

**WATERFORD
HIGH SCHOOL**

**STUDENT
HANDBOOK
2016-2017**

**WATERFORD HIGH SCHOOL
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860-437-6956**

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2016 - 2017

Dear Students and Parents:

On behalf of the entire Waterford High School staff, we want to extend a sincere welcome to you. We look forward to sharing your high school experience with you!

Whether you are a newcomer to Waterford High or have been at the school for a while, we think this handbook will provide much useful information. Please read it carefully and feel free to contact any staff member with any questions you may have.

This handbook has been addressed to both students and parents because of the philosophy of our school. We see education as a three-way partnership involving students, parents, and educators. For effective education to occur, each element of that partnership must work cooperatively with the other two.

As in any good partnership, we share a common goal: we want Waterford High to provide excellent educational opportunities for each student. Problems may arise, but if we work together we can solve them and achieve our common goal.

Good luck during the school year. Waterford High is an outstanding school community, which includes talented students, concerned parents, and a dedicated staff. With all that going for us, we are confident success will be achieved.

Andre Hauser
Principal
Waterford High School
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School and District Homepages: The information provided in this agenda book and much more useful school information can also be found on our website at <http://www.waterfordschools.org>.

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Section 1: Faculty and Staff Information

FACULTY ROSTER

To contact any member of the WHS faculty or staff by email, use first initial last name @waterfordschools.org

(e.g. ahauser@waterfordschools.org for Mr. Hauser).

Andre Hauser	Principal
Gene Ryan	Assistant Principal
Alison Moger	Assistant Principal
*Jason Adler	Guidance Director
Steve Annino	Special Education
Gina Antolini	Science
Brett Arnold	Social Studies
Brian Ash	Social Studies
Krystle Bartek	Special Education
William Bassett	Mathematics
*Amanda Batty	Science
Erica Baumgartner	Health/Physical Education
Ann-Denise Boguszewski	Special Education
Michael Bono	Technology Education
April Brown	Art
Matt Cadorette	Librarian
Elizabeth Cano	World Language
Allan Carbee	Technology Education
Dana Carr	Special Education
*Christopher Cassidy	Technology Education
Tessa Castleberry	Science
Yuan-Yuan Chen	Guidance
Ian Cheney	Social Studies
Gay Collins	English
Kenneth Collins	English
Shelly Concascia	Art
Jonathan Criscuolo	Social Studies
Kristin Crump	Special Education
*Amanda Deojay	World Language
Kevin Dobo	Mathematics
*Michael Ellis	Mathematics

Danielle Evans	Special Education
*Timothy Fioravanti	Music
Kyle Florio	Math
Nicholas Fomenko	Technology Education
*Christopher Gamble	Social Studies
Megan Gwudz	Physical Education
Stephanie Hartell	English
Erin Heller	Psychologist
Diane Herr	Science
Courtney Hesch	Social Studies
Peter Hunt, Ph.D	Psychologist
Colin Kane	Speech Pathologist
Todd Kane	Science
Ann Marie Keating	English
Lynn Klorczyk	Family Consumer Science
Gretchen Lally	Art
*Christopher Landry	Physical Education
Colleen Lineburgh	Special Education
James Lovering	Science
Christopher Lytle	English
Amanda Marchese	World Language
*Cornelia Montanaro	Family Consumer Science
Kathleen Morgan	English
Zeth Nolda	Physical Education
Michael O'Connor	Science
Leah O'Connor	Guidance
Niralee Patel-Lye	French
Arthur Peluso	Special Education
Jenny Peluso	English
Katherine Pesko	Science
Dawn Poitras	Science
Kathryn Prpich	Social Studies
Barbara Rafferty	Science
Matthew Roberts	English
Marissa Rocchia	World Language

Dan Seltzer	Math
Douglas Sherman	Social Studies
Francis Silvestri	English
David Sousa	Athletic Director
Julie Spaulding	Special Education
Joseph Steady	Math
Diane Stober	Math
JoAnne Sturges	Special Education
Suzanne Sturm	Math
Elizabeth Sutman	Social Studies
*Toni Tessier	English
Kimberly Thibreau	English
Amanda Todd	World Language
Michael Uscilla	Social Studies
Lisa Virtue	Social Studies
Kelly White	Guidance
Jill Wile	Math
Joan Winters	Orchestra
Margarita Wood	Social Worker
Alyson Woznicki	Business
Lauren Ziluck	Math
<i>*Department Chair</i>	

Support Staff

Jothi Ranade
Billy Reynolds
David Sanford
Dolores Albrecht
Margaret Goldschneider
Deborah Fecteau
April Cairns
Shane Valle
Nancy Appleby
Nancy Griffin
Sandy Niedojadlo
Laura Patterson
Karen McBride
Debra Pezzello
Judy Jacaruso
Steve Whitehead
Kevin Blackburn
Liz Smith
Lisa Cote

Paraprofessionals

Kathy Bartelli
Laurel Viens
Aleida Albaine
Kerry McKinzie
Jessica Reider
Sheila Ferreira
Jessica Cleary

Technology
Technology
Technology
School Nurse
School Nurse
Health Aide
Learning Through Service
Drama Director/Auditorium Man.
A. D. Secretary
Secretary/Principal
Secretary/Assistant Principal
Secretary/Guidance
Secretary/Attendance
Secretary/Assistant Principal
Library Assistant
School Resource Officer
Security Officer
Security Officer
Monitor

Hunter Brochu
Collette Holmes
Rose Aitken
Manjola Barolli
Dora Walker
Tim Lineburgh
Kathleen Grillo-Dow

Food Services

Julie Dugan

Barbara Yuhas – Mgr.

Robin Matias

Kristine Grohocki

Cheryl Land

Custodial and Maintenance Staff

Douglas Brooks

April Gill

John Dell

Bruce Bordner

Clyde Ingram

Gary Nielsen

Daniel Santos

Ray Geer

Vern McDade

Edward Columbe

Michael Dishaw

Stephen Kowalski

Everett Littlefield

*Thomas Thurlow

Jo-Lynn Wisniewski

Section 2: Academic Information

WHS MISSION and EXPECTATIONS FOR STUDENT LEARNING

The mission of Waterford High School is to ensure that our students will use their academic and social skills to seek and generate information that enables them to be contributing members of, and problem solvers in, our democratic society (12).

The Waterford community will provide students the opportunity to

- **Read, write, speak and think critically (1, 2, 4)**
- **Analyze challenging problems (3, 4, 5, 6)**
- **Apply skills in life practice (11)**
- **Find success in both collaborative and individualized experiences (10)**
- **Engage in a school culture that adheres to responsible standards of behavior, fosters acceptance and honors diversity (7, 8, 9)**

We, as the faculty at Waterford High School, will continuously improve student learning by

- **Engaging in ongoing professional development and collaboration**
- **Developing and administering common assessments**
- **Evaluating student work**
- **Analyzing student performance data**
- **Implementing strategies to improve individual student success**

ACADEMIC EXPECTATIONS

Students will

1. Communicate in Standard English for a variety of purposes.
2. Read a variety of materials for the understanding, evaluation, and synthesis of information.
3. Apply mathematical principles to organize data, draw accurate conclusions, and solve and justify problems.

4. Acquire and evaluate information in order to interpret events, issues and/or ideas, and to make informed judgments and responses.
5. Apply the principles and processes of the sciences to analyze phenomena and solve problems related to the natural world.
6. Utilize technology to obtain, organize and communicate information and to solve problems.

SOCIAL EXPECTATIONS

Students will

7. Demonstrate behavior that adheres to reasonable and appropriate standards of conduct.
8. Practice behavior that reflects integrity and fairness.
9. Respect individual, cultural, and racial diversity.
10. Engage actively in cooperative work to accomplish a specific task.

CIVIC EXPECTATIONS

Students will

11. Participate in activities that foster citizenship, the democratic process and community awareness.
12. Complete eighty hours (or pro-rated equivalent) of community service/service learning.

GRADING/MARKING SYSTEM

Scholastic achievement will be graded by the system outlined below in five broad categories - superior, above average, average, below average and failure.

CLASSIFICATION		NUMERICAL EQUIVALENTS
A+		100-97
A	<i>Superior</i>	96-93
A-		92-90
B+		89-87
B	<i>Above Avg.</i>	86-83
B-		82-80
C+		79-77

C	76-73
C-	72-70
D+	69-67
D	66-63
D-	62-60
F <i>Failing</i>	59 & below

A mark of F may be counted from 59 to 50 for 1st marking period, at the discretion of the teacher, when calculating numerical averages. For each subsequent marking period, the exact numerical average will be used. (NOTE: the intent of this policy is to allow a student to recover from a bad start without being faced with a hopeless numerical deficit). A numerical mark of 0 will always be assigned in case of cheating or plagiarism.

Transfer grades from one level to another do not change.

Criteria for Honor Rolls:

1. Students must be enrolled in at least six courses each quarter to be considered for the honor roll.
2. Students may not have any "Ds", "Fs", or "Incompletes".

The criterion for honor roll status is based on a student's unweighted grade point average (GPA). The calculation of an unweighted GPA converts each letter grade to a number by using a simple scale. The scale assigns a number to each letter grade. Waterford High School uses a 4.33 scale with an A+ receiving the highest value. Honor roll status will be based on a student's simple GPA. Below is the scale used to calculate the simple, unweighted GPA. Each letter grade is assigned a point value. All points earned are totaled. The total is then averaged by the number of courses taken by the student.

Letter Grade	Equivalent Average on 4.33 scale
A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33

C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67

An unweighted, simple GPA may be requested by colleges, universities or scholarship organizations.

HONOR ROLL STATUS	GPA RANGE
HIGH HONORS	3.67 – 4.33
HONORS	2.67 – 3.66

STUDENT ACADEMIC APPEAL PROCESS

If a student believes that a classroom decision is unfair (such as a question about a grade, a late report), the student has the right to appeal by:

1. Asking to speak with the teacher on non-class time; then, if necessary;
2. Asking to speak with his/her guidance counselor or to the subject department head; then if necessary;
3. Asking to speak with Head of Guidance, then, if necessary in the following order:
 - a) Dean of Students
 - b) Assistant Principal
 - c) Principal

GRADUATION REQUIREMENTS

To graduate from Waterford High School students must:

- Satisfactorily earn a minimum of 24 credits
- Fulfill the credit distribution requirements
- Meet all attendance requirements
- Complete 80 hours of service learning
- Show proficiency in the four performance standards: Literacy, Math, Science and Technology

CREDIT DISTRIBUTION

English	4
Science	3
Social Studies	3 (one must be US History)
Civics	.5
Mathematics	3 (Algebra IA -Algebra 1S)
Physical Education	1 (1/2 per year grades 9 and 10)
Health Education	.5
Fine or Vocational Arts	1.5

Fine Arts subjects include Art and Music. Vocational subjects include Business, Family and Consumer Sciences, and Technology Education.

