

Wolcott High School Student Handbook 2016-2017

Dear Parent or Guardian:

It is important that you and your child read and review the contents of this handbook. It contains notices of rights that you and your child have under law. Please sign and return this page to indicate that you have read and reviewed the handbook with your child.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Directory information may be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information within ten school days of the time this handbook was issued to my child. I have marked through those types of directory information listed above that I wish the District to withhold.

I have read and reviewed all the information contained in the **WHS Student User Agreement** on Page 71 of the WHS Student Handbook. My signature below indicates that I agree to abide by the Wolcott Board of Education's acceptance use policy and the terms & conditions as listed.

I have read and reviewed all the information contained in the **WHS Policy Statement-Dangerous Weapons & Instruments** on Page 70 of the WHS Student Handbook. My signature below indicates that I understand and consent to the responsibilities outlined in this policy.

If my student participates in any athletic program, I have read and reviewed all information contained in the **Student Athlete Handbook** available online at www.wolcottps.org on the Wolcott High School website under the Athletics tab.

I have checked the **locker assigned** to me and confirmed that it is clean and functional. I understand that lockers will be inspected at the conclusion of the school year and that if my locker contains writing, stickers, damage or requires restoration or special cleaning, it may result in a fee for which I am responsible to pay. My signature below indicates that I understand and consent to this locker policy.

LOCKER# ASSIGNED TO STUDENT: _____

STUDENT NAME: _____

(Please Print)

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

EMAIL ADDRESS: _____

PARENT/GUARDIAN HOME PHONE: _____

PARENT/GUARDIAN WORK PHONE: _____

DATE: _____

GRADE: _____

Dear Wolcott High School Students and Parents:

The mission statement of Wolcott High School speaks to providing “a positive learning environment” for our students. We, the Administration and Staff, seek to provide our students with knowledge and skills that will enable them to become responsible citizens. To do so, we are pledged to taking an active role in the intellectual and social growth of each student. The success of our endeavors can only be realized with the cooperation of the students and the support of the parents. Through our joint efforts, students will graduate from Wolcott High School prepared to succeed in the 21st Century.

The Wolcott High School Student Handbook is a detailed reference of organizational guidelines and activities. To experience a successful and rewarding high school career, it is essential that students follow these guidelines and also make a personal commitment of time and effort in both academics and school activities. The Wolcott High School Administration and Staff are totally committed to supporting the education of every single student.

With hopes for a successful 2016-2017 school year!

Mr. Joseph E. Monroe
Principal

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WOLCOTT HIGH SCHOOL MISSION STATEMENT

Wolcott High School provides a positive learning environment where students are engaged in meaningful learning for success in the 21st Century.

ACADEMIC EXPECTATIONS

Students at Wolcott High School will:

- Read effectively
- Speak effectively
- Write effectively
- Use technology effectively
- Solve problems effectively
- Practice and/or perform demonstrations effectively

SOCIAL EXPECTATIONS

Students at Wolcott High School will:

- Assume responsibility for one's own behavior
- Participate in the school community
- Practice interpersonal skills

CIVIC EXPECTATIONS

Students at Wolcott High School will:

- Make positive contributions to the community
- Understand the responsibilities of citizenship

Below are core courses that all Wolcott High School students will take over the course of their time here. Upon receiving credit for the course students will fulfill the corresponding academic expectation. This table shows which expectation each course fulfills. Students who do not meet the expectations in the below courses will be given the opportunity to meet the expectation in an alternative course. Expectations met will be indicated on the student's report card.

<u>Course</u>	<u>Grade</u>	<u>Expectation</u>
Global Studies 9	9	Uses Technology Effectively
Integrated Science	9	Solves Problem Effectively
English 10	10	Reads Effectively
Civics and US 1	10	Writes Effectively
Biology 10	10	Solves Problem Effectively
Geometry	10	Solves Problem Effectively
Wellness	10	Practices or Performs Effectively
US History	11	Writes Effectively
English 11	11	Speaks Effectively

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures and is not intended to either enlarge or diminish any Board policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such Board policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as “you” but rather as “the student,” “students,” or “children.” Likewise, the term “the student’s parent” may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student. Both students and parents need to be familiar with the District’s Student Code of Conduct which is intended to promote school safety and an atmosphere conducive for learning.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications.

The Board of Education, the Superintendent of Schools and the Administration of Wolcott High School reserve the right to add to, delete or modify at their discretion, the provision of any policy or procedure at any time, with proper notice, when to do so is deemed necessary and in the best interest of the student and the school.

WOLCOTT CODE OF CONDUCT

Students are responsible for conducting themselves properly in a responsible manner. 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 or location.

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.*
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to Internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. 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. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination and wrongfully obtaining test copies or scores.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Directing profanity, vulgar language, or obscene gestures toward other students or staff.
5. Disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful or directing profanity, vulgar language, or obscene gestures toward teachers or other school employees.
7. Playing with matches, fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the school, other students, or school employees.
10. Disobeying school rules on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
13. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Assaulting a teacher, staff member or other individual.
16. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; a controlled substance or drug; or an alcoholic beverage.
17. Possessing a deadly weapon, dangerous instrument, firearm, martial arts weapon, or weapon facsimile.
18. Prescription drugs which are given to person other than who the drug is prescribed.
19. Smoking or using tobacco products.
20. Hazing, bullying
21. Behaving in any way that disrupts the school environment or educational process.
22. Using electronic devices during the school day in school buildings, without prior approval of the teacher.
23. Violating the district's Internet Safety policy and/or Online Social Networking Policy.
24. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
25. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or another employee, or a fellow student.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized Board of Education policy, 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.

**DIRECTORY – WOLCOTT PUBLIC SCHOOLS
2016-2017**

WOLCOTT BOARD OF EDUCATION

Patricia Najarian, Chairman	Thomas Buzzelli	Roberta Leonard
Gloria Gubitosi, Vice-Chairman	Gloria Clair	Arthur Lerz Sr.
Kimberly Lumia, Secretary	Anthony Gugliotti	Cynthia Mancini

SCHOOL/OFFICE DIRECTORY

Central Office - 154 Center Street

Superintendent of Schools:	Mr. Anthony Gasper Ed.D.	203-879-8183
Director of Student Learning & Teaching:	Mr. Frank Purcaro	203-879-8183
Director of Student Services & Alternative Programs:	Mr. Kevin Hollis	203-879-8178
Supervisor of Special Education:	Ms. Rosa Ramalhete	203-879-8178

Business Office - 1488 Woodtick Road

Business Manager:	Mr. Todd Bendtsen	203-879-8180
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Buildings, Grounds and Maintenance – 1488 Woodtick Road

Supervisor:	Mr. Dave Stankus	203-879-8150
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Wolcott High School - 457 Bound Line Road

Principal:	Mr. Joseph Monroe	203-879-8164
Assistant Principal:	Mr. Walter Drewry	203-879-8164
Assistant Principal:	TBD	203-879-8164

Tyrrell Middle School - 500 Todd Road

Principal:	Mrs. Arline Tansley	203-879-8151
Assistant Principal:	Mr. Daniel Caetano	203-879-8151

Alcott Elementary School - 1490 Woodtick Road

Principal:	Mr. Shawn Simpson	203-879-8160
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Frisbie Elementary School - 24 Todd Road

Principal:	Mr. Joseph Norcross	203-879-8146
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Wakelee Elementary School - 12 Hempel Drive

Principal:	TBD	203-879-8154
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Athletics - 457 Bound Line Road

Director: Mrs. Lisa Riggi	203-879-8173
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Wolcott School Lunch - Director:

Mrs. Eileen Girgenti	203-879-8145
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All-Star Transportation - Manager:

Ms. Brenda Johnson	203-879-1334
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DISTRICT COMPLIANCE OFFICERS

Title VI (race, color, national origin)	Mr. Frank Purcaro	203-879-8183
Title IX (sex equity)	Mr. Shawn Simpson	203-879-8160
Age Discrimination	Mr. Frank Purcaro	203-879-8183
Section 504 (handicap)	Mr. Walter Drewry	203-879-8164
Americans with Disabilities (ADA)	Mr. Kevin Hollis	203-879-8178

**WOLCOTT HIGH SCHOOL
ADMINISTRATION**

Mr. Joseph Monroe: Principal Mr. Walter Drewry: Assistant Principal (last names A-La)
TBD: Assistant Principal (last names Le-Z)

Wolcott High School Telephone: 203-879-8164
Wolcott High School Fax: 203-879-8167

SCHOOL COUNSELING STAFF

		<u>CLASS OF</u>
Mrs. Taryn Villano-Corso		
Seniors	A-D	2017
Juniors	A-E	2018
Sophomores	A-D	2019
Freshman	A-D	2020
Ms. Alyssa Giedra		
Seniors	E-L	2017
Juniors	F-Ma	2018
Sophomores	E-L	2019
Freshman	E-L	2020
Mrs. Kelley Brochu		
Seniors	M-R	2017
Juniors	Mc-S	2018
Sophomores	M-R	2019
Freshman	M-Sa	2020
Ms. Aisha Mobley		
Seniors	S-Z	2017
Juniors	T-Z	2018
Sophomores	S-Z	2019
Freshman	Sc-Z	2020

School Counseling Department – 203-879-8157
School Counseling Fax – 203-879-8444
Ms. Aisha Mobley, Director of School Counseling
Mrs. Kristin Sweeney-Bizier, School Psychologist
Mrs. Jill Fontanella, Social Worker
Mrs. Nancy Cyr, Career Center
Mrs. Dori Quilter, Secretary

HEALTH OFFICE

Mrs. Lori Guinipero, School Nurse – 203-879-8171
Mrs. Becky Riviezzo, Secretary

WOLCOTT PUBLIC SCHOOLS

2016-2017

CALENDAR

July				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

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

December				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

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

March				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Date/Event or Holiday

August 25 - Convocation
August 26 - Teachers PD Day
August 29 - First Day of School for Students
September 5 - Labor Day
October 10 - Columbus Day
November 8 - Optional PD Day - No School for Students
November 11 - Veterans Day
November - 24 & 25 Thanksgiving (1/2 day on 23)
December 26-January 2 Holiday Recess (1/2 day on 23)
January 16 - Martin Luther King Day
February 20 & 21 - February Recess
April 10-13 - April Recess
April 14 - Good Friday
May 29 - Memorial Day
June 9 - Last Day of School (1/2 day on 8 and 9)

of Student and Staff Days

Aug	3 student days	5 staff days
Sept	21 student days	21 staff days
Oct	20 student days	20 staff days
Nov	18 student days	18 staff days
Dec	17 student days	17 staff days
Jan	20 student days	20 staff days
Feb	18 student days	18 staff days
Mar	23 student days	23 staff days
Apr	15 student days	15 staff days
May	22 student days	22 staff days
June	7 student days	7 staff days
Total Student Days = 184 Days		
Total Staff Days = 186 Days		

We can accommodate up to 10 snow days by using the remaining currently unscheduled days in June. If additional days are needed they will be made up during the April vacation beginning with the 13th and moving backward through the week.

Days 1-7

CHANNEL	TIMES
A	7:30 - 8:14
B	8:18 - 9:02
C	9:06 - 9:50
D	9:54 - 10:38
E	10:42 - 11:26
F	1st: 11:30 - 12:00
	2nd: 12:03 - 12:33
	3rd: 12:36 - 1:06
G	1:10 - 1:55

***This schedule rotates on Mondays, Tuesdays and Fridays.

BLOCK A

CHANNEL	TIMES	PERIOD
A	7:30 - 8:57	1
B	9:01 - 10:26	2
C	1st: 10:30 - 11:00	3
	2nd: 11:15 - 11:45	
	3rd: 11:55 - 12:25	
D	12:29 - 1:55	4

BLOCK B

CHANNEL	TIMES	PERIOD
A	7:30 - 8:57	5
B	9:01 - 10:26	Discovery/ Activity Period
C	1st: 10:30 - 11:00	6
	2nd: 11:15 - 11:45	
	3rd: 11:55 - 12:25	
D	12:29-1:55	7

BLOCK B

Special Schedule

CHANNEL	TIMES	PERIOD
A	7:30 - 8:57	5
B	9:01 - 10:26	6
C	1st: 10:30 - 11:00	7
	2nd: 11:15 - 11:45	
	3rd: 11:55 - 12:25	
D	12:29-1:55	Discovery/ Activity Period

TWO HOUR DELAY

CHANNEL	TIMES
A	9:30 - 9:56
B	10:00-10:23
C	10:27-10:50
D	10:54-11:17
E	11:21-11:44
F	1st: 11:48 - 12:18
	2nd: 12:22 - 12:52
	3rd: 12:56 - 1:26
G	1:30 - 1:55

BLOCK A or B

TWO HOUR DELAY

CHANNEL	TIMES	PERIOD
A	9:30 - 10:22	1 or 5
B	10:26 - 11:18	2 or DISCOVERY
C	1st: 11:22 - 11:52	3 or 6
	2nd: 11:55 - 12:25	
	3rd: 12:28 - 12:58	
D	1:02 - 1:55	4 or 7

Scheduled Early Dismissals

Days 1 - 7	Block Days	
7:30 - 8:06	1 & 5	7:30 - 8:36
8:10 - 8:45	2 & Discovery / Activity Period	8:40 - 9:44
8:49 - 9:24	3 & 6	9:48 - 10:52
9:28 - 10:03	4 & 7	10:56 - 12:00
10:07 - 10:42	There are no lunches on scheduled early dismissal days.	
10:46 - 11:21		
11:25 - 12:00		

The activity period will be an opportunity for students to participate in a variety of activities; including but not limited to class meetings, special assemblies & programs, club & activity meetings, and community service days.

ACADEMIC DISHONESTY

Academic dishonesty shall in general mean conduct which has as its intent or effect the false representation of a student's academic performance, including but not limited to:

- Cheating on an examination,
- Collaborating with others in work to be presented, contrary to the stated rules of the course,
- Plagiarizing, including the submission of other's ideas or papers (whether purchased, borrowed or otherwise obtained) as one's own,
- Stealing or having unauthorized access to examination or course materials,
- Falsifying records, laboratory or other data,
- Submitting, if contrary to the rules of a course, work previously presented in another course,
- Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Students should not give or receive aid during examinations, quizzes, tests or lab assignments. Students should not use answers to examinations, quizzes and tests written on cheat sheets, clothing or body parts, or obtained from others who have taken the same test prior to them. Students should not use in any written work, without proper acknowledgement, the wording of any sentence or part of a sentence of another author without acknowledgement of the original author. Students should not use calculating devices during tests where calculators are not permitted.

CHEATING/ PLAGIARISM

All forms of cheating are unacceptable. The misrepresenting by students of homework, class work, tests, reports, or other assignments as if they were entirely their own work shall be considered forms of cheating and/or plagiarism. In addition, submitting the same or portions of the same assignment, in different classes, without prior approval by the teacher, will be considered a misrepresentation of student work and therefore cheating. Allowing others to use one's work is considered cheating as well. Consequences of cheating and/or plagiarism shall be academic in nature unless repeated incidences require disciplinary action.

First Offense – Student will receive a zero for the assignment. The teacher will contact the student's parent and with the student fill out an official referral explaining the incident and then submit the form to administration. The administration will then meet with the student. The report which will be kept in the student's file. The administration will contact the student's parent and advise the parent of the consequences for further offenses.

Second Offense – The student will receive a zero for the assignment as well as one day of in-school suspension regardless of whether or not the first offense occurred in the same class. The teacher will contact the student's parent and submit a referral to the administration. The administration will then meet with the student. The report which will be kept in the student's file. The administration will contact the student's parent and advise the parent of the consequences for further offenses.

Third Offense - The teacher will submit the referral form that explains the offense to an administrator. The student will receive a zero for the assignment and discipline will be in accordance with the Student Code of Conduct. The administrator will schedule a meeting with the student and his/her parents to explain the disciplinary action.

Cheating/plagiarism may result in loss of membership in student organizations as well as consideration as class valedictorian or salutatorian.

Plagiarism according to The American Heritage Dictionary of the English Language, Fourth Edition, 2000, is “1. A piece of writing that has been copied from someone else and is presented as being your own. 2. The act of plagiarizing; taking someone’s words or ideas as if they were your own.” If you copy another’s work in a paper, for instance, you must put the copied material in quotation marks and footnote or endnotes.

If you restate the language or thoughts of another in your own words, you are paraphrasing. Omit the quotation marks, but footnote or endnote the original source. Not to attribute the idea to the original person is to plagiarize. In general, it is better to acknowledge too many sources than too few.

Plagiarism, as defined above, is considered a serious academic offense. According to Connecticut statute, plagiarism is a criminal act and classified as a Class “B” misdemeanor. The teacher, in conference with an administrator, will exercise his/her professional judgment when determining an appropriate penalty for a project that has been plagiarized. The nature of the penalty should be relative to the magnitude of the offense. Examples of penalties that will be invoked are: a zero for the project, an “F” for the course, and/or referral to the proper authorities. The teacher and administrator will determine if the student may be permitted to complete the paper properly, or write an entire new paper properly. These and other penalties will not be imposed when the classroom teacher determines that the sources in a paper have been mis-cited. The teacher with the administration will determine the extent of grade reduction and possible suspension or referral to authorities.

(Obtained from the Tunxis Community College Handbook.)

ACADEMIC SUPPORT CENTER

In compliance with state and federal statutes, Wolcott High School provides a wide range of programs and services designed to meet the specific educational needs of students whose disabilities have an impact on their education. Students receive core instruction from content specific teachers in the classroom. Special Education teachers provide specialized support through the Academic Support Center. The purpose of the service is to work on student goals and objectives by providing strategies for learning while delivering instruction to ensure optimal student learning and growth.

Other available Special Education Support Services include: transition guidance in the career center, school-based counseling, physical and occupational therapy, speech and language therapy, and adaptive physical education.

