

Westhill High School



Westhill and Proud

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**Student & Family Handbook
2015-2016**

ABOUT THIS HANDBOOK

This handbook is written for our students and their families. It contains required and useful information. The term “parent” may refer to the parent, legal guardian or other person who has responsibility for the student. Both students and parents need to be very familiar with the District’s Student Code of Conduct. The purpose of this document is to promote school safety and an atmosphere of learning.

This handbook is designed to be used in conjunction with Board of Education policies. Please keep in mind that this is a living document and policies may be adopted and revised at any time. Changes in policy that affect portions of this Handbook will be communicated to students and parents.

ACADEMICS

Requirements for Graduation

A student must earn a minimum of 20 credits and meet credit distribution requirements in the following specific subject areas.

<u>AREA</u>	<u>No. of Credits</u>
Social Studies	3.0
<i>(Students must take and pass one year of US History and one semester of Civics.)</i>	
Unified or Fine Arts	1.0
English	4.0
Mathematics	3.0
Science	2.0
Health	1.0
Physical Education	1.0
<u>Electives</u>	<u>5.0</u>
Total	20.0

Promotion and Graduation Requirements

Students must earn 20 credits to graduate. The maximum credits a student may earn each academic year is 7; 2 may be earned in summer school for students who have failed a course during the school year **and** *have not* violated the attendance policy.

For promotion from one grade to the next, students must have earned the following number of points:

Freshman to sophomore	5 credits
Sophomore to junior	10 credits
Junior to senior	15 credits

Note: Any student who has not fulfilled all graduation requirements will not be eligible to participate in the June graduation ceremony.

Course Credit

To achieve a passing grade in a course, students must be in attendance regularly except in cases of serious illness, extreme emergency or a calendar religious holiday. Should a student be absent from a course in excess of the following, he or she will receive a failing grade with a maximum numerical grade of 59 for that quarter: eight or more absences in a quarter, fifteen or more absences per semester, twenty nine absences per year, or two cuts. Students exceeding the number of absences set out above in any course will receive a failing grade with a maximum numerical grade of 59, unless the student obtains a waiver of these provisions in accordance with the appeal procedure.

Grading System and Class Rank

At the end of every quarter, students receive course grades.

Letters are used to represent achievement:

A = 4.0	C = 2.0
A- = 3.7	C- = 1.7
B+ = 3.3	D+ = 1.3
B = 3.0	D = 1.0
B- = 2.7	D- = .7
C+ = 2.3	F = 0

Each student will receive two class ranks. One weighted and the other unweighted. The weighted rank is calculated by adding .05 weight for Honors courses and .07 weight for Advanced Placement courses to the unweighted average. Unweighted marks are a grade point average of the final marks the student has received in every subject except P/F, Physical Education and Independent Study. Any course change after the first marking period will be noted on transcripts with a "W" = withdrawn.

Progress Reports

Progress Reports are mailed home*: **Friday, October 09, 2015; Wednesday, December 23, 2015; Wednesday, March 09, 2016; and Friday, May 13, 2016.**

**Sometimes this may vary slightly due to extenuating circumstances.*

Report Cards

Report cards are issued each 10-week period to inform the pupil and parents of the quality of work during the past grading period. Grades shall be indicative of quality of cumulative work done during the quarter. Incompletes must be made up within 15 school days. Work must be completed within that time or an "F" will be issued. The only exception will be made for documented circumstances. Distribution dates are: **Wednesday, November 18, 2015; Thursday, February 4, 2016; Monday, April 18, 2016; and Tuesday June 14, 2016, mailed home. (tentative).**

ACADEMIC INTEGRITY

Our school values academic integrity as reflected by the Westhill High School Mission Statement. Honest scholarly investigation is the cornerstone of our community's desire to promote the dignity of individual accomplishment. To that effect, academic dishonesty warrants response.

- **Cheating or plagiarism** on academic work will result in no credit for the material. Parents will be notified. Disciplinary action may result from multiple offenses.
- **Plagiarism** – The Stamford Public Schools comply with all copyright laws, and plagiarism in the academic environment is strictly prohibited.

As a learning community of students, parents, and staff, we all must accept responsibility for establishing and maintaining a climate of academic integrity at Westhill High School. The Academic Integrity Policy assures that consistent and appropriate measures are taken to address offenses to academic integrity.

Violations of academic integrity are defined as, but not limited to:

- a. Using or possessing unauthorized notes or electronic devices during a test or quiz.
- b. Copying or possessing another student's work during a test or quiz.
- c. Sharing answers during a test or quiz.
- d. Giving information to others who have not taken the test or receiving information from those who have.
- e. Copying another student's class work or homework or allowing your work to be copied.
- f. Plagiarizing another person's work from any resource (periodical, book, internet, etc.) and submitting it as one's own.
- g. Plagiarizing by paraphrasing or using parts of another person's work (ideas, text, images, etc.) without citing it as a resource in context or in a footnote.
- h. Using an electronic, computer-based, or internet site and/or program translator for the purpose of completing any written or oral class assignment including homework in a world language class.

Plagiarism

Cheating in any form is a serious violation of all codes of academic ethics. *Plagiarism* is a form of cheating when a student claims someone else's work, words, and/or ideas are his/her own. Plagiarism may be deliberate or accidental--be sure to cite sources for information and ideas not your own. People own the words, work, and/or ideas they have created. They own the copyright to what they have written or created. Theft of someone's intellectual property is as serious as any other kind of stealing. The courts take cases of copyright infringement seriously and so does Westhill.

Examples of plagiarism:

- Cutting and pasting directly from the Internet (unless it is put into quotation marks and the source is cited).
- Buying or copying a paper/essay.
- Hiring someone to write a paper.
- Using the words found in a source of information with only minor changes (not paraphrasing properly).
- Not citing sources of information used in papers and essays.
- Not citing sources for ideas taken from someone else.

Consequences:

The consequences for cheating/plagiarizing at Westhill are at the discretion of the teacher and can range from failing the assignment to losing credit for the class.

ATHLETICS

Athletic Director: Larry Savo – 203.977.4696

Interscholastic athletics is a vital part of school life. Westhill High School has 29 varsity sports and many sub-varsity sports. All students are strongly encouraged to participate in the athletic program.

Westhill is a member of both the Connecticut Interscholastic Athletic Conference (CIAC) and the Fairfield County Interscholastic Athletic Conference (FCIAC). The CIAC is the state governing body for high school athletics while the FCIAC is our league and is comprised of seventeen schools. Information on the league can be found at www.fcias.net while information on the CIAC can be found at www.casciac.org.

Athletic Schedules

Schedules for each sport are available from the athletic director, are posted throughout the school and in the local newspapers. The best way to access all of our schedules is on the internet at www.casciac.org.

Requirements for participation

All athletes must supply the School Nurse with an Athletic Physical Form and Medical History Form signed by the athlete's physician and parent/guardian. No one will be permitted to participate without this form. An athletic physical is valid for 1 year (365 days).

All athletes must provide the School Nurse with the Parental Permission Form and the Emergency Purple Card signed by their parent/guardian. The Emergency Card will be stamped by the School Nurse and presented to the Coach, clearing the athlete for participation.

n.b. - In order to participate in after school extracurricular activities such as athletic practices, games, dances or proms, a student must be in attendance for a minimum of four hours on the day of the activity. If students are absent from school on Friday, they cannot participate in a Saturday activity without the expressed permission of the principal.