PERFORMANCE STANDARDS

For all students:

1. **Literacy:** All graduates will be able to read a literary or informational piece and respond critically in writing to a question in order to satisfactorily produce an essay that is focused, organized, developed, and edited for standard English conventions. (CAPT Reading and Writing across the disciplines Bands 3 to 5; 500 or better on the critical reasoning portion of SAT Reasoning Test)
2. **Mathematics:** All graduates will be able to solve problems by applying mathematical principles to access, compile, interpret and present data and information. Students will be able to explain their solutions in writing, by graphs, or through algebraic representation. (CAPT Math section Bands 3 to 5; 500 or better on the math portion of SAT Reasoning Test)
3. **Science:** All graduates will be able to demonstrate their understanding of the fundamental process of scientific inquiry and their understanding of basic scientific concepts by applying concepts directly to realistic scientific problems in order to solve them. Students will be able to explain clearly and logically the processes of scientific reasoning they have employed. (CAPT Science Band 3 to 5; or a score of 500 or better in any of the SAT subject area science tests.)
4. **Technology:** All graduates will be able to use various forms of technology to obtain, organize and communicate information and to solve problems. As students have been exposed to our integrated approach to technology in all courses, specific skill

sets that involve the use of spreadsheets (excel, etc.) will be taught in courses like Seminar.

MEETING THE MATH, LITERACY AND SCIENCE PERFORMANCE STANDARDS

- Scoring at level 3 or higher on the Connecticut Academic Performance Test (CAPT) test administered in the spring of the sophomore year and/or achieving a score of 500 or above on critical reasoning and math sections of SAT Reasoning Test (Science 500 or better on SAT science subject area tests)
- If students do not meet the district performance standards on the CAPT or SAT, the following steps will be taken before the end of the senior year, as described below.

Step 1. Juniors will retake the section of the CAPT on which they failed to meet the Waterford High School standard.

Step 2. Seniors will be required to attend remediation sessions in the area/areas of the CAPT on which they failed to meet the Waterford High School standard. These students will then be given an assessment to fulfill the Waterford High School Performance Graduation Requirements.

Step3. Seniors who have not demonstrated proficiency, will be given individualized support and complete an individualized course of action in order to meet Waterford High School standards.

MEETING THE TECHNOLOGY PERFORMANCE STANDARD

All students prior to the completion of their senior year must demonstrate proficiency in obtaining, organizing and communicating information and solving problems through the use of technology. This will be accomplished in the same manner as the first three standards, and will occur on multiple occasions as described on page 4, of the Program of Studies, throughout the curriculum to include courses like Seminar.

EXEMPTION

- **Transfers:** Students who transfer into Waterford High School and have not been enrolled in a Connecticut public high school for 50% of their high school career, may be

exempted from Waterford High School's performance standards for graduation. However, remediation will still take place within the classroom setting.

- **Special Needs:** Students with special needs may be exempt from district performance standards for graduation as determined by their Individual Education Plan.
- **English Speakers of Other Languages (ELL):** Students who are exempt from the CAPT administration because of their ELL status may be exempt from district performance standards for graduation as determined by the ELL review team.

NOTIFICATION

Of teachers: At the beginning of the senior year, the Guidance Department will provide to teachers (in subject areas with required performance tasks) a list of all seniors who have not met a standardized test goal in their areas. Teachers will be notified of the junior CAPT scores upon their receipt at the school.

Of students: The Guidance Department will notify juniors who do not meet the CAPT goal and the parents of said juniors to remind them of the performance standard requirements for graduation. At the beginning of the school year, each senior shall be notified by his/her school counselor of his/her status relative to meeting the performance standards for graduation.

Of parents: The Guidance Department will also notify in writing the parents of seniors who have not met the performance standard goal in any area and thus must pass one or more of the district performance tasks.

EXIT: When a student who has not met proficiency in one or more of the four Performance Graduation Requirements (PGR) initially, finally does so as evidenced by a classroom teacher, the guidance counselor will see that proper credit is granted in the student's cumulative folder as well as the PGR tracking database. Notification in writing of this exit will also be mailed home by guidance.

CLASS RANK

Class rank is determined by rank-ordering the members of a class by Quality Point Average in all academic classes. The five academic areas are comprised of courses in English, Mathematics, History, Science and World Language. A quality point total is computed by adding points earned in those classes, according to the quality point scale listed below. Half credit courses receive half the points listed. The total points accrued over a six-semester period of time will then be divided by the number of academic courses taken during that time. Students will be rank-ordered to determine the official junior year rank.

The same process will be used after the seventh semester to determine the final rank, valedictorian, and salutatorian as well. An unofficial rank is noted on all report cards.

Course Levels:

Honors - H, Advanced - A, Standard – S. The following are considered academic courses: English 9-12, History, Science, Mathematics, World Language and Seminar.

Quality Point/GPA Scale (5 Point Scale)

The scale that follows is a 5 point scale and is only for academic courses. In addition, when colleges and scholarship organizations ask for an unweighted GPA, we will furnish one based on a 4.33 point scale that includes all courses.

GRADE	H	GPA	A	GPA	S	GPA
A+	21	5.0	18	4.0	15	3.0
A	20	5.0	17	4.0	14	3.0
A-	19	5.0	16	4.0	13	3.0
B+	18	4.0	15	3.0	12	2.5
B	17	4.0	14	3.0	11	2.5
B-	16	4.0	13	3.0	10	2.5
C+	15	3.0	12	2.0	9	1.5
C	14	3.0	11	2.0	8	1.5
C-	13	3.0	10	2.0	7	1.5
D+	12	2.0	9	1.0	6	0.5
D	11	2.0	8	1.0	5	0.5
D-	10	2.0	7	1.0	4	0.5
F	0		0		0	

Note: This quality point scale is not used to calculate honor roll.

No student may receive more than (8) eight credits per year. Please refer to Waterford High Program of Studies for course descriptions and pre-requisite criteria for each course.

MIDTERM AND FINAL EXAMS

IT IS VERY IMPORTANT THAT STUDENTS REVIEW THE MATERIAL IN THIS MEMO CAREFULLY. STUDENTS ARE RESPONSIBLE FOR MAKING THEMSELVES FAMILIAR WITH THE SCHEDULE AND REPORTING TO THEIR EXAMS ON TIME AND PREPARED.

- On exam days, attendance is required in all classes, including study halls. If an exam is not being administered, a lesson will be conducted. Students who do not report to their exams as scheduled will receive a zero "O" unless contact is made between the school and parent and an acceptable excuse is given. **The parent or guardian of a student who is absent from an exam due to illness must call the attendance office at 437-6974 and notify the school on the morning of the exam.**
- There will be a break between exam periods.

- Any student who is tardy to school for an exam must report directly to the Main Office to be seen by an administrator. Students may be denied entrance to the exam that they are tardy for.
- No student will be allowed to leave an exam before the scheduled time, except in the case of a medical emergency. Students are to remain in class for the entire period of the exam. Dismissal notes will not be honored when it involves the time frame of an exam.
- The rules regarding proper school dress remain in effect during exams.
- All school regulation and rules remain in effect during exams. **Reminder: Cell phones should be turned off and out of sight. This is especially important during exams because of the potential inappropriate use of the cell phone.**
- Students are not allowed to change exam schedules. Special circumstances must be cleared by administration.

HOMEWORK

Access to daily homework assignments may be obtained by going to the district web site, clicking on Waterford High School, and click on teacher name. Assignments should be listed. This method will allow parents access to student grades at specific intervals.

MAKEUP WORK

Students are required to complete all work missed during absences. The makeup work will be completed in accordance with the policy set by the teacher. Work missed due to truancy will not be permitted to be made up.

INTERIM PROGRESS REPORTS

Interim Progress Reports may be viewed online on the Parent Portal <http://wpsportal.org/public/> or by using the link on the District Website www.waterfordschools.org

COLLEGE - GENERAL ADMISSION INFORMATION

Admission to most colleges is based on quality of high school record, rank in class, personal qualifications, promise of the applicant, participation in extracurricular and community activities, recommendation by the school, and results of scholastic aptitude and achievement tests given by the College Entrance Examination Board.

Interested students should investigate requirements, for specific colleges. School counselors will assist students in planning for education beyond high school.

PARENT ADVISORY COMMITTEE (PAC)

The Parent Advisory committee meets regularly throughout the year to discuss issues relevant to Waterford High School. It serves as a forum for parents to ask questions and express any concerns that parents may have. It also provides the principal with an opportunity to use the parents in attendance as a sounding board regarding the operation of the school.

All parents/guardians are encouraged to attend in order to develop the partnership between the school and home. Please refer the website for dates and times of meetings.

PARENT-TEACHER CONFERENCES

Parents are urged to confer with teachers regarding their son or daughter. They are requested to arrange conferences through the Guidance Office so that the teacher may be free to meet them at a mutually convenient time. An excellent means of communicating with teachers is via e-mail. Simply use the teacher's first initial and last name followed by @waterfordschools.org. Check the web site (www.waterfordschools.org) the first time you e-mail a teacher since there are several teachers in the system with the same first initial and last name. Scheduled parent-teacher conference dates are twice a year: November 11, 2015 and March 10, 2016.

REPORT CARDS

Report cards are available in Power School quarterly to reflect achievement and days absent. The dates report cards are to be issued are noted on the school calendar. Final report cards will be mailed home.

SCHEDULES AND SCHEDULE CHANGES

A minimum of 7.0 Waterford High School credits must be maintained by freshmen and sophomores during an academic year. Juniors must be enrolled in a minimum of 6.5 credits at Waterford High School, and seniors must be enrolled in a minimum of 6.0 credits for the academic year.

GRADING POLICY FOR DROPPED COURSES

Withdrawing completely from a **full year** course:

- Prior to the beginning of 2nd quarter – course will be dropped from the schedule/transcript without penalty
- After 1st quarter/prior to the start of 2nd semester and carrying a passing grade – Student will receive a “WP” on the permanent record and the transcript
- After 1st quarter/prior to the start of 2nd semester and carrying a failing grade – Student will receive a “WF” on the permanent record and the transcript
- After the start of second semester – Student will receive an “F” on the permanent record and the transcript

Withdrawing completely from a **semester** course:

- Prior to the 1st quarter progress reports of a semester class – course will be dropped from the schedule/transcript without penalty
- After the 1st quarter progress reports/prior to the start of 2nd quarter of a semester class and carrying a passing grade – Student will receive a “WP” on the permanent record and transcript
- After the 1st quarter progress reports/prior to the start of 2nd quarter of a semester class and carrying a failing grade – Student will receive a “WF” on the permanent record and the transcript
- After the start of 2nd quarter of a semester class – Student will receive an “F” on the permanent record and the transcript

Neither WF nor WP will be calculated into Class Rank

Withdrawing from a course and **changing** to a different **level** of the course:

(It is recommended that any student not achieving above the D range in an academic area consider going to a lower level if the student, parent, and teacher believe that the student is working to potential.)

- Prior to the close of 1st quarter (full year class) – grades will be transferred to the receiving teacher’s grade book with no penalty
- After 1st quarter and prior to the start of second semester (full year class)/after progress reports and prior to first quarter (semester class) – Q1 will reflect grades from the dropped

class and a "W" will denote a withdrawal on the transcript. All previous grades will be averaged into the final grade of the added course.

****There will be no course level changes after the end of 1st semester without administrative approval in extenuating circumstances.**

- With administrative approval, after the mid-term exam – Q1, Q2, midterm-exam, and Semester 1 grades from the dropped course will be reflected on the permanent record. "W" will denote a withdrawal on the transcript. (All previous grades will be averaged into the final grade of the added course.)

Schedule Change Procedure

All changes are considered according to priorities set by the administration, and they become effective only after all steps have been followed and notification of approval has been given to the student and teacher. Failure to follow the established procedure could result in loss of course credit. All schedule change forms must be approved by the following:

1. Teacher
2. Parent
3. Department Head
4. School Counselor
5. Guidance Director
6. Principal

Final approval on all schedule changes is the prerogative of the principal.