ACCESS TO SPECIAL EDUCATION

Students attending Wolcott Public Schools receive the ongoing attention of professional personnel to help support their successful learning. Students whose academic progress, behavior, or attendance is considered unsatisfactory or at a marginal level of acceptance may be referred to the Planning and Placement Team. Parents or school personnel may request assistance from the school’s Early Intervention Team in addressing these issues. The team works collaboratively with the classroom teachers and parents to develop and document strategies to assist the student within the regular education program. If the student’s problems or difficulties persist, a referral to the PPT is made.

ADMISSION/PLACEMENT

A student seeking enrollment in Wolcott High School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact our School Counseling Department. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child. The parent or person having control of a child seventeen years of age may consent to such child’s withdrawal from school. A student who has attained the age of seventeen and who has voluntarily terminated enrollment in the district’s schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination unless such student seeks readmission to the District not later than ten school days after such

termination in which school accommodation will be provided not later than three school days after such student seeks readmission. A student, nineteen years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

ADULT STATUS

Under Federal and State laws, young people may attain for many purposes, adult status at the age of 18. Under policy enacted by the Wolcott Board of Education, all students who have reached the age of majority shall be considered students in the same manner as those under 18, in that (a) the entire curriculum shall be available to them without special restrictions, (b) they shall be governed by all regulations formulated for students, and (c) they shall have equal opportunity to participate in extracurricular and other student activities.

Any student at or above the age of majority who leaves the home of his parents or guardian and takes up independent residence in this school district must submit a certificate of residence to the Principal within five (5) calendar days. The certificate of residence must be attested to by the owner, renter or lessor of the property.

A student having reached the age of majority may request of the Principal an adult status form. This form must be signed by the student and also signed by his/her parents as an acknowledgment of this request.

For students identified to receive Special Education services, a notification of the transfer of rights at age 18 under IDEA Part B will be made at least one year before the student reaches age 18.

ADVANCED PLACEMENT COURSES

It is recognized that Advanced Placement (AP) courses distinguish themselves from other courses at Wolcott High School by being collegiate in nature. The student considering an AP course needs to have established a reputation as one who is self-motivated and mature enough to deal with a course that is generally less structured than that in a conventional setting. The student needs to have taken at least one appropriate Honors course or a pertinent College Prep course, receiving a grade of no less than "B." All designated prerequisites must also have been met. Due to the testing timeline set forth by the College Board, it may be necessary in certain AP courses for students to complete assigned summer coursework and/or participate in after-school or evening review sessions during the academic year. Teacher's recommendations for enrollment in all courses are given strong consideration.

ADVERTISING

The public schools maintain careful controls on the way in which students are exposed to materials and announcements, other than those directly related to school sponsored programs and activities. Caution is exercised to prevent exploitation of the system and its students. District-prescribed standards shall be met.

ASBESTOS

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The District has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Request to review these plans may be made in the school office.

ASSEMBLIES

There are times when classes, grades, teams or the entire school may gather for assembly programs. These programs are arranged to bring information or entertainment to the student community. Every effort will be made to hold assemblies during the Discovery and/or activity period. A student's conduct in assemblies must meet the same standards as in the classroom.

ATTENDANCE POLICIES

The intent of the Attendance Policy is to emphasize the importance of regular participation in classroom activity to enhance the successful learning of pupils.

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. 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 school work missed due to a legitimate absence. A student must remain

in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.

A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day. A student serving an out-of-school suspension or an expulsion will always be considered absent. An absence occurs when a student fails to be physically present in school or class during the time required by the Board of Education or school regulations.

Excused Absences

A student’s absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student’s return to school and meets the following criteria:

- A. For absences one through nine, a student’s absences from school are considered excused when the student’s parent/guardian approves such absence and submits appropriate documentation; and
- B. For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:
 - 1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence);
 - 2. student’s observance of a religious holiday;
 - 3. death in the student’s family or other emergency beyond the control of the student’s family;
 - 4. mandated court appearances (additional documentation required)
 - 5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
 - 6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

Unexcused Absences

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

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

Disciplinary Absences

Absences that are the result of school or district disciplinary action are excluded from these definitions.

According to these definitions, the number of unexcused absences determines if the student is truant or at risk of becoming truant. According to Connecticut General Statutes section 10-198a, a “truant” means a child who has four unexcused absences in a month or 10 unexcused absences in a school year.

Attendance in school will be taken into account when grading a student. Students who miss school work because of absence must make up all missed work to the satisfaction of the classroom teacher and/or the school principal. The allowable days to complete make up work would be equal to the number of days absent (i.e. 1 day absent = 1 day to make up work; 2 days absent = 2 days to make up work.) The responsibility for makeup work lays with the student, not the teacher.

If an extended absence due to illness is anticipated, the parent should call the school to arrange for make-up work or home instruction.

The total of excused and unexcused absences is to be used in applying the Board of Education Attendance Policy.

Students will automatically lose credit when class absence is:

- Sixteen (16) days in a full year course
- Eight (8) days in a half - year course

(Class attendance limits will be prorated for courses meeting less than half the year.) Exceptions to this policy include only certain out of school activities approved by the school administration and Board of Education and prolonged absences resulting in homebound instruction. (Students should refer to discipline section under “Cutting Class” and “Leaving School Property Without Permission”.)

Afternoon Dismissal

Dismissal from school for bus students will be at 1:55 p.m. At the close of school, all students will proceed directly to their assigned buses without delay. Students should not loiter in the parking lot. Rather, they should prepare to leave immediately on the bus or in their cars. Students who are not in an organized after school activity are required to exit the building.

Arrival at School

Students are free to enjoy a period of socialization until entering their first period class. Until 7:20 a.m. students will remain in designated areas. A bell will ring at **7:25 a.m.** to remind students to proceed to class. No beverages are allowed to be brought into the building other than water in a clear container. Students desiring help, teacher conferences, etc., before 7:20 a.m., must obtain permission to do so.

Dismissal from School

Early dismissal is for emergency purposes only, or as deemed necessary by an administrator. Routine doctors' and dentists' visits or non-school examinations such as drivers' tests should not be scheduled during the school day. If a student must be dismissed for an appointment with a doctor or dentist, unless there are extenuating circumstances, he/she is expected to turn in the assignments for that day prior to leaving school. Such appointments should be made for vacation periods or outside school hours. **Dismissal may be made only by an administrator or by the school nurse. In the case of illness, the school nurse, after consultation with a parent, shall determine whether a student may be dismissed.** A student ill enough to be dismissed should not drive home unless parents have previously signed a waiver. A student who leaves without permission will be subject to administrative consequences.

Students who have attained Senior status are permitted to leave school if they have a last period study hall and the following conditions are met:

1. Seniors who wish to leave school on days they have a last period study hall must obtain signed parental permission in order to leave early.
2. **The student must report to the attendance office and sign themselves out.**
Failure to do so will result in a detention and the loss of this privilege for 4 weeks. The next violation will result in a detention and permanent loss of this privilege.
3. All seniors must maintain a 70 average and must be passing all classes.
4. If a senior has to serve a detention and is on the detention list, they will not be allowed to leave early.
5. In the event a senior is tardy to school, he/she may not apply for early dismissal that day.

Parent Notification of Excessive Absences

Parents are notified on each report card of the number of absences for each class. You can also view attendance information any time during the school year by accessing the PowerSchool parent portal and clicking on the 'Quick Look-up' tab. The school will notify parents and students of the potential for loss of credit when 50% and 75% of allowable absences have been accumulated.

Tardiness to Class

Students are considered tardy to class if they arrive after the bell and before the midpoint of the class. Students arriving after the midpoint of any class are considered absent from that class. Beginning on the fourth tardy to class without a pass, detention will be issued for each subsequent tardy for the remainder of the year. At that time a point will also be deducted for each tardy from the student's marking period average and every three (3) tardies equals a class absence.

The school will notify parents/guardians:

- a) when 50%, 75% and over the limit of absences have been reached.
- b) when a student has cut class.
- c) when a student has been truant.

Tardiness to School

Any student who arrives tardy to school must fill out a tardy slip before proceeding to any class. A student who is habitually tardy will be subject to disciplinary action. The only exceptions to this policy would be for medical or legal reasons signed by the doctor or court. Students will receive disciplinary action for every tardy that follows the third (3rd) tardy, regardless if a parent calls in or if a parent note is sent to school.

1st, 2nd and 3rd unexcused tardy - Warning to student

4th, 5th and 6th unexcused tardy - Detentions issued, parents notified

7th, 8th and 9th unexcused tardy - Extended detentions assigned, parents notified and temporary loss of parking privileges

10th unexcused tardy and beyond - 1 Day of in-school suspension, parents notified and permanent loss of parking privileges

Waiver of Attendance Policy – Appeal Process

A student who has accumulated more absences from a class than allowed by the policy and has been denied credit for the course, but feels that the situation warrants special consideration, may appeal to the administration. Under no circumstances will the administration accept documentation to retroactively justify earlier unexcused absences. **Parents are required to submit a letter explaining excessive absences in requesting restoration of credit.** This *request* for an appeal must be submitted in writing by the parent/guardian and must be done within five (5) school days of written notice of loss of credit. The Attendance Review Board (A.R.B.), comprised of an administrator, a teacher and a representative from counseling services will hear the appeal. The parent/guardian and student must attend the hearing to resolve the issue. The decision of the hearing may be appealed to the principal.

A student who has accumulated three or more unexcused absences in a class shall forfeit the right to appeal for an extension of allowable absences for that class. A complete copy of this policy and regulation is available in the Main Office.

BACK TO SCHOOL NIGHT

Back to School Night provides an opportunity for parents/guardians to meet their child's teachers who will present an overview of their course and provide copies of their classroom expectations and grading policy, as well as answer any general questions. Back to School Night dates for the 2016-2017 school year are scheduled as follows:

Wednesday, September 14, 2016, 6:30-8:30 p.m.

Wednesday, February 15, 2017, 6:30-8:30 p.m.

BOARD OF EDUCATION

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Wolcott Board of Education are:

Chairperson, Patricia Najarian; Vice-Chairperson, Gloria Gubitosi; Secretary, Kimberly Lumia

Members: Thomas Buzzelli, Gloria Clair, Anthony Gugliotti, Roberta Leonard,
Arthur Lerz Sr., Cynthia Mancini

In order to perform its duties in an open and public manner and in accordance with state law, the Wolcott Board of Education holds regular business meetings on the second and fourth Monday of each month at 7:30 PM in the Wolcott High School Resource Center. Visit www.wolcottps.org for the latest Board of Education meeting schedule. Parents, students and other community members are encouraged to attend.

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda the Board chairperson will recognize individuals who want to make a statement, not more than 5 minutes in length, or to express a viewpoint. In addition, if they give advance notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

The Board's main purpose is policy setting designed to improve student learning. Board members are interested in the public's opinion on district issues, which can assist them in formulating policy which reflects community values and expectations.

BOOKS

The increasingly high cost of replacing text and library books necessitates a very strong concern about student responsibility for the care of books. A cover of some sort must be used. Lost books are kept in the Main Office and then returned to the respective department chairperson. (See Financial Obligations, page 38)

BULLYING

Bullying of a student by another student is prohibited. Such behavior is defined as any overt acts by a student or groups of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school sponsored activity, or on a school bus which acts are committed more than once against any student during the school year. Bullying which occurs outside of the school setting may be addressed by school officials if it has a direct and negative impact on a student's academic performance or safety in school. Such behavior may result in disciplinary action. Examples of bullying include, but are not limited to:

1. Physical violence and attacks
2. Verbal taunts, name-calling and put-downs including ethically-based or gender-based put-downs
3. Threats and intimidation
4. Extortion or stealing of money and/or possessions
5. Exclusion from peer groups within schools.

Student and/or their parent may file an electronic report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to a teacher, school counselor, or administrator, who will promptly forward the complaint to the administration for review and action.

Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the school administration but no disciplinary action shall be taken solely on the basis of an anonymous report.

District pupil services personnel and administrators are responsible for taking a bullying report and investigating the complaint. Parents of students involved in a verified act of bullying will be invited to attend at least one meeting at school.

"Bullying behavior by any student in Wolcott Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year. Bullying outside of the school setting may also be addressed if it has a direct and negative impact on a student's academic performance or safety in school. Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request."

Cyber Bullying

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures.

Cyber bullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Principal or Director of Technology. All reports of cyber bullying will be investigated by the administration.

In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student. Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police.

CAFETERIA

All eating is to be done in the cafeteria. Food is not permitted elsewhere in the building. Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct.

The District participates in the National School Lunch Program and offers to students nutritionally balanced lunches daily. Free and reduced price lunches are available based on financial need. Information on this program can be obtained in the school cafeteria.

Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur.

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered a lunch.

In order to achieve and maintain the lunch period as an enjoyable experience, the following rules must apply:

1. All students must be on time for lunch.
2. Students are expected to keep the Commons area clean and neat. Trays are to be brought to one of two windows in the Commons corridor. Trash should be placed in receptacles provided and trays should be placed in piles.
3. Boisterous behavior will not be permitted.
4. Food throwing or throwing of any objects in the cafeteria will not be tolerated. Serious offenses will result in suspension.
5. Food may not be taken from the Commons and eaten elsewhere without permission.
6. Students waiting to be served in the lunch line are expected to act with decorum and respect to the kitchen staff, the duty teacher, and their fellow students.
7. The combing of hair is forbidden anywhere in the Commons dining room and serving line.
8. Students are not to hold up the lunch line for any reason.
9. Students are to remain in the Commons until the teacher on duty dismisses the lunch. A student who wishes to work with a teacher during the lunch period should obtain a pass from that teacher.
10. To ensure the smooth functioning of the cafeteria, the duty teacher at his/her discretion and based on the circumstances, may warn a student, issue a detention or request the student to leave the Commons area and report to an Administrator.

Students who constantly violate cafeteria rules may be denied the privilege of using the Commons to eat their lunch.

CARD PLAYING

Card playing is not to occur anywhere in the school building.

CHILD ABUSE

Connecticut law requires certain citizens to report suspected child abuse and neglect. These mandated reporters are people in professions or occupations that have contact with children or whose primary focus is children. Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk or serious harm. Mandated reporters are

required to make a referral to the DCF Hotline as soon as practical but no later than 12 hours after the mandated reporter becomes aware of or suspects abuse/neglect or imminent risk of serious harm to a child or children.

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding appropriate use of these resources. Violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that e-mail communications, using district computers, are not private and may be monitored by staff. Students may not access social media sites using District equipment, while on District property, or at a District sponsored activity unless the posting is approved by a teacher. The District will not be liable for information posted by students on social media websites, such as Facebook, MySpace, YouTube, etc., when the student is not engaged in District activities and not using District equipment.

The District reserves the right to monitor, inspect, copy, review and store at anytime and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation or privacy regarding such material.

Federal law requires the district to place filtering devices on school computers to block entry to visual depictions that are obscene, pornographic, harmful or inappropriate for students as defined in the Children's Internet Protection Act and as determined by the Superintendent or his/her designee.

Students should be aware that, because these technologies are provided solely for educational purposes, some behaviors that are acceptable on home computers are not appropriate for school technologies. Teachers will review the AUP with students during class instruction. Copies are available in the Resource Center.

DANGEROUS WEAPONS AND INSTRUMENTS

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object 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 possess a weapon on school grounds or during a school-activity may be expelled from school. Please refer to page 70 for the full Weapons Policy.

DISCOVERY PROGRAM

Wolcott High School Discovery Program

As part of our school's mission to engage students in meaningful learning for success in the 21st century, the purpose of the WHS Discovery Program is to address each student's academic, civic and social development. Academic expectations are monitored through Student Success Plans (SSPs). Teachers work as facilitators, monitoring progress and guiding students in achieving academic expectations and exploring post-secondary interests and options. To provide students with the knowledge and skills to become responsible citizens, Discovery offers opportunities for civic development where students participate in community-based events and projects. The Discovery Program also promotes student learning and social development through small group activities, school-wide presentations, and the Activity Period. Overall, the Discovery Program provides a safe environment to teach and practice important life skills.

- Allows students to develop a relationship with at least one adult who knows them and their needs well.
- Monitors the 40 hour community service graduation requirement. *10 Hours Per year
- Provides opportunities for investigation and planning for the senior capstone project.
- Utilizes the principals of the Comprehensive School Counseling Program to foster appropriate social and civic behaviors.
- Allows students to investigate academic, college and career opportunities.

All students will be assigned to a specific Discovery group based on their year of graduation. These groups will meet for 30 minutes a week during the school day throughout the academic year.

* Forty hours of community service is a graduation requirement. (Each student will need to complete at least 10 community service hours per year.)

DRESS CODE

Board of Education Dress Code (rev. 5/98)

This dress code is adopted because of safety concerns and because of the need to preserve an environment conducive to learning. Therefore, specific items are prohibited because of their propensity for causing or contributing to injury or causing disturbances or distraction among students and thereby interfering with the classroom atmosphere and educational process.

Dress Code Requirements:

1. Personal hygiene, including cleanliness of dress, is required.
2. Students' clothing or hair should not be hazardous to them in various school activities such as shop, laboratories, athletics, physical education and art.
3. Grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement, or that exposes the student to accidents, must be avoided.
4. Clothing, hair arrangements or other personal adornments or embellishments that disrupt, distract or interfere with regular school operations are prohibited.