Eligibility Requirements for Athletics

1. A student who has an out-of-district transfer from one Stamford public high school to another shall be ineligible for interscholastic competition for a period of 365 days commencing upon the date of registration at the high school to which the student transfers.
2. Students in the freshman class must have attained 2.0 average in the eighth grade and in the final quarter, to be eligible for a fall sport. If a student meets only one of these requirements, the student may participate only if the student attends the 8th period study, or participates in such other suitable activity as determined by the principal or his/her designee.
3. To participate in any sport a student must:
 - a) take at least five courses (excluding physical education), and
 - b) pass four of these courses in the marking period previous to and during the sport,
 - c) attain a 2.0 average in the marking period previous to and during the sport, which includes a grade in physical education.
4. Final quarter's marks in a given year and not the final year's grade shall determine eligibility for the fall season, unless the student has successfully met the eligibility requirements by attending summer school. If a student has a 2.0 for the year, and not for the final quarter, the student may participate only if the student attends the 8th period study, or participates in such other suitable activity as determined by the principal or his/her designee.
5. Students who receive more than one out-of-school suspension in a school year will be ineligible to participate in any sport for the remainder of that school year.
6. Students who have more than four unexcused absences in the marking period previous to or during the sport will not be eligible for appeal.
7. Each school principal or his/her designee shall determine eligibility prior to each season's athletics. If a student becomes ineligible for an academic reason, the student shall have the right to appeal the decision. The appeal process shall be as follows:
 - a) The appeal shall be submitted to the principal by the student or the athletic director on behalf of the student.
 - b) Students must have a minimum 1.5 G.P.A. for the marking period previous to the sport or extra-curricular activity to be eligible to appeal.
 - c) The principal and/or designee shall consider the appeal. Appropriate education personnel shall meet with the student, and communicate the conditions of the appeal to the parent or guardian within 24 hours of the appeal.
 - d) The decision of the principal is final.
 - e) If an appeal is granted, there will be a probationary period for the remainder of the athletic season or extra-curricular activity. The principal or his/her designee shall monitor the student's progress regularly in the following areas: attendance, behavior, academics, and the student must attend the 8th period study.
8. Board Policy 5118-R will be applied to all extra-curricular activities.
9. These requirements are subject to review and modification by a Planning and Placement Team in situations involving students with disabilities.
10. All athletes must not play or practice with an outside team in the same sport while a member of the school team after the first scheduled game of any season.
11. A student-athlete must not play under an assumed name on an outside team.
12. No student-athlete may receive personal economic gain for participation in any CIAC sport.
13. A student-athlete may not turn 20 prior to the final day for competition as determined by the CIAC.
14. All athletes who transfer schools must meet the CIAC transfer requirements.
15. A student-athlete has four (4) years of consecutive eligibility from the date of entry into the 9th grade to be eligible for interscholastic competition.
16. Eligibility standards of the Connecticut Interscholastic Athletic Conference shall apply whenever they are stricter than the requirements set out above.

Exceptions shall be:

- Participation in parent-child tournaments; Individual rules with swimming, tennis, and gymnastics.

Code of Conduct for Athletes

The Westhill High School Athletic Program believes our athletes are special. As such, our athletes have a responsibility to provide a positive image on the fields and courts, in the classroom, and in the community. Our athletes are expected to conduct themselves in accordance with this code.

On the playing fields and courts: Fair play is expected at all times. An athlete does not use profanity. An athlete has respect for coaches, teammates, opponents, officials, and spectators.

In the classroom: A good athlete is also a good student. This does not necessarily mean the top of the class, but it does mean good attendance, participation, effort, and behavior. An athlete cannot participate in practices or contests on days when not in attendance in school without permission from the Athletic Director.

In our community: The way an athlete acts in our community is very important. As athletes, we shall represent our team, Westhill High School, and the City of Stamford with dignity.

Athletic Rules and Regulations

All athletes must use transportation provided by the school, or because of special circumstances, be transported by that player's parent only. Any other travel arrangements must be approved by the Athletic Director.

Uniforms and equipment are on a loan basis to an athlete and are to be worn only when authorized by the coach. If lost or stolen, the athlete will be responsible for the replacement cost.

All injuries, minor and major, are to be reported to the coach, athletic trainer, and school nurse. Please make the trainer aware of an injury and follow any recommendation for treatment the trainer may make.

The Athletic Trainers room is to be used by the athlete only under the supervision of the athletic trainer.

Training room hours are

2 - 6 PM, Monday through Friday, during each season.

College Bound Athletes

It is suggested that the athletes speak with their coach to decide which level of competition would be best for them. Athletes should discuss with their guidance counselor the colleges that would be academically and socially appropriate. The athlete should make the guidance counselor aware of intentions of playing a collegiate sport so that all NCAA eligibility requirements are met. The guidance counselor will also assist athletes in NCAA Clearinghouse procedures.

Expectations of Parents

Be positive and let your children know that something good is being accomplished simply by being part of a team.

Encourage your children to improve their self-esteem by believing in themselves. Any added pressures will only make it more difficult to improve self-image.

Encourage your child to work hard and to do their best. Don't criticize coaches or offer excuses if they are not playing.

Assist your children in following the Westhill High School Athletic Code of Conduct.

Insist on an academic commitment from your children. Insist on a willingness to do one's best.

As a spectator you are entitled to cheer and shout at sporting events. Please do not become belligerent and arrogant towards players, coaches, officials, or other spectators. Cheer for Westhill teams, not against our opponent.

Insist that your children exhibit true sportsmanship during athletic contests. Emphasize that they should never embarrass themselves, their family, team, school, or community through inappropriate acts during competition.

Expectations of Parents (cont'd)

Encourage your children to participate in interscholastic athletics because they love to play, not because they want to achieve a college scholarship. College scholarships are few and far between and are in the hands of the college recruiters.

Note to Parents

You may not always agree with the philosophy or coaching techniques of your child's coach, but it is important to respect these differences. Your child will have many tutors as he or she matures. Dealing with these different influences enhances the maturation process.

If you find that your disagreement is sufficiently strong, be fair with the coach and openly discuss your concerns with him or her at the appropriate time (not after a game). If this communication proves unproductive, you are encouraged to discuss the issue with the Athletic Director. Please do not approach the Athletic Director without first discussing your concerns with the coach. Also, please refrain from "coach bashing". Such activity creates a negative environment which polarizes rather than solves problems.

ATTENDANCE

The administration expects that students will attend every class daily (except in cases of serious illness, extreme emergency, or calendar religious holidays). Teachers, students and parents/guardians share responsibility for student attendance. Students who are chronically absent from school and/or classes are not only losing the benefit of instruction, they may also be violating the law. In these cases, school officials are required to inform the courts of the excessive absences, and both the student and the parents will be subject to legal sanctions.

Attendance also has an impact on the ability of students to earn credit(s) in a course(s) (See Denial of Credit). To achieve a passing grade in a course, students must be in attendance regularly. Should a student be absent from a course in excess of the following, he or she will receive a failing grade with a maximum numerical grade of 59 for that quarter:

- Eight (8) or more absences in a quarter
- Fifteen (15) or more absences per semester
- Twenty-eight (28) absences per year
- or two cuts.

Students exceeding the number of absences set out above in any course will receive a failing grade with a maximum numerical grade of 59, unless the student obtains a waiver of these provisions in accordance with the Appeal Procedure (See Appeal Procedure).

- ✓ Teachers must maintain and report attendance daily.
- ✓ Students must attend classes and keep track of any absences.
- ✓ Parents must support the emphasis on regular daily attendance.
- ✓ Automated phone messages are made to homes when students are not present in a class/classes during the school day.
- ✓ Written notification is mailed home at the third & sixth class absence.
- ✓ *A complete copy of the Stamford Public School Attendance Policy is available upon request.*

Absence Notification

If a student will be or has been absent, the parent or guardian must write a note bearing the parent's signature explaining every instance of a student's absence. Notes for other absences are imperative as an appeal (See Appeal Procedure) may be necessary at the end of the quarter. An automated telephone message will attempt to notify parents/guardians to report absences daily. Parents will also be notified by letter after the third, fifth and seventh absence in any class.

Appeal Procedure

Students may be eligible for a review of absences contributing to a failing grade as follows:

Students must make up any work missed in a quarter to qualify for an appeal.

The principal or his/her administrative designee may exempt absences due to extended illnesses of 3 or more consecutive days if the student gives a doctor's note to the grade administrator when he/she returns to school. Exempts are also given for a death in the immediate family or for a religious observance.

These notes will not be accepted at the end of the quarter. In such cases, no further appeal is required.