The procedure has been established to provide as many communication checkpoints as possible. The school wants to facilitate all course changes that will benefit the student while also ensuring that course changes are made for educationally sound reasons.

SCHOLARSHIPS

The Waterford Scholarship Fund was established for the benefit of Waterford High School students. This fund makes scholarship grants to seniors who have been accepted for advanced education. Awards are based on scholarship, as well as need. Applications are available to seniors in the spring and may be obtained from the guidance counselor.

Students who fail to fill out applications are ineligible for scholarships.

STUDY HABITS - GENERAL RULES

In class, do you:

1. Always have paper, pencil, and the textbook with you?
2. Listen to instructions given by the teacher and try to follow them?
3. Listen carefully to class discussions?
4. Try to remember what is said and done in class lessons, discussions, demonstrations, writing down what you cannot remember by listening?
5. Try to understand difficult ideas and, if necessary, ask questions to help yourself understand?
6. Frequently take part in class discussions?
7. Volunteer for special work, such as reports, projects, etc.?
8. Do more than is assigned or expected of you?
9. Write down the assignment on a permanent list so that you are sure of exactly what you are supposed to do?
10. Decide when and how to complete the assignment and follow your decision?
11. Avoid speaking out of turn during class?
12. Complete all assignments as well as you can and hand them in on time?
13. Expect to learn in class things that will be valuable to you?
14. Set definite class goals for yourself?

At home, do you:

1. Have a special place to study, with enough space?
2. Have a quiet place to study?
3. Have a good study light? (A 100-watt bulb is a minimum.)
4. Start to do homework without delay?
5. Study every day at a regular time?
6. Avoid distractions, noises, and idle conversations when you study?
7. Stay with an assignment until it is completed taking breaks as needed, but working to finish?
8. Look through a whole chapter first before beginning to read?
9. Think, "What have I read?" and "What does this mean?" during your reading of an assignment?

10. Recheck written problems or answers to be sure that they are correct?
11. Recopy any work that is not neat?
12. Study alone, rather than with someone?
13. Usually get at least eight hours of sleep a night?
14. Eat a good breakfast every morning?

SUMMER SCHOOL

Admission to a review course for credit will be permitted to students previously enrolled in the course but who have not passed the course. Students may only take one summer school course in each core curriculum area. Students must be recommended for summer school by their teacher; the recommendation will be based upon the following criteria:

1. Attendance – not more than fifteen class absences per academic year
2. Performance – teacher discretion
3. Behavior – teacher discretion
4. Effort – teacher discretion
5. Average of 50 or better

*A Summer School course, i.e. English, Science, may only be taken once in the four years.

*Secondary summer school is not offered by the Waterford Board of Education.

Section 3: Student Activities

EXTRACURRICULAR PROGRAM

Waterford High School is a conglomerate of curricular and co-curricular activities. The curricular classroom is the major learning station of the school and takes precedence over all activities.

Co-curricular or extracurricular activities usually occur after the regular school day and are only indirectly related to any specific curricula of the school. Athletics, music, publications and special interest clubs are the most heavily subscribed co-curricular groups.

Team membership carries with it an obligation to the team. Team coaches are required to inform all members of the rules of team membership. Failure to adhere to those rules can result in suspension or expulsion from the team.

With the myriad of student activities, curricular and co-curricular, the students and staff will observe the following priorities when conflicts arise in the student's schedule:

1. Regular classes
2. Detentions
3. Team participation in contests
4. Extra help with teachers
5. Team practices

Students who are in doubt about their primary responsibility should seek direction from the administration.

EXTRACURRICULAR and ATHLETIC ELIGIBILITY

Any student representing Waterford High School in any extracurricular program must set a good example of citizenship. A student must receive passing grades in at least four units of work in the previous quarter to be eligible for any extracurricular activity. Academic Eligibility is determined at the time of grades being posted. Students who are not eligible cannot become eligible until the next quarter grades are posted. Fall eligibility is based on final grades from the preceding year. In addition, school attendance requirements must be met (see Attendance). **During the period of suspension, students are not eligible to participate in or attend any school activity.**

In addition to academic eligibility, every athlete who participates in a Connecticut Interscholastic Athletic Conference sanctioned activity (practice and/or contest), must be determined physically fit through a pre-participation physical performed no later than 12 months prior to the start date of the first training session. An interim health history must be completed prior to participation in each sport, along with parent permission. Parents and students are advised to review the CIAC transfer eligibility rules when considering a transfer to another school.

CLUBS AND ACTIVITIES

Anti-Bullying Coalition	Dr. Peter Hunt
Athletic Teams	David Sousa
Band/Chorus	Timothy Fioravanti
Courtyard Garden Club	Joan Mullins
Dance Club	Paula MacDougall
DECA	Alyson Woznicki
Environmental Club	Diane Herr
Fencing Club	Cathy Mason
Gay Straight Alliance	Jill Wile
Key Club	Brett Arnold
	Erica Baumgartner
Model United Nations	Ian Cheney
National Honor Society	Stephanie DiNatali
Newspaper (Lancelot)	Kim Thibeau
Orchestra	Joan Winters
Ocean Science Bowl	Michael O'Connor
Peer Tutoring	Yuan Chen
Science Bowl	Todd Kane
Science Olympiad	Michael O'Connor
Student Council	Alyson Woznicki
	Kate Prpich
WaterforDrama	Shane Valle
Yearbook (Excalibur)	Kim Thibeau

ATHLETIC DEPARTMENT OFFERINGS: TEAM SPORTS

A parent permission form, a signed Athletic Contract, and a physical are required for participation in sports at WHS.

FALL	BOYS	GIRLS	CO-ED
Aug-Nov	Football Soccer X-Country	Field Hockey Soccer X-Country Swimming Volleyball	Cheerleading
WINTER			
Dec-Mar	Basketball Swimming Wrestling Indoor Track	Basketball Indoor Track	Cheerleading Fencing
SPRING			
Mar-June	Baseball Track Tennis Lacrosse	Softball Track Tennis Lacrosse	Golf Unified Sports

ATHLETICS CONTRACT

2015-16

PLAYER/PARTICIPANT CODE OF CONDUCT PLEDGE

- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.
- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials and fans with respect and I will expect to be treated accordingly.
- I will remember that sports are an opportunity to learn and have fun.

- I will not use tobacco, alcohol or drugs. If found using, selling or possessing drugs, drug paraphernalia, alcohol, tobacco (including "smokeless or chewing), or arrested in any event where drugs or alcohol are involved, I will be suspended from the team and will be referred to the school administrator for further action.

PARENT/GUARDIAN CODE OF CONDUCT PLEDGE

- Respect decisions made by contest and school officials.
- Refrain from taunting, booing, heckling and the use of inappropriate language.
- Recognize and acknowledge outstanding performances by athletes on both teams.
- Attendance at this contest is not a license to verbally assault others or to be generally offensive.
- Respect athletes, coaches, officials and fans.

BE A FAN.....NOT A FANATIC!

All student athletes will be expected to sign and turn in the pledge below:

I acknowledge that I have read and understood the expectations of a student-athlete at Waterford High School as explained in the Athletic Handbook.

I understand that by not following the Waterford High School team rules, coach's rules, and code of conduct explained in the Waterford High School Handbook and Athletic Handbook, I could be suspended and/or removed from a sport team.

Player's name _____ Grade _____

Player's signature _____ Date _____

Parent/Guardian Signature _____ Date _____

THANK YOU FOR YOUR SUPPORT!

STUDENT COUNCIL and CLASS OFFICERS

Students who wish to run for Student Council must obtain the signatures of twenty-five of their classmates on a petition available in the Main Office. Each class is eligible to elect five (5) members. The Student Council officers shall be President, Vice-President, Secretary, and Treasurer. Elections will be held in the spring. Election of officers is held yearly.

Eligibility for Class Office: Students must have acceptable scholastic records and be a good school citizen to be eligible to hold a class office. The class advisor will be responsible for conducting the election. All election deadlines must be met.

NATIONAL HONOR SOCIETY

Membership to the National Honor Society is one of the highest honors that can be awarded to a high school student. National Honor Society selection is based upon the four characteristics of scholarship, leadership, service and character. Recommendations to apply to the National Honor Society are based upon academic eligibility; membership is granted only to those students selected by the Faculty Council.

Selection Process:

1. Juniors and Seniors who have attained a cumulative weighted grade point average of 16.0 (on 21 point scale) will be notified of their academic eligibility.
2. Students **must** complete an "NHS Application" which outlines school and community organizations in which the student has actively participated and has taken a leadership role, as well as all honors/awards received. Signatures of organization sponsors are required to verify participation. Students who have any questions should ask the NHS advisor for clarification.
3. A list of academically eligible students is circulated to staff members, who are invited to comment on the character and leadership of any students they know.
4. The NHS Faculty Council reviews the applications and staff comments. Transcripts, Learning Through Service (LTS) documentation, and discipline reports are reviewed as well. Based upon this data, the Council selects the students for induction into the National Honor Society.
5. Students are notified of the decisions of the committee by mail.
6. Selected students are formally inducted in the spring.

Criteria for membership into the National Honor Society:

Scholarship:

- Minimum cumulative weighted GPA of 16.0
In addition, the NHS Faculty Council carefully reviews each applicant's transcript (which includes class rank, rigor of course work and individual grades).

Leadership:

- Demonstrates leadership in the classroom, as noted by teachers.
- Holds school office or position of responsibility in an extra-curricular activity for more than one month.
- Demonstrates initiative and responsibility both in and out of the classroom.

Service:

- Minimum of 50 documented LTS hours for Juniors and 70 LTS hours for seniors.
- Demonstrates commitment to helping others on a continuous basis.
- Cheerfully and enthusiastically renders any requested service to the school.

Character:

- Upholds principles of morality and ethics
- Cooperates by complying with school regulations
- Shows courtesy, concern and respect for others.

Membership into the National Honor Society is more than an honor. It carries with it certain privileges and responsibilities. Members are expected to maintain the standards that were used as the basis for their selection. In addition, NHS members must conduct a service project for the school or community in their senior year (a minimum of 25 service hours).

In keeping with the standards of the National Honor Society, students who are involved in lying, cheating, stealing, or who act in a dishonorable way will be removed from the National Honor Society.

STUDENT PUBLICATIONS

The school has an online newspaper published by the students. **Excalibur**, the school yearbook, must be ordered in October. The yearbook will be distributed in June.

Section 4: School Services

WHS GUIDANCE SERVICES

Philosophy

The School Counseling program at WHS is founded on the belief that all students are unique. The delivery of our program is differentiated in order to support students in reaching their fullest potential in both their educational and career development. This is achieved by giving all students the opportunity to participate in educational and occupational exploration in an environment that is safe, caring, and encouraging. School counselors foster collaboration between all stakeholders in this endeavor: students, staff, faculty, family, and community. In doing so, school counselors establish a support system that ensures all students are equipped with the knowledge and the skills to become lifelong learners and productive members of society.

WHS Guidance Developmental Guidance Overview

The developmental guidance model is one that includes four components: the guidance curriculum, individual planning, responsive services and system support. The components address student needs in the following three domains:

Academic/Educational..... Learning to Learn
Personal/Social..... Learning to Live
Career/Vocational..... Learning to Make a Living

The model is a systematic, pro-active and sequential approach to counseling for all students. It holds as a tenet, that each student is given unconditional, positive regard by his/her counselor.

