

# Westbrook High School



## **Student and Parent Handbook**

2018-2019

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Westbrook, CT 06498

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College Board High School Code #070-883

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Graduation Year \_\_\_\_\_

Advisor \_\_\_\_\_ Locker # \_\_\_\_\_

August 2018

Dear Students,

Welcome to the 2018-2019 school year that promises to be an exciting one. As your Principal, I look forward to meeting each one of you so that I may assist you in making your experience here at Westbrook High School beneficial, engaging, and productive. Please take time to read through the Student/Parent Handbook to familiarize yourself with the academic and behavioral expectations that will guide you through a successful four years. Accepting responsibility for your actions, respecting yourself and others, and participating in rigorous coursework will make your high school experience a rewarding one.

Four years of high school goes by quickly so make the most of it by getting involved in the many diverse clubs, sports, and activities that Westbrook High School has to offer. School connectedness is important to the relationships you will build with faculty, friends and students. Contributing to your school community will give you a sense of pride in yourself and your school.

Our Guidance Staff, Support Services, Faculty and Administration are here to help you grow academically and socially and to educate you on the enriching opportunities that are available to you.

I look forward to an exciting year with all of you as we begin to set the foundation on which to build your future.

All my best,  
Ms. Tara A. Winch

### **Table of Contents**

Academic Information .....	4
Attendance Information.....	6
Behavioral Expectations.....	11
Board Policies.....	17
General Information.....	22

# **Westbrook High School**

*Educate. Challenge. Inspire.*

## **Core Values**

Westbrook High School is committed to educating all students to achieve their unique potential as 21<sup>st</sup>-century learners. Faculty and staff value collaboration and reflection in order to provide instruction that engages all students in an equitable learning environment.

## **Beliefs**

Westbrook High School believes that students learn best when they are actively engaged in their learning experiences and encouraged by a safe, supportive school climate that nurtures social connections, emotional well-being, academic skills, and personal integrity.

## **Learning Expectations**

### **Academic**

1. Read a wide variety of texts effectively
2. Write effectively for a variety of purposes
3. Present ideas accurately with the support of engaging media
4. Think critically to solve problems and reach well-reasoned judgments
5. Work responsibly and collaboratively

### **Social**

6. Develop a spirit of belonging

### **Civic**

7. Contribute to a positive school climate by actively participating in the school community and respecting others

## **Accreditation Statement**

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

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

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

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

**New England Association of Schools and Colleges  
209 Burlington Road  
Bedford, MA 01730-1433  
(617) 271-0022**

## **Academic Information**

### **Course Requirements-**

To earn a Westbrook High School diploma, a student must earn at least 23 credits including:

English	four and one half credits (inc. Writing Workshop)
Social Studies	three credits (inc. 1 in US Hist., .5 in Civics)
Science	three credits
Mathematics	three credits
Physical Educ.	one credit
Health	one credit
Electives -	one credit must be taken in either the fine or performing arts or vocational education

### **Credit Information**

- a) One full credit is given for each class that meets every day for a full school year (or equivalent).
- b) One-half (1/2) credit is given for classes that meet every day for one semester or every other day for a year (or equivalent).

**Credit Requirements for Graduation** - A minimum of twenty-three credits is required for graduation.

To be promoted to the next grade in high school, a student must successfully complete the following number of credits -

Senior - Grade 12	16 Credits
Junior - Grade 11	11 Credits
Sophomore - Grade 10	5.5 Credits

### **Course Requirements-**

Students are required to take a minimum of seven classes (out of eight periods) every day unless otherwise approved by the principal.

To earn a Westbrook High School diploma a student must earn at least 23 credits including:

English	four and one half credits (inc. Writing Workshop)
Social Studies	three credits (inc. 1 in US Hist., .5 in Civics)
Science	three credits
Mathematics	three credits
Physical Educ.	one credit
Health	one credit
Electives -	one credit must be taken in either the fine or performing arts or vocational education

### **Grade Reporting-**

**1. Incompletes-** Incompletes must be made up within ten school days of the end of the marking period.

**2. Levels (Course Weighting)-** The following levels will be used to determine rank in class:

1.1 –AP and UCONN

1.05 - Honors

1.0 – college Prep

**3. Numerical Grades-** A numerical grade will be given in each class. The minimum passing grade is sixty. The semester grade determines the awarding of course credit. Credit is awarded at the end of the first and second semesters, even in full-year courses.

### **Monitoring Student Progress-**

Parents and students have access to student grades via PowerSchool (<http://powerschool.westbrookctschools.org>). User names and passwords can be provided by the school office. Parents are encouraged to email or call teachers or the guidance office if they have any questions regarding progress information, final grades, or if they wish to make an appointment.

**Homework-** We encourage parents to obtain homework when it is evident that the child will be absent at least two days. We need twenty-four hours notice to obtain homework assignments from respective teachers.

**Senior Exam Exemptions- *Second Semester Only***– Seniors who have a second semester average of ninety or above in a class have the option, at their teacher's discretion, of not taking the exam in that particular subject. Prior to the start of the semester, the teacher will announce whether or not he/she will exempt qualifying seniors. This does not apply to UCONN ECE Courses or AP Classes.

**Rank in Class-** Class rank is calculated with a weighted GPA which factors class credit and class weight (see course weighting above) of final marks a student receives in all subjects in grades 9 through 12. New students entering Westbrook High School after the first semester of their junior year will not be ranked. Independent study courses are not included in class rank.

