.P. English Language course with a grade of 80 or better, and an additional 3 college credits for passing (with a score of 3 or higher) the A.P. English Language exam. Students will receive credit for WCSU's WRT 101 course for passing the A.P. English Language course, and will receive an additional 3 credits for a writing-intensive or "W" course, for passing the exam (with a score of 3 or higher).

A.P. teachers will distribute the application for credit and collect the fee from those interested in applying for credit (the A.P. test fee is separate). The application and fee are due by December 1<sup>st</sup>. Students who apply for WCSU credit will have access to the college's facilities while they are enrolled in the course. Students are not required to apply for WCSU credits to take A.P. English Language or A.P. English Literature.

Additional courses in math and science are eligible for university credit. Please see your teacher, counselor, or the Course of Study Guide for details.

**ADVISORY**

Advisory is designed for students to have a staff member who they can connect with and discuss issues relevant to students' lives. Advisory has a curriculum with lesson plans for each meeting. These plans are developed by an Advisory Committee of faculty members to enhance the overall educational experience at Danbury High School.

Advisory meets every Thursday after third period during the school year unless otherwise noted. There will be no Advisory during weeks when school is not normally scheduled on Thursday. In the event there is a snow day or 2-hour delay on a Thursday, Advisory will be held on Friday. If there is a delay or cancellation that Friday, Advisory is canceled.

**ATHLETIC PROGRAM**Board-Approved Interscholastic Athletic Teams

	<b>TEAMS</b>	<b>COACH</b>
<b>FALL SPORTS</b>		
Cross Country, Boys/Girls	Varsity, JV	Rob Murray/Marsha Turek
Field Hockey, Girls	Varsity, JV, Freshman	Denise Brough
Football, Boys	Varsity, JV,	Alex Trasacco
Football, Boys	Freshman	Tim Smith
Soccer, Boys/Girls	Varsity, JV, Freshman	Antony Howard/Jessica Halas
Volleyball, Girls	Varsity, JV, Freshman	John McMillan
Cheerleading	Varsity, JV	Joann Tatarzycki
Swimming, Girls	Varsity	TBA
<b>WINTER SPORTS</b>		
Basketball, Boys	Varsity, JV	Casey Bock
Basketball, Boys	Freshman	Nate Wilda/Billie Anderson
Basketball, Girls	Varsity, JV, Freshman	Jackie DiNardo
Indoor Track. Boys/Girls	Varsity, JV	Rob Murray/Nick Fraticelli
Wrestling	Varsity, JV	Rick Shook
Cheerleading	Varsity, JV	Joann Tatarzycki
Swimming, Boys	Varsity	Mike Schuchat
Ski, Coed	Varsity	TBA
<b>SPRING SPORTS</b>		
Baseball, Boys	Varsity, JV, Freshman	Shaun Ratchford
Golf, Boys/Girls	Varsity	Scott Hunt/Kathy Boucher
Outdoor Track, Boys/Girls	Varsity, JV	Rob Murray/Nick Fraticelli
Softball, Girls	Varsity, JV, Freshman	Shawn O'Brien
Tennis, Boys/Girls	Varsity	James Ascone/Kelly Macey
Volleyball, Boys	Varsity, JV	Daylon Wilkins
Cheerleading Tryouts	Varsity	Joann Tatarzycki
Football (Conditioning)	Varsity	Alex Trasacco

Lacrosse, Boys	Varsity, JV, Freshman	William Kersten
Lacrosse, Girls	Varsity, JV	Jaime Williams

### Danbury High School Athletic Eligibility Standards

In order to represent Danbury HS as an interscholastic athlete, you must be a matriculated student who meets all CIAC eligibility requirements, including the school's academic requirements. Therefore, a student cannot represent Danbury HS as an interscholastic athlete at any time unless they are taking at least four (4) quarters of Carnegie Units of work or its equivalent. During the school year, a student athlete must receive a passing mark in at least four (4) Carnegie Units of work or its equivalent and needs to earn a minimum average of 70% at the end of the regular marking period preceding the contest played.

The CIAC's eligibility protocol for fall sports requires a student athlete to have received credit toward graduation at the close of the school year preceding the contest in at least four Carnegie Units of work or its equivalent. As per CIAC policy; it is not the number of courses passed, it is the number of credits received toward the graduation requirement. The number of credits received each academic year is the determining factor for athletic eligibility, *unless the school also has a GPA requirement to participate, which Danbury High School has.*

In addition to maintaining CIAC eligibility standards for each athlete, Danbury High School uses a minimum average of 70% in determining athletic eligibility. Each student athlete must earn the minimum average of 70% at the end of each academic quarter preceding the contest the athlete will compete in. *Eligibility for fall sports is determined from 4<sup>th</sup> quarter grades preceding the contest with the exception of freshman fall sports.*

Note: Credit Recovery courses are not used to determine athletic eligibility at any time during a current school year. Credit Recovery is a viable option for an athlete *only if* the credit recovery is done to help gain athletic eligibility for the following school year starting in September.

### **Additional Danbury High School Athletic Eligibility Standards**

- Student athletes in grades 9, 10, 11, 12 must conform to all CIAC eligibility rules.
- Incompletes must be made up within five (5) days following the date that athletic eligibility was determined for the marking period. An athlete cannot participate unless the incompletes are completed.
- Year-end failures may be made up through the successful completion of an accredited summer school program.
- First time 9<sup>th</sup> grade athletes will be eligible to participate for the first marking period of fall sports.
- Athletic eligibility is determined on the date that report cards are distributed, or on the (14<sup>th</sup>) calendar day following the end of a marking period, whichever comes first.

Each athlete and coach is responsible for knowing the Danbury High School Athletic Eligibility Standards. The Athletic Director is also available to answer any questions regarding the eligibility policy.

### **Danbury High School Process to Determine Athletic Eligibility**

- Team rosters including varsity, junior varsity and freshman teams are developed by each varsity head coach with input from the coaching staff.
- Once rosters (including sub-varsity) are completed and certified by the varsity head coach, they are forwarded to the Athletic Department.
- The Athletic Department checks rosters for (student ID's, birthdays, proper spelling of names) then forwards for review to ensure academic compliance.
- Academic Compliance reviews the eligibility standards of each team roster to certify that each athlete is meeting academic eligibility standards for the Danbury School District, Danbury High School, and the

CIAC.

- Academic Compliance then forwards the rosters back to the Athletic Director for review.
- The Athletic Director then forwards each roster to each varsity head coach and lists those athletes who do not meet athletic eligibility requirements.
- Each varsity head coach gives the eligibility information and immediately communicates to sub-varsity coaches, to those athletes who are academically ineligible, and responds to parents as needed.
- Athletes can see the Athletic Director or speak directly to Academic Compliance with any eligibility questions.
- The recertification of ineligible athletes *to eligible status* is certified by Academic Compliance before athletic participation can be resumed. Academic Compliance will inform the Athletic Director when an athlete has regained athletic eligibility.
- Contact the Athletic Department or Academic Compliance for information on the NCAA Clearinghouse.

Prerequisites For All Team Candidates:

1. A *yearly* physical examination is required. The school form must be completed by a physician and submitted to the School Nurse. The physical covers all sports within 13 months of the date of the exam. However, the 13-month date must be inclusive of the entire sports season, including “tryouts”. If the physical exam expires between the season limitation dates, the physical exam is not acceptable and a “tryout” will not be permitted. All physical forms will be kept on file in the office of the School Nurse.

2. The interscholastic sports permission form, *which includes an important warning statement*, must be filled out by both the athlete and the parent/guardian. These forms will be kept on file in the office of the Athletic Director.

3. To maintain academic eligibility for participation in athletics a student must have achieved an overall grade average of 70% or above for the courses completed in that marking period which preceded the interscholastic sports season.

For additional information, you may refer to information at this link:

<http://www.danbury.k12.ct.us/dhsweb/DHS%20Athletics/handbook.pdf>

Injury Policy and Insurance

All injuries which occur while participating in athletics should be reported to the coach. If the injury requires medical attention by a doctor or treatment center, it is the athlete's responsibility to secure a written note from the physician indicating that the athlete may return to the activity.

All Danbury athletes are covered by an EXCESS INSURANCE policy provided by the Board of Education. This means that the student athlete will be billed and the family's personal insurance will apply first. Bills not covered are to be submitted to the school insurance company with the proper forms. Insurance forms may be picked up from the Athletic Director's office. The Athletic Director will fill out the school's part of the form and give the form to the parents/guardians for completion. It is the responsibility of the athlete and the athlete's family to follow up on the paperwork.

Title IX

Title IX prohibits the Danbury Public Schools from excluding students from participation in, or denying students the benefits of Danbury's interscholastic or intramural athletic programs on the basis of the student's gender.

## ATTENDANCE

Research shows that few factors within students' and families' control are more closely associated with academic success than school attendance. Students need to be in the classroom to benefit from the teacher's instruction, and from interaction and exchanges of ideas with peers. Excessive absences affect the culture of the classroom, where the faculty seeks to build a community of learners. A student's excessive absences or tardiness can lead to incomplete and unsatisfactory work, a reduced capacity to meet curricular standards, and lower course grades.

Parents/guardians are partners with the school and faculty in assuring that students have good attendance and arrive in class on time and stay until the official end of the school day. The Danbury Public Schools maintain accurate records of student attendance, and will communicate promptly and consistently with parents/guardians regarding attendance issues.

This attendance policy is designed to foster a culture of learning in the Danbury Public Schools. This policy:

- Establishes firm expectations that on-time school and class attendance are important in sustaining the learning environment and in meeting individual learning needs.
- Provides significant flexibility to accommodate legitimate absence or lateness with a minimum of administrative procedure.
- Assures the timely flow of information from parents/guardians to school, and from school to parents/guardians about attendance at school and in class so that both can work to improve a situation before a student's education suffers.
- Clearly defines the responsibilities of students, educators, and parents/guardians regarding absences, tardiness and dismissals.

Connecticut State Law on Attendance:

- All children over five and under eighteen years of age shall be required to attend a public day school, unless the parent or person having control of such child is able to show, to the satisfaction of the Board of Education, that the child is receiving elsewhere the equivalent instruction to that provided in a public day school. The parent or person having control of a child seventeen years of age may consent to such child's withdrawal form.
- The Board has the responsibility to monitor compliance with all laws and regulations governing student attendance. Student attendance shall be monitored administratively for compliance with Board policies and the administration will work with the parent and those persons having control of the child to assist them in the assumption of their responsibilities relative to State Laws and Board of Education policies. Parents who do not assume responsibility for their child's attendance as required by law may be referred to the State Prosecutor for prosecution. Procedures for implementation of this policy shall be governed by administrative regulations.
- A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip) for at least half of the regular school day. A student who is serving an in-school suspension of half a day or more, out-of-school suspension or expulsion should always be considered absent.

LEGAL REFERENCES: Connecticut General Statute 10-184, Chap. 168, Sec. 1-199, Public Act 11-136, An Act Concerning Minor Revisions to the Education Statutes, Section 18, Public Act 15-225



## Attendance Codes:

- ILL – Illness
- OEA – Other Excused Absence as identified in this document
- SRA – School Related Activity (Excused)
- ABVU – Absence Verified but Unexcused (Parent/guardian contacted school and reason for absence provided did not fall into excused categories)
- ABU – Absence Unverified (Parent/guardian did not contact the school to report absence and school personnel cannot reach you to determine reason for absence)
- TE – Tardy Excused
- TU – Tardy Unexcused
- EDE – Early Dismissal Excused
- EDU – Early Dismissal Unexcused
- ISS – In School Suspension
- OSS – Out of School Suspension
- HBD – Homebound
- LTH - Absent More Than Half Scheduled Day
- T15 - Tardy Unexcused Exceeding 15 Minutes

## Excused Absences

In support of the mandatory attendance law, Danbury Public Schools defines excused absences. The following conditions provide the *ONLY* acceptable reasons for a student's absence from school. Failure to follow the written procedures below may result in the absence being marked as unexcused.

### ILLNESS (ILL) –

- When a student is unable to attend school due to an illness. The District reserves the right to require a physician's or other appropriate certification for absences in excess of five (5) consecutive days or a total of fifteen (15) days in any school year.

### OTHER EXCUSED ABSENCES (OEA) The following examples fall under the Other Excused Absence Code:

- Prearranged Appointments –
  - We strongly encourage parents/guardians to schedule appointments for their child outside of the school day. However we understand that in some cases an appointment may need to occur during the school day. Please notify the school of any such appointments as they arise. When your child goes to school, the office will mark the time of the arrival/dismissal. This includes student court appearances.
- Family Death or Emergency – For absences because of a death in the family or an emergency beyond the family's control, the parent/guardian must notify the school and provide documentation for the absence.