Guidance Services Structure

Jason Adler School Counseling Department Chair
860-437-6956 X7122 voice mail
E-Mail jadler@waterfordschools.org
Fax 860-447-7928

School Counselor Assignments

Students are assigned to a school counselor based on alphabetical order, and students-counselor pairings are intended to last for the full high school experience. Incoming 9th graders and transfer students will be assigned a counselor when they enroll at WHS.

Our staff of four school counselors and one secretary serves our students, parents, staff, and community on a daily basis in a variety of ways. The following description of services will detail whom to contact concerning any question a student or parent might have. The goal of a developmental system like ours is to use classroom and small group presentations coupled with individual sessions in a manner that serves all students during their stay with us. Please don't hesitate to call us at any time.

Guidance Curriculum

The curriculum uses developmental experiences presented through groups (small and large) to promote growth in the previously stated domains during a student's time at Waterford High. Our curriculum follows the guidelines established by the CSCA/CACD K-12 developmental plan.

Individual Planning

Individual planning refers to those activities designed to help students plan and modify their academic/social/vocational development. This would include counselor interviews, level placement and vocational/career counseling.

Responsive Services

Responsive services are those actions taken to respond to the immediate needs of a student that may involve group counseling, information dissemination to teachers or parents, referral to the Student Teacher Assistance Team (S.T.A.T.), or individual counseling.

In addition, other referral resources are:

1. Assistant Principal
2. School Social Worker
3. School Psychologist
4. Clinical referral depending on the nature and severity of the concern.

System Support

This component serves to create, maintain and enhance the previous three through a framework that is both developmental as well as

evaluative. Through professional development, parent education and community outreach, our guidance program is constantly changing to meet the needs of our high school community.

Our guidance staff not only attends relevant conferences and workshops throughout the year, but also interviews various colleges and business personnel to keep abreast of changing trends in higher education and the workforce.

Parent Education

Annually, our office has been an integral part of the following programs:

1. Freshman Orientation (August)
2. Parent Nights (per grade level)
3. College Fair (October)
4. Financial Aid Night (October)
5. Naviance

Testing Program

Our testing program consists of statewide, district, and optional standardized test administrations. All have different purposes and goals. Our goal as a guidance staff is to explain the purpose and results of all tests in a clear, meaningful way to students and parents.

Grade Administered	Name of Test	Origin	Measures
10	CT Academic Performance Test (Science)	State of CT	Achievement
10 or 11(optional)	Preliminary Scholastic Aptitude Test (PSAT)	College Board	Aptitude
11 or 12(optional)	SAT Reasoning Test	College Board	Aptitude
11 or 12(optional)	SAT Subject Test	College Board	Aptitude
10 and 11	Interest Inventories	Naviance Career Cruising Interest	
11 & 12(optional)	ASVAB	Military	Interest/Ability
11 & 12 (optional)	Advanced Placement	College Board	Achievement

Administrative Support

The guidance department supports the administrative staff in the following areas:

Scheduling: The guidance staff gives input into the development of the master schedule, identifying possible problem areas while working with students to help them make the most of their selections within the confines of the master schedule.

Records: In accordance with the Federal Educational Rights and Privacy Act (FERPA), records are to be maintained at the High School and available for inspection by any parent or student over the age of 18. We do not disclose information to third parties without parental consent except in the event that other school officials with a legitimate educational interest, requests them. Examples include school transfers, college applications, educational program compliance, and court subpoena releases. Questions concerning the high school policy with regard to directory information release are to be directed to the High School Principal or designee. The guidance department is responsible for maintaining accurate cumulative folders stored in our vault for fifty years. We also maintain Student Teacher Assistance Team (S.T.A.T.) records as well as report cards, progress reports and copies of disciplinary records. These copies, along with progress reports and report cards, are destroyed upon a student's graduation or withdrawal from school. S.T.A.T. records are destroyed six years after a student's graduation.

Transcripts and State of CT-Department of Education Reports: Our office prepares approximately 1,000 transcripts each year for students, graduates, and alumni. The guidance department works with the administration to prepare reports required by Connecticut General Statutes. High School transcripts contain other than directory information and are not released without prior written consent. The exception to this rule is a transcript for a college or university. Waterford HS considers the student application to the college to supplant a written consent and therefore a transcript is sent with every application. Students can request transcripts through Naviance.

Cooperative Liaisons: The guidance office works closely with various schools and institutions to provide students additional school options. These include the following:

- New London Adult Education Programs (GED, etc.).
- UCONN Early College Experience Program.
- College Board Advanced Placement Program.
- Three Rivers Community College/College and Careers Pathways Program
- Conn College Scholars

Scholarships: Our staff has created a large database of scholarship opportunities available from colleges and private sources posted on Naviance. We also work with the Dean of Students as an integral part of the Waterford Scholarship Committee to disseminate about \$50,000 in local funds annually. Applications may be obtained in our office after April each year. Awards are based on academic progress as well as financial need. However, some awards are based on academic merit alone.

School Counseling Resources:

- Career/College Information Planning Guide
- Developmental Guidance Program
- Naviance Scholarship Database
- College/Career Room

HEALTH OFFICE

There is a nurse on duty at Waterford High School from 7:30 a.m. to 2:30 p.m. Students requiring a nurse's attention should report to the health office. A pass is required from the classroom teacher. If a student is ill with a contagious disease, the school nurse should be notified. The student is to report to the nurse before attending class on the day he/she returns to school.

A certificate issued by the physician is required before the student may return to school if he/she has had impetigo, scabies, etc. and/or any condition deemed necessary by the nurse.

A physician's note is also required if the student has sustained an injury and will need to be excused from P.E. or sports. The note should specify the length of time that the student should be excluded from the activity.

Ct. State mandates that a health assessment be done sometime during 9th or 10th grade. No student may enter 11th grade if they are not in compliance with this state law. The physical may be done by the student's primary care physician or an APRN. If a student receives free or reduced lunch he/she are eligible for a physical done by the Waterford School District MD, Dr. Ehrlich. The physical would be done at no cost.

Any student planning to participate in a sport must have a physical that is current, within a year of the start date of the first training session. If the health assessment expires during the sport season then an updated physical is required. Careful attention to dates and early scheduling will

avoid time lost from the sport. In addition to the health assessment a parent permission slip and questionnaire is necessary for participation.

The health office handles accidents or illnesses during school hours, eye examinations, vaccinations, home visits, health classes taught in physical education and school insurance matters.

Students in the Waterford Public Schools may take medication while at school only after the "Authorization for the Administration of Medications by School Personnel" form is signed by both the student's physician/dentist and parent or guardian, completely filled out and on file at the student's school. The medication policy covers all prescriptions, including controlled drugs and over-the-counter drugs (acetaminophen or ibuprofen). It is recommended at the High School level students have "self-medicate" orders for the use of inhalers and epi-pens. These forms are available in the health office or online.

The Waterford Board of Education Policy on the administration of medication to students applies to school sanctioned field trips. For any overnight field trips or trips abroad a form for the administration of medication must be completed by the student's MD. The order must be specific for the day at departure to the day of return. Medication for the trip must be in the original labeled container with the exact number of doses to last the whole trip.

Students may self-medicate only with specific written orders from their physician and from their parent/guardian.

Students are to be administered medications under this policy only during regularly scheduled school hours or during approved Board of Education sponsored activities.

Illness: if you become ill, obtain a pass from your teacher to go to the health office. Contacts to parents for illness must be made in the health room, not by the student via cell phone. Reminder: a nurse dismissal is not an excused absence. Only absences documented by a medical doctor are excused.

LEARNING THROUGH SERVICE

It is a teaching and learning approach that integrates community service with academic study to enrich learning, teach civic responsibility, and strengthen communities.

ALL students at Waterford High School must complete and document a **total of 80 hours** of service over the course of four years as part of the Waterford High School diploma requirements. **Students failing to complete the service requirement will NOT be permitted to graduate.** It is suggested that students perform and document at least

20 hours per academic year. Required total hours are pro-rated for students entering after the first semester of the freshman year per agreement with Ms. April Cairns, Learning Through Service Program Coordinator.

Each student is provided a Learning Through Service folder as part of his/her cumulative record file. The folder will contain copies of finalized proposals, site evaluations, and self-evaluations for each project that is counted toward the requirement. All forms may be obtained in the main office and outside the Learning Through Service office (A-4).

What is an acceptable LTS project outside of the classroom?

The following are some of the criteria which will be used by Ms. Cairns, Learning Through Service Coordinator, when determining “meaningful” service. The service must:

- be provided to a **non-profit** organization (not a business)
- be provided **free** of any remuneration (no payment)
- be consistent with the Waterford High School philosophy as approved by the Waterford Board of Education
- be an active experience that measurably benefits another person, the school community, or the community at large. (Performing tasks for family members, parents, grandparents, aunts, uncles, etc. does NOT count as a service project.)

Any project that does not clearly meet the above criteria **MUST receive pre-approval** from Ms. Cairns **or the hours will be denied**.

What is the policy on volunteering in a private residence or for a private individual or family?

Performing tasks not limited to but including babysitting, shoveling snow, raking leaves, mowing lawns, home maintenance, tutoring, music lessons, dance lessons, karate lessons, and so on, in someone’s home or for a private individual or family **does not** constitute a service project. Exceptions to this rule are sometimes made for individuals or families with extraordinary special needs but **only with prior approval** from Ms. Cairns. **Do not submit this type of project without having received prior approval; approval will not be granted after the fact.**

How do students find out about opportunities?

A listing of possible service sites is posted on the LTS bulletin board across from the main office, outside the LTS office (A-4), and on the school announcements. A publication entitled Opportunities highlights on-going service options and is available in the LTS office. Students are also encouraged to develop their own projects. Students can request pre-approval by submitting a fully completed green, independent LTS project form.

When can students conduct service projects?

Independent LTS Projects may only be performed outside of regular school hours. Students may begin service projects during the summer following completion of middle school. Middle school students will receive a copy of the LTS Program Manual and all forms during an orientation program held at the middle school in May of each year.

How do students document service projects?

Students must document all service with official Learning Through Service paperwork and submit it to the Program Coordinator for final approval. ***Documentation will only be accepted for the current academic year or prior summer.*** Strict adherence to published deadlines will be expected. Once school is dismissed at the end of the school year, no outstanding documentation will be accepted without prior arrangement with the Program Coordinator. All LTS forms may be obtained in the main office and the LTS office (A-4).

**Questions concerning LTS may be directed to
April Cairns, LTS Coordinator
Phone: 437-6956
E-mail: acairns@waterfordschools.org**

LANCER LIBRARY/MEDIA CENTER

The Lancer Library/Media Center is open to students M-F, 7:30 a.m. to 3:30 p.m. It offers a wide array of resources and services including 10,000 volumes, 600 periodicals, 150 DVDs, 24 laptops, and most of the textbooks used in classes throughout the school. Beside the main library room, there are three separate meeting rooms available for classes or small groups, two of which, including the library room, are equipped with interactive Promethean boards. The library offers a variety of supplies to support student work, including a photocopier, printer, laminator, colored pencils and paper, and other school necessities.

Students can access the library during their study halls or during lunch. All students are expected to check in with library staff upon entering the library. Students are welcome to come in for quiet reading, research, study, and book selection. Classes doing resource-gathering have priority and may sometimes pre-empt other students.

The Lancer Library/Media Center can also be accessed under the "Departments" tab on the school website. Students have access to the online catalogue, a variety of subject-specific databases, and a portal

for their Google Drive account, as well as direct links to the Waterford Public Library, the UCONN library for ECE students, and the Teenager Driver page of the DMV.

Regular books circulate for three weeks. Reference books and magazines do not, except by special request. Students may check out DVDs. R-rated DVDs are only available to students who have a signed parental permission slip filed with their teacher.

STUDENT/TEACHER ASSISTANCE TEAM – SRBI

Waterford High School Student Teacher Assistant Team, STAT, addresses the challenge in school through a positive and success-oriented approach that uses specific assessment and intervention tactics to help remove educational and behavioral stumbling blocks.

A continuum of academic and behavioral support is provided through Waterford High School curriculum and the following SRBI academic interventions: Academic Studies, Reading Workshop, Literacy Lab, Writing Workshop, and Math Lab, to meet the needs of students. A student's progress is monitored and data are studied; findings are used to determine students' need to receive the proper tier of *SRBI academic interventions*. *In order to provide support and instruction*, a student's class schedule may be subject to change to allow for academic interventions.

Students in Tier 2 or 3 SRBI classes are graded on a Pass/Fail basis. A quarter credit each is awarded for English Workshop, Writing Workshop, and Math Lab. A half credit is awarded to Literacy Lab.

Section 5: School Procedures and Behavior Expectations

ACCIDENTS

All injured students should report to the school nurse. The nurse will make medical referrals when necessary. The person in charge of the class or activity where the accident occurs must report the accident to the nurse as soon as possible.

ANNOUNCEMENTS

Announcements will be made daily and must be approved by the advisor and submitted to the main office. Announcements will be duplicated for reading and posting in classrooms. Order of class periods, lunch menus, and other pertinent information will be included. Some announcements will be made orally over the public address system. Students are responsible for keeping themselves informed and for reporting as directed in the announcements.

ATTENDANCE

Connecticut state law requires parents to make sure that their children between the ages of 5 and 18 attend school regularly unless the child is a high school graduate or the parent or person having control of such child is able to show that the child is receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child sixteen or seventeen years of age may consent to such child's withdrawal from school, upon signing a withdrawal form at the school district's offices.

Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to legitimate absence.

Absences for the purpose of vacation are not excused. Such absences count toward the total absences for the student.

Teachers will make reasonable attempts to provide information regarding classwork for students who will be out of school for vacations, but cannot be expected to provide full classwork assignments in advance of the classes that are going to be missed. It is the student's responsibility to stay current with work posted on teacher websites and to meet with teachers on return to school to ensure that all missing classwork is assigned.

ABSENCE

Every attempt should be made to confine necessary appointments to after school, weekends, and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 7:00 a.m. and 9:00 a.m. on the day of the absence and ask for the attendance office. Parents should state the reason for the absence.

1. Death in the immediate family
2. Illness of or injury to the student
3. Religious observance
4. Court appearance/Probation appointment
5. Family emergency that cannot be handled outside of school (administrative approval)
6. Medical appointment
7. Participating in a school sponsored activity
8. College visit – limited to grades 11 & 12 (2 days per year)
9. Other absences as approved by the principal's office in advance

Students who plan to be absent for reasons other than those listed above, should seek approval by presenting a note from home to the principal or designee, who will then indicate approval or disapproval.

If the parent does not call, the attendance office will attempt to call the parent/guardian. The responsibility for makeup work lies with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed as per arrangement with the teacher. A student will be considered truant if absent without parent knowledge and consent.

Parents may excuse up to nine absences with a note upon return to school.

ATTENDANCE PROCEDURE

No student may receive course credit for a semester course upon being absent from the course seven (7) class periods. No student may receive credit for a full year course upon being absent from the course thirteen (13) class periods during the school year. The grade earned will appear on the transcript/report card with a comment that no credit is earned (due to poor attendance).

Any class missed due to an early dismissal or tardiness will count as an absence if the student was not present for at least 60 minutes of the block. Being called from class by an administrator, counselor, or nurse will not be counted as an absence. Students must be in attendance four (4) hours in order to participate in extra-curricular activities. For

weekend extra-curricular activities, Friday attendance will be used to determine eligibility to participate. Exceptions to the rule must be approved at least a day in advance by an administrator. Notification will be given when a student reaches the half, and final loss of credit stages during the school year.

Excused absences will not penalize the student because they represent school-sponsored activities. Excused activities include the following:

- School sponsored activities
- Field Trips (50% teacher recommendation or teacher approval)
- Present at an approved meeting, activity, conference, or college interview (approved by administration)
- An early dismissal for interscholastic sports, extra-curricular or school-sponsored activity
- Military physical
- Documented court date
- Religious observances
- School suspensions

Parents should check the Power School portal to monitor their children's attendance.

*Alternative assignments will be offered to students who choose not to attend a field trip.

APPEAL

Any student wishing to explain unusual circumstances affecting his or her absence record may, upon notification of loss of credit, appeal the loss of credit.

The appeal process is as follows:

1. The student fills out an attendance appeal form. Forms may be obtained in the school counseling office or the main office.
2. Once the form is completed, the student should meet with his/her counselor to explain why credit should be restored.
3. Counselors meet with the CARE Team to make the case for credit restoration. The CARE Team consists of administrators, counselors, and teachers. The team reviews documentation and may affirm loss of credit, restore credit, or hold credit in abeyance pending an improvement in attendance over the course of the school year. Appeals will be heard at the end of first and second semesters. This policy does not exclude administrative discretion on issues of attendance.

CLASS CUTTING

Parents/Guardians will be notified by mail when students cut class. Students will be subject to disciplinary action. No make-up work will be allowed.

DISMISSALS

Students are not allowed to call home for dismissal due to illness. Procedure: dismissal is by the nurse for accidents and illness.

LEAVING SCHOOL GROUNDS/RELEASE FROM SCHOOL

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians **and** school administration. In the event that it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. The attendance office will confirm all early dismissal requests. Children of single-parent families will be released only upon request of the parent whom the court holds directly responsible for the child and who is identified as such in the school data base, unless prior arrangements have been made with the school.

TARDINESS

Students are late to school if they are not in their seats at the bell signaling the start of first period. If students arrive late, they must report to the attendance office and sign in. Failure to do so will result in disciplinary action.

Outline of Tardy consequences

Tardiness to school is a chronic problem that disrupts class and contributes to a decline in student performance. The following is an outline of consequences of excessive tardiness to school.

- On the 3rd tardy to school a student will receive a warning and parent notification.
- On the 5th tardy to school a student will receive an office detention and parent notification. Five tardies to school will count as one unexcused absence to the affected class.
- For each additional five tardies to school, a student will receive more severe disciplinary consequences. School administrators will determine consequences based on the frequency of tardiness and the administrator's judgment regarding which consequences are most likely to correct the behavior. Each five tardies to one class will also count as an additional unexcused absence to that class.

TRUANCY

Students are obligated to attend school. A student age five to eighteen, inclusive with four (4) unexcused absences in one month or ten (10) unexcused absences in a school year will be considered a truant. For those students who are under the age of sixteen,

repeated truancy will result in referral to Superior Court, Juvenile Division. Teachers will be notified of a student's truancy and no makeup work will be allowed for the day(s) of truancy.

BUS – TRANSPORTATION

The Town of Waterford provides bus service for public school students living the required distance from the school. Each year, the scheduled bus stops and time of student pickup is published before the opening of school.

In addition to the bus service to and from school at the scheduled times, there is a "late bus" service. The late bus leaves the high school at approximately 3:45 p.m. on Monday, Tuesday and Wednesday only. This service allows students to participate in many extracurricular activities after school. Students will not be allowed to loiter after the close of school. The late bus is a privilege and students must have a late bus pass from the supervising teacher or coach. If students leave school grounds, they will not be allowed to ride the late bus.

Any request for a change of bus or bus stop must be processed through the office. A pass will be issued on the morning of the request with a written note from a parent.

CAFETERIA

All students are required to report to the cafeteria during assigned lunch. Students may bring lunches or buy lunches in the cafeteria. Outside delivery is not allowed. **CAFETERIA USE IS A PRIVILEGE THAT CAN BE DENIED IF IRRESPONSIBLE BEHAVIOR OCCURS.**

Since classes are in session throughout the lunch period, students are to be in the lunchroom within five minutes of the start of the lunch period; students are to remain in the cafeteria during their assigned lunch period. Students are to maintain decorum when passing to lockers or classes.

CARE OF PROPERTY

Students are entrusted with and made responsible for considerable valuable property such as books, furniture, laboratory equipment, athletic equipment, etc. At the end of the period of its use, it should be returned with no more depreciation than normally expected from ordinary use. Students will be held financially liable for extraordinary depreciation of property entrusted to their care.

CARS - STUDENTS

Students driving cars to school must file a student-parking permit. The forms are available in the main office. Students must park in the assigned parking lot. Cars parked illegally will be subject to fines or towing. **Repeated parking violations may result in loss of driving privilege.**

School officials reserve the right to search a student's car when reasonable suspicion exists while they are on school property. Students violating driving rules and regulations, as set forth by the State of Connecticut or promulgated by school officials, will be denied the right to drive/park on school grounds. **Reckless driving will result in loss of driving privilege. Please note posted speed limits are enforced.**

CELL PHONES/PERSONAL ELECTRONICS

The use of cell phones/personal electronics will be allowed for education use as directed by the administration and classroom teachers. Devices are not to be used in a manner that is disruptive to the educational process or the functioning of the school. Students will not be required to bring personally-owned devices to school, and the school will not be responsible for loss, theft, or damage to devices that are brought to school.

CHEATING

Students are encouraged to study together. However, **CHEATING IN ANY FORM**, giving or taking information during testing, or plagiarism, will result in a zero for the test or paper involved. Cheating includes, but is not limited to, unauthorized talking during test, leaving papers uncovered, or violation of teacher directives during testing. Plagiarism is the taking of someone else's ideas, words, or writings and using them as your own, without crediting the source. Both quoting and paraphrasing of an outside source without crediting that source are forms of plagiarism. In all confirmed cases, teachers must notify the administration and the students' parents. **The use of cell phones during testing will be considered cheating.**

CORRIDOR TRAFFIC

It is important to keep to the right when moving in all corridors. Do not loiter on stairways or ramps.

Students may use lockers during passing time, before the late bell and at the close of school. Students are expected to be seated in the

classroom ready to work when the bell rings. Hall passes must be issued to lockers from classes or study halls.

DANCES

Projected plans for the date of a dance must be presented to and confirmed by the Administration in advance by the faculty advisor or with the consent of the faculty advisor of the sponsoring organization. **There may be some dances during the year that guests will not be allowed to attend.**

WHOM TO ADMIT: All Waterford High School students may attend dances. **One** guest is permitted when escorted by a Waterford High School student. **Guests must be pre-registered prior to the day before the dance.** Registration is at the time of ticket purchase. Guests will be asked to show I.D. upon entering dances.

WHOM NOT TO ADMIT: Suspendees, restrictees, absentees, anyone improperly attired, or non-Waterford High School students not pre-registered, approved in advance or anyone 21 and older.

There must be adequate faculty sponsors for any dance. A police officer should also be on duty to provide security for the dance.

Students who break the rules shall be removed from the dance and their parents notified. Once a person leaves the dance, he/she shall not be readmitted. No one will be permitted to loiter on the school grounds during or after a dance. Inappropriate conduct may also result in exclusion from other dances.

PLEASE NOTE: Breathalyzer tests will be administered randomly upon entrance to and exit from school dances (including the guests). Refusal to submit to such test will result in exclusion from entry.

