

PLEASE POST

PLEASE POST

05-08-20

WOLCOTT BOARD OF EDUCATION
WOLCOTT, CONNECTICUT

MEETING NOTICE


BOARD OF EDUCATION
Committee of the Whole

DATE: Monday, May 11, 2020
PLACE: Google Meet
PHONE NUMBER: +1 413-338-0016
PIN: 982 511 829#
LIVESTREAM: stream.meet.google.com/stream/a3048b74-c217-4d0d-9775-a796d1450376

TIME: 6:45 P.M.

AGENDA

1. Presentation of the 2020-2021 Elementary School's Handbook
2. Presentation of the 2020-2021 Tyrrell Middle School's Handbook
3. Presentation of the 2020-2021 Wolcott High School's Handbook
4. Possible discussion on items that appear on this evening's BOE Agenda


Cynthia Mancini, Chairman
Wolcott Board of Education

Document Page	Change
Cover	Dates 2019-2020 TO: 2020-2021 and arrangement of schools on cover
Inside Cover	Remove last sentence in first paragraph
Inside Cover	Duration of Wolcott Board of Education Term
Inside Cover	Change of Board of Education Members and positions
Inside Cover	Change Name of Assistant Superintendent to Mr. Shawn Simpson-under Central
Inside Cover	Change Principal to Mr. Matthew Calabrese-under Alcott Elementary School
Inside Cover	Change Director for Wolcott Lunch Program - Ms. Nicole Maxellon
ii	First paragraph delete last two sentences
Inside Cover & document page 2	Change Compliance Officers
Inside Cover & document page 2	Change Compliance Officers - Mr. Matthew Calabrese to Title XI
vi	Remove present statement insert new statement- This page is to be used if electronic page is not sign
vii	Table of Contents - will be updated for last approval
viii	Table of Contents - will be updated for last approval
Page 1	Remove the Five Year Goals - Replace with Vision of Graduate
Page 2	Compliance Officers
Page 4	Add Early Release on page 25 -to Attendance/Tardiness/Early Pickups
Page 9	Last sentence of last paragraph- add in red and remove strike though language
Page 11	Elementary Conference Dates - Change dates to 9/9 and 12/9
Page 16	Move Early Release to Attendance/Tardiness/Early Pickups page 12
Page 18	Under Consequences- move #1 up to #14 Classroom Discipline; Make #2 the start of a paragraph; change A-C to A-B; and remove #3
Page 30	Change dates for Kindergarten Registration
Page 34	6th paragraph- remove strike out language, add in red language regarding retention
Page 51	New Sun Screen Policy - Permission form is Electronic
Pages 52-53	New Language for Suicide Prevention
Page 58	Visitors - Add Security Desk remove strike out language
Page 60	New 2020-2021 School Calendar
Page 61	New 2021-2022 School Calendar
	All Page Numbers will be update in final copy

**WOLCOTT PUBLIC SCHOOLS
ELEMENTARY
PARENTS/GUARDIANS
HANDBOOK
2019-20—2020 21
“Children First”**



INTRODUCTION

The Connecticut General Statutes and/or Board of Education regulations require an annual notification to parents/guardians of certain policies or regulations for the school district. This booklet fulfills this obligation. ~~You are requested to read this information and to return page iii to your child's teacher. The form will verify your receipt of this material.~~

Thank you for your cooperation. Do not hesitate to call the school principal if you have questions or concerns.

WOLCOTT BOARD OF EDUCATION (2017-2019- 2019—2021 term)

Lori DelBuono Barlett, Chairman	Thomas Buzzelli	Sean Hughes
Cynthia Mancini, Vice-Chairman Chairman	Christopher Charette	Kelly Mazza
Paul D'Angelo— Vice-Chairman	Kathleen Cordone	Timothy McMurray
Roberta Leonard, Secretary	Anthony Gugliotti	

SCHOOL DIRECTORY

Central Office		1488 Woodtick Road
Superintendent	203-879-8183	Dr. Anthony Gasper
Assistant Superintendent	203-879-8183	Mr. Frank Pucaro Shawn Simpson
Director of Student Services	203-879-8178	Mr. Kevin Hollis
Supervisor of Special Education	203/879-8178	Mrs. Rosa Ramalhete
Business Office	203-879-8180	1488 Woodtick Road
Business Manager	Mr. Todd Bendtsen	
Building, Grounds and Maintenance	203-879-8180	
Supervisor:	Mr. Wayne Natzel	
Wolcott High School	203-879-8164	457 Bound Line Road
Principal:	Mr. Walter Drewry	
Assistant Principal:	Mr. Bryan Mackay	
Assistant Principal:	Mr. Joseph Morgan	
Tyrrell Middle School	203-879-8151	500 Todd Road
Principal:	Mr. Joseph Norcross	
Assistant Principal:	Mr. Daniel Caetano	
Alcott Elementary School	203-879-8160	1490 Woodtick Road
Principal:	Mr. Shawn Simpson Matthew Calabrese	
Frisbie Elementary School	203-879-8146	24 Todd Road
Principal	Mrs. Kimberly Murtaugh	
Wakelee Elementary School	203-879-8155	12 Hempel Road
Principal	Mrs. Deborah Osvald	
Wolcott School Lunch	203-879-8145	1490 Woodtick Road
Food Service Director	Mrs. Eileen Girenti Nicole Maxellon	
All Star Transportation LLC	203-879-1334	515 Wolcott Road
Manager	Ms. Brenda Johnson	

DISTRICT COMPLIANCE OFFICERS

A) Title VI (race, color, national origin)	Mr. Frank Pucaro , Shawn Simpson Assistant Superintendent	203-879-8183
B) Director Student Services	Mr. Kevin Hollis, Director of Student Services	203-879-8178
C) Title IX (sex equity)	Mr. Shawn Simpson , Matthew Calabrese Principal	203-879-8160
D) Age Discrimination	Mr. Frank Pucaro , Shawn Simpson Assistant Superintendent	203-879-8183
E) Section 504 (handicap)	Mr. Walter Drewry , Principal WHS	203-879-8164
F) Americans with Disabilities (ADA)	Mr. Kevin Hollis, Director of Student Services	203-879-8178

ATTENTION PARENTS!!

Dear Parent/Guardian:

It is **important** that you and your child read and review the contents of this handbook. It contains notices of rights that you and your child have under law. ~~Please sign and return page iv to indicate that you have read and reviewed the handbook with your child. Please refer to your electronic account and electronically sign the form referencing the Elementary Student Handbook.~~

Wolcott Public Schools Statement Regarding:

1. WEAPONS & DANGEROUS INSTRUMENTS POLICY

The Board of Education determines that possession, concealment, and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. Possession and/or use of any dangerous or deadly weapon, firearm or destructive device in any school building on school grounds in any school vehicle, or at any school-sponsored activity is prohibited.

Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; knives having a blade of greater than two inches, any knife the blades of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially opened position; martial arts weapon, destructive device.

The possession or use of any such weapon or devices will require that the proceedings for the suspension and/or expulsion of the student involved will be initiated immediately by the principal. If the student is found to have possessed a firearm or other dangerous weapon as defined in Connecticut General Statutes 53a-3 in violation of 29-35 or 50-206, in or on the real property of a school or at any school activity as defined in Connecticut General Statutes 10-233a, he/she must be expelled for one calendar year. The Board of Education or hearing board may modify the period of expulsion on a case by case basis. To comply with federal law, any finding of an exception shall be reduced to writing. All legal restrictions and requirements will be adhered to pertaining to special education students. (see Policy 5131.7(a)).

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

2. ELEMENTARY TECHNOLOGY DEVICE USER AGREEMENT POLICY

1. I will not write down or tell someone my network password.
2. I will not leave my computer device without logging off.
3. I will not work on a computer device which is logged in as someone else.
4. I will not work on a computer device which is out of my teacher's sight.
5. I will not put any software on the network or computer devices or take any software off the network or computer devices.
6. I understand I have limited privacy in the network.
7. I will only access internet sites which are bookmarked or approved by my teacher.
8. I will not try to buy or order anything from the Internet.
9. I will not send any e-cards.
10. I will not enter any type of chat room or use any kind of Instant Messaging program.
11. I will not change my wallpaper, cursor, screen savers, etc.
12. I will never give my name, address, phone number or any personal information to anyone or to any mailing lists.
13. While on the computer device, network and/or Internet I will not use bad language or act in a way which could hurt someone's feelings.
14. I will only print with permission from my teacher.
15. I understand that if I don't follow these rules it will result in a discipline action which may include the loss of the privilege I have to use any and all of the district's computer devices.

3. PESTICIDE MANAGEMENT POLICY

The intent of this policy is to ensure that students, employees, and parents/guardians receive adequate notice, in conformity with applicable statutes, prior to pesticide application in school buildings and on school grounds.

The Wolcott Public Schools will:

- Provide notice of planned pesticide application to students, parents/guardians, and employees in the manner required by law and establish a registry of parents/guardians and staff who want to receive such advance notice.
- Post the areas scheduled to receive pesticide application(s).
- Maintain written records for five years of all pesticide applications.
- Inform parents/guardians and staff of the pesticide management policy.
- Employ only licensed and certified pesticide applicators for any non-emergency pesticide use in school buildings or on school grounds.

4. MEDIA EXPOSURE

From time to time events and activities in our schools are covered by the media (television, electronic, school newsletters and newspaper). If for any reason you do not wish to have your child's picture appear in these media sources, please send a note indicating this to your child's teacher with your signed parent handbook notification sheet.

5. PROPER PLAYScape USAGE

Please be sure to discuss this with your child prior to using the playscape.

Playscape Basics:

1. One student on every playscape activity/event at a time. The next student may enter as the student in front of him/her exits.
2. No running in mulch area around the equipment.
3. Students MUST be 5 to 12 years old.
4. Staircase intended for disabled students to gain access to equipment.
5. Signs must remain on equipment.

The Slide:

1. Don't allow anyone to climb up the slide, even if not in use, if someone coming down the slide.
2. Safety bar at top of slide is designed to force all users to assume the correct position in order to slide down.
3. User MUST walk away from bottom of the slide following ride down.
4. One rider per flume, (3) at one time due to the three flumes

Hanger Bar:

1. Intended to build upper body strength.
2. Primary students MUST be HELD or have a caretaker standing in position ready to catch them or lower them down if they can't complete the loop.

Flume Climber:

1. Climb up using hand grips.

Surfaces:

1. Provided with a gaiter grip surface to prevent slipping.
2. Areas without this gaiter surface are not intended for standing i.e. slide, ladder.

Capacity:

1. Play area can accommodate approximately 50 students by size and strength of equipment.
2. Supervisor MUST also consider reasonable space on apparatus and this depends on age and size of users.

5. PROPER PLAYSCAPE USAGE continued:

Injuries:

1. Caused by misuse or not enough surface material.

Manners:

1. Intended use prevails. Students sitting on equipment (socializing) should move to another area if students wish to use it for intended purpose.
2. Students **MUST** wait their turn to climb or slide.
3. Never push, shove, or jump off equipment.

Consequences for misuse:

1. All district and building policies will apply to misbehaviors while using the playscape.

6. ENHANCED SECURITY MEASURES

- All visitors to any school must enter through the Main Entrance (nearest the office) only. The door will be locked at all times and protected by video surveillance cameras monitored by a district employee. A visitor will be asked for identification and the reason for entry into the building. Only when the district employee is satisfied with the person's identify and purpose at the building, will the employee allow the visitor into the building. There will be no exceptions.
- If a student is being picked up from school prior to the end of the day, the student should bring a note informing the school that he/she will be picked up early. The person picking the child up must be identified in the note. No one will be allowed into the building to pick up students or for any reason unless they have been identified in advance.
- All exterior doors to every school will be closed and locked at all times before, during, and after the school day. Faculty and Staff are instructed to enter the building through designated entryway areas only. Employees have been issued a key to enter each school. Once employees enter the building, make sure that the door closes securely behind you.
- Students must be supervised when they leave the school area (i.e. outside) during regular school hours. School activities, such as recess should continue, please be diligent.
- All adults in any building must wear a picture badge. District employees have an Identification (ID) Badge and visitors must wear a visitor's badge.
- It is illegal to park in marked fire lanes around schools, cars will be towed.
- The Latchkey Program has a separate entrance and exit doorway for the program to be used by parents/guardians and latchkey employees only.
- There are additional internal security measures that we are instituting to ensure that our schools are safe and secure. Crisis training and practice drills will be done on an on-going and regular basis to allow us to be prepared for any emergency or crisis situation.

7. MEDICAL EXCLUSION FROM SCHOOL AND EPI-PEN PROCEDURES

Epi-Pen

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

7. MEDICAL EXCLUSION FROM SCHOOL AND EPI-PEN PROCEDURES continued:

In the hopes of clarifying any questions you may have regarding school policy on the exclusion of children from school for specific conditions, we have prepared the following list. Please keep this list for future reference. If you have any questions, please call your school nurse. She will be glad to help you.

Bronchitis, Croup	Child may return to school after two (2) days of adequate treatment
Chicken Pox	Excluded for seven (7) days and rash has scabbed over
Conjunctivitis (pink eye)	May return to school after one (1) day of adequate treatment or when cleared
Fever	Child may return to school after temperature is below 100° for one (1) day
Fifth Disease	Child may attend school
Impetigo	May return after one (1) day of antibiotic treatment Child excluded until condition treated and child is completely cleared of lice and nits
Pneumonia	Child may return to school after three (3) days of adequate treatment
Strep Infections	Child may return to school after one (1) day of adequate treatment
Vomiting and/or Diarrhea	May return after one (1) day without symptoms
Shingles	May return with a note from physician—must be covered
Scabies	Child may return to school after adequate treatment and note from physician
Coxsackie	May return after one (1) day fever free

YOUR SIGNATURE SIGNIFIES THAT YOU HAVE READ THE FOLLOWING POLICIES:

- **WEAPONS AND DANGEROUS INSTRUMENTS**
- **STUDENT USER AGREEMENT**
- **PESTICIDE MANAGEMENT POLICY**
- **EPI-PENS AND MEDICAL POLICY FOR EXCLUSION FROM SCHOOL**
- **MEDIA EXPOSURE**
- **PROPER PLAYScape USAGE**
- **ENHANCED SECURITY MEASURES**
- **REVIEWED ELEMENTARY HANDBOOK WITH CHILD(REN) AND ARE AWARE OF BEHAVIORAL INFRACTIONS AND SCHOOL POLICIES.**
 - I understand and consent to the responsibilities in the District's student behavior policies as outlined in this handbook. I also understand and agree that my child shall be held accountable for the behavior and consequences outlined in the discipline policy at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location.
 - I understand that any student who violates the school's rules of behavior shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Student's Name (please print) _____

Parent/Guardian Name (please print) _____

Parent Signature _____ **Date** _____

*Please complete the portion below **ONLY** if you wish to be notified in advance of any planned application of pesticides at your school or on your school grounds.