- Chronic/Extended Illness – For students who are absent because of chronic illnesses, a disability, or because of a need for homebound services, the parent/guardian must consult with the principal at the beginning of the enrollment of the student in the school or upon the onset of the student’s condition that affects regular attendance.
  - Reasons of health, including illness, incapacity, or doctor’s visits. The District reserves the right to require a physician’s or other appropriate certification for absences in excess of five (5) consecutive days or a total of fifteen (15) days in any school year.
  - Documentation from a physician will be required. If the parent/guardian does not provide documentation from a physician of a chronic or extended illness, the principal will review the child’s attendance for needed services and/or applicable sanctions of the attendance law.
- Religious Observances – Absences as a result of observances of religious holidays should be prearranged by the parent/guardian who is responsible for notifying the child’s school of the religious holiday(s) to be observed. If the parent/guardian is unable to prearrange the absence, a request for exemption must be received no later than the third day after the student’s return to school from the absence occasioned by the religious observance.
- Suspensions – For absences because of suspension, the parent/guardian will be notified of the suspension and the date when the student will be expected to return to school. The student must return on the indicated date.
- Extra-Curricular Activity Absence – Activity absence that is not school sponsored but is school related such as college visits.
- Exceptional Circumstances – The principal may approve a prearranged absence for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family.
  - Prior to the student’s absence, the parent/guardian must report in writing the rationale for the absence, dates of absence, and siblings within the school division for whom the exception will also be requested.
  - The principal must provide the response in writing to the parent/guardian.
  - In documented extenuating circumstances, the principal may approve an absence after-the-fact as exempt from the sanctions of the attendance policy.
  - For those circumstances which cause the student to be absent and prior request for approval is not possible, the parent/guardian must request in writing within two days of the student’s return to school.
  - No more than five (5) days may be approved by the principal for exceptional circumstances during a school year. For requests of more than five (5) days, the request must be endorsed by the principal and approved by the superintendent/designee.

SCHOOL RELATED ACTIVITY:

- School Related Activity Absence – Activity absence is any absence that is school sponsored. Extra-curricular activities may include but are not limited to field trips and athletic events. Absences beyond ten (10) in a school year require prior administrator approval.

**Tardy and Early Dismissal**

In support of the mandatory attendance law, Danbury Public Schools defines excused absences. The following conditions provide the *ONLY* acceptable reasons for a student’s late arrival or early dismissal from school:

- Health
- Recognized religious observances
- Family emergency
- Late bus

TARDY EXCUSED (TE) and EARLY DISMISSAL EXCUSED (EDE):

The following procedures must be followed in order to be excused:

- Late arrival – Call the office prior to the student’s arrival at school to document the late arrival. When students arrive at school they must go to the office for a pass. The time of arrival will be documented.
- Early Dismissal – Call the office prior to the student’s departure. Student must go to the office for dismissal. The time of dismissal will be documented. Written documentation must be provided in excess of 5 early dismissals.

TARDY UNEXCUSED (TU) and EARLY DISMISSAL UNEXCUSED (EDU):

- All late arrivals and early dismissal reasons that do not fit the excused criteria above will be marked as unexcused.

Excessive, more than five (5), tardies or early dismissals and/or a pattern of late arrival or leaving early will necessitate parent/guardian communication with the school to support regular attendance.

**Make Up Work**

Make up work will not be provided ahead of time for unexcused absences.

Secondary

Make Up Work: Students are encouraged to get make-up work assignments before returning to school. They may do this according to the following procedures:

- Excused Absences: Students have as many days to make up the missed assignments as they were absent. Please allow 24 hours for teachers to prepare assignments.

When students are absent (this includes absences for suspension) an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction. It is the student’s responsibility to ask the teacher for the make-up work. Work (including tests) missed due to an absence may be made up and credit given for such work provided that it is completed in the same amount of time that the student was absent.

For the full District policy on Attendance please see:

English - [http://www.danbury.k12.ct.us/assets/District%20Attendance%20Policy\\_72012.pdf](http://www.danbury.k12.ct.us/assets/District%20Attendance%20Policy_72012.pdf)

Spanish - <http://www.danbury.k12.ct.us/assets/District%20Attendance%20Philosophy%20-%20Spanish.pdf>

Portuguese -

<http://www.danbury.k12.ct.us/assets/District%20Attendance%20Philosophy%20-%20Portuguese.pdf>

**DHS BELL SCHEDULES**

*The Sprint Bell Rings One Minute Before the Beginning of Each Period  
Buses Leave Within 7 Minutes After Dismissal*

<b>REGULAR SCHEDULE</b>	<b>ADVISORY SCHEDULE (THURSDAY)*</b>
Warning Bell 7:15 Period 1 7:20 - 8:05 Period 2 8:10 - 8:55 Period 3 9:00 - 9:50 Period 4 9:55 - 10:40 Period 5 10:45 - 11:30 Period 6 11:35 - 12:20 Period 7 12:25 - 1:10 Period 8 1:15 - 2:00	Warning Bell 7:15 Period 1 7:20 - 8:00 Period 2 8:05 - 8:45 Period 3 8:50 - 9:30 Advisory 9:35 - 10:15 Period 4 10:20 - 11:00 Period 5 11:05 - 11:45 Period 6 11:50 - 12:30 Period 7 12:35 - 1:15 Period 8 1:20 - 2:00
<b>SCHEDULED EARLY DISMISSAL</b>	<b>WEATHER EARLY DISMISSAL</b>
Warning Bell 7:15 Period 1 7:20 - 7:46 Period 2 7:51 - 8:17 Period 3 8:22 - 8:54 Period 4 8:59 - 9:25 Period 5 9:30 - 9:56 Period 6 10:01 - 10:27 Period 7 10:32 - 10:58 Period 8 11:03 - 11:30	Warning Bell 7:15 Period 1 7:20 - 7:40 Period 2 7:44 - 8:04 Period 3 8:08 - 8:28 Period 4 8:32 - 8:52 Period 5 8:56 - 9:16 Period 6 9:20 - 9:40 Period 7 9:44 - 10:04 Period 8 10:08 - 10:30
<b>2-HOUR-DELAY SCHEDULE</b>	<b>1-HOUR-EARLY DISMISSAL SCHEDULE</b>
Warning Bell 9:15 Period 1 9:20 - 9:50 Period 2 9:55 - 10:25 Period 3 10:30 - 11:05 Period 4 11:10 - 11:40 Period 5 11:45 - 12:15 Period 6 12:20 - 12:50 Period 7 12:55 - 1:25 Period 8 1:30 - 2:00	Warning Bell 7:15 Period 1 7:20 - 7:58 Period 2 8:03 - 8:41 Period 3 8:46 - 9:25 Period 4 9:30 - 10:08 Period 5 10:13 - 10:51 Period 6 10:56 - 11:34 Period 7 11:39 - 12:17 Period 8 12:22 - 1:00

\*There will be no Advisory during weeks when school is not normally scheduled on Thursday. In the event there is a snow day or a delay on a Thursday, Advisory will be held on Friday. If there is a delay or cancellation that Friday, Advisory is canceled.

**BULLYING/CYBER-BULLYING**

Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school, in accordance with the Board of Education and Danbury High School's Student Discipline policy.

*Definition*

In accordance with Board policy, "bullying and/or cyber-bullying" shall mean the intentional electronic, written, verbal or physical act or series of acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.

"Cyber-bullying" shall mean the use of electronic information and communication devices to include but not be limited to, email messages, text messages, cellular telephone communications, digital pictures, internet blogs, chat rooms, postings and defamatory websites which are overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, which acts are committed more than once against any student during the school year.

*Complaint Processes*

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any School Building Administrator or Central Office Administrator for review.

Students may also make informal/verbal complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other professional employee such as a school counselor, school psychologist, nurse, social worker or therapist. Such informal/verbal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Students may also make anonymous complaints.

*Investigation*

The principal (or other responsible program administrator) shall be promptly notified of any formal or informal complaint of suspected bullying received by any building administrator, teacher or other professional employee. Under the direction of the building principal or his/her designee, and in coordination with other administrative personnel as appropriate, all such complaints shall be investigated promptly.

*Disciplinary Action*

Verified acts of bullying shall result in intervention by the building principal or his/her designee that is intended to address the acts of the perpetrator and the needs of the victim and to assure that the prohibition against bullying behavior is enforced with the goal that any such bullying behavior will end as a result. When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints, however, shall not be the basis for disciplinary action. Any disciplinary action may be imposed only after informing the accused perpetrator of the reasons for the

proposed discipline and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with the Board's Student Discipline policy. This consequence shall normally be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

### **BUS ASSIGNMENT**

Students may only take the bus they are assigned to by the district both to and from school. Students with special circumstances must bring in a note from their parent/guardian and ask TBA, Level 2 Assistant Principal, for permission to ride a different bus. Only students with permission can ride a bus to which they are not originally assigned.

### **CAFETERIA**

"Lunch" period is an assigned class period and students must report to the cafeteria on time. Loitering or wandering in the halls and tardiness to the cafeteria are not allowed. The lunchroom management and your fellow students will appreciate your cooperation in following these rules:

1. Depositing all lunch litter in waste baskets (using recycling bins for cans, etc. when available).
2. Leaving the table and floor in a clean condition.
3. Keeping food and drink exclusively in the cafeteria.

### **CALENDAR**

Danbury Public Schools 2017-2018 Calendar is viewable at the following link:

[http://www.danbury.k12.ct.us/districtinfo/2017-2018%20Calendar%20\(approved%204-26-17\).pdf](http://www.danbury.k12.ct.us/districtinfo/2017-2018%20Calendar%20(approved%204-26-17).pdf)

### **CAREER CENTER**

The Danbury High School Career Center is located within the school cafeteria and is staffed each period with a staff member and career center specialist. Students can complete their college searches and meet many college representatives who visit DHS. Information on SAT and ACT testing along with registration forms are available. Notices on scholarships and financial aid, along with dates for school counseling programs, are updated daily. Students can access the Naviance program which will enable them to learn about their strengths and interests and match them to college and career options. Students may utilize the Career Center during study halls or lunch periods. The Career Center is also open after school on Wednesday and Thursday, once tutoring begins (usually mid-to-late September).

### **CLASS DUES**

One of the most important aspects of a student's experience during their years at Danbury High School is participating in their graduating class's activities. Students are required to contribute \$100 in class dues (or \$25 for each year of attendance at Danbury High School with a maximum of \$100), which should be paid in full by

the beginning of senior year (September). Students may pay any amount at any time towards this obligation. These funds will go towards supplementing the cost or paying in full for many events. Some of these activities include:

Caps and Gowns	Junior Prom	Senior Post Prom
Class Reunions	Scholarships	Senior Prom
Gift to School	Senior Banquet	Snowball Dance
Homecoming Dance	Senior Class Trip	Variety Show
Junior Post Prom	Senior Fest	

Please take advantage of and participate in organizing and attending class activities as they play an important role in making your years here at DHS not only a great academic experience, but also a fun and exciting time.

**CLASS RANK**

In computing rank-in-class/grade-point average, all students at given grade levels in Basic, College Prep, Honors, and Advanced Placement will be included. Only courses with numeric grades and Credit Only will be counted, excluding those graded on a pass/fail basis. Courses will be weighted differently, depending on difficulty. Quality points for rank-in-class and grade-point average calculations shall be determined by multiplying the credits by the appropriate weight factor and by the grade point value earned for that course. Grade point average shall be equal to the total quality points for a time period divided by total credits attempted for the same period. Course weights are:

<b>Program</b>	Basic	College Prep	Honors	Advanced Placement
<b>Weight Factor</b>	0.90	1.00	1.10	1.20

Students must have taken at least four semesters at Danbury High School to be included in Class Rank. Note that senior class rank is computed after the completion of the first semester of senior year and a student must have completed four semesters at that point to be given a class rank.

Please note that students who graduate with a G.P.A. of 4.0 and above are awarded a gold cord for display at graduation. These calculations are made at the end of semester one of senior year.

**CLASSROOM**

In each room, the teacher sets rules of behavior about such things as talking, getting up to sharpen a pencil, going to the bathroom, and so forth.

Students must be in the classroom at the start of the class period and stay until the sound of the bell. Students who are in another location in the school building at the time when class begins should ask the staff member who is causing them to be late for the next class for a pass. If the pass includes an explanation of the reason for lateness to class, the teacher will record it as an "excused" tardy. Passes are needed to go through the halls whenever it is not a passing period.

If the teacher gives permission to step outside the classroom during the class period without his/her supervision, he/she must give the student a pass. Passes must be shown to any staff member who asks.

A teacher may remove a student from the classroom for inappropriate behavior and direct that student to an administrative office. A teacher may also assign detention as a corrective action.

### **CLOSINGS, EARLY DISMISSALS, AND DELAYED OPENINGS**

We will notify the following radio stations in cases of early dismissal, delayed opening, or school cancellation:

WLAD (Danbury 800 AM / 98 FM)  
KC101 – WKCI 101.3 – WELI 960AM  
WTIC 1080 – WRCH 100.5 – WTIC FM 96.5 – WZMX 93.7

We will notify the following TV stations in cases of early dismissal, delayed opening, or school cancellation:

WVIT Channel 30 / NBC 30  
WTNH Channel 8  
WFSB Channel 3  
Fox 61 News  
CW11  
WABC Channel 7

In addition, you will receive a phone call at home from our automated School Messenger System in the event of a delay, cancellation, or previously unscheduled early dismissal. Please be sure the school has current contact information. Please see the section on PowerSchool.

### **CLUBS AND ORGANIZATIONS**

Note: This is not an exhaustive list of our clubs and organizations. If you have an interest and would like to start a club, please see your level administrator to learn about the procedure.

#### **LIST OF CLUBS AND ORGANIZATIONS**

<https://docs.google.com/a/danbury.k12.ct.us/spreadsheets/d/1Zh1zATCgjjQjgo-OgljcOdbcj-IUQFwiW9oMIK8efVA/edit?usp=sharing>

### **COLLEGE APPLICATION PROCEDURES AND INFORMATION**

<http://www.danbury.k12.ct.us/dhsweb/guidance/College%20Application%20Procedures.pdf>

### **COMMUNICATION**

Parents/guardians of students are requested to send messages to students through the level offices only in case of an emergency.