Students who do not drive should make arrangements to be picked up at the time the dance ends.

DETENTION

The administrators, in accordance with the Behavior Code, schedule school detentions. Detention is held Tuesday and Thursday from 2:15 to 3:35 p.m. Any misconduct in the detention hall will result in serious disciplinary consequences, including possible suspension from school.

STUDENT BEHAVIOR CODE/CONDUCT

(See BOE Policy)

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time and location.

A student who violates the district's code of conduct shall be subject to disciplinary action. These disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class and/or school activities, removal to an alternative education program, out-of-school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law, that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized Board of Education policy even if such conduct occurs off school property and during non-school time.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being dressed appropriately, consistent with school policy.
4. Showing respect toward others
5. Behaving in a responsible manner.
6. Abiding by the code of conduct.
7. Obeying all school rules, including safety rules.
8. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
9. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Cheating or copying the work of another person.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Disobeying directives from school personnel or school policies, rules, and regulations.
5. Being disrespectful or directing profanity, vulgar language, or obscene gestures towards other students, teachers, or other school employees.
6. Playing with matches, fire, or committing arson.
7. Committing robbery or theft.
8. Damaging or vandalizing property owned by the school, other students, or school employees.
9. Disobeying school rules on school buses.
10. Fighting, committing physical abuse, or threatening physical abuse.
11. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
12. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
13. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
14. Assaulting a teacher, staff member, or other individual.
15. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; any controlled substance or drug; any alcoholic beverage; or any intoxicant.
16. Possessing a firearm, knife, martial arts weapon, or dangerous instrument.
17. Use or possession of prescription drugs which are given to a person other than for whom the drug is prescribed.
18. Use of tobacco products or e-cigarettes.
19. Bullying or hazing.
20. Behaving in any way that disrupts the school environment or educational process or using devices (such as laser pointers, noise-makers, etc) that can interfere with the educational process.
21. Use of cell phones or personal technology devices in a manner that is disruptive to the school or classroom environment.
22. Giving false information or refusing to identify oneself to school employees.

Students are subject to disciplinary action, including suspension and expulsion, for conduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy and rules, even if such conduct occurs off school property and during non-school time. In determining whether conduct is "seriously disruptive of the education process" for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board in matters of expulsion, may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, drugs, or intoxicant of any kind.

Any senior guilty of a serious misconduct may be denied all senior privileges (i.e. prom, picnic, class day, and graduation ceremony)

Expulsion

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student's conduct on school grounds or at a school-sponsored activity endangers person(s), or property or is seriously disruptive of the educational process or is in violation of a publicized Board policy. In addition, the Board of Education may similarly expel a student if it finds that the student's conduct off school grounds is in violation of such policy and is seriously disruptive of the educational process. Students who have been expelled may be eligible for an alternative educational program. Grading in this program will be at the standard level for Quality Point purposes.

Expulsion from school will result in the loss of all extra-curricular and social privileges during the period of expulsion.

Expulsion proceedings shall be required whenever there is reason to believe that any pupil (A) on school grounds or at a school-sponsored activity, was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, (B) off school grounds, did possess such a firearm in violation of or did possess and use such a firearm, instrument or weapon in the commission of a crime, or (C) on or off school grounds, offered for sale or distribution a controlled substance. Such a pupil shall be expelled for one calendar year if the Board of Education finds that the pupil did so possess or so possess and use, as appropriate, such a firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student's cumulative education record. The record will be expunged if the student graduates from high school and the expulsion was not for weapon possession. An expelled student may apply for early readmission to school. Such readiness is at the discretion of the Superintendent.

Suspension

A teacher may remove a student from classes when the student deliberately causes serious disruption of the teaching and learning process within the classroom.

The administration may suspend a student whose conduct on school grounds or at a school sponsored activity is in violation of a publicized policy of such Board of Education or is seriously disruptive of the educational process or endangers persons or property or whose conduct off school grounds is in violation of such policy and is seriously disruptive of the educational process. In addition, the administration may suspend transportation services for any pupil whose conduct while awaiting or receiving transportation to and from school endangers persons or property or is in violation of a publicized policy of such Board of Education.

Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instances the informal hearing will be held during the suspension.

Suspension from school will result in loss of extracurricular and social privileges during the period of suspension.

NOTE: During a period of suspension or expulsion students are not allowed or eligible to participate in or attend any school activity.

The following grid is a guide to consequences for misconduct at Waterford High School. The Administration may use their discretion in special circumstances and any other misconduct which compromises the safe and orderly environment is subject to disciplinary action.

LEVEL I

Misbehavior, which impedes orderly classroom procedures or interferes with the orderly operation of the school. These misbehaviors can usually be handled by an individual teacher, but sometimes requires the intervention of the school administration.

Inappropriate Behavior	First Offense	Second Offense	Third Offense	Fourth Offense
Class misconduct.	Teacher detention.	Teacher detention. Parent notification by teacher. (Phone call or letter.)	Two office detentions	Additional Detentions or In School Suspension (I.S.S.).
Gambling.	Reprimand. Confiscation of paraphernalia.	Confiscation of paraphernalia. Referral to administration. Reprimand.	Confiscation of paraphernalia. Parent conference. Contingency contract.	
Throwing snowballs.	Two detentions.	Two Day I.S.S.		
Pass Violation	Pass restriction 2 Weeks	Pass restriction 1 Month	Pass restriction 1 marking period	

Dress Code Violation	Send to Office. Phone call to parents with repeated violations. Return to class when properly attired.	Send to Office. Phone call to parents with repeated violations. Return to class when properly attired.	Proper Attire Plus Detentions	
Misconduct in the cafeteria	Cafeteria use denied for two weeks.	One month cafeteria restriction.	Ninety days cafeteria restriction.	
Tardiness to school	See suggested changes to attendance procedures for tardiness to school			
Tardiness to class (up to 10 minutes). After 10 minutes called class cutting.	<u>Tardies 1-3</u> #1 - Warning #2-3 Teacher Detention.	<u>Tardies 4 - 5</u> Office Detention each time. Parent notification.	<u>Subsequent tardies</u> Additional detention	Possible suspension
Failure to report to attendance office.	Warning	Detention	Two detentions.	Possible suspension
Failure to sign in properly at library or study hall.	Reprimand	One detention.	Two detentions. One week library restriction.	

LEVEL II

Infractions that tend to disrupt the learning climate as a result of their seriousness. These infractions require the intervention of personnel on the administrative level. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require disciplinary action.

Inappropriate Behavior	First Offense	Second Offense	Third Offense	Fourth Offense
Cutting school detention.	I.S.S.	I.S.S.	Two Day I.S.S.	
Smoking/Tobacco/e-cigarette use	Four days I.S.S. and/or referral to police.			
Display or possession of any smoking materials or any form of tobacco, lighters, matches, e-cigarettes, etc.	Three detentions.	I.S.S. x 2		
Class-cutting (Each class cut is a separate offense)	Two Detentions	Up to Two days I.S.S. Parent notification. Teacher notification.	Up to Four days I.S.S.. Parent notification. Teacher notification.	

Inappropriate Behavior	First Offense	Second Offense	Third Offense	Fourth Offense
Insubordination (refusal to submit to reasonable authority or direction by a staff member.)	Warning and up to 10 day I.S.S. or suspension – depending on the severity of the offense.			
Parking Violation (All vehicles parked on school grounds must be registered in main office and display parking tag.	Detention. Must move vehicle	Two detentions, possible loss of parking privilege.	Two detentions, loss of parking privileges	
Moving traffic violation on campus.	Possible suspension of parking privilege. Parent notification. Referral to police.	Loss of parking privilege		
Cutting Teacher detention (24 hour notice)	Two office detentions	Two office detentions	Two office detentions	Two office detentions
Bus violation.	Administrative discretion based on severity of incident.	.		

Inappropriate Behavior	First Offense	Second Offense	Third Offense	Fourth Offense
Disrespectful behavior.	Two detentions. Parent notification.	Two Detentions	Two days I.S.S. Parent conference.	
Disrespectful behavior i.e. laser lights, noisemakers, pointer, etc.	Warning and confiscation	Detention and confiscation	ISS and confiscations	
Rough horseplay	2 detentions, possibly more serious consequences based on the severity of the behavior	Up to 2-day I.S.S.	Up to 2 – 6 day I.S.S. and conference with principal	
Inappropriate physical contact with another student	One detention, possibly more serious consequences based on the severity and nature of the behavior	Two Detentions	Two day I.S.S.	Four day I.S.S.
In an unauthorized area.	Three detentions.	Two days I.S.S.	2 or more I.S.S.	
Spitting	Property- Two detentions. Person in ISS	Property- One day ISS Person- 2-5 days ISS and conference with the principal	Property- Up to five days ISS and conference with the principal Person- Up to ten days ISS	

Truancy - cutting two or more classes in one day. Note: No make-up work will be allowed.	One I.S.S. Parent notification. Teacher notification.	Two days I.S.S. Teacher notification.	Four days I.S.S.. Court referral. Teacher notification.	
Leaving school grounds without permission.	Three detentions.	Two days I.S.S.	Four days I.S.S.	
Cheating or plagiarism.	Grade of zero. Phone call or letter to parent. Notify counselor and administration.	Grade of zero. Refer to administration plus parent conference.	Grade of zero. Two day I.S.S.	
Forgery/Lying	Two Detentions	Two to Four detentions.	Two days I.S.S.	
Inappropriate Language	One detention.	Two Detentions detention.	Two days I.S.S.	
Inappropriate Behavior	First Offense	Second Offense	Third Offense	Fourth Offense
Inciting to fight.	One to three days I.S.S. or suspension.	Three to six days I.S.S. or suspension.	Six to ten days I.S.S. or suspension.	

LEVEL III

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school, where applicable, appropriate action may be taken. Restitution of property and damages will be made when situation warrants.

Inappropriate Behavior	First Offense	Second Offense	Third Offense	Fourth Offense
Fighting NOTE: Fighting may be referred for police action.	6 – 10 days suspension.	10 days suspension.	10 days suspension.	
Vandalism - Level I	2 - 10 days suspension. Financial restitution. Referral to Police.			
Inappropriate Behavior	First Offense	Second Offense	Third Offense	Fourth Offense
Vandalism - Level I	2 - 10 days suspension. Financial restitution. Referral to Police.			
Harassment	2 - 10 days suspension.			

Racist/Bigoted Language	2 - 10 days suspension and possible police referral.			
Stealing	2 - 10 days suspension and possible police referral.			
Under the influence of drugs/alcohol, possession of drugs, alcohol or drug paraphernalia.	10 days suspension as per Waterford School district regulation #5131.6.			
Abusive language.	2 - 10 days suspension and possible police referral.			

Inappropriate Behavior	First Offense	Second Offense	Third Offense	Fourth Offense
Sexual Harassment.	Refer to proper authorities, including the police, and follow Board of Education Complaint Procedures which includes suspension and/or expulsion.			
Verbal and /or Physical Threat to staff or student	6 - 10 days suspension. Possible police referral. Possible recommendation to Superintendent for expulsion.			
Food Fight	4 days suspension. 90 days cafeteria restrictions, including the purchasing of food from the cafeteria.	6 - 10 days suspension. 90 days cafeteria restriction, including the purchasing of food from the cafeteria.		
Level III Misbehavior. Actions, which display gross disregard to the rights of others and to the good order of the school.	Suspension up to 10 days.	6 - 10 days suspension. Possible police referral. Possible recommendation to Superintendent for expulsion.		