**Honor Roll**

High Honors 93.5-100

Honors 87-93.45

A student with an incomplete is ineligible for the honor roll. A grade below 70 in any course prevents a student from inclusion on the honor roll. A student must be enrolled in and receive a grade for five courses in a quarter. In order to calculate honor roll and weighted GPA, please see the link on the Guidance web page.

**Report Cards-** Student grades are finalized at the end of each quarter, i.e., November, January, April, and June and are available through the PowerSchool Parent Portal.

**National Honor Society-** Students are elected annually to the National Honor Society by a faculty council consisting of five faculty members appointed annually by the principal. Students are selected on the basis of scholarship, leadership, service, and character. To be considered for the honor society, a student must have a weighted cumulative academic average of 90 or better. Local and National Bylaws of the National Honor Society are available for review in the school library, with the chapter advisor, and with the principal.

**Valedictorian and Salutatorian-** In order for a senior to qualify for any one of these positions, he/she must be in attendance at Westbrook High School as of September of his/her junior year. Determinations of these designations are made by rank ordering of the cumulative weighted GPAs through the 7th semester.

**Attendance Information**

**Attendance Policy-** Connecticut State law requires parents to cause their children, ages five to eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

- A student is considered to be “in attendance” if present at his/her assigned school, or an activity sponsored by the school (e.g. field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not

meeting the definition of “in attendance” shall be considered absent.

- Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

### **Excuses**

A student’s absence from school shall be considered “excused” if written documentation of the reason for such absence has been submitted within ten (10) 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 to school officials. Such documentation includes a signed note from the student’s parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.

**B.** For the tenth absence and all absences thereafter, a student’s absences from school are considered excused for the following reasons:

- Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence)
- Medical reasons for student or immediate family (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence)
- Student’s observance of a religious holiday
- Death in the student’s family or other emergency beyond the control of the student’s family
- Mandated court appearances (documentation required)

- The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required)
- Suspension
- Parents who are deploying/deployed to a combat zone, or activated National Guard or Reserves Unit or by a military contract employer or federal government agency
- Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance

C. A student's absence from school shall be considered unexcused unless:

- The absence meets the definition of an excused absence and meets the documentation requirements; or
- The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and is excluded from these State Board of Education approved definitions.

When the school receives no notification from a parent/guardian, but is aware of the child's absence, a reasonable effort shall be made by school personnel to notify the parent/guardian by telephone and/or by mail.

Responsibility for completion of missed class work lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

### **Parent Procedures for Absences:**

**Absence from school-** If a student is absent from school, the parent or guardian should call the school (860-399-6214) that morning to report the absence. If a parent is unable to call the school, the student will be required to bring a note from the parent to the office upon returning to school.

**Tardiness-** Students are tardy when they arrive at school later than the beginning of class (Class begins at 7:50 A.M.). Tardiness may be explained by a parent, but any absence from class that results will be considered as an accumulated absence. Tardiness will be considered excused for reasons listed under section B above

**Early dismissal-** If a parent wishes to have a student dismissed from school early, the student should bring in a note from the parent to the office before school and secure an Early Dismissal pass. Where unforeseen dismissals arise, a parent may call the school. Dismissals may be explained by a parent, but any absence from class will be considered as an accumulated absence. Dismissals will be considered excused for reasons listed under section B below.

**Attendance Requirements-** Daily attendance is especially critical for high school students because course credit may be affected. A student is required to attend a minimum number of his/her classes in a particular subject each semester to receive course credit.

All class absences, including those for tardiness and early dismissal (other than for reasons listed below), will count toward the absence limitation even when explained by a parent. For purposes of this policy all absences will count, except for the following reasons:

- Participation in an approved school activity
  - Personal illness confirmed by a physician or school nurse
  - Mandatory court appearance
  - Religious holiday
  - Death in the family
  - Suspension from school
  - Limited absence from school for special activities with parental consent, subject to the approval of the principal
- 1) A student absent from a class more than nine days in a semester or 18 in a year long course shall be denied course credit unless extenuating circumstances can be established and the student makes up missing work as required by the classroom teacher. Extenuating circumstances must be documented, presented to the principal within 24 hours, and approved by the principal in writing.
  - 2) Three or more unexcused absences from a class will result in loss of credit.
  - 3) A student who has been absent has the responsibility to see each classroom teacher and obtain the necessary academic assignments.
  - 4) A student who is absent from school may not participate (play or practice) in an extra-curricular activity that afternoon or evening.

- 5) **Unexcused Absence from Class-** Absence from class without authorization by appropriate school personnel or satisfactory explanation to the principal will be handled as follows:
- a) First Offense- Notification of parent detention.
  - b) Second Offense- Detention or in-school suspension and a student/parent conference with an administrator and/or counselor.
  - c) Third and Subsequent Offenses- Loss of credit and a conference involving student, parent(s), teachers, administrators, and counselor.
- 6) **Unexcused Absence from School-** Students who have four unexcused absences in a month or 10 unexcused absences in a year will be considered **Truant**. Parents will be notified and possible court action will be taken. Students will be subject to disciplinary action.

7) **Tardiness**

**To School:**

A high school student arriving after 7:50 A.M. must report to the office where he/she will be given a pass for admittance to class. The student will be marked tardy. Students may be tardy to school three times before restorative practices to make up the time missed are put into place. On the fourth tardy, **and every one thereafter**, the student may choose to stay after school, come before school, or meet with the teacher during a Study Hall for a restorative session. Any absences from a class because of tardiness to school will be considered as accumulated absences unless there are extenuating circumstances which must be approved by the principal.