Information and emergency messages are sent via School Messenger. Please make sure that parent contact information is updated in Power School.

Every day, important information is announced over the public address system, posted outside the Main and Level Offices, and on our website. Please pay careful attention to these announcements.

Check the DHS website for updates and relevant information about upcoming events.



## CONDUCT ON BUSES

Bus drivers have the same authority as teachers, including the assignment of seats (if necessary), supervision of conduct, and reporting of unacceptable conduct to the Principal, when applicable. Consistent compliance with the following rules, regulations, and guidelines encourages safe and satisfactory operation of our transportation system:

1. Disruptive behavior will not be permitted, since it creates safety concerns for the driver and passengers.
2. There will be no smoking, alcoholic beverages, or illegal drugs at any time on school buses.
3. Students must remain seated and wear a seatbelt, if available, until it is time to leave the bus at its destination, and the bus has stopped.
4. The bus driver is in complete charge, and all reasonable requests of the bus driver must be obeyed.
5. All articles (such as athletic equipment, books, musical instruments, etc.) must be kept out of the aisles.
6. The rear exit door may be used only in any emergency.
7. Students shall not damage bus equipment or tamper with safety equipment on the bus.
8. Damage to bus equipment will mean loss of bus riding privileges, reimbursement for repair, and possible disciplinary consequences.

Disciplinary action is the responsibility of the school administration and may result in loss of bus riding privileges.

## COUNSELING DEPARTMENT

### *Academic Counseling*

Academic counseling is available to all students to help them understand their individual strengths, to set goals and to assist them in planning for their post high school endeavors. Counselors, teachers and parents/guardians will work together to support and encourage all students in reaching their full potential. Some of the areas in which a counselor can work with students and parents are:

- Planning a high school program relevant to student's interests, abilities and post high school plans
- Assisting students in selecting appropriate courses each year
- Checking each student's progress through a review of grades and attendance
- Consulting with teachers regarding student performance
- Counseling students struggling academically and developing strategies for improvement through collaboration with various faculty members and the student's parent/guardian
- Collaborating with parents/guardians of all students
- Reviewing credit status leading to graduation

### *Post High School & College Counseling*

College counseling is offered to all students seeking to further their education after graduation. Naviance is a website used by students to help identify their abilities, interest and goals and to make appropriate educational decisions. In order to meet the needs of our students, the following activities take place:

#### Freshman Year

- Naviance – Students complete “Do What You Are” inventory to explore personality type and career choices
- Back to School night – Parents follow their child's schedule to meet teachers and school counselors to

learn about the planned curriculum and expectations for each subject

- Student Success Plans
- College Fair – Students are encouraged to attend the annual Danbury High School College and Vocational Fair at the Danbury Fair Mall in October

#### Sophomore Year

- Naviance – Students complete “Career Interest Profiler” to explore types of work activities and careers that match their interests
- Resume – Students receive instruction on creating an activity list and resume using Naviance
- Back to School night – Parents follow their child’s schedule to meet teachers and school counselors to learn about the planned curriculum and expectations for each subject
- Students meet in an assembly scheduled in Advisory in September to listen to a presentation on post-high school planning
- PSAT – All sophomore students take the PSAT in October
- College Fair – Students are encouraged to attend the annual Danbury High School College and Vocational Fair at the Danbury Fair Mall in October

#### Junior Year

- College Search with Naviance – Students complete college search and explore college data in Naviance
- Students meet in an assembly scheduled in Advisory in September to listen to a presentation on post high school planning
- Back to School night – Parents follow their child’s schedule to meet teachers and school counselors to learn about the planned curriculum and expectations for each subject
- PSAT - All junior students take the PSAT in October
- College Fair – Students are encouraged to attend the annual Danbury High School College and Vocational Fair at the Danbury Fair Mall in October

#### Senior Year

- Back to School night – Parents follow their child’s schedule to meet teachers and school counselors to learn about the planned curriculum and expectations for each subject
- Students meet in an assembly scheduled in Advisory in September to listen to a presentation on the college application process
- College Essays – Students develop and edit their college essays in English classes
- College admission representative visits to our Career Center to present to students and answer questions
- Financial Aid Night in December
- Scholarship information made available through Naviance and the Career Center
- College Fair – Students are encouraged to attend the annual Danbury High School College and Vocational Fair at the Danbury Fair Mall in October

#### *Personal Counseling*

School counselors are available to all students to assist them in managing the normal developmental issues that arise during adolescence. The counseling staff will help students develop self understanding and learn effective problem-solving skills so that they are better equipped to deal with the variety of concerns that high school students encounter. Some of the issues and concerns that may be addressed include:

- Academic Performance
- Transition/Adjustment Problems

- Emotional Concerns
- Family Conflicts
- Peer Pressure
- Peer Relationships

## **COURSE LEVELS**

College Preparatory courses are the core course of study for all students at Danbury High School. While it is recognized that not all students will attend college, these courses will ensure that all students, if they so choose, are thoroughly prepared for the rigors of college. College Preparatory courses will also ensure that all students are prepared to be productive citizens in the global community in which we live.

Honors courses present students with the opportunity to learn the same content and skills in the College Preparatory courses, but at a more rigorous level. Students will be exposed to a wider breadth and deeper depth of study at the Honors level. Students in Honors courses can expect a heavier workload than those students enrolled in College Preparatory courses.

See page 1 for information about Advanced Placement classes.

## **CREDIT RECOVERY**

Credit Recovery class is an opportunity for students to recover credits they did not receive due to a failing grade in a specific course or courses. Only students in 11<sup>th</sup> and 12<sup>th</sup> grades who have previously taken a course and failed are eligible for Credit Recovery. Credit Recovery operates as an online program that allows each student to move at their own pace. Students complete lessons and are tested on information they learn unit by unit. Upon completion of all course work, students receive a grade of either PASS or FAIL. Students in Credit Recovery cannot take more than two semesters in one content area and can take no more than eight semesters total. The attendance policy is the same with Credit Recovery as any other class. Students are expected to continue their online work at home to expedite the recovery of credit. Students are required to complete their class work during the semester, as classes will not roll over to another semester. Students interested in registering for Credit Recovery must obtain permission from their school counselor. The following Credit Recovery courses are offered: English III, English IV, Geometry, Algebra II, Biology, Chemistry, World Studies, World History, U.S. History, Civics, Personal Finance, and Health. Second-semester seniors must have all work completed by the last day of classes for seniors in order to be eligible for graduation.

## **THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) DOES NOT ACCEPT COURSES FOR CREDIT WHICH EARN A PASS/FAIL GRADE.**

## **CREDIT SYSTEM**

Credit is awarded on a semester basis. A first-semester failure in a full-year course cannot be made up by high grades in the second semester. The semester average determines passing or failing. No credit is given for a failing grade in a course.

Credits will be awarded at the end of each semester and students who have earned the required number of credits to be promoted to the next grade level will be moved up at the end of the year, with the exception of students who become eligible to become seniors.

The amount of credit for a course is usually determined by the number of times per week it meets, or at the rate of 0.1 credit for each period per semester as follows:

5/week=0.5 credit

6/week=0.6 credit

7/week=0.7 credit

10/week=1 credit

Exceptions:

- Courses which are extended over the 40 week/2 semester time allotment
- Some specialized course offerings which include a blended-learning requirement

### **CRISIS COUNSELOR**

A Crisis Counselor is available by appointment to alleviate problems which threaten to disrupt a student's regular school routine. Students are accepted individually or in groups on a walk-in basis. The Crisis Counselor will also respond to referrals from parents/guardians, administrators, teachers, and other staff members. The following are the two most important goals for early intervention to achieve:

1. To relieve immediate distress from symptoms of anger, anxiety, grief, or other overwhelming feelings through trained listening.
2. To engage students constructively in problem solving strategies to restore equilibrium as soon as possible.

The follow-up plan may involve mediation, problem-centered counseling, referral to outside agencies, or the mobilization of other school, home, and community resources to provide further assistance.

### **DANCES**

Attending school dances is a privilege. Students must be present in school for at least 4 periods the day of a dance to be eligible to attend. Any student who is suspended from school the day of a dance is not allowed to attend.

Danbury High School does not require our students' guests to provide letters from their schools before attending a Danbury High School dance or prom. Our students are required to sign a "Safe Prom Pledge" when buying their tickets, and the hosting student is responsible for the guest's behavior. Guests must be under the age of 21 and all attendees are required to present photo ID. Students who come to a dance or prom 90 minutes or more after its start will not be permitted to enter and will not be given a refund. Students who leave the dance are not permitted to return.

### **DETENTION**

Students who are assigned a detention must serve it within two school detention days. All detentions meet Wednesday and Thursday in room D367. Detention may meet on a Monday with an announcement in advance. One-hour detentions are from 2:05 P.M. to 3:05 P.M. Two-hour detentions are from 2:05 P.M. to 4:05 P.M. Three hour detentions for AWOL are from 2:05 P.M.- 5:05 P.M. The Detention Center is a quiet time and students are expected to work and remain quiet. The rules of the Detention Center are given to each student at the beginning of each detention period. Failure to serve detentions will result in more severe disciplinary consequences.

**DIRECTORY INFORMATION**

Danbury Board of Education declares the following to be "directory information" and the information relating to students may be made public if said information is in any of the following categories: the parent's name, address and/or email address, the student's name, address, telephone number, email address, photographic, computer and/or video images, date and place of birth, major field(s) of study, grade level, enrollment status (full-time; part-time), participation in school-sponsored activities or athletics, weight and height (if the student is a member of an athletic team), dates of attendance, degrees, honors and awards received, the most recent previous school(s) attended and student identification numbers for the limited purposes of displaying a student identification card.

This public notice is required by law before such information can be placed in yearbooks, student directories or other student publications. Since FERPA does not require disclosure of directory information, the Danbury Public Schools declines to release directory information when it is requested by third parties, while reserving the district's right to release directory information when district officials believe it is appropriate.

Within 30 days of the publication of the "Back to School Guide", which is a supplement to the NewsTimes and also available in all school offices, a parent/guardian may object in writing to the disclosure of directory information. A form for such is available in the Level Offices. Such written objection shall be valid for only one school year.

**DISCIPLINE CODE**

The aims of the code are:

1. to promote a safe, orderly environment conducive to teaching and learning;
2. to promote respect for the rights of all individuals in the school community; and
3. to promote the acceptance of personal responsibility.

Most infractions are listed with specific sanctions. Students who demonstrate a pattern of inappropriate behaviors, academic difficulty, or attendance issues will be referred by teachers and/or administrators to a Scientific Research-Based Intervention (SRBI) Team for early intervention aimed at helping the student be successful.

In order to help students to better understand the Discipline Policy, it has been summarized for posting in all classrooms and offices. This visibility promotes knowledge, understanding, and consistency of enforcement. Students who come to school, go to class, and behave appropriately will not be affected by this code.

**DHS DISCIPLINE CODE (Revised 6/2016)**

Repeat infractions in any category will result in more severe corrective action, which may include referral to school and community resources and/or placement at REACH. Chronic offenders will be referred to SRBI and may be recommended for expulsion from school in extreme cases. Students who exceed fifty days of suspension or ten separate suspensions will be referred for exclusion or expulsion by the Principal.

- One-hour detentions may be assigned by a teacher or an administrator. Two-hour and three-hour detentions are assigned by administrators only.
- Failure to comply with the rules in ISS will result in a referral to the administrator.
- School personnel will notify parents either in writing or by telephone when their child is suspended in or out of school. Repeat infractions in any of the categories will result in more severe corrective action, which may include referral to school and community resources. Chronic offenders will be referred to a

SRBI team and may, in extreme cases, be recommended for expulsion from school.

- Removal from ISS may result in OSS and the student will finish the remainder of the time owed in ISS.

Connecticut School Law provides that students may be suspended or expelled for conduct off campus. Expulsion is required for off-campus conduct in situations in which a student possessed a firearm, deadly weapon, dangerous instrument, or martial arts weapon. Expulsion is also mandatory if a student is found to have engaged in the sale or distribution of drugs, whether on or off school property. A student may also be suspended or expelled for off-campus activities, which result in arrest. If such activity is deemed to be disruptive to the school environment by the principal, he/she may suspend the student for up to 10 days. The principal will confer with the Superintendent to determine if such off-campus activity warrants a recommendation for expulsion.