LEVEL IV

Acts which result in violence to another's property or to another person, are those which pose a direct threat to the safety of others in the school. These acts are clearly criminal and are so serious that they always require administrative action, which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and action by the Board of Education. Each of these offenses will result in a ten day suspension from school.

Inappropriate Behavior	Action Taken
Extortion	Refer to proper authorities including the police and/or refer to the Superintendent with specific recommendations, including that of expulsion.
Bomb threat	Refer to proper authorities including the police and/or refer to the Superintendent with specific recommendations, including that of expulsion.
Possession/use/transfer of explosive or incendiary devices	Refer to proper authorities including the police and/or refer to the Superintendent with specific recommendations, including that of expulsion.
Assault/battery	Refer to proper authorities including the police and/or refer to the Superintendent with specific recommendations, including that of expulsion.
Vandalism, Level 2	Refer to proper authorities including the police and/or refer to the Superintendent with specific recommendations, including that of expulsion.
Theft/possession/sale of stolen property	Refer to proper authorities including the police and/or refer to the Superintendent with specific recommendations, including that of expulsion.
Arson	Refer to proper authorities including the police and/or refer to the Superintendent with specific recommendations, including that of expulsion.
False Fire Alarm	Refer to proper authorities including the police and/or refer to the Superintendent with specific recommendations, including that of expulsion.

Inappropriate Behavior	Action Taken
Furnishing/selling of unauthorized substances	Refer to proper authorities including the police and/or refer to the Superintendent with specific recommendations, including that of expulsion.
Weapons	Refer to police per Board of Education Policy 5131.4. Recommendation to Superintendent for expulsion.

DANGEROUS WEAPONS IN THE SCHOOLS

(See BOE Policy)

No guns, knives or any other weapons or objects, including martial arts weapons, capable of threatening or causing injury or death may be brought onto school grounds or at a school-sponsored activity. Any object which may be used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution as well as, appropriate disciplinary action. Any student found to have a weapon on school grounds or during a school activity will be expelled from school.

It shall be a violation of this policy for any student to have in his or her possession, on school property or at school-sponsored activities, weapons or dangerous instruments as stated above, as well as the following:

1. Weapons and dangerous instruments, including, but not limited to:
 - a) Any firearm of any description.
 - b) Any facsimile of firearm.
2. Chemical weapons or explosive devices (e.g. mace, ammunition).
3. Any other dangerous instrument that is capable of inflicting injury
4. Any object not normally considered dangerous but which is used with the intent to cause harm.

A student having in his or her possession, or in a desk or locker, any weapon, dangerous instrument or a facsimile thereof will be subject to both school discipline and/or law enforcement intervention. In addition, use of such a weapon or dangerous instrument will result in criminal prosecution.

In the enforcement of this policy, when reasonable suspicion exists, administration may authorize:

1. Inspections of student lockers.

2. Inspection of student automobiles driven to school and parked on school property.
3. Inspection of the contents of a student's pockets, purse and/or bags if there is reasonable suspicion that the student is in possession of a weapon or dangerous instrument.

NOTE: Pursuant to Board of Education Policy, students are subject to suspension and expulsion (exclusion from school privileges) for misconduct even if such misconduct occurs off of school property and during non-school time if such misconduct is seriously disruptive of the educational process. Students are expected to be familiar with the provisions of Board Policy 5114. A copy of this policy is available upon request in the office of the Principal and in the office of the Superintendent of Schools.

DISCIPLINARY APPEALS PROCESS

Student appeal process for discipline must be started within two (2) school days of assignment of discipline consequence. If a student believes that a classroom decision is unfair, the student has the right to appeal by asking to speak with the teacher on non-class time: then, if necessary

1. Scheduling a meeting with parent, teacher and student.
2. Scheduling a meeting with the parent, teacher, student, Dean of Students, or Assistant Principal.

If a student believes that a decision made by the Assistant Principal or Dean of Students is unfair, the student has the right to appeal by:

1. Scheduling a meeting with the person who made the decision.
2. Scheduling a meeting with the parent, student, and person who made the decision.
3. Scheduling a meeting with the parent, student, and Principal.

NOTE: The disciplinary appeal process stops with the Principal's decision. The Principal may also increase the discipline given.

STUDENT DRESS CODE

It is not the desire of this administration to get involved in enforcing unmanageable dress codes or making judgments about style or fashion. However, propriety and decorum do need to be honored at all times. Student dress may be regulated and students are required to dress in

clothing appropriate to the school situation. Any attire which impairs safety or increases the risk of injury to self or others, causes discomfort to the health and safety of others (e.g. uncleanness, malodorousness), causes distraction or disruption of the learning environment, advertises or advocates the use of alcohol or drugs, pornography or acts of violence or is libelous is prohibited. Dress, attire, or accessories that display lewd or vulgar language or pictures or sexual references are prohibited. In addition, derogatory language or pictures, where such language or pictures are likely to cause a substantial disruption of the school, are also prohibited.

Prohibited are:

1. Bathing suits - beachwear – excessively short shorts or skirts (“fingertip rule” to determine what is too short).
2. Strapless or backless attire, bare midriff, low cut tops.
3. Exposure of torso and see-through materials.
4. Bare feet.
5. Articles of clothing or footwear which cause maintenance problems.
6. Dress or costume causing a disruption.
7. Sunglasses worn in building.
8. Hats or head coverings.
9. Clothing with sexual and/or drug/alcohol connotations.
10. Wallet chains.
11. **CLOTHING WHICH IS IMMODEST BECAUSE OF ITS TIGHT FIT OR REVEALING NATURE IS PROHIBITED.**

EARLY DISMISSALS

A parent must request an early dismissal **IN WRITING**. A telephone number where parents can be reached should be included in the note.

Include in the request:

1. The time of departure (and return if appropriate).
2. How the child will depart (picked up, walk, drive self).
3. Reason for the early dismissal. Acceptable reasons are:
 - a) Illness
 - b) Religious observance
 - c) College visitation
 - d) Doctor's appointment
 - e) Death in the family
 - f) Family emergency (with administrative approval)

- g) Participating in a school-sponsored activity

Students must turn in the excusal note to the Attendance Office before 8:00 a.m. and report to the Main Office immediately before leaving school to sign early excusal log.

FEES, FINES, AND FINANCIAL OBLIGATIONS

There is a fine on overdue library materials.

Students are responsible for all materials issued and must pay replacement costs if lost.

Students may be required to purchase a limited number of supplementary books. Nominal shop fees may be required.

Students may be denied participation in all school extra or co-curricular activities, including graduation activities, until financial obligations are fulfilled.

FIRE/EVACUATION DRILLS

Fire/evacuation drills are held regularly to implant proper procedures and conduct among all school personnel. Procedures will be reviewed in each room and will be posted permanently in each room. Students must move at least 100 feet away from the school building. All students and teachers are to remain away from the building until the recall is sounded.

FREEDOM OF SPEECH/EXPRESSION

Responsible criticism and reasonable dissent are basic to the free expression of ideas. No idea will be suppressed simply because it is not shared by the majority. However, expressions which involve false statements, disruptive or potentially dangerous content, the use of obscenities, and advocacy of violation of law or official school regulations are unacceptable.

LOCKERS

Student lockers are school property and remain at all times under the control of the school. All students are provided the loan of a locker for the school year and are expected to assume full responsibility for its individual use (one person to a locker), its cleanliness, and its security. Non-school locks will be removed. Non-compliance with any of the above responsibilities could result in recalling the loan of the locker. Inspections of lockers are conducted regularly by school authorities for

hygiene and security reasons without notice, without student consent, and without a search warrant. **LOCKERS MUST BE LOCKED – DO NOT BLOCK LOCKERS OPEN.**

LOST PROPERTY

Check at the high school office for lost personal items. Lost school property should be reported to your subject teacher and the main office. If the missing book or other property is not found within a week, you will be expected to pay the cost of replacing it.

MILITARY RECRUITMENT

With the advent of PL 107-107, a law that widens the military options to establish working relationships with public schools, the following will take place:

- Juniors and seniors will have their biographical information, including names and addresses, released to military recruiters unless the Guidance Office is notified in writing prior to October 1 of each school year. This written notification should come from a parent or legal guardian unless the student is eighteen years of age. The notification should be addressed to the 'Director of Guidance Services'.

PASSES

Teacher permission is required to/from class. All students must have a hall pass. If a pass is not offered – students should ask for a pass.

SCHOOL HOURS

Each full day starts at 7:25 a.m. and ends at 2:10 p.m.

SCHOOL OFFICES

Attendance Office (first floor) - All communications pertaining to absences and tardiness are handled in the Attendance Office 437-6964 direct. All students arriving late or leaving early are to sign in and out at the Attendance Office.

First and Second Floor Main Office: These offices render many services to students. A partial list includes:

1. Issue working papers after 2:15 p.m. (requires a Promise of Employment & copy of Birth Certificate) (first floor only)
2. Locker concerns (second floor only)
3. Issue parking permits (second floor only)
4. Process lost and found articles (first floor only)
5. Provide other assistance as needed

SELLING

NO ONE is allowed to sell anything in school without the approval of the principal. Students are not allowed to order or charge anything to Waterford High School or to any Waterford High activity without prior approval of the principal.

SMOKING

Students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property.

SUBSTANCE ABUSE

(See BOE Policy)

As stated in the **STUDENT BEHAVIOR CODE/CONDUCT** section of this handbook, the school prohibits the manufacture, distribution, dispensing, possession, or use of alcohol or controlled substances, including marijuana, or intoxicants of any kind, on school grounds or during school activities. Any student in violation of this will be subject to disciplinary action.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies, and aftercare support.

Disciplinary procedures will be administered with the best interests of the students, school population, and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale, or consumption of dangerous or illegal drugs, controlled substances, narcotics, or alcoholic beverages are considered grounds for expulsion.

Students are encouraged to consult with teachers, administrators, and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived at jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION WITHOUT PRIOR CONSENT

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student:

- The student's name
- The student's address
- The student's telephone listing
- The student's electronic mail address
- The student's photograph
- A video tape identifying the student
- The student's place and date of birth
- The student's dates of attendance
- The student's grade level
- The student's participation in officially recognized activities and sports
- The student's weight and height as a member of an athletic team
- Honors and awards received by the student

In addition, pursuant to the No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002, the school district is required to provide, upon a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. In addition, the school district is required to provide military recruiters with the same access to secondary school students and on-campus recruiting opportunities, as

well as to directory information as provided for herein, as is provided generally to post-secondary educational institutions or to prospective employers of those students. A parent or eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. A parent or eligible student may also refuse to allow school officials to release the student's name, address, and telephone listing to military recruiters or an institution of higher education without the prior written consent of the parent or eligible student. Any such refusal must be made in writing to and received by Jason Adler, Director of Guidance.

STUDY HALLS

Study halls are for studying. Students are expected to come to study halls prepared to **study**. That means they should have books, paper, pencils, and other needed materials for studying during this assigned block of time.

THEFTS

You are responsible for the security of your own property and school property assigned or loaned to you. The staff and administration will assist when possible to resolve theft problems. The school, however, assumes no liability for thefts. **Use your lockers. Lock up your belongings. Keep all money and electronics on your person at all times.**

WORKING PAPERS

Students who have prospective **employment may contact the High School Main Office** for working papers. **Working papers are issued after school (2:15 p.m.) Monday through Friday.** During the summer months and vacations, they can be obtained during the week from 9:00 a.m. until 2:00 p.m. You will need to bring a promise of employment and a copy of your birth certificate to the Main Office.