**To Class:**

If a student arrives to class after the period begins (without a pass or other legitimate reason), the classroom teacher will admit the student to class. Initially, this issue will be addressed by the classroom teacher. Continued and frequent tardiness to class may result in more serious consequences and impact the awarding of course credit.

## **8) Dismissal**

- a) The students will only be dismissed on the request of a parent or guardian. The request must be approved by the principal or designee. Requests from parents for early dismissal should be received at the main office prior to 7:50 A.M. The student will then receive an early dismissal pass to present to the appropriate teacher.
- b) Students who need to be dismissed due to illness must do so through the health office. If health office personnel are not available, students must be dismissed through the main office.
- c) Students will not be excused after the fact. If a student leaves before being excused, the absence from class will be an unexcused absence.
- d) Students must be in school for four hours (11:50 A.M.) in order to participate in any extra-curricular activity unless there are extenuating circumstances which must be approved by the principal.

## **9) Appeals**

The school maintains an Attendance Appeals Committee composed of appointed members of the faculty who hear appeals in conjunction with the loss of credit due to attendance. Requests to meet with the Attendance Appeals Committee should be made in writing to the principal within two weeks of notification of loss of credit.

## **Behavioral Expectations**

The proper school environment is critical for the educational success of all our students. Personal responsibility and mutual respect between and among staff and students are critical elements in creating an appropriate atmosphere for learning. Behaviors which disrupt the learning process and the daily operation of the school will be dealt with directly and consistently in a fair manner.

\*Please note that when and where appropriate, Restorative Strategies will be used. Restorative Strategies build systems that address misbehavior and harm in a way that strengthens relationships and engages in collaborative problem solving allowing for growth, change and enhanced responsibility. See Board of Education Policy 5131.914

The school functions within the community and is thus subject to laws of the town, the state, and the nation.

Students engaged in these activities which seriously disrupt the school environment will be suspended from school and referred to the police.

Such students may be referred to the Board of Education for an expulsion hearing.

Such acts include but are not limited to:

Arson

Assault

Bomb Threats

Extortion

Possession, use, or sale of drugs or alcohol

Possession or use of firecrackers and other explosive devices

Possession or use of firearms, deadly weapons, including knives or other dangerous objects

Registering false alarms

Theft

School administrators may also use a series of the following disciplinary measures to maintain the proper school setting. In each case of disciplinary action, parents will be notified.

After-school detention

In-school suspension

Out-of-School Suspension

In exceptional cases or after repeated offenses, such students may be referred to the Board of Education for expulsion.

**In-School Suspension-** In-School Suspension requires a student to work on academic assignments throughout the school day. Students attend school but are excluded from regular classroom activity. Students assigned In-School Suspension may not participate in extracurricular activities. Students who do not abide by the tenets of In-School Suspension will be suspended from school.

**Suspension-** Students suspended from school are excluded from school, school privileges, and transportation during the time of the suspension. Suspended students may not attend or participate in any school activities on the day(s) of suspension, nor are they allowed on school property. Suspended students have the right to make up any

work or graded assignments missed during the period of suspension. Parents are encouraged to arrange for pickup of assignments to be completed during the period of suspension.

**Expulsion-** Expulsion is the exclusion from school privileges for more than ten (10) school days and up to one calendar year.

**Standards Governing Suspension and Expulsion  
(Board of Ed. Policy 5114(2)-5114.1)**

A. Any conduct that endangers persons or property violates a publicized policy of the Board and/or seriously disrupts the educational process, including but not limited to the following conduct, if occurring on any school property, school transportation vehicles, or any school-sponsored activity shall be cause for suspension or expulsion:

- Conduct causing a threat, harassment or injury to the student or others;
- Use of physical force against another person which is not reasonably necessary for self-defense;
- Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
- Willfully causing, or attempting to cause, damage to school property;
- Participation in an unauthorized occupancy of any part of any school or school premises or other owned by any school district, and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
- Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
- Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine,

barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;

- Possession or transmission of any firearm, knife, explosive, deadly weapon, or other dangerous instrument. (*NOTE: State Law requires the expulsion of any student who brings a dangerous weapon to school.*);  
*"Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switch blade knife, gravity knife, billy club, blackjack, bludgeon, or metal knuckles.*  
*"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 motor vehicle.*  
*"Firearms" 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.*
- Using or copying the academic work of another and presenting it as his/her own without proper attribution;
- Possessing or consuming tobacco products if other than a high school student, or consuming such products if a high school student;
- Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
- Intentional and successful incitement of truancy by other students;
- Violation of any Federal or State Law which would indicate that the violator presents a danger to any person in the school community or to school property and;
- Violation of any other board policy or rule dealing with student conduct, including that dealing with conduct on school buses.

B. In addition, the following conduct occurring off of school property may form the basis for suspension and expulsion:

- Conduct causing a threat or injury to the student or others;
- Use of physical force against another person which is not reasonably necessary for self-defense.
- Possession of a controlled substance as defined in sub-division (9) of Connecticut General Statutes, S21a-240 with intent to sell or transfer, or sale or transfer of such substances.

- Violation of any federal or state law or board policy which would indicate that the violator presents a danger to any person in the school community or to school property.

For the full Board of Education policies on student discipline consult policy numbers 5114, 6131.6(a), 5131.7 on the district website.

### **Academic Dishonesty and Plagiarism**

Academic dishonesty will not be tolerated at Westbrook High School. All work claimed by a student as his or her own will be his or her own. Also, students will not help friends or classmates to cheat.