SECTION I SAFETY, FREEDOM FROM FEAR		SECTION II RESPECT AND COURTESY	
Behavior	Consequences	Behavior	Consequences
Assault	<ul style="list-style-type: none"> <li>● 10 days OSS</li> <li>● Police referral</li> <li>● SRBI</li> <li>● Possible expulsion</li> </ul>	Threatening	<ul style="list-style-type: none"> <li>● 5 days OSS</li> <li>● Refer to crisis counselor</li> <li>● Police referral</li> <li>● Possible expulsion</li> </ul>
Fighting	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> – 5 days OSS, refer to crisis counselor</li> <li>● 2<sup>nd</sup> – 10 days OSS</li> </ul>	Sexual Discrimination and Harassment <i>(Policy 7.145.3)</i>	Administrative follow-up as per policy and regulations
Weapon Possession or Facsimile (including fireworks) <i>(Policy 7-230.2)</i>	<ul style="list-style-type: none"> <li>● 10 days OSS</li> <li>● Police referral</li> <li>● SRBI</li> <li>● Expulsion</li> </ul>	Racial or Other Discriminatory Slurs	<ul style="list-style-type: none"> <li>● 3 days OSS</li> <li>● Refer to crisis counselor</li> </ul>
Arson, False Alarm, Threat to School Population	<ul style="list-style-type: none"> <li>● 10 days OSS</li> <li>● Police referral</li> <li>● SRBI</li> <li>● Possible expulsion</li> </ul>	Obscene, Vulgar, Abusive, Inflammatory or Disrespectful Language and Gestures	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> – 2-hour detention</li> <li>● 2<sup>nd</sup> – 1 day ISS</li> <li>● 3<sup>rd</sup> – 2 days ISS</li> </ul>
Distributing and/or Selling Controlled Substances: Alcohol, Steroids, or other Drugs	<ul style="list-style-type: none"> <li>● 10 days OSS</li> <li>● Police referral</li> <li>● Expulsion</li> </ul>	Inappropriate Dress Including Exposure of Undergarments, Midriff or Cleavage	Student is to remain in ISS until appropriately dressed.
Using, Possessing Controlled Substances: Alcohol, Steroids, Drugs or Paraphernalia <i>(Policy 7-230.2)</i>	<ul style="list-style-type: none"> <li>● 10 days OSS (5 days for 1<sup>st</sup> offenders who agree to counseling with crisis counselor)</li> <li>● Police referral</li> <li>● SRBI</li> <li>● Possible expulsion</li> </ul>	Verbal or Gestural Abuse Toward Staff	● 3 days OSS
Intimidation/Instigation, Harassment, Lewd Behavior	<ul style="list-style-type: none"> <li>● 3 days OSS</li> <li>● Refer to crisis counselor</li> <li>● Police referral</li> </ul>	Insubordination	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> – 2-hour detention</li> <li>● 2<sup>nd</sup> – 1 day ISS</li> <li>● 3<sup>rd</sup> – 2 days ISS</li> </ul>
*Bullying & Cyberbullying <i>(Policy 7-797)</i>	<ul style="list-style-type: none"> <li>● 3 days OSS</li> <li>● Refer to crisis counselor</li> <li>● Police referral</li> </ul>	Refusal to Identify Self When Asked, Inappropriate Behavior	● 1 day ISS
Smoking, Vaping, or Chewing Tobacco	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> – 2 days ISS, completion of education packet in ISS</li> <li>● 2<sup>nd</sup> – 3 days ISS</li> <li>● 3<sup>rd</sup> – 3 days ISS, loss of parking privileges and hall pass privileges</li> </ul>	Failure to Have School ID	<ul style="list-style-type: none"> <li>● 1<sup>st</sup> – 1 hour detention</li> <li>● 2<sup>nd</sup> – 2 hour detention</li> <li>● 3<sup>rd</sup> – 1 day ISS</li> </ul>
		Lying or Forgery to Avoid Blame or Responsibility	● 2-hour detention
		Failure to Have a Pass	● 1-hour detention
		Cheating	<ul style="list-style-type: none"> <li>● 1-hour detention</li> <li>● Zero grade and no make-up</li> </ul>

Bus Misbehavior	Disciplinary response will be dictated by the particular behavior in other sections of this code, possible loss of bus privileges.	
Possessing, transmitting, selling, or purchasing of explicit content	5 days OSS, police referral, SRBI, and possible expulsion	

SECTION III -- RESPECT FOR PERSONAL & PUBLIC PROPERTY		SECTION IV -- RESPECT FOR ORDERLY TEACHING/LEARNING ENVIRONMENT	
Behavior	Consequences	Behavior	Consequences
Theft or Possession of Stolen Goods	<ul style="list-style-type: none"> <li>10 days OSS</li> <li>Police Referral</li> <li>SRBI</li> </ul>	Disruption of the Educational Process	<ul style="list-style-type: none"> <li>1<sup>st</sup> – 2-hour detention</li> <li>2<sup>nd</sup> – 1 day ISS</li> <li>3<sup>rd</sup> – 2 days ISS</li> </ul>
Vandalism	<ul style="list-style-type: none"> <li>10 days OSS</li> <li>Police Referral</li> <li>SRBI</li> </ul>	Failure to Serve In-School Suspension	<ul style="list-style-type: none"> <li>May not return to class until ISS served</li> </ul>
Criminal Mischief	<ul style="list-style-type: none"> <li>10 days OSS</li> <li>Police Referral</li> <li>SRBI</li> <li>Restitution</li> <li>Possible expulsion</li> </ul>	Failure to Serve 1-hour Detention	<ul style="list-style-type: none"> <li>2-hour detention</li> </ul>
Littering	<ul style="list-style-type: none"> <li>1-hour detention</li> <li>Required clean up</li> </ul>	Failure to Serve 2- or 3-hour Detention	<ul style="list-style-type: none"> <li>1 day ISS</li> </ul>
Throwing Objects	<ul style="list-style-type: none"> <li>1<sup>st</sup> – 1-hour detention</li> <li>2<sup>nd</sup> – 2-hour detention</li> <li>3<sup>rd</sup> – 2 days ISS</li> </ul>	Gambling	<ul style="list-style-type: none"> <li>1<sup>st</sup> – 1 day ISS</li> <li>2<sup>nd</sup> – 1 day OSS</li> </ul>
<b>SECTION V -- TECHNOLOGY</b>		Cafeteria Misbehavior	<ul style="list-style-type: none"> <li>1<sup>st</sup> – 1 day ISS, 1-week loss of cafeteria privileges</li> <li>2<sup>nd</sup> – 1 day OSS, 1-week loss of cafeteria privileges</li> </ul>
		Trespassing	<ul style="list-style-type: none"> <li>1<sup>st</sup> – warning and removal</li> <li>2<sup>nd</sup> – arrest</li> </ul>
		Truancy From School	<ul style="list-style-type: none"> <li>1<sup>st</sup> – 1 day ISS</li> <li>2<sup>nd</sup> – 2 days ISS</li> <li>3<sup>rd</sup> – 2 days ISS and SRBI</li> </ul>
		Bringing Unauthorized Visitors to School	<ul style="list-style-type: none"> <li>1<sup>st</sup> – visitor leaves, warning to student</li> <li>2<sup>nd</sup> – 1 day ISS student, visitor arrested</li> </ul>
		Unauthorized use of Electronics	<ul style="list-style-type: none"> <li>1<sup>st</sup> – 1 day ISS</li> <li>2<sup>nd</sup> – 2 days ISS</li> </ul>
		Hats and Headwear Worn Within the School During School Hours	<ul style="list-style-type: none"> <li>Confiscation, hats/headwear returned to parent/guardian only</li> <li>1<sup>st</sup> – 2-hour detention</li> <li>2<sup>nd</sup> – 1 day ISS</li> </ul>
		Refusal to Relinquish Hat/Headwear	<ul style="list-style-type: none"> <li>3 days ISS to be reduced to 1 day ISS with parent conference</li> </ul>
		AWOL from Class (Cutting)	<ul style="list-style-type: none"> <li>1<sup>st</sup> – 1-hour detention assigned by teacher</li> <li>2<sup>nd</sup> – 3-hour after-school detention and parent conference</li> <li>3<sup>rd</sup> – 1-day ISS and parent conference</li> </ul>
		Loitering	<ul style="list-style-type: none"> <li>1<sup>st</sup> – 1-hour detention</li> <li>2<sup>nd</sup> – 2-hour detention</li> <li>3<sup>rd</sup> – 1 day ISS</li> </ul>
		Tardiness to School	<ul style="list-style-type: none"> <li>1-hour detention for each tardy after 3</li> </ul>
Behavior	Consequences		
<ul style="list-style-type: none"> <li>Inappropriate access and/or use of district-managed hardware and software.</li> </ul>	<b>10 days OSS, police referral, SRBI, and possible expulsion</b>		
<ul style="list-style-type: none"> <li>Send obscene or threatening messages</li> </ul>	<b>Threatening</b> See Section II		
<ul style="list-style-type: none"> <li>Use computer to harass others</li> </ul>	<b>Harassment</b> See Section I		
<ul style="list-style-type: none"> <li>Visit inappropriate computer web sites</li> <li>Use network for financial gain</li> </ul>	<b>Obscene, Vulgar, Abusive, Inflammatory or Disrespectful Behavior</b> See Section II		

**KEY TO TERMINOLOGY**

**1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup>, etc.:** 1<sup>st</sup>, (2<sup>nd</sup>, 3<sup>rd</sup>...) infraction or offense.  
**ISS:** In-School Suspension  
**OSS:** Out-of-School Suspension  
**Expulsion:** Referral to the Superintendent for possible recommendation that the BOE expel up to a calendar year. (PPT decision may supersede this process.)  
**Police Referral:** May include arrest  
**SRBI:** Scientific Research-Based Intervention  
**PPT:** Referral to Planning & Placement Team (special education students).

Tardiness to Class	<ul style="list-style-type: none"> <li>1-hour detention for each tardy after 3</li> </ul>
Excessive Tardiness to Classes	<ul style="list-style-type: none"> <li>8<sup>th</sup> tardy – 2-hour detention</li> <li>11<sup>th</sup> tardy – 1 day ISS, parent conference</li> </ul>
Leaving School Without Permission/Pass <i>Policy 7-233</i>	<ul style="list-style-type: none"> <li>1<sup>st</sup> – 2 days ISS, counselor referral, 10-day loss of parking privileges</li> <li>2<sup>nd</sup> – 3 days ISS, parent conference, 30-day loss of parking privileges</li> </ul>
Vehicular Misbehavior	<ul style="list-style-type: none"> <li>1<sup>st</sup> – 10-day suspension of parking privileges, possible police referral</li> <li>2<sup>nd</sup> – parking privileges suspended for the year, possible police referral</li> </ul>

**DISMISSAL FROM SCHOOL**

*MEDICAL* - Students who become ill during the school day should report to the nurse. Parents/guardians will be contacted and the students will be dismissed in the custody of the parent/guardian. No student under 18 will be dismissed without a parent/guardian contact.

*EARLY DISMISSAL* - Even though all parents/guardians are urged to schedule appointments on non-school time, we recognize the fact that on some occasions it is necessary for a student to leave school early. All requests for early dismissal must go to the Attendance Office by 9:00 AM.

**DRESS AND GROOMING**

In order to promote a positive learning environment, Danbury High School supports these standards for safe and appropriate student dress (nothing in this policy shall be intended to infringe upon students’ freedom of expression or their religious beliefs):

- a. Headwear: All headwear shall be removed prior to entering school and may not be worn in the building.
- b. Blouses/Shirts: Blouses/shirts will not allow exposure of any portion of the waist, hips, midriff, or chest.
- c. Skirts/Shorts/Dresses/Pants: Skirts, shorts and dresses should have hemlines that are mid-thigh. At Danbury High School, mid-thigh is defined as: while holding arms down at your side, the mid-thigh is at the end of your finger tips. With safety as our primary concern, pants should be worn to stay close to the waist; undergarments shall be completely covered.
- d. Shoes: Safe footwear must be worn at all times.
- e. Attire: Attire that displays indecent language, pictures or symbols that contain sexual references, or that advertise or encourage the use of drugs, tobacco products, alcoholic beverages are prohibited. Messages of violence or gang allegiance are prohibited. Pajamas, slippers and other lounging attire are not allowed.
- f. Accessories: Students may not wear accessories that could cause injury to others or that are substantially or materially disruptive of the education process.

The school administration and faculty are responsible for the implementation of this policy. Exceptions to the above dress standards will be considered for medical reasons, special events, cultural beliefs, or to promote school spirit as determined by the school principal or his/her designee. Students and/or sponsors wishing to



request special exceptions must have permission from the school administration prior to the activity.

### **DROP OFF AND PICK UP**

Cars are not permitted to enter the main driveway between 6:45-7:15 am and 1:45-2:15 pm. Students should be dropped off and/or picked up near the gymnasium on the Beckerle St. side of DHS (south side of campus) and not on Field Rd., Clapboard Ridge Rd., or East Gate Rd. (west or north side of campus). Following these protocols will help to alleviate traffic congestion and assist the Danbury Police Department to ensure the safety of students who are being dropped off at school.

### **EARLY DISMISSAL/LATE ARRIVAL FOR SENIORS**

Seniors are allowed to schedule early dismissal and/or late arrival periods with the following stipulations:

- they must be in good standing to graduate in the current year,
- they must take the minimum required courses; and
- they must request it when their senior-year classes are scheduled

Such privileges will be revoked if students do not adhere to the following:

- If students have early dismissal, they must leave school grounds at the scheduled time. If they are found on campus more than three times, this privilege may be revoked and students will have a study hall/class added to their schedules.

### **ENGLISH AS A SECOND LANGUAGE SERVICES (ESL)**

DHS offers ESL classes to any student whose first language is not English and qualifies. Spanish and Portuguese bilingual classes are also offered, as required by state mandate.

The Central Registration Office, located at 49 Osborne Street, conducts on-going registration and assistance for non-English speaking students. Call 203-790-2849 to make an appointment.

### **EXPECTATIONS**

#### **Academic Expectations**

Danbury High School students:

- 1.1 Read closely and analytically to comprehend a range of increasingly complex literary and informational texts.
- 1.2 Produce effective and well-grounded writing for a range of purposes and audiences.
- 1.3 Employ effective speaking and listening skills for a range of purposes and audiences.
- 1.4 Engage in research/inquiry to investigate topics, and to analyze, integrate, and present information.
- 1.5 Use real-world digital and other research tools to access, evaluate, and effectively apply information appropriate for authentic tasks.
- 1.6 Demonstrate innovation, flexibility and adaptability in thinking patterns, work habits, and working/learning environment.
- 1.7 Explain and apply mathematical concepts and interpret and carry out mathematical procedures with precision and fluency.
- 1.8 Solve a range of complex well-posed problems in pure and applied mathematics,

making productive use of knowledge and problem solving strategies.