Activities receiving pre-approval from the Board of Education or the Superintendent or the Principal need not be appealed.

Class Cuts and Tardiness

"Cuts" and tardiness are not tolerated. A "cut" is an absence from a class without permission when the student is in school for the day. Absence from class for a school activity, with prior approval from the teacher, will be counted as an absence, but not a "cut". "Tardies" cannot be appealed unless they are excused by a pass.

Any "cut" may result in a grade of zero for the day and appropriate disciplinary action. Two (2) "cuts" from a class in a quarter will result in failure for the quarter. Three (3) "tardies" to a class will be recorded as one (1) absence. A tardy of at least 20 minutes will be counted as one (1) absence.

College Visits

Seniors may be excused from school for college campus visits. Such absences will count toward loss of credit and will be recorded as excused only with proper documentation.

Denial of Credit

Students accumulating a total of eight (8) absences per quarter, fifteen (15) in a semester and/or twenty-eight (28) in a year-long course will be denied credit for that quarter, semester or year in which the tardies/absences occur. Any combination of absences ("excused" or "unexcused") cuts and tardies that add up to eight (8) will automatically result in loss of credit. In the compilation of the days all student tardies/absences from school or from classes authorized by the school will NOT count and would be considered "exempt". The following are examples of "exempted" absences:

- Catastrophic or prolonged illness*
- Bereavement (for immediate family)
- Staff/school authorized tardies/absences, e.g. Guidance/PPS appointments; national exams; court appearances; suspensions

The following examples will not be accepted as exempt absences and tardies:

- Car did not start
- Overslept
- My ride was late
- I missed the bus
- Drivers test
- College visit
- Vacation

*In the case of a prolonged illness, when a physician is involved, parents are responsible for providing the school with a physician's note within 72 hours after the student returns to school. Parent may request administrative intervention if there are concerns.

Early Dismissal Procedure

So as not to interrupt instructional time, it is required that parents send in a dismissal note (with a phone number for office personnel to confirm) explaining what time the student is being picked up or driving themselves off campus. Adhering to these guidelines will result in a prompt dismissal and in many cases will avoid interrupting classroom instruction. We urge all parents to schedule doctor's appointments, etc., during non-school time. We recognize the fact that an occasion may arise which necessitates a student leaving school early. All requests for early dismissal must be made in the morning, prior to Block 1. Main Office personnel will speak to the parent and issue the student a dismissal pass.

Students will only be released to a custodial parent or guardian.

n.b. – Early dismissal for medical appointments will count toward the attendance policy.

Inclement Weather

If it is necessary to close school early due to inclement weather, a decision will be made by 11:00 a.m. The scheduled dismissal time is 11:45 a.m. and will be announced on local radio stations: WICC (600 AM), WEBE (108 FM). See DELAYS AND CLOSINGS for additional notification options.

Medical

Any student going home ill needs to report to the nurse's office to obtain a dismissal pass. Dismissal passes for sick students are not issued in the Main Office. Parental consent is required for dismissal.

Extended Illness

If a student becomes ill for an extended length of time or will have an extended illness due to a medical condition, parents should immediately inform the guidance counselor, who will make arrangements for homework or some form of approved homebound instruction. Extended illness with homebound instruction requires medical documentation and approval from Central Office.

Goals and Expectations

Teachers are asked to individually and collectively help students to meet the following expectations:

1. Be present and on time for every class.
2. Bring learning materials - books, pens, calculators, etc.
3. Respect other people and their property.
4. Complete all assignments.
5. Use appropriate language.

Truancy

A "truant" is a child enrolled in Stamford Public Schools who has four unexcused absences in one month or ten unexcused absences in one year. The school administration will make a concerted effort to remedy truancy in its early stages for students who are found to be "truant." Procedures to be followed include:

1. A meeting with appropriate school staff and the parent or other person having control of the child to review and evaluate the reasons for the truancy shall be held not later than ten (10) school days after the child's fourth unexcused absence in a month or tenth unexcused absence in a school year,
2. A designated staff member shall coordinate services with and referrals of children to community agencies providing child and family services,
3. Each Principal will complete and submit to the Superintendent of Schools or his/her designee the approved truancy school referral form for students determined to have been absent without excuse more than twenty days in a school year. Current educational and/or psychological assessments are to be reviewed as part of this referral,
4. The Superintendent of Schools may file for each such student a written complaint with the Superior Court pursuant to Section 46b-149 alleging the belief that the acts or omissions of the child are such that his/her family is a family with service needs.

BULLYING

“Bullying” shall mean any overt acts by a student or group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, on a school bus, or at a school-sponsored activity, (which acts are committed more than once against any student during the school year.) The prohibition against bullying behavior specifically includes cyberbullying, which generally includes using information and/or communication technologies to commit such overt acts against another student with the intent to ridicule, harass, humiliate or intimidate the other student. Such overt acts, even if committed off campus, may result in discipline up to and including suspension and expulsion from school.

Stamford Board of Education Policy #5005 states that *“in accordance with state law, it is the policy of the Board of Education that any form of bullying behavior, whether in the classroom, on school property, on a school bus, or at school-sponsored events, is expressly forbidden.”* Such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Reporting an Alleged Incident of Bullying

Students and parents may file written complaints concerning suspected bullying behavior. Any alleged incident of bullying observed **MUST BE REPORTED** to the building administration in writing. Students and parents are entitled to report alleged incidents of bullying anonymously to teachers, the Dean and school administrators.

Investigating the Incident

Any report of suspected bullying behavior will be promptly reviewed by the Dean and/or building administration. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

BUS TRANSPORTATION

First Student 203-325-8538

For eligible students, bus transportation is provided to and from school. The Office of Transportation at the Stamford Public Schools determines all assignments and stops. Students should report to their bus stop at least ten (10) minutes before the scheduled pick-up time. You can contact Steve Schneider at 203.977.5436 with questions or concerns.

The following rules and regulations apply to all students who are passengers on Stamford school buses. These rules are in accordance with the existing laws or policies established after analysis of accident causes. They are in place for the protection and safety of all concerned.

Schedules:

Be on time at the proper bus stop.

Board and depart the bus at authorized stops only

Identify the bus by the number visible on the bus. Drivers and buses can be switched to allow for maintenance, but the bus numbers remain the same.

Boarding:

Observe traffic rules when approaching the bus stop.

Stand off the roadway and off private property while waiting for the bus.

Avoid crowding or pushing when entering the bus.

Riding:

Passengers on school buses must not:

Change seats and move about after being seated.

Throw any object inside or outside of the bus.

Damage bus company property. Damage caused by vandalism will be charged against those who cause the damage.

BUS TRANSPORTATION (CONT'D)

Smoke or have any lit smoking material in his/her possession. Section 53-198 of the Connecticut Motor Vehicle laws suggest a fine for violation of this statute.

Exiting:

Student passengers must obey driver instructions during emergency evacuations.

Students who need to cross to the opposite side of the street from the bus stop must cross in front of the bus and in view of the bus driver.

Students must not walk between parked school buses at any time.

Students will not use the rear emergency exit unless an emergency condition exists. Students will leave by the front door.

Late Buses

Late buses run to the North, South, East and West ends of Stamford. They leave Westhill from the front of the building at 3:30 and 6:00. Any questions please contact Tom Pereira 203.977.5305.

CAFETERIA & COURTYARD RULES

Students have two important responsibilities while eating in the school's cafeterias: to remove any waste material at their table after eating and to conduct themselves appropriately at all times. You are expected to help keep the cafeteria clean, please dispose of waste material after eating. Numerous trash cans are always available. All food and beverages should be consumed in the cafeteria and not carried out to any other part of the building. In order to ensure enjoyable pleasant dining for all, you should conform to standards of eating etiquette that would be proper in any restaurant setting. These standards include sitting on chairs and not tables, waiting courteously in food lines, eating food not throwing it, and avoiding excessive shouting or noise making. Behavior considered irresponsible may result in suspension of cafeteria/courtyard privileges.