***Please add my name to the pesticide notification registry:**

Name: _____

~~PLEASE RETURN THIS PAGE TO STUDENT'S TEACHER~~

This page will be used, if electronic page not completed online

TABLE OF CONTENTS

<u>Topic</u>	<u>Page(s)</u>
Acceptable Use Policy	ii & 3
Admission/Placement	3
Attendance/Tardiness/Early Dismissal	4
Attendance/Excuses/Dismissals	4-7
Back to School Forms	8
Bus Behavior	8
Cafeteria Discipline	9
Cafeteria—School Lunch Charging	10
Cellular Phone	10
Cheating	10
Child Abuse/Reporting	11
Child Identification	11
Civil Rights Information	58
Conference Schedules	11
Confidentiality Statement	11
Cyber Bullying	11
Distribution of Materials by Students (Use of Students)	12
Dress and Grooming Guidelines	12
Drugs, Tobacco, Alcohol Policy	12-16
Early Release	16
Early Intervention Team	16
Elementary Discipline Policy	16-18
E-Mail Addresses: Alcott	Can be
Frisbie	found
Shared Personnel	on
Wakelee	website
Emergency School Closings	18
Equal Opportunity Statement	2
Exemption from Instruction	19
Extracurricular Activities Eligibility	20
Field trips and Excursions	20
Fundraising—Policy 1324 BOE Requirements	21
Fundraising — Policy 6142 Food & Beverage Requirements	21
Grading System and Report Cards	22
Harassment/Bullying	23
Health Program—Aids/Family Life/Personal Safety	24
Homebound Instruction	24-27
Homework Policy	28-30
Kindergarten Registration	30
Immunizations	31
Lockers and Desks	31
Media Exposure	ii & 31
Medical Exclusion/Epi Pen Procedures	iv & 32
Mission Statement	1

Will be updated by final approval

TABLE OF CONTENTS

<u>Topic</u>	<u>Page(s)</u>
Non-Custodial Parents	32
Participation of Students	33
Pesticide Management Policy	iii
Philosophy of the Wolcott Public Schools	1
Physical Exercise and Discipline of Students	33
Physical Restraint/Seclusion	33-41
Prohibiting Physical Activity as Punishment	33
Promotion and Retention	42
Property Damage/Restitution	43
Proper Playscape Usage	iii
Reasonable Use of Physical Force	43
Residency	43
Rollerblading, Roller-skating, Skateboarding, and Scooters	44
Safe School Climate	44
Safety: Student Dismissal Procedures	44
School Ceremonies and Pledge to the Flag	45
Search and Seizure Policy	45
Security Measures	iv
Sexual Harassment	45
Signature Page/record of Annual Parent Handbook Notification, Weapon, Pesticide	vi
Smoking Policy	46
Students with Special Health Care Needs	47
Students left at Elementary School at closing and afterhours	51
Student Nutrition & Physical Activity—Student Wellness	47
Suicide Prevention	51
Surveys of Students	52
Suspension and Expulsion/Due Process Policies	52-56
Terrorist Threats/Acts	56
Textbook Care and obligations	57
Transportation Complaints	57
Truancy	57
Video Surveillance	57
Visitors	57
Weapons/Dangerous Weapons	i & 58
Wolcott Public Schools Five Year Goals 2014-2019	1
Wolcott District School Calendar 2019-2020	59
Wolcott District School Calendar 2020-20201	59

WOLCOTT PUBLIC SCHOOLS:

MISSION STATEMENT

The mission of the Wolcott Public Schools is to promote the academic, social, and emotional development of all students to become contributing members of the global community.

PHILOSOPHY

The public school is one of the most important forces in America devoted to the total development of human potential. An efficient and effective learning program involving the transmission and utilization of knowledge, skills and attitudes will enable students to develop their potentials as individuals and to make a useful contribution as members of society.

To accept a realistic evaluation of themselves, their ambitions and their environment, students are encouraged and directed to study and research independently, think logically and communicate ideas meaningfully. Students are guided in their interpretation of the modern world through an appreciation of their democratic heritage so they may be discerning in their choice of competent leadership and become intelligent participants in their communities and vocations. Moral, ethical and aesthetic values are exemplified as indispensable guides to richer and more rewarding living. Fundamental to this process is the conviction that every student must be regarded as an individual worthy of our sincere interest, respect and best efforts.

FIVE YEAR GOALS 2014-2019

Goal 1 – High Individual Expectations for Students

To set high expectations for each student to meet his/her individual academic potential to prepare him/her for the challenges of the 21st century.

Goal 2 – Environment for Learning

To provide an optimal environment where students feel safe and secure to learn, grow and develop.

Goal 3 – High Performance Standards

To maintain high standards of performance and professional conduct by Wolcott Public School personnel and related community members and organizations.

Goal 4 – Social and Emotional Development

To foster, support and aid the social and emotional development of students in partnership with parents and the community.

Goal 5 – Citizenship

To prepare students to become responsible citizens by providing learning opportunities within the community.

VISION OF THE GRADUATE

To guide long-range, strategic planning and implementation of programs, the Wolcott Board of Education has prepared and ratified the following list of skills, knowledge, and dispositions that define its aspirations for all students. It is important to note that this vision encompasses a child's thirteen-year journey through our school system. The word "graduate" should not be interpreted to pertain only to high school students. These are attributes to be developed across the full grade span.

THE WOLCOTT PUBLIC SCHOOLS GRADUATE:

TAKES A PROACTIVE AND SELF-DIRECTED APPROACH TO LEARNING.

- Is willing and capable of improving upon past performance.
- Demonstrates the ability to learn and adapt to new environments and challenges.
- Shows intellectual curiosity.
- Makes connections in their ongoing learning across content areas.
- Sets personal goals and can implement strategies to achieve them.
- Perseveres in the face of adversity and challenge.
- Uses current technologies in ethical and effective ways.

ENGAGES IN AND CONTRIBUTES TO THEIR LOCAL COMMUNITY AND BEYOND.

- Shows a tolerance for difference, empathy, and a willingness to defend the rights of others.
- Demonstrates a true commitment to civic involvement and responsibility.
- Demonstrates employability skills and self-confidence.
- Can have a respectful and productive disagreement or debate.

DEMONSTRATES CRITICAL CORE KNOWLEDGE AND SKILLS.

- Can read, view, understand and communicate complex topics across multiple subject areas.
- Can form hypotheses, select and implement strategies, execute formulas, and check work to solve problems.
- Shows an appreciation of the role of the arts across world cultures.
- Understands how current events and historical concepts impact the present and future.
- Possesses skills that support independent and responsible living.

EQUAL OPPORTUNITY STATEMENT

The Wolcott Board of Education complies fully with all regulations in the Americans with Disabilities ACT (**ADA**) and Section 504, Title VI, and Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972 (gender equality).

The District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability, marital status or age or because of the race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, marital status or age of any other persons with whom the individual associates. The District provides equal access to the Boy Scouts and other designated youth groups.

In keeping with requirements of federal and state law, the District strives to remove any vestige of discrimination in employment, assignment and promotion of personnel; in educational opportunities and services offered to students; in student assignment to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials, and in accommodating the public at public meetings.

The Board encourages staff to improve human relationships within the schools and to establish channels through which citizens can communicate their concerns to the administration and the Board.

All of its educational programs are offered without regard to race, color, creed, national origin, sex or handicapping condition. The Wolcott Public Schools has an Equal Education Opportunity Policy. The following persons have been appointed as district compliance officers:

Title VI (race, color, national origin) - Mr. ~~Frank Purearo~~, **Shawn Simpson** Assistant Superintendent 203-879-8183

Title IX (sex equity) - Mr. ~~Shawn Simpson~~, **Matthew Calabrese** Principal 203-879-8160

Age Discrimination - Mr. ~~Frank Purearo~~, **Shawn Simpson** Assistant Superintendent
203-879-8183

Section 504 (handicap) - Mr. Walter Drewry, Principal 203-879-8164

ADA, FERPA - Mr. Kevin Hollis, Director, Pupil Services 203-879-8178

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

Federal civil rights laws prohibit discrimination against an individual because he/she has opposed any discrimination act or practice or because that person has filed a charge, testified, assisted or participated in an investigation, proceeding or hearing. ADA further prohibits anyone from coercing, intimidating, threatening or interfering with an individual for exercising the rights guaranteed under the ACT.

ACCEPTABLE USE POLICY (AUP)

In its approved AUP, Wolcott's Board of Education has described the behaviors that it expects of your child whenever he/she is using the district's educational computer devices and networks. The AUP lists district expectations for personal safety, system security, respecting privacy and resource limits and legal issues, such as copyright, threatening and harassment. You should be aware that because these technologies are provided solely for educational purposes, some behaviors that are acceptable on your home computer are not appropriate for school technologies. Teachers will review the AUP with students during class instruction. Copies are available in the school office.

ADMISSION/PLACEMENT

Admission

District schools shall be open to all children five years of age and over who reach age five on or before the first day of January of any school year. Each such child shall have, and shall be so advised by the appropriate school authorities, an equal opportunity to participate in the program and activities of the school system without discrimination on account of race, color, gender, religion, national origin or sexual orientation. Exceptions from routine admission may be made by the school principal on the basis of supporting evidence from physical and psychological examinations.

The parent or person having control of a child five years of age shall have the option of not sending the child to school until the child is six years of age. The parent or person having control of a child six years of age shall have the option of not sending the child to school until the child is seven years of age.

The parent or person shall exercise such option by personally appearing at the school district office and signing an option form. The district shall provide the parent or person with information on the educational opportunities available in the school system.

Each child entering the district schools for the first time must present a birth certificate or offer legal evidence of birth data, as well as proof of a recent physical examination and required immunizations. Proof of domicile may also be requested by the building principal.

Children who have attained the age of sixteen and who have voluntarily terminated enrollment in the district's schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination.

According to Connecticut General Statute 10-76d(b2), special education will be provided for children who have attained the age of three and who have been identified as being in need of special education, and whose educational potential will be irreparably diminished without special education.

Student Classroom Placements

Children who apply for initial admission to the district's schools by transfer from nonpublic schools or from schools outside the district will be placed at the grade they would have reached elsewhere pending observation or evaluation by classroom teachers, guidance personnel, and the school principal. After such observations and evaluations have been completed, the Principal will determine the final grade placement of the children.

Children already attending Wolcott Elementary Schools are placed by a team of teachers. Placement teams are configured with Grade Level Teachers, Reading Specialist, Special Education Teacher, Speech Language Pathologist, other staff as needed and the Principal. The team considers each child's educational and behavioral needs when making placements. These needs are considered within the make-up of the children on the grade level. Classes are heterogeneous groupings balanced by gender, academic and behavioral needs. Parental input maybe considered. These assignments are reviewed by the Principal who makes all final placement decisions.

ATTENDANCE/TARDINESS/EARLY PICKUPS

Connecticut State Law requires parents/guardians to cause their children to attend school regularly during the hours and terms the public school is in session. Learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction.

The intent of the Board's Attendance Policy is to emphasize the importance of regular participation in classroom activity and to enhance the successful learning of students. All parents/guardians will be informed of this attendance policy at the beginning of the school year. Parents/guardian will be notified in writing when 50% and again when 75% of the maximum number of allowed absences has been taken.

All students are expected to attend school for the full day schools are in session. No student shall be allowed to leave the school grounds at any time without (1) written permission from the parents or guardians, and (2) the Principal's or his/her designee's authorization. Nor shall any child enrolled in grades pre-kindergarten through eighth be dismissed except in care of a parent, guardian, or known authorized person.

ATTENDANCE/EXCUSES/DISMISSAL

Attendance

Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. 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.

NOTE: <i>P.A. 15-225 requires the SBE to define "disciplinary absence: by January 1, 2016 to assist local boards of education calculate district and school chronic absenteeism rates.</i>
--

ATTENDANCE/EXCUSES/DISMISSAL (Continued)

Definitions (related to chronic absenteeism)

Chronically absent child: An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

Absence: An excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education or an in-school suspension that is greater than or equal to one-half of a school day.

District chronic absenteeism rate: The total number of chronically absent children in the previous school year divided by the total number of children under the jurisdiction of the Board of Education for such school year.

School Chronic absenteeism rate: The total number of chronically absent children for a school in the previous school year divided by the total number of children enrolled in such school for such school year.

Truancy

Because Ct. General Statutes 10-198a defines four unexcused absences in a month or ten unexcused absences in a school year as the criteria under which a student is considered truant it is important that all stakeholders understand the above guidelines, which shall be maintained in the Regulations for Policy 5112(a).

Absent

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 not “in attendance” is considered absent. A student who is serving an out-of-school suspension or expulsion should always be considered absent.

- A. An absence is recorded when a child is absent for the entire school day.
- B. A full day absence is recorded when a child is dismissed within ninety (90) minutes (anytime before 10:35 AM) from starting time.
- C. A one-half day absence is recorded if a child is dismissed after ninety (90) minutes (anytime after 10:35 AM starting time and before one hundred five (105) minutes anytime after 1:35 PM from end of day).
- D. A full day of attendance is credited and recorded if a child is dismissed within one hundred five (105) minutes (anytime after 1:35PM) of the end of day.
- E. Arrive before 10:30—Full Day. Arrive between 10:30-12:00—Half Day. Arrive after 12:00—Absent.

ATTENDANCE/EXCUSES/DISMISSAL (Continued)

Excuses

A student's absence from school shall be considered "excused" if written documentation of the reason for such absence has been submitted with 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:
1. Student illness (must be verified by a licensed medical professional to be deemed Excused, regardless of the length of the absence);
 2. Student's observance of a religious holiday;
 3. Death in the student's family or other emergency beyond the control of the student's family.
 4. Mandated court appearances (documentation required);
 5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
 6. 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:
1. The absence meets the definition of an excused absence and meets the Documentation requirements; or
 2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

The required mailed notice shall include a warning that two unexcused absences from school in one month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the acts or omissions of the child are such that the child's family is a family with service needs.

Responsibility for completion of missed classwork 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. Refer to Policy #5113(6).

See Page 32 Absence Reporting Procedures

ATTENDANCE/EXCUSES/DISMISSAL (Continued)

Absence Reporting Procedures

Parent or guardian notes and other documentation are central to determining whether a student's absence is excused or unexcused. While a note from a parent or guardian will likely be the most common form of documentation, other methods of reporting a student's absence are acceptable. For example, a parent or guardian can report the student's absence in person to an authorized school official.

Reporting of Each Absence

An incidence of absence is a set of consecutive school days on which the student is absent. If a student is out three consecutive days, that is one incidence of absence; therefore, only one note is needed. If the student is out three days but attended school one day between day two and three, the student has two incidences of absence and needs two notes.

Dismissal

No school, grade, or class may be dismissed before the regularly scheduled dismissal time without the approval of the Superintendent or his/her designee.

No teacher may permit any individual student to leave school prior to the regular hour of dismissal without the permission of the Principal.

No student may be permitted to leave school at any time other than at regular dismissal without the approval of the student's parent/guardian. If a court official with legal permission to take custody of a child, or if a police officer arrests a student, the parent/guardian should be notified of these situations by the administration.

Families without Health Insurance

In some cases where families who lack health insurance cannot meet the Level 2 requirement to obtain a note from a licensed medical professional for absences due to illness, the school nurse may evaluate the ill student, either in person or over the telephone, and, where appropriate, provide the required documentation.

Retention

Any elementary or middle school student exceeding fifteen (15) days of absences will be considered for retention.

The final decision on retention due to absences that exceed fifteen (15) days will be made by school administrator, who will review case in relation to Board of Education attendance guidelines and procedures.

Tardiness and Cutting Classes

Under no circumstances will tardiness or cutting of classes be sanctioned.

Any student who is frequently tardy to school without adequate excuse shall be warned and reported to the parent/guardian. Penalties for tardiness and cutting classes shall be imposed via warnings, detentions and grade reduction for frequent offenders.