1.9 Clearly and precisely construct viable arguments to support their own reasoning and to critique the reasoning of others.

1.10 Analyze complex, real-world scenarios and can construct and use mathematical models to interpret and solve problems.

### **Civic Expectations**

Danbury High School students:

2.1 Work independently and collaboratively to solve problems and accomplish goals.

### **Social Expectations**

Danbury High School students:

3.1 Value and demonstrate personal responsibility, character, cultural understanding and ethical behavior.

## **EXPULSION**

The Board of Education may expel a student if, after a hearing, the Board finds that his/her conduct:

1. Endangers persons or property;
2. Is seriously disruptive of the educational process; or
3. Violates a publicized policy of the Board.

"Expulsion" means an exclusion from school privileges for more than ten (10) consecutive school days, and shall not extend beyond a period of one hundred-eighty (180) consecutive school days. A principal may request expulsion in cases where the principal has cause to believe that the student has committed conduct on or off school property which has endangered persons or property, seriously disrupted the education process, or violated a publicized policy of the Board.

Pending Board action upholding the expulsion, the principal may suspend the student. The period of such suspension shall not exceed ten (10) consecutive school days, except by agreement between the administration and the parent(s)/guardian(s) (or student, if 18 years of age or older). Such suspension shall be made in accordance with applicable Board of Education Policy 7-230.3.

## **EXTRA-CURRICULAR ACTIVITIES**

The activities offered at the high school enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Any school-sponsored activity is a continuation of school life. All rules contained in this handbook will apply. Each student has the opportunity to join the many clubs open every year. It is possible for students to request any new club or activity if enough students are interested in it, a faculty sponsor is available, and if space and facilities can be provided.

The activities offered are carefully planned and are governed by the rules and regulations of the school and those of the Danbury Board of Education. All events will be chaperoned to insure the success and safety for all individuals attending the activity. The administration reserves the right to exclude any individual who is uncooperative and disregards the established rules.

### *POLICY OF REQUIREMENTS FOR ATHLETICS*

In order to participate in any club, organization, athletic team, or activity, a student must be academically

eligible. Athletes must also comply with Connecticut Interscholastic Athletic Conference (C.I.A.C.) regulations, a copy of which will be provided to each student athlete by the athletic department. Coaches, sponsors, or advisors are required to verify eligibility to the principal or designee indicating compliance.

The Danbury Board of Education requires the following standards for eligibility, according to Policy 7-400:

1. A student must be enrolled in four (4) courses representing four (4) full units of credit for the academic year. This represents 4 *earned* credits.
2. A student, at the time of fall participation, must present evidence from the preceding school year that four (4) units, or 4 credits, were completed toward the promotion or graduation or diploma requirements. (*Note: Failure to earn 4 credits in 4 units on the final average in June will render a student ineligible to participate during the fall.*) This is not applied when a student passes from one level to another (e.g., middle school to high school.) This will enable students entering each level to begin with a clean slate.
3. A student, during a marking period, must have achieved an overall 70% average for the courses *completed* in that marking period which preceded the interscholastic sport season. (*Note: For fall eligibility, 4<sup>th</sup>-quarter grades received in June must be used to calculate an average. Marking period grades for the 1st, 2nd, and 3rd quarters are used at all other times.*) Eligibility at the end of the 2nd quarter will be based on the quarter grades which have earned credit. All grades earned in a summer school program will be added to the final grades to determine the academic average for fall eligibility. Failed courses, though made up, will NOT be eliminated in this calculation.
4. A student classified through the PPT process as handicapped and enrolled in a special education program may be exempt from this regulation if the IEP contains a request for waiver of these requirements. *Note: The waiver is valid only for the required 70% average.*

### **FIELD TRIPS**

The Board of Education recognizes that an appropriately selected field trip can be a means of stimulating student interest and inquiry as well as provide opportunities for enriching social and intellectual growth. Any school-sponsored field trip is a continuation of school life and all school rules will apply. Participation in a field trip is considered a school-related absence, but students are responsible for any missed work. The Danbury High School administration reserves the right to search students and belongings prior to field trip departures (Board of Education Policy 7-145.1). Permission from a parent/guardian is required for attendance on any field trip.

### **FAMILY AND SCHOOL COMPACT**

The Family and School Compact outlines the ways parents/guardians, students, and school staff build and maintain relationships and share responsibilities for student success. At Danbury High School, we believe that the school-home partnership enhances student learning and academic growth. A copy of the Family and School Compact is sent home each August. After review, parents/guardians and students are asked to return the signed and completed form filled in with the requested information to assist the school with maintaining contact with the home. A copy of this is available on our website.

### **FIRE DRILLS**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

### **FREE OR REDUCED LUNCH**

At the beginning of each school year, the Federal Government supplies the school with guidelines for free and reduced lunch qualification. All pupils requesting either free or reduced lunches must obtain an application form from the Cafeteria and return this form when completed to the Cafeteria. There are income limitations that are outlined in the information sheet that accompanies the application.

### **GRADE CHANGES**

Grade changes can be requested up to five days after report cards are issued. Grade changes must be initiated by the teacher, and signed by the school counselor and level assistant principal within this time frame.

### **GRADE POINT AVERAGE**

Grade Point Average (GPA) is based on quality points earned divided by credits attempted. GPA may be computed for a single semester, a full year, or for all courses taken in the student's academic history. The primary use of GPA is the determination of rank in class. (See Class Rank.)

Danbury High School has incorporated a weighting system for all courses offered in the curriculum. The system incorporates the course content and/or intensity to compute the quality points earned for a course. The table below defines the weight factors:

<b>Program</b>	Basic	College Prep	Honors	Advanced Placement
<b>Weight Factor</b>	0.90	1.00	1.10	1.20

The quality points for a course shall be determined by multiplying the credits by the appropriate weight factor and by the grade point value earned for that course. Grade Point Average (GPA) shall be equal to total quality points for a time period (semester, year, etc.) divided by total credits attempted for the same period.

The only courses used for computing GPA shall be those taken at Danbury High School which carry credit and receive a number or Credit Only grade.

**GRADE SCALE**

<b>G.P.A. Points</b>	<b>Grade</b>	<b>Description</b>	<b>G.P.A. Points</b>	<b>Grade</b>	<b>Description</b>
4.5	100	A+	2.3	78	C+
4.4	99	A+	2.2	77	C+
4.3	98	A+	2.1	76	C
4.2	97	A+	2.0	75	C
4.1	96	A	1.9	74	C
4.0	95	A	1.8	73	C
3.9	94	A	1.7	72	C-
3.8	93	A	1.6	71	C-
3.7	92	A-	1.5	70	C-
3.6	91	A-	1.4	69	D+
3.5	90	A-	1.3	68	D+
3.4	89	B+	1.2	67	D+
3.3	88	B+	1.1	66	D
3.2	87	B+	1.0	65	D
3.1	86	B	0.0	Under 65	F
3.0	85	B	1.0	65	CO-Credit Only*
2.9	84	B			E-Satisfactory (Special Ed. Only)
2.8	83	B			H-Excused. No credit earned.**
2.7	82	B-			I-Incomplete (Five (5) days to make up work, otherwise it reverts to earned grade.)
2.6	81	B-	1.0	65	***P-Pass
2.5	80	B-	0.0	50	***F-Fail
2.4	79	C+	0.0	50	WF-Withdrawn Failing

**\*CREDIT ONLY (CO)**

Students who accrue a total of ten (10) absences (excused or unexcused in a semester) will lose the right to attain a weighted grade. School-related absences, or absences for religious holidays or court appearances, and absences accrued as a result of suspension (in-school or out-of-school) do not count against a student for grading purposes. Credit may still be granted, through CO, if a student:

- a) completes all missing work within the allowed time frame;
- b) demonstrates understanding of all course competencies; and
- c) earns a passing average for the marking period and/or semester after making up missed work.

Students who satisfy all of the above criteria will be given a Credit Only (CO) on their report card and transcript, which indicates the student is receiving credit without a grade. In addition, students who transfer or start DHS 10 or more days after the start of the semester may receive Credit Only instead of an H grade if the student satisfies the three criteria above. A grade of CO is equal to a Grade Point Value of 1.0. For averaging purposes, CO counts as a 65%. Absences are counted on a semester basis; however, Credit Only will be indicated during the marking period of the tenth (10th) absence. If a student exceeds the allowed number of absences in the first marking period of the semester and a CO is indicated, then he/she will not be eligible to earn a grade in the second marking period of the semester or for the semester. Once a CO is indicated during a marking period, the earned percentage will remain intact until semester grades, where both the grade and percentage will be indicated as a CO and 65% respectively. For example, if a student accrues ten (10) absences in quarter 1 and satisfies all aforementioned criteria, his/her quarter 1 grade will be a CO, however, his/her earned percentage will remain true. The same rules apply for quarter 2. Lastly, if the student has continued to satisfy all criteria for CO throughout both quarter 1 and 2, his/her semester grade will also be CO, however; their semester percentage will become a 65%.

Course	Q1	Q2	F1	Absences	
				S1	16-17
<b>ENGLISH 2 S1</b> <b>Smith, John - Rm: C335</b>	<b>CO</b> <b>72</b>	<b>CO</b> <b>81</b>	<b>CO</b> <b>65</b>	<b>13</b>	<b>13</b>

**\*\*H grade denotes that the student has not been in class long enough for a grade to be awarded. Such instances could include absences due to health reasons as well as students who enroll during the year from another school or district without transferable grades. Students who transfer or start DHS ten or more days after the start of the semester may receive credit only instead of an H grade if the student:**

- a) completes all missing work within the allowed time frame;
- b) demonstrates understanding of all course competencies; **and** earns a passing average for the marking period and/or semester after missed work is completed.

**\*\*\* Please note that administration reserves the right to change a weighted grade to Pass/Fail when warranted by unusual circumstances.**

**GRADUATION REQUIREMENTS for classes 2018-2022**

Students should select courses that will satisfy their interests and equip them upon graduation, either for further education or with a salable skill to enter the working world. To qualify for a Danbury High School diploma, each student must acquire a minimum of 21 credits. The 21 credits are divided among the required areas as follows:

<b>Requirements</b>	<b>Total Credits</b>
---------------------	----------------------

Art, Music, or Theatre Arts	1.0
Business, ROTC, Technology Education, or Family and Consumer Science	1.0
Social Studies must include World Studies, Modern World Studies, U.S. History, Civics (Advanced Placement World History or Advanced Placement U.S. History may be taken in lieu of World Studies or U.S. History, Advanced Placement Government & Politics may be taken in lieu of Civics.)	3.5
World Language	1.0
English must include English I, II, III, IV (Advanced Placement English courses can be taken in lieu of English III and IV)	4.0
Math must include Algebra, Geometry, Algebra II or Statistics and Data	3.0
Science must include Biology and Chemistry	3.0
Health	.5
Physical Education	1.0
Student Choice	3.0
<b>TOTAL</b>	<b>21.0</b>

### **GUEST SIGN-IN PROCEDURE**

In an effort to increase the security of our building, Danbury High School utilizes a visitor check-in procedure. During regular school hours, each guest must present a government-issued ID card and wear a guest lanyard during the visit. This ensures that authorized guests are immediately identifiable to students and staff. As part of this procedure, the school holds the visitor's government-issued ID until the guest checks out to leave the building. Acceptable forms of identification include a driver's license, state ID card, or passport.

Because all guests enter and exit through a controlled entry point—Danbury High School's main entrance—we are able to track who is in the building at all times. This is important information to help keep our schools safe, and will be shared with first-responders should an emergency arise.

There will be no exceptions made to this procedure. To be granted access to the building, all visitors must present a government-issued ID. We ask that all visitors during regular school hours cooperate with this process in order to help us maintain school safety.

### **HEALTH SERVICES**

The Health Suite is located in Building "B" across from the Library Learning Commons. Unless it is an emergency, all students are required to have a pass and a student ID # for admission to the Health Office .

The school nurses at Danbury High School are available for routine illnesses, health counseling, medical emergencies, and medication administration. Any student who requires medication during school hours must have a Medication Authorization form on file signed by the parent and health care provider. All medications, including over the counter, must be transported to school by a parent or other responsible adult. The only exception is for students who have authorization from the parent and health care provider to self-carry an Epi-Pen or asthma inhaler.

It is essential that parents/guardians keep emergency contact information up to date in PowerSchool. An emergency card is also kept on file in the Health Office. Please be sure to provide name/s and phone number/s of emergency contacts in the event you cannot be reached or if you are unable to pick your child up at school. A student who requires dismissal due to illness or injury must be picked up within 30 minutes of notification by the school nurse.

Students absent from school for (5) five days or more due to illness, injury, or surgery, must report to the nurse upon return to school with a note from the health care provider. Any student who is sent to the Emergency Room from school must have a note from the health care provider upon returning to school. If a student is unable to attend classes for an extended period of time, the parent/guardian must contact the school nurse and the school counselor. They will make the appropriate referral to the Health Services Coordinator regarding eligibility for homebound instruction.