CLOSED CAMPUS

Westhill is a Closed Campus.

Students must stay on the school grounds from the time they arrive –even if they have a study hall – until they are dismissed, picked up by a parent or guardian after being checked-out by the office staff, or until they leave on the bus.

Students may not leave the building, loiter in the parking lots, go to their car on or off school grounds, congregate anywhere on public streets, or leave the school grounds during school hours without first obtaining permission from the dean or administrator prior to leaving. Students who leave the building or grounds are subject to disciplinary action.

1. Students are to never leave the school premises during the official school day except by written permission of parents, parent phone permission or by permission of the principal. All written permission from parents will be verified by Main Office staff.
2. Students WILL NOT be released to anyone other than those authorized, in writing, by the parent.
3. Students must have a note from their parent/guardian, cleared through the office in order to leave school early.
4. Students who are sick must report to the office. They will not be allowed to go home until parental permission is received.
5. Failure to follow the proper procedure will be considered an unexcused absence/truancy as well as disciplinary action.
6. Students are to leave the school grounds after school is dismissed–unless they are participating in a school activity.

CLOSED CAMPUS (CONT'D)

There is a ladder of consequences for those who violate this policy.

1. First Offense – Saturday Detention
2. Second Offense – In-School Suspension
3. Third Offense – Out of School Suspension
4. Fourth Offense and Beyond – can include but is not limited to:
 - a. Loss of Parking
 - b. Truancy
 - c. Loss of Prom
 - d. Loss of Graduation

DELAYS AND CLOSINGS

When the weather is unusually severe and travelling conditions appear to be hazardous, students and parents/guardians are urged to listen to news broadcasts to determine whether the schools will be open, delayed or closed. For the earliest notification, students and parents/guardians should subscribe to District Alerts on the district website to receive notification directly to their e-mail address.

ALL DELAYED OPENINGS WILL BE 2 HOURS.

Notification Options

1. Go to: www.stamfordpublicschools.org
For the earliest notification, parents and staff should subscribe to District Alerts on the district website to receive notification directly to your e-mail address.
 - a. Go to: www.stamfordpublicschools.org
 - i. Scroll to the bottom of home page
 - ii. Click on Subscribe to News
 - iii. Input your e-mail address and check District Alerts
 - iv. Click on Subscribe Me

Messages in English and Spanish will also be posted on website by 6:00 a.m.

2. Sign Up For Automatic Alerts from online or broadcast media outlets to receive a notification directly to your preferred number or email address.
 - a. WTNHTV Channel 8 at: http://www.wtnh.com/generic/about_us/mobile/mobiletext-alerts
 - b. WFSBTV Channel 3 at: <http://www.wfsb.com/weather>
 - c. WCVITTV Channel 30 at: <http://www.nbcconnecticut.com/weather/schoolclosings/>

3. Go to: www.ctweather.com
 - a. Click on IAN cancellations. Then click on schools.

4. ParentLink

ParentLink is an automated call-out service that will notify you in the event of a school cancellation, delay, emergency, or important reminder. In the event of early morning emergencies, such as school cancellations or delays, Parent Link will call your home phone number. If an emergency takes place during the school day, ParentLink will call ALL emergency numbers you provide. Please be sure your emergency numbers are up to date at all times. Report any changes in writing to your school's main office.

5. <http://twitter.com/SPSSuper>
Follow SPSSuper to receive an early-morning tweet!
6. Radio and Television Stations

DELAYS AND CLOSINGS (CONT'D)

For broadcast announcements in English, available by 6:00 a.m.

7. Fairfield County Television
 - a. Cablevision News 12 or <http://connecticut.news12.com/>
 - b. WTNHTV Channel 8 or http://www.wtnh.com/subindex/weather/storm_closings
 - c. WFSBTV Channel 3 or <http://www.wfsb.com/category/211195/schoolclosings>
 - d. WCVITTV Channel 30 or <http://www.nbcconnecticut.com/weather/schoolclosings/>

8. Radio
 - a. AM Radio:
 - i. WGCH 1490
 - ii. WICC 600
 - b. FM Radio:
 - i. WEFX 95.9
 - ii. WEZN 99.9
 - iii. WEBE 108
 - iv. WRKI 95.1
 - v. WDBY 105.5

DETENTION

Students may be detained after school by individual teachers, the dean, or an administrator for infractions of rules and regulations. Students are responsible for their own transportation arrangements.

DRESS CODE

The Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school, and their community. To promote a positive, safe and non-disruptive learning environment, proper attire should be worn. Therefore, the following attire is prohibited from being worn in Stamford Public Schools during the academic school day:

1. Attire or accessories which portray disruptive or obscene writing or pictures;
2. Attire or accessories that depict logos or emblems that encourage the use of drugs, tobacco products or alcoholic beverages;
3. Shirts and/or blouses that reveal the abdomen, chest, breasts or undergarments;
4. See-through clothing;
5. Shorts, miniskirts or pants that reveal the upper thigh or undergarments;
6. Other attire or accessories, which, in the opinion of the principal, are not in good taste or depict vulgar, illegal, racial or sexist viewpoints;
7. Head covering of any kind including, but not limited to scarves, bandanas, masks, kerchiefs, hoods, etc. which prevent the easy identification of students during the school day. Headwear for bona fide religious reasons may be worn; Students are not permitted to carry hats;
8. Footwear that damages floors or is a safety hazard;
9. Sunglasses (unless required by a doctor's orders);
10. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached.
11. Gang colors as identified by administration.
12. Jewelry or any other object that depicts gang affiliation.

DRUGS AND ALCOHOL

Alcoholic beverages or controlled substances, as defined by Connecticut law, are not allowed on school grounds or at any school activity regardless of the location. Any student in the Stamford Public Schools using or possessing controlled substances, alcohol, or drug paraphernalia on such property shall be referred to an administrator, and, where circumstances dictate, the School Resource Officers. Appropriate disciplinary action will be taken. Authorized personnel will notify the parents, health services as appropriate and the police. Written records are to be kept of the incident and authorized personnel may search a student's person, locker, desk, vehicle, or personal belongings. School action is governed by Board Policy #5131, #5131.6, #5131-R and #5131.6-R.

ELECTRONIC DEVICES

State of Connecticut Regulations (PUBLIC ACT No. 96-108) effective 1 July 1996 is the basis for the following regulation. Students should encourage their friends parents and acquaintances (outside the school community) to adhere to our policy.

General Policy

1. No student may possess or use a remotely activated paging device in school or on school property.
2. No student may use a cellular mobile telephone in school or on school property during school hours.
3. No texting communications are allowed during school hours.
4. Taking photos, taping classroom lessons or streaming video is prohibited.
5. The WHS staff can determine that other electronic devices may be utilized in the instructional process teachers have designed, and within the scope of their lessons.
6. School hours are defined as arrival on campus until the end of the school day at 2:05 pm.

Any student who does not abide by these rules is in violation of school procedures and is subject to disciplinary action. Additionally, the device will be turned into the students grade administrator, the name of the student is logged, and the phone returned to the student when a parent/guardian comes in to pick it up.

A telephone is available for student use in case of emergency and is located in the Finch Building Office. The student is required to have a pass from their teacher during the school day. Students are not permitted to use other office telephones.

ELECTRONIC SURVEILLANCE

The Board of Education has carefully weighed and balanced the rights of privacy of students and staff against the district's duty to maintain order and discipline. The Board, therefore finds that it is appropriate to provide for the use of video camera surveillance on school grounds and in transportation vehicles in order to protect the health, welfare and safety of its students and staff.

EMERGENCY DRILLS

Emergency Drills at regular intervals are required by law and are an important safety precaution. It is essential, when the first signal is given, that everyone obeys orders promptly and follows all successive instructions. Listed below are the drills conducted during the year along with descriptions and instructions.

EMERGENCY DRILLS (CONT'D)

Fire

A “Fire Drill” is initiated to evacuate the building for a fire or fire related emergency. Current SOPs of using the nearest points of egress should be followed unless instructed otherwise. Everyone must remain outside of the evacuated building(s) until the “all clear” message is given.