The following regulations cover the most common areas of academic dishonesty and are intended to serve as guidelines for the students. Situations not covered will be dealt with by the teacher and administrators in the manner they deem appropriate. Parents will be notified of any violations of this policy.

1. Any student caught cheating on a quiz, test, exam, projects, etc., either giving or receiving information, shall receive a zero for the aforementioned. If his/her average so warrants, he/she shall receive a failing grade for the course.
2. Any student using information from a previously written paper, computer file, or assignment written by himself or someone else, for the same course or another course, shall receive a zero unless he or she has the express permission of any teacher involved. Students are urged to prepare copies of all term papers as the teacher may, at his or her discretion, retain the original, or require a copy for the permanent file.
3. Any student caught cheating may not be elected to the National Honor Society nor chosen for academic honors and awards. Any member of the National Honor Society involved in cheating will be subject to dismissal from membership.
4. Any student caught giving or receiving homework, laboratory reports, video projects, or other written assignments without the permission of the teachers, shall receive a zero for that assignment. Jointly done homework, lab reports, etc., are acceptable if approved in advance by the teacher.
5. Any student who plagiarizes shall receive a zero for his/her work. Plagiarism is the using of any published or unpublished works, information, or arguments that are not your own without proper attribution. You must always give credit to the original source.

**Honor Code-** In order to foster and encourage intellectual excellence and fine academic competition, the Westbrook High School community agrees to the following Code of Honor:

- Students will be responsible for their own work and refrain from providing inappropriate assistance to other students.
- Students will report violations of this Honor Code to classroom teachers or other school officials.
- Faculty will maintain confidentiality of reports, maintain security of exams, and investigate reported violations.

**Cell Phones/Texting/Personal AV Devices-** Students may not use cell phones, text, video tape, or record during class time without specific permission from the teacher. Disruption of classes or the academic day by these devices may result in disciplinary action and/or confiscation of the device. Video and audio taping is not allowed during the academic day.

**Computer/Internet-** Students using school computers/Internet at school must complete an Acceptable Use Form (Board of Education Policy 6141.323) and have it signed by a parent each year. These forms are included in the Welcome Back Packet sent home in August. While using the Internet, the students are not to enter any chat room, email any organization, or visit sites that contain explicit language or material in which either parents or teachers would find objectionable. Use of the Internet, school network, and computers is a privilege and may be revoked if abused.

**Hazing-** Hazing or "initiations" of any type will not be tolerated. Strong disciplinary action (as determined by the principal), up to and including suspension and/or expulsion, will be taken.

**Smoking/Tobacco/Vaping/Jeweling-** Smoking and/or the use of tobacco products, including e-cigarettes and vapor boxes, are prohibited both in the school building and on school grounds. Students who fail to abide by this policy will be subject to disciplinary action.

## **School/Board Policies**

**Alcohol Detection-** The Board of Education has authorized school personnel to screen students for alcohol use with specialized devices designed for this purpose. Students suspected of alcohol use may be screened by a school administrator or designee. At after school activities all students entering or exiting a function may be screened to deter alcohol use. Students found to be under the influence of alcohol will be subject to consequences described in the section on discipline. The full Board of Education Policy (5131.61) is available for review on the district website or at the school office.

**Bullying-** Bullying or other forms of harassment will not be tolerated. “**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 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.

Students are encouraged to report any incidents of bullying that they experience or witness. Reports can be made to the principal or any other staff member. Anonymous reports should be directed to the principal.

The full Board of Education Policy (5131.911) is available as an appendix to 5131.914 for review on the district website or at the school office.

### **Non-discrimination**

#### **Section 1 - General Statement**

**(Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)**

Any student, parent/guardian, staff member or applicant to a program who feels that he/she has been discriminated against on the basis of race, color, national origin, sex, sexual orientation, or handicap shall contact the designated compliance coordinator within 30 days of the alleged occurrence to discuss the nature of the complaint.

**The Compliance Coordinator for Title VI, Title IX and 504 is Ms. Patricia A. Ciccone, Superintendent of Schools, 158 McVeagh Road, Westbrook, CT 06498.**

**Section 2- Self-evaluation and Enforcement**

- a) In order to ensure continued implementation of the objective expressed above, the Superintendent of Schools shall supervise and coordinate the conduct of an evaluation of all existing employment and educational programs and practices.
- b) Complaints alleging unlawful discrimination on the basis of race, color, national origin, sex, sexual orientation, or handicap shall be filed in writing with the Superintendent of Schools who shall personally, or through a designee, investigate the complaint and render a decision in writing within thirty (30) days.

**School Climate-“School Climate”** means the quality and character of the school life with a particular focus on the quality of the relationships within the school community between and among students and adults. School climate is also based on patterns of people's experiences of school life and reflects norms, goals, values, interpersonal relationships, teaching, learning, leadership practices, and organizational structures. The Westbrook Board of Education adopts this Policy that is guided by the fundamental belief that each and every school community member should be treated with dignity, should have the opportunity to learn, work, interact and socialize in physically, emotionally and intellectually safe, respectful and positive school environments, as well as the opportunity to experience high quality relationships. Schools, therefore, have the responsibility to promote conditions designed to create, maintain and nurture positive school climate.

The full Board of Education Policy (5131.914) is available on the district website and at Central Office.

**Sexual Harassment-** Peer sexual harassment is strictly forbidden in all schools within this district, on school premises and during any school programs and activities.

Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching grabbing or making sexual comments directed at a person because of his or her sex, which interferes with the ability of a student to receive an education.

Students are expected to treat their fellow students with dignity and respect at all times on school property and in school programs and activities and to refrain from unwelcome physical or verbal conduct of a sexual nature.

Violations of this policy shall be reported to teachers or administrators. Students are encouraged to report sexual harassment immediately. School personnel will take prompt and fair action to investigate any report and to take the appropriate measures to stop the sexual harassment.

The full Board of Education Policy 5145.51 is available on the district website or at Central Office.

**Standards Governing Suspension and Expulsion  
(Board of Ed. Policy 5114(2)-5114.1)**

A. Any conduct that endangers persons or property violates a publicized policy of the Board and/or seriously disrupts the educational process, including but not limited to the following conduct, if occurring on any school property, school transportation vehicles or any school-sponsored activity shall be cause for suspension or expulsion:

- Conduct causing a threat, harassment or injury to the student or others;
- Use of physical force against another person which is not reasonably necessary for self-defense;
- Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
- Willfully causing, or attempting to cause, damage to school property;
- Participation in an unauthorized occupancy of any part of any school or school premises or other owned by any school district, and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
- Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
- Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
- Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine,

barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;

- Possession or transmission of any firearm, knife, explosive, deadly weapon, or other dangerous instrument. (*NOTE: State Law requires the expulsion of any student who brings a dangerous weapon to school.*);  
*"Deadly weapon" means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switch blade knife, gravity knife, billy club, blackjack, bludgeon, or metal knuckles.*  
*"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 motor vehicle.*  
*"Firearms" 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.*
- Using or copying the academic work of another and presenting it as his/her own without proper attribution;
- Possessing or consuming tobacco products if other than a high school student, or consuming such products if a high school student;
- Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
- Intentional and successful incitement of truancy by other students;
- Violation of any Federal or State Law which would indicate that the violator presents a danger to any person in the school community or to school property and;
- Violation of any other board policy or rule dealing with student conduct, including that dealing with conduct on school buses.

B. In addition, the following conduct occurring off of school property may form the basis for suspension and expulsion:

- Conduct causing a threat or injury to the student or others;
- Use of physical force against another person which is not reasonably necessary for self-defense.
- Possession of a controlled substance as defined in sub-division (9) of Connecticut General Statutes, S21a-240 with intent to sell or transfer, or sale or transfer of such substances.

- Violation of any federal or state law or board policy which would indicate that the violator presents a danger to any person in the school community or to school property.

For the full Board of Education policies on student discipline consult policy numbers 5114, 6131.6(a), 5131.7 on the district website.

## **General Information**

**Announcements-** All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced live each morning and displayed on the monitors located throughout the building. Students may submit faculty/advisor approved notices and announcements through the “Daily Knight Form” located on the library webpage under “Morning Video Announcements.”

**Attire/Dress-** Students are required to dress appropriately for school. Basic considerations for appropriate dress are modesty, respect, and safety. Styles of clothing that are strapless, backless, excessively short, tight, revealing, or transparent, exposing cleavage, midriff or undergarments are considered inappropriate for school. Styles of clothing that are disruptive to the educational process, pose a threat to the safety of self or others, violate any lawful statute, or contain offensive language, symbols, graphics, or references to alcohol, drugs, sex, violence, racial/ethnic prejudice will not be permitted. If students are deemed to be dressed inappropriately, they will be asked to cover up or change. Students are required to wear shoes (per State Law and for their own safety). Hats, hoods, or other head coverings are not to be worn without prior approval of the principal.

**Bus Transportation-** Westbrook High School students have the privilege of bus transportation provided by the school district. Students are to ride the bus that is assigned to them. Students are not allowed to ride any other bus unless there are extenuating circumstances and the request is previously approved by the principal. Appropriate behavior is mandatory while waiting for the bus, riding the bus, and exiting from the bus. Bus drivers are responsible for the safe operation of their vehicles and the safety of the student riding the bus. If bus rules are violated, students could be suspended from riding the bus. Parents are reminded to observe all laws and safety precautions while driving near school buses, particularly near the school at the beginning and end of the day. Parents who have questions about bus routes or scheduled stops should contact the bus contractor, M & J Bus Inc, at (860) 388-6782. Detailed bus information and bus routes are found on the district website under **Community Resources: *Bus Transportation***.

**Cafeteria-** Students should go directly to the cafeteria for their scheduled lunch period. Students are expected to be in the cafeteria during their assigned lunch unless a teacher gives permission for them

to be in another location. Running in the halls, cutting into lines, or any type of disruptive behavior will not be tolerated. Each student should dispose of his/her rubbish and return trays, dishes, and utensils to the proper area. Students will be dismissed by the supervisor in charge. The cafeteria serves breakfast before school and during break.

Our Point of Service (POS) program, Powerlunch, allows each student to have money deposited on their account to Pre-pay for breakfast, lunch, and a la carte items (where available). Students are expected to pay in advance or at the time of meal purchases by having funds available in their account or having cash at the time of sale. Parents may send cash or a check prior to breakfast or lunch purchases being made. We encourage parents to send in a check so you can have a record of each deposit made to your child's account. Checks should be made payable to Westbrook Lunch Program, noting the student's name. Those funds will be deposited into each student's Powerlunch account. Every meal or item purchased will be "debited" or deducted from the balance at each sale. This process will ensure a more efficient and confidential process moving the lines more quickly and allowing students additional time to enjoy lunch.