Section 6: Board of Education Policies

BULLYING POLICY

(SEE BOE Policy)

Board of Education Policies are published on the Website

The Waterford Board of Education policy prohibits bullying, as defined in the policy, on school grounds or at school-sponsored activities. Board policy #5131.911 defines bullying as “any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated over time.”

Any student found to have engaged in bullying as defined in Board policy #5131.911 will be subject to disciplinary action, including suspension and expulsion in accordance with Board Policy #5131.911.

Board Policy #5131.911 regarding bullying on school property or at school-sponsored activities, provides that a student who believes he or she has been the victim of bullying (or any other person, including parents or guardians) may report the matter, orally or in writing, to any teacher or member of the school administration. The policy also provides that students may anonymously report acts of bullying to teachers and administrators and that parents or guardians may file reports of suspected bullying

A copy of the entire bullying policy may be obtained in the Administrative Office.

TECHNOLOGY ACCEPTABLE USE POLICY

Introduction

The Board is pleased to offer students access to the district's computers and computer networks, including access to electronic mail (e-mail) and the Internet, as well as electronic devices, (all of which will be referred to collectively as "computer systems".) Access to the school's computer systems will enable students to explore libraries, databases, and bulletin boards while exchanging messages with others. Such access is provided solely for education-related purposes. Use of the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.

The Board and the Administration believe in the educational value of such computer systems and recognize their potential to support our curriculum by expanding resources available for staff and student use. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

These computer systems are expensive to purchase, install and maintain. As the property of the district these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, access to the computer systems is a privilege, and not a right. Students will be required to adhere to a set of policies and procedures, as set forth in detail below. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Board's student discipline policy.

Definitions

Obscene – means any material or performance if, (a) taken as a whole, it predominantly appeals to the prurient interest, (b) it depicts or describes in a patently offensive way a prohibited sex act and (c) taken as a whole, does not have serious literary, artistic, political or scientific value. For the purposes of this section, "prohibited sex act" means erotic fondling, nude performance, sexual excitement, sado-masochistic abuse, masturbation or sexual intercourse.

Child pornography – means any visual depiction, including any photograph, film, video, picture, cartoon, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where,

- a. the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
- b. such visual depiction is, or appears to be, of a minor engaging in sexually explicit conduct;
- c. such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

Harmful to minors – any picture, image, graphic image file, or other visual depiction that:

- a. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- b. depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- c. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Monitoring

Students are responsible for good behavior on school computer systems just as they are in a classroom or a school hallway. Communications on the computer systems are often public in nature and general school rules for behavior and communications apply. It is expected that users will comply with district standards and will act in a responsible and legal manner, at all times in accordance with district standards, as well as with state and federal laws.

It is important that students and parents understand that the district, as the owner of the computer systems, reserves the right to monitor and review the use of these computer systems. The district intends to monitor and review in a limited fashion, but will do so as needed to ensure that the systems are being used for district-related educational purposes.

As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for e-mail, can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to; oversight of Internet site access, the right to review emails sent and received, the right to track students' access to blogs, electronic bulletin boards and chat rooms, and the right to review a student's document downloading and printing.

Therefore, all users are advised that they shall not have any expectation of personal privacy in the use of these computer systems.

Student Conduct

Students are permitted to use the district's computer systems for legitimate educational purposes. Personal use of district computer systems is expressly prohibited. Conduct which constitutes inappropriate use includes, but is not limited to the following:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Downloading or modifying computer software of the district in violation of the district's licensure agreement(s) and/or without authorization from a teacher or administrator;
- Using another person's password under any circumstances;

- Trespassing in or tampering with any other person's folders, work or files;
- Sending any message that breaches the district's confidentiality requirements, or the confidentiality of students;
- Sending any copyrighted material over the system;
- Using computer systems for any personal purpose, or in a manner that interferes with the district's educational programs;
- Accessing or attempting to access any material that is obscene, contains child pornography, or is harmful to minors, as defined above;
- Transmitting or receiving e-mail communications or accessing information on the Internet for non-educational purposes;
- Cyberbullying, or any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications;
- Accessing or attempting to access social networking sites (e.g. Facebook, Twitter, MySpace, etc.) without a legitimate educational purpose.

In addition, as noted above, if a particular behavior or activity is generally prohibited by law, by Board policy or by school rules or regulations, use of these computer systems for the purpose of carrying out such behavior or activity is also prohibited.

Misuse of the computer systems, or violations of these policies and regulations, may result in loss of access to such computer systems as well as other disciplinary action, including suspension and/or expulsion, depending on the specific conduct.

Anyone who is aware of problems with, or misuse of these computer systems, or has a question regarding the proper use of these computer systems, should report this to his or her teacher or principal immediately. Most importantly, the Board and the Administration urge any student who receives any harassing, threatening, intimidating or other improper message through the computer system to report this immediately. It is the Board's policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. Please report these events! Board of Education Policy 5131.911 allows for reporting of suspected bullying behaviors. The "Report of Suspected Bullying Behaviors" form (5131.911 Form #1) should be completed and given to a building administrator.

Internet Safety

The Administration will take measures: to assure the safety and security of students when using e-mail, chat rooms, and other forms of direct electronic communications; to prohibit unauthorized access, including "hacking" and other unlawful activities by minors online; to prohibit unauthorized disclosure, use, and dissemination of personally

identifiable information regarding students; to educate minor students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response; and to restrict students' access to online materials harmful to minors, including obscene materials and child pornography.

Legal References:

Children's Internet Protection Act, Pub. Law 106-554, codified at 47 U.S.C. § 254(h)

Electronic Communication Privacy Act, 18 U.S.C. §§ 2510 through 2520
No Child Left Behind Act of 2001, Pub. L. 107-110, codified at 20 U.S.C. § 6777

Protecting Children in the 21st Century Act, Pub. Law 110-385, codified at 47 U.S.C. § 254(h)(5)(B)(iii)

18 U.S.C. § 2256 (definition of child pornography)

Miller v. California, 413 U.S. 15 (1973) (definition of obscene)

Conn. Gen. Stat. §§ 53a-182b; 53a-183; 53a-250 (computer-related offenses)

Conn. Gen. Stat. § 53a-193 (definition of obscene)

PRIVATELY OWNED TECHNOLOGY DEVICES

The Board recognizes that various technological devices can be used to enhance the educational process. Students may possess privately owned technological devices on school property and/or during school sponsored activities, in accordance with the mandates of this policy and any applicable administrative regulations as may be developed by the Superintendent of Schools.

Definitions

Board Technological Resources

For the purposes of this policy, "Board Technological Resources" refers to the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technological resources owned and/or used by the school district and accessible by students.

Privately Owned Technological Devices

For the purposes of the this policy, "Privately Owned Technological Devices" refers to privately owned wireless and/or portable electronic hand-held equipment that can be used for word processing, wireless Internet access, image capture and recording, sound playback and recording, and information transmission and/or receiving, storing, etc. (including, but not limited to, personal laptops, tablet computers, smartphones, cellular telephones, e-readers,

listening devices (such as an mp3 player), network access devices and other electronic devices).

Use of Privately Owned Technological Devices

Privately owned technological devices may be used during instructional time, as specifically permitted by instructional staff.

Use of any such device for an improper purpose is prohibited. Improper purposes include, but are not limited to:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime);
- Gaining or seeking to gain unauthorized access to Board technological resources;
- Damaging Board technological resources;
- Accessing or attempting to access any material that is obscene or contains pornography;
- Cyber bullying;
- Using such device to violate any school rule, including the unauthorized recording (photographic or audio) of another individual without the permission of the individual or a school staff member; or
- Taking any action prohibited by any Federal or State law.
- Using technological devices in a manner that disrupts the educational process.

Search of Privately Owned Technological Devices

A student's privately owned technological device may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school, in accordance with policy 5141.12. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Responsibility for Privately Owned Technological Devices

Students are responsible for the safety and use of their privately owned technological devices. If a privately owned technological device is stolen, lost, or damaged, a report should be made to the building principal, who will investigate the loss in a manner consistent with procedures for stolen or damaged personal property. Students and parents should be aware that the Board is not liable for any privately owned technological device that is stolen, lost, or damaged while at school or during a school-sponsored activity. For that

reason, students are advised not to share or loan their privately owned technological devices with other students.

Disciplinary Action

Misuse of the Board's technological resources and/or the use of privately owned technological devices to access or utilize the Board's technological resources in an inappropriate manner or the use of such devices in any manner inconsistent with this policy will not be tolerated and will result in disciplinary action. For students, a violation of this policy may result in loss of access privileges, a prohibition on the use and/or possession of privately owned technological devices on school property or at school-sponsored activities, and/or disciplinary action potentially including suspension or expulsion in accordance with the Board's policies related to student discipline.

Access to Board Technological Resources

It is the policy of the Waterford Board of Education to permit students, using their privately owned technological devices, to access the Board's computers and instructional technologies; communications and data management systems; informational technologies and the Internet; and any other technological resources used by the school district and accessible by students. Additionally, it is the expectation of the Board of Education that students who access these resources while using privately owned technological devices will act at all times appropriately in ways which are fully in accord with applicable policies concerning technological use as well as all local, state, and federal laws.

Through the publication and dissemination of this policy statement (via district-wide annual notification manual) and others related to use of the Board's computer systems, as well as other instructional means, the Board educates students about the Board's expectations for technological users.

The Board technological resources shall only be used to access educational information and to promote learning activities both at home and at school. The Board considers access to its technological resources to be a privilege and not a right. Students are expected to act at all times appropriately in ways which are fully in accord with applicable policies concerning technological use as well as all local, state, and federal laws when using the Board technological resources. Failure to do so will result in the consequences outlined herein and in other applicable policies (including, but not limited to, the Safe School Climate Plan 5131.911, the Student Discipline Policy 5114 and the Use of Computers Policy 5131.2).

Students must abide by the procedures outlined in this policy and all policies and applicable regulations outlined in the Board's computer use and other applicable policies. Students will be given specific information for log-on and access procedures using school accounts. No user may deviate from these log-on/access procedures. **Students are advised that the Board's network administrators have the capability to identify users and to monitor all**

privately owned technological devices while they are logged on to the network, in accordance with policy 5131.2. Students must understand that the Board has reserved the right to conduct monitoring of Board technological resources and can do so *despite* the assignment to individual users of passwords for system security. Any password systems implemented by the Board are designed solely to provide system security from unauthorized users, not to provide privacy to the individual system user. The system's security aspects, message delete function and personal passwords can be bypassed for monitoring purposes. Therefore, students should be aware that they should not have any expectation of personal privacy in the use of privately owned technological devices to access Board technological resources. This provision applies to any and all uses of the Board's technological resources and any privately owned technological devices access.

Harm to Board Technological Resources

Any act by a student using a privately owned technological device that harms, interferes with, or compromises the integrity of the Board's technological resources will be considered an act of vandalism and will be subject to discipline and/or appropriate criminal or civil action.

Closed Forum

This policy shall not be construed to establish a public forum or a limited open forum.

Legal References:

Conn. Gen. Stat. § 31-48d

Conn. Gen. Stat. §§ 53a-182; 53a-183; 53a-250

Electronic Communication Privacy Act, 28 U.S.C. §§ 2510 through

2520



The Student Handbook is subject to change when deemed necessary.

Parent-Student Annual Notification information is distributed to students at the start of the school year. Please refer to these documents for additional important information.