For entire Attendance/Excuses/Dismissal visit the website at Wolcottps.org under Policies

Back to School Forms

All Back to School forms will need to be filled out by parent by the third Friday of the Month of Sept. Students will not be allowed to participate on Playground equipment nor use any technology equipment unless for testing purposes.

BUS BEHAVIOR

School Transportation privileges are extended to students upon their satisfactory behavior on the bus. Students are advised that they may be suspended from transportation services and/or school for unsatisfactory conduct, while waiting or receiving transportation to and from school, that endangers persons or property or violates Board policy or administrative regulation. Regulations for the Conduct of Pupils Riding on School Buses:

1. The driver is, at all times while pupils are being transported to and from school, in full charge of the bus and of all pupils riding therein. He/she is required to enforce all rules and regulations adopted by the school authorities for the conduct of pupils riding on the bus.
2. Pupils must ride assigned bus.
3. Pupils who must cross the street for the purpose of entering or leaving the bus must cross in front of the stopped bus.
4. Pupils must take a seat (the heater is not a seat) when they enter the bus loading from back to front under the driver's supervision and remain seated while the bus is in motion.
5. Pupils shall move from one seat to another only by permission of the driver and at a time when the bus is not in motion. They should get on and off the bus only when the bus is fully stopped.
6. Conduct on the bus shall be substantially like classroom conduct, except that reasonable conversation is permissible.
7. No indecent or profane language shall be permitted on the bus, nor any rowdyism or loud talking.
8. Unnecessary conversation with the driver is prohibited.
9. The use of gum on the bus is prohibited.
10. Smoking and the lighting of matches on the bus is prohibited.
11. Pupils must not throw wastepaper, hats, caps, books, lunches or other articles while in or about the bus.
12. Pupils must not at any time extend their arms or head out of the bus window.
13. Bus windows shall not be opened without permission from the driver.
14. Pupils shall assist in keeping the bus clean, sanitary and orderly and shall refrain from damaging or abusing the bus, its cushions or other equipment.
15. Upon entering or leaving the bus, pupils shall avoid crowding or in any way disturbing others.
16. Each pupil shall occupy his/her share of the seat only.
17. No pupil shall leave the bus without permission from the driver or proper school authorities, except at his/her stop or at the school.
18. Pupils shall enter or leave the bus only at the front door, except in case of emergency.
19. Pupils must be on time and at all times cooperate in keeping the bus on schedule.
20. Pupils must not stand on the traveled portion of the highway while waiting for the bus.
21. Pupils shall at all times be courteous to the teachers, bus driver and all other persons along the route.
22. Pupils shall keep away from buses on which they are not scheduled as passengers and shall not deface them or any of the other equipment.
23. Pupils, who damage, injure or deface any bus or any equipment on any bus shall be held liable for such damage. (In this respect, the statutes of the State of Connecticut clearly place financial responsibility on the parent/guardian.)
24. Passengers shall not eat on the bus.

BUS BEHAVIOR (Continued)

A written request must be submitted by the parent/guardian to the principal of the school for his/her approval each time a child is to take a bus other than their regular one.

- A. Pupils may be suspended or excluded from transportation privileges for serious and/or repeated (4-offenses within a 3 month period) infractions of rules or violation of Board of Education policies regarding student conduct. All suspensions and exclusions will be in accordance with State Statues and Board policy.
- B. Documented discipline problems on buses or vans shall be handled by the pupil's Bus Driver and/or Principal of the school the pupil attends including technical school pupils, magnet school pupils and other pupils assigned to public schools.
- C. Particularly dangerous or disruptive behavior, as determined by the administering authority, may result in immediate suspension of up to ten (10) days.
- D. Any offense involving weapons and/or sale and/or distribution of controlled substances will result in expulsion proceedings as provided for under the Board of Education Policy.

CAFETERIA DISCIPLINE

A. Regulations

- 1. Upon entering, each child will place personal material on the assigned table (where it applies) and then walk to the hot lunch or milk line. After getting their lunch or milk, students will move to their assigned table or area and be properly seated.
- 2. Leaving the dining area will only be permitted in an emergency. Please remember to:
 - a. Take everything you need with you to the lunchroom.
 - b. Use the lavatory before going to lunch.
 - c. Students must be picked up by teacher or given verbal permission from aide to leave the lunchroom before dismissal for an alternate activity.
- 3. Be courteous and use good manners:
 - a. Speak in a normal tone to those seated around your table.
 - b. Use appropriate table manners.
 - c. Food should not be traded, shared or thrown.
 - d. Raise hand if help is needed.
- 4. Follow directions of the staff member who is in charge.
- 5. Remain in your seat until dismissed.
- 6. Clean up is every student's responsibility.
- 7. Leave the dining area silently and in an orderly manner following the directions of the adult in charge.

Consequences

- 1. 1st infraction warning
- 2. Continued infractions – written incident report/principal conference
- 3. Student's appropriate cafeteria behavior will be rewarded

Parents, grandparents, community members and seniors are always welcome to visit our schools and have lunch with the children in our cafeteria. We ask that you make a reservation one week in advance for your lunch order with the cafeteria staff so they can plan appropriately. Please understand that all visitors must abide by cafeteria rules. Lunchroom Aides are primarily responsible to supervise the children in the cafeteria. Visitors are always asked to stop at the **Security Desk** ~~main office~~ to sign in and receive a visitor's pass.

Cafeteria—School Lunch Charging

The District uses Horizon Software International and MyPaymentsPlus.com, an automated prepayment system, which allows parents-guardians to view their child's meal account balance and purchases, received low-balance notifications, as well as, make deposits, to their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child's school meal account. The best way for parents to know what the child's account balance is at any time is to set up a free viewing account @www.MyPaymentsPlus.com.

Any student whose account has insufficient funds and does not bring a meal form home may charge lunch meals. Negative balance status can be avoided by making a payment in the form of cash, check, or by credit card to the www.MyPaymentsPlus.com website. Negative balance letters will be sent home weekly to any student owing. No snacks or a-la-carte items may be charged. If a student with a negative balance attempts to purchase a-la-carte items with cash, the money must first be applied to the negative balance.

Parents are responsible for providing meals or meal money for their student(s). Charging is for emergencies only. Repayment is expected without delay. If the parent or guardian continues to fail to provide the student with lunch money, district personnel (administration) will be contacted to assist on behalf of the student. Students who habitually charge or have negative balances over \$15.00 may have privileges withheld example: athletics, clubs, graduation ceremonies, field trips or other school activities.

CELLULAR PHONE

Students shall not use a cellular phone during school hours unless given explicit permission by a faculty or staff member.

CHEATING

Cheating by students is defined as attempting to take credit or taking credit for someone else's work, using unauthorized materials, or otherwise acting to deceive the evaluator in an assignment, project, test or any other graded student work.

Consequences

Students caught cheating will be subject to the following consequences.

1. First Offense - A grade of zero assigned to the student work with no make-up permitted. Parents will be notified of the cheating by the teacher.
2. Second Offense - A grade of zero assigned to the student work with no make-up permitted. Parents will be notified of the cheating by the teacher. A written punishment assignment will be assigned to the student by the teacher, signed by the Parent/ Guardian and submitted to the Principal.
3. Third Offense - A grade of zero assigned to the student work with no make-up permitted. A conference will be scheduled to include: The Parent/Guardian, Teacher, Student and Principal. Reasons for cheating should be clarified and an action plan developed. Appropriate consequences should be included in the plan.

CHILD ABUSE/REPORTING

Connecticut law requires certain citizens to report suspected child abuse and neglect. These mandated reporters are people in professions or occupations that have contact with children or whose primary focus is children. Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected, or is placed in imminent risk of serious harm. Mandated reporters are required to make a referral to the DCF Hotline as soon as practical but no later than 12 hours after the mandated reporter becomes aware of or suspects abuse/neglect or imminent risk of serious harm to a child or children.

(Refer to Policy#5141.4a)

CHILD IDENTIFICATION

The Wolcott Public Schools cognizant of the legal mandate, consistent with Philosophy of Education and in accordance with its basic conviction shall locate, identify and evaluate exceptional children ages birth to twenty-one years old. If eligible, special needs students will be provided with a sound program of education and educational services. Such students for the purpose of definition in this article shall include the exceptional (i.e. physically handicapped, hearing impaired, mentally retarded, learning disabled, socially/emotionally maladjusted, etc.)

CONFERENCE SCHEDULES FOR ELEMENTARY STUDENTS

2019 2020 2020-2021 Conference Schedules			
September	11 9	Wednesday	Curriculum Night
December	11 9	Wednesday	Parent Conference Night

CONFIDENTIALITY STATEMENT

FERPA – Federal Law also known as Buckley Amendment Protects the privacy of a student’s educational records and provides guidelines for the correction of inaccurate and misleading data through informal and formal hearings. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school. With few exceptions, an institution that receives funds under an applicable program of the U.S. Department of Education, may not disclose information about a student without a student’s written consent.

CYBER BULLYING

The District’s computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District’s Policy and of the District’s Acceptable Computer Use Policy and Procedures. Cyberbullying means any act of bullying through the use of the Internet, interactive and digital technologies, cellular telephone or other mobile electronic devices or any electronic communications.

CYBER BULLYING (Continued)

It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the Principal or Director of Technology. All reports of cyber bullying will be investigated by the administration. In situations in which the cyber bullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student. Disciplinary action may include loss of computer privileges, detention, suspension, or expulsion. A communicated threat or a hate crime will be reported to the police.

DISTRIBUTION OF MATERIALS BY STUDENTS (USE OF STUDENTS)

Printed materials may be distributed to parents by students as inexpensive means of mass communications. At the same time this procedure can prove objectionable to parents and the school district if overdone. To provide the most effective use of this technique without exploitation of staff or students, the Superintendent or his/her designee may approve such distribution providing:

1. The materials relate to the school, community, local recreational or civic activities.
2. The materials do not relate to any religious belief or activity, or promote private gain, or political position.
3. The materials do not promote any political party or candidate.

All requests from groups or individuals to have students distribute materials to people in the community, with the exception of requests from school-connected organizations like parent-teacher organizations or Board appointed citizens' ad hoc advisory committees, will be referred to the office of the Superintendent to determine whether the requests comply with overall school purposes and policy.

DRESS AND GROOMING GUIDELINES

Purpose

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

Requirements

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

DRESS AND GROOMING GUIDELINES (Continued)

All Schools

The following attire is specifically prohibited from wear in the public schools during the academic school day:

- Footwear that marks/damages floors or is a safety hazard such as beach sandals, flip-flop shoes, slippery soled shoes, excessively high heels, backless shoes, such as clogs and untied sneakers.
- Any text written on clothing that detracts from the education of children is not accepted in the school environment. This requirement also refers to words stenciled on pants and shorts bottoms.
- Beachwear such as tank tops, athletic style undershirts, tight fitting spandex style pants and shorts, fishnet tops, half shirts, clothing that exposes bare midriffs, halter tops, backless shirts.
- T-shirts that are sexually explicit, vulgar, offensively lewd or indecent or that contain profanity.
- Frayed or torn clothing.
- Undergarments worn as outer garments.
- Coats, jackets or attire normally worn as outerwear, gloves and hats.
- Head coverings of any kind, including, but not limited to scarves, bandanas, masks, kerchiefs, athletic headbands, hats, caps or hoods.
- Sunglasses (unless required by a doctor's order).
- Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article or attire with spikes or studs attached.
- Attire or accessories that depict logos or emblems that advertise or encourage the use of drugs, tobacco products or alcoholic beverages.
- Attire or accessories that are related to gang membership or gang activities.
- Blouses, shorts, miniskirts or pants that reveal the upper thigh or undergarments.
- Backpacks and/or book bags that obstruct the safe passage in the classroom or in the corridors.
- Jewelry that poses a distraction or safety concern.
- Any other clothing or attire which contain overly offensive or disruptive writing or pictures likely to unduly disrupt the educational environment, or which constitute "fighting words."

Dress Code Consequences

If a teacher deems a student to be dressed inappropriately, the teacher will act on the matter. A verbal warning will be given. A parent/guardian may be called and be advised to provide appropriate attire for the student to remain in school for the day. A student may be referred to the Principal who will inform him/her of necessary changes in dress. If student fails to remedy the problem, parents will be contacted. If the problem remains uncorrected, student will be subject to disciplinary action.

DRUGS, TOBACCO, ALCOHOL

It is the policy of the schools to take positive action through education, counseling, parental involvement, medical referral and police referral in the handling of incidents in the schools involving the possession, sale and/or use of behavior affecting substances. These substances shall include but not be limited to alcohol and controlled substances as defined by the Penal Code of the State of Connecticut. In the event that the student is under the influence of a drug, alcohol, inhalants, and over the counter drugs used inappropriately or engaged in the illegal activity of possessing or selling drugs and/or alcohol he/she will be suspended from school, possibly considered for expulsion, referred to the appropriate treatment agency and parent(s) will be contacted. Personal privacy rights of students shall be protected as provided by law. School authorities in the interest of maintaining health and safety may inspect school properties. **Inspections for the location of illegal substances, weapons, poisons and missing properties is a matter relating to health, school personnel in accordance with Search and Seizure Policies may regard suspicion that such contraband is present in the school as a reasonable purpose for inspection.**

The use of tobacco by students and the public is prohibited in school buildings, on school grounds, in school buses, and while attending ANY school sponsored activities. Penalties for the infraction of this regulation shall be established and enforced by each school within the district.

DRUGS, TOBACCO, ALCOHOL (Continued)

NO student shall inhale, ingest, apply, use or possess abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, or apply. Students who violate this policy shall be subject to disciplinary action, up to and including suspension and a recommendation for expulsion. Violators of this policy may also be required to complete an appropriate rehabilitation program.

Drugs, Tobacco, Alcohol - Regulations

It is the responsibility of the public schools of Wolcott to safeguard insofar as possible the health, character, citizenship and personality development of students in the schools. Since the use of controlled drugs constitutes a hazard to the wholesome overall development of students, the public schools of Wolcott shall:

1. Establish and provide for a K-2 curriculum relating to the effect of controlled drugs, alcohol and tobacco.
2. Establish and maintain operational procedures, which exercise direction over the possible use of controlled drugs, alcohol and tobacco within the school system.
3. Establish and maintain operational procedures to obtain proper assistance for students using controlled drugs and alcohol.
4. Establish and maintain appropriate procedures for adhering to the legal requirements relating to controlled drugs and alcohol.
5. Cooperate with Wolcott town bodies and those other town, state and private agencies who are involved in the health of students relating to the use of controlled drugs and alcohol.
6. Provide for other reasonable measures necessary to safeguard the health of students as related to the use or possession of controlled drugs, alcohol and tobacco.
7. Establish and maintain a continuing in-service education program for all teachers with specific emphasis on the recognition of behavior brought on by drug and alcohol use and the immediate steps that should be taken to bring problems to the attention of school authorities.