The following attire is specifically prohibited for students to wear or carry in the public schools during the academic school day:

1. Footwear that marks/damages floors or is a safety hazard such as beach sandals, slippery-soled shoes, excessively high heels, backless shoes such as clogs, slippers, and untied sneakers.
2. Beachwear such as tank tops, sleeveless athletic shirts, tight fitting spandex style pants and shorts, fishnet tops, half shirts, clothing that exposes cleavage or bare midriffs, halter tops, backless shirts, pajama bottoms, short shorts, bathing suits, sun suits.
3. T-shirts that are sexually explicit, vulgar, offensively lewd or indecent, or that contain profanity.
4. Frayed or torn clothing.
5. Undergarments worn as outer garments.
6. Coats, jackets or attire normally worn as outerwear, gloves and hats.
7. Head coverings of any kind, including, but not limited to scarves, bandanas, masks, kerchiefs, athletic headbands, hats, caps or hoods.
8. Sunglasses (unless required by a doctor's order).
9. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article or attire with spikes or studs attached.
10. Attire or accessories that depict logos or emblems which advertise or encourage the use of drugs, tobacco products or alcoholic beverages.
11. Attire or accessories that are related to gang membership or gang activities.
12. Shirts and/or blouses that reveal the abdomen, chest or undergarments.
13. See-through clothing.
14. Shorts, miniskirts or pants which reveal the upper thigh or undergarments.
15. Backpacks and/or book bags that obstruct the safe passage in the classroom or in the corridors.
16. Jewelry that poses a distraction or safety concern including chains.
17. Any other clothing or attire that is disruptive to the school environment as deemed so by the Administration.
18. Any other clothing or attire which contain overly offensive or disruptive writing or pictures likely to unduly disrupt the educational environment, or which constitute "fighting words."

Enforcement

Students whose dress and grooming does not conform to these standards will be referred to an administrator who will inform students of necessary changes in dress. If students fail to remedy the problem, parents will be contacted. Students will not be allowed to return to class until clothes are changed and approved by an administrator. If the problem remains uncorrected, students will be subject to disciplinary action in accordance with Connecticut Statute #10-233a.

DRUGS, TOBACCO, ALCOHOL, WEAPONS

It is the policy of the schools to take positive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale and/or use of behavior affecting substances. These substances shall include but are not limited to marijuana, LSD, glue, alcohol, inhalants, barbiturates, steroids and/or performance enhancing drugs. (cf. 5131.6 – Drugs, Tobacco, Alcohol)

Personal privacy rights of students shall be protected as provided by law.

School properties may be inspected by school authorities in the interest of maintenance, health and safety. Conducting an inspection for the location of drugs, narcotics, liquor, weapons, poisons and missing properties is a matter relating to health and safety and may be regarded as a reasonable action by school personnel. (cf. 5145.12 – Search and Seizure)

Drug Abuse Guidelines

Any student seen by the school nurse for possible impairment, will have one of four possible outcomes. The results are outlined below.

No Impairment:

1. If there is no impairment or physical evidence, then the student will return back to his/her class. The administrator will be notified who in turn will notify the parent.
2. Social Services information will be given to student and parent.

Some Objective Data Suggests Possible Impairment:

If there is minimal suspicion with only limited or minor evidence:

- 1) The Administrator and School Resource Officer (S.R.O.) will be notified. Administrator will contact parent.
- 2) Social Services information will be given to student and parent.
- 3) Student will be sent home for the day and is considered a “nurse dismissal”.
- 4) Referral to School Counseling staff for counseling services.
- 5) A meeting with the parent, student, counselor and administrator will be mandatory.

Clinical Data Strongly Suggests Impairment:

Student has drug/alcohol related medical emergency on school grounds.

- 1) School Administrator and the S.R.O. will be immediately notified.
- 2) The school nurse will complete the standard First Aid and health procedures. A complete evaluation will be done and the exam form will be completed. The information is available upon request.
- 3) Handbook procedure will be followed as indicated on page 65. Referral to School Counseling staff for counseling services.
- 4) A meeting with the parent, student, counselor and administrator will be mandatory.

Student Caught In Possession of Drugs, Used or Under the Influence of Drugs and/or Alcohol:

- 1) School Administrator and the S.R.O. will be immediately notified.
- 2) The school nurse will complete the standard First Aid and health procedures. A complete evaluation will be done and the exam form will be completed. The information is available upon request.
- 3) Handbook procedure will be followed on page 65.
 - parent notification and conference
 - 10 day home suspension
 - referral to police
 - counseling services
 - possible expulsion
- 4) Social Service information will be given to student and parent.

Student Seeks Drug and Alcohol Counseling:

- 1) Staff member will refer student to nurse, S.R.O. or social worker.
- 2) Proper referrals will be given out to student. Parents will be notified if student consents (over 18) and parent will be advised of assistance provided to student.
- 3) Follow up will be conducted by staff member or S.R.O. as appropriate.
- 4) School Counselor will be given a form.

Psychotropic Drug Use

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, district medical advisor, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the District is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

Use of Tobacco Products

Possession and or use of tobacco products by students is prohibited in the school building, on school grounds, in school buses and while attending any school sponsored activities. Penalties for the infraction of this regulation are bound by Wolcott Board of Education Policy, school regulations, state law and local ordinance. State statute requires the following penalties for possession of tobacco in a public place. \$50.00 fine for 1st offense (Statute 53-334(c)**), or a \$100.00 fine for any subsequent offenses (Statute 53-334(c***)).

DISCIPLINE

A student who violates the district's code of conduct shall be subject to disciplinary action. The district's disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class, removal to an alternative education program, in school suspension, 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 an 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.

Remember the three R's: Respect for self; Respect for others; Responsibility for your actions.

The public school shall ensure the physical and mental health, safety and welfare of all students in attendance, and the maintenance of an atmosphere conducive to learning. Student behavior that is inconsistent with these purposes, the public interest and individual rights of school personnel and students will be dealt with through administrative and/or legal channels. (Wlct Bd of Ed Policy 5144)

Discipline Consequences

***Starting on September 1, 2016 a copy of the discipline referral will be emailed to the student's parents.**

CONSEQUENCES WILL BE ASSIGNED ACCORDING TO THE SERIOUSNESS OF THE OFFENSE, THESE ARE:

1. Written Assignment

Some teachers prefer to assign a written assignment in lieu of detention for minor classroom violations. Students are expected to comply with this request.

2. Social Activity Restriction

Students with excessive discipline referrals may be denied participation in any school-sponsored activity.

3. Detention

Teacher Detention – A teacher may hold a detention for the student after school to identify and discuss unacceptable behavior and develop strategies to improve classroom behavior. The teacher must give the student at least twenty-four (24) hours notice. A student who fails to serve the detention with the teacher will then be issued a school detention.

School Detention – Detention is held in B214 from 2:00-3:00 p.m. Students are given 24 hours notice. If the administrators postpone detention due to inclement weather, students will be expected to serve the next day detention is held.

4. Extended Detention

Students assigned to extended detention must arrive at 2:00 p.m. to the detention area. Extended detention is an extended day and concludes at 4:00 p.m. Students are given at least 24 hours notice when assigned to extended detention.

5. In-School Suspension (ISS)

Students assigned to In-School Suspension must arrive at 7:30 a.m. to room B214. In-School Suspension is an extended day and concludes at 3:00 p.m. This discipline is meant to address infractions that are more serious in nature requiring consequences more severe than extended detention. It is an intermediary consequence prior to the issuing of home suspension.

6. Out-of-School Suspension (OSS)

This is reserved for serious offenses or for that student who will not cooperate with In-School Suspension Policy. The Administration may suspend a student for infraction of school rules. Suspension is defined as an exclusion from school privileges for not more than (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed. Students will be given class assignments on request, (General Statute Section #10-233c).

Expulsion

Upon referral by the Principal and upon the recommendation of the Superintendent of Schools, the Board of Education may expel a student whose conduct endangers persons or property or is seriously disruptive to the educational process or is in violation of publicized policy of the Board. (General Statute Section #10-233d).

Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive to the educational process and violates publicized board of education policy even if such conduct occurs off-school property and during non-school time. On the dates of the suspension, the student is NOT allowed to participate in any after school activities including athletics, dances, etc.

Notification: The response to infractions depends on both the frequency of the infraction and the severity of the action. It is impossible to list all the possible infractions. The discipline recommended for each office referral is suggested as a guideline to administrators. Teachers are expected to handle minor classroom situations prior to an office referral. Final decisions will be made by the administration.

General Rules for all Suspensions

Attendance at or participation in any extra-curricular event of the school while under suspension, whether in or out-of-school, is strictly prohibited. These include (but are not limited to) athletic games and practices, driver education, school dances and play rehearsals. Disregarding of this policy will result in further disciplinary action.

Any student placed on out-of-school suspension who is found on school grounds is subject to arrest for loitering on school property. Students receiving out-of-school suspension are prohibited from appearing on school grounds during the suspension, unless authorization to do so is granted by the Principal or Superintendent. (Wlct Bd of Ed 5114 (a))

Suspensions

Any student who skips an extended detention will be assigned an additional day. At that time, the student will be notified that he/she will be In-School Suspended (ISS 1 day) for insubordination if the extended detentions are not served in the required time. Each subsequent violation of the Extended Detention Policy will be met with an additional day of in-school suspension. For example, if it is the student's second ISS for skipping extended detentions, 2 days of ISS will be assigned.

1. Second (2) suspension - student may be referred to the Student Assistance Team (SAT) or Planning and Placement Team (PPT).
2. Third (3) suspension - parent conference with the assistant principal will be required upon return to school.
3. Fourth (4) suspension - parent conference with the principal will be required.
4. Fifth (5) suspension - parent conference with the superintendent will be required upon return to school.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event school is closed due to inclement weather or another emergency, announcements will be made through our School Messenger system in addition to local television stations and their websites.

EQUAL OPPORTUNITY

Each student is encouraged to develop and achieve individual educational goals. The district will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law.

District Compliance Officers:

Title VI (race, color, national origin)	Mr. Frank Purcaro	203-879-8183
Title IX (sex equity)	Mr. Shawn Simpson	203-879-8160
Age Discrimination	Mr. Frank Purcaro	203-879-8183
Section 504 (handicap)	Mr. Walter Drewry	203-879-8164
Americans with Disabilities (ADA)	Mr. Kevin Hollis	203-879-8178

The grievance form is available in your school office. It is Form 0521. This grievance form must be filled out within 40 calendar days of the alleged complaint and returned to the appropriate grievance coordinator.

EXEMPTION FROM INSTRUCTION

A student will be exempted from instruction on Acquired Immune Deficiency Syndrome (AIDS), Bilingual Education, or Family Life and Sex Education upon receipt of a written request for such exemption from his/her parent or guardian.

EXTRA CURRICULAR ACTIVITIES

The Wolcott High School Activity program comprises a wide variety of seasonal athletic teams and clubs. The clubs give students opportunities to develop talents, to gain recognition for accomplishments, to develop leadership and self-governing skills, to experience the organization and planning of club events, or just to have fun. All students are encouraged to join a club and participate in the athletic program.

Code of Conduct

Wolcott High School administrators believe that students who are selected for the privilege of participation on teams, squads, performing groups, clubs and other school organizations should conduct themselves as responsible representatives of the school. In order to assure this conduct, coaches and/or advisors enforce a Code of Conduct. Furthermore, members of teams and organizations who fail to abide by the Code of Conduct are subject to immediate disciplinary action. Members of teams and organizations must always serve as exemplars of high moral character and must demonstrate appropriate academic commitment which is expected from all students. As recognized representatives of their school, participants are expected to exhibit appropriate behavior during the season (activity) or out of season, in uniform or out of uniform, on campus or off campus.

The following will not be tolerated and will subject the violator to disciplinary action:

- ♦ the distribution, purchase or sale of any tobacco product;
- ♦ the possession, distribution, purchase or sale of any illegal substance;
- ♦ the consumption/use of any tobacco product or the consumption/use or possession of any illegal substance, or the exhibiting of evidence or any indication having consumed/used any tobacco product or illegal substance (whether consumed on or off the school premises);

Attending parties or gatherings where illegal substances or tobacco products may be present is strongly discouraged. The district's concern for the health and overall welfare of its students is at issue along with the potential for problems that may face the district's students in such situations. The district encourages its students to make responsible choices.

Consequences for infractions of substance abuse rules by members of clubs and organizations are determined by the following guidelines:

1st Offense: A minimum suspension from athletic activity for 25-50% of the scheduled season (depending on the severity of the incident).

2nd Offense: Removal from all athletic activities for one full year (365 calendar days).

For all on campus activities, the handbook disciplinary procedure will be followed. For off campus inappropriate student behavior, disciplinary consequences will be at the discretion of the administration based on Wolcott Board of Education Policy 5114 suspension for conduct off school grounds. (5114.2 student athletics)

Out of School Misconduct (Policy 5114(1))

Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and is a violation of a publicized Board policy, even if such misconduct occurs off-school property and during non-school time.

Athletics

The Wolcott High School Athletic program provides any student a chance to recreate physically and compete on a team. Athletes travel to other schools in the Naugatuck Valley League which gives students a chance to observe other sports programs, athletes and facilities. Complete student athlete handbook is available online at www.wolcottps.org

Teams by season are:

FALL

Boys Cross Country Run

Boys Football – Varsity, Junior Varsity, Freshman

Boys Soccer – Varsity, Junior Varsity

Cheerleading – Varsity

Dance Team - Varsity

Girls Cross Country Run

Girls Soccer – Varsity, Junior Varsity

Girls Volleyball – Varsity, Junior Varsity, Freshman

Weightlifting

Girls Swimming (By special arrangement and requires Board of Education approval.)

Gymnastics (By special arrangement and requires Board of Education approval.)

WINTER

Boys Basketball – Varsity, Junior Varsity, Freshman

Boys Indoor Track

Cheerleading – Varsity

Girls Basketball – Varsity, Junior Varsity, Freshman

Dance Team – Varsity

Girls Indoor Track

Boys Swimming (By special arrangement and requires Board of Education approval.)

Gymnastics (By special arrangement and requires Board of Education approval.)

Weightlifting

Unified Sports Basketball

SPRING

Boys Baseball – Varsity, Junior Varsity, Freshman

Boys Tennis

Boys and Girls Track and Field

Girls Softball – Varsity, Junior Varsity

Girls Tennis

Golf

Weightlifting

Boys and Girls Lacrosse

ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS

1. All other conditions having been met, the eligibility of any student to participate in interscholastic athletics shall be dependent upon the student's academic standing.
2. A pupil cannot at any time represent a school unless taking at least four (4) units of work or its equivalent. During the school year a pupil must have received a passing grade in at least four (4) units of work or its equivalent at the end of the regular marking period preceding the sport's season. "Equivalent" is any number of courses which are equal to one full unit.
3. All athletes must maintain at least a "C" average. A student whose average is not at least a "C" will be permitted to participate on a probationary status for one marking period. At the end of the probationary period, in order for the student to become eligible again, he/she must have attained an average of a "C" or better. Tutoring will be made available if a student or his family makes a request for such help.
4. To be eligible for fall sports a pupil must have received credit toward graduation at the close of the school year preceding the sport's season in at least four (4) units of work or its equivalent for which he/she has not previously received credit.
5. Scholastic failures cannot be made up for eligibility purposes in any manner until the next report card, except the credits earned during the summer by any regularly approved Board of Education procedure. The credits will be accepted for the purpose of determining the eligibility of pupils desiring to participate in the athletic program of the school in September. Scholastic incompletes must be made up within ten (10) school days following the end of the marking period as defined above. Incomplete grades are not to be considered as passing grades.
6. It should be understood that the above regulations are minimal and do not prohibit a school from establishing more rigid eligibility standards.
7. "Marking period grades" (not semester grades) are to be used in determining scholastic eligibility to participate in interscholastic athletics during any given marking period.
8. Complete Eligibility Rules of the Connecticut Interscholastic Conference will be given to each athlete as an amendment of this handbook.
9. WHS athletes must be in attendance for at least ½ of the school day (4 periods) to be eligible to participate in an athletic contest on that day. Any partial absence on the day of an athletic contest must be an excused absence.

Note: All members of athletic teams are to travel by the transportation furnished by the school. (Exception may be granted by the coach only in an emergency upon the direct request of the parents. A written request from a parent/guardian must be given to the coach 24 hours before the event.)

Sportsmanship/Participant Code of Conduct

1. To always play hard, but according to the rules realizing championship won unfairly would be tarnished forever.
2. To abide by officials' decisions knowing it's easy to be a good sport when winning, but the truest test of an athlete's character is to overcome adversity by trying even harder.
3. To respect my opponent as a worthy adversary; to realize that he/she is simply another teenager who happens to live in another town.
4. To bring pride to myself, teammates, family, school, and community.
5. To display the principles of good sportsmanship: Courtesy, humility, self-esteem, because true champions earn more than just a trophy.

Consequences

Athletes should conduct themselves according to CIAC, NVL and Wolcott High School Athletic Program policies. Failure to comply with this code of conduct may be grounds for removal from the event.

Spectator Code of Conduct

1. To cheer for my team, not against my opponent.
2. To be ever mindful that high school athletics are played basically for the enjoyment of the players.
3. To respect the decisions of game officials, realizing that their job is extremely difficult.
4. To withhold caustic criticism of players and coaches that would later be embarrassing to both yourself and the person criticized.
5. To be the kind of fan who leaves the opposing crowd with a feeling of envy: envious of enthusiasm and class.
6. To appreciate the efforts of the boys and girls that have worked many hours before the actual contest to understand that their involvement in the activity is their most important accomplishment.

(Nebraska S.A.A. Bulletin)

CLUBS AND PERFORMING GROUPS

Art Club

The purpose of the Art Club is to enhance the visual beauty of the school while broadening an appreciation of the Arts in the club members and the student body. Participants will have the opportunity to sharpen their artistic skills as well as to learn new ones.

Chamber Singers

Chamber Singers is a group of 20-30 singers. You must audition to be a part of Chamber Singers. This ensemble will work on difficult music of varied styles and is required to perform in the Holiday Concert, the District Wide Concert, the Spring Concert, and at Graduation.