Please inform the school nurse if your child has a serious health condition or a life threatening allergy. The nurse will establish an emergency health plan. Some conditions may impact learning and the nurse will work with the counseling department in implementing appropriate accommodations for your child.

As per Connecticut State Regulations, before admission to the Danbury Public Schools, all new entrants must have proof of immunizations and a Health Assessment. All students in grade 9 are required to submit a complete physical exam during the school year. A physical completed within 12 months of the start of the grade 9 year will be accepted. Any grade-9 student who does not submit the required Health Assessment (blue form), by the end of the school year will not be eligible to start grade 10 until the proper documentation is received by the school nurse.

All sports physicals must be submitted directly to the school nurse. Sports physicals are valid for 13 months; however, any student participating in a school sport MUST have a current physical on file before try-outs and that physical must be valid for the entire sport season.

Parents/guardians may contact one of the school nurses directly by calling 203-797-4827. Our goal is to work with parents and health care providers to ensure that students are at their optimum level of health so that they can be in school, in class, and ready to learn.

### **HOMEBOUND INSTRUCTION REFERRAL PROCEDURE**

1. If it is anticipated that a student will be absent for 10 or more consecutive days, a referral will be made to the Health and Nursing Services Coordinator, ext 6597. Parents/Guardians are not to be directed to obtain a physician's letter for homebound instruction.
2. The Health and Nursing Services Coordinator will obtain a HIPAA release from the parent/guardian, and will contact the treating physician to determine there is a verified medical reason that prevents the student from attending school with reasonable accommodations.
3. After consultation with the treating physician and receipt of the Homebound Verification form, a copy of the order will be sent to the school nurse and to the counseling department. The Health and Nursing Services Coordinator will schedule the homebound instructors.
4. Once homebound instruction is arranged, the homebound scheduler will forward a copy of the verification form and the teacher's schedule to the Payroll Department in the Central Office.



5. The Health and Nursing Services Coordinator or School Nurse designee will review the need for continued homebound services every 4 weeks unless otherwise agreed upon during the initial consultation with the treating physician.
6. Homebound instruction for Special Education students will be managed by Pupil Personnel Services.
7. The student's treating physician must provide a return to school note after homebound instruction.

## **HOMEWORK**

Homework is an extended school activity which should be completed beyond the class session. It will prepare a student for the next class meeting by providing practice and enhancing the class experience in order to apply concepts or skills learned in class. A reasonable amount of home study and preparation is necessary for the scholastic growth of students. The amount of preparation will increase as the child progresses through the grades.

## **HONOR ROLL**

A Grade Point Average (GPA) of at least 4.2 is needed for the *Distinguished Honor Roll*. A GPA of 3.5 – 4.1 is needed to be on the *High Honor Roll*. A GPA of 3.2 – 3.4 is needed to be on the *Honor Roll*. To be eligible, a student (including seniors) must be enrolled in a minimum of 5 courses, each meeting 5 or more days per week. This applies only to courses with a numeric or CO grade. A mark of Incomplete makes one ineligible for the Honor Roll until the mark is changed to a grade, at which time the student may become eligible.

## **IDENTIFICATION BADGES**

All students and staff at Danbury High School are issued school identification Badges (Ids). These IDs should be worn at all times in the school building and at all school-sponsored events. The IDs enhance school security and are needed to purchase lunch, utilize the Library Learning Commons, access the nurse's office, and enter dances.

## **INCOMPLETES**

A student who receives an incomplete in any course will have 5 school days from the end of the quarter to make up the incomplete. After this period of time, all incompletes will revert to the earned average.

## **IN-SCHOOL SUSPENSION (ISS)**

The goals of ISS are:

1. To hold students accountable for the actions which resulted in their presence in ISS.
2. To insure that students continue with their academic studies while in ISS.

*In-School Suspension is a serious disciplinary action.* Class assignments are completed in ISS in a quiet atmosphere (which is monitored by the ISS staff). In order to complete a full day of ISS, students must fulfill the following requirements without exception:

1. Students must sit in assigned seats.
2. Students must do school work.

3. Students spend their entire school day in the room. Appointments with support services will be scheduled the day *after* the student fulfills the disciplinary sanction.
4. There is no eating, drinking, or talking. Lunch is for one-half hour in the ISS room.
5. Students may not play games or have recreational diversion.
6. Each student will complete a behavior statement. This and the signature of the room monitor attests to a successful completion of a day in ISS. Failure to obtain this will result in a second day of ISS.
7. Disruptive behavior while in ISS may result in OSS. Original ISS must be completed before resuming classes.

## **INSURANCE**

Student insurance is available at a nominal cost and is optional. The school merely makes the insurance available to all students, but assumes no liability for injury or subsequent negotiations with the insurance company.

## **KHAN ACADEMY**

The Khan Academy is a non-profit educational organization that provides free video tutorials and interactive exercises. It is a free learning opportunity for any student or teacher looking to learn more about a particular topic or practice a skill. Khan is also connected to the SAT and provides students with a free learning program that is customized to individual needs. Khan is available by visiting: [www.khanacademy.org](http://www.khanacademy.org)

## **Library Learning Commons**

The Library Learning Commons (LLC) provides services and access to more than 20,000 books and materials for students and staff related to professional development, curriculum topics, and leisure reading. Students also have access to a variety of hands-on materials including puzzles and board games, building and electronics kits, a 3D printer, and more. Classes use the Library Learning Commons for research and production, and a computer research network provides access to appropriate research tools for high school students. The LLC's website allows students to access online subscription databases, teacher project pages, and the online catalog to search for books. Also, procedures exist that allow students to sign in to use the LLC during study hall and lunch periods providing there is space. Study hall teachers will be notified of students' check-in for attendance purposes. The LLC is open from 7:00 A.M. until 3:00 P.M., Monday – Friday.

## **LOCKDOWN DRILL**

Lockdown drills are an important safety precaution that are practiced at regular intervals. The purpose of a lockdown drill is for students and staff to practice procedures for remaining in place in the event of a real threat. It is essential that students follow the procedures given by the classroom teacher.

## **LOCKERS**

Lockers should be kept locked at all times when not in use. Difficulty in opening lockers should be reported to the level office at once. The school reserves the right to examine lockers at any time, and to implement this, the school reserves the right to remove any lock.

Students are advised against bringing large amounts of cash or other valuables to school. School personnel

cannot be held responsible for the property of students.

Students must provide their own locks for P.E. lockers. All valuables should be locked up at all times.

### **LOST AND FOUND**

The school cannot be responsible for lost property, but every means possible is employed to prevent the loss of articles and to restore recovered articles to their owners. A "Lost and Found Department" is maintained in the Safety Advocates' Office through which lost articles may be returned to their owners. Articles which are found throughout the building should be turned in to the Safety Advocates' Office.

### **MISSION STATEMENT**

Empowering *ALL* students to be informed and productive citizens.

### **MORNING ANNOUNCEMENTS**

Each morning, near the end of period 3, members of the student Board of Governors (BOG) read the Student Announcements over the school's public address system. The Student Announcements may include, but are not limited to, upcoming athletic events and practices, after-school meetings, timely information related to various activities such as college visits at the Career Center, procedures for school ring purchases, or SAT prep class registration, to name a few examples.

A printed copy of the daily Student Announcements is always posted outside the Main Office and each Level Office, and an electronic copy is available by following a Quick Link on our web site to "Student Announcements".

### **NATIONAL HONOR SOCIETIES**

Danbury High School has several National Honor Societies. Please see the link below for the most up-to-date listing of Honor Societies and their advisors.

[https://drive.google.com/open?id=14hhpH4wlKwfd7P76fQGMGO\\_wEkGaglvCEA0KHde7\\_v4](https://drive.google.com/open?id=14hhpH4wlKwfd7P76fQGMGO_wEkGaglvCEA0KHde7_v4)

### **NON-DISCRIMINATION POLICY**

Federal and State Law and the policy of the Danbury Board of Education prohibit discrimination on the basis of sex, race, color, religion, national origin, age, sexual orientation, military or veteran status or past or present physical or mental disability. No person in the Danbury Public Schools shall be excluded from participation in, or be denied the benefits of any education program or activity. Inquiries concerning discrimination, compliance or grievance procedures may be directed to the Director of Personnel, Beaver Brook Center, 63 Beaver Brook Road, Danbury, CT 06810; telephone number 203-797-4706.

### **OFF-CAMPUS CONDUCT POLICY**

#### *BOARD POLICY*

It is the policy of the Danbury Board of Education that students are subject to discipline, up to and including suspension and expulsion, for misconduct off school property which endangers persons or property, seriously disrupts the educational process, or violates a publicized policy of the Board.

### *ADMINISTRATIVE REGULATIONS*

Discipline of students may result if after the occurrence there is a reasonable likelihood that return of the student would contribute to a disruptive effect on the school or its educational process by:

1. Threatening the school's orderly operation.
2. Threatening the safety of the school's property.
3. Endangering the welfare of the persons who work or study there.

Discipline of students may result whether the incident was initiated in the school or on school grounds, or if the incident occurred or was initiated off school grounds and on non-school time. Examples of the type of such off-school misconduct that may result in such discipline include, but are not limited to:

1. Use, possession, sale or distribution of dangerous weapons.
2. Use, possession, sale, or distribution of illegal drugs.
3. Violent conduct.

This policy applies when any such activity has led to an arrest and/or there is the reasonable likelihood of disrupting the educational process and/or threatening the health, safety, or welfare of school property or persons thereon.

For more details on expulsion policy, see CT General Statute 10-233a (d) and Danbury Board of Education Policy 7-230.3.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Students placed on OSS are not to be on school grounds for the duration of their suspension. Students violating this rule will be considered trespassers and subject to arrest. Being placed on OSS is a very serious consequence. The school will make every attempt to contact the student's parent/guardian at the time the suspension is issued. Written notification will be sent to the parents/guardians and the Superintendent of Schools. Upon return to school students are expected to meet with the school staff to discuss prevention strategies.

For all out-of-school suspensions, students may not participate in any school activity on the day or days of suspension. Students are permitted to make up assignments missed during the interval of suspension, but the responsibility for the completion of the make-up work rests with the students.

### **PARKING INFORMATION**

Requirements:

1. Student must be a junior or senior at the time of application submission, determined by credits. Minimum of 10 credits for juniors and 15 credits for seniors.
2. Student and parent/guardian must sign a copy of the parking lot rules.
3. Student must have the following items on hand at the time of purchase:
  - a. Completed application. Applications are available in the Safety Advocates' Office or in any level office.
  - b. Permit fee: \$60 for seniors, \$65 for juniors.
  - c. Valid Connecticut Driver License.
  - d. Current registration for vehicle they are getting permit for.

- e. Current insurance card for the vehicle.
4. All previous parking tickets and any other financial obligations (i.e., library, lunch, dues, etc.) must be met before acquiring a parking permit.
5. Parking permit **MUST** be permanently affixed to the lower left-hand corner of the windshield in order to be valid. Failure to do so will result in a parking fine.
6. Students are **ONLY** allowed to park in the student parking lot. Failure to do so will result in a parking fine and possible loss of parking permit
7. Parking violations result in:
  - a. 1st – warning
  - b. 2nd -- \$10 fine
  - c. 3rd -- \$10 fine and a referral for insubordination resulting in a one-day ISS and parent/guardian contact
8. Parking privileges may be revoked if violations of the school and parking lot rules occur. Examples of the violations include but are not limited to:
  - a. Speeding
  - b. Reckless driving or reckless endangerment
  - c. Smoking
  - d. Misuse of parking permit
  - e. Leaving school grounds
9. Any car parked on school property is subject to search by administration.
10. Unauthorized vehicles are subject to towing at the owner’s expense.
11. Student must park in assigned spot.

**PERFECT ATTENDANCE**

To be eligible for a Perry Award for perfect attendance, a senior student must not have been absent from school for *any* reason, other than a school-sponsored activity, during their years of attendance at Danbury High School. A student who transfers from another school to Danbury High must have had perfect attendance at the previous school and at least one full year at Danbury High School without an absence in order to qualify for a perfect attendance award.

**PHOTOS FOR MEDIA USE (PARENTAL PERMISSION)**

As stated in the Directory Information item above, unless otherwise notified by parent/guardian, the Danbury Board of Education will allow students to have photographs taken and used in the newspaper, videotapes, electronically including our website, and other publications. A form for such objection is available in the Main and any Level Office. Such written objection shall be valid for only one school year.

**PLAGIARISM**

Plagiarism is presenting someone else’s words or ideas as your own and is considered to be academic theft.

Unintentional Plagiarism: Plagiarism resulting from an honest, technical mistake. This occurs when a student fails to give proper credit to a source because he/she made a mistake in punctuation or documentation. In cases of unintentional plagiarism, the student will be offered the opportunity to rewrite the paper, thus correcting the mistake(s).

**Intentional Plagiarism:** Submitting work written by someone else as though it were your own.

## CONSEQUENCES

First documented offense of intentional plagiarism: The student shall receive a zero grade for the assignment. That zero will be averaged in as part of the marking period grade. A letter documenting the act of plagiarism will be sent to the student, to his/her parents/guardians, and to his/her school counselor. That letter shall remain in the student's file until graduation. Upon graduation, the letter shall be removed.

Second documented offense of intentional plagiarism: The student shall receive a failing grade for the marking period. A letter documenting the act of plagiarism will be sent to the student, to his/her parents/guardians, and to his/her school counselor. That letter shall remain in the student's file until graduation.