Use, Possession and Selling/Distribution of Alcohol/Other Drugs

In order to ensure the orderly and peaceful use of the public schools and public school grounds and to ensure the safety and welfare of minor children and other persons who use these premises for study, recreation, social and public functions, and other activities, and in accordance with Town Ordinance, no person shall consume any alcoholic liquor within any school building or on any school grounds, while attending any school function or taking part in any other activity on said premises; nor shall any person transport alcoholic liquor on to school grounds with intent to consume it there or to use it for any other purpose while attending a public function conducted thereon. **It is the policy of the schools to take aggressive action through education, counseling, parental involvement, medical referral, and police referral in the handling of incidents in the schools involving the possession, sale and/or use of behavior affecting substances.** The use or possession by a student, in a school building, on the school premises or at any school-sponsored and school-supervised event wherever held, of any alcoholic liquor is forbidden at any time. Offenders shall be subject to the following action:

1. Immediate suspension from school
2. Immediate notification of police
3. Immediate notification of parents/guardians
4. Recommended follow up with licensed resource agencies or certified counselors
5. Selling/distribution of alcohol/other drugs shall result in a referral to the Board of Education for expulsion

DRUGS, TOBACCO, ALCOHOL (Continued)

Staff Confidences to Students

If a student voluntarily tells a confidant on the school staff of a drug or alcohol problem, that staff member should maintain the confidence within the limits of his/her professional code of ethics, but not inconsistent with the provisions of the law (Section 10-145A as amended by P.A. 261 of 1971). The confidant should make every effort to guide the student to the kind of help he/she needs. In any event, the principal should be apprised of the situation immediately so that the staff member need not feel singly responsible for this confidential information.

Penalties

For the protection of other students in the public schools, the Board may expel and the Superintendent may suspend and even refer to the judge of the juvenile court or take other appropriate action, a student, whenever it is established to the satisfaction of the Board or the Superintendent, respectively, that the student has on school premises or elsewhere used, sold or been in possession of narcotics or other hallucinogenic drugs or substances or has inhaled or breathed the fumes of, or ingested, any poison classified as such by Connecticut Public Act 391 (1967) and any other related state or federal acts, or over the counter drugs for inappropriate use. Specifically the following action shall be taken for the indicated offense:

<u>Offense</u>	<u>Description</u>	<u>Administrative Action</u>
Possession of Alcohol	Possessing on person, in locker or desk, or knowingly holding alcohol belonging to others; or possession in a car on school grounds; or possession at any school-related activity on or off campus.	First Offense: 1. 5 days in-school suspension 2. Conference with parents, counselor, psychologist, and administrator.
Subsequent Offenses		1. 10 days in-school suspension 2. Conference with parents, guidance counselor and administrator 3. Referral to police
Drugs – Possession	Possessing on person, in locker or desk; or knowingly holding drugs belonging to others; or possession in a car on school grounds; or possession at any school-related activity on or off campus.	1. Home suspension for 10 days 2. Conference with parents, guidance counselor and administrator 3. Referral to police 4. Referral to Superintendent for possible exclusion
Drugs – Use of Drugs/ Alcohol	Being determined to be under the influence of drugs or alcohol by Administrator with consultation with school nurse.	1. Home suspension for 10 days 2. Conference with parents, guidance counselor and administrator 3. Referral to police 4. Referral to Superintendent for possible exclusion
Drugs – Selling Drugs/ Alcohol	Selling drugs or alcohol on school property	1. Referral to police 2. Home suspension 10 days 3. Referral to Superintendent for possible exclusion

DRUGS, TOBACCO, ALCOHOL (Continued)

Specifically the following action shall be taken for the indicated offense:

<u>Offense</u>	<u>Description</u>	<u>Administrative Action</u>
Drugs – Selling Drugs/ Alcohol	Selling drugs or alcohol on school property	1. Referral to police 2. Home suspension 10 days 3. Referral to Superintendent for possible exclusion
Drugs-any over the Counter products used Inappropriately	Being determined to be under the influence of drugs by an Administrator with consultation of school nurse	1. Referral to police 2. Home suspension for 10 days 3. Conference with parents, counselors, guidance and administrator. 4. Counseling for possible Substance abuse will be suggested 5. Referral to the superintendent expulsion.

Conferences with parents, guidance counselor or administrators shall include referral to persons or agencies where appropriate substance abuse prevention counseling is offered.

Move to page 4 under - Attendance/Tardiness/Early Pickups

EARLY RELEASE

All students are expected to attend school for the full day schools are in session. No student shall be allowed to leave the school grounds at any time without (1) written permission from the parents or guardians, and (2) the Principal's or his/her designee's authorization. Nor shall any child enrolled in grades pre-kindergarten through eight be dismissed except in care of a parent, guardian or known authorized person.

EARLY INTERVENTION TEAM

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

ELEMENTARY DISCIPLINE POLICY

Statement of Purpose

The following criteria have been established in order that a positive environment conducive to learning is provided for Wolcott elementary students. Each student, teacher, parent and administrator should be familiar with these standards so as to avoid confusion and allow for consistency. Each student will be properly instructed in rules and regulations of acceptable conduct; they shall then be responsible for understanding and complying with the standards of behavior described therein. Any student who fails to comply with these rules and regulations concerning student behavior is liable to accept the elementary school consequences and or suspension, exclusion, or expulsion.

A. General School Discipline

1. Walk quietly when passing in the halls
2. No gum chewing or foreign objects
3. Fighting/physical contact is not permitted
4. Show proper care in the use of the building and equipment

ELEMENTARY DISCIPLINE POLICY (Continued)

B. Classroom Discipline

It was recommended that each teacher discuss with his/her class and establish a set of classroom rules and consequences. These are to be reviewed by the principal and then they are to be posted in the room and a copy sent home to each child's parents/guardians so they are aware of what will be going on in the classroom. The following rules should apply in the classroom:

1. Upon arrival in the morning, each child should report to his/her classroom where he/she is to remain seated and reasonably quiet following classroom procedure.
2. Get permission to leave seat or classroom.
3. Raise hand and get permission to speak.
4. Follow directions first time they are given.
5. Keep hands and feet to yourself.
6. Inappropriate language is not acceptable.
7. Be quiet and do not interrupt if teacher is on the phone, talking to someone or when messages are given on the intercom.
8. Respect school property and the rights and property of others.
9. Use equipment properly.
10. Personal possessions may only be brought to school with permission of classroom teacher.
11. Remember to use please, thank you and excuse me and be considerate by sharing.
12. Be considerate and not noisy when others are doing their daily classroom assignments.
13. The classroom teacher may implement additional rules.
14. Students demonstrating good character traits will be rewarded. Was previously listed under Consequences.

C. Consequences

~~1. Students demonstrating good character traits will be rewarded.~~

When a student does not follow the elementary discipline policy noted in A-C, the following consequences will be assigned in sequential order.

- a. Teacher Responsibility
 1. Verbal or visual warning
 2. Implement classroom management plan or loss of a privilege
 3. Telephone contact with Parents/Guardians
- b. Principal Responsibility
 1. Conference with student
 2. Principal contact with Parents/Guardian
 3. Loss of privilege
 4. Detention (for consistent or serious infractions)
 5. Suspension (in accordance with state statutes and school board policy)
- c. Superintendent/Board of Education Responsibility
 1. Expulsion (in accordance with state statutes and school board)

EMERGENCY SCHOOL CLOSINGS

The Superintendent of Schools is authorized to close the schools in the event of hazardous weather or other emergencies, which present threats to the safety of students, school staff members, or school property, and on any occasion when the best interest of the students and/or community will be served. There is a School Messenger system in place to notify parents of early dismissals or closings of school along with local and regional stations. Please do not call the schools for this information. Parents/Guardians must have a "Child Care Plan" in place for these emergency situations when both parents may be at work during a daytime school closing.

EXEMPTION FROM INSTRUCTION

The Administration recognizes that the attainment of subject area knowledge is a building process for the learner, and gaps in this process can lead to a less well-educated person. For learning to occur, class attendance by students is essential; therefore, attendance policies are rigorous and strictly enforced. To meet the goals of public education, the Board of Education provides a K-8 instructional program that is required for all students; electives are introduced at the High School level where students must meet graduation requirements.

The Administration recognizes that circumstances may arise in which exemption from class attendance is requested by a student or a student's parent(s) or guardian(s). Also, the Administration recognizes the fundamental importance of parents in the education of their children and its policy is to grant reasonable parental requests for exemptions under certain circumstances. A student may be exempted from instruction upon the Principal's receipt of a written request from the student's parents or guardians:

Family Life Education

Connecticut General Statute 10-16e states that "no student shall be required ... to participate in any such family life program which may be offered within such public schools." Therefore, upon receipt of a written request from the student's parent or guardian by the Principal, a student may be exempted from family life education programs which teach the human reproductive system, sexually-transmitted diseases, contraception, parenting, family planning, nutrition, the emotional, physical, psychological, hygienic, economic and social aspects of family life within the family as part of the family life program.

1. Religious

Reasonable accommodation will be made in order to honor a request for exemption for a student's religious reasons. The parent or guardian of a minor must present a written request for exemption to the Principal stating the conflict involved.

2. Instructional Materials

Occasionally, objections may be made to specific instructional materials. If the issue cannot be easily resolved at the classroom level, the provision in the guidelines in Policy 6125 and its administrative regulations should be followed.

3. Other Reasons

While most requests for exemption should be covered by the above categories, an occasional request may not fall into an established category. To maintain consistency in the application of this policy, such request should follow the same administrative guidelines as listed below.

General Guidelines

- Any exemption should not interfere with the education provided to the other students in the class, put an undue burden on the smooth operation of the school, or negatively impact the school or district budget.
- Substance abuse education is required by Connecticut State Statutes 10-19(A) for all students annually and students are not exempt from instruction in this area.

EXTRACURRICULAR ACTIVITIES ELIGIBILITY

It is a privilege to participate in extracurricular activities. To retain this privilege, students must abide by rules laid down by both their advisors and school administration. Such rules are set up to insure safe, efficient, and fair participation in school activities. It is the responsibility of each participant to familiarize herself/himself with the individual activity's rules and the school rules enumerated in the handbook.

FIELD TRIPS AND EXCURSIONS

The Board of Education, cognizant of the inherent benefits to students participating in such a learning experience, endorses the principle of the well-planned educational field trip, and embraces such activity as an integral part of the school program.

Definition: A field trip is defined as a school-sponsored and school-chaperoned trip off school grounds on any given day consisting of one or more students that is taken in connection with the work of any organized class or activity. An extended field trip is defined as one which requires two or more school or vacation days and is initiated as an extension of the school program.

Planning: Field trips are valid only as they are carefully planned. Therefore, all field trips shall be carefully planned to achieve stated purposes and desired learning outcomes. Included in such planning and stated in writing shall be the purpose and educational value, the trip itinerary, the date of the trip, the mode of transportation, the approximate time of departure and return, the cost to the student, the insurance required, the number of students taking the trip and the arrangement for substitutes. The Principal shall establish emergency plans with trip sponsors prior to submitting the trip for approval.

Parental Permission: Each student participating in the field trip shall do so only with written or electronic parental permission. Signed or Electronic parental permission slips shall be in the hands of the teacher or advisor prior to each student's participation in the trip and shall be kept on file for a reasonable period of time thereafter.

Approval: All field trips initiated by the teacher or advisor must be planned in conjunction with the Principal, must be approved in writing by the Principal and ultimately by the Superintendent of Schools. All field trips so approved shall be reported to the Board of Education.

Supervision: Field trips at all times must be under the active and close supervision of the teacher or advisor and the responsible adult chaperones designated. The student chaperone ratio shall generally be 10:1. This ratio should be modified either to a higher or lower number to ensure the safety of students and a cost-effective level of expense. The school Principal shall establish the chaperone-student ratio for each trip.

Behavior: All policies and regulations in effect in the school relative to behavior and decorum will also prevail on field trips.

Evaluation: Pre-teaching, planning and evaluation shall always be part of any given field trip. Evaluation shall be made at the end of each such trip in accordance with set procedures and guidelines.

FUNDRAISING — Policy 1324 BOE Requirements

The Board of Education recognizes that fundraising projects undertaken by students, school clubs and organizations provide valuable support for educational programs or school activities. At the same time, the Board is concerned for the safety and welfare of the students. The Board of Education strives to safeguard from exploitation the students, parents, staff and community.

In conducting fundraising activities, the following guidelines shall be adhered to:

1. Fundraising support shall not ordinarily be in the category of materials, equipment or activities considered basic to the educational program and normally funded annually by the school system.
2. Fundraising activities must be sponsored by a recognized school club or group. They must have the permission of the Principal. The Principal or his/her designee may limit all items used for fundraisers and areas in which the fundraiser may take place.
3. The purpose of the fundraising project shall be explained to students and parents, and shall be of direct or indirect benefit to students enrolled in the school. All participation shall be voluntary on the part of students. No child may be assigned a minimum sales quota. Every child must receive a free and appropriate public education regardless of his/her degree of participation in the related fundraising activity.
4. The Superintendent and school administration shall ensure that a reasonable amount of fundraising is taking place at any one time across all schools in the district. Care must be taken to prevent overburdening parents and the community with several simultaneous and similar fundraising activities.
5. No child in grades K-8 may participate in out-of-school fundraising without prior written approval of parents or guardian.
6. Door-to-door sales projects undertaken by recognized school clubs or groups shall be limited. Students in grades K-5 may not participate in school-related door-to-door campaigns.
7. Each fundraising activity must have a specific reason, monetary goal and duration. Accurate and detailed records must be kept. These records must be available to school officials during the fundraiser, and a final written summary must be filed with school officials within a reasonable time.
8. The high school Principal shall make monthly reports about out-of-school fundraising activities to be conducted by students.
9. Concessions at school events or on school property are to be maintained with approval of and under the supervision of the administration.

FUNDRAISING—Policy 6142 Food & Beverage Requirements

School fundraising activities shall not involve food or beverages or shall only use foods that meet the District's nutrition standards and beverages that meet the requirements of state statute and federal regulations. However, beverages not meeting the requirements of state statute and federal regulations can be sold as fundraisers on school premises if they are sold at the location of an event occurring after the end of the regular school day or on the weekend, provided they are not sold from a vending machine or school store. Schools shall encourage fundraising activities that promote physical activity. The District shall make available to students, parents, teachers and school groups a list of ideas for acceptable fundraising activities, such as healthy foods and beverages or alternate non-food fundraisers.

School fundraising activities shall not involve food or beverages or shall only use foods that meet the Connecticut Nutrition Standards and beverages that meet the requirements of state statute and federal regulations. However, food items that do not meet the Connecticut Nutrition Standards and beverages not meeting the requirements of state statute and federal regulations can be sold as fundraisers on school premises if they are sold at the location of an event occurring after the end of the regular school day or on the weekend, provided they are not sold from a vending machine or school store. Schools shall encourage fundraising activities that promote physical activity. The District shall make available to students, parents, teachers and school groups a list of ideas for acceptable fundraising activities, such as healthy foods and beverages or alternate nonfood fundraisers.

Competition with nutritious meals served by the school food services operations must be minimized. Income from any competitive foods or beverages sold from 30 minutes prior to the start of any state or federally meal program until 30 minutes after the end of the program must accrue to the food service account.

Concessions

Food items that do not meet the Connecticut Nutrition Standards and beverages that do not meet the requirements of state statute and federal regulations can be sold at concessions operated at the location of an event that occurs after the school day or on the weekend, provided they are not sold from a vending machine or school store. Organizations operating concessions at school functions after school or on weekends should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

GRADING SYSTEM AND REPORT CARDS

In the process of evaluating student performance and reporting progress via grades and/or reportorial commentary, each teacher shall be guided by the conviction that students respond more positively to the opportunity for success than to the threat of failure and shall be guided by the philosophy that through performance objectives in the instruction program, academic achievement of students shall be possible and recognizable.

The letter grade/numerical grade correlation was developed to achieve the following results in *grades 4 through 12*, which reflects the minimum passing grade of 65%.