Chorus

An organization for students who like to sing, the Chorus annually presents a holiday concert and a spring concert. Outside school activities include a Broadway Musical in New York City, a tour of Wolcott's middle and elementary schools, the regional and all-state festivals, nursing homes and Christmas caroling.

Civics Club

This club is open to all students. The goal of the club is to teach young adults the process of lawmaking and to enable young people to get involved in local and state government. Encouraging civic participation, the club will work individually with the school and town governments on student issues. Ultimately, members will meet and work with students from other Connecticut schools on common issues.

Community Service Club

The Community Service Club is a newly formed organization that provides students with multiple opportunities to participate in community service activities in school and in the surrounding community. Students maintain records of their community service throughout the year and awards are presented at the end of the year to students who accumulate significant community service hours.

DECA (A National Association of Marketing Students)

DECA is a student organization centered around the cluster occupations of marketing and management. The organization is based on the principles of Vocational Understanding, Civic Consciousness, Social Intelligence and Leadership Development. Students will be actively involved in leadership conferences, community projects and marketing preparation for competitions. Chapter officers will be elected. At least two field trips/conferences are planned. Wolcott High School state competition winners will be eligible to compete at the national competition. Approximately 12,000 DECA students from around the United States and Canada compete at this national event. All Marketing I and II class members are required to become DECA members. Other business students and any students interested in marketing, business and entrepreneurship may join with advisor permission.

Family Career and Community Leaders of America (FCCLA)

FCCLA is a student organization centered around family and consumer science, food service, and technology. This vocational organization is open to all students interested in developing leadership skills and participating in state and national competitions.

French National Honor Society

The Marguerite Yourcenaire Chapter of the French National Honor Society is open to students who have maintained an average of “90” or better for three semesters of French and an average of “80” or better overall. Students conduct a service project and an induction of new members annually.

Friends of Rachel (FOR)

The Friends of Rachael (F.O.R.) Club offers students the opportunity to help create a permanent cultural change in Wolcott High School. The goal is to have a campus that is welcoming, safe and filled with kindness and compassion. The club is an extension of the message heard from the *Rachel’s Challenge* program. (The Relay for Life is a club open to all students that want to work together to build a strong sense of community in and out of Wolcott High School. This club promotes community involvement. The Relay for Life offers students the opportunity to help create a permanent cultural change in Wolcott High School. The goal is to have a campus that is welcoming, safe and filled with kindness and compassion while creating awareness and becoming involved in the fight against cancer. Each year we conduct various fundraisers, such as the lip syncing contest and school-wide luau, to raise funds and awareness for the American Cancer Society.)

Jazz Band

The Jazz Band meets after school each week. The Jazz Band studies the fundamentals of Jazz through a hands-on rehearsal approach and students perform a variety of jazz styles in preparation for public performances.

Math Club

The purpose of the Math Club is to offer students of mathematics the opportunity to compete with other schools from around New England and to share ideas with other students who like math. There are six competitions during the year held after school, but students also meet to plan events and to discuss mathematical problems after school.

Media Productions Club

The purpose of our club is to teach students how to create, produce, and edit their own videos. The club will acquaint you with the technical and aesthetic concepts involved in successful studio and field production. You will develop your skills through a series of in-school exercises, studio and field exercises and critical evaluations of past and present production styles. If you have always wanted to create videos, but never knew how or what equipment to use, this club is perfect for you.

National Honor Society

Membership in this nationally recognized organization is limited to selected members who have demonstrated scholarship, service, good character and leadership. The Society’s goals include many community-related projects.

Peer Helpers

A peer helper is a student who cares about others and talks with them about their thoughts and feelings. Each year fifteen students are selected to be peer helpers. They receive several days of training and perform service to students such as welcoming of new students and helping students to feel more a part of the Wolcott High community.

Show Choir

Students audition to participate in this club/class held one evening a week. Public performance of vocal music put to dance movements is the focus of this club.

Showtime

Each year Wolcott High School presents an ensemble of student talent for two nights. One night is a Variety show and the second night is an Alumni show. The show consists of a variety of acts including: singing, dancing, and comedy. An additional performance of "Battle of the Bands" that features Rock and Roll Bands of Wolcott High School students has become an annual tradition.

SkillsUSA

SkillsUSA is a national professional organization for students enrolled in career and technical education. The purpose of SkillsUSA is to create a common bond among all students enrolled in trade, technical, and health occupations. It helps develop leadership in educational and social activities, respect for work, and enthusiasm for learning. Students are actively involved in leadership conferences, community service projects, and state competition. State competition winners are eligible to compete nationally. Chapter officers will be elected.

Spanish Honor Society

Sponsored by the American Association of the Teachers of Spanish and Portuguese, our "Don Quixote Chapter" was established in January of 1987. Membership is limited to those students in Spanish III, IV, or V who have maintained an average of "90" or better in their last two semesters of Spanish. A formal ceremony is held annually for new members who meet the criteria for induction. The honor students are available to tutor students during their study periods.

S.A.D.D. Club (Students Against Destructive Decisions)

The SADD club is a peer-to-peer education, prevention, and activism organization dedicated to preventing destructive decisions, particularly underage drinking, other drug use, risky and impaired driving, teen violence, and teen suicide.

SPEAK Club

SPEAK is an anti-discrimination group that speaks out against any form of discrimination, whether it be race, gender, religion, sexual orientation. Meetings are twice a month after school. During our meetings, we plan events, fundraisers, and talk about how we can build a better environment both in and outside of the high school to help advocate for anyone who has ever felt discriminated against. All are welcomed to join.

Student Government

The community of Wolcott High School, in order to create a student government which functions on behalf of the student body, to insure fair and equal representation of student ideas, opinions, and beliefs, and to work with and negotiate with the administration and faculty of Wolcott High School, and in order to achieve better, stronger and closer community, do ordain and establish this Constitution for Wolcott High School.

Student Government Eligibility

Qualifications for Discovery Representatives:

- 61 students are elected from their discovery classes.
- 9 students are elected by the faculty as a whole.
- To be eligible a student:
 - Must maintain a 65 average
 - Cannot be failing more than 2 classes
 - Must prepare a 250 word speech (Roughly 1-2 minutes) on their candidacy.

Qualifications for Student Government Executive Committee:

President of the Senate:

- Must be a senior.
- Must have an average of 80 or higher.
- Cannot be failing any classes.
- Must make a 2-3 minute speech to the Senate at the first meeting.

Secretary:

- Must have an average of 80 or higher.
- Cannot be failing more than 1 class
- Must make a 2-3 minute speech to the Senate at the first meeting.

Class Leaders (Senior, Junior, Sophomore, Freshman):

- Must have an average of 80 or higher.
- Cannot be failing more than 1 class
- Must make a 2-3 minute speech to the Senate at the first meeting.

Student Theater

Participation in the Student Theater program is open to all students who have an interest in singing, dance, and drama. The program offers a “Night of One-Act Plays” in the fall which is for students with strong acting abilities, and each play is directed by students. The musical play is usually done in the spring and involves acting, singing, and dancing. Recent spring musicals have been *Little Shop of Horrors*, *Grease*, *Seussical the Musical*, *The Wiz*, *Once Upon a Mattress*, and *Fame*. The WHS Student Theater recently became a Charter Troupe in the International Thespian Society where students earn points through their experiences in the program toward their graduation honors. In addition, students who are talented musicians have an opportunity to perform in the play’s Pit Orchestra.

Marching Band

Participation in the Marching Band is open to all students currently enrolled in Concert Band. Activities include home football games, Band Day, town parades, and field trips. The Marching Band rehearses during Concert Band class and after school.

Team MAX Robotics

The Robotics Team builds a new robot each year that competes in the International FRC challenge. The program inspires students to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

World Language Club

The World Language Club is limited to students presently enrolled in any of our World Language classes. Students may participate in the various activities including holiday parties, service projects, the Pen Pal program and day trips.

Yearbook Committee

The organization produces the senior class yearbook each year. Membership is limited to a staff of seniors, although many underclassmen are often asked to participate to gain experience to facilitate the production of their own books in the future. The production process requires a lot of dedication and time on the part of senior students.

EXAM INFORMATION**Absence from Examinations**

Any student absent from an exam must have a parent call the school within 24 hours to verify the absence. The Assistant Principal will notify the teacher if the student is eligible for a make-up exam. Any student who fails to notify the office of an absence will receive a zero for the exam.

Examination Makeup Procedure

A student who has missed an exam should attempt to make it up during any exam testing period when he/she does not have an exam scheduled. Unless other arrangements have been made with the teacher, examination make-ups will be administered in the Library Media Center. Students with examinations not completed at the end of the regular exam schedule will report to the Library Media Center at 7:30 a.m. on the first day following the end of the regular exam period, unless other arrangements have been previously made with the subject teacher.

Exemptions

A student in an Advanced Placement (AP) course, who takes the national AP exam, will be exempt from taking a June final exam. The Teacher of the AP course will assess the course work of the exempted student and this assessment will serve as the final exam grade on the report card. In AP Studio Art, all students must complete the required portfolio. If a student chooses not to take the national AP exam, the student must take a June final exam in the course.

Students registered in a University of Connecticut Co-Op course will be administered the final Co-Op assessment test during exam week. Teachers will grade this assessment, which will be the final exam grade on the student's report card.

Senior students in full year classes who maintain a 90% or above cumulative average (4 marking periods and mid-term exam) have the option to be exempt from the final exam of that class.

MP #1	X2
MP #2	X2
MP #3	X2
MP #4	X2
<u>Mid-Term</u>	<u>X2</u>

TOTAL % = _____ Final Grade (instead of dividing by 10)

Final Examinations

Final examinations are regarded as very important course requirements. Therefore, students are expected to be present for their examinations at the scheduled times. Students and parents are asked not to request changes except for the most compelling reasons. Makeup exams will be given only to students who are ill or in case of absolute emergency. The Attendance Office must be notified within 24 hours in order to be considered for exam make-up. To receive credit for a course, a student MUST take the final examination.

Incomplete Grades

Ordinarily, students receiving an "I" in a subject must make up missed work within two weeks. However, under extraordinary circumstances, missed work must be completed within a reasonable time frame as determined by the teacher.

Tardiness to Examinations

No student will be allowed into an exam once it has begun unless given a pass by an Administrator. A student who arrives late must report to the Attendance Office. If the Administrator has determined that there is a bona fide reason for tardiness, the student will be allowed to take the exam without penalty. However, if a student is late for a second exam, the Administrator will direct the teacher to reduce the student's exam grade by ten (10) points. A subsequent tardy to exams will result in the student being denied the opportunity to take the exam, and a zero (0) exam grade will be recorded.

EXTRA HELP

It is the pupil's responsibility to take the initiative in getting extra help when needed. Teachers are available for extra help after school daily until 2:25 p.m. Pupils who are having subject matter difficulty or who have work to make up after an absence are urged to take advantage of this opportunity. Extra help may also be accessed through peer tutoring services.

FACILITIES

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are expected to remain in the area in which their activity is scheduled to take place.

After dismissed and unless involved in a teacher/staff supervised activity, students are expected to leave the campus immediately.

FIELD TRIPS

Field trips may be scheduled for educational, cultural, or extracurricular purposes. Any student whose behavior is considered detrimental to the well-being of other students may be barred from participation by the principal. While on a trip, all students are considered to be “in” school. This means that conduct and dress standards will be appropriate for the field trip activity.

FINANCIAL OBLIGATIONS TO WHS

“In accordance with Connecticut Statutes Public Act 81-257, textbooks, school equipment and school building are the property of the Board of Education, Town of Wolcott”. Textbooks are loaned to students for their use. Maintaining textbooks in good condition is the student’s responsibility and no excuses will be accepted for damages, loss or theft of a textbook. In the event a textbook is lost, stolen or destroyed, it shall be the student’s/parent’s responsibility to pay the replacement cost of the textbook. In addition, damage to school property or equipment shall also be paid by the “student and/or parent in accordance with the Connecticut State Statutes.”

All financial obligations of students to the school, i.e., book costs or fines, must be paid by the last day of the school year. A student will not receive a schedule for the following September unless all obligations to Wolcott High School are met. In the case of a graduating senior, the diploma will be withheld.

FIRE DRILLS AND EMERGENCY PREPAREDNESS

To comply with the law, drills are held monthly during the school year. For their protection and safety, students are required to follow the directions posted in each classroom. At the first alarm, students will file out the designated exit quickly and quietly. Students will move to designated areas away from the building to allow free access for firefighting or other emergency vehicles. Students are to remain with their class for safety and security reasons. Teachers will leave the building with their students and return with them when the drill is over. Teachers are to take grade books and note attendance during the drill.

FOOD AND BEVERAGES

No food or beverages may be consumed in hallways or classrooms (i.e. soda, coffee, candy, etc.) with the exception of water in a clear bottle.

FUND RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund raising drives for approved school purposes. A fund raiser application must be submitted to the Activities Director ten (10) days prior to the next scheduled Board of Education meeting. The fund raiser is not confirmed until it has been approved by the Board of Education.

Any food items sold as part of any fund-raising activity must meet the nutritional standards published by the Connecticut Department of Education. Beverage or foods not allowed for sale during regular school hours may be sold provided (1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend, (2) the sale is at the location of such event, and (3) the food or beverage are not sold from a vending machine or school store.

GRADUATION REQUIREMENTS POLICY

General School Information, Policies, Procedures

I. Introduction

To graduate from the Wolcott Public Schools a student must have earned a minimum of 23 units and must have met the Carnegie Unit distribution requirement. Beginning with the class of 2017 each student will have to pass an assessment in each of the six academic expectations to meet graduation requirement.

As a graduation requirement, all Wolcott High School students are required to volunteer 10 community service hours per school year, beginning with their freshman year.

Below are the following exceptions:

1. Students transferring into WHS, on the first day of a school year, will be EXEMPT from community service for the previous year(s) only. (i.e, a student transferring in his/her junior year will be exempt from community service for their freshman and sophomore years only).
2. Students transferring into WHS, during the first or second marking periods, will be REQUIRED to complete 10 hours community service for that particular school year and each year thereafter (i.e. a student transfers in his/her junior year on November 1 will be EXEMPT for sophomore and freshman year only)
3. Students transferring into WHS, during the third or fourth marking periods, will be EXEMPT for that particular school year and any previous years (i.e. a student transfers in his/her junior year on March 1 will be EXEMPT from community service for their junior, sophomore and freshman year)
4. Students that are registered at WHS, but attend Bristol Technical Education Center (BTEC), will be required to complete 10 hours of community service for each year they attend BTEC. At the end of each school year, the student will be responsible for submitting the completed, signed community service log to the guidance department for processing.
5. Hours in excess of 10 hours, per school year, will not carryover to the next school year (i.e. 30 hours completed in Junior year will not count for Junior and Senior year.)
6. Wolcott High School will accept community service from a previous high school(s); however, proof of completed/signed community service hours will be required.

II. District Performance Standards

Definitions:

1. Students at Wolcott High School will read effectively by: Demonstrating insightful understanding of main and subordinate ideas conveyed in text, drawing inferences, making conclusions/judgments and synthesizing information.
2. Students at Wolcott High School will communicate effectively in speaking by: Demonstrating awareness of and responsiveness to audiences, being well-organized, using appropriate wording and using ample support for conclusions / ideas.
3. Students at Wolcott High School will communicate effectively in writing by: Consistently utilizing standard grammar and syntax, composing organized writing with a clear thesis and supporting evidence, using appropriate vocabulary, and drawing conclusions appropriate to content area and audience.
4. Students at Wolcott High School will use problem solving skills. Successfully defines/solves the problem by: Using prior knowledge, analyzing and brainstorming, gathering and synthesizing information and drawing conclusions.
5. Students at Wolcott High School will use a variety of technology and informational resources to gather and synthesize data by: Independently using appropriate technology for locating information, retrieving information, organizing information, analyzing information and presenting information.
6. Students at Wolcott High School will practice and/or perform demonstrations by: Successfully practicing and/or performing demonstrations, with a high degree of skill in performance and/or craftsmanship, with creativity and using significant sources.

One of the graduation requirements is that over the next four years students will have embedded assessments in the core courses to meet each of the individual expectations listed below. Students will be given two embedded assessments in the class to be able to meet that expectation. Upon earning credit in the following courses student will have met the corresponding academic expectation.

<u>Course</u>	<u>Grade</u>	<u>Expectation</u>
Global Studies 9	9	Uses Technology Effectively
Integrated Science	9	Solves Problem Effectively
English 10	10	Reads Effectively
Civics and US 1	10	Writes Effectively
Biology 10	10	Solves Problem Effectively
Geometry	10	Solves Problem Effectively
Wellness	10	Practices or Performs Effectively
English 11	11	Speaks Effectively
US History	11	Writes Effectively

III Exemptions:

- 1. Transfers** If a student transfers into the Wolcott Public Schools after completing at least three years in a high school in another state, he/she may be exempt from Wolcott's performance standards requirement for graduation.
- 2. Special Needs:** students identified for special services may be exempt from district performance standards for graduation as described in this policy if so indicated in their Individual Education Program.

Academic Information – Promotion Policy

A Carnegie Unit (C.U.) is a standard for measuring time spent on academic subjects. One C.U. will be granted to students who pass a full year course. Classes meeting less frequently are granted units accordingly.

- | | | |
|----------------|---|--|
| Grade 9 to 10 | - | An accumulation of 6C.U. for sophomore status |
| Grade 10 to 11 | - | An accumulation of 11 C.U. for junior status |
| Grade 11 to 12 | - | An accumulation of 16 C.U. for senior status |
| Graduation | - | An accumulation of 23 C.U. which must include the following: |
| | | English 4 C.U. |
| | | Math 3 C.U. |
| | | Science 3 C.U. |
| | | Social Studies 3 C.U.* |
| | | Wellness (Health/PE) 2 C.U. |
| | | Arts, Applied Education, Technology Education – 1 unit (total or combined) |

Additional Electives to meet graduation requirements

**Credits from Tyrrell Middle School, (Algebra 1, Foreign Language)

- Can be part of the 23 Carnegie units for graduation

* Must include one C.U. in U.S. History and .5 credit of Civics.