Lockdown

“Lockdown” is initiated to isolate students and staff from immediate dangers which may include armed intruders, violent behaviors, suspicious trespassers, on-campus shootings, bomb threat, sniper, or nearby police activity.

- **School business and classroom activities cease.**
- **NO** person is allowed to enter or leave the building.
- Facility Manager/Staff lock all exterior doors
- Teachers/Staff lock classroom/work area doors
- Staff and students are **DOWN, QUIET and OUT OF SIGHT**

Shelter in Place

“Shelter-in-place” is initiated to protect students and staff from environmental emergencies. This can range from severe weather emergencies to chemical, radiological, or biological contaminants. To “shelter-in-place” means to take immediate shelter where you are and isolate your inside environment from the outside environment.

- Interior doors DO NOT need to be locked **UNLESS** you are instructed to do otherwise.
- All windows and exterior doors should immediately be shut and sealed if possible.
- Students should be moved away from windows and exterior doors.
- **School business and classroom activities may continue as normal.**
- Should passing time occur while we are in Shelter in Place students may pass to the next class. **HOWEVER, NO ONE is permitted outside of any building on campus. Students should not be passing between buildings on campus under any circumstances.**
- **ALL EXTERIOR DOORS AND WINDOWS MUST REMAIN CLOSED.**
- **Be aware that further instructions will follow.**

Evacuation

“Evacuation” is not dissimilar from a fire drill. The only slight difference is that a partial evacuation can take place in one part of the building with other parts of the building acting as “places of refuge”. Current SOPs of using the nearest points of egress should be followed unless instructed otherwise. Everyone must remain outside of the evacuated building(s) until the “all clear” message is given.

EXAM POLICY AND PROCEDURES

Exam schedules are posted on the school website as they become available. Students who have been exempted from an exam or who do not have an exam scheduled do not need to be in school until their next scheduled exam. When the student has completed the exams the student is free to leave the school building. Buses are available at the regular times in the morning, in between the first and second exam of the day and at the end of the last exam each exam day.

EXTRACURRICULAR ACTIVITIES

Extracurricular and co-curricular activities enrich the curriculum of the school by making available a wide variety of activities in which students can participate. Each student has the opportunity to join numerous clubs and activities during the year. There is an annual Activities Fair held early in the school year for the

Freshmen to allow them to explore the many clubs and activities at WHS. Any school-sponsored activity is a continuation of school life and the school community, and all rules in this handbook will apply.

The activities offered are carefully planned and are governed by the rules and regulations of the school and Stamford Board of Education Policy # 5118-R. Board Policy 5118-R will be applied to all extra-curricular activities.

n.b. - In order to participate in after school extracurricular activities such as athletic practices, games, dances or proms, a student must be in attendance for a minimum of four hours on the day of the activity. If students are absent from school on Friday, they cannot participate in a Saturday activity without the expressed permission of the principal.

Eligibility Requirements for Athletics

SEE ATHLETICS

School Dances

Students must be in positive academic and social standing in order to attend. School dances are held from 7:00 PM until 11:00 PM. It is required that all students arrive at school-sponsored dances no later than 8:00 PM. After that time, admission will be denied. Students are permitted to leave 30 minutes prior to the end of the dance. No students or guests will be permitted to re-enter after leaving the dance. All students attending the dance must be a member in good standing.

FIELD TRIPS

Students and teachers plan field trips as an extension to classroom learning. Often class trips take students away from their other class periods during the school day. While these are excused absences, students are still responsible for making up all assignments from classes missed. Students must follow school rules when on field trips. Financial assistance may be available by contacting the student's counselor or a school social worker.

HAZING POLICY

Hazing is prohibited whether it occurs on or off school grounds and whether it occurs during, prior to, or after the season or school day. Any hazing activity, whether by an individual or a group, shall be presumed to be a forced activity, even if the student willingly participates.

All coaches and advisors are required, prior to commencement of their athletic season or activity, to meet and explain this policy to all participants. In the event that a coach or advisor becomes aware of any violations of this policy, it must be reported immediately to the Athletic Director, Dean or building administrators.

If a student believes that hazing has occurred, the student shall promptly report this incident to a coach or advisor, counselor or administrator. This information must immediately be brought to the Dean or the building administrators. The Athletic Director, Dean and/or building administrators will conduct a comprehensive investigation. All information will be held in strict confidence.

Consequences for hazing activities may include, but are not limited to: team/activity suspension or removal, school suspension or expulsion, or legal prosecution.

HOMWORK

Stamford Public Schools' Board of Education believes that teachers and families must work together to motivate and support all students to develop responsibility and study habits that will enable them to become life-long learners. The Stamford Public Schools staff assigns relevant and challenging homework assignments that reinforce classroom learning objectives.

The general purposes of homework are to: reinforce classroom instruction; develop specific skills through practice; prepare for future lessons; foster the habits of consistent independent study and time management; and provide an opportunity for student learning outside the classroom. Homework can also preview new learning and ready students for their class experience. Homework assignments should never be used punitively. Homework assignments shall be modified based on students' individual needs (i.e., IEP, 504 Plans, other interventions, and extenuating circumstances). Feedback for homework should be formative in nature, given in a timely fashion, and count for a maximum of 10% of the student's grade.

Additionally, no assignments shall be due, or assessments given, on the day immediately following major religious holidays that are also school holidays (i.e., Good Friday, eve and day of Yom Kippur and Rosh Hashanah). Should such a major holiday fall on a weekend, no assignments shall be due, or assessments given, on the day immediately following that weekend. Students observing religious holidays, that are not school holidays, shall not have homework due on that day if a student or a family requests an extension, as described above.

INTERNET AND COMPUTER NETWORKS FOR STUDENTS

General Policies

Computers and networks provide access to resources as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users; respect the integrity of the system and related physical resources; and observe all relevant laws, regulations, and contractual obligations. Use of computers by students and access by students to computer networks and to the Internet are services made available only to further the educational mission of the Stamford Public Schools. In order to be granted these access privileges and to retain them, students must abide by the guidelines set forth in the Board's "Acceptable Use of the Internet and other Electronic Communication Systems for Students" policy and these regulations at all times when they use the Stamford Public Schools systems. These computer systems are expensive to purchase, install and maintain. As the property of the district these computer systems must be carefully handled and their integrity preserved for the benefit of all. Therefore, access to the computer systems is a privilege, and not a right. Students under the age of 18 may use electronic information retrieval systems in supervised settings and only with the written permission of a parent or guardian through a duly executed "Acceptable Use Agreement." Stamford students may use the district's electronic information retrieval systems provided they:

- Abide by the Acceptable Use Policy
- Sign an "Acceptable Internet Use Agreement"
- Obtain the signature of a parent/guardian (for students under the age of 18)

Any parent or student inquiry regarding any decision relative to Stamford's Acceptable Use Policy and/or these administrative regulations should be directed to the District Internet Administrator.

INTERNET AND COMPUTER NETWORKS FOR STUDENTS

(CONT'D)

Student Behavior

Students are expected to use all computer equipment, both hardware and software and network access to pursue intellectual activities, to seek resources, to access libraries and for other types of learning activities. Students must explore this new “space” to discover what is available there. They will learn new things and can share their newfound knowledge with classmates, teachers, parents and global learning partners. For the safety of all involved, caution must be exercised when communicating with people anywhere.

Because the Stamford Public Schools’ network is used as part of a school activity, the policy on student behavior applies to network activity. Therefore, the Acceptable Use Policy is an extension of the district’s

Policy on Student Behavior. These rules apply to vandalism of computer equipment, unauthorized access to information, computer piracy, hacking, and tampering with hardware and software. Conduct including, but not limited to, the following, is prohibited with respect to use of these computer systems:

- Sending any form of harassing, threatening, or intimidating message, at any time, to any person (such communications may also be a crime, pursuant to Public Act 95-143, and other laws);
- Gaining or seeking to gain unauthorized access to computer systems;
- Damaging computers, computer files, computer systems or computer networks;
- Using another person’s password under any circumstances;
- Trespassing in or tampering with any other person’s folders, work or files;
- Sending any message that breaches the district’s confidentiality requirements, or the confidentiality of students;
- Sending any copyrighted material over the system. In addition, as noted above, if a particular behavior or activity is generally prohibited by law or by Board policy or school rules or regulations, it must not occur in the use of these computer systems.