## POSTERS

Posters can only be displayed on the cafeteria bulletin board, (with permission from the Board of Governors), or the level or main offices, (with permission from the office secretary). Posters should not be attached to painted walls or varnished surfaces. All posters or announcements displayed on bulletin boards or placed anywhere else in the building are the responsibility of the Board of Governors (BOG). The BOG must approve the content as well as the manner in which the announcement is attached prior to being put on display.

## POWER SCHOOL

PowerSchool is a web-based student information system that provides grade management and viewing for teacher, parents/guardians, and student alike. Teachers are able to record grades and attendance for students to view at home in PowerSchool. PowerSchool is also used by the Danbury Public Schools to organize all relevant student information, such as a student's address, phone numbers, and emergency contacts. It is imperative that parents/guardians keep their PowerSchool information as accurate as possible. PowerSchool uses this information to send informational and emergency phone calls, as well as emails to parents/guardians. Please be sure to provide current information to your level office. If you need help accessing PowerSchool, please see your school counselor.

## PROMOTION REQUIREMENTS

Promotion to Grade 10	5 credits
Promotion to Grade 11	10 credits
Promotion to Grade 12	15 credits

## PSYCHOLOGICAL SERVICES

The school psychologists at the high school work with students experiencing problems which may interfere with achievement of their educational or personal goals. Students or concerned parents/guardians may make an appointment directly with a psychologist or through the school counseling department. A member of the professional staff may also refer a student. Following referral, the school psychologist schedules one or more meetings with the student to examine the difficulties and explore with the student possible solutions. Psycho-educational evaluation through appropriate individual testing is often helpful in making a determination of the student's needs. In such cases, prior signed permission from the parent/guardian (or student, if age 18 or over) must be obtained.

## **QUALITY POINTS**

Quality points are the total points earned for a course.

Rank in class is determined solely on the basis of total quality points divided by the total credits attempted.

## **REACH**

REACH is a full-day academic accredited program that is an alternative setting for Danbury Public Schools. It is designed for students in grades 6-12 who are placed either by administration, a PPT process, or expulsion hearing. The goal of this program is to assist students by reinforcing positive behaviors and supporting academic success for a return to the mainstream environment.

## **REPORTING TO PARENTS/GUARDIANS**

Parents/guardians and students are encouraged to frequently check PowerSchool for current information on attendance and grades. Please see “PowerSchool” entry for additional information.

The following information is provided to enhance communication between the home and the school. Parents/guardians should be aware of these items and make inquiries whenever necessary:

*REPORT CARDS* – Given to students during advisory period three (3) times a year in November, January, and April. The end-of-the-year report card will be mailed home in June.

*E-MAIL BLAST* - Important information about Danbury High School will be sent home via email blast and posted on the website

*TELEPHONE CALLS* - Made periodically during the school year by staff members. If you have an unlisted number or change your number, please be sure to call the level office so that a record is made of the new number.

*E-MAIL* - Please see our webpage for a directory of staff email addresses:  
[www.danbury.k12.ct.us/dhsweb/main/index.html](http://www.danbury.k12.ct.us/dhsweb/main/index.html)

## **SAFE SCHOOLS PLEDGE**

All students, along with a parent/guardian are asked to sign and return a Safe Schools Pledge as a joint commitment to a safe school.

## **SCHEDULE CHANGES**

The primary objective of Danbury High is to provide an educational program which satisfies each student’s personal, career, and academic needs as related to present and future plans. Registration for the educational program takes place in the spring and involves students, teacher, parents/guardians, and counselors. There will be no early dismissals or late arrivals unless it is a part of the senior early dismissal program or the Cooperative Work Experience program. For more detailed information regarding required courses for graduation, refer to graduation requirements in this handbook, or see your school counselor.

**Schedule changes can be made for the following reasons:**

- Course chosen is missing from the computer-generated schedule
- Course chosen is incorrectly listed on schedule
- Courses chosen are scheduled for the same period and are in conflict
- Course chosen does not need to be repeated as credit was earned (summer school, work completed, grade change, etc.)
- Courses need to be changed as a result of SRBI or PPT process
- Course needs to be added to complete a schedule
- Course needs to be repeated

**Schedule changes cannot be made for the following reasons:**

- Requests to maintain the same course(s) but make a change for a specific teacher or period
- Class with a friend
- Different lunch period
- Shorten daily schedule, early release, late start, etc.
- Change requests directly from teachers to balance their loads, reduce size of the class, drop a student, etc., cannot be honored and must go through administration.

**Approvals required for schedule changes:**

- Students can only add/drop a year-long class within the first two weeks of school. This does not require approval from a Department Head.
- Students can only add/drop a semester class within the first two weeks of the semester. This does not require approval from a Department Head.
- Students can request a level change within the first two weeks of school to take effect immediately. Level changes within the first two weeks of school do not require Department Head approval. Students who wish to change levels after this period has elapsed, must make the request within the last two weeks of the semester. These requests must be approved by the Department Head. (If approved, this change will take place for the beginning of the second semester.)
- All level changes during the last two weeks of the first semester, must be accompanied by the SRBI Tier I Intervention Form (if student is dropping a level) and approved by the Department Head.
- No schedule changes will be reviewed unless they are completed during the approved times (first two weeks of the semester and the last two weeks of the first semester).
- SPED schedule changes that occur as a result of a PPT do not require approval from the Department Head. SPED schedules changes that occur outside of a PPT must follow the regular process.

**Any schedule changes outside of the approved times must be submitted to the Associate Principal of Instruction and will result in the issuance of a WF.**

**SCHOLARSHIPS AND AWARDS**

Awards and scholarships, in varying amounts of money, are presented to Danbury High School graduates by many community organizations and through a number of memorial scholarships. The applications for these scholarships are available in the spring through the Career Center.

Each spring, underclassmen are selected to receive Perry Awards in each subject area. These monetary awards are made possible through an endowment by the estate of George Perry, and are designed to recognize students



who have achieved success in the subject through hard work and consistent effort.

### **SCHOOL-BASED HEALTH CENTER**

The School-Based Health Center (SBHC) at Danbury High School is open from 8:00 A.M. to 2:00 P.M., Monday through Friday, every day school is in session. A Nurse Practitioner/Social Worker team will be available during the school day to provide physical, dental, and mental health services to students who have completed and filed a permission form. Services to be provided will include: treatment and follow-up of minor illnesses and injuries; routine checkups; oral care; immunizations; weight control; sports, school, and job physicals; treatment of skin conditions; health education; adolescent pregnancy services; prenatal referrals; evaluation, treatment and referral for venereal diseases; individual and family counseling; drug and alcohol counseling; lab tests; and referrals to health and social services.

### **SCHOOL PROPERTY**

Students should deposit waste materials in trash baskets so that everyone can take pleasure and pride in our grounds and buildings. Students are entrusted with valuable property such as books, technology, laboratory equipment, furniture, and athletic equipment. Equipment is expensive to replace and repair. Students who damage school equipment and materials shall be responsible for the cost of lost or damaged items. Students with outstanding debts (fees, fines, books, equipment, etc.) will not be allowed to attend Prom, senior activities, or be issued transcripts until the debt is cleared.

Students are not to turn lights on or off in the hall or classrooms, open windows, adjust blinds, or touch audio-visual equipment unless directed to do so by a teacher.

### **SCHOOL STORE**

The student-operated store, located on the main level of C building (room C343), offers a supply of stationery, notebooks, pens, and other school supplies, as well as snacks, clothing, gift items, and greeting cards. The School Store is open every day during class time (closed during passing) depending on staffing availability. Students MUST have a pass giving them permission to enter the School Store.

### **SECTION 504**

In compliance with state and federal law, the Danbury school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations, which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must have a physical or mental disability, as defined by law, which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections are for "protected handicapped students" as distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provisions of the services to protect handicapped students and for information on the procedural rights of parents/guardians and students contact Kelly Truchsess at (203) 790-2613 at the Administrative Center at 63 Beaver Brook Road between the hours of 8:00 A.M. - 4:00 P.M.

## **SEXUAL DISCRIMINATION AND HARASSMENT**

It is the policy of the Danbury Board of Education to maintain an environment free from discrimination and harassment where all students are treated in all respects without discrimination or harassment. Sexual harassment is expressly prohibited and will not be tolerated in any form. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, direct or indirect demands or requests for sexual favors, sexual comments, gestures, or other physical actions of a sexual nature. A copy of the complete policy is available in the Main Office or any level office.

## **SMOKING/VAPING**

In accordance with Board of Education Policy 4-301, Danbury High School shall be a smoke-free environment. Smoking is not permitted in school or anywhere on school grounds before, during, or after school. In addition, the use of electronic cigarettes and all types of vaporizers are strictly prohibited at Danbury High School. Student non-compliance with the policy will result in disciplinary action.

## **SONG**

### **D.H.S. SCHOOL SONG**

Oh, wave our colors orange and blue.  
Spread them to every breeze.  
Our love for them will e'er be true  
As we roam o'er distant seas.  
And while we fight for victory for alma mater dear,  
While we struggle on the High School field,  
This cry from us you'll hear: Rah, Rah, Rah!  
Fight for the orange and blue,  
Fight ever till the game is o'er!  
Then we will celebrate, celebrate,  
As we've often done before.  
We'll wave our flags and cry  
Three hearty cheers for Danbury High!  
We will fight ever on till the victory is won  
for the ORANGE AND BLUE!

## STUDENT CONFIDENTIALITY

The Family Educational Rights Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) protects the privacy of student educational records. FERPA also gives parents and eligible students, aged 18 or older, certain rights to educational records:

- Parents and/or eligible students have the right to inspect and review educational records.
- Parents and/or eligible students have the right to request that inaccurate or misleading school records be corrected.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

## STUDENT GOVERNMENT

### CONSTITUTION

1. The student government of Danbury High School shall be comprised of the Board of Governors, herein referred to as BOG, and the Freshman, Sophomore, Junior, and Senior class councils.
2. The BOG shall be composed of the officers of the Freshman, Sophomore, Junior, and Senior classes and a representative from each officially recognized student organization within the school. Organizations with an actively enrolled membership of twenty-five (25) or more persons shall be entitled to one representative having both a voice and a vote at meetings. Smaller organizations shall have representation and shall have a voice, but not a vote. Special interest groups listed below shall have representation with a voice and a vote apportioned in the following manner:
  - a) Each sport shall be entitled to one representative on the BOG having a voice in all meetings. Only team representatives whose sport is in season shall have a vote.
  - b) Choral musical groups shall have one representative.
  - c) Instrumental musical groups shall have one representative. In addition, students feeling that they are not adequately represented by the structure outlined above may form "special interest groups" of twenty-five (25) or more persons. These groups must be formally registered with the BOG and will be entitled to a voice and a vote. No student shall be eligible to belong to more than one "special interest group". Class advisors shall be ex-officio members.
3. The BOG shall meet once a month on a regularly scheduled basis during school. The BOG shall establish its regular meeting day at the first regularly scheduled meeting in the fall. Special meetings shall be held as required. It shall elect a chairperson and secretary to run business meetings of the group for a one-year period. A simple majority of the group shall constitute a quorum for conducting business. Measures shall require a simple majority vote for approval.

The BOG shall be responsible for the following:

- a) All fund-raising activities to include the annual Thanksgiving and Holiday drives.
- b) Schedule all school social events.
- c) Coordinating all intra-school activities, such as a dodgeball or volleyball tournaments.

### *ELECTION PROCEDURES*

All class elections are conducted and supervised by the Board of Governors. To become a candidate for an office, the candidate must complete an application and submit it to the BOG by the deadline established by the BOG.

All officially designated candidates have the opportunity to campaign for election at a special class meeting held on the day preceding the vote. To be elected, a candidate must receive a simple majority (51% or more) of the total vote cast. In the event that no candidate for an office receives a simple majority of the vote, a run-off election is held between the two candidates who have received the greatest number of votes.

### **STUDENT TUTORING CENTER**

The Student Tutoring Center is available periods one through eight, every day of the week to all students who wish to receive extra help pertaining to a course subject or a specific assignment. All students who access the Student Tutoring Center must come prepared with work to do or with the intent of seeing an interventionist for extra help. The Student Tutoring Center will be available to walk-in students seeking voluntary services each period (unless otherwise noted by the on-duty teacher) during study hall or lunch. The teacher on duty during each period is responsible to ensure all walk-in students are prepared to work and are in compliance with Student Tutoring Center rules.

In addition to voluntary services, the Student Tutoring Center can also be added to a student's daily schedule if deemed appropriate at a Tier 2 SRBI meeting, resulting from multiple course failures. Students who are scheduled into the Student Tutoring Center are required to attend and must also adhere to all rules and regulations.

For students seeking extra help after school, tutoring is available on Wednesdays and Thursdays until approximately 3:50. Transportation is provided for any student who chooses to utilize after-school services with a late bus that departs at 4:00 pm and drops students off at nearest neighborhood elementary school.

### **SUMMER WORK**

Summer work is required for all Danbury High School students who are taking:

- Any Advanced Placement (A.P.) class
- English I, II, III, IV
- Algebra, Geometry, Algebra II, and Statistics & Data

The Danbury High School administration and faculty recognize the importance of students having family time over the summer, as well as the importance of students continuing to grow academically over the summer to avoid what is commonly known as the "summer slide" where students lose academic ground when not engaged in critical, academic thinking. The faculty at Danbury High School chooses summer work carefully. We strive to strike an appropriate balance between respecting family time over the summer and ensuring that students are prepared to begin learning the first day back to school. Summer work will count as a quiz grade in all classes

and is due on the first day of school.

**All students are expected to complete summer work.** Schedule changes between levels (A.P., Honors, and CP) are inevitable in a school with an open enrollment policy. To mitigate against this, College Prep and Honors summer work will be the same. The following guidelines should be followed in the event that a student changes his or her schedule:

- Students who register over the summer (before August 15<sup>th</sup>) are expected to complete summer work and have it ready for the first day of school. Students who register after August 15<sup>th</sup> will be exempt.
- If a student adds an A.P. class within the allowed schedule change period, the student and teacher will work out a reasonable amount of time for the student to complete the summer work.
- If a student drops an A.P. class at the start of the school year, the student is still responsible for completing the A.P. summer work. This work will count as the summer work for whatever class is substituted for the A.P. class that was dropped.

## TECHNOLOGY

Danbury Public Schools provides students and staff access to a multitude of electronic resources. These resources are the property of DPS and should be used solely for legitimate and authorized instructional, administrative and public service purposes to enhance learning and improve communication within the school district and to the global community. The advantages of having access to these resources are far greater than any potential downside. However, with the privilege of access comes the responsibility of students, staff, and public to exercise appropriate personal responsibility in the use of these resources. The district's policies are intended to promote the most effective, safe, productive, and instructionally sound uses of network and its tools. Danbury Public Schools makes a good faith effort to protect its students and staff from exposure that are harmful or explicit. The district maintains a system of filtering devices and software controls that meet federal standards established in the Children's Internet Protection Act (CIPA).

All technology resources and facilities, both hardware and software, are the property of the Danbury Public Schools and should be used solely for legitimate and authorized instructional, administrative and public service purposes. The Internet is considered an information source for students and staff. It is used as a part of curriculum, instruction and research. The wide area network allows students and staff to communicate and share information within and between buildings. District wide policies and regulations are intended to protect the network and make communications reliable. To maintain the integrity of the network, users are allowed to access appropriate software as needed, but not to install or modify existing hardware or software. Students and staff are trained in the appropriate use of the computer, the network, and the Internet. They are in turn expected to exhibit responsible behavior in the use of all resources.

It is important that everyone understand, students and parents/guardians alike, that the Danbury Public Schools, as the owner of the network equipment, both hardware and software, intends to monitor and review the use of this technology to ensure that users engage only in appropriate uses. The Danbury Public Schools will monitor and review in a limited fashion, but will do so as needed to maximize utilization of the network for educational purposes.

As part of the monitoring and reviewing, the Danbury Public Schools will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as the message delete function for e-mail and your personal password can be bypassed for these purposes. The Danbury Public

Schools' ability to monitor and review is not restricted or neutralized by these devices.

Users are advised that federal and state law protect intellectual material from copyright infringement and plagiarism. Electronically published resources may be copied only for the purpose of private study, scholarship or research. Material copied under these guidelines must include an appropriate citation of its source. It is the intent of the Danbury Public Schools to adhere to software copyright laws and to comply with license agreements. Only the legal number of copies will be made or used on school equipment.

Violations of the Danbury Public Schools Acceptable Use Agreement include, but are not limited to items as identified in the following:

Elementary, Middle, High School Conduct Codes, Bullying/Cyberbullying Behavior in the Schools Policy 7-797, Employees Social Networking Policy 4-303

Please see full Policy No. 7-796 (available on district website) and the Danbury High School Discipline Code for additional information.

Access to the Danbury High School (DHS) Guest Wireless Network with the use of a personal electronic device is permitted by staff and students, subject to the following terms and conditions:

1. Use of personal electronic devices and the DHS Guest Wireless Network is only permitted for educational purposes while at DHS.
2. DPS and DHS shall be held harmless for theft of or damage to any personal electronic device, regardless of the manner in which it occurs.
3. DPS is not responsible for providing technical support, maintenance, or troubleshooting for personal electronic devices used at DHS.
4. Unauthorized use of personal electronic devices and/or the DHS Guest Wireless Network will result in revocation of the privilege of using both the personal electronic device and the DHS Guest Wireless Network. Students who violate the Authorized Use Policy or Acceptable Use Policy will be subject to consequences as per Board of Education policy and the DHS Discipline Code.

## **TELEPHONE DIRECTORY**

DANBURY HIGH SCHOOL STUDENT HANDBOOK 2017-2018

<b><u>MAIN OFFICE</u></b>		<b><u>LIBRARY LEARNING COMMONS</u></b>	203-797-4830
General Information	203-797-4807		
Mr. Daniel E. Donovan, Principal	203-797-4803	<b><u>NURSES OFFICE</u></b>	
-Ms. Miller, Admin. Asst. to the Principal	203-797-4808	Mrs. Blair	203-797-4827
Dr. Meghan Martins, Associate Principal of Instruction for Secondary Schools	203-797-4802	Mrs. Kilcourse	203-790-2825
-Mrs. Jakobson, Secretary to API	203-797-4807	Mrs. O'Dowd, Coordinator	203-830-6597
Mrs. Mesa, Power School	203-790-6533	Mrs. Benicewicz,, Secretary	
Transcript Requests – Ana Domingos	203-790-2800	<b><u>School Based Health Center</u></b>	203-790-2886
<b><i>LEVEL I OFFICE:</i></b>		<b><u>Attendance Office</u></b>	
Mr. Michael Clarke, Asst. Principal	203-797-4716		203-790-2893
Ms. Alonzi, School Counselor	203-797-4816	Ms. Carter	203-790-2864
Mrs. Aronoff, School Counselor	203-790-2881		
Ms. Lewis, Crisis Counselor	203-790-2822	<b><u>Special Education</u></b>	
	203-830-6321	Mrs. Coppotelli, Supervisor	203-830-6006
Mrs. Williams, Secretary	203-790-2870	Mr. Wilcox, PPT Facilitator	203-790-2868
<b><i>LEVEL II OFFICE:</i></b>		Mrs. Zanno, Secretary	203-790-2865
TBD, Asst. Principal	203-797-4821	<b><u>Athletic Director</u></b>	
Mrs. Carroll-Jones, School Counselor	203-830-6504	Mr. Salvestrini	203-797-4853
Mr. Peter Dittmar, School Counselor	203-797-4815	Mrs. Tatarzycki, Secretary	203-790-6563
Mrs. Kulbieda, Secretary	203-797-4824		
<b><i>LEVEL III OFFICE:</i></b>		<b><u>Social Workers</u></b>	
Mrs. Domitila Pereira, Asst. Principal	203-797-4801	Ms. Glintenkamp	203-790-2821
Mrs. Chance, School Counselor	203-797-4817	Ms. Roberts	203-830-6566
Mr. Boucher, School Counselor	203-797-4810	Ms. Enright	203-797-4742
Mrs. Santos, Secretary	203-797-4836	<b><u>Department Heads</u></b>	
<b><i>LEVEL IV OFFICE; Freshman Academy:</i></b>		Career & Technical Ed. - Ms. Iaiennaro	
Mr. Kris Davidson, Asst. Principal	203-797-4842	English – Ms. Martone	
Ms. Harris, School Counselor	203-790-2883	ESL – Mrs. Brugnolo	203-797-4310
Ms. Ondek, School Counselor	203-797-4843	Fine Arts – Dr. Obre	203-830-6536
Ms. Rodriguez, School Counselor	203-797-4841	Math – Ms. Erhartic	203-797-4307
Mrs. Talarico, Secretary	203-797-4844	P.E. & Health – Ms. Robbins	203-797-4859
<b><i>LEVEL III SCHOOL COUNSELING SUITE</i></b>		Science – Mr. LaRosa	203-790-2611
Ms. Carlson, Counseling Department Head	203-790-2823	Social Studies – Ms. Tucci	203-797-4306
Ms. DeMoura, ELL School Counselor 10-12	203-797-4822	World Languages – Ms. Gonzalez	203-797-4309
	203-790-2884	Mrs. Jennings, Secretary	203-797-4732
<b><i>DANBURY EARLY COLLEGE OPPORTUNITY (DECO)</i></b>		<b><u>Psychologists</u></b>	
Dr.. Sarah Roy, Director Level 4	203-790-2880	Mr. Hunt	203-790-2846
		Mrs. Borges-Bostic	203-790-2848
		Ms. Stupka	203-790-2820

**TESTING INFORMATION**

Each year, several national tests are administered at Danbury High School. These include the PSAT, SAT,

Subject Tests, ACT, and A.P. examinations.

Special preparation sessions for the SAT are offered to students for a nominal fee. These sessions are held at Danbury High School; a series is normally scheduled for the fall and spring. Please have your child listen to the Morning Announcements for dates. Information will also be posted on our website.

The PSAT is administered in October during the school day to all sophomores and juniors. The content of the PSAT is exactly that of the SAT; therefore, by taking the PSAT, students may be better prepared for taking the actual SAT.

<b>TEST DATES 2017-2018</b>	
<b>SAT</b>	<b>ACT</b>
October 7	September 9
November 4	October 28
December 2	December 9
March 10	February 10
May 5	April 14
June 2	June 9

Registration forms are available outside the School Counseling Offices. Be sure to mail registration forms early. The mail due dates are about 4 or 5 weeks before the actual test dates.

## **TEXTBOOKS**

Textbooks are supplied to students on the condition that they conform to the following regulations:

1. Students are responsible for the proper care of their books. Books should not be abused.
2. All textbooks should be covered.
3. Damaged or lost books must be paid for.
4. At the mid-term and close of the school year, school transcripts will not be issued to students who have financial obligations.
5. Failure to pay for damaged/lost books, school equipment, or any other financial obligation will result in withholding of all records and transcripts which are forwarded to another school, or post-secondary institution.
6. Students will be excluded from participating in extracurricular activities including athletics.
7. Students are required to return textbooks and other school-owned materials, or their cost in dollars if lost. Failure to do so will result in the withholding of records and transcripts which are to be forwarded to another school or post-secondary institution.

## **TRANSCRIPTS**

All transcripts will be processed within three school days of the request. Graduated students will be charged \$5.00 for each transcript, and this must be paid before the transcript will be processed. Official transcripts will be mailed to the requested school or program. Matriculated students will be given (10) free transcripts and will be charged \$5.00 for each requested transcript thereafter. The \$5.00 fee for the 11<sup>th</sup> and any subsequent transcript must be paid at the time the transcript is requested. Transcript requests will not be processed if a student has outstanding obligations.



## USE OF TRAINED DRUG-SNIFFING DOGS

The DHS administration wants to convey a strong message to the community, faculty, staff, and student body concerning the use or possession of illegal substances.

Administration may invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances, when necessary to protect the health and safety of students, employees or property and to detect the presence of illegal substances or contraband, including alcohol and/or drugs. The use of trained drug-sniffing dogs is subject to the following:

1. The administration shall authorize the search and the Principal or his/her designee shall be present while the search is taking place.
2. Parents and students shall be notified of this policy through its inclusion in this Handbook.
3. All school property such as lockers, classrooms, parting areas and storage areas may be searched, but dogs shall not be used in rooms occupied by persons except for the demonstration purposes with the handler present and when used for demonstration purposes, the dog may not sniff the person or any individual.
4. Individual(s) shall not be subjected to a search by dogs.
5. Once notification has been given to parents and students, through the inclusion of the policies in this Handbook, the school district will have met its obligation to advertise the searches. Additional notices need not be given and actual times or dates of planned searches need not be released in advance.
6. Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place of responsibility for it shall be called to witness the search. If a dog alerts on a locked vehicle, the student who brought it onto district property shall be asked to unlock it for inspection.
7. Law enforcement agencies shall be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substance(s) on school property.

## VIRTUAL LEARNING

Danbury High School will only accept online learning requests from an approved, accredited institution. A student requesting to take an online course for credit must complete the appropriate application (available from school counselors), secure all required signatures, and submit the application to the Associate Principal of Instruction before registering. In addition to the application, students must submit curriculum, sample units, or a syllabus, prior to approval.

A maximum of two credits per year, including summer school online credit, will be permitted.

Virtual learning policies do not apply to Credit Recovery classes taken at Danbury High School. See the entry on Credit Recovery for more information. The student/parent/guardian is responsible for all financial expenses or fees for online learning. The administration at Danbury High School reserves the right to deny applications for online coursework and acceptance of online credits. **Virtual learning grades will not be included in GPA or rank-in-class calculations.**

## **WORKING PAPERS**

Working Papers issued at Danbury High School are for minors (under 18 years old) working in Connecticut. If you are a Connecticut resident planning to work out of state, you must obtain Working Papers from that state; if you are an out-of-state resident planning to work in Connecticut, you must obtain Working Papers within the state of Connecticut. **APPLICANTS FOR WORKING PAPERS MUST APPEAR IN PERSON.**

- Ask your prospective employer for a Promise of Employment Letter. This letter should be on company letterhead; if that is not available, the prospective employer may use the Sample Letter available on line at the site below or in the Main Office, making sure to fully complete each question. Particular attention should be paid to “Exactly what duties will student be performing”. Terms such as ‘team member’, ‘associate’, or ‘helper’ are not acceptable.
- Complete a Working Papers Application form, available in the Main Office or through the website below.
- Provide an ORIGINAL document proving your date of birth. An acceptable document would be an original birth certificate, passport, or government-issued photo ID (not a Danbury High School ID).

Visit this site for more information or to access forms:

<http://www.danbury.k12.ct.us/dhsweb/main/workingpapers.html>