Any child who forgets or loses money will be able to charge one meal, although this should be a limited occurrence. A note or e-mail (if one has been provided) will be sent to notify the parent or guardian of the charge, who is expected to pay in full by the next school day. If the charge is not repaid, and the child needs another meal, a courtesy meal of a plain cheese sandwich and milk will be provided at a cost of \$1.25. NO A La Carte items may be charged at any time, including milk.

**Class Officers-** Each year new officers are elected. Class activities and projects are organized and planned under the direction of the class advisor. Class and Student Council officers are to be academically eligible under the same provisions for athletics and other extracurricular activities as well as to maintain good attendance and appropriate standards of behavior. Officers not in good standing may be placed on probation or removed at the judgment of the principal based on the severity of the issues.

**Daily Schedule-** The schedule includes seven class periods beginning at 7:50 A.M. and ending at 2:20 PM. The school operates on a four-day cycle. The periods are designed numerically from 1 to 8. Classes meet according to this rotation and do not necessarily meet every day. Each period meets for a long block once in a four-day cycle and a day off each cycle.

	A	B	C	D
7:50-8:36 (46)	1	4	3	2
8:40-9:26 (46)	2	1	4	3
9:38-10:55 (77)	3	2	1	4
10:59-12:40 (77) L1 10:59-11:19 C 11:23-12:40  C 10:59-11:34 L2 11:36-11:56 C 11:58-12:40	5	6	7	8
12:44-1:30 (46)	6	7	8	5
1:34-2:20 (46)	7	8	5	6

**Early Dismissal-** When school is for an early dismissal (12:15 P.M.) the schedule of classes will be announced.

**Alternate Schedules-** Schedules for exam days, advisories, assemblies, and other special circumstances will be announced and posted as necessary.

### **GUIDANCE SERVICES**

The counselors are here to help students with any questions or problems that might arise. The counselors seek to help individuals make maximum use of their educational opportunities. They work with students on course selections, school adjustment, career and school choices, and in areas of personal concern to the student. Parents may telephone the guidance office for an appointment with their child's guidance counselor. Students should see the guidance secretary for an appointment. Any scheduling conflicts can be resolved through the guidance department.

Once school begins, course changes will be permitted during the first two weeks of the semester. Parents, students and/or teachers may initiate course changes by making a written request including the reason for the change. (A form will be available in the guidance office.) Changes will be allowed if there is agreement between the parent,

teacher, and counselor. Should these individuals be unable to agree, the matter will be referred to the principal whose decision will be final. Students who withdraw from a class after the first two weeks of the semester will receive a grade of WP (Withdraw Passing) or WF (Withdraw Failing) posted on their report card and permanent record.

**College Applications-** Seniors should submit all college application materials to the Guidance Secretary well before the college deadlines. Applications and descriptions for local and state scholarships are available in the guidance office. Seniors should also see the guidance counselor early in the school year for scholarship information. More information and specific procedures are available on the Guidance web page and on Naviance.

**School Choice-** Parents and students can explore other education opportunities that are offered in the school district locally and regionally. These options include vocational-technical schools, Open Choice and inter-district programs, and vocational agriculture centers. Contact the Guidance Department for further information on these school choice options.

**Summer School/Tutoring-** Students who have failed a course have three options for making up credits: retake the course, hire an approved tutor, or attend a summer school program. The following will be used for tutorial programs and summer school:

- a) The program must be approved by an administrator.
- b) Teacher must be certified.
- c) Program must consist of at least 30 class hours per half credit.
- d) There should be at least one hour of homework for each class hour.
- e) A student will be required to take the examination given in the course which he failed.
- f) Upon completion of summer school or tutoring, the final course grade will be determined by averaging the grade from summer school or the tutor, the make-up final exam, and the final report card grade in the class. The report card grade will receive double weight in calculating the grade.
- g) A student may use the above process only once in any one field and not more than three times in all subject areas. Exceptions to this rule must have administrative approval.

## **HEALTH SERVICES**

The Westbrook Board of Education is responsible for overseeing the health program in the schools. At the Westbrook High School the school nurse is on duty while school is in session.

### **New students from another school system in Connecticut-**

Connecticut state law requires these students to provide an updated physical examination form and show proof of and the following immunizations prior to entering school: 3 doses of DTap/Td (1 dose must be Tdap), 3 doses of Polio, 2 doses of MMR (Measles, Mumps, Rubella), 1 dose Meningococcal, 3 doses of Hepatitis B, and 2 doses of Varicella or verification of the disease.

**New students from out-of-state-** Connecticut State Law requires these students to provide a copy of the immunizations listed above and a physical examination from the last 12 months on the State Blue Physical form.

**New students from out-of-the country-** Connecticut State Law requires these students to provide a physical examination from the last 12 months on the State Blue Physical form and a copy of the immunizations listed above in addition to a Tuberculosis test. Proof of vaccination is not acceptable for the TB test.

**State Mandated Physicals-** The state of Connecticut and the Westbrook Board of Education require that all 10<sup>th</sup> grade students obtain a comprehensive physical and provide the completed form with immunization records during the calendar year. This is required for entrance into the next grade level. Forms are available with the Health Office.

**Sports Physicals-** Updated physical examinations are required of all students participating in athletics. A form must be received in the health office to be valid and expire after 13 months. Forms are available with the Health Office.

**Medication-** If your child requires medication (both prescription and over-the counter) during school hours, the Health Office must have:

- A completed Medication Administration Form completed by the health care provider and the parent/guardian. The forms are available in the Health Office and the Main Office.

- The medication must be transported in the original prescription bottle by the parent/guardian to the Health Office between 7:45A.M.-2:45P.M. Other arrangements may be made if necessary.