Awarding of High School Diplomas

Only students who complete all graduation requirements shall receive a diploma at the June Commencement. Individuals who have not satisfied graduation requirements may be granted a diploma by the school Principal upon satisfactory completion of those requirements provided:

1. Said student has completed a summer course or summer courses comparable (as judged by the Principal) to the subject(s) which he/she failed, provided teacher permission has been obtained. (see Restoration of Credit, page 52)
2. That no more than two units are needed to satisfy the graduation requirements.

Class Rank

Class rankings are compiled on the basis of final grades that the student earned in his/her courses at the end of the freshman, sophomore, junior and senior years. A mid year rank is computed for seniors for college and scholarship applications. Class rank is computed for the purpose of answering questions asked on college application forms, scholarship questionnaires and employment requests, among other reasons.

Wolcott High School uses a differentiated, weighted system, one of several methods approved by the National Association of Secondary School Principals, to determine a student's standing in class.

The rank is determined by taking each student's final grade and multiplying by a weighted factor which takes into account the academic level of the course. These weighted grades are then totaled and divided by the total number of credits attempted. The resulting grade point average is then placed in rank order.

Rank in Class Example

<u>Course Levels</u>	<u>Weighting Factor</u>
AP/UConn ECE	1.20
Honors	1.10
College and Career Readiness	1.00

Example of Weighted Grade Determination

COURSE	GRADE	WEIGHT	CREDIT	Acad. GR (Gr X Cr)	Weighted GR (Gr X Weight X Cr)
English,	86	1	1	86	86
AP Chem.	86	1.2	1.5	129	154.8
Pre Cal H	86	1.1	1	86	94.6
Uconn H	86	1.2	1	86	103.2
Span II	86	1	1	86	86
	Totals		5.5	473	524.6
	Academic GPA		86	473/5.5	
	Weighted GPA		95.38	524.6/5.5	

Academic GPA is (sum of **Grade X Credit**) divided by Sum of **Credits**

Weighted GPA is (sum of **Grade X Weight X Credit**) divided by Sum of **Credits**

Course Requirements for Seniors

Seniors must be enrolled, first and foremost, in courses to meet the core Carnegie Unit requirements for graduation as described in the Board of Education Graduation Policy. In addition to these requirements, seniors are encouraged to accumulate additional credits in major subject areas as well as in elective areas. Students must be enrolled in a minimum of 6.0 credits, unless approved by administration. Regardless of the number of credits amassed toward graduation, seniors must pass at least 3.0 credits to be eligible for a diploma.

Honor Roll

An Honor Roll is published at the end of each marking period. It is calculated as an un-weighted numerical average using credit value per marking period. Rankings are as follows:

High Honors: To achieve highest honors a student must attain an unweighted grade point average of 92 or higher.

First Honors: In order to achieve first honors one must attain an unweighted grade point average of an 87 to an 92.

Second Honors: To achieve second honors, one must receive an unweighted gradepoint average of an 82 to an 87.

For all three honor rolls no student may have any unweighted grade less than a 70 in every class in order to be on that honor roll.

Interim Reports

Interim Reports will no longer be mailed home but will be made available electronically. You can access your child's grades any time during the school year by accessing the PowerSchool parent portal. The parent portal is password protected. If you have an issue with accessing your child's information please contact the School Counseling department.

Tentative Marking Period Dates

Report Cards will be posted approximately 1 week after the close of the marking period.

1st Marking Period closes November 2, 2016

2nd Marking Period closes January 20, 2017

3rd Marking Period closes March 29, 2017

4th Marking Period closes June 9, 2017

Transcripts

All student transcripts will reflect both the weighted and the un-weighted academic average. (see page 56 for more information on transcripts)

GREEN CLEANING PROGRAM

A green cleaning program is in place to clean and maintain the school. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment.

"No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect" (a required statement by law).

GYMNASIUM FLOOR

In order to preserve and protect the gymnasium floor, it is imperative that no one walk on the playing surfaces in street shoes.

HARASSMENT STATEMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their color, their religion, the country in which they or their parents were born, their sex, or any disability they may have. The Board of Education has zero tolerance for harassment of any kind.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the principal.

To maintain a productive and positive learning environment, the Board of Education will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

HAZING ACTIVITIES

Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization.

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school.

A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Scoliosis and hearing tests are administered to students in grade eight. The results are provided to the parents.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the (school nurse) in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

Accidents and Illness

For the protection of students, all accidents on school property must be referred at once to the office. Special report forms are available there.

Any student who becomes ill during school hours should report, at once, to the nurse's office, where appropriate attention will be received. Should the nurse's office be locked, a student requiring immediate attention should report to the main office.

Administration of Medication

In accordance with General Statute Section 10-212a, Administration of Medicines by School Personnel, regulations permit all medications to be administered by a school nurse, or in the absence of such nurse, the principal or any teacher of a school in accordance with a physician's orders and parent or guardian authorization.

In 2014 Connecticut Public Act 14-176 was amended to include "a school nurse or in the absence of a school nurse, a qualified school employee shall maintain epinephrine in cartridge injectors for the purpose of emergency first aid to students who experience allergic reactions and do not have a prior written authorization of a parent or guardian or a prior written order of a qualified medical professional. The parent or guardian of a student may submit in writing to the school nurse that epinephrine shall not be administered to such student under this subdivision."

Any medication to be administered to students, be it prescribed medication from your doctor/dentist or aspirin substitute such as Tylenol, must now have a written statement from the student's doctor and signed by both the doctor and parent/guardian.

Special medication forms for authorization are available in the Nurse's Office as well as online and will be sent home with the student. These forms, when returned to school, will be filed in the student's health record.

The parent or other responsible adult shall deliver all medication to the school nurse. No student is to transport any medication to school.

Communicable/Infectious Diseases

Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Before a child may return to school after an absence due to such condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Disabilities

School district will not discriminate on the basis of disability as required under ADA, IDEA and Section 504 and C.G.S. 10-76a and any similar law or provision.

Emergency Medical Treatment

Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

Health Records

School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The District will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self testing. Such self testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

Immunizations

All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varicella (Chicken Pox), Meningococcal, Pneumococcal, Rubella and Hemophilus Influenza Type B

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records.

Physical Examinations

All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a). Any student involved in athletic activities and competitive sports must have a completed physical which is good for thirteen months. No student will be allowed to even tryout without an updated physical.

HOMEBOUND INSTRUCTION

Provision of instruction for verified medical reason.

A board of education shall provide instruction to a child in a public school under the jurisdiction of such board when such child is unable to attend school due to a verified medical reason which may include mental health issues.

The child's treating physician shall provide a statement in writing directly to the board of education on a form provided by such board, stating:

1. The child's treating physician has consulted with school health supervisory personnel and has determined that attendance at school with reasonable accommodations is not feasible.
2. The child is unable to attend school due to a verified medical reason,
3. the child's diagnosis with supporting documentation,
4. the child will be absent from school for at least ten consecutive school days or the child's condition is such that the child may be required to be absent from school for short, repeated periods of time during the school year and,
5. the expected date the child will be able to return to school.

(Statute 10-76d-15)

For further information on homebound instruction call the student's school counselor at 203-879-8157.

HOMELESS STUDENTS

Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is Mr. Joseph Norcross, Frisbie School Principal.

HOMEWORK EXPECTATIONS

Homework is an integral part of the educational process and is a vital tool in assessing the degree to which students apply knowledge acquired in the classroom. The completion of all assignments according to the teacher's expectations shall be a factor in determining a student's grade. Parents should encourage students to plan ahead and effectively manage their homework time. Parental supervision of homework is important to establish an effective school/student/home partnership. It is the responsibility of the student to complete all homework on time.

Students who are absent from school are responsible for making up assignments according to teacher/departments requirements. According to Board policy, total homework minutes for grades 9-12 should not exceed 150 minutes. Therefore, individual teachers should strive to create homework assignments averaging 30 minutes per subject area.

HOMEWORK

The responsibility of the school district to educate the student is carried out by the teachers through effective classroom instruction and the careful delegation of independent study. It is important for the student to be taught the concepts related to the subject area and how to study in school before he/she is given work to do at home. There is, therefore, a steady increase in the amount of homework expected of students from the elementary grades through high school. Worthwhile homework benefits students. Homework should be an extension of the class lesson, be clearly understood by students, be well-planned and meaningful, and be evaluated, corrected, and counted for class credit.

Basically, there are three types of homework:

1. Practice of Skills - Practice provides students with the opportunity to reinforce and master specific skills presented in class and to review content.
2. Preparation for Future Classes - Prepares students for the next class meeting, and may include, but not limited to, reading, studying for upcoming assessments, and drafting of assignments, library research, or other information-gathering activities.
3. Extension of Classwork - Extension focuses on individual application, project based learning, research, and study; takes students beyond work covered in class.

Guidelines for time required for homework at each level (elementary, middle, high school) will take into consideration the needs of the students. Homework is intended to develop in students the self-discipline necessary for future success. Teachers shall assign homework according to administrative regulation.

Homework/Make Up Work

Homework is an important part of a student's school experience from elementary school through high school. The program of homework is geared closely to the developing maturity of children throughout the grades and their increasing ability to profit from independent study. It is, therefore, important for the student to be taught the concepts related to the subject area and how to study in school before he is given work to do at home. There is a steady increase in the amount of homework expected of students from the elementary grades through high school.

The educational value of homework assignments depends, to a large extent, on the independent study skills that the youngster has acquired. Beyond the control of the school, but still very important, are the conditions provided in the home whereby the student is encouraged to work independently and to do the best possible job with the assignment at hand. A quiet, secluded spot and an encouraging attitude on the part of the parent/guardian will be major factors in the effectiveness with which a student undertakes the task of homework assignments.

Homework Guidelines - Since "homework" is one source of misunderstanding which sometimes arises among parents/guardians, teachers, and other school personnel, it is suggested that these guidelines be followed:

1. Teachers should make certain that each child fully understands the assignment and that the assignment not be vague. It is preferable to begin homework assignments in class, when possible.
2. Teachers should not use homework as a disciplinary measure.
3. All homework assignments and other student work will be checked and/or corrected and returned to students.
4. Homework should be carefully planned assignments, designed with the intention to motivate students.
5. Homework should help the child to form efficient study habits.
6. Children should understand the process and be able to complete the assignment.
7. Assignments should be within the student's capabilities. There should be only a small amount of drill-type homework for the entire class.

The Wolcott Public Schools recognizes that students have varying levels of ability. The range listed below is the amount of homework time an average on-task student should have to complete the assignment:

Grades K, 1, 2 :	10 to 30 minutes per day
Grades 3, 4, 5:	30 to 50 minutes per day
Grades 6,7,8:	50 to 80 minutes per day
Grades 9,10,11,12:	100 to 140 minutes per day

These above times do not include the 20 minutes of reading each day for students in the Elementary Schools in grades Kindergarten through 5th. The 20 minutes of reading each day is expected above the homework time.

Frequency: At the elementary level (Grades K-5), homework will be given 2-5 times a week; at the middle and high school level (Grades 6-12), each teacher of academic subjects will give homework 3-5 times a week.

1. Guidelines for teachers

- a. To explain the purpose of any given assignment.
- b. To give clear directions on the method and means of accomplishing the assignment and to vary the types of homework assignments.
- c. To ensure availability of all necessary resources to carry out the assignment.
- d. To acknowledge receipt of homework and to evaluate it.
- e. To explain the method of evaluation of the homework assignment and its potential impact on grade; e.g., quiz, tests, exams, oral recitations, written exercise, lab performance.
- f. To explain that written homework will be evaluated on the basis of content, structure and appearance.
- g. To suggest a reasonable time allotment on a daily assignment.
- h. To give assignments as far in advance as practical.
- i. To ensure that deadlines and penalties are understood and followed.
- j. To encourage integrity and academic honesty in all homework assignments.
- k. To communicate with parents/guardians of students who consistently fail to complete homework assignments.

2. Guidelines for students

- a. To attend school and class regularly and punctually.
- b. To consult with the teacher about work to be completed after an absence.
- c. To understand the purpose and requirements of the assignment.
- d. To understand the directions.
- e. To understand the means of evaluation.
- f. To understand that content, structure and appearance of all written homework assignments are important elements in the grading process.
- g. To understand the suggested time allotment.
- h. To budget time realistically.
- i. To assume responsibility for obtaining the proper resources and materials.
- j. To demonstrate integrity and not to give or receive so much help that the value of the homework will be destroyed.
- k. To meet the deadlines and understand the penalties.

3. Guidelines for parents/guardians

- a. To understand the policy of the Board of Education concerning homework.
- b. To encourage regular attendance and punctuality in school and class.
- c. To be sure that students and/or parents/guardians themselves pick up assignments missed when a student is absent for an extended period of time.
- d. To provide the student with a time and place to carry out his/her assignment.
- e. To contact the teacher or counselor in the event of questions or concerns.
- f. To be supportive of the homework policy and guidelines as they are an integral part of the student's learning process.
- g. To encourage integrity and never give so much help that the value of the
- h. To understand that content, structure and appearance of all written homework assignments are important elements in the grading process.

4. Guidelines for administrators
 - a. To publish the homework policy.
 - b. To encourage the individual teachers and/or academic departments to establish realistic homework guides for their classes and/or subject area.
 - c. To develop and encourage academic honesty.
 - d. To encourage parents/guardians to take an interest in their children's homework through parents' meetings and newsletters.
 - e. To ensure that teachers follow the homework policy and guidelines.

Homework during a student's school experiences include many types of learning activities. Two types are essential to an adequate program:

1. Short Term assignments are to be completed by the next class period. They are intended to reinforce academic learning which have been presented in class. They frequently involve specified reading or drill and practice exercises. Specified reading includes preparation of reports. Topics of mastery and practice exercises provide practical application of this material.
2. Long Term assignments are spread over a number of days or weeks. This type is outlined and explained in school to be completed outside of class hours. Long term assignments include such school activities as, but not limited to: social studies research, science projects, creative writing and extended reading.

MAKING UP WORK

Making Up Work After Absence

The allowable days to complete make up work would be equal to the number of days absent (i.e. 1 day absent = 1 day to make up work; 2 days absent = 2 days to make up work.) A failure to do so or to make arrangements with the teacher to make up missed work shall result in a grade of zero for missed work.

Students should realize that the responsibility and initiative in making up missed work must rest primarily with the student. Students must also realize that school work and makeup work must take precedence over outside jobs. While the importance of after school jobs is recognized, preparation for a lifetime must take priority over what is usually only temporary employment.

Making Up Wellness (Physical Education) Classes

A student earns points toward his/her grade by attendance at and participation in Physical Education (P.E.) classes. An absence from a P.E. class may be "made up", that is, the student may participate in another similar class (not his/her regularly scheduled class) or the student may engage in some other appropriate activity at the discretion of the teacher, so that the points or grade value lost by the absence is restored.

For medical disabilities of a marking period or longer, a student may have his/her P.E. requirement waived without penalty upon presentation of an appropriate physician's note. A student may be "excused" from P.E. for a short term (day, week, month) if the student provides a note from a physician. No points will be earned or deducted for the missed classes, and the student's grade will not be affected.

A student may be excused from P.E. class for one day if the student:

- a) provides a note from the school nurse or,
- b) provides a note from a parent or guardian verified by the school nurse.

This class must be made up or points will be deducted.

A student must be appropriately dressed to participate in Physical Education. Students must wear sneakers (please, no black soles) and shorts or sweats for P.E. classes. Not doing so constitutes a "no change" for the day. For each "no change" five (5) points will be deducted from the marking period grade. Classes may be made up so that points lost will be restored. For three (3) "no changes" and every time thereafter, a detention will also be issued.

INSURANCE

School insurance is made available to families through a specific program. Brochures are distributed to all students at the beginning of each academic year. While the program is not mandatory, it is suggested that parents take advantage of the opportunity to provide adequate protection for their children while at school. Any such arrangement is contractual between the parent and insurance carrier and the Wolcott Public Schools assumes no liability from disputes arising from such contract.

LASER POINTERS

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under a staff member's supervision and in the context of instruction. Laser pointers will be confiscated and students will be disciplined.

LATE BUSES

A late bus will be provided for students who remain after school for extra-curricular activities, receive extra academic help, or to serve detentions. The late bus will depart the high school at approximately 4:00 p.m. The bus will pick students up in front of the main entrance. All students are required to have a pass signed by an advisor, teacher, or monitor to ride the late bus. NO EXCEPTIONS WILL BE MADE. All bus conduct rules listed on page 61 apply.

LIBRARY/MEDIA CENTER

The WHS Library Media Center is available to all students from 7:00 a.m. to 3:30 p.m. The LMC is staffed by a library media specialist and a library paraprofessional who are available to assist students and staff. We are a fully automated library with a collection of over 12,000 volumes and a periodical collection of over 60 titles and 3 daily newspapers. The LMC has 3 computer labs for class use and virtual learning courses. In addition, we have 20 computer stations for individual student use. Also available to students is access to several online databases. The library media specialist is available to teach library instruction lessons for research and use of databases.

The WHS Library Media Center is a place of quiet study, active engagement and exploration. Students should honor the academic environment of the Media Center and show respect towards other students, the library staff, and library materials. In addition, students should adhere to the following LMC procedures and policies:

- Any student entering the library during school hours must have a signed, dated pass from his/her subject teacher. Upon entering the library, students must sign in at the circulation desk and leave their pass.
- Students should be working/reading/collaborating quietly.
- There is a maximum of 6 students per table.
- Furniture should not be moved.
- Food and/or beverages are not permitted in the library.
- Students are expected to stay seated until the bell rings. Lining up at the door before the bell is not allowed.

Computer and Internet Use: All students are welcome to use the computers, providing they have a signed Acceptable Use Policy on file and the computer is being used for academic purposes only. Computers in the library are monitored and inappropriate use will not be tolerated. Misuse will result in the suspension of user privileges and possible additional consequences.

The WHS Library Media Center provides an environment that is conducive to learning. It supplements classroom instruction and it expands the horizon of each course within the curriculum.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

Parents of Limited English Proficient (LEP) Students participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the LEP program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

LOST AND FOUND

Any articles which are found in the school or on school grounds should be turned in at the main office. Unclaimed articles will be disposed of at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office.

MIGRANT STUDENTS

The district has a program to address the needs of migrant students. A full range of services will be provided to migrant students, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs and elective classes. Parents/guardians of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program.

MOVING TO ANOTHER COMMUNITY

Any student who takes up independent residence outside of this school district must withdraw from this school since the law provides that only legal residents of the Town of Wolcott may attend school in this school district. Under normal Board of Education policy, a student who moves outside of the school district during the school year and who wishes to complete the current school year at Wolcott High School may make application to do so through the Principal to the Board of Education. Each such request will be judged individually upon the merits of the case.

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

The federal No Child Left Behind Act requires schools selected to participate in this national testing program to notify parents of children who will be taking the test of their right to exclude their child. Parents also have the right to inspect all NAEP data, questions and assessment instruments.

NATIONAL HONOR SOCIETY

The Bronson Alcott Chapter of the National Honor Society was established at Wolcott High School in November, 1960. Its name honors Amos Bronson, a famous Wolcott native who was a noted author, educator, and philosopher of the nineteenth century. He was also the father of Louisa May Alcott.

Selection Criteria and Procedure

1. To be eligible for membership the candidate must be a member of the junior or senior class. Candidates must have been in attendance at Wolcott High School the equivalent of one semester.
2. Candidates will be informed of their academic eligibility at a meeting. The principal and advisor(s) will explain the selection process at this meeting, candidate forms will be given out, and the deadline for submission will be announced.
3. Academic eligibility is defined as a cumulative, weighted scholastic G.P.A. of 93%. Candidates shall later be evaluated on the basis of service, leadership and character.
4. Candidate forms shall be returned to the National Honor Society box in the School Counseling Department exactly two weeks to the date after the eligibility meeting. Candidate forms must be submitted by the end of the school day. Late forms will not be accepted. It is the candidate's responsibility to correctly and fully complete the Candidate form.

5. Surveys will be sent to all WHS teachers. The survey will ask each teacher to rate each candidate on a scale of 1-4 for each area of Service, Leadership, and Character. Teachers will be provided with a definition of Service, Leadership, and Character to aid in their evaluation of students. The definitions come from the national headquarters of the National Honor Society.
6. The advisor(s) will tabulate the results of the teacher survey for each candidate. The results, along with the candidate form, academic, attendance, and disciplinary records will be placed in a candidate portfolio. All names will be removed from these records to ensure confidentiality and impartiality.
7. The Faculty Council will meet and review each candidate portfolio. The selection of each member to the chapter shall be by a majority vote of the faculty council. The portfolios of candidates rejected as a result on a 3 “no” 2 “yes” vote split will be put to the side and revisited. A second, binding vote will take place after the re-visitation.
8. Candidates who were accepted will be notified in writing and will attend a brief meeting. At this meeting they will receive a copy of these bylaws and have 48 hours to read and sign the bylaws. Signing the bylaws indicates that they have read and understand the rules and regulations of membership and accept membership into the Bronson Alcott Chapter of the National Honor Society.
9. Candidates who were rejected will be notified in writing. Specific areas of weakness that prevented their selection will be noted. Rejected candidates will have the opportunity to write an appeals letter following the specified format. The appeals letter will be due 48 hours after notification. The Faculty Committee will reconvene to hear and appeals and make a final decision.
10. Such selection process is in full compliance with those as recommended by the National Association of Secondary School Principals, the governing body of student activities in the United States.

ONLINE COURSE CREDIT

Students will be awarded credit toward graduation for the successful completion of online courses provided the online course(s) fulfill the statutory requirements.

PARENT ACTION COUNCIL (PAC)

PAC is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the PAC.

PARENT CONFERENCES

Parents are encouraged to become partners in their child’s educational successes. A parent or student may arrange a conference with an individual member of the school staff or a group conference with school staff members. Conferences are held during school hours but every effort will be made to accommodate parent schedules.

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child’s school activities and with the District’s academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

PESTICIDE APPLICATION

Only certified pesticide applicators shall be used in schools for any non-emergency pesticide use in school buildings or on school grounds. Pesticide applications are limited to non-school hours and when activities are not taking place. Areas to receive pesticide application will be posted and a written record of all pesticide applications will be maintained for five years. Parents/guardians and staff who want to receive advance notice of all pesticide use will be listed on a registry and such notice will be provided as required by law. Parents/guardians who want to be notified prior to pesticide applications inside their child(ren)’s school assignment area may contact Mr. Dave Stankus at (203) 879-8150.

POSTERS

Any posters to be displayed in the school must first be approved by an Administrator. The approved posters may only be placed on bulletin boards or existing poster holders.

PREPARATION FOR CLASS

Students are to come to class prepared with pens, pencils, notebooks, assignment books and appropriate textbooks. Students should carry all notes and papers in general notebooks and not stuffed into textbooks. Textbooks damaged will be paid for at replacement prices. Students are to remove all litter from desks and floor at the end of each period.

PROMOTION, RETENTION AND PLACEMENT

Student promotion is dependent on each student's mastery and acquisition of basic learning objectives. Normally, students will progress annually from grade to grade. Students who master objectives at an exceptional rate may be considered for acceleration to another grade or class. Students who fail to master basic learning objectives at a normal rate will be considered for retention. Retention and acceleration decisions are the responsibility of the teaching staff and principal, after prior notification and discussion with parents. The final decision rests with the school principal.

Students must demonstrate attainment of the basic skills needed for graduation based on the district's assessment program. A failure to attain these skills may necessitate involvement in additional courses, special help programs, summer school, retesting, etc.

PROPERTY, LOCKERS AND EQUIPMENT

It is the policy of the Board to hold students responsible for any loss of or damage to the property of the school under the jurisdiction of the Board when the loss or damage occurs through fault of the student.

Any student damaging or defacing school property will be financially liable for restoring the property regardless of the condition of the property at the time of the destructive act, in addition to any other discipline up to and including arrest or civil prosecution as deemed appropriate.

In addition, anyone who witnesses such an act and fails to report it to the proper authorities will be considered as having contributed to that action. Such charges for damaged property will be exactly those which the school must incur to repair the damage.

Each student is assigned a (desk), (hall locker) and/or other equipment. These items are the property of the school, loaned to students for their convenience during the school year, should be kept in good order and not abused.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by district policy. Parents will be notified if any prohibited items are found in the student's desk or locker.

Students should not attempt to repair school equipment but should notify the (main office) immediately if it isn't function properly. Any damage done will be the responsibility of the person to whom it was loaned for the current year. Students (may/may not) bring in locks from home and attach to assigned lockers. Students are warned not to bring large sums of money or valuables to school, liability for these items remains with the student.

Each student is assigned a locker equipped with a combination lock for storage of books, outside clothing, back packs, book bags and gym bags. The locker is to be kept locked at all times. The practice of keeping personal valuables such as watches, money, etc., in lockers is ill-advised. No responsibility will be accepted by the school for any student valuables lost or stolen from lockers. If a locker is not functioning properly, it should be reported immediately to the office and arrangements will be made for the student until the locker can be repaired.

The school locker assigned to a student is the property of Wolcott High School. The school reserves the right to inspect the locker at any time if reason exists to suspect that materials injurious to the best interests of the school are being kept therein (Section 10-221, Gen. Statutes). The student to whom a locker is assigned must complete a locker agreement form and is responsible for the contents of that locker at all times.

In Physical Education classes, students are strongly advised to deposit any valuables with their physical education instructor immediately upon entering the locker room. These will be put under lock and key. All valuables will be returned to the owner at the end of the class period. This policy will also hold true for all Varsity and Junior Varsity Interscholastic athletic teams. Locks issued to students by the physical education department are to be returned to the teachers or the cost will be incurred by the student as per other financial obligations.

PUBLIC DISPLAY OF AFFECTION

The hallways of the school are not the place for public displays of affection. Such behavior may be construed by others as a form of sexual harassment.

READING LAB

The Reading Lab has been developed for students in Grades 9-12 who have experienced reading difficulties in previous grades. Placement is based upon Standardized tests and teacher recommendation, with input from the School Counseling staff. Students who have exhibited wide discrepancy between ability and reading achievement are candidates for this program. Credit is given on a Pass/Fail basis.

RESIDENCY

All Wolcott resident students are entitled to free school privileges. Children living in Wolcott with persons other than parents or a legal guardian are entitled to free school privileges only if three conditions are met:

1. Such residence must be permanent.
2. Such residence is without pay – the person with whom the child lives cannot receive monetary or other forms of remuneration/compensation for accommodating a child.
3. Such residence cannot be for the exclusive purpose of schooling – there should be a sufficiently compelling reason for the children to reside with the Wolcott persons apart from school attendance.

Affidavits for Purposes of Residency Forms must be completed when parents enroll a child. Such documents are sworn to be true and accurate statements. Administrators are required to investigate, or have investigated by professional services, complaints about violations of the residency policy. Persons who knowingly violate the residency policy may be subject to prosecution under law for theft of services. The Board of Education would seek to recover tuition due at the current rate per year, per student, in addition to the criminal charges. Any change in the residency status of a child at any time during the school year must be reported to school officials (5118).

RESTORATION OF CREDIT

Summer School – Academic Failure

To be eligible to attend Summer School, a student who has failed a course must meet all of the following criteria:

1. A passing grade in at least two marking periods for a full year course and one marking period for a one semester course.
2. A final average of at least a 50.
3. Completed the course (including final exam).
4. Permission of instructor.

The student must obtain a grade of at least a “B” during the summer session or a departmental exam will be administered during the first week of the fall term. He/she must receive a passing grade on this exam. Upon successful completion of the summer school program, the student will be given credit in the course and a grade of 65 will be recorded.

Summer School – Attendance Policy

A student who lost credit due to the attendance policy must have:

1. Completed the course (including the final exam).
2. Permission of the instructor to be eligible to attend summer school.
3. Upon the successful completion of summer school (passing grade and required attendance) both grade and credit will be restored.
4. This request must be approved by the administrator.

Summer Tutoring – Academic Failure Only

To be eligible for summer tutoring a student must:

1. Satisfy the preconditions set forth for Summer School – Academic Failure.
2. Have the tutor present to an Administrator evidence of certification in the subject area. At this time every attempt will be made to put the classroom teacher in touch with the tutor to communicate the topic areas in which the student needs remediation.
3. Receive a minimum fifteen (15) contact hours of tutoring (exclusive of the final exam).
4. Be tutored no more than three (3) times per week in sessions not longer than two (2) hours each.
5. Have the tutor provide a description of each lesson, i.e. topics and pages covered, homework assigned, comments on quality of independent work completed for each session. A log sheet will be given to the tutor for this purpose.
6. Take and pass the teacher's final exam which will be given at the school.
7. This request must be approved by the administrator. The student will then receive a grade of "65" and credit in the course.

SAFETY/ACCIDENT PREVENTION

Student safety on campus and at school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the school's code of discipline
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of staff who are overseeing the welfare of students.

SAT SCHOOL DAY TESTING

Each year Wolcott High School's eleventh grade students will participate in the Connecticut SAT School Day administration. SAT scores are used by the Connecticut State Department of Education (CSDE) for school and district accountability purposes. The CSDE adheres to all federal and state data privacy laws and does not release student data to third parties, including colleges or universities.

Parents and students have control over the release of the score to colleges and universities from the Connecticut SAT School Day. If students and parents want an SAT score from the Connecticut SAT School Day exam to be sent to colleges or universities, they must *explicitly request a "score send" from College Board* through their online College Board account. In order to send scores, students must already have or create a College Board account at collegeboard.org/mysat and then select each college or university they want to receive scores. For more information about assessments, you may visit the Connecticut State Department of Education SAT web page at www.ct.gov/sde/sat.

SCHOLARSHIPS, FINANCIAL AID AND AWARDS

Students should start early to establish records worthy of scholarship consideration. In general requirements for scholarship consideration are some combination of the following: serious attention to studies, good character, financial need and involvement in the activities of the school.

Many scholarships and awards are available to qualified students. Students should consult a School Counselor for information about what scholarships are available and how, when and where to apply.

SCHOOL CEREMONIES AND OBSERVANCES

The school district recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as Memorial Day, Thanksgiving and President's Day are encouraged. Wolcott Schools remind students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. school and class plays shall not be overly religious, and church-like scenery will be avoided;
2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the Building Principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Non-participants are expected to maintain order and decorum appropriate to the school environment.

SCHOOL CHOICE OPTIONS

Wolcott High school students are also afforded the choice of attending regional vocational technical schools, regional vocational agricultural schools, and area charter or magnet schools.

SCHOOL COUNSELING

A most important phase of the school program is the counseling and guidance service provided in our high school. Experienced counselors are available in the school for the purpose of serving the individual needs of each student. Psychological and achievement tests, interest and aptitude tests, diagnostic and prognostic tests will be given at different intervals in the school career of the student. The results of such tests, when carefully analyzed and interpreted in the light of the school record and the educational and vocational aims of the student, supply valuable information for determining the abilities, interests and needs of the individual. A school psychologist and social worker are available at the high school.

PSAT/NMSQT

The projected test date at Wolcott High School is Wednesday, October 19th. All sophomores and juniors will be tested. Freshmen will take the PSAT 8/9.

Scholarship Applications

Scholarships are posted on Naviance. Applications for scholarships submitted to the School Counseling department must meet the School Counseling department deadline posted on Naviance. No applications will be accepted past the deadline.

Students themselves may mail scholarship applications which do not meet School Counseling department deadlines. However, if a transcript is necessary, only an unofficial one will be provided to the student.

SECURITY

Students:

- Students cannot enter the building until 7:00am.
- Visitors during school hours must come in through the main lobby and check in.
- All main lobby doors will be locked after school. The only entrance will be through the gym lobby. If we have an evening activity in the auditorium the main lobby doors will reopen 1 hour before the activity starts.
- Parents picking up students from after school activities will be asked not to park in the Fire Lanes and wait for students. Please use the student parking lot. This will be strictly enforced.

STUDENT RECORDS

A student's school records are confidential and are protected by federal and state law from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The (Superintendent) is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The record's custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employee, agents, or facilities with which the district contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher and records pertaining to former students after they are no longer students in the district, do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

Copies of student records are available at a cost of \$.50 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the district is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes a student's name, address, telephone number, date and place of birth, major field of study, grade levels, photograph, e-mail address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Military recruiters or institutions of higher learning shall have access to secondary school students names, addresses and telephone listings, unless a parent/guardian or secondary student aged 18 or over requests in writing that such information not be released.

The District will release to the Parent Action Council (PAC) the names, addresses, telephone number and grade levels of students (unless the District is informed in writing within ten school days of the time this handbook was issued that designation of such directory information has been refused as to a particular student) provided such information is to be used by the PAC for its own school activities or school business.

The District, when a student moves to a new school system or charter school, will send the student's records to the new district or charter school within ten business days of receiving written notice of the move from the new district. Unless the parents/guardians of the student authorize the record transfer in writing, the sending District is required to send a notice when the records are sent to the new district.

Parents and eligible students have the right to file a complaint with the U.S. Department of education concerning alleged failures by the District to comply with the Requirements of FERPA. Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

Transcript Requests

1. A transcript is a record of your academic courses, grades earned, and test scores. Extra curricular activities may be included upon request.
2. An 'official transcript' bears the school seal and is mailed out by the school.
3. An 'unofficial transcript' is stamped "Unofficial" and does not bear the school seal.
4. Students may obtain an unofficial transcript provided reasonable notification (2 days) has been provided to the school counseling office.

SEARCH & SEIZURE POLICY

Search of Property

Desks and school lockers are property of the schools. The right to inspect desks and lockers assigned to students may be exercised by school officials to safeguard students, their property and school property with reasonable care for the Fourth Amendment rights of students.

The exercise of the right to inspect also requires protection of each student's personal privacy and protection from coercion. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains evidence that the law or the rules of the school have been violated.
2. Upon approval of the Superintendent, narcotic sniffing dogs may be used to assist in the search of desks, lockers, motor vehicles, parking areas and other locations on school property.

Student Search

A student may be searched if there are reasonable grounds for suspecting that the search will provide evidence that the student has violated either the law or the rules of the school. The scope of the search must 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.

If a reasonable search has been conducted and items or materials which are illegal or in violation of school rules are discovered, the items or materials may be seized.

Searches may include but are not limited to a student's locker, desk, work bench, tool box, purse, book bag, pockets, outerwear, backpack, other clothing or portable items.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

SENIOR COURTYARD

The Senior Courtyard is intended to be a place where seniors may relax and socialize during their lunch period. The Senior Courtyard will be open weather permitting. For the orderly operation of the area, and so that nearby classrooms are not disturbed, the following rules are to be observed:

- Vulgar language and loud distractions are not permitted.
- No game playing.
- Keep courtyard clean.
- Smoking is prohibited anywhere on the school grounds.

All Students who abuse these rules shall be subject to the following consequences:

1st offense - 1 week removal

2nd offense - 1 month removal

3rd offense - removal for the rest of the year

Use of the Senior Courtyard is a senior privilege. Flagrant disregard of regulations may result in the courtyard being closed. Underclassmen may not enter or use the Senior Courtyard for any purpose during normal school hours. Violators will be subject to disciplinary action.