Improper behavior may result in disciplinary penalties, including but not limited to, loss of computer privileges, suspension, and/or expulsion. Anyone who is aware of problems with or misuse of these computer systems should report this to his/her teacher or administrator immediately.

Most importantly, we urge any student who receives any harassing, threatening, intimidating or other improper message through (any computer system/communications device, whether district or privately-owned), to report this immediately. (Such acts may constitute violations of the district’s anti cyber-bullying policy or other policies). It is the Board’s policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message. Please report these events!

LOCKERS

Gym Lockers

Students will use the lockers in the Gym locker room, a lock will be provided for you. The school is not responsible for the loss or theft of any articles kept in these lockers. The school administration reserves the right to inspect lockers.

Student Lockers

Combinations for assigned lockers are given out during homeroom at the beginning of the school year. Locker combinations are changed every year. If a lock is broken, see the secretary in the Raynor Building for a replacement. The high school is not responsible for articles taken from lockers; under no

LOCKERS (CONT'D)

circumstance should you keep any valuables in your locker. Sharing of lockers is not permitted. You are responsible to keep your locker clean during the school year and remove all of its contents at the end of the year. Lockers remain the property of the Stamford School System. Your locker may be opened by school authorities if it is suspected that it might contain contraband of dangerous materials or implements. Every effort will be made to insure your privacy.

PARENT CONCERNS/COMMUNICATION

Ladder of Referral

Effective communication between teachers and parents is most important in our students' education process. If a parent/guardian has a question or concern regarding their child's progress or well-being within the school program, we urge you to follow the Ladder of Referral as described below. Parent concerns about a student related to the teaching staff should be referred to the teacher first. If your concern is not addressed to your satisfaction, then please follow the procedure outlined below:

<p>Please contact:</p> <ol style="list-style-type: none"> 1. The Teacher <p>then</p> <ol style="list-style-type: none"> 2. The Department Chairperson <p>then</p> <ol style="list-style-type: none"> 3. The Guidance Counselor, School Psychologist or Social Worker <p>then</p> <ol style="list-style-type: none"> 4. The Assistant Principal for the grade of the student or the Department <p>then</p> <ol style="list-style-type: none"> 5. The Principal <p>then</p> <ol style="list-style-type: none"> 6. The District coordinator <p>then</p> <ol style="list-style-type: none"> 7. The Assistant Superintendent <p>then</p> <ol style="list-style-type: none"> 8. The Superintendent <p>And last</p> <ol style="list-style-type: none"> 9. The Board of Education
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Your concerns may not always be related to a teacher. Some examples of areas of concern, staff responsibilities and sequential personnel for notification are shown below:

NURSE	TEACHER	GUIDANCE/PPS STAFF	ASST. PRINCIPAL	PRINCIPAL	ATHLETIC DIRECTOR
Health Health Records Immunizations Physicals	Program Classroom Policies Homework	Academic Problems Attendance Records Schedules Summer School Transcripts	Discipline	Board Policies and Regulations	Athletics Eligibility Game Schedule

Parent/Teacher Communication

There are at least eight commonplace readily available methods or situations wherein teachers and parents can communicate with each other. They are as follows:

1. Open School Night (**Wednesday, October 14, 2015**)
2. Telephone Calls
3. Warning notices/progress reports (mailed home at the end of each quarter)
4. Letters from teachers
5. Email
6. Report cards
7. Parental conferences by appointment
8. Parent link
9. Guidance counselor

Each method has its own advantages; please choose the method best suited for your situation. Parents are encouraged to make an appointment to discuss student progress at any time. If an appointment is desired, call the department's office and leave your name and contact number to

reach you (phone numbers are listed elsewhere in this handbook). The teacher will return the call back at their earliest convenience. Guidance counselors and administrators are available in much of the same way. If your child is having difficulty in a particular class it is strongly advised that the parent speak to the classroom teacher first.

Parent Organizations

- **WPTSO** –The Westhill Parent Teacher Student Organization's objectives are in common with the National PTA and the Connecticut PTA. National PTA is the largest volunteer child advocacy organization in the United States. The WPTSO supports the mission to speak on behalf of our students, assist parents in developing the skills they need to raise and protect their children, and encourage parent and public involvement in our school. For more information please visit contact them at westhill@wptso.org
- **MPA** –Music Parents Association –functions to assist and support the music department as well as sponsors musical enrichment and cultural activities.
- **Booster Clubs** –Many of our sports teams have parent-organized booster clubs.
- **Northstar Parent Production Group** – the NPPG supports the theatrical ventures of our students. For more information please visit www.westhilltheater.org or email them at Northstarppg@gmail.com.

POSTERS

All posters or announcements to be displayed anywhere in the building must be approved by an administrator. Attach only to surfaces that will not be marred by masking tape. Paste, cellophane tape or thumbtacks should not be used on the walls. Posters should also not be attached to painted walls or varnished surfaces. There are numerous bulletin boards throughout the school.

SCHOOL-BASED HEALTH CENTER (SBHC)

Westhill provides space for a School-Based Health Center (SBHC), a program of Family Centers. A SBHC is a licensed health care facility, separate from, but located in a school. Services are available to any student with written parental consent. The essential purpose of a SBHC is to provide primary and preventative physical and mental health services and health education. These core services are provided by nurse practitioners or physician's assistants, and clinical social workers. All centers have personnel who can provide consultation and supervision as appropriate. Additionally, the SBHC at Westhill provides dental care. For more information contact Family Centers at www.familycenters.org.

SCHOOL DAY

The school is from 7:20 a.m. until 2:05 p.m.

SCHOOL OBLIGATIONS

All textbooks and equipment (including athletic uniforms) are the property of the Board of Education and are to be preserved carefully. Each student is personally responsible for his/her textbooks and any school equipment assigned to his/her care. Any student who loses a book, assigned equipment or material must reimburse the school for the loss. Outstanding obligation notifications are mailed home twice a year for undergraduates and four times during student's senior year. No senior will be issued a diploma until all financial obligations are taken care of. All books and/or uniforms and equipment not returned, going back to freshman year must be paid for.

SCHOOL RESOURCE OFFICERS

The School Resource Officer (SRO) program places law enforcement officers in the school with the goal of creating and maintaining safe, secure, and orderly learning environments for students, teachers, and staff. The program reflects the community's desire to ensure the safety and security of its schools. The SRO represents a proactive strategy designed to bring prevention and intervention into the schools. Additionally, the SRO's goals are to improve school/law collaboration, and to improve perceptions and relations among students, staff and law enforcement officials.

SEARCH OF PERSON AND PROPERTY

According to a decision of the Supreme Court of the United States, and pursuant to Stamford Board of Education Policy #5145, "a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated the law or rules of the school."

Student Searches

The building principal and/or his/her designee(s) are authorized to search a student's person when there exists a reasonable suspicion that the search will produce evidence that the student has violated or is violating either the law or school rules. A student's personal effects are also subject to being searched by school officials and are subject to the same rule. Furthermore, student searches may include searches of automobiles that are located on school premises. All searches of students and their effects must be particularized; school officials shall not conduct group searches.

The building principal and/or his/her designee(s) shall be expected to use sound professional judgement in deciding whether a search should be conducted. In exercising such judgment, the

SEARCH OF PERSON AND PROPERTY (CONT'D)

principal and/or his/her designee(s) shall determine whether the scope of any search is “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 school officials conclude that a more intrusive search (i.e. a strip search) is needed, they shall report their suspicions to the police who shall be solely responsible for any such search. School officials shall call the parents or guardians of the student(s) involved before an intrusive search begins.

Search of Depositories

The Board provides lockers, desks, and other such depositories which are owned by the schools but are assigned to students for their use. This school property shall remain under the control of school officials and shall be subject to searches and inspections. A student *should not* expect privacy regarding items placed in school property. Desks, lockers and other depositories may be searched by an authorized school administrator or law enforcement official as is reasonably necessary in the operation of the school.

SECURITY GUARDS

Security guards are part of the school staff. As such, they are directed to perform specific jobs throughout the building and on the school campus in order to ensure a positive educational environment. They report any infractions of school rules or civil law to the appropriate administrator or the dean for action. These individuals expect the cooperation of all students within the building.

SMOKING

The use of tobacco is not permitted in any building of the Stamford Public Schools. CT Statute Chapter [368, Section 19a-342](#) (2004) states that smoking is prohibited in public places including school buildings while school is in session or student activities are being conducted and requires signs to be posted in each building stating that smoking is prohibited by state law. Statute [Chapter 943, Section 53-198](#) (1959) prohibits smoking on school buses. The use of chewing tobacco, snuff, and “E-cigarettes is” also prohibited anywhere on school grounds, both in the school building and outside the school building. Anyone who violates this policy is subject to suspensions and fines.

STUDENT CONDUCT AND DISCIPLINE

Student conduct and behavior are governed by Board of Education Policy #5131. The Stamford Board of Education recognizes that the Westhill High School is a community with rules and regulations. Those who would enjoy the rights and privileges of this community must also accept the responsibilities that membership demands, including respect for and obedience to school rules.

The Board of Education believes that the majority of students in the Stamford Public Schools want the best education possible, an education that depends on safe, orderly classrooms and schools. The Board of Education is determined to take whatever measures are necessary and legally available to guarantee the continued orderly operation of the schools.

The Board considers misbehavior in any part of a school facility as serious as misbehavior in a classroom. The school facility includes all parts of the school building, the school grounds, on school buses, or any location where a school-sponsored activity takes place.

In addition, certain misconduct, such as sale or distribution of controlled substances or violent acts, whether committed or threatened, may be disruptive of the educational process and may properly be the subject of disciplinary action under the policy.

Student Responsibilities

1. Respecting the authority of teacher, administrators and other school staff to enforce district policy and school rules and regulations regarding student discipline and moral conduct.
2. Behaving in classrooms and on school campuses in a manner that does not disrupt or interfere with the rights of other students and staff.
3. Abiding by the standards of conduct and rules and regulations governing discipline established by the school.
4. Attending school and assigned classes daily on time and for each full term.

General Student Conduct

The rules of this school include proper conduct in the halls, auditorium, classrooms, and cafeteria and on school grounds. Serious infractions of school rules may result in suspension in and/or out of school and/or expulsion from school. These infractions include, but are not limited to, the following:

(See appendix for BOE Policy #5131 for additional details.)

- Vandalism
- Theft
- Possession of weapons or facsimiles thereof
- The possession, use, sale, or distribution of alcohol, drugs or drug paraphernalia
- Physical fighting or assault
- Abusive language
- Insubordination
- The possession, use, sale, or distribution of fireworks
- Threatening, intimidation, harassment, bullying, or other unacceptable behaviors deemed disruptive to the school environment
- Gambling, all forms of legal or illegal gambling including card playing and sports betting
- Repeated infractions of school rules
- Violations of local, state and federal laws may result in suspension, expulsion and/or referral to Stamford Police.

Students that are suspended from school are not allowed to be on school grounds. Also they may not participate and/or attend school sponsored events during the length of their suspension. The length of suspension varies with the severity of the incident. State law supports suspension up to 10 days per incident and allows for possible expulsion from school.

Discipline Policy

An effective disciplined school requires a concerted effort by everyone in the school community. The statements below form the focus of Westhill High School's Discipline Policy.

1. There is a "no-cut" policy at Westhill. Students are required to attend all scheduled classes and study halls.
2. Westhill is a "closed-campus." Students are not allowed to leave the school grounds during the school hours without parental and administrative permission.
3. In accordance with state law, smoking is not permitted in the building or on school grounds.
4. Students must identify themselves when requested to do so by any teacher or security personnel.
5. Students may not carry, use or wear iPods, headphones, cellular phones or iPhones in school. Electronic devices will be confiscated and returned in June. **Hats or any head gear may not be worn in school.**
6. Students may not wear any clothing that is offensive.

Conduct at Athletic Events

The member schools of the FCIAC are interested in promoting an environment conducive to fair competition. In order to develop such an atmosphere we expect good sportsmanship at all athletic events, which includes courtesy to the opponents, respect for their cheering section and support for our own team-win or lose. All school rules are in effect at all athletic contests home or away.

Conduct on School-Sponsored Trips

Students on a school-sponsored trip represent the school and should behave appropriately. They must go, remain, and return with the group. All school rules remain in effect on field trips.

Off Campus Misconduct

Students and parents are hereby notified that in addition to the offenses listed above under the caption Sale/Distribution of Drugs/Weapons Offenses for which students must be expelled from school, students may also be expelled from school if their conduct off school grounds violates a publicized policy of Stamford Board of Education and is seriously disruptive of the educational process. In deciding whether a student's conduct is seriously disruptive of the educational process, the Administration of the Stamford Public Schools may consider, among other appropriate factors:

1. Whether the conduct occurred within close proximity of a school
2. Whether other students were involved or whether there was any gang involvement
3. Whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, and whether any injuries occurred: and whether the conduct involved the use of alcohol or drugs.

Expulsion proceedings will be initiated with the respect to any student whose conduct off school grounds both violates a policy of the Stamford Board of Education and which demonstrates a reasonable likelihood of seriously disrupting the educational process of other students in the Stamford Public Schools. Off campus behavior will result in consideration of discipline includes, but is not limited to, misconduct involving drugs or narcotics, weapons, and violence or disruptive conduct among the student body whether on or off school grounds, will not be tolerated. Violent or disruptive conduct among the student body, whether on or off school grounds, will not be tolerated.

STUDENT PARKING AND TRAFFIC REGULATIONS

School Traffic

WHS has a clearly defined traffic pattern to maximize the safety of our students, staff, parents and community. Please exercise extreme caution when entering or leaving school campus. A limit of 15 mph is in effect and pedestrians have the right of way. During arrival and dismissal times, drivers are not to interfere with the busses and are expected to drop students or pick them up at the designated areas.

Student Parking

Student parking at Westhill High School is limited as a result of a lack of space. There is no parking on campus without a valid permit. There **are assigned spaces**, student parking permits will be issued to seniors on a first come first serve basis. Students are **not** permitted to go to their cars during the school day. All items needed for school can be stored in their lockers or backpacks. Direct any questions or concerns to the 12th grade administrator, PJ Wax – 203.977.5957

Students will be expected to abide by all state, county, city, school traffic laws, and regulations at all times. The following guidelines have been established to promote this policy. Please read this carefully before you obtain a parking sticker. Parking on campus is a privilege that can be denied or revoked by the Administration. By obtaining a parking sticker, you agree to follow all rules and regulations. **Failure to adhere to the rules and regulations below will result in disciplinary action and the possible loss of your parking privileges and other school privileges, i.e. school social events.** The guidelines that specifically apply to students with parking privileges are as follows:

STUDENT PARKING AND TRAFFIC REGULATIONS (CONT'D)