- If your child has an allergy that may require the use of an EpiPen the Medication Administration form must also be completed. Your child will be excluded from field trips until the form is received.

- If your child has asthma and carries an inhaler on her/him the Medication Administration form must be completed.

- In no circumstances are students allowed to carry any medications to school outside of the Health Office without written medical authorization.

When possible, medication should be given by the parent outside of school hours. This can often be done by careful scheduling.

**Physical Education Exemptions-** Medical excuses excluding students from physical education classes must be written by a health care provider and submitted to the principal. Copies will be on file with the nurse, guidance counselor, and individual physical education teachers.

**Early Dismissal due to Illness-** All students who are ill during the school day need to be seen in the Health Office for an early dismissal. We discourage students from contacting parents/guardians directly for permission to leave school without being seen by the nurse. The nurse will automatically exclude/dismiss students who present with diarrhea, fever of 100.0 or above, vomiting, suspected pink eye, and lice.

**Exclusion-** All students who have vomited, have had diarrhea, and/or have had a temperature of 100.0 or above must remain home for 24 hours to protect the health of the rest of the student body and staff.

### **Insurance**

**School Accident-** Student accident insurance is available for those who wish the coverage. Students are not protected by accident insurance through the Board of Education. Application forms are sent home during the first week of school. The form must be returned to the school signed by the parent, indicating whether or not coverage is desired. School accident insurance is in effect at school during school hours, while going directly to and from school, and during school-sponsored activities. Twenty-four hour coverage is also available.

**Athletics-** The Westbrook Board of Education provides student accident (injury) insurance for students who engage in interscholastic sports. The Board of Education pays the entire premium for this policy. The policy provides insurance coverage for student injuries while participating in interscholastic activities on an excess medical coverage basis. This means that the parents' own personal insurance is the primary carrier liable for any interscholastic injury that the participant may sustain in participating in sports. If there are medical expenses beyond what the family health insurance covers, then the policy provides coverage for any and all additional bills up to the policy maximum. In addition, if there are parents who do not have family or health insurance, this policy would provide first-dollar coverage for any athletic injury.

**Library Media Center Mission Statement-** The mission of the Westbrook High School Library/Media Center is to support the development of information, literate students and to support reading, learning, instruction and the curriculum at Westbrook High School. The library promotes the planning, implementation and use of technology in the school and encourages students to use that technology effectively, responsibly and independently. The library also strives to create and support partnerships with the public library and other resources in the community. The library is normally open from 7:45 A.M. to 3:00 P.M.

### **Library Expectations**

1. Students are encouraged to come into the library for study, research, or quiet reading.

2. In order to visit the Library Media Center, students will be required to sign up on an electronic sign up form. Once the study hall maximum number is reached, the form will no longer accept sign ups.
3. If students are spending a study hall in the library, they need to first report to their study hall teacher and show him/her the completed Electronic Form.
4. Once students are in the library, they will not be allowed to go to another room in the building.
5. If students have an appointment scheduled in guidance or need to make up a test, they should not sign up.
6. Disruptive behavior will result in a loss of library privileges.
7. No food or beverages are allowed in the library unless approved by the Library Media Specialist under special circumstances.

**Lockers-** Each student will choose a locker at the beginning of the school year. Students are to only use their chosen lockers. The school cannot be responsible for missing articles. Clothing, books and personal belongings are the responsibility of the students. Lost locks must be paid for by the individual student.

School officials can inspect school lockers for any legitimate reason, including but not limited to custodial needs or reasonable suspicion that contraband objects may be present. Students should not have any expectation of privacy in their lockers. Locks other than school-issued combination locks are not allowed.

**Passes-** Students who have to leave a class or study period must secure a pass from the teacher. Students should not be in the hall without a pass after a class has begun.

**Release of Information-** In accordance with federal law, the school releases student directory information (name, address, phone, and grade) to military recruiters. This information may also be released to colleges or other noncommercial agencies or to companies doing official business with the school. Board of Education policy authorizes the use of student names, grade level, age, image, etc. to be used in newsletters, newspaper articles, school website, etc. Parents who do not want this information released must write a letter to Administration.

**School Closing Information-** On days when school has been closed due to inclement weather, a School Messenger announcement will be

sent home. Notification of school closing will also be posted on local television and radio stations. An announcement will also be posted on the school website.

**School Trips-** Normal rules of the school apply to all school sponsored trips. In addition to normal consequences, failure to follow rules may result in students being sent home at parent expense, excluded from additional class trips, and other school privileges for the remainder of the school year. Students and parents/guardians are both required to sign the permission agreement form.

**Special Education-** Upon reaching the age of 18, educational rights with respect to special education and PPT decisions are transferred to the student. Such rights will not transfer if the court has dictated otherwise. The school will provide any notice required by law to both the student and the parent even though the student assumes the rights that the parent had previously.

**Student Council-** The student council represents all of the students in our school. The primary objective of the student council is the encouragement and development of good citizenship through active involvement and participation. Through its many activities, the student council enables students to share responsibilities with the faculty and administration and to develop an awareness of conditions in the school. Although composed of officers and representatives, all committee memberships are open to anyone in the school. Officers and members must maintain a good record of attendance, behavior, and meet academic eligibility requirements.

**Student Parking-** On-campus student parking is limited to Juniors and Seniors. Students must obtain a parking pass in the office, park only in designated spots on campus, and park only in the student lot designated for their use. Students must drive in a safe, reasonable manner, not exceeding 10 miles per hour. Violations of the driving and parking rules may result in cars being tagged and towed, as well as the loss of the student driving privilege.

**Student Record Access-** Records are on file in each school and the information gathered indicates the student's progress and achievement. Parents are entitled to know the contents of their child's school record. An administrator or guidance counselor will show a parent the record

on request and can explain its contents. A parent may obtain copies of any part of the record by written request to the principal.

**Student Representatives to The Westbrook Board of Education-** A student from the Junior class will be selected by the principal to represent the student body at Board of Education meetings. Some of responsibilities are to update and inform the Board of Education on student accomplishments and school programs and activities. The Student Representative is to accurately relay sentiments of the student body, to represent the Board of Education at student council meetings, and to address themselves to items on the agenda in the same manner as voting board members.

**Study Hall-** Students are to report to study hall with all materials needed for the period. To go to the library, students will be required to sign up on an electronic sign up form. Once the study hall maximum number is reached, the form will no longer accept sign ups. If students are spending a study hall in the library, they need to first report to their study hall teacher and show him/her the completed Electronic Form.

If a student is going to spend the study time in another teacher's room, he/she must take a pass from the classroom teacher to the study hall teacher before the beginning of the period. Study halls are to be areas of study and productivity for academic purposes.

**Visitors-** All visitors to school must first identify themselves at the front door. Once buzzed inside the lobby, visitors will be greeted at the window by the secretary for assistance. Visitors must show identification before proceeding to the Main Office. Students wishing to bring visitors to school must receive permission from the principal at least 24 hours in advance.

**Per CT State Dept of Education-** Working papers for 18 year olds and under are State mandated. Working papers can be obtained from WHS office staff Monday – Friday, 7:30A.M.-4:00 P.M. The applicant is required to submit a “Promise of Employment” from her/his employer and a birth certificate.

### **STATEMENT ON ATHLETICS**

The purpose of the athletic program is to develop the physical, social, and mental abilities of students as well as teach student athletes to compete intensely but cooperatively as a team. Athletics require physical conditioning, self-discipline, coordination, individual initiative, and team cooperation. The athletic program is designed to complement the academic program. Participation on an athletic team is a privilege to be earned by the student.

The Program Objectives:

- a) To provide balanced athletic competition
- b) To motivate team members to exert every effort to win within the rules
- c) To develop the athletic potential of each team member
- d) To develop character and leadership skills which are transferable to life situations outside of athletics

Every Westbrook student athlete is expected to represent her/himself in a manner which reflects positively on Westbrook High School and the Town of Westbrook. Student athletes are expected to demonstrate appropriate behavior at all times, adhere to school rules, and demonstrate good sportsmanship. Westbrook High School is a CIAC Class Act School and adheres to all of those guidelines.

**All Athletic Policies and Procedures are outlined fully in the Athletic Handbook which is available through the school website.**

**Westbrook Athletic Teams:**

**Fall**

Field Hockey JV, V  
Football JV, V  
Fall Cheerleading V  
Boys Soccer JV, V  
Girls Soccer JV, V  
Unified Sports

**Winter**

Boys Basketball F, JV, V  
Girls Basketball JV, V  
Winter Cheerleading V  
Boys Indoor Track JV, V  
Girls Indoor Track JV, V  
Unified Sports

**Spring**

Baseball JV, V  
Softball JV, V  
Boys Outdoor Track JV, V  
Girls Outdoor Track JV, V  
Boys Tennis JV, V  
Girls Tennis JV, V  
Unified Sports

**Co-curricular Activities**

Archeology Club  
Art Club  
Environmental Club  
Future Career and Community Leaders (FCCLA)  
High School Bowl Team  
Instrumental Music Groups/Vocal Music Groups  
JV & Varsity Math Teams  
Model United Nations Program  
National Honor Society  
Peer Counselors  
Science Club  
Ski Club  
Student Council  
Students Against Destructive Decisions (SADD)  
The Magazine  
The Newspaper  
The Yearbook  
Theater Arts Society and Musical

## Helpful Telephone Numbers

Westbrook High School .....	860-399-6214
Westbrook Middle School .....	860-399-2010
Daisy Ingraham School.....	860-399-7925
Board of Education Offices .....	860-399-6432
First Student Transportation .....	860-526-5833
Westbrook Public Library.....	860-399-6422
Westbrook Park and Recreation.....	860-399-3095
Westbrook Youth and Family Services.....	860-399-9239
Poison Control Hotline .....	1-800-343-2722
AIDS Hotline .....	1-800-342-2437
Drug & Alcohol 24 hour Hotline .....	1-800-252-6465
Depression/Mental Health .....	1-800-8421501
Al-Anon/A-Teen Hotline .....	1-800-344-2666
Child Abuse Hotline .....	1-800-842-2288
Runaway Hotline .....	1-800-621-4000
STD Hotline.....	1-800-227-8922
Cocaine Hotline .....	1-800-262-2463
National Youth Crisis Hotline.....	1-800-HIT-HOME
24 hour Battered Women Project .....	860-447-0366
Infoline.....	211
Planned Parenthood .....	860-388-4459
Birth Right of Greater Westbrook.....	860-399-5395
Sexual Assault Crisis Center.....	1-888-999-5545
Youth Emergency Shelter (YES).....	1-800-953-0295
Domestic Violence Services of Women Center of SECT	860-399-2457
State Police Crime Tips Hotline.....	1-800-258-1205, 399-2100x800

School District Website     [www.westbrookctschoools.org](http://www.westbrookctschoools.org)