SEXUAL HARASSMENT/INTIMIDATION

1. The Wolcott Public School System is committed to a positive and productive working and learning environment free of discrimination. The Board of Education prohibits sexual harassment or intimidation of its employees or students. It further prohibits retaliation against any employee or student who has alleged sexual harassment or participated in the investigation of a report.
2. Sexual harassment is defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:
 - Submission to such conduct or communication is made a condition of one's education or
 - Such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.
3. Sexual Harassment may include but is not limited to unwelcome sexually oriented jokes, innuendoes, obscenities; unwanted sexual advances, sexual gestures, unwelcome touching or pulling at clothing, hazing; sexual assault.
4. Sexual Harassment by students, employees or other members of the school community will result in disciplinary action up to and including expulsion or dismissal.
5. A complete copy of the Board of Education Policy (5145.5) and procedures are available in the Wolcott High School Main Office.

Sexual Harassment Reporting

Any student who believes he or she has been the victim of sexual harassment by a student or other member of the educational community should promptly report said conduct to his/her school counselor. Complaints will be investigated promptly and corrective action will be taken when allegations are verified.

Disciplinary Process:

- First Offense: Report of incident to school counselor; conference with students, phone call to parents of students.
- Second Offense: Report of incident to administrator; detention, letter to parent indicating that offending behavior did not stop.
- Third Offense: One day extended detention, parent/student conference with Principal and Title IX Coordinator.
- Fourth Offense: Three (3) days out-of-school suspension; parent conference.
- Fifth Offense: Five (5) days out-of-school suspension and referral for exclusion/expulsion.

SOCIAL FUNCTIONS

Proper dress for school functions should be school attire. Students and their guests attending dances may not leave the building and return once they have arrived. Any student contemplating leaving is cautioned that he/she may not return once he/she has done so. Exceptions may be made only in special circumstances. The school will assume no responsibility for loss of articles of clothing, handbags, or other personal effects left in a lavatory or anywhere on the school property. A student determined to be under the influence of/or in possession of drugs or alcohol at any school social event will be subject to recommendation for expulsion.

Dances and Social Events

School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all dances.

Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

STUDENT PARKING RULES AND REGULATIONS

Students are subject to the rules, regulations and administrative guidelines in the parking regulations and must comply with all state laws and licensure requirements.

1. Parking permits are mandatory. Only students in 11th and 12th grade by credit who possess a valid driver's license will be authorized to obtain parking permits from the Main Office.
2. Strict adherence to all parking regulations is the responsibility of each automobile operator.
3. Parking is permitted only in the assigned student parking lot.
4. Traffic patterns, speed limits and safe courteous driving principles will be strictly enforced.
5. Use of an automobile on school grounds is a privilege and will be revoked for disregard of regulations.
6. The parking permit must be displayed at all times.
7. Any student involved in an automobile accident on school grounds must notify the administration immediately.
8. Parking permits are not transferable. Use of the pass by anyone other than the student issued the pass will result in loss of pass for 20 days.
9. Use of an automobile on school grounds is a privilege and in exchange for a permit the student agrees that their vehicle is susceptible to being searched by school Administration and/or School Resource Officer if reasonable suspicion exists that contraband and/or weapons may be in the vehicle.

Revocation of Parking Permit will Occur Under the Following Circumstances:

1. Leaving School Grounds Without Permission
 - 1st Offense - Loss of privilege for 20 days
 - 2nd Offense - Loss of permit
2. Reckless Driving
 - 1st Offense - Loss of privilege for 20 days
 - 2nd Offense - Loss of permit
3. Repeated Tardiness to School
 - 1st – 6th Tardy - Consequences as per student handbook
 - 7th Tardy - Loss of privilege for 10 days
 - 8th Tardy - Loss of privilege for 20 days
 - 9th Tardy - Loss of privilege for 30 days
 - 10th Tardy - Loss of privilege
4. Smoking On School Grounds
 - 1st Offense - 1 day of in-school suspension
 - 2nd Offense - 2 days of in-school suspension
 - 3rd Offense - Loss of privilege and out-of-school suspension
5. By-passing Attendance Office to Avoid Disciplinary Consequences for Tardiness
 - 1st Offense - Loss of privilege for 20 days
 - 2nd Offense - Loss of privilege
6. Failure to display Parking Permit
 - 1st Offense - Written Warning
 - Subsequent Offense - Application of vehicle restraint boot and \$10 removal fee

7. Causing property damage to school grounds through the use of a vehicle shall result in appropriate measures being taken by the administration including possible suspension, loss of parking privileges, and restitution for damaged property.
8. Failing to report involvement in a motor vehicle accident on school grounds as soon as possible.
9. Students who accrue 10 or more office referrals during the course of the year will be subject to loss of their parking pass for the remainder of the school year.

STUDY HALLS (ACADEMIC CLASSROOM STUDY HALLS)

1. Students entering a study hall, with the exception of the Library Media Center, must be in their assigned seats by the four-minute bell.
2. Attendance will be taken beginning immediately after the four-minute bell has rung.
3. Students who have passes to the Library Media Center or other areas of the school may, upon showing such pass to the Study Hall Proctor, sign out immediately after attendance has been taken. Students going to the Library Media Center will remain there for the remainder of the period. They will not report back to study.
4. Students in the study halls will observe the silence which is consistent with a good group study situation. In all possible cases consistent with good judgment, a proctor or duty teacher may move the students who wish to work together to an area where they can work effectively without disturbing others.
5. Permission is required before leaving a seat for any purpose and blanket permission for the above may be revoked at any time if abuse of the privilege occurs.
6. Students should come to study prepared to work.
7. Study hall will be dismissed by the teacher/proctor after the bell has rung signifying the end of the period. The bell itself is only for guidance of the teacher on duty. It is not the signal for the students to depart.
8. Littering in any form will not be tolerated.

SUPER SENIOR

A "Super Senior" is a senior who has completed four years at Wolcott High School with a perfect discipline record. Transfer students may receive Super Senior status only if all previous years at the other high school can be verified as void of any discipline infractions. Under no circumstances will past documented disciplinary referrals, detentions, suspensions, etc. be retroactively forgiven in order to legitimize a student's Super Senior status. The Super Senior Banquet is held annually in May to honor these young ladies and gentlemen.

SURVEYS OF STUDENTS

Administrators, teachers and other staff members and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related to a specific subject or units. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner.

Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program.

No student may, without parental consent, take part in a survey, analysis, or evaluation that reveals information covering:

1. Political affiliations
2. Potentially embarrassing psychological problems
3. Sex behavior or attitudes
4. Anti-social and demeaning behavior
5. Critical appraisals of family members
6. Legally privileged relationships
7. Income
8. Religion

Assume consent given unless indicated differently.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

Parents have the right to request information about the professional qualifications of their child's teacher(s). The response will indicate whether the teacher is certified for the subject matter and grade taught; the teacher's undergraduate major and any graduate degrees or certifications a teacher may have. Parents will also be advised, if requested as to whether the child is provided service by paraprofessionals and their qualifications.

TELECOMMUNICATION DEVICES

Students shall not use electronic telecommunications devices, such as but not limited to, a remotely activated paging device, cellular telephone and related devices while on school property, on school transportation or while attending a school sponsored activity on or off school property. Items of this nature will be confiscated. The principal may grant permission for such possession if a reasonable basis exists for the possession and use of the device. Photographing and videotaping are not permitted during the school day. This may result in disciplinary action for the student.

In an emergency, a message will be delivered to a student. The office telephones are not to be used by students except for school business and only with office permission.

TITLE I COMPARABILITY OF SERVICES

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

TITLE I PARENTAL INVOLVEMENT

Parents of a child in a Title I funded program will receive a copy of the district's parental involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title I programs.

TRANSFERS/WITHDRAWALS

Dropout

The Administration and Faculty of Wolcott High School have always worked hard to make the school experience such that each student can find success and earn a diploma. Regretfully, this effort is not always successful. If problems arise either in school or outside, which lead a student to consider leaving school, the student is most strongly urged to contact anyone in the school with whom he feels he can talk, be it classroom teacher, secretary, school counselor, or administrator.

Often the problem can be resolved in such a way that the student can meet with success and then remain in school. Should all efforts fail, and the student decides to withdraw, he must follow a checkout procedure as follows: Parents of any student who is 17 years, must report in person to the School Counseling Office and sign the Wolcott High School Student Withdrawal Form. This form must also be signed by the student's teachers and administration. Students who are 18 years of age or older may legally withdraw on their own, without parental consent.

Transfer to a Different District

Any student who seeks to transfer to a different school system must so inform the Assistant Principal. He/she will then be sent to a School Counselor, who will issue a Withdrawal Form to the student. The student is then required to present this form to each of his/her teachers, the librarian and the discipline secretary, surrendering to each all school-owned materials and discharging any obligations owed to the school. When this has been done, the student completes his checkout procedure by bringing the form to either the Assistant Principal or the Principal for final signature.

No records or transcript will be sent to the departing student's new school unless and until this checkout procedure has been completed and all financial obligations to Wolcott High School have been met.

TRANSPORTATION

School transportation privileges are extended to students conditioned upon their satisfactory behavior on the bus. Unsatisfactory student behavior on the bus may result in suspension of transportation services or such other disciplinary action that is appropriate for misconduct.

Bus Conduct Rules:

1. The school bus is an extension of the school. All rules that apply to student behavior in the school building will also apply to student behavior on the school bus. The school bus driver's enforcement of those rules carries with it the same authority as that possessed by a teacher in his/her classroom.
2. Students must ride assigned buses.
3. Pupil's who must cross the street for the purpose of entering or leaving that bus must cross in front of the stopped bus.
4. Students must take a seat. The bus will be loaded from back to front unless otherwise indicated by the driver. Students must remain seated while the bus is in motion.
5. Students may move from one seat to another only with the permission from the driver. Such movement may not take place unless the bus is fully stopped.
6. Students should not attempt to enter or leave a bus unless it is fully stopped.
7. Vulgar or profane language is not acceptable and will not be permitted on the bus.
8. Students will refrain from engaging in unnecessary conversation with the driver while the bus is in motion.
9. Smoking and the lighting of matches or lighters is strictly forbidden.
10. Students will refrain from throwing articles while in or about the bus.
11. Bus windows may be opened only with the driver's permission. Students will not extend any part of the body out of the bus windows.
12. Students will refrain from willfully damaging a bus or its equipment. In addition to punishment, the student, or his parents, will be held financially responsible for such damage, (i.e., Connecticut State Statute).
13. Students will do their share in keeping the bus clean and orderly.
14. Students will avoid crowding upon entering or leaving the bus.
15. A students shall occupy his/her portion of the seat only.
16. A students will leave the bus at his/her stop only unless permission to exit at another stop is granted by school authorities.
17. Students shall enter or leave the bus at the front door only except in cases of emergency. Emergency exits are used only at the discretion of the driver or in the event of a real emergency and the driver is injured and cannot issue that direction.
18. Students must be on time all of the time. Bus drivers work on a schedule which allows very little flexibility. Students should take care not to stand on the traveled portion of the highway while waiting for the school bus. Your safety is everyone's concern – but the primary responsibility is yours.
19. Good manners should direct students to be courteous to their bus driver, and, when applicable, adult chaperones riding said bus with them.
20. Bus drivers may assign students particular seats, if or when the need arises.
21. Students wishing to ride a different bus must submit a written request to the main office no less than 24 hours prior to the requested bus change. If requesting to take a bus to another student's house, each student must submit a signed permission note from their parents. The note should include the following information: each student's full name, the bus number, parent contact information, and reason for the bus switch. Administrators must authorize and sign off on all bus requests. Students will then be required to pick up a bus pass in the main office on the date of the requested change at dismissal time. Failure to include all of the above information will result in the bus switch being denied.

Violations of bus rules shall be reported in writing by the bus driver to his/her local bus manager. Said report will be forwarded to the proper school authorities who will institute proper disciplinary action. Consequences may include warnings, detention, school suspension, arrest, or in the case of minors, referral to Juvenile Court. In all cases parents will be notified in writing, by telephone or both. Students and their parents should be aware that bus riding is a privilege. Constant and willful breaches of discipline may cause this privilege to be revoked on a temporary or even permanent basis.

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

All complaints concerning school transportation safety are to be made to the Transportation Coordinator/District Business Manager. A written record of all complaints will be maintained and an investigation of the allegations will take place.

TRUANCY

A student age five to eighteen** inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Disciplinary action may include In School Suspension. Tests and academic work missed in class that day will be recorded as a zero grade.

Parents have the responsibility to assist school officials in remedying and preventing truancy. The Superintendent of Schools will file a written complaint with Superior Court Juvenile Matters if the parent fails to cooperate with the school in trying to solve the student's truancy problem.

VACATIONS

School policy strongly encourages the scheduling of family vacations and trips during times which coincide with school vacations. Student absences for reasons of a family vacation or trip that takes place when school is in session are considered "unexcused absences."

VIDEOTAPING/PHOTOGRAPHING

Occasionally, students may be videotaped or photographed for educational purposes or extra curricular activities. If you do not wish your child to appear, please notify the Principal in writing.

Video Surveillance

While on school grounds students are subject to video surveillance at all times. The use of video surveillance equipment on school grounds shall be supervised and controlled by the building administration and superintendent. Video surveillance shall only be used to promote the order, safety and security of students, staff and property.

VISITORS/UNAUTHORIZED PERSONS ON SCHOOL PROPERTY

No one except members of the school community may legally be in a school building or on school grounds during school hours except by permission of an Administrator. Such unauthorized presence is termed trespassing, and is subject to the penalties of the law. Violators will be prosecuted in accordance with Sec. 53a-185 of the Penal Code of the Connecticut General Statutes. Any person having business in the school must, immediately upon entering, make his/her presence known at the Security Desk, sign in, and request a Visitor's Pass. Depending on the nature of the request, the pass may or may not be granted. Persons violating the above will be sent a registered letter stating that presence on grounds is subject to police arrest.

Student Visitors

Student visitors to Wolcott High are generally discouraged. Any prospective student requesting a tour of the school must make an appointment with our School Counseling Department by calling 203-879-8157. The Administration reserves the right to deny any request deemed inappropriate. (Wlct Bd of Ed Policy 1251)

WEB SITES

School web pages must contain material that reflects on educational purposes. School web pages are not to be used for personal, commercial or political purposes; and are considered a publication of the Board of Education. The Principal or his/her designee will approve all material posted on the school's web page. Student maintaining personal web pages may be subject to disciplinary action for the content of such sites under certain conditions.

WITHDRAWAL FROM A COURSE

Individual student class schedules are the result of careful planning based on course requests and the student's needs, goals, and desires. Add/drop period Student schedules will be released in the spring, students will have the opportunity to make changes to their schedules until the end of the school year. No changes will be permitted after that point. Schedules will not be changed for frivolous reasons. Withdrawals will only be permitted based upon a teacher's recommendation due to compelling academic reasons. Final permission will be granted when School Counselors and the Administration deem the withdrawal to be in the student's best interest.

WORKING PAPERS

Working papers may be obtained in the School Counseling Office of Wolcott High School from 7:00 a.m. – 2:30 p.m., Monday through Friday. The materials necessary for issuing of these papers are: Birth Certificate, Baptismal Certificate or Driver's License, plus the State of Connecticut "Promise of Employment Form" signed by the employer. If the employer does not have this form, it may be obtained from the School Counseling Office. Working papers cannot be obtained by any other person other than the student who requests them.

STUDENT DISCIPLINARY GUIDELINES

THE ADMINISTRATION OF WOLCOTT HIGH SCHOOL RESERVES THE RIGHT TO JUDGE THE SERIOUSNESS OF ANY INFRACTION AND DISCIPLINE STUDENTS ACCORDINGLY.

OFFENSE	DESCRIPTION	RECOMMENDED CONSEQUENCES
Abuse of Electronic Device Policy	Use of said items (Recording may never be made without teacher's permission)	1 st Offense: Teacher files disciplinary referral, confiscation, parent retrieval. 2 nd Offense and beyond: Confiscation, parent retrieval, in-school suspension. Refusal to give phone to teacher will result in an in-school suspension.
	Recording may never be made without teacher's permission	<ul style="list-style-type: none"> Any recordings or pictures taken of staff will result in in-school suspension and possible referral to the Superintendent for expulsion. Any posting of staff members to social media will result in in-school suspension and possible referral to the Superintendent for expulsion.
Abuse of Pass	Exceeding a reasonable time or failure to report to the designated location after receiving permission.	1 st Offense: Teacher Warning 2 nd Offense: Detention issued by teacher 3 rd Offense: Referral to Administration, extended detention issued and possible loss of privilege to leave
Arson/Reckless Burning	Setting fire to any part of school building or grounds	<ul style="list-style-type: none"> Referral to police/superintendent notified 10 days out-of-school suspension Referral for expulsion
Assault (Unprovoked)	Physical contact with the intent to harm or cause bodily injury to a student(s).	<ul style="list-style-type: none"> Referral to police/superintendent notified 5-10 days out-of-school suspension depending on the circumstances Anger management will be assigned by school staff. Attendance to these sessions will be required. Student may be considered for possible expulsion.
Assault - On a Staff Member	Physical contact with the intent to harm or cause bodily injury to a staff member.	<ul style="list-style-type: none"> Referral to police/superintendent notified Anger management will be assigned by school staff. Attendance to these sessions will be required. 10 days out-of-school suspension Referral for expulsion
Bullying/Cyber Bullying/Intimidation	Repeated verbal, written, or physical threats to or harassment of other students.	Depending on the severity of the action, mediation, extended detention, in-school suspension, out-of-school suspension, or referral for expulsion.