1. All seniors that park on campus must drive safely and not enter areas of the campus where buses drop off or pick up students during school hours. **Students will be given a designated numbered space. Spaces will be assigned on a first come, first serve basis.** **STUDENTS WITH OUTSTANDING OBLIGATIONS WILL NOT BE GIVEN A PARKING PASS UNTIL THOSE OBLIGATIONS ARE RESOLVED.**
2. Westhill High School is a closed campus, meaning that **no student** may leave school without going through the normal procedure outlined in the student handbook.
3. Students with parking privileges are expected to arrive to the campus on time and make every effort to comply with the attendance policy set forth by the Stamford Board of Education.
4. Parking stickers must be visible at all times and must be permanently affixed to inside bottom left corner of windshield. **(Not taped to window or sitting on the dashboard)**
5. Seniors are **only** allowed to park on campus with a parking pass in the designated spots. NO VEHICLE is to be driven/parked on playing fields, bus lanes, fire lanes, delivery zones behind the cafeteria, or other such areas not intended for regular vehicle use. DO NOT PARK IN RESERVED SPOTS, i.e. SPOTS LABELED "FACULTY" OR "NO PARKING AREAS". VIOLATION WILL RESULT IN SCHOOL CONSEQUENCES. REPEAT OFFENDERS WILL LOSE THEIR PARKING PRIVILEGE.
6. Westhill High School does not assume any responsibility for cars that are parked on campus.
7. Every student must exercise extreme caution when entering and leaving the parking area and school grounds. Excessive speeding or reckless driving is prohibited. Security demands that upon arrival in the parking lot students leave their vehicles and immediately enter the building. Under no circumstances may a student go to his/her car during the school day without a written pass or verbal agreement from an administrator. Students should not use their automobiles as lockers. Students found in the parking lot during the school day without authorization are subject to disciplinary action.
8. Security Officers are employed by the school district to regulate the parking lot. These employees are to be treated with respect and all requests made of students concerning a vehicle are to be obeyed immediately and without question. Bring your questions to an Assistant Principal. Security personnel will patrol the parking lot every day. Students are expected to identify themselves when asked and to cooperate with security at all times.
9. Pedestrians and school buses will always be given the right of way; the latter is especially important when the buses are leaving after school.
10. Drivers are not to allow other students to ride on the hood, bumpers, or any other exterior part of their car.
11. If the student should lose his/her parking sticker, a replacement should be obtained in the main office at a cost of five dollars.
12. Failure to comply with the rules and regulations above, including all posted signs and notices pertaining to parking can result in:
 - a. Vehicle booted
 - b. Vehicle towed
 - c. Suspension of driving privileges for a period of time to be determined by the Principal or Assistant Principal
 - d. Loss of driving privileges
 - e. School disciplinary action

The guidelines above have been established to ensure that senior parking does not have a negative impact on the safety of our campus or student learning. Failure to adhere to these guidelines will be reviewed by the administration and result in disciplinary action that may include a loss of parking privileges.

STUDY HALLS

All Juniors and Seniors who are not scheduled for a class will be assigned a study hall. Within the limits of our staff resources, study halls will be held in regular classrooms rather than large areas such as the cafeteria or auditorium. Using study hall as a base, students may exercise several options:

1. Request a Media Center Pass – depending upon availability.
2. Make up work with a classroom teacher by presenting the teacher's request to the study hall teacher. *THIS REQUEST MUST BE OBTAINED PRIOR TO THE STUDY HALL!*
3. Remain in the study hall and utilize the time wisely for homework purposes.

Regardless of the option selected, students must check into study hall at the beginning of the period for attendance purposes.

STUDENT ASSEMBLIES

Student assemblies are scheduled to offer important information, learning experiences and entertainment. It is expected during the program that you are courteous and conduct yourself with politeness and consideration towards others. Students are to enter and exit the assembly quickly and quietly.

STUDENT PASSES

If you leave your class during class time, you are required to obtain and carry a hall pass. This pass must be signed by a teacher and include, your name, date, time and destination. Security guards and staff will check passes as you travel through the halls.

STUDENT RECORDS

In accordance with federal and state legislation, student records are available to parents and to students who have reached the age of eighteen. It should be noted that only essential educational information is kept in students' files. Requests for a review of records should be directed to the student's counselor. The Family Education Rights and Privacy ACT (FERPA) specify rights related to educational records. This act gives the parent or guardian the right to:

- Inspect and review the child's educational records.
- Make copies of these records.
- Receive a list of all individuals having access to those records.
- Ask for an explanation of any item in the records.
- Ask for an amendment to any record on the grounds that it is inaccurate, misleading, or violates the child's rights.
- Receive a hearing on the issue if the school refuses to make the amendment

SUBSTITUTE TEACHERS, VOLUNTEERS AND AIDES

Substitute teachers, school volunteers, and aides are important contributors to the progress of our educational goals. They should be treated with the same respect and cooperation that is given to our teachers and staff members.

THEFT

All suspected thefts should be reported immediately to the Head of Security, Mr. Nick Wright 203.977.4758. If there is no security guard available to take a report, students should report to the Dean of Students, Mr. Tom Pereira. Lost items are not the responsibility of the school. Appropriate forms should be filled out. Lost items are not the responsibility of the school and there is no compensation for lost or stolen items including cell phones and I-pods.

UNAUTHORIZED RECORDING

Unauthorized recording of any type, including but not limited to photographs, video and sound, by electronic and other devices, including but not limited to cell phones and video cameras, without permission of school administration is prohibited. Infractions may be subject to disciplinary action including suspension and/or expulsion.

VANDALISM/DAMAGE TO SCHOOL PROPERTY

Intentional destruction or defacing of personal or public property is prohibited. Students will be disciplined and billed for all damages.

VISITORS

WHS encourages and welcomes parents, members of the community and those having legitimate business in the school. All visitors must sign into the Main Office and state the purpose for their visit. This ensures to protect the welfare of our students and staff members. Students requiring a shadow for the day must be scheduled through our Dean of Students prior to their arrival at school.

Procedures Regarding Visitors

- All visitors are required to sign in at the Main Office and obtain a visitor's pass.
- The administration reserves the right to deny a visitor's pass
- Casual visitors from other towns or schools are not allowed and will be prosecuted for loitering or trespassing.
- Under special circumstances students may be allowed to bring a visitor to school, but the student must obtain permission from his/her housemaster 24 hours in advance of the visit with written parental permission stating the reason for the visit.
- For safety reasons, former students who are visiting teachers need to make arrangements with the teachers and report to the Main Office to obtain a visitor pass. Students without prior arrangements are not allowed to interrupt classes or roam the hallways and will be asked to leave the campus.

WEAPONS

The safety of all students is our highest concern. Therefore, students who bring to school, threaten to bring to school, use, sell, or attempt to sell a firearm, deadly weapon, dangerous instrument, Martial arts weapon or facsimiles of weapons will be suspended from school and reported to the Stamford Police Department. State law specifically prohibits such behavior. Such behavior may result in expulsion from school for a period of up to, but not exceeding, a full school year.

Definitions

- a. As used in this section, a firearm as defined in 18 U.S.C. 921 means (a) any weapon that will, is designed to, or may be readily to expel a projectile by the action of an explosive, (b) the frame or receiver of any such weapon, (c) a muffler or silencer, or (d) any destructive device (any explosive, incendiary, poisonous gas, bomb, rocket, missile, mine, grenade or similar device, or any weapon (other than a shot gun or shotgun shell particularly suited for sporting purposes) that will or may be converted to expel that will or may be converted to expel a projectile by explosive or other propellant having a barrel with a bore of other propellant having a barrel with a bore of more than 3/4" in diameter).
- b. A "firearm" means any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded, from which a shot may be discharged
- c. A "deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon or metal knuckles.

WEAPONS (CONT'D)

- d. A “Dangerous instrument” means any instrument, article or substance, which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury and includes a “vehicle.”
- e. A “Martial arts weapon” means a nunchaku, Kama, kasari-fundo, octagon sai, tonfa or Chinese star.

Laser Pens/Pointers

Possession of any laser light-emitting device is prohibited in public schools in the State of Connecticut according to Public Act 99-256.

WORKING PAPERS

Working papers are issued from the Finch Office throughout the year. In order to be Eligible for working papers, you must meet the following requirements:

1. Proof of a legal document such as a birth certificate, driver’s license, or passport. If you are a WHS student we may use your student record.
2. You must also have a “Promise of Employment” which is a letter from your future employer stating what position you will hold (cashier, stock clerk, etc.) your rate of pay and the number of hours that you will work.