Elementary Students (Grade K to 5) will receive three report cards throughout the school year:

Report Card issued:	December 7
Second Report Card issued:	March 19*
Third Report Card issued:	Last Day

* Dates subject to change based on number of snow days.

Each student will receive an academic performance level based on yearlong academic standards in Language Arts, Mathematics, Science, Social Studies, Health, Art, Music, Physical Education and Social/Physical Development and Work Habits.

Academic Performance Levels:

4. Exceeding Grade Level Learning Standards
3. Mastering Grade Level Learning Standards
2. Progressing Towards Grade Level Learning Standards
1. Struggling to Meet Grade Level Learning Standards
- Not assessed at this time.

Letter Grade	Grades 3-5	Numerical Correlation Grades 6-12	Point Parameters
A		90-100	10
B		80-89	10
C		70-79	10
D		65-69	5
F		0-64	—

Report Cards on the elementary, middle and secondary school levels shall also include information of which, in the opinion of the administration, parents should be aware: i.e. days of absence from school, tardiness, absences from class, social conduct and academic effort.

Interim Reports shall be issued to students who are either failing or are performing below capability. Such reports logically shall be issued mid-way in each marking period, but teachers may issue such reports at any time at their discretion when a student's lack of progress indicates that the attention and cooperation of the home be directed to the situation.

Report Cards and Interim Reports shall be signed by the parent or guardian and returned to the school within two school days for K-8 students. High School Interim Reports shall be signed by the parent or guardian and returned to the school within five school days.

GRADING SYSTEM AND REPORT CARDS (Continued)

Uniform Grading Policy

The formula to be used for grading student's performance in the area of knowledge acquisition will be based evenly for every subject as defined below:

20% Classwork/Homework: Student will be

- 1) actively engaged in class;
- 2) communicate learning in class;
- 3) participates in groups; and
- 4) completes all assigned homework with accuracy.

80% Content Knowledge: Student will meet:

- 1) expectations of curriculum through standards based assessments;
- 2) expectations of curriculum through summative assessments, and through expectations of curriculum through standardized tests core tests. This category will be assessed through tests, quizzes, projects, and any other form of objective benchmark assessments.

HARASSMENT/ BULLYING

Bullying behavior by any student in the Wolcott Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school in accordance with B.O.E. Policy and Safe School Climate Plans.

Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Bullying takes many forms and can include many different behaviors, such as but not limited to: physical violence and attacks; verbal taunts, name-calling and put-downs including ethnically-based and gender-based verbal put-downs; threats and intimidation; extortion or stealing of money and/or possessions; exclusion from peer groups with the school.

Bullying outside of the school setting may also be addressed by the school administration if it has a direct and negative impact on a student's academic performance or safety in school.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available upon request.

HEALTH PROGRAM

Aids/Family Life/Personal Safety

State General Statutes and/or local policy require that school districts offer AIDS, Family Life and Personal Safety instruction for its students. The Wolcott School System is in compliance with this guideline as our newly revised Health Curriculum does include all three areas. State guidelines also allow a parent/guardian to exempt his/her child/children from AIDS, Family Life and Personal Safety instruction, upon written notification to the school authorities. If you wish to exempt your child from any of the above instructional activities, please write a letter to the attention of the school principal requesting such exclusion.

HOMEBOUND INSTRUCTION

Homebound and Hospitalized Instruction

Homebound and Hospitalized Instruction, as mandated by Section 10-7d-15 of the Connecticut State Board of Education Regulations, is a special education program designed to ensure the continuity of a student's education. The Wolcott Board of Education will provide homebound and hospitalized instruction when deemed necessary.

Necessary Conditions

Homebound and Hospitalized Instruction shall be provided only when the Wolcott Public Schools finds that one or more of the following conditions applies:

1. A physician has certified in writing that the child is unable to attend school for medical reasons and has stated the expected date the child will be able to return to the school program.
2. The child has a handicap so severe that it prevents the child from learning in a school setting, or the child's presence in school endangers the health, safety or welfare of the child or others.
3. A special education program recommendation is pending and the child was at home at the time of referral.
4. The child is pregnant or has given birth and a physician has certified that homebound or hospitalized instruction is in the child's best interest and should continue for a specified period of time.
5. A child has been expelled from school.

Length of Absence

Homebound or hospitalized instruction shall be provided when a child's condition will cause an absence of at least three weeks duration. Provided nothing in the child's condition precludes it, such instruction shall begin no later than two weeks from the first day of absence.

Time and Place

Homebound and Hospitalized Instruction shall be provided for at least eight hours per week for children in grades Kindergarten through Five and at least two hours per day or ten hours per week for children in Grades Six through Twelve. Where evaluation data indicates that these time requirements are too great for the child, the Student Services Department may decrease instruction time. Instruction shall be provided at the Wolcott Public Library, as an adult must be present, or in the setting of the child's home or the hospital, to which the child is confined, provided an adult is present. The instruction shall not take place in a secluded location within the home or library.

HOMEBOUND INSTRUCTION (Continued)

Procedures

Requests for homebound and hospitalized instruction (HHI) should originate with the Nurse at the student's home school. All calls from parents should be directed to the School Nurse to expedite the HHI process.

The School Nurse will:

1. Contact the student's physician and will request a written recommendation for HHI. (It is sometimes possible that the HHI process will begin with verbal verification from the physician, followed later by the written recommendation.)
2. Complete the Request Form for Homebound Instruction Form upon receipt of the physician's written or verbal recommendation.
3. Contact the Building Principal and/or Guidance Counselor who will complete the Request for Homebound Instruction Form regarding the subject matter and teacher information.
4. Send the completed Request for Homebound Instruction Form along with the physician's written statement to the Office of Student Services for review by the Director.

The Office of Student Services will:

1. Evaluate the request for HHI to determine eligibility. (It is sometimes possible that Homebound Instruction may begin with verbal and written verification from the Director of Student Services, followed later by a Planning & Placement Team meeting.)
2. Schedule a PPT meeting for student identified as special needs for review and planning purposes.
3. Return an acknowledgement and status report to the Nurse and Building Principal.
4. Principal and/or Guidance Counselor will contact teachers to implement the homebound instruction.

The HHI Teacher(s) will:

1. Contact the family if the student is at home or the appropriate staff person if the student is hospitalized, in order to set up a mutually acceptable time and location for instructional visits.
2. Meet with the appropriate teacher(s), Principal, and/or Guidance Counselor prior to the first instructional visit and periodically thereafter to ensure the continuity of the student's educational program.

Termination of Services

1. Continued eligibility for HHI shall end and the student shall return to school upon receipt by the School Nurse of the physician's verbal or written recommendation.
2. The School Nurse will inform the Office of Student Services and the Building Principal about the student's return to school.
3. In the case of a student in need of special education, termination of HHI will require a Planning and Placement Team Meeting to define a transitional plan for services.
4. The Principals and/or Guidance Counselor will advise the HHI teacher(s) of such termination of services.

HOMEBOUND INSTRUCTION (Continued)

Responsibilities of the Special Education Department

The Office of Student Services is responsible for administering the policy for HHI in accordance with the guidelines provided.

The Office of Student Services will:

1. Evaluate all requests for HHI to determine eligibility.
2. Schedule meetings of the Planning and Placement Teams.
3. Maintain a list of certified teachers for HHI.
4. Guidance Counselors and/or Principals will contact certified teachers to implement HHI.
5. Maintain a Contact Log for each student indicating:
 - a. All telephone and/or written contacts with teachers and/or parents/students.
 - b. Receipt of appropriate forms.
6. Supply and explain appropriate reporting forms to HHI instructors.
7. Check all incoming Time Sheets for accuracy and send duly signed and approved Time Sheets to the Business Office for payments.
8. Follow-up on cases involving long-term HHI to ensure appropriate maintenance of academic program goals, and to ensure smooth transition upon return to regular school program.

Responsibilities of the Home-School Staff

In order to assure continuity in the student's educational program, the home-school staff must continue to assume major responsibility for the student. To this end, the home-school staff will:

1. Communicate to the HHI teacher that he/she is viewed as an integral member of the educational staff providing: temporary service to the student.
2. Provide appropriate instructional materials including textbooks, workbooks and supplementary supplies for use by the HHI teacher(s).
3. Share scope and sequence of the student's various courses of study with the HHI teacher(s).
4. Assist in developing appropriate modifications of the student's IEP or regular educational program depending upon the student's needs.
5. Make available adequate time for periodic meetings between the HHI teacher(s) and appropriate staff, as necessary.
6. Discuss and agree upon responsibilities for testing and/or evaluating student's progress.
7. Share with the Director of Student Services any comments or impressions relating to the overall performance of the HHI teacher(s)

HOMEBOUND INSTRUCTION (Continued)

Responsibilities of the HHI Teacher

The HHI teacher provides a very important, temporary link with the student, the student's family, and the school. In this role, the HHI teacher is serving as a representative of the school system and is expected to conduct himself/herself in an appropriate, professional manner. To this end, the HHI teacher(s) will:

1. Provide the Student Services Office with a copy of his/her teacher's certification.
2. Consult with the Office of Student Services regarding procedures, records and reports (time sheets, progress reports, etc.)
3. Consult with Building Principal, classroom teacher(s) and/or Guidance Counselor in order to become familiar with the work of the HHI student's classroom.
 - a. Determine the level of work to be provided for the student in regular education and prepare lesson materials that coordinate as much as possible with the regular classroom program.
 - b. Consult with the Office of Student Services in the case of a student already in a special education program in order to obtain specific guidelines for instruction.
4. Obtain appropriate instructional materials, books, supplies and equipment from the student's home-school.
5. Leave name and telephone number with the family, explain the goals of HHI and attempt to establish rapport between self and the student.
6. Establish a routine for homebound instruction. Preferably, instructional sessions should be in a specified area and at the same time of day. Avoid conflicting scheduled instructions.
7. Inform the student or parent in the event that a scheduled appointment must be canceled. (The HHI teacher may not authorize a substitute.)
8. Maintain a student folder containing attendance record, written objectives, and criteria used to determine accomplishments, progress reports and the student's completed projects. These materials should be used in conference with classroom teachers, the student, parents and/or the PPT.

Responsibilities of the Parents of the Homebound/Hospitalized Student

Parents of a student who is in temporary need of the HHI have a right to expect that instruction will be provided in accordance with all current guidelines. Parents may assist in establishing the HHI program by obtaining the necessary medical recommendations and/or by meeting with the PPT members. During the course of the HHI period, it is expected that parents will:

1. Have student ready, with books and other instructional materials, at the appointed time since instructional time is limited.
2. Help the student establish a routine for study between the visits of the teacher.
3. Provide transportation for the homebound Instruction to take place at the given site.
4. Inform the teacher in advance when the student is too ill for instruction or, in case of emergency in the family, so that, if possible, appropriate rescheduling may be arranged.
5. Inform school authorities promptly of all revised medical recommendations which may involve adjustment concerning such factors as the amount of homework, length of rest periods, amount of physical activity, and return to regular school, etc.

Forms: Request for Homebound Instruction; Notification of Homebound Instruction; Homebound Student Progress Reports; Return to School Notification; and Payroll for Homebound Instruction.

HOMEWORK

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

Basically, there are three types of homework:

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

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

Homework/Make-Up Work

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

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

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

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

HOMEWORK (Continued)

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

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

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

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

1. Guidelines for teachers

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

2. Guidelines for students

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

HOMEWORK (Continued)

3. Guidelines for parents/guardians

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

4. Guidelines for administrators

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

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

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

KINDERGARTEN REGISTRATION

Parents/Guardians of children who will be five years old on or before January 1, ~~2021~~ **2022** are asked to pre-register their child for Kindergarten by logging onto wolcottps.org, clicking on the New Student Pre-Registration Information link during the months of January and February, ~~2020~~ **2021**.

IMMUNIZATIONS

In accordance with Connecticut General Statutes, the Board of Education shall require each student to be protected by adequate immunizations against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilic influenza type B, hepatitis B, chicken pox (varicella), pneumococcal disease, hepatitis A, influenza, and meningococcal disease, unless medically contraindicated or failure to do so is based upon a written notarized statement that such immunization is contrary to the religious beliefs of the child and/or the child's parent/guardian.

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

LOCKERS AND DESKS

Any locker or desk assigned to a student by the school is the property of the school. The school reserves the right to inspect the locker or desk at any time if reason exists to suspect that material injurious to the best interests of the school is being kept therein. The student assignee of a locker or desk is responsible for the contents of the locker or desk at all times. This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

MEDIA EXPOSURE

From time to time events and activities in our schools are covered by the media (television, electronic, school newsletters and newspaper). If for any reason you do not wish to have your child's picture appear in these media sources, please send a note indicating this to your child's teacher with your signed parent handbook notification sheet.

MEDICAL EXCLUSION FROM SCHOOL AND EPI-PEN PROCEDURES

Epi-Pen

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

Medical Exclusion from School

In the hopes of clarifying any questions you may have regarding school policy on the exclusion of children from school for specific conditions, we have prepared the following list. Please keep this list for future reference. If you have any questions, please call your school nurse. She will be glad to help you.

Bronchitis, Croup	Child may return to school after two (2) days of adequate treatment,
Chicken Pox	Excluded for seven (7) days and rash has scabbed over,
Conjunctivitis (pink eye)	May return to school after one (1) day of adequate treatment or when cleared,
Fever	Child may return to school after temperature is below 100° for one (1) day,
Fifth Disease	Child may attend school,
Impetigo	May return after one (1) day of antibiotic treatment,
Lice	Child excluded until condition treated and child is completely cleared of lice and nits,
Pneumonia	Child may return to school after three (3) days of adequate treatment,
Strep Infections	Child may return to school after one (1) day of adequate treatment,
Vomiting and/or Diarrhea	May return after one (1) day without symptoms,
Shingles	May return with a note from physician—must be covered,
Scabies	Child may return to school after adequate treatment and note from physician,
Coxsackie	May return after one (1) day fever free.

NON-CUSTODIAL PARENTS

The school, unless informed otherwise, assumes that there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's school progress and activities. Unless there are special court-imposed restrictions, the non-custodial parent, upon written request may view the student's educational, medical or similar records; receive school progress reports; visit the child briefly at school; and have the opportunity to conference with the student's teachers. Only the custodial parent has the right to remove the student from school property.

PARTICIPATION OF STUDENTS

The Board prohibits the participation of students in activities which are not part of the normal educational and planned curriculum process during normal school hours. Permission for students to participate in activities of a non-educational nature must be obtained from the Superintendent or his/her designee who will ensure that the student's rights in terms of voluntary activities are maintained and that students are not exploited either knowingly or unknowingly.

PHYSICAL EXERCISE and DISCIPLINE OF STUDENTS

The Board of Education (Board) recognizes that a positive approach toward exercise and physical activity is important to the health and well-being of students. All aspects of the school experience should encourage students to have a healthy attitude toward exercise and promote the life-long enjoyment of physical activity. Therefore, when school employees impose disciplinary consequences for student misconduct during the regular day, the following restrictions shall apply:

1. Loss of Recess as Disciplinary Consequence

Except as provided below, school employees may NOT prevent a student in elementary school from participating in recess or in other sustained opportunities for physical activity during classroom learning as a form of discipline.

Recess and other physically active learning opportunities may include movement-oriented learning activities in the academic environment, physical activity breaks, and regularly scheduled school wide routines and events that engage students in physical activity that is the time devoted each day (at least 20 minutes) to physical exercise in the District's elementary schools.

Loss of recess or other physically active learning opportunities as a form of discipline may be permitted on a case-by-case basis if approved in writing by the building administration prior to the imposition of the discipline. Such approval may be granted for safety reasons, as a last resort before in-school suspension, or in extraordinary situations when alternative strategies to address student misconduct have been ineffective. This restriction shall not apply to students who are receiving in-school suspension.

2. Prohibiting Physical Activity as Punishment

Schools shall prohibit the use of physical activity (such as required running or push-ups as punishment) and withholding of physical education class and other forms of physical activity as punishment. Recess or other opportunities for physical activity shall not be withheld as a measure to enforce the completion of academic work. (See Policy 5144.4)

3. Recess—Daily

All elementary school students shall have at least 20 consecutive minutes a day of supervised recess, preferable outdoors, during which schools should encourage moderate to vigorous physical activity and provide space, equipment and an environment that is conducive to safe and enjoyable activity. Districts shall ensure that students with special physical and cognitive needs have equal physical activity opportunities, with appropriate assistance and services.

4. Physical Activity Opportunities Before and After School

All elementary, middle and high schools shall offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. Districts shall offer a range of activities that meet the needs, interests and abilities of all students, including boys, girls, students with physical and cognitive disabilities, and students with special health care needs. After-school, childcare and enrichment programs shall provide and encourage—verbally and through the provision of space, equipment and activities—daily periods of moderate to vigorous physical activity for all participants.

PROMOTION AND RETENTION

All decisions concerning the promotion, retention or graduation of students will always be made after prior notification and explanation to each student's parents or guardians, but the final decision will rest with the school principal who will make his/her decision on the basis of all aspects of the child's needs including the wishes of the student's parents/guardians.

Based on the premise that retention may be beneficial to some students, it is generally agreed that the earlier the retention, the more effective it will be for such students. On this basis, it is desirable that as soon as the need for retention is indicated, procedures need to be initiated to facilitate the process. The prime objective, however, will always be to establish optimum student learning and concomitant promotion.

If parents/guardians do not agree with the principal's decision for promotion or retention, they will indicate their disapproval in writing. If the principal does not agree with the parent's/guardian's position, the matter will be referred to the Superintendent of Schools. If the student's parents/guardians object to the position of the Superintendent, they have the right to bring the matter to the Board of Education.

A student's achievement of the skills for the grade for which the student is assigned and the student's readiness for work at the next grade level shall be required before he/she is assigned to a higher grade. Students who have mastered the appropriate skills will be promoted, and those who have not will be retained.

In evaluating student achievement each teacher shall make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized results, and teacher observation of student performance. The teacher shall take into consideration the learning potential of the student and the affects of any handicapping condition on that student. The Principal shall direct and aid the teachers in their evaluations and review grade assignments in order to assure uniformity of evaluating standards.

Whenever a retention is being considered, but no later than the end of the second marking period, the teacher shall confer with the Principal and other staff members involved with the child, such as the child's special teachers and counselor. The parent shall be invited to a meeting with the teacher, principal, and other staff members no later than March 1st for discussion of the matter. This discussion shall consist of an explanation to the parents of their child's current academic standing in relationship to the group, and his or her own individual ability. Goals will be set for the third marking period. ~~During the first two weeks of the fourth marking period another meeting will be held to review the goals and the students' progress.~~ By May 15th the teacher will contact parents with results of student's progress towards goals. At this time a tentative decision of retention shall be made. The final decision regarding retention will be made by the Principal after conferring with all staff members involved. Parents shall be notified of this decision, in writing prior to the last week of school.

Criteria for Retention

Elementary Schools use a combination of the following criteria to determine retention candidates. Parents will be notified in February by letter of any potential student retention candidates. It is recommended that parents contact the principal and class teacher to discuss the recommendation upon receipt of the notification. A final decision will be made by the last week in May.

Data Sources

Standards

- | | |
|-------------------------------|---|
| 1. Report card information | Experiencing difficulty in more than 30% of areas indicated by report card. |
| 2. Current reading assessment | Greater than one year below grade level common to grade levels. |
| 3. Writing samples | Below district exemplars. |
| 4. Current math assessments | Below passing average common to grade levels |
| 5. Results of Light's Scale | Total score – good to excellent range for retention. |
| 6. Academic History | Other information supporting retention such as high absence, behavior, developmental delay. |

PROPERTY DAMAGE/RESTITUTION

The parent or guardian of any minor/unmarried child, who willfully cuts, defaces or otherwise injures in any way any property real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed by state law. Damage shall include intentional unauthorized modifications made to computer hardware and/or software.

The parent or guardian of a minor child shall also be held liable for all property belonging to the school system lent to the student and not returned upon demand of the school system. The student may also be subject to disciplinary action.

REASONABLE USE OF PHYSICAL FORCE

Reasonable physical force may be used to the extent that a teacher or other person entrusted with the care and supervision of a minor for school purposes believes it necessary to:

- a. Protect him / her self or others from immediate physical injury.
- b. Obtain possession of a dangerous instrument or controlled substance, upon or within the control of the student.
- c. Protect property from physical damage.
- d. Restrain student or remove student to another area to maintain order.

Physical Force may NOT be used as a disciplinary measure.

RESIDENCY

All Wolcott resident students are entitled to free school privileges.

Any student residing in Wolcott with Wolcott resident(s) other than the student's parent(s) or legal guardian(s), and whose student's parents(s) or legal guardian(s) reside(s) outside the Town of Wolcott shall be entitled to free education in the Wolcott School System if the following occurred:

- (a) It is the present intention of the student that residence with Wolcott residents other than the student's parent(s) or legal guardian(s) shall be permanent and without payment to the Wolcott resident for the furnishing of said residence.
- (b) It is the present intention of the parent(s) or legal guardian(s) of said student that residence with Wolcott residents other than the student's parents(s) or legal guardian(s) shall be permanent and without payment to the Wolcott resident for the furnishing of said residence
- (c) It is the present intention of the Wolcott resident (with whom the student will reside) that such residence shall be permanent and without Payment.
- (d) It is the intention of all those parties that the residence in Wolcott is not solely for the purpose of schooling.

Administrators are required to investigate, or have investigated by professional services, complaints about violations of the residency policy. Persons who knowingly violate the residency policy may be subject to prosecution under law for theft of services.

Affidavits for Purposes of Residency Forms must be completed when nonresident parents enroll a child. Such documents are sworn to be true and accurate statements.

RESTRAINT AND SECLUSION LAWS IN CONNECTICUT

The following sets forth Connecticut law related to the physical restraint and seclusion of persons at risk, which can be found in Public Act 07-157, amending Connecticut General Statutes Sections 46a-150 through 46a-153, 10-76b, and 10-76d and Public Act 15-141. The Wolcott Board of Education mandates compliance with these laws at all times.

The following definitions apply to these procedures:

Life-threatening physical restraint means any physical restraint or hold of a person that (restricts the flow of air into a person's lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.

Psychopharmacologic agent means any medication that affects the central nervous system, influencing thinking, emotion or behavior.

School employee means a teacher, substitute teacher, school administrator, superintendent, guidance counselor, school counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the board of education or working in a public elementary, middle or high school; or any other individual who, in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the district's schools, pursuant to a contract with the board of education.

Student means a child (A) enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional board of education, (B) receiving special education and related services in an institution or facility operating under contract with a local or regional board of education, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.

Provider: A person who provides direct care, or supervision of a person at risk.

Assistant Provider or Assistant: A person assigned to provide, or who may be called upon in an emergency to provide, assistance or security to a provider or supervision of a person at risk.

Person at Risk: A person receiving care or supervision in an institution or facility operated by, licensed or authorized to operate by or operating pursuant to a contract with the Departments of Public Health, Developmental Services, Children and Families or Mental Health Addiction Services.

Life Threatening Physical Restraint: Any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means.

Physical Restraint: Any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head, including, but not limited to carrying or forcibly moving a person from one location to another. **The term does not include:** (A) Briefly holding a person in order to calm or comfort the person; (B) restraint involving the minimum contact necessary to safely escort a person from one area to another; (C) medical devices, including, but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; (D) helmets or other protective gear used to protect a person from injuries due to a fall; (E) helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan and is the least restrictive means available to prevent such self-injury or an exclusionary time out.

RESTRAINT AND SECLUSION LAWS IN CONNECTICUT (Continued)

Documentation and Communication (continued)

III. Procedures for Seclusion of a Student

No school employee shall use involuntary seclusion on a student EXCEPT as an emergency intervention to prevent immediate or imminent injury to the student or to others.

Seclusion of a student shall never be used as a disciplinary measure or as a convenience.

Seclusion shall not be utilized as a planned intervention in a student's behavioral intervention plan, individualized education program or plan pursuant to Section 504 of the Rehabilitation Act of 1973.

School employees, providers and assistants must explore all less restrictive alternatives prior to using seclusion. An Individualized Education Program Team ("IEP Team") may not incorporate the use of seclusion into a child's IEP.

School employees, providers and assistants must comply with all regulations promulgated by the Connecticut State Board of Education in their use of seclusion.

Monitoring

A school employee, provider or an assistant must frequently monitor any student who is placed in seclusion. The monitoring must be conducted by direct observation of the student.

A school employee, provider or an assistant must regularly evaluate the person in seclusion for signs of physical distress. The school employee, provider or assistant must record each evaluation in the educational record of the person who is in seclusion.

A school employee, provider must notify the parent or guardian of a student of each incident that the student is placed in seclusion.

The Principal/Director of Special Education must be notified of the following:

- a. each use of seclusion on a student;
- b. the nature of the emergency that necessitated its use;
- c. if the seclusion resulted in physical injury to the student; and

After seclusion occurs, the following information must be documented in the educational file of the student who was placed in seclusion:

- a, in the case of an emergency use, the nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise;
- b. a detailed description of the nature of the seclusion;
- c. the duration of the seclusion; AND
- d. the effect of the seclusion on the person's established behavioral support or educational plan.

RESTRAINT AND SECLUSION LAWS IN CONNECTICUT (Continued)

Definitions (continued)

Seclusion: The involuntary confinement of a person in a room from which the person is physically prevented from leaving. Seclusion does not include an exclusionary time out.

Exclusionary Time Out: The temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student's behavior.

II. Procedures for Physical Restraint of Persons at Risk

No school employee, provider or assistant shall under any circumstance use a life-threatening physical restraint on a person at risk.

No school employee, provider or assistant shall use involuntary physical restraint on a person at risk EXCEPT as an emergency intervention to prevent immediate or imminent injury to the person at risk or to others.

Physical restraint of a student or person at risk shall never be used as a disciplinary measure or as a convenience.

School employees, providers and assistants must explore all less restrictive alternatives prior to using physical restraint for a person at risk.

School employees, providers and assistants must comply with all regulations promulgated by the Connecticut State Board of Education in their use of physical restraint with a person at risk.

Monitoring

A school employee, provider or an assistant must continually monitor any student or person at risk who is physically restrained. The monitoring must be conducted by direct observation of the person at risk.

A school employee, provider or an assistant must regularly evaluate the person being restrained for signs of physical distress. The school employee, provider or assistant must record each evaluation in the educational record of the person being restrained.

Documentation and Communication

A school employee or provider must notify the parent or guardian of a student or person at risk of each incident that the person at risk is physically restrained.

The School Administrator/Director of Special Education must be notified of the following:

- a. each use of physical restraint;
- b. the nature of the emergency that necessitated its use; AND
- c. if the physical restraint resulted in physical injury;

After a physical restraint occurs, the following information must be documented in the educational file of the student who was physically restrained:

- a. in the case of an emergency use, the nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise;
- b. detailed description of the nature of the restraint;
- c. the duration of the restraint; AND
- d. the effect of the restraint on the person's established behavioral support or educational plan.

RESTRAINT AND SECLUSION LAWS IN CONNECTICUT (Continued)

IV. Exclusionary Time Out

Not later than January 1, 2019, the Board establishes the following requirements regarding exclusionary time outs, which include, but need not be limited to the following:

1. exclusionary time outs are not to be used as a form of discipline;
2. at least one school employee remain with the student, or be immediately available to the student such that the student and school employee are able to communicate verbally, throughout the exclusionary time out;
3. the space used for an exclusionary time out is clean, safe, sanitary and appropriate for the purpose of calming such student or deescalating such student's behavior;
4. the exclusionary time out period terminate as soon as possible; and
5. if such student is a child requiring special education, as defined in C.G.S. 10-76a, or a child being evaluated for special education, pursuant to C.G.S. 10-76d, and awaiting a determination, and the interventions or strategies are unsuccessful in addressing such student's problematic behavior, such student's planning and placement team shall convene as soon as is practicable to determine alternative interventions or strategies.

V. Responsibilities of the Superintendent/Director of Special Education

The Superintendent/Director of Special Education, or his or her designee, must compile annually the instances of physical restraint and seclusion within the District and the nature of each instance of physical restraint and seclusion.

The Superintendent/Director of Special Education, or his or her designee, shall report to the Connecticut State Department of Education any instance of physical restraint or seclusion that resulted in physical injury to the person at risk.

The Director of Special Education, or his or her designee, must, at each initial IEP Team meeting for a child, inform the child's parent, guardian, or surrogate parent, or the student if such student is an emancipated minor or eighteen years of age or older, of the laws relating to physical restraint and seclusion as expressed through this regulation, and of the laws and regulations adopted by the Connecticut State Board of Education relating to physical restraint and seclusion.

VI. Responsibilities of the Connecticut State Board of Education

The State Board of Education shall review the annual compilation of each local and regional board of education and shall produce an annual summary report identifying the frequency of use of physical restraint or seclusion on students and specifying whether the use of such seclusion was in accordance with an individualized education program (IEP) or whether the use of such physical restraint or such seclusion was an emergency. Such report shall be submitted on an annual basis as specified by the Department of Education.

The State Board of Education and the Commissioner receiving a report of serious injury or death resulting from a physical restraint or seclusion shall report the incident to the Director of the Office of Protection and Advocacy for Persons with Disabilities and, if appropriate, the Child Advocate of the Office of the Child Advocate.

The State Board of Education may regulate the use of physical restraint and seclusion of special education students in the public schools.

The State Board of Education shall adopt regulations concerning the use of physical restraint and seclusion in public schools.

RESTRAINT AND SECLUSION LAWS IN CONNECTICUT (Continued)

Students

Use of Physical Force

Physical Restraint/Seclusion/Exclusionary Time Out

The Board of Education (Board) believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all staff members within the district. To the extent that staff actions comply with all applicable statutes and Board policy governing the use of physical force, including physical restraint of students and seclusion of students, staff members will have the full support of the Board of Education in their efforts to maintain a safe environment.

The Board recognizes that there are times when it becomes necessary for staff to use reasonable restraint or place a student in seclusion. *to provide a safe environment for students.*

Definitions

Life-threatening physical restraint means any physical restraint or hold of a person that restricts the flow of air into a person's lungs, whether by chest compression or any other means, or immobilizes or reduces the free movement of a person's arms, legs or head while the person is in the prone position.

Psychopharmacologic agent means any medication that affects the central nervous system, influencing thinking, emotion or behavior.

Physical restraint means any mechanical or personal restriction that immobilizes or reduces the free movement of a person's arms, legs or head, including but not limited to, carrying or forcibly moving a person from one location to another. Excluded from this definition is briefly holding a person in order to calm or comfort the person; restraint involving the minimum contact necessary to safely escort a person from one area to another; medical devices including but not limited to, supports prescribed by a health care provider to achieve proper body position or balance; helmets or other protective gear used to protect a person from injuries due to a fall; or helmets, mitts and similar devices used to prevent self-injury when the device is part of a documented treatment plan or individualized education program pursuant to Connecticut's special education laws or prescribed or recommended by a medical professional and is the least restrictive means to prevent such self-injury or an exclusionary time out. .

School employee means a teacher, substitute teacher, school administrator, Superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional, or coach employed by the Board of Education or working in a public elementary, middle or high school; or any other individual who, in the performance of his/her duties has regular contact with students and who provides services to or on behalf of students enrolled in the district's schools, pursuant to a contract with the Board of Education.

Seclusion means the involuntary confinement of a student in a room, from which the student is physically prevented from leaving. Seclusion does not include an exclusionary time out..

Student means a child (A) enrolled in grades kindergarten to twelve, inclusive, in a public school under the jurisdiction of a local or regional Board of Education, (B) receiving special education and related services in an institution or facility operating under contract with a local or regional Board of Education, (C) enrolled in a program or school administered by a regional education service center, or (D) receiving special education and related services from an approved private special education program, but shall not include any child receiving educational services from Unified School District #2 or the Department of Mental Health and Addiction Services.

Exclusionary time out means a temporary, continuously monitored separation of a student from an ongoing activity in a non-locked setting, for the purpose of calming such student or deescalating such student's behavior.

RESTRAINT AND SECLUSION LAWS IN CONNECTICUT (Continued)

Conditions Pertaining to the Use of Physical Restraint and/or Seclusion

- A. School employees shall not use a life-threatening physical restraint on a student.
- B. If any instance of physical restraint or seclusion of a student exceeds fifteen minutes an administrator or his/her designee, or a school health or mental health personnel, or a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion shall determine whether continued physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others. Upon a determination that such continued physical restraint or seclusion is necessary, such individual shall make a new determination every thirty minutes thereafter regarding whether such physical restraint or seclusion is necessary to prevent immediate or imminent injury to the student or to others.
- C. No student shall be placed in seclusion unless:
 - a. The use of seclusion is as an emergency intervention to prevent immediate or imminent injury to the student or to others, provided the seclusion is not used for discipline or convenience and is not used as a substitute for a less restrictive alternative.
 - b. Such student is continually monitored by a school employee during the period of such student's seclusion. Any student voluntarily or involuntarily placed in seclusion or restrained shall be regularly evaluated by a school employee for indications of physical distress. The school employee conducting the evaluation shall enter each evaluation in the student's educational record. Monitor shall mean by direct observation or by observation using video monitoring within physical proximity sufficient to provide aid as may be required.
 - c. The area in which such student is secluded is equipped with a window or other fixture allowing the student a clear line of sight beyond the area of seclusion.
 - d. Seclusion shall not be utilized as a planned intervention in a student's behavioral intervention plan, individualized education program or pursuant to Section 504 of the Rehabilitation Act of 1973, as amended from time to time.
- D. School employees may not use a psychopharmacologic agent on a student without that student's consent except (1) as an emergency intervention to prevent immediate or imminent injury to the student or to others, or (2) as an integral part of the student's established medical or behavioral support or educational plan, as developed consistent with section 17a-543 of the Connecticut General Statutes or, if no such plan has been developed, as part of a licensed practitioner's initial orders. The use of psychopharmacologic agents, alone or in combination, may be used only in doses that are therapeutically appropriate and not as a substitute for other appropriate treatment.
- E. In the event that physical restraint or seclusion is used on a student four or more times within twenty school days:
 - a. An administrator, one or more of such student's teachers, the parent/guardian of such student and, if any, a mental health professional shall convene for the purpose of:
 - i. Conducting or revising a behavioral assessment of the student;
 - ii. Creating or revising any applicable behavioral intervention plan; and
 - iii. Determining whether such student may require special education.

RESTRAINT AND SECLUSION LAWS IN CONNECTICUT (Continued)

b. If such student is a child requiring special education or is a child being evaluated for eligibility for special education and awaiting a determination, such student's planning and placement team shall convene for the purpose of (1) conducting or revising a behavioral assessment of the student, and (2) creating or revising any applicable behavioral intervention plan, including, but not limited to, such student's individualized education plan.

F. The parent/guardian of a student who is placed in physical restraint or seclusion shall be notified not later than twenty-four hours after the student is placed in physical restraint or seclusion. A reasonable effort shall be made to provide such notification immediately after such physical restraint or seclusion is initiated.

G. School employees shall not use a physical restraint on a student or place a student in seclusion unless he/she has received training on the proper means for performing such physical restraint or seclusion.

H. The Board of Education, and each institution or facility operating under contract with the Board to provide special education for children, including any approved private special education program, shall:

- a. Record each instance of the use of physical restraint or seclusion on a student;
- b. Specify whether the use of seclusion was in accordance with an individualized education program;
- c. Specify the nature of the emergency that necessitated the use of such physical restraint or seclusion; and
- d. Include such information in an annual compilation on its use of such restraint and seclusion on students.

I. The Board and institutions or facilities operating under contract with the Board to provide special education for children, including any approved private special education program shall provide such annual compilation to the Department of Education in order to examine incidents of physical restraint and seclusion in schools.

J. Any use of physical restraint or seclusion on a student shall be documented in the student's educational record. The documentation shall include:

- a. The nature of the emergency and what other steps, including attempts at verbal de-escalation, were taken to prevent the emergency from arising if there were indications that such an emergency was likely to arise; and
- b. A detailed description of the nature of the restraint or seclusion, the duration of such restraint or seclusion and the effect of such restraint or seclusion on the student's established educational plan.

K. Any incident of the use of restraint or seclusion that results in physical injury to a student shall be reported to the State Board of Education.

RESTRAINT AND SECLUSION LAWS IN CONNECTICUT (Continued)

Required Training and Prevention Training Plan

Training shall be provided by the Board to school professionals, paraprofessional staff members and administrators regarding physical restraint and seclusion of students. Such training shall be phased in over a period of three years beginning with the school year commencing July 1, 2015, and shall include, but not be limited to:

1. An overview of the relevant laws and regulations regarding the use of physical restraint and seclusion on students. *(Such overview is to be provided by the Department of Education on or after July 1, 2015, and annually thereafter, in a manner and form as prescribed by the Commissioner of Education.)*
2. The creation of a plan by which the Board will provide school professionals, paraprofessional staff members and administrators with training and professional development regarding the prevention of incidents requiring physical restraint or seclusion of students.

Such plan is to be implemented not later than July 1, 2017, and must include a provision to require the training of all school professionals, paraprofessional staff members and administrators in the prevention of such incidents not later than July 1, 2019 and periodically thereafter as prescribed by the Commissioner of Education.

3. The Board will create a plan, to be implemented not later than July 1, 2017, requiring the training of all school professionals, paraprofessional staff members and administrators by regarding the proper means of physically restraining or secluding a student, including, but not limited to:
 - a. Various types of physical restraint and seclusion;
 - b. The differences between life-threatening physical restraint and other varying levels of physical restraint;
 - c. The differences between permissible physical restraint and pain compliance techniques; and
 - d. Monitoring methods to prevent harm to a student who is physically restrained or in seclusion, including training in the proper means of physically restraining or secluding a student.

Crisis Intervention Teams

By July 1, 2015, and each school year thereafter, the Board requires each school in the District to identify a crisis intervention team. Such team shall consist of school professionals, paraprofessional staff members and administrators trained in the use of physical restraint and seclusion.

Such teams shall respond to any incident in which the use of physical restraint or seclusion may be necessary as an emergency intervention to prevent immediate or imminent injury to a student or to others.

ROLLERBLADING, ROLLER-SKATING, SKATEBOARDING AND SCOOTERS

Students shall not roller blade, roller-skate, skateboard or ride scooters on school grounds at any time, whether during or after school hours, including all outdoor and indoor recess periods. For purposes of this ban, school grounds shall include buildings, parking lots, paths, playgrounds and stairwells leading to school building entrances.

SAFE SCHOOL CLIMATE

RATIONALE

The purpose of these Safe School Climate regulations is to promote consistency of approach and to create a climate in which all types of bullying are regarded as unacceptable. Attitudes and practices can contribute to bullying, to lower levels of confidence, self-esteem and lack of achievement.

It is imperative that bullying be identified only when the specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as bullying, however, will result in appropriate disciplinary consequence for the perpetrator.

The school district's commitment to addressing bullying behavior involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

The school district recognizes that a positive school climate is crucial in reducing or eliminating bullying conduct in its schools. The measures described in this Regulation are designed to promote a positive school climate, and their successful implementation involves a partnership among administrators, teachers, other staff members, parents and students themselves. This Regulation is subject to periodic review to assure that it effectively promotes a positive school climate. Reference Policy #5131.911(a)

SAFETY: STUDENT DISMISSAL PROCEDURES

The school district is legally responsible for the safety of its students during the school day. Therefore, each building principal will establish procedures to validate requests for early dismissal, to assure that students are released only for proper reasons, and only to authorized person(s).

Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building Principal, or his or her designee.

In keeping with these precautions, the following procedures will be adhered to:

- The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian.
- Children of single-parent families will be released only upon the request to the custodial parent; i.e., the parent whom the court holds directly responsible for the child, and who is identified as such on the school record.

Additional precautions may be taken by the school administration, appropriate to the age of students, and as needs arise. Parents shall provide documentation concerning parental rights, including divorce decrees and restraining orders if any.

SCHOOL CEREMONIES AND PLEDGE TO THE FLAG

The Board of Education shall provide an opportunity at the start of each day for each student and each teacher to observe a period of silence. The Board further directs that an opportunity to say the pledge of allegiance be given for students and teachers each school day. Those who have religious or conscientious objections may be excused from participating. The United States Flag shall be displayed outside each school and in each school room each day school is in session.

SEARCH AND SEIZURE

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

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

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct and conduct of a sexual nature, which substantially interferes with the student's learning, or creates an intimidating, hostile or offensive learning environment. Sexual harassment will not be tolerated among students of the district. It is the policy of the Board of Education that any form of sexual harassment is forbidden whether by students, supervisory or non-supervisory personnel, individuals under contract, or volunteers subject to the control of the Board. Students are expected to adhere to a standard of conduct that is respectful and courteous to employees, to fellow students and to the public.

Students are legally protected against sex discrimination and sexual harassment by Title IX of the Education Amendments of 1972, a federal law prohibiting discrimination in schools on the basis of sex. Sex discrimination is also covered under Connecticut State law. You have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment. You have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

Disciplinary Process:

- Explanation, discussion, warning by School Title IX Complaint Officer
- Parent contacted by phone
- Parent/student conference with principal and Title IX Coordinator
- Separation from classroom, parent notification
- Suspension

The process above addresses low-level sexual harassment. The administration reserves the right to enter the process at any step described above if the harassment involves physical contact or is otherwise deemed severe. A person in each school is designated to handle sexual harassment complaints: Ask your Principal.

SMOKING POLICY

Smoking by anyone is strictly prohibited in the buildings and on the grounds of the Wolcott Public Schools at all times. Students who violate this policy shall be subject to appropriate disciplinary action as well as possible police action.

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings, and buses or other District transportation at all times, including athletic events and meetings. Tobacco includes, but is not limited to, cigarettes, cigar, snuff, smoking tobacco, smokeless tobacco, nicotine delivering devices or vapor products, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. This prohibition extends to all facilities the District owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

Definitions

Electronic nicotine delivery system means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and included, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine, that is inhaled by the user of such product.

This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the District provides services.

Breaks by employees to smoke or use tobacco products are considered recreational activities. If an employee takes a break from work to smoke or use tobacco products or leaves school grounds at any time for any reason other than District business, including to smoke or use tobacco products, he/she will not be considered to be acting within the normal course and scope of employment.

An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit.

Staff and Public

An ongoing program of staff support and counseling will be offered to provide support for staff who wish to break the smoking habit.

STUDENT NUTRITION AND PHYSICAL ACTIVITY

(Student Wellness Policy 6142.101)

District Nutrition Standard:

The District strongly encourages the sale or distribution of nutrient-dense foods for all school functions and activities. Nutrient-dense foods are those foods that provide substantial amounts of vitamins and minerals with relatively few calories, such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. In an effort to support the consumption of nutrient-dense foods in the school setting the District will follow the beverage requirements of state statute and federal regulations, whichever are stricter, and has adopted the Connecticut Nutrition Standards governing the sale of food on school grounds. Sites are encouraged to study these standards and must develop building policy using the following Connecticut Nutrition Standards and state beverage requirements as minimal guidelines.

Food:

1. Any given food item offered for sale to students separately from reimbursable meals will:
 - meet the portion size requirements of the Connecticut Nutrition Standards and the USDA Nutrition Standards.
 - not contain any chemically altered fat substitutes and will meet the fat requirements of the Connecticut Nutrition Standards.
 - meet the saturated fat requirements of the Connecticut Nutrition Standards.
 - meet the trans-fat requirements of the Connecticut Nutrition Standards.
 - not contain any artificial sweeteners or sugar alcohols and will meet the sugar requirements of the Connecticut Nutrition Standards.
 - meet the sodium requirements of the Connecticut Nutrition Standards and the USDA Nutrition Standards.
2. Foods and beverages will not contain caffeine, with the exception of trace amounts of naturally occurring substances.
3. Limit condiment use and provide low-fat, low-sugar and low-sodium varieties.
4. Increase choices of whole grains and foods containing fiber.
5. Encourage the consumption of nutrient-dense foods, e.g., whole grains, fresh fruits and vegetables, lean meats, legumes and low-fat dairy products.

*Note: Public Law 108-265, the Child Nutrition and WIC Reauthorization Act of 2004, requires that the district school wellness policy **must** include “nutrition guidelines for all foods available on the school campus during the school day, with the objectives of promoting student health and reducing childhood obesity.” If the district does not adopt the preceding standards, it **must** develop specific nutrition standards that address what foods can be sold or served to students during the school day.*

STUDENT NUTRITION AND PHYSICAL ACTIVITY (Continued)

Candy:

Candy and gum (including sugarless candy and sugarless gum) can only be sold to students on school premises if they are sold at the location of an event that occurs after the school day or on the weekend, provided they are not sold from a vending machine or school store.

Beverages:

- Pursuant to state statute, the sale of beverages to students on school premises shall be limited to the following five categories:
 1. milk, which may be flavored but contains no artificial sweeteners and no more than 4 grams of sugar per fluid ounce; (federal regulation requires milk to be non-fat or low-fat (1%)*
 2. nondairy milk substitutes, such as soy or rice milk, which may be flavored but contains no artificial sweeteners, nonnutritive sweetening agents, sugar alcohols, added sodium, and no more than 4 grams of sugar per fluid ounce, no more than 35% of calories from fat per serving, and no more than 10% of calories from saturated fat per serving;*
 3. 100% fruit or vegetable juice or combination of such juices, containing no added sugars, sweeteners, or artificial sweeteners;*
 4. beverages that contain only water and fruit or vegetable juice and have no added sugars, sweeteners, or artificial sweeteners or sodium and that meet the healthy Hunger-Free Kids Act of 2010, P.L. 11-296, as may be amended from time to time;*
 5. water, which may be flavored but must contain no added sugars, sweeteners, artificial sweeteners, sodium or caffeine.*
- Portion sizes of the beverages specified above are limited to no more than 8 fluid ounces for students in grades K-5 inclusive and 12 fluid ounces for students in grades 6-12 inclusive, except water, which is unlimited.
- Vending sales of any beverages other than those listed as approved in state statute are not permitted on school grounds at any time.
- School store sales of any beverages other than those listed as approved in state statute are not permitted on school grounds at any time.
- The sale of any beverages that do not meet the requirements of state statute and federal regulations is allowed at the location of an event that occurs after the school day or on the weekend, provided they are not sold from a vending machine or school store.

The District encourages the use of nutrient-dense foods for all school functions and activities. Nutrient-dense foods are those foods that provide substantial amounts of vitamins and minerals and relatively few calories, such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. At any school function (parties, celebrations, feasts, sporting events, etc.) where foods and beverages are sold or served to students, healthy choices should be available.

STUDENT NUTRITION AND PHYSICAL ACTIVITY (Continued)

The District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that all children are healthy and hunger free.

GOALS FOR NUTRITION PROMOTION AND EDUCATION

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students consistent with applicable federal and state requirements and guidelines.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive standards-based school health education program and curriculum and will be integrated into other classroom content areas, as appropriate.

NUTRITION GUIDELINES FOR FOODS SOLD IN SCHOOLS

Students will be offered and schools will promote nutritious food choices consistent with the current Dietary Guidelines for Americans and My Plate, published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture, and guidelines promulgated by the Connecticut Department of Education ("Connecticut Nutrition Standards for Foods in Schools") in addition to federal and state statutes and national health organizations.

The focus is on moderating calories, limiting fats, sodium and sugars and increasing consumption of nutrient-rich foods such as fruits, vegetables, whole grains, low-fat dairy, lean meats and legumes. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food and beverage sales that compete with the District's nonprofit food service in compliance with the Child Nutrition Act. The District shall prohibit the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture and will ensure that all foods sold to students separately from school meals meet the Connecticut Nutrition Standards. All beverages sold or served to students on school premises will be healthy choices that meet the requirements of state statute and USDA beverage requirements. (Schools must follow whichever requirements are stricter).

All sources of food sales to students at school must comply with the "Connecticut Nutrition Standards for Food in Schools" including, but not limited to, cafeteria a la carte sales, vending machines, school stores and fundraisers. The District shall ensure that all beverages sold to students comply with the requirements of state statute and USDA beverage requirements. The stricter requirements where different between the state and federal regulations must be followed. The District shall ensure compliance with allowable time frames for the sale of competitive foods as specified by state law.

STUDENT NUTRITION AND PHYSICAL ACTIVITY (Continued)

MARKETING

Any foods and beverages marketed or promoted to students on the school campus during the school day will meet or exceed the USDA “Smart Snacks in School” nutrition standards. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller or any other entity with a commercial interest in the product. As the District/School Nutrition Services/Athletic Department/PTA/PTO reviews existing contracts and considers new contracts, equipment and product purchasing (and replacement) decisions should reflect the applicable marketing guidelines established by the District wellness policy.

STUDENT NUTRITION EDUCATION AND PROMOTION

Nutrition education and promotion shall be offered as part of a planned, ongoing, systematic, sequential, standards-based, comprehensive school health education program designed to provide students with the knowledge and skills necessary to promote and protect their health. Nutrition education shall use national or state-developed standards, such as the Connecticut State Department of Education’s Healthy and Balanced Living Curriculum Framework. The District shall develop and implement a comprehensive, developmentally appropriate, curriculum approach to nutrition in all grades. Students shall be able to demonstrate competency through application of knowledge, skill development and practice.

The nutrition education program shall focus on students’ eating behaviors, be based on theories and methods proven effective by published research, and be consistent with the state’s/district’s comprehensive school health education standards/guidelines/curriculum framework. Nutrition themes include but are not limited to:

The District nutrition policy will attempt when appropriate to reinforces nutrition education to help students practice these themes in a supportive school environment.

- | | |
|---|---|
| ◆ My Plate and the Dietary Guidelines for Americans (Healthy Eating Plan) | ◆ Identify and limit foods of low nutrient density |
| ◆ Healthy heart choices | ◆ Food labels |
| ◆ Sources and functions of major nutrients | ◆ Multicultural influences |
| ◆ Guide to a healthy diet | ◆ Serving sizes |
| ◆ Diet and disease | ◆ Proper food safety and sanitation |
| ◆ Understanding calories | ◆ Body-size acceptances, healthy weight and dangers of unhealthy weight-control practices |
| ◆ Healthy snacks | |

Nutrition education shall also be included in other classroom content areas such as math, science, language arts, social sciences, family and consumer sciences and elective subjects when suitable. Instructional staff is encouraged to integrate nutritional themes into daily lessons when appropriate, to reinforce and support health messages.

INCORPORATING PHYSICAL ACTIVITY INTO THE CLASSROOM

Students in elementary grade levels shall be provided with opportunities for physical activity beyond and in addition to physical education. Classroom health education shall complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle. Classroom teachers are encouraged to provide short physical activity breaks between lessons or classes, as appropriate.

STUDENTS WITH SPECIAL HEALTH CARE NEEDS

The primary concern of the school is the prevention and appropriate treatment of potentially severe allergic reactions, anaphylaxis. Parents with allergic children must provide the school with an individualized action plan prepared by the student's physician. A special emergency health care form is available through the school health office for this purpose. At risk students should have some means of identification, such as a medical alert bracelet. A meeting should be held as soon as possible to consider appropriate accommodations for students with dietary needs. Meeting attendance should include but not be limited to; parent's/ guardian's, teacher, nurse and the building principal and/or his/ her designee. The sensitive individuals must recognize that they are different, bear a large responsibility, and know their symptoms can potentially progress to a life-threatening situation.

STUDENTS LEFT AT ELEMENTARY SCHOOL (NOT PICKED UP), AT CLOSING AND AFTER HOURS:

At times there are situations when the bus driver will return a student to school because there is not a capable person at home to receive the child and care for them. Sometimes parents/guardians who pick up their children are late or held up due to a personal problem or emergency situation. These types of events occasionally leave the school with a young child/student left at school beyond closing hours. The child/student must be provided suitable and safe supervision for their own protection and well being.

The following protocol will be followed under school closing when children are still present:

- Personnel will make every effort to reach parents/guardians by phone using home, work, cell, and emergency contact phone numbers to arrange for a timely pick up
- If possible, the Principal or assigned school personnel will stay at school with the child until an authorized, responsible care giver arrives to sign out the child
- If possible, the Principal will attempt to have the child attend the Latchkey Program, at the parents/guardians expense until the child can be picked up
- When the Principal can no longer stay, and/or the latchkey program can not accommodate the child the Principal will bring the child to the Wolcott Police Station for public safety. Parent/Guardians will be notified to pick-up their child at; The Wolcott Police Station located at 225 Nichols Road.

STUDENT SUN SCREEN

The Board of Education (Board) believes in promoting sun safety to ensure that children are protected from skin damage caused by harmful ultra-violet rays in sunlight. The Board believes that by encouraging sun safe behavior and teaching children about the risks of sunlight, they can be protected from skin damage and lessen the risk of skin cancer.

The purpose of this policy is to allow any student who is six years of age or older, to possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity, provided a written authorization is signed by the student's parent/guardian and is submitted to the school nurse. The written permission from an authorized health care provider is not necessary.

Implementing Procedures:

1. Students are allowed to carry and use sunscreen, during school hours, without a physician's note or prescription on school property or at a school-sponsored activity provided the student's parent/guardian has provided written authorization to the school nurse. (See sample form)
2. Students/Parents/Guardians are to provide the sunscreen product for school use. The sunscreen must be:
 - a. Clearly marked with the child's name.
 - b. Replenished by the parent/guardian as needed.
 - c. A product regulated by the U.S. Food and Drug Administration for over-the-counter use.

STUDENT SUN SCREEN (Continued)

Implementing Procedures (continued):

3. Aerosol sunscreens, as well as combined sunscreen and insect repellents are prohibited.
4. The District is not responsible for ensuring that the non-aerosol topical sunscreen product is applied by the student.
5. The sunscreen product is to be stored in the student's book bag/back pack or other location designated by the teacher.
6. Students are not to share sunscreen with other students.
7. The student must be able to apply his/her own sunscreen. (or: The student has demonstrated to the parent/guardian that he/she is capable of self-applying the non-aerosol sunscreen product.)
8. School personnel are not expected to assist students in the application of sunscreen.
9. Subject to the provisions of the dress code policy, students are allowed to wear articles of sun-protective clothing, including hats and glasses, when not in school buildings. Clothing that protects the skin should be worn, particularly for outdoor activities and school trips.
10. It is recommended that the sunscreen used by students be a high factor sunscreen with a sun protection factor (SPF) rating of 15 or higher.
11. Parents/guardian of children with allergies or skin sensitivities should check with a health care provider before providing a sunscreen. (or: Prior to use at school, the sunscreen should be applied to the child at least once at home to test for any allergic reaction.

Revocation or Restriction of Permission to Use Sunscreen

A school entity may revoke or restrict the possession, application or use of a non-aerosol topical sunscreen product by a student if any of the following occurs:

1. The student fails to comply with the school rules concerning the possession, application or use of the non-aerosol topical sunscreen product.
2. The student shows an unwillingness or inability to safeguard the non-aerosol topical sunscreen Product from access by other students.

When a school entity revokes or restricts the possession, application or use of a non-aerosol topical sunscreen by a Student, a written notice of such action shall be provided to the student's parent/guardian.

Please see Policy 5141.214 for further information.

SUICIDE PREVENTION

~~The Board of Education recognizes that the development of sound school policy and procedures related to youth suicide prevention is a community-wide responsibility that is complex and sensitive. While the school may recognize potential-ly suicidal youth, it cannot make clinical assessment of risk and provide in-depth counseling, but must refer the youth to an appropriate agency for such assessment and counseling. In order to achieve effective collaboration, an advisory council which has broad-based school and community representation should be established. It is mandated that youth suicide prevention programs incorporate three essential and distinct components: Educational, Intervention and Evaluation. The educational component requires that school personnel be provided with staff development activities related to suicide prevention and early recognition; students be provided with educational programs which foster self-esteem, coping skills, stress management and supportive community resources; and parents and community be educated about youth suicide prevention by way of training sessions and written communications.~~

SUICIDE PREVENTION

The Wolcott Board of Education recognizes that suicide is one of the three leading causes of death among young people and is a concern to this school system and the community it serves. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps;

- Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, support systems, and seeking help for themselves and friends. The curricular content will occur in all health classes throughout the school year, not just in response to a suicide, and the encouragement of help seeking behavior will be promoted at all levels of the school leadership and stakeholders.
- Each school has suicide prevention specialists for students in crisis and to refer students to appropriate resources.
- When a student is identified as being at-risk, a risk assessment will be completed by a trained school staff member who will work with the student and help connect the student to appropriate local resources.
- Students and parents can access local and national resources for additional support, such as:
 - ◇ In Connecticut, dial: 211, www.preventsuicide.org
 - ◇ National Suicide Prevention Lifeline: 1-800-273-TALK (8255)
Suicidepreventionlifeline.org
 - ◇ The Trevor Lifeline (especially for LGBTQ youth) 1-866-488-7386;
thetrevorproject.org/get-help-now; Trevor Lifeline Text/Chat Services,
Available 24/7; Text “TREVOR” to 678-678
 - ◇ Crisis Text Line: Text Talk to 741-741 (crisistextline.org)

All school personnel and students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends.

Students are encouraged to tell any staff member if they or a friend are feeling suicidal, or in need of help. While confidentiality and privacy are important, students should know that when there is risk of suicide, safety comes first.

For a more detailed review of the policy, please see the district’s suicide prevention policy.

SUICIDE PREVENTION (Continued)

Any school employee who may have knowledge of a suicide threat must take the proper steps to report this information to the building principal or his/her designee who will, in turn notify the appropriate school officials, the student's family, and appropriate resource services. Intervention requires four levels of preventive strategies (for vulnerable students, at risk students, high risk students and the post-crisis school community). The evaluation component is essential in order to determine whether procedures are effective and appropriately updated to incorporate changes in knowledge, personnel, student and family needs and community resources. Members of the advisory council should periodically participate in the evaluation and revision process.

SURVEYS OF STUDENTS

Administrators, teachers, other staff members and the Board of Education may use surveys for many purposes. Such purposes may include, but are not limited to, the need for student services, the determination of prevailing views pertaining to proposed policies and/or practices, or the determination of student knowledge and/or attitudes related, to a specific subject or units. These are examples of surveys and not intended to be an all-inclusive listing. Administrative approval is required for surveys. Responses will not be used in any identifying manner. Parents shall have the right to inspect all instructional material that will be used for a survey, analysis, or evaluation as part of a federal program. No student may, without parental consent, take part in a survey, analysis, or evaluation that reveals information covering:

1. political affiliations
2. potentially embarrassing psychological problems
3. sex behavior or attitudes
4. anti-social and demeaning behavior
5. critical appraisals of family members
6. legally privileged relationships
7. income
8. religion

Assume consent given unless indicated differently.

SUSPENSION, EXPULSION, AND DUE PROCESS

It is the goal of the Wolcott Board of Education to ensure the safety and welfare of all students in attendance, and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with school rules and regulations, as well as Board policies. Students may be disciplined for conduct on school grounds or at any school-sponsored activity that endangers persons or property is seriously disruptive of the educational process, or that violates a publicized policy of the Board. Students may be disciplined for conduct off school grounds if such conduct is seriously disruptive of the educational process and violates a publicized policy of the Board. In working with students, emphasis shall be placed upon developing effective self-discipline as the most effective disciplinary approach.

A. Definitions

1. **"Exclusion"** shall be defined as any denial of public school privileges to a student for disciplinary purposes.
2. **"Removal"** shall be defined as an exclusion from a classroom for all or a part of single class period, provided such exclusion shall not extend beyond ninety (90) minutes.
3. **"In-School Suspension"** shall be defined as an exclusion from regular classroom activity for no more than ten (10) consecutive school days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. Such suspensions shall be served in the school attended by the student.

SUSPENSION, EXPULSION, AND DUE PROCESS (Continued)

4. **“Suspension”** shall be defined as an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. All suspensions shall be in-school suspensions unless the administration determines for any student in grades three through twelve, inclusive that (1) the student being suspended poses such a danger to persons or property or such a disruption of the educational process that the student (grades three to twelve, inclusive) shall be excluded from school during the period of suspension, or (2) that an out-of-school suspension is appropriate based on evidence of previous disciplinary problems that have led to suspension or expulsion of the student and efforts by the administration to address such disciplinary problems through means other than out-of-school suspension or expulsion, including positive support strategies.

A student in grades preschool to two, inclusive, may be given an out-of-school suspension if it is determined by the administration that such suspension is appropriate based on evidence that the student’s conduct on school grounds is of a violent or sexual nature that endangers persons. In addition a person’s duty as a mandated reporter to report suspected child abuse or neglect is not limited by this provision.

5. **“Expulsion”** shall be defined as an exclusion from school privileges for any student in grades three to twelve, inclusive, for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year.
6. **“Emergency”** shall be defined as a situation under which the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that a hearing may be delayed until a time as soon after the exclusion of such student as possible.
7. **“Days”** are defined as days when school is in session.
8. **“School-sponsored activity”** is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.
9. **“Possess”** means to have physical possession or otherwise to exercise dominion or control over tangible property.
10. **“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.
11. **“Firearