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**FRANCIS T. MALONEY HIGH SCHOOL**  
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**SCHOOL POLICIES**  
**AND**  
**GENERAL INFORMATION**  
**FOR THE**  
**2011-2012 SCHOOL YEAR**

MRS. ANN HUSHIN, PRINCIPAL

MR. DONALD PANCIERA, ASSISTANT PRINCIPAL

MRS. JENNIFER STRAUB, ASSISTANT PRINCIPAL

MRS. ERIN PUTNAM, DIRECTOR OF COUNSELING

A copy of this handbook will be distributed to each student.  
The student is held responsible to read  
and to adhere to these policies.

This policy handbook should be presented  
to parents for their information.  
Parents are urged to become familiar  
with the contents of this handbook.

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### **FRANCIS T. MALONEY HIGH SCHOOL**

The Maloney High School facility is a combination of what we refer to as an "old" section and "new" section. The original building was opened in 1959 with an addition being completed in 1970.

The original building was designed to have a student population of 1,250. The ground-breaking took place on May 15, 1957, the building was opened on January 5, 1959, and dedicated on April 5, 1959. The total cost of the building was \$2,759,626.

The addition was opened for occupancy on September 9, 1970, dedicated on January 31, 1971, and increased the school's capacity by 725 for a potential student population of 1,975. The cost of the addition was \$3,395,000, for a grand total of the present facility of \$6,154,626.

Over 180 rooms comprise the Maloney facility. Among others these include: 78 classrooms; 36 offices; 33 lavatories, 7 workrooms; 5 locker rooms; an auditorium with seating capacity of 1,306; a large gymnasium which seats 1,200; a smaller exercise gym; a swimming pool; a weight room; a two-floor library; two boiler rooms which house a total of five boilers for a 15-zone heating system.

During recent years, an emphasis on grounds and building beautification has been placed upon all schools in Meriden. Assistance and financial support from central office and the maintenance department, as well as the efforts of students and staff at Maloney High School, have enhanced the appearance of the building and its surrounding grounds.

## **INTRODUCTION**

### **FOREWORD**

Dear Students and Parents,

On behalf of the administration, faculty, and staff of Francis T. Maloney High School, I welcome you to the 2011-2012 school year. The students of Maloney High School will encounter caring people, challenging programs, and a positive climate that is conducive to a positive teaching and learning experience.

This handbook has been prepared with you, the student, in mind. Please read it and familiarize yourself with the school policies, regulations and other materials provided to promote and enhance your personal wellness, as well as your academic success. We expect all our students to work hard and respect each other.

As professionals we will maintain high standards of achievement for all our students. We will continue to work hard in helping and guiding all our students to reach their potentials.

Once again, welcome to Maloney High School. I hope you have a wonderful educational and social experience here.

Sincerely,

Ann Hushin  
Principal

## MISSION STATEMENT

### CORE VALUES, BELIEFS, AND LEARNING EXPECTATIONS

Francis T. Maloney High School, a diverse and dynamic community of learners, values the uniqueness of all its students and members. We work collaboratively to develop the academic, civic, and social skills needed to succeed in the 21<sup>st</sup> century.

#### Academic Expectations

Students will:

Demonstrate communication skills through reading, writing, listening, speaking, or use of technology.

Apply decision-making and problem-solving techniques through the use of critical thinking skills.

#### Civic Expectations

Students will:

Participate in school and community activities.

#### Social Expectations

Students will:

Demonstrate responsible behavior by showing respect for self and others.

Work and learn collaboratively and independently.

### DISTRICT EXPECTATIONS

#### The Meriden School Community practices

**Respect** for self  
**Respect** for others  
**Respect** for school

**Escuela Superior  
Francis T. Maloney**

**Respecto, Integridad, Valor, Orgullo**

**Excelencia**

**Valores, Creencias y Expectativas de Aprendizaje**

La escuela superior de Francis T. Maloney, una comunidad diversa y dinámica de estudiantes, valora la singularidad de todos sus estudiantes y miembros. Trabajamos en colaboración para desarrollar las habilidades académicas, cívicas y sociales necesarias para tener éxito en el siglo 21.

**Expectativas Académicas**

**Los estudiantes:**

Demostrarán las habilidades de comunicación a través de la lectura, escritura, comprensión auditiva, expresión oral y el uso de la tecnología. Aplicarán la toma de decisiones y usarán técnicas de resolución de problemas mediante el uso de destrezas de pensamiento crítico.

**Expectativas Cívicas**

**Los estudiantes:**

Participarán en actividades escolares y comunitarias.

**Expectativas Sociales**

**Los estudiantes:**

Demostrarán comportamiento responsable mostrando respeto hacia sí mismo y los demás. Trabajarán y aprenderán en colaboración e independientemente.

**MAP OF BUILDING first floor**

**MAP OF BUILDING second floor**

#### **ACCREDITATION STATEMENT**

Francis T. Maloney High School is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association.

## **SCHOOL COUNSELING SERVICES**

The School Counseling office at Maloney is the focal point of much on-going activity throughout the school year. Counselors are available to assist students and their parents with scheduling concerns, personal and academic problems and career/educational planning. Also available, are the services of a student assistance counselor, the school psychologist and a full-time social worker.

### **How are students assigned to a counselor?**

Students are assigned to a counselor alphabetically. Every effort is made to have the student remain with the same counselor throughout their 4-year stay at Maloney. Counselor assignments will be announced in September.

### **Does the counselor schedule a student for conferences?**

All students are seen at least once a year in order to discuss academic progress, course selection or graduation requirements and educational and career plans. Additional counseling sessions are scheduled as required or when requested by the student.

### **When should a student see his/her counselor?**

- If you are having difficulty in some of your classes.
- If you want to review your school record.
- If you would like to talk with someone about a problem.
- If you need help in planning or adjusting your program.
- If you want to discuss the various tests that you have taken.
- If you want information about various schools, colleges, or jobs.
- If you want to review educational/occupational information and materials available in the School Counseling Office and Career Center.
- If you want current information on financial aid and scholarships.

### **How does a student make an appointment with his/her counselor?**

The student should see his/her counselor before or after school in order to get a pass. Students may also sign up for an appointment between classes in the Guidance Office. Appointments will be scheduled during study halls whenever possible. In a crisis situation, the student may go directly to his/her counselor.

## **CAREER CENTER**

The primary focus of the Career Center is to aid students in the exploration and development of career choices that best suit their personal interests, abilities and skills. The Career Center offers self-assessment profiles, individual career facilitation and job shadowing opportunities.

Additionally, the Career Center has resources available to aid in the development of resumes and cover letters, interviewing skills and career research methods.

The Career Center at Maloney High School is located in the School Counseling office and is open from 7:30 a.m. to 2:30 p.m. For additional information, please contact Gina Barrett, (203) 238-2334 ext.158.

## **SCHOOL RESOURCE OFFICER**

The School Resource Officer Program is a program based on community policing. The program, itself is to promote and foster strong relationships with Meriden's youth and the city police. Additionally, school resource officers are put in place to assist in areas of instruction. These areas include state law, motor vehicle law, constitutional law, and laws related to drugs and alcohol. Finally, school resource officers are part of the school staff and are assigned to the school by the Meriden Police Department to assist school staff members whenever needed.

### **CONFIDENTIALITY**

Counselors will keep all information from students and parents confidential. They will not share the information without permission unless a life-threatening situation exists.

### **CHANGE OF ADDRESS**

A pupil is assigned to the high school of the district wherein his or her parents reside subject to the following provisions:

1. A student who moves after receiving his or her 10th grade final report card will be allowed to attend the high school of his or her choice, with written permission from the associate superintendent of schools. (If the pupil elects to attend the high school in another district, the responsibility for transporting the pupil is with the parent.)
2. A student who moves prior to receiving his/her 10th grade final report card will be assigned to the high school of the district where the parents live.

Students are advised to complete the term at the school they are attending. The statement in parentheses in Item #1 applies. Pupils who move just prior to or during the two weeks at the end of the term known as "Test Weeks" should make every effort to take term tests in the school they have been attending.

3. Pupils must report promptly to the school administration any change of home address.
4. Any appeal of the above provisions must be made in writing to the Superintendent of Schools, Meriden, Connecticut. No transfer is to be made until such appeal is heard by the Board of Education.

### **CURRICULUM INFORMATION**

#### **INTRODUCTION**

Maloney High School offers a wide variety of courses which make it possible for you to plan a good four-year program. Wise choice of subjects is important. It must be based on the pupil's knowledge of himself or herself and upon the known requirements for entrance into a field of work or a field of higher education. Parents, pupils, teachers and guidance counselors work together in planning the right program for each student. The counseling department reviews each student's program carefully. It is, however, the student's responsibility to make sure all requirements are met.

#### **PROGRAM OF STUDIES**

Each year a Program of Studies booklet is given to all students during the month of January. This booklet describes all courses to be offered and should be carefully read by each student before selections are made for the next year. It is in this booklet that all of the regulations concerning curriculums are printed.

#### **REQUIREMENTS FOR PROMOTION**

To enroll in the ninth grade at either high school, a student must have passed eighth grade. To be promoted to Grade 10, a student must have passed 5.25 units. To be promoted to Grade 11, a student must have passed 10.25 units. To be promoted to Grade 12, a student must have passed 15.25 units. Students graduating in 2015 must have 6.0 credits to be promoted to grade 10, 12.0 credits to be promoted to grade 11, 18.0 credits to be promoted to grade 12, and 23.25 credits to graduate.

#### **REQUIREMENTS FOR GRADUATION**

Each student must successfully complete the following requirements for graduation as established by the Meriden Board of Education:

**REQUIRED FOR GRADUATION:**

4 years of English (English 9, 10, 11, 12) .....	4 Units
3 years of Mathematics .....	3 Units
3 years of Social Studies (must include Civics and U. S. History).....	3 Units
3 years of Science (one must be in Biology) .....	3 Units
1 year of the Arts or Vocational Education .....	1 Unit
1 year of Business or Computer Education .....	1 Unit
3 years of Physical Education .....	1 ½ Units
1 year of Health Education.....	½ Unit
Community Service .....	¼ Units
Electives .....	<u>6 Units</u>
Total Required for Graduation.....	23 1/4Units

For students graduating in 2014 or after, 23.25 credits are required for graduation.

Courses in art, music or theater qualify for the Arts requirement. Selected offerings in the Vocational Education, Industrial Arts and Home Economics Department meet the Vocational Education requirement. Business department courses, computer programming courses and computer applications courses meet the Business Education requirement.

**COMMUNITY SERVICE**

All students graduating from Maloney High School will complete no less than 20 hours of approved community service during their high school years as a requirement for graduation. Community service hours must be completed by the third marking period of the senior year.

**STUDENT INTERNSHIP GUIDELINES**

1. Student internships will only be scheduled in lieu of an existing study hall.
2. A student may earn a maximum of one unit of credit in any academic year through the Internship Program.
3. Seniors may not elect an internship for the second semester if the credit is needed for graduation.
4. The submission deadline for a student internship shall be the fourth (4<sup>th</sup>) Friday of the current term.
5. Internship credits shall be counted toward graduation, but shall not replace any required courses.
6. A failing internship grade in any term shall terminate the program and credit will be prorated.
7. Honors credit is not available through the Internship Program.
8. Students must carry a minimum of five (5) scheduled credits for the year in addition to the internship credit.
9. Incomplete or messy applications will not be processed.

**RANK IN CLASS**

All students are ranked at the end of their junior year and again after the end of the third term of their senior year. In order to be ranked in the top ten, a student must have been enrolled at Platt and/or Maloney High Schools for a minimum of seven marking terms. Students entering either high schools as a senior will retain the rank of their sending school for the purpose of college and/or scholarship applications.

Courses are weighted as follows:

GRADE POINT WEIGHTS			
A / B		AP / C	
A	4.00	A	5.00
A-	3.67	A-	4.67
B+	3.33	B+	4.33
B	3.00	B	4.00
B-	2.67	B-	3.67
C+	2.33	C+	3.33
C	2.00	C	3.00
C-	1.67	C-	2.67
D+	1.33	D+	2.33
D	1.00	D	2.00
D-	0.67	D-	1.67
F	0	F	0

Starting with the graduating class of 2014 courses are weighted as follows:

GRADE POINT WEIGHTS					
ACADEMIC		ACCELERATED		AP	
A+	4.33	A+	4.83	A+	5.33
A	4.00	A	4.50	A	5.00
A-	3.67	A-	4.16	A-	4.67
B+	3.33	B+	3.83	B+	4.33
B	3.00	B	3.50	B	4.00
B-	2.67	B-	3.16	B-	3.67
C+	2.33	C+	2.83	C+	3.33
C	2.00	C	2.50	C	3.00
C-	1.67	C-	2.16	C-	2.67
D+	1.33	D+	1.83	D+	2.33
D	1.00	D	1.50	D	2.0
D-	0.67	D-	1.16	D-	1.67
F	0.00	F	0.00	F	0.00

Class rank will be calculated as follows:

Procedure:

1. All courses taken during high school years counted.
2. If a student transfers from a state accredited school, courses taken will be assigned Meriden's point value and used in the calculation of the grade average.
3. Grade point weights will be multiplied by credit value to determine a point value.  
Total point value will be divided by total credits to determine the grade average.
4. For the purpose of top 10 recognition and selection of the valedictorian and salutatorian, students will have to have completed both their junior and senior year at the school.

Special Note: All students who take both before and during school chorus, must choose which course/grade they wish to be counted toward class rank at the time of registration.

## **COURSE SELECTION AND SUBJECT CHANGE PROCEDURES**

### **Suggestions For Choosing A Good Program**

1. Select a program in keeping with your scholastic abilities and then strive for the best possible accomplishment.
2. Plan to take subjects from several different areas. You may discover new interests and talents. The chance for free elective choices in your program makes this possible. Plan for a two or three-year sequence in as many subjects as possible. This element of depth can be important.
3. See your school counselor for help in making choices based on your abilities, interest, goals and your past record.
4. Your parents are most important. They, along with your teachers and school counselor, can offer helpful advice. However, the final decision of your courses should be mutually agreeable to you and your parents.
5. Generally, it is not recommended that you elect advanced courses that are part of a sequence of offerings unless you earn a grade of "C" or better in prerequisite courses. Examples would be sequences of offerings such as Algebra 1B and Geometry B.

### **Course Change Procedures**

The School Counseling department encourages students to select their programs of study carefully. The courses students select should have a direct relationship to their career and vocational plans. Parents, teachers and counselors should be consulted before a final program is decided. Once this decision is made, counselors review each program for graduation requirements, proper course sequence, and future high school plans. Students are responsible for making certain that their programs are satisfactorily completed.

1. The scheduling process begins in January of the current school year and is completed by July 1st. Once students have selected a program of studies and have obtained their parent's approval, changes will be considered up to July 1st. Students new to Meriden Public Schools will be programmed during the summer prior to the opening of school in August.
2. During the first week of school, scheduling errors in student schedules will be corrected.
3. Courses may be added during the first two weeks of the semester in lieu of an existing study hall.
4. After the completion of the second term, a full course may not be dropped. A semester course may not be dropped after the first marking term of the course.
5. Unique or extenuating circumstances that require a change in program, other than level changes, will be considered on an individual basis and must have the approval of the Director of School Counseling and the Principal.

### **COURSE LOAD**

Students must take at least five units of credit each year in grades 9-12. Also, students must take Health Education in grade 9 and Physical Education in grades 9, 10, 11.

In order to take maximum advantage of their high school experience and accumulate additional credits beyond the 22.25 units required for graduation, the Counseling Department recommends that all students take a minimum of 6 credits each year in grades 9-12.

### **UNIT REGULATIONS**

Courses may carry 1 or 1/2 units of credit. Units are not given for courses which have already been passed except for Band, Orchestra or Chorus. Unit credit for graduation is given for each subject completed with a final mark of A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D- or P. Extra honor roll and class rank credit are given for Honors and Advanced Placement Courses.

#### **PASS-FAIL COURSE**

The pass-fail option is open to all 9, 10, 11, and 12 grade students. Students selecting pass-fail courses must sign up in the School Counseling Office by the fifth Friday of the semester. Changes from pass-fail grading to regular grading or vice-versa will not be considered after this date. Pass-fail courses will not be computed in the class rank or honor rolls. Pass-fail courses will be credited toward graduation requirements. All foreign language courses cannot be taken as a pass or fail. No honors or AP courses can be taken as pass or fail. Only one pass/fail credit may be taken per school year.

#### **AUDITING COURSES**

Students who wish to audit a course must have the recommendation of the Director of School Counseling and the approval of the Principal. Audit courses will not be credited toward graduation requirements or class rank. Audit courses must be carried in addition to the normal class load. Students must meet all course requirements. Completed request forms must be submitted to the School Counseling Office by the 5th Friday of the semester.

#### **REPEATING COURSES**

Students who repeat a course for which credit has already been received may do so but will not receive credit for taking the same course. All the requirements of the course must be met and a grade will be recorded. Completed requests must be submitted to the School Counseling Office by the 5th Friday of the semester.

#### **HONORS COURSES**

Honors/ Accelerated courses are offered in many subjects. Students selecting such courses should have a high degree of ability in the areas selected and be willing to spend considerable time in outside preparation. The work is more advanced and covers more ground than the corresponding regular courses. Although not required, it is strongly recommended that students have the recommendation of the department offering the course. Extra honor roll and class rank credits are given in such courses. Honors courses are identified by a designation of "C". Any student who chooses an honors course will be expected to complete at least the first 4 weeks of Term 1. Any student leaving a "C" level course for a "B" level course during any term will receive final ranking at the "B" level course.

#### **ADVANCED PLACEMENT**

Certain honors courses have been designed to prepare students for Advanced Placement exams for college credit. These courses are noted in the course descriptions. Students who participate in these courses will take appropriate Advanced Placement exams which are administered on a national basis and are recognized by many colleges and universities.

#### **UCONN EARLY COLLEGE EXPERIENCE**

Certain Honors courses have been approved as UCONN ECE courses. These courses are noted in the course descriptions. The course curriculum is aligned with UCONN courses and students will receive UCONN credit if they meet grade requirements. Students are responsible for requesting transcripts from UCONN to receive their college credit.

#### **COLLEGE CAREER PATHWAY**

The College Career Pathway program provides an opportunity to earn college credits while in high school. It is designed for high school students with an overall "C" average who desire to further their education in the pursuit of a career in business/technology. College Career Pathway offers courses that are linked to an A.S. Degree or Pathways Program of Study at Middlesex Community College. Its goal is to enable students to earn college credits in an applied academic program at the high school level. The credits are awarded at Middlesex Community College but may be transferable to any college that accepts MXCC transfer credits. The courses that qualify for this program are identified by a double asterisk(\*\*) in the Program of studies booklet.

## CAPT STANDARDS

Grade 10 students are required to take the state mandated Connecticut Academic Performance Test (CAPT) to assess student's knowledge in language arts, science, mathematics, and integrated tasks. This information will be recorded on the permanent records of each student. The option for re-taking the CAPT to obtain this certification on the standards will be provided. Grade 11 students are required to retake those areas of the CAPT in which they scored below Basic as 10<sup>th</sup> graders.

## INDEPENDENT STUDY PROGRAM

**Purpose:** The Independent Study Elective provides opportunities for students to study in areas of interest not readily available to them in the regular curriculum. Students desiring to pursue such a program of study will have the responsibility for organizing their projects, seeking out materials to study and securing a faculty sponsor.

**Eligibility:** Any student in grades 10, 11, or 12 may propose such a program. However, seniors may not elect an independent study program for the second semester if the credit is needed for graduation.

**Election of Course:** Students shall propose the course of study desired, find a faculty member competent in the area of study who is willing to volunteer to be a sponsor, and confer with the sponsoring teacher regarding the course.

The student will complete an Independent Study Application which describes the course of study, defines the goals, projects the outcomes, lists the materials or sources, and projects the desired progress. This application will be approved by the sponsor, the involved department chairperson, and a parent. The student will also discuss the Independent Study Elective with his/her counselor and secure their signature on the application. The application shall be submitted to the Director of School Counseling and forwarded to the Independent Study Committee for approval by the 4th Friday of the current term. Students will be notified of approval of their program within two weeks. Approval of the application will constitute a "contract" which must be fulfilled.

**Length:** Projects of a year, semester, or a quarter are permitted, earning credit at the rate of one-half credit per semester. A student must submit a new application if the project is to be extended beyond the time period approved. New objective proposals must be included. Such credits shall count toward graduation, but shall not replace any regularly scheduled required courses.

**Location:** Should the student need to leave the school premises, prior permission in writing from parent and school administration will be required.

**Expenses:** The primary costs of the program will be borne by the student. Some materials such as art paper or biological cultures may be provided by the department with the approval of the department chairperson.

**Evaluation and Grading:** The student will be graded on the A, A+, A-, B, B+, B-, C, C+, C-, D, D+, D-, F or Pass/Fail basis as followed in most courses. A failing grade in any term shall terminate the project. The Independent Study Program is an elective course. The sponsoring teachers and students shall meet regularly to discuss the progress of the programs. **Evaluation of each program and the determined grade is the responsibility of the sponsor.** Evaluation will be based upon the student's portfolio, performance, exhibit or report as determined during the application process.

**Limitations:** Students may earn a maximum of one unit of credit in any academic year through the Independent Study Program. Students shall elect such a course only once a semester and must be carrying the required 5 credits in addition to the Independent Study Program. Honors credit is not available through the Independent Study Program.

**Rights:** All rights to the project belong to the students. The student may be encouraged to contribute a project of educational value to the school for the benefit of other students but is not bound to do so. Should the project require or use school and/or department materials, then the project is the property of the department.

**Time Considerations:** The students are expected to put forth their fullest effort in pursuit of goals, and should expect to spend equivalent time that would be spent in class preparation for a regularly scheduled course.

#### **PHYSICAL EDUCATION PROGRAM**

All students are required to take physical education. Ninth, tenth, and eleventh grade students take physical education for one semester. Students are required to change into proper physical education clothing for every class period.

Physical education provides students with an opportunity to participate in a variety of activities such as weight training, aerobics, dance, tennis, golf cooperative games, pickle ball, volleyball, soccer, flag football, floor hockey, softball, handball, and swimming. Each student is required to take one session of swimming.

Should a student require a medical excuse from physical education at any time, he/she will be given a list of adaptive/modified activities to give to his/her physician for approval. If a student has a medical excuse from swimming, he/she will participate in a physical education (gym) class for that time. Students are required to satisfactorily participate in 66% of the classes in order to receive credit. Students who are absent from physical education classes are required to make up classes and should see their instructor to determine a make-up schedule.

The school is not responsible for items that are lost or stolen from the locker room. Students are expected to bring their own locks to physical education class to secure all personal items.

#### **NCAA GUIDELINES FOR THE COLLEGE-BOUND STUDENT ATHLETE**

Students can see their counselor or the Athletic Director for information regarding the NCAA eligibility and/or rules. The NCAA web address is [www.NCAAClearinghouse.org](http://www.NCAAClearinghouse.org)

#### **STUDENT RECORDS**

As part of Public law 93-380, The Family Educational Rights and Privacy Act of 1974, the Meriden Board of Education adopted Policy IJ Student Records, which requires that parents or guardians be informed of basic information concerning the records of their children.

Maloney High School maintains student records which include a listing of subjects taken, levels of achievement, attendance, previous standardized test scores and the results of the state mandated 10th grade CAPT. School records also include health data, certain honors and awards received and directory information such as: name, parent's name, address, birth date, etc. The building principal is responsible for the care of the records which are only available to the school staff with legitimate educational interest.

Administrative procedures provide for parental access and for location of related policies which explain the process in detail. The school does not release any individualized student data without parental permission. Unless specifically requested by the parent not to, the school does release directory information when developing athletic or musical programs or naming honor rolls or other similar achievements or awards.

Transcript information, including standardized group test scores, may be forwarded to educational institutions without prior permission if the request indicates that the student has made application to that institution.

#### **WORKING PAPERS**

A pupil who has reached his/her sixteenth birthday may obtain working papers at the school counseling office.

State law requires that a "Promise to Employ" form and a verification of birth date be presented before working papers can be issued.

**MODIFIED ROTATING SCHEDULE**

	<b>M</b>	<b>T</b>	<b>W</b>	<b>R</b>	<b>F</b>	The day dictates the schedule of period (i.e. Wednesday (W) will always be periods 3,4,1,2,5,6,7) Please note that period 5 will always occur during lunch.
7:30-8:18	1	4	3		1	
8:22-9:11	2	1	4		2	
9:15-10:03	3	2	1		3	
10:07-10:55	4	3	2		4	
10:59-12:16	5	5	5		5	
12:20-1:08	6	7	6		6	
1:12-2:00	7	6	7		7	

<b>EARLY RELEASE DAY</b>	<b>THURSDAY</b>		<b>ADVISORY DAY</b>	<b>FIRST TUESDAY OF MONTH</b>
7:30-8:14	2		7:30 – 8:08	4
8:18 – 9:02	3		8:12 – 8:50	1
9:06 – 9:50	4		8:54 – 9:32	2
9:54 – 10:38	1		9:36 – 10:14	3
10:42 – 11:54	5		10:18 – 10:59	Advisory
11:58 – 12:41	7		11:03 – 12:20	5
12:45 – 1:28	6		12:24 – 1:10	7
			1:14 – 2:00	6

<b>REGULAR LUNCH WAVES</b>			<b>ADVISORY LUNCH WAVES</b>			<b>THURSDAY LUNCH WAVES</b>		
Leave Class	Leave Café	Return to Class	Leave Class	Leave Café	Return To Class	Leave Class	Leave Café	Return to Class
10:59	11:25	11:29	11:03	11:29	11:33	10:42	11:08	11:12
11:16	11:42	11:46	11:18	11:44	11:48	10:54	11:20	11:24
11:33	11:59	12:03	11:33	11:59	12:03	11:10	11:37	11:40
11:46	12:16		11:50	12:20		11:24	11:54	

**ADVISORY PROGRAM**

The Advisory Program is a program that involves a core structure for personalizing schooling for adolescents. Meetings will be held on a bi-monthly basis

**GRADING SYSTEM**

The grading system in use at Maloney High School is as follows:

<b>GRADE</b>	<b>APPROXIMATE NUMERICAL EQUIVALENT</b>	<b>GRADE</b>	<b>APPROXIMATE NUMERICAL EQUIVALENT</b>
A+	97 – 100	C+	77 - 79
A	93 - 96	C	73 - 76
A-	90 - 92	C-	70 - 72
B+	87 - 89	D+	67 - 69
B	83 - 86	D	63 - 66
B-	80 – 82	D-	60 – 62
		F	<60 / FAIL
P	PASS	I	INCOMPLETE

A mark is indicated for the work done in each of four terms. A second mark is entered for the second and fourth terms. This is the cumulative mark. It indicates the quality of the school work done from the beginning of the school year to the end of the term for which the report card is being issued. The most recent cumulative marks are reported to colleges and other agencies which request them. Absences and tardiness are indicated for each term and totaled for the year after the fourth term.

**REPORT CARDS** - Report cards are issued to students and parents four times a year. Absence from school is reported.

**SPECIAL REPORTS** - Parents may receive a special report if their child is doing poorly. A special report shows reasons for a student's poor performance. It also gives advice on how the student can improve his/her performance. A parent may request a special conference with a teacher by telephoning the guidance office. Special reports may be sent out at any time during the school year.

**HONOR ROLL** - Honor roll recognition will be based upon the achievement of the following criteria during each honor roll interval:

**High Honors:**

The student has a grade point average (GPA) of 3.67 or greater.

The student has no grade less than the "B" range, 80 – 89, in any subject that meets on a daily basis.

The student has no more than one grade in the "B" range, 80 – 89, in any subject that meets on a daily basis.

The student has no grade less than the "B" range, 80 – 89, in subjects that meet on less than a daily basis; and

Pass/Fail and independent study courses are not considered in computing grade point average for honor roll purposes.

**Honors:**

The student has a grade point average (GPA) of 2.67 or greater.

The student has no grade less than the "B" range, 80 – 89, in any subject that meets on a daily basis.

The student has no grade less than the "B" range, 80 – 89, in subjects that meet on less than a daily basis; and

Pass/Fail and Independent Study courses are not considered in computing grade point averages for high honor roll purposes.

#### **NATIONAL HONOR SOCIETY**

To be eligible for membership consideration, students must have a cumulative grade point average of a 3.5 g.p.a. In addition, potential members must meet high standards of leadership, service, and character.

Leadership must be demonstrated in community and/or school activities. To meet the service requirement, the student must be active in service projects in the school and/or community. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty.

Students are screened by a Faculty Council consisting of five members of the faculty who are appointed by the principal. The induction of eligible juniors and seniors is held annually in May.

Transfer students who wish to be considered for National Honor Society must alert his or her counselor of transfer status.

#### **SENIOR AWARDS and SCHOLARSHIPS**

Applications for senior awards and scholarships are available in the school counseling office or on-line at the Maloney web-site.

#### **EXTRA HELP / MAKE-UP**

Students who need extra help should make an appointment with their teacher(s) Monday through Friday. Students are responsible for making up work missed through absence.

## **HOMEWORK**

Experience has proved that students do not learn without a willingness to accept instruction and willingness to study at home without teacher supervision. Regardless of the individual student, home study is a "must" to supplement the explanation and discussion of the classroom. For this reason Maloney High School expects that students will do specific outside written assignments and oral assignments for presentation in class. The limited study time provided by the school in study periods cannot satisfy the study time necessary for satisfactory progress in learning. It is, therefore, a joint student/parent responsibility that sufficient time be devoted to study each night. Homework assignments for grades 9-12 should represent a daily minimum of 45 minutes.

## **PLAGIARISM**

Cheating in any form is a serious violation of all codes of academic ethics. Plagiarism, the presentation of another's work or ideas without proper credit, is another violation of these codes. Pupils can expect that serious academic and administrative penalties will be imposed for such infractions.

## **DRESS CODE**

The Meriden Board of Education takes pride in the appearance of our students. Students are expected to wear attire that is not disruptive to the education process and is not dangerous or unsafe. Students should always come to school neat and clean. The dress of a student reflects the level of respect for oneself, respect for one's peers and respect for one's school.

The Meriden Board of Education, School Administrators, and Teachers will enforce the following guidelines as the Student Dress Code in the Meriden Public School System:

1. Headgear - All headgear (which includes, but is not limited to caps, hoods, bandanas, bandana headbands, wave caps, doo-rags, sweatbands, and headbands) is prohibited and must be kept out of sight in the building. Upon entering the school building, all headgear must be placed in the student's locker or classroom closet and should remain there for the entire school day. Exceptions for religious or medical reasons are to be granted by the principal.
2. Blouses & Shirts - Blouses/shirts should be constructed so that the tops of the shoulders are covered (no halter tops, strapless tops, spaghetti straps or bare shoulders of any type will be allowed). Blouses/shirts that allow exposure of any portion of the waist, hips, midriff or inappropriate exposure of the chest or breasts are not allowed. Rips or holes that expose skin and see-through shirts are not acceptable.
3. Skirts/Shorts/Dresses/Pants - Skirts, shorts and dresses should have hemlines that are no more than four (4) inches above the top of the knee cap. Pants should be of a length so as not to be a danger to yourself or others walking near you. Pants should be worn close to the waist and belted or fit well enough to stay at the waist, preventing exposure of undergarments. Rips or holes that expose skin and/or undergarments are not acceptable.
4. Outdoor Garments - All outdoor garments, which include, but are not limited to hats, coats, gloves and scarves, must be placed in the student's locker or classroom closet immediately upon entering the school and should remain there for the entire school day.
5. Shoes - Footwear must be worn at all times. Footwear must be fastened to the foot over the top of the foot as well as the heel or around the ankle. Footwear with excessive heels is not allowed. Footwear, such as but not limited to, flip flops, clogs, and slip-on sport sandals will not be permitted. Exceptions to the shoe policy may be made according to Physical Education curriculum requirements as allowed by the administration.
6. Lounging Attire - Pajamas, slippers and all other lounging attire is not allowed.
7. Prints - No student clothing shall display words or symbols that advocate or depict profanity, violence, drugs, alcohol, sex, hate groups, gang affiliation or illegal activity, expressed or implied.

8. Accessories - Students may not wear or possess articles of clothing or clothing accessories that could cause injury to others or are disruptive to the education process. This includes, but is not limited to, sunglasses, chains, cleats, spikes or studs.
9. Students are not allowed to display clothing or symbols that have been identified by agencies, such as, but not limited to, the Meriden Police Department, as being commonly associated with gangs. Garments, jewelry, body art and tattoos that communicate gang allegiance or affiliation are not allowed to be worn or visible at school.

Exceptions to the above dress code 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.

Approved: April 28, 2981  
Revised: September 6, 2005

If a student is out of compliance with the dress code, the parent/guardian will be contacted to provide a change of clothing. In the event that the parent/guardian cannot be contacted, the student will be sent to the In School Suspension classroom for the remainder of the school day. Repeated violation of the dress code will result in suspension.

#### **STUDENT ASSISTANCE TEAM (SAT) PROGRAM**

The Student Assistance Team consists of a group of professionals from various disciplines within Maloney High School. The team members work together to provide early intervention for students who have been identified as exhibiting at-risk behavior(s) that are having a negative impact on their success in school.

The team members work together to provide early intervention for at-risk students, with the goal of preventing the development/escalation of at-risk behaviors by addressing both the behavior(s) and any underlying concerns.

Referrals may be made to the Student Assistance Team by school personnel, family members, friends, outside agencies, or students may refer themselves. Upon thorough assessment of the student's needs, the team recommends actions which may include academic modifications/assistance, individual/group counseling, and/or referrals to a variety of community agencies. Parental involvement is an important part of the process, and the Student Assistance Team encourages your input.

#### **CAFETERIA INFORMATION**

Pupils who bring their lunch may purchase beverages and assorted food items by entering the correct line for these foods.

All food is to be eaten in the cafeteria. Pupils will not be allowed to take food or drink into the corridors, lavatories, or classrooms.

Pupils are expected to leave their tables clean and to throw their trays and trash away on their way out of the cafeteria.

Free and reduced lunches are made available to those students who qualify. Information about the free and reduced lunch program is available at the schools and through the Board of Education.

#### **RULES OF CONDUCT**

It is the responsibility of the Meriden Public Schools to provide an environment which is safe, healthy, and conducive to learning. It is clear that in order to implement effectively the Standards of Conduct for Students contained in this policy, cooperation and mutual support on matters of discipline and attendance are necessary between home and school.

Students, teachers and administrators have the right to expect mutual courtesy and fair and equitable treatment and to be informed of their rights and responsibilities. The goals of the schools are to

assist students in developing the ability of self-direction and self-discipline and to provide opportunities for decision-making. However, in the pursuit of these goals, those students who infringe on the rights of others or who violate school policies and regulations will be subject to corrective action. In all cases the rights of students will be preserved and protected.

#### **ELECTRONIC DEVICES**

Beepers, "WALKMAN", MP3 players, radios, televisions, cellular phones, pagers, laser pointers, audio-visual, electrical equipment of any description may not be used or visible during the instructional day (7:15am - 1:53pm). Students in violation will have their equipment taken away from them. Any confiscated electronic devices will be held in the main office and will be released only to the parent or guardian. This policy will be strictly enforced.

#### **GAMBLING**

Playing cards, flipping or matching coins, rolling dice for money, or any other form of gambling will not be permitted. Teachers will confiscate any money or material and refer pupils involved to an administrator for school disciplinary action.

#### **SEARCH AND SEIZURE**

Students possess the right of privacy as well as freedom from unreasonable search and seizure of property. This individual right is balanced by the school's responsibility to protect the health, safety and welfare of all persons within the school community. Although school authorities will respect the rights of students, their lockers and property, it should be made clear that lockers are the property of the school.

Accordingly, school officials reserve the right to search lockers, desks, book bags, pocketbooks, pockets, persons, or vehicles whenever there are reasonable grounds for suspicions of weapons, drugs, alcohol, or stolen property.

A general search of lockers or desks may be conducted to repossess school property. Whenever possible the administration will advise students in advance of the search. A search in the absence of student notification may be made in cases where suspected items pose a clear and present danger to the health and safety of people within the school community.

"As provided in Board policy, illegal student possession of controlled substances ('drugs') on school property or at school-sponsored activities is strictly prohibited and will result in suspension or expulsion. Given the need to enforce this prohibition in the interest of student safety and welfare, the Meriden Public Schools reserve the right to conduct canine searches for controlled substances in any of our schools and at school-sponsored activities. Such searches and any related personal searches of students will be conducted in accordance with law."

Items which may be used to disrupt or interfere with the educational process may be removed from a student's possession.

Search and seizure by law enforcement officials may be made on presentation of a search warrant describing the items to be seized or with the valid consent of the student's parent or guardian who has been advised of his or her rights and of the legal consequences of the search.

Students shall not use their lockers or property:

1. For illegal purposes or for storing illegal materials;
2. In such a way as to interfere with school discipline or the normal operation of the school, including the storage of overdue library books or the unauthorized possession of other school property; or
3. In a manner which endangers the health and safety of others.

### **GANG ATTIRE AND ACTIVITY**

Gang attire and activity are strictly prohibited. A "gang" is herein defined as any group that participates in illegal and/or violent activities.

Gang attire and activity include the use of hand signals and the presence of any apparel, jewelry, accessory, book, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute denotes membership in such a group.

The principal of the school or the principal's designee shall make the determination if the student's attire constitutes a threat to safety, campus order, or is unduly distracting and therefore disruptive to the educational process.

When a student's attire is found to be in violation of this policy, the student may be required to modify his/her attire in such a manner that it no longer violates this policy. If necessary, the student may be taken or sent home to modify unacceptable attire. Refusal to take steps as directed to comply with this policy shall be cause for disciplinary action against the student.

### **BULLYING**

No student may intentionally hurt another student, either physically or psychologically. Every student has the right not to be hurt and the right to learn in a safe environment. Students are responsible for respecting the rights of their classmates and themselves.

### **"HARD LOOKS"**

"Hard looks" and/or "stare downs" are not permissible according to the student code of conduct. Any student who engages in this behavior will be subject to disciplinary action.

### **CARE AND USE OF PUBLIC PROPERTY**

1. Students are responsible for taking care of textbooks, library books and personal belongings..
2. Students and parents or guardians may be held financially responsible for damage to lockers, desks, equipment, walls and other school property. Students responsible for damage may be subject to disciplinary action.
3. Students are to remain on sidewalks when entering and leaving all school facilities.
4. To keep the building and grounds clean and attractive, food and drinks shall be consumed only in designated areas during authorized eating breaks.

### **2:30 P.M. BUILDING CLEARANCE**

All students not under the direct supervision of a teacher or coach must exit the building by 2:30 p.m. Students in violation of the above policy are subject to disciplinary action such as detention or suspension.

### **DELIVERIES TO STUDENTS**

Delivery of gifts or items such as flowers, balloons, etc. to the school or the main office is prohibited. Balloons will be held in the main office until the end of the school day. Students will not be permitted to carry balloons during the instructional day.

### **GENERAL**

1. No student will be permitted to leave school without written permission from home and/or permission from the principal or his/her designee.
2. No student shall be in the principal's office or outer office at any time except on official business.
3. No student will be permitted in the corridors during classes without proper permission.

## **STUDENT DISCIPLINE**

The following Board of Education policy on student discipline is operational at Maloney High School:

### **SECTION I - DEFINITIONS**

- (a) "Exclusion" shall be defined as any denial of public school privileges to a pupil or disciplinary purposes.
- (b) "Removal" shall be confined to exclusion from a classroom or all or part of a single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
- (c) "Suspension" shall be defined as an exclusion from school privileges for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the current school year in which the suspension was imposed.
- (d) "Expulsion" shall be defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not limited to, exclusion from the school to which such pupil was assigned at the time such disciplinary action was taken, provided such exclusion shall not extend beyond a period of one hundred eighty (180) consecutive school days. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.
- (e) "Emergency" shall be defined as a situation under which the continued presence of the pupil in the school imposes such a danger to persons or property or such disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such pupil is possible.

### **SECTION II - REMOVAL FROM CLASS**

- (a) Each teacher shall have the authority to remove a pupil from class when such pupil deliberately causes a serious disruption of the educational process within the classroom, provided no pupil shall be removed from class more than six (6) times in any year not more than twice in one week unless such pupil is referred to the building principal or designee and granted an informal hearing in accordance with the provisions of Section IV (c) of this policy.
- (b) Whenever a teacher removes a pupil from the classroom, such teacher shall send the pupil to a designated area and shall immediately inform the building principal or designee as to the name of the pupil against whom such disciplinary action was taken and the reason therefore.

### **SECTION III - STANDARD GOVERNING SUSPENSION**

No pupil may be suspended or expelled but for one or more of the following reasons:

- (a) Conduct which endangers persons or property or is seriously disruptive of the educational process. Included within such prohibited conduct are the following acts:
  - (1) Conduct causing a threat of danger to their own physical well-being or other people's;
  - (2) Physical assault on another person, on school premises or buses or while participating in a sanctioned school activity, which is not reasonably for self-defense;
  - (3) Taking or attempting to take school property, personal property or money from another person, or from his/her presence, by means of force or fear;
  - (4) Willfully causing, or attempting to cause, substantial damage to school property;
  - (5) Participation in an unauthorized occupancy by any group of pupils or other of any part of any school or school premises or other building owned by any school district, and failure to leave such school premises or other facility promptly after having been

directed to do so by the principal or other person then in charge of such building or facility;

- (6) Intentional incitement which results in an unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
  - (7) Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
  - (8) Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
  - (9) Possession or transmission of any firearm (including pellet guns), knife, explosive or other dangerous object of no reasonable use to the student at school;
  - (10) Using or copying the academic work of another and presenting it as his/her own without proper attribution;
  - (11) Possessing or consuming tobacco products if an elementary or middle school student, or consuming such products in an unauthorized area if a high school student;
  - (12) Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property; and
  - (13) Violation of any other Board policy dealing with student conduct, including that dealing with conduct on school buses, a copy of which is sent to each student's home.
- (b) Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse.
  - (c) Repeated unauthorized absence from school.
  - (d) Intentional and successful incitement of truancy by other pupils.
  - (e) Repeated tardiness to class and/or school.
  - (f) Leaving the school building without authorization.

#### **SECTION IV - SUSPENSION PROCEDURE**

- (a) The chief administrative officer (hereinafter "the administrator") in each school building shall have the authority to invoke suspension, for a period of up to ten (10) days, of any student for one or more of the reasons stated in Section III above, in accordance with the procedure outlined in Paragraph (c) of this Section, provided, however, the administrator of the Superintendent of Schools shall have the authority to immediately suspend from school any student or pupil when an emergency exists, as defined in Section I above.
- (b) In the case of suspension, the administrator shall notify the Superintendent of Schools within twenty-four (24) hours of the suspension as to the name of the pupil who has been suspended and the reason therefore. Any pupil who is suspended shall be given an opportunity to complete any class work including but not limited to examinations which such pupil missed during the period of his/her suspension.
- (c) Except in the case of an emergency, as defined in Section I above, a pupil shall be afforded the opportunity to meet with the administrator and to deny the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the pupil denies the stated charges, he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administrator shall then determine whether or not, in his/her

judgment, suspension or in-school suspension is warranted. In determining the length of a suspension period, the administrator may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension, or expulsion of each pupil.

- (d) No pupil shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion unless a hearing as provided in Section IV (c) is first granted.
- (e) No pupil shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in Section IV (c) is first granted.
- (f) Students suspended for any drug or alcohol related incident will be referred to the Student Assistance Counselor, who may consult with the student and his/her parents in relation to the incident (see Counseling Services). The student may be required to attend a minimum of three sessions with the Student Assistance Counselor during and/or after suspension, depending on the nature of the offense.

#### **IN-SCHOOL SUSPENSION**

In-school suspension is a self contained alternative to out of school suspension and is designed to modify inappropriate attendance patterns, e.g. cuts, tardiness and truancy.

It is a disciplinary measure assigned by an administrator which excludes the student from classes and may incorporate other school privileges including cafeteria, athletic and co-curricular events and all building privileges on that date.

The standard rules governing suspension, after school activities (athletic and non-athletic) apply before and after school.

Students are assigned to the "suspension room" for the full school day.

Students must attend in-school suspension on the days assigned and be in the room after the completion of homeroom.

Unauthorized absences from in-school suspension are not acceptable. A mandatory parental conference will follow to determine appropriate alternate assignment of the student.

All students are responsible to bring sufficient academic work, including work materials and textbooks, for the day and will be held responsible by the classroom teachers for that work..

Inappropriate school behavior is neither tolerated nor accepted.

Repeated "suspendable" infractions will result in out of school suspension.

#### **SMOKING REGULATIONS**

Smoking is not permitted at any time in the building or on school property. This includes before and after school hours.

Violations of this regulation will result in a maximum out of school suspension of 3 days.

#### **BUSING**

While the law requires the school district to furnish transportation, it does not relieve the parents from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

The Board shall require students to conduct themselves on a bus and at the bus stop in a manner consistent with established standards.

In cases when students do not conduct themselves properly on a bus or at a bus stop, such instances are to be brought to the attention of the principal by the bus driver.

Students who become serious disciplinary problems on the school bus or at the bus stop may have their riding privileges suspended by the principal. In such cases, the parents of the students involved shall become responsible for seeing that their children get to and from school safely. This policy is in keeping with the section on student discipline.

Students are required to have their bus pass in their possession on a daily basis.

**STANDARDS FOR DAILY  
CLASS ATTENDANCE AND PARTICIPATION**

The procedures listed below are intended to underscore the expectation of the Board of Education and school administration that students be in class daily and participate in classroom activities. The procedure structures the grading system in such a way as to place great importance on daily work and participation. They also reflect a commitment to keeping parents fully informed in instances where students are absent from class without authorization. The procedures place particular emphasis on the need for ninth graders to adhere to standards for class attendance and participation.

1. Each department will develop written course standards for daily class work, homework, quizzes, tests and class participation. Standards will indicate the degree to which these factors will be considered in awarding grades. On an overall basis, grades for daily participation work, quizzes, and unit tests will equal approximately 80% of the course grade. Semester tests will equal approximately 20% of the course grade. The standards will be printed and distributed to each student.

In order to underscore the importance of these standards for ninth graders, they will be reviewed at the beginning of each marking period. Also, following a ninth grader's first unauthorized absence, his/her parents will be scheduled for a conference at the school by the teacher.

2. Students who do not participate in semester tests for unauthorized reasons will be given a zero for their test grade. Major projects in areas such as art, industrial arts, and other similar subjects will be the equivalent of the semester test grade.
3. Attendance will be taken by formal roll call at the beginning of each class. The teacher's grade book will be organized in such a way as to permit the recording of grades and attendance.
4. Teachers will be required to contact homes when students have been absent without authorization. In instances of repeated class absence, these students will be referred to the school administration for follow-up.

**SCHOOL PROCEDURES FOR DAILY ATTENDANCE**

**ABSENCE** - An absence is one for which the student has school or parental permission.

Regular attendance is a prerequisite for success. Regular attendance is essential for an effective school experience and necessary for annual promotion. The legal responsibility for regular attendance rests with the parents or guardian as well as the students. The school will make every effort to keep the appropriate persons informed in this most critical area and assist whenever possible. Parents are expected to notify the school when their child is either tardy or absent.

Students with chronic attendance patterns will be identified by the administrator, counselor, and/or attendance officer. The following are suggested remedial steps as concerns tardiness and attendance problems:

1. Preventive and/or intervention counseling by counselor.
2. Communication from administrator to counselor and/or outreach worker.
3. Standardized letter sent to parent and/or guardian.
4. Crisis counseling by social worker, counselor.

**ABSENCES AND EXCUSES** - It is expected that parents will notify their child's school of absence related to:

- Illness
- Infectious disease
- Family emergency
- Medical appointments which occur during school hours
- Severe weather conditions
- Religious observances

Use of school days for extended vacations is discouraged.

A parent may choose to allow student absence; however, such authorization may not be made in the child's best interest and may not be made legitimately based on expectations noted above. Accordingly, the approval of the principal or his/her designee is also required to excuse student absence.

**HIGH SCHOOL ATTENDANCE POLICY**

The following regulations govern student attendance in high school including students who are participating in alternative programs as a result of expulsion. A student who is absent from a class unexcused for more than six (6) days in a semester course and more than thirteen (13) days in a full year course will lose credit in the course, whether or not a passing grade is earned, and the transcript will be marked accordingly.

**EXCUSED ABSENCES**

Student absence will only be excused in the following circumstances:

- A note from a physician indicting an illness or other diagnosed condition that resulted in absences from school
- Absence due to an approved school function (i.e. field trip, band concert, school sponsored sporting event, etc.)
- Absence due to suspension from school for disciplinary purpose

**NOTIFICATION TIMELINE**

Parents or guardians of students will be notified of the potential of loss of credit due to poor attendance in accordance with the following table:

Number of Absences	Notification required for Semester Courses	Notification required for Full Year Courses
3	School Attendance Notification letter sent to the home and contact made by school personnel	
7	Letter sent home indicating student has lost credit in the course(s) and contact made by school administration	School Attendance Notification letter sent to the home and contact made by school personnel
14		Letter sent home indicting student has lost credit in the course(s) and contact made by school administration

## **TARDINESS**

Students are required to report to class by 7:30 AM. Students who report to school after 7:30 AM will not be admitted to class and will be sent to the cafeteria for that period. They will be marked absent from their first clock period class. Parents should note that students who are marked absent because of tardiness will be subject to consequences outline previously in the high school attendance policy.

## **APPEAL SEEKING WAIVER OF THE POLICY**

Within five school days of a student's receiving notification that he/she has lost credit for a course, he/she may submit to the principal a request for waiver of this high school attendance policy. Requests submitted after that time will not be considered. In any such appeal, the student shall set forth, specifically, the basis on which he/she is requesting waiver, taking into account the standards set forth below.

- Appeals will be granted only in extraordinary circumstances. The general rule is that students must meet the attendance requirements set forth above in order to receive credit for the course.
- Appeals based on medical excuse shall not generally be granted unless medical excuses (from a treating physician) are provided within 5 days of the absence(s).
- In considering such appeals, the principal shall consider the student's achievement and his/her ability to demonstrate mastery of the course work notwithstanding the absences.

In considering an appeal, the principal or his/her designee shall apply the standards set forth above. The principal or his/her designee shall issue a written decision on the appeal within ten school days. The decision of the principal or his/her designee shall be final.

## **ATTENDANCE REDEMPTION**

In the case that a student has lost credit in a course because of poor attendance, he/she may still be able to earn credit if he/she completes a participation contract with the principal or his/her designee. The signed contract may specify including other criteria not listed below, that the student will:

- Participate completely and positively in the class;
- Complete all class and homework assignments, quizzes, and tests;
- Pass the midterm and/or final examination;
- Have no additional class cuts, unexcused absences, and/or tardiness to class;
- Have no additional class absences because of in or out of school suspension;
- Complete an extra assignment or project showing mastery of the class curriculum;
- Successful complete summer school or the equivalent program as approved by the principal.

The principal or his/her designee will review the student's progress and determine if credit is reinstated to the student.

## **SUMMER SCHOOL ATTENDANCE REDEMPTION**

At the close of summer school, the principal will review the student's progress and determine if credit is given to the student. For the purpose of class rank the credit assigned will be equivalent to an academic/accelerated level course regardless of the course's initial weight.

## **ODYSSEY SOFTWARE CREDIT RECOVERY PRORAM**

Starting in 2011, students may be eligible to enroll in an online credit recovery program. Please contact your son or daughter's school counselor for details about specific courses offered and eligibility requirements.

**TRUANCIES** - When the office has confirmed that the student is absent without the parents' or guardians' permission or knowledge.

**CLASS CUT** - Is an unauthorized absence from class. If a student misses an individual class, it is the student's responsibility to present a valid excuse or pass to the classroom teacher by the next school day in order to receive make-up work and credit.

**DISMISSAL** - Dismissal from school will be sanctioned only by school officials.

**MAKE-UP WORK** - It is the student's responsibility to procure and complete missed assignments. All make-up work is due on the fifth day after the student's return to school.

**LEAVING THE SCHOOL BUILDING** - Any student who leaves the building without authorization is subject to suspension from school.

#### **DISMISSAL FROM SCHOOL**

**Parent Requested** - In order for a student to be dismissed a note from home must be brought to the office before homeroom. Upon arrival, the student will be issued a dismissal slip. For specific appointments such as medical, legal or driver's test, it would be easier if the appointment card is made available at the time of request. An early dismissal can only be considered an authorized absence if it has been approved by a school administrator.

**Emergency dismissal** - A parent/guardian requesting a dismissal (other than #1) must contact one of the principals **before** the dismissal is granted. Please note that students will be dismissed **only** to a parent or guardian.

If the student requests a dismissal for any reason, contact must be made with parent/guardian. Unless a parent/guardian contact is made no student will be dismissed for medical or other reasons. In any case it is necessary to make available an emergency number in order to act immediately upon any form of a request for dismissal.

**Alert Now District Communication System**- Alert Now is a school and district wide messaging system which allows for delivery of timely voice mail messages to parents regarding emergencies, school cancellations/late openings/early dismissals, as well as notification of upcoming school events.

#### **NO SCHOOL - ANNOUNCEMENTS**

When extreme weather conditions make cancellation of school necessary, announcement will be made over radio stations WMMW, WTIC, and WELI between 6:30 and 7:00 a.m.

#### **FIRE DRILLS**

- Directions for fire drill procedures are displayed in all classrooms.
- Walk quickly and quietly.
  - Pupils from each room are to stay together as a group while outside the building.
  - Teachers are to be sure each of their pupils leaves the building.
  - The first room out at the end of the north wing near room 101 should proceed to the street using the blacktop sidewalk. Other rooms should follow.
  - The first room out of the middle door, near room 111, should proceed on the green within the loop to the end of the green nearest Gravel Street. Other rooms follow.
  - The first room out of the main entrance should proceed along the sidewalk to Gravel Street.
  - Pupils leaving by doors at ends of the corridors on sides of auditorium will proceed to the faculty parking lot adjacent to Gravel Street via the sidewalk.
  - Pupils leaving by any door in the pool, gym or cafeteria areas will proceed out as far from the building as possible.
  - The circular driveway in front of the school should be kept clear during all drills except while in the process of walking to the green.

### LIBRARY - MEDIA CENTER

The library/media center is for the use of all pupils. It is a place in which reference and research may be done with the help of the library staff. Pupils are welcome whenever the center is open. It is not a study hall. It is not to use for work which can be done in the study room.

The library/media center is open from 7:20 am - 2:28 pm. Pupils may visit the center for reference or to take out books before school and after school, as well as during study periods.

Pupils who wish to use the center during study hall will need a pass from the sending teacher at the beginning of the study period. They are not required to report to their study hall if they plan to be in the media center. They are expected to remain in the center for the entire period.

Reserved materials are for use in the center but may be borrowed for overnight use after lunch and returned before homeroom period the following day.

A fine of 25 cents per item is charged for overnight materials not returned by homeroom period. Proper use of the library/media center is a privilege which the school encourages.

### LOCKERS

Each pupil is assigned a locker, which is usually located within easy reach of their first clock period classroom. Students are to use only the assigned locker unless special arrangements are made in the office. Locks will be removed from unassigned lockers. Students must provide their own locks. Pupils are expected to keep lockers neat and clean. If a locker does not work, the students should notify the office. Students are advised not to share their lock combinations with friends. **The school does not have insurance to cover lost or damaged articles, including locks and textbooks.** Students should put books and other articles in the secured section of the locker. A duplicate key or combination must be left with the teacher of their first clock period class. Any damaged locker is the responsibility of the student, and the student shall bear the cost of the locker repair.

Students may go to lockers before and after school and between class periods if time permits. Students are not permitted to go to lockers during class periods except in an emergency.

Lockers and desks are the property of the school and shall be subject to inspection by an authorized administrator. Students shall not bring to school or keep on their persons or in their lockers or desks any objects or materials which are dangerous to the health or safety of themselves or others. Included in this category of prohibited objects and materials are illegal drugs.

### LOST AND FOUND

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

1. Do not leave valuable articles of clothing in your locker overnight.
2. Do not bring large sums of money to school.
3. On days when you attend gym, do not carry watches or other articles of value which you cannot wear while exercising.
4. **Never leave your purse or wallet unguarded.**

### HEALTH CLINIC

The school nurse is on duty in the health clinic during school hours. The nurse is allowed to give first aid in emergencies and counsels students regarding illnesses and health problems. She dispenses medications only on the written order of a doctor. (Public Act #723 of 1969).

The dismissal of a pupil from school because of illness is the responsibility of the nurse. Any pupil who wants to see the nurse must first get a pass from the classroom teacher. If the student is excused, the student's parents are called by the school nurse.

It is the nurse's duty to keep health records and schedule physical exams for all new pupils to the city, all sophomores, and pupils going out for sports.

All students entering the Meriden Public Schools (kindergartners and new entrants) shall be required to be immunized against poliomyelitis, mumps, measles, diphtheria, pertussis, tetanus and rubella in accordance with administrative regulations and state law. Exemptions to the above immunizations will require a certificate from the child's physician that immunization would be detrimental to the child's health, or a statement in writing from the child's parents or guardian that such immunization would be contrary to the religious beliefs of the child or, in the case of measles and rubella, that such child has had the disease.

#### **COMMUNITY HEALTH SERVICES**

Beginning in the fall of 2011, medical services will be provided at the school, including physical examinations. In addition, various dental and mental health services will be provided to students who are eligible and complete the application process

#### **POSTERS**

There are several bulletin boards throughout the school. Any announcements placed on the boards must be approved by the appropriate administrator before being put on display.

All posters or announcements to be displayed anywhere in the building, other than on the bulletin board, must also be approved by the appropriate administrator. Attach only to surfaces that will not be marred by masking tape. Paste, cellophane tape or thumbtacks, should not be used. Poster should not be attached to painted walls or varnished surfaces.

#### **BOOKROOM**

There are two bookrooms. One is located on the first floor which is for all subjects except English, Math and Social Studies books. The second floor bookroom handles English, Math and Social Studies books.

Students are to take care of their books and to keep them covered. Book covers are available in the school store.

Any textbooks which are found should be turned in to the bookroom (or the office if the bookroom is closed). Pupils should check at the bookroom for lost books. In order to clear a bookroom account, a student must return the book issued by the bookroom with the number and the Maloney stamp still visible. Books are on loan and stolen books must be replaced by the student to whom they are charged.

When a student leaves school or withdraws from a class, he or she must return all textbooks to the bookroom clerk. Payment must be made for lost or damaged textbooks.

**Students are responsible for lost or damaged textbooks assigned to them.**

#### **STUDENT PARKING**

Students who drive to school must park their cars in the parking lots provided for them. The parking lots for students are:

1. **North Parking Area** located adjacent to Rooms 100 and 101. Entry to this area is made via the circle in the front of the building.
2. **South Parking Area** located at the south end of the building in the rear, off Parkway Place. Entry to this parking area is made via the roadway near the cafeteria. There is to be no parking in any other areas. Students who persist in parking in a "No Parking" area will be denied parking privileges on school property. Cars will be tagged by the Meriden police. The speed of cars traveling on school property should be 5 miles per hour.

3. **Parking Permits:** The registration number and **description of the car** driven by the student must be submitted to the office during the first week of school. At that time a parking permit will be issued.

#### ACCIDENTS AND INSURANCE

Student insurance will be made available under the following guidelines: Scheduled or limited coverage will be offered by the Board for parent purchase to keep the premium within the reach of the majority of students. Once student insurance coverage has been selected and implemented, it becomes primarily a matter between the parent and the insurance company with the school participating only to the extent of filling out and turning over to the parent that portion of the claim form necessary to certify the time, location, and circumstance of the accident and to identify the student as a participant in the student insurance program.

Each parent shall be required annually to sign a standard insurance form to accept or waive insurance coverage.

#### VISITORS OR GUESTS

Student guests or visitors are not usually permitted in the classroom. There may be exceptions to this, however, for foreign or out-of-state visitors when the purpose is to gain knowledge of our educational system.

Permission in these cases must be obtained from the principal one week in advance of the visit. A note from a parent requesting such permission is also needed

During the course of the visitation day, the student in this school will be responsible for the action of the guest.

All visitors to the building or school property are expected to sign in upon arrival at school and wear an identification badge. Anyone who fails to do so is considered to be trespassing and is subject to possible arrest.

**Parents or guardians who wish to visit their child's class or classes must receive permission from administration at least one day in advance of the visit, and must sign in at the main office to receive a visitor's badge.**

#### SCHOOL ACTIVITIES/DANCES

All regulations pertaining to student conduct while in school are in effect at all school activities. Anyone suspected of drinking/drugs will not be admitted. Offenders are subject to disciplinary action. Students who choose to leave a dance will not be permitted to return. No students will be admitted to dances after 9:00 p.m.

#### EXTRACURRICULAR ACTIVITIES

Maloney has many extracurricular club and athletic activities. Students who become involved in these offerings have more meaningful and enriched high school experiences. Consider the following list and in September investigate those clubs and athletic activities that interest you. Become involved! Maloney High School is **YOU**.

**ALLEGRETTOS & CANTABILES** - Advisor: David Pelletier

**BAND** - Advisor: Brian Cyr

**CAREER CENTER** - Advisor: Gina Barrett

**CHORUS** - Advisor: David Pelletier

**COLOR GUARD** - Advisor: Stephanie Scali

**CONCERT CHOIR** - Advisor: David Pelletier

**DECA CLUB** - Advisor: Scott Aresco

**FRENCH CLUB** - Advisor: Corrine Khawaja

**FUTURE BUSINESS LEADERS OF AMERICA (FBLA)** - Advisors: Mary Savago & Susan Moore

**GAY-STRAIGHT ALLIANCE** - Advisors: Amy Gilchrist, Erin Putnam

**INTRAMURALS** - Advisors: Francis Auletta, Robert McKee, Glen Kallinich

**ITALIAN CLUB** - Antonio Ieraci, Claudio D'Avanzo

**JANUS YEARBOOK** - Advisors: Tom Gordon, Jessica Sperry, Rose Cassello

**JAZZ BAND** - Advisor: Brian Cyr

**KEY CLUB** - Advisor: Kathy Pearson and Zenaida Vasquez  
**LATIN CLUB** - Advisor: TBA  
**MATH CLUB** - Advisor: Patricia McGrath  
**NATIONAL HONOR SOCIETY** - Advisors: Peter Hagstrom and Robert Marsh  
**NATIONAL MUSIC HONOR SOCIETY** - Advisors: Brian Cyr and David Pelletier  
**AFIT CLUB** - Advisor: Frank Auletta  
**ROBOTICS** - Advisor: Bryan Ragaini  
**PROPS & PAINTS** - Advisor: David Pelletier  
**SKILLS USA (VICA)** - Advisor: Cynthia Simone  
**STARLINGS** – The Maloney High School Literary Magazine – Advisor: Frank Critelli  
**STUDENT COUNCIL** - Advisor: Dan Lobner and Jennifer Cancelliere  
**WORLD LANGUAGE HONOR SOCIETY**: Advisor: TBA  
**YOUTH AND GOVERNMENT** - Advisor: Deborah McDermott  
**SENIOR CLASS** - Advisors: Amy Bishop, Catherine DuBois, Amy Paskov, Jon Pulino  
**JUNIOR CLASS** - Advisors: David Pelletier, Cynthia Simone  
**SOPHOMORE CLASS** - Advisors: Jessica Showerda  
**FRESHMAN CLASS** - Advisors: TBA

**FIELD TRIPS**

All field trips must be authorized by the school well in advance of the trip. In order to participate, a student must give to the sponsoring teacher a consent form signed by a parent. Sponsors of field trips may obtain these forms from the office.

Overnight field trips - Students must have a “C” average in their core subjects to participate in an overnight field trip.

**INTERSCHOLASTIC ACTIVITIES:**

<b>BOYS</b>	<b>GIRLS</b>
Baseball	Basketball
Basketball	Cheerleading
Cross Country	Field Hockey
Football	Indoor Track
Golf	Soccer
Indoor Track	Softball
Soccer	Swimming
Swimming	Tennis
Tennis	Track
Track	Volleyball
Volleyball	Cross Country
Wrestling	
Club Sports	

**ELIGIBILITY FOR ATHLETES:CIAC**

To participate in athletics, a student must have passed at least four units at the end of the preceding marking period, must be under nineteen years of age on September 1<sup>st</sup> of the school year, and must be carrying five units of work each marking period. Students may not play the same sport for more than three seasons in Grades 10, 11 and 12, should not play or practice with an outside team in the same sport while playing for Platt or Maloney and should not receive payment for participation in any athletic activity. These regulations are governed by the Connecticut Interscholastic Athletic Conference.

**NON-DISCRIMINATION IN SCHOOL AND CLASSROOM PRACTICES**

It is the policy of the Meriden Board of Education to provide equal opportunity for all students to achieve their maximum potential through the programs offered in the Meriden school regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or disability. Course offerings, counseling, assistance, employment, athletics and extracurricular activities shall be provided to all students without discrimination. Reasonable accommodations shall be made for identified physical and mental impairments that constitute disabilities, consistent with federal and state statutes and

regulation. Students and third parties who have been subject to discrimination are encouraged to promptly report such incidents to the District's Compliance Officer(s). Referrals to the District's Compliance Officer(s) can be made by contacting the Superintendent of Schools at 630-4171. All complaints of discrimination shall be investigated promptly. Corrective action must be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the Board of Education's legal and investigative obligations. Neither reprisals nor retaliation shall occur as a result of good faith charges of discrimination.

Complaints involving alleged discrimination of students who are identified under Section 504 of the Rehabilitation Act of 1973 should be promptly reported to the Director of Pupil Personnel at 630-4177. A complete procedure for filing complaints is available both at the school guidance office and the district central office for pupil personnel programs.

The District Compliance Officer for Maloney High School is the principal, and can be contacted at 121 Gravel Street, Meriden, Connecticut 06450, 238-2334.

#### **NON-DISCRIMINATION ON THE BASIS OF SEX POLICY**

Consistent with the mandates of federal law, specifically Title IX of the Education Amendments of 1972, it shall be the policy of the Meriden Board of Education not to permit unlawful discrimination on the basis of sex in establishing and implementing hiring and employment practices and in establishing and providing educational programs and activities. If you have questions regarding this policy please contact the following individuals:

Personnel Director  
David Roy  
630-4209

Director of Pupil Personnel  
Palma Vaccaro  
630-4177

#### **SEXUAL HARASSMENT POLICY**

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment.

Sexual Harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including but not limited to, insulting or degrading sexual remarks or conduct, threats or suggestions that an individual's submission to or rejection of unwelcomed conduct will in any way influence a decision regarding that person's employment or education or that it will interfere in any way with that person's employment or educational performance or create an intimidating, hostile or offensive work or educational environment.

A student who believes he/she has been the subject of sexual harassment is encouraged to bring his/her concern to the attention of a school administrator or any other professional staff member such as a teacher, counselor, social worker or school nurse. That person will, in a confidential manner, attempt to resolve the problem. If the student is not satisfied with the remedy that person is able to provide, the student may bring his/her complaint to the school's principal who will investigate the problem and take steps to resolve it.

A student who is not satisfied with the resolution provided by the principal can, according to the Board of Education's policy, submit his/her complaint to the Superintendent of Schools.

The progression regarding a sexual harassment complaint are as follows:

1. Teacher
2. Principal
3. Superintendent

#### **MILITARY RECRUITMENT INFORMATION**

The Meriden Public Schools is legally obligated (Section 9528 of PL-107-110) the No Child Left Behind Act of 2001(codified in 20 USC 7908) to provide military recruiters the same right of access to secondary students as they provide generally to post-secondary institutions and prospective employers. This information includes the names, addresses and telephone numbers of secondary school students.

However, parents or eligible students may request that such information not be released for their child by submitting a letter in writing to the Superintendent of Schools, 22 Liberty St., Meriden, CT 06450. This letter of request should be submitted annually.

#### CALENDAR FOR SCHOOL YEAR 2011 - 2012

f - End of Marking Period  
p - Professional Development Day  
n - Report Cards Issued - High Schools  
w - Teachers' Work Day  
z - Parents' Night - High Schools  
s - Abbreviated School Day

Aug. 23	Grade 9 Orientation
Aug. 29	School Opens
Sept. 5	Labor Day
Sept. 15	Parents' Night / Open House
Oct. 10	Columbus Day
Nov. 8	Election Day
Nov. 11	Veterans Day (observed)
Nov. 24 - 25	Thanksgiving Holiday
Dec. 26 - Jan. 2	Holiday Recess
Jan. 16	Martin Luther King, Jr. Day
Feb. 20	Presidents' Day
Feb. 20 - 24	Winter Vacation
April 6	Good Friday
Apr. 16 - 20	Spring Vacation
May 28	Memorial Day
June 12	Last Day of School

*The first five snow make-up days will be scheduled at the end of the school year in June. Should there be more than five snow days to be made up, the additional days will be subtracted from the Spring Vacation, starting at the end of that week. Example: The sixth make-up day would be April 20, the seventh make-up day would be April 19, etc.*

\*High School graduation dates will be determined at the second board meeting in April.  
Teachers' last work day same as students' last school day.

CALENDAR FOR SCHOOL YEAR 2009-2010

August					September				
M	T	W	R	F	M	T	W	R	F
								1	2
					5	6	7	8	9
					12	13	14	15	16
			25w	26p	19	20	21	22	23
29	30	31			26	27	28	29	30

October					November				
M	T	W	R	F	M	T	W	R	F
3	4	5	6	7p		1	2	3	4f
10	11	12	13	14	7	8p	9	10mn	11
17	18	19	20	21	14	15	16	17	18
24	25	26	27	28	21	22	23es	24	25
31					28h	29h	30h		

December					January				
M	T	W	R	F	M	T	W	R	F
			1h	2h	2	3	4	5	6
5	6	7	8	9	9	10	11	12	13
12	13	14	15	16	16	17	18	19	20f
19	20	21	22	23	23	24	25	26	27mn
26	27	28	29	30	30				

February

M	T	W	R	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

March

M	T	W	R	F
				1
5	6	7	8	9e
12	13	14	15	16
19h	20h	21h	22h	23h
26	27	28	29	30f

April

M	T	W	R	F
2	3	4	5mn	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May

M	T	W	R	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June

M	T	W	M	F
				1
4	5	6	7	8
11	12s			

(Total Student Days - 181)  
 (Teacher Work Days - 185)  
 (Professional Dev. Days - 3)