Bus Misbehavior	Unacceptable or unsafe behavior on bus	Depending of the severity on the infraction, warning, verbal reprimands, home notice, detention, in-school suspension, bus suspension
Cafeteria Disruption	Unacceptable behavior in the cafeteria during lunch.	1 st Offense: Immediate removal from the cafeteria; loss of privileges for 2 days 2 nd Offense: Loss of cafeteria privileges for one week 3 rd Offense: Loss of cafeteria privileges for two weeks 4 th Offense: Removal from cafeteria until further notice Disruptions of a more serious nature will result in extended detention, in-school suspension, or out-of-school suspension.
Classroom Disruption	Behavior that disrupts the education environment	Teacher detention. For more serious disruptions refer to Serious Classroom Disruption.
Computer Usage/Improper	Engaging in any unauthorized activity on the computer, such as threats, obscenity, unauthorized entry, unauthorized use of internet, copying, etc.	<ul style="list-style-type: none"> • Depending on the severity, detention, extended detention, in-school suspension, or out-of-school suspension will result. • Revocation of computer use privileges • Possible police referral
Cutting Class/Study	Absence from a class or study hall without permission.	1 st Offense: 1 day of extended detention, parents notified 2 nd Offense: 2 days of extended detention, parents notified 3 rd Offense and beyond: 2 days of in-school suspension, parents notified - Students who cut class more than three times will forfeit the right to appeal under the attendance policy. - No credit for work made up. However, it may be necessary to make-up work missed in order to proceed to the next unit.
Damage to School Property (Unintentional)	Marring, breaking, or destroying school property unintentionally	Restitution will be required.
Damage to School Property (Intentional) - Vandalism	Marring, breaking, destroying school property intentionally	<ul style="list-style-type: none"> - Restitution will be required. - Extended detention, in-school suspension, or out-of-school suspension depending upon severity of damage. - Police referral/Superintendent notified.
Damage to Personal Property (Unintentional)	No student shall mar, break or destroy another individuals personal property	Restitution required depending on severity.
Damage to Personal Property (Intentional)	No student shall mar, break or destroy another individuals personal property	Restitution required depending on severity. <ul style="list-style-type: none"> - Extended detention, in-school suspension, or out-of-school suspension depending upon severity of damage. - Police referral/Superintendent notified.

Detention-Cutting Afternoon	Failure to go to detention or arriving too late for a detention to be counted	<ul style="list-style-type: none"> - Failure to serve detention will result in an extended detention. - Failure to serve extended detention will result in two extended detentions. - Failure to serve either day of the two extended detentions will result in in-school suspension and extended detention must still be served.
Dress Code Violation	Wearing clothing/costumes prohibited in the dress code or which interfere with the educational process or are otherwise deemed offensive or inappropriate	Student referred to an Administrator. Student may not return to class until clothes are changed. Subsequent offenses will be considered as insubordination resulting in extended detention or in-school suspension.
Drug Possession - Controlled Substances, Alcohol or Facsimiles thereof	Possession on person, in locker or desk; or knowingly holding drugs, controlled substances, alcohol or facsimiles thereof belonging to others; or possession in a car on school grounds; or possession at any school-related activity on or off, campus.	<ul style="list-style-type: none"> • Out-of-school suspension for 10 days, • Conference with parents, school counselor or administrator, * • Referral to police, and • Referral to Superintendent for possible expulsion.
Drugs - Use of drugs, Controlled Substances, Alcohol, or Facsimiles thereof	Being determined to be under the influence of drugs, controlled substances, alcohol or facsimiles thereof by administrator with consultation with school nurse or police officer	<ul style="list-style-type: none"> • Out-of-school suspension for 10 days, • Conference with parents, school counselor and administrator, * • Referral to police, and • Referral to Superintendent for possible expulsion.
Drug - Selling/Distribution of Drugs, Controlled Substances, Alcohol or Facsimiles thereof	Selling drugs, controlled substances, alcohol or facsimiles thereof on school property	<ul style="list-style-type: none"> • Out-of-school suspension for 10 days, • Conference with parents, school counselor and administrator, * • Referral to police, and • Referral to Superintendent for possible expulsion.
<p><i>* Conferences with parents, guidance counselor or administrators shall include referral to persons or agencies where appropriate substance abuse prevention counseling is offered.</i></p>		
Extortion/Coercion	Forcing another individual to act against his/her will by expressed or implied threat	<ul style="list-style-type: none"> • 3-5 days out-of-school suspension depending on severity • Possible referral to Police • Depending on severity, referral to Superintendent for consideration of expulsion.
Failure to Sign In	Circumventing the Attendance Office in order to avoid disciplinary consequences for tardiness	<ul style="list-style-type: none"> - Depending upon the number of tardies: detention, extended detention, or in-school suspension will result. - If applicable, loss of driving privileges for 10 school days. Subsequent offenses will result in increased days.
False Alarm	Setting off fire alarm without probable cause	<ul style="list-style-type: none"> • Out-of-school suspension for 10 days, • Referral to police, and • Referral to Superintendent for possible expulsion.

Fighting/Mutual Physical Combat	Exchange of mutual physical contact with the intent to injure.	<ul style="list-style-type: none"> • Referral to Police/Superintendent notified. • Anger management will be assigned by school staff. Attendance to these sessions will be required. • 5-10 days out-of-school suspension depending on severity. • The administration reserves the right to judge and discipline students accordingly. • Referral to Superintendent for consideration of expulsion.
Fireworks - Possession	Possessing any explosive or fireworks on school property	<ul style="list-style-type: none"> • Referral to police • Confiscation of fireworks • 5 days out-of-school suspension • Referral to Superintendent for consideration of expulsion.
Fireworks - Use of/Sale of	Detonating or selling of fireworks or the equivalent	<ul style="list-style-type: none"> • Referral to police • Confiscation of fireworks • 5-10 days suspension • Referral to Superintendent for consideration of expulsion.
Forgery	Falsifying passes, parental signatures, alteration of official school documents	Extended detention and parental contact.
Gaming/Gambling/and or Card Playing of any kind	Playing a game of skill or chance for money or anything of value.	Depending on the gravity of the offense: detention, extended detention or in-school suspension.
Hazing	Any activity that intentionally endangers the mental or physical health of a student for the purposes of initiation or admission into any student organization.	<ul style="list-style-type: none"> • 5-10 days of out-of-school suspension • Parent conference required • Possible exclusion from school related activity
Horseplay	Rough or boisterous play which causes an unnecessary disruption or distraction.	Depending on the seriousness of the incident: detention, extended detention, or in-school suspension will result.
Inciting a Disturbance	Encouraging other students to participate in unacceptable behavior either through verbal comments or actions that could lead to violence or damage to property i.e. group fighting, protests, walk-outs, throwing food, yelling loudly to encourage others, etc.	Depending on gravity, the consequences may range from verbal warning to suspension, police referral, and/or possible referral to Superintendent for expulsion.
Insubordination/Defiance	Refusal to follow the direction of a staff member, administrator, teacher, substitute teacher or other staff member.	Depending on gravity, the consequences may range from verbal warning to suspension, police referral, and/or possible referral to Superintendent for expulsion.
Insult to Staff	Speaking/gesturing toward (staff members) in a manner which insults, etc.	Penalty will be a detention issued by the teacher or extended detention issued by an administrator.
Insult to Students	Speaking/gesturing toward (fellow students) in a manner which insults, etc.	Penalty will be a detention issued by the teacher or extended detention issued by an administrator.

Larceny or Petty Theft	Stealing any material owned by another student, staff member or the school system.	<ul style="list-style-type: none"> - Restitution will be required. - In-school suspension or out-of-school suspension depending on the nature of the incident - Referral to police/Superintendent notified.
Leaving Cafeteria Without Permission	Walking out of cafeteria without teachers' approval.	Student will initially be issued a detention by teacher and placed in Discipline Office for the remainder of the period. Repeated infractions will result in extended detention.
Leaving Class Without Permission	Student leaves class without receiving teacher's approval.	Referral to administrator resulting in extended detention.
Leaving School Building or School Grounds Without Permission	Leaving school prior to authorized dismissal time without permission	1 st Offense: 1 day in-school suspension 2 nd Offense: 2 days in-school suspension 3 rd Offense and beyond: 3 days in-school suspension, parents notified. <ul style="list-style-type: none"> - Possible loss of driving privilege - Students who cut class 3 or more times will forfeit the right to appeal under the attendance policy. - No credit for work made up. However, it may be necessary to make-up work missed in order to proceed to the next unit.
Lighting Match/Lighter	Any person who lights a lighter or match in school.	In-school suspension or possible out-of-school suspension depending on the nature of the incident.
Motor Vehicle - Improper use on School Property	Parking in restricted area, careless driving, driving at an excessive rate of speed.	Penalty will range from verbal warning to permanent loss of driving privilege and possible police referral.
Obscene Actions	Behavior/actions that are blatantly offensive to acceptable moral standards.	Penalty will range from detention to referral for expulsion depending upon the seriousness of the offense.
Out of Bounds (Unauthorized areas within the school building)	Students in areas such as, but not limited to, the elevator, teachers lavatories, lower stairwells, auditorium, Music Department, Senior Courtyard without expressed permission of a staff member.	Extended detention for each offense.
Physical Confrontation	Escalation of a verbal encounter resulting in physical contact.	<ul style="list-style-type: none"> • Mediation by school counselor and/or administration • Assignment of extended detention or in-school suspension or out-of-school suspension
Profanity/Obscenity to Staff	Using verbal or non-verbal language or gestures which convey an offensive or obscene message towards staff.	<ul style="list-style-type: none"> • 2 days in-school suspension • Parent Conference • Subsequent occurrences will result in increased days of suspension.
Profanity/Obscenity to Students	Using verbal or non-verbal language or gestures which convey an offensive or obscene message towards students.	Penalty will be a detention issued by the teacher or extended detention issued by an administrator.

Serious Classroom/Study Hall Disruption	Behavior so extreme or incidents of repeated disruptions which have not ceased despite teacher warnings.	<ul style="list-style-type: none"> • Student sent to Main Office for the remainder of the period. (Students who are removed from the class must report to the In-School Suspension room. Failure to do so is considered insubordinate and students will be subject to suspension.) • Disciplinary Referral Form completed by Teacher and submitted to Administration. • Administrative conference with disruptive student • Administrator will issue extended detention or suspension. • Excessive disruptions will be considered as serious disruptions to the educational environment resulting in a referral to the Superintendent for possible expulsion.
Serious Hallway Disruption	Any inappropriate behavior which seriously impedes safety of others in the hallways or that interferes with the orderly climate of the hallway.	Detention, extended detention, or in-school suspension, depending upon the seriousness of the incident.
Serious Intolerance of Diversity	Using insults which are based upon racial background, ethnicity, religion, gender or sexual orientation towards any member of the school community	<ul style="list-style-type: none"> • 3-5 days out-of-school suspension • Parent conference required • Possible referral to the Superintendent for expulsion
Sleeping in Class	A student sleeping during a class.	1 st Offense: Teacher Warning 2 nd Offense: Sent to Nurse, Parent Notified 3 rd Offense: Sent to Nurse, Administration notified with disciplinary referral
Smoking, Chewing Tobacco, or Facsimiles thereof	a. Smoking or chewing tobacco anywhere on school grounds. b. Possession of tobacco products is also forbidden at Wolcott High School. c. Any other items containing or reasonably resembling tobacco or tobacco products.	<ul style="list-style-type: none"> • Increasing in-school suspension for each offense; i.e. 1st offense - 1 day in-school suspension, 2nd offense - 2 days. • Confiscation of tobacco product
Note: Possession and or use of tobacco products by students is prohibited in the school building, on school grounds, in school buses and while attending any school sponsored activities. Penalties for the infraction of this regulation are bound by Wolcott Board of Education Policy, school regulations, state law and local ordinance. State statute requires the following penalties for possession of tobacco in a public place. \$50.00 fine for 1 st offense (Statute 53-334(c)**), or a \$100.00 fine for any subsequent offenses (Statute 53-334(c)***)		
Snowball Throwing	Throwing snow on school property, in the school building, or at a person or crowd.	Punishment will range from a verbal reprimand to in-school suspension.
Snowball Throwing (at a vehicle)	Throwing snow at a bus or other vehicle	In-school suspension and possible referral to police.
Tardiness to Class/Study Hall	Any student not in the classroom when the bell rings to start the period.	<ul style="list-style-type: none"> • Beginning with the fourth (4) tardy, detention will be issued for each subsequent tardy. • Students who are repeatedly tardy to class may be referred to the administration for further disciplinary action. • One (1) point deduction from marking period average for each subsequent tardy.

		<ul style="list-style-type: none"> • Three (3) tardies = class absence
Tardiness to School	Any student not in the classroom when 7:30 a.m. bell rings.	<ul style="list-style-type: none"> • 1st, 2nd, and 3rd unexcused tardy = warning • 4th, 5th, and 6th unexcused tardy = detention • 7th, 8th, and 9th unexcused tardy = extended detention, parents notified • 10th unexcused tardy and beyond = in-school suspension, parents notified
Threats to Staff	A verbal expression of an intent to harm or otherwise cause injury to another person or his/her property.	<ul style="list-style-type: none"> • Referral to police/Superintendent notified • Anger management will be assigned by school staff. Attendance to these sessions will be required. • 5-10 days out-of-school suspension and parent conference • Subsequent occurrence will result in increased suspension and possible referral to Superintendent for expulsion.
Threats to Students	A verbal expression of an intent to harm or otherwise cause injury to another person or his/her property.	Depending on the severity of the threat: extended detention, in-school suspension, out-of-school suspension, and/or referral to Police.
Truancy	Being illegally absent from school	<ul style="list-style-type: none"> • 1 day in-school suspension for each day of truancy. Parents notified. • No credit for work made up. However, it may be necessary to make-up work missed in order to proceed to the next unit.
Vandalism	(See Damage to School Property-Intentional, page 64).	
Verbal Altercation	Involvement in a verbal confrontation <i>i.e.</i> shouting match or yelling, etc.	Depending on the severity of the threat: mediation by school counselor or Administration, extended detention, in-school suspension, out-of-school suspension, and/or referral to Police.
Weapons - Possession/Use of	Possession of any article or substance which is capable of causing death or serious bodily injury.	<ul style="list-style-type: none"> • Referral to police, Superintendent notified • Confiscation of weapon • 10 days out-of school suspension • Recommendation to Superintendent for Expulsion

The consequences specified for the above offenses are advisory only and may be increased or lessened on a case by case basis. In appropriate cases, a consequence listed as suspendable may result in the institution of expulsion proceedings under State law and Board of Education policies.

For Reference:

U. S. Department of Education
Office of Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491
Phone: 617-289-0111
Email: OCR.Boston@ed.gov

WOLCOTT PUBLIC SCHOOLS

POLICY STATEMENT

DANGEROUS WEAPONS & INSTRUMENTS

According to the Wolcott Board of Education Policy 5131.7, “Students shall not possess firearms, facsimiles of firearms, weapons or dangerous instruments of any kind on school grounds or buildings, not on school buses, nor any school-related or school-sponsored activity away from school facilities. Firearms, weapons, and dangerous instruments shall include those defined by law. Students who violate this policy shall be subject to appropriate disciplinary action as well as possible court action.”

A weapon or dangerous instrument is defined as follows: Anything that has the potential to cause bodily harm, a health hazard, or cause physical damage. Therefore, items include but are not limited to ANY TYPE OF GUN, KNIFE, CLUB, METAL KNUCKLES, RAZORS, ETC.

Therefore, any elementary, middle or high school student that has been determined to be in possession of any of the previously mentioned items at the bus stop, on the school bus, on school property, in a school building, or at a school-sponsored activity will be assigned the following MANDATORY CONSEQUENCES:

- 10 Days Out-of-School Suspension
- Referral to the Wolcott Police Department
- Notification to the Superintendent of Schools
- Expulsion by the Wolcott Board of Education

I understand and consent to the responsibilities in the Wolcott Public School District’s policy specifically related to DANGEROUS WEAPONS & INSTRUMENTS. I also understand and agree that my child shall be held accountable for his behaviors and accept the clearly established consequences.

Student User Agreement

By signing this agreement, I acknowledge that I have read and agree to abide by the Wolcott Board of Education's acceptance use policy and the following terms and conditions:

1. I will not write down or supply my network password to anyone.
2. I will not leave my computer without logging off.
3. I will not work on a computer on which another person is logged in.
4. I will not log onto a computer in an unsupervised area or any staff computer.
5. I will not attempt to install, download, or upload software from/to the computer and/or network.
6. I will make no attempt to disrupt the functioning of any computer and/or the network.
7. I understand that I have only limited privacy on the network.
8. I will never give my name, address, phone number, or personal information to anyone on the internet.
9. I will not access internet sites that are pornographic, sexually explicit, and/or promoting illegal activities or any site that is not educational or not related to my academic studies *i.e.* Myspace.com, YouTube.com, games, IM (instant message), etc.
10. I will not use the internet to make purchases or to conduct personal business.
11. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language; not engage in personal and/or discriminatory attacks, and not harass others on the network and the internet.
12. If I see anything on the computer that seems out-of-the-ordinary or makes me feel uncomfortable, I will inform my teacher immediately.
13. I will not subscribe to any mailing list, will not enter any chat rooms or IM.
14. I will not violate copyright when downloading material from the internet to my folder.
15. I will not download internet files to my folder that exceed 5 megabytes (total).
16. I will not copy, download, or share any music/media over the internet.
17. I will not print out documents that exceed 20 pages per session.
18. I understand that failure to abide by these terms and conditions will result in disciplinary action that may include the loss of the privilege I have to use the district's technologies and networks.
19. I understand that the Board will charge me for any lost or damaged equipment and will withhold my grades, transcripts, and report cards until such charges are paid, pursuant to the provisions of the Connecticut General Statutes §10-221I.
20. I will not connect to the school's wireless network with any unapproved network devices.

Directory of WHS Email Addresses:

Administration:

Monroe, Joseph	jmonroe@wolcottps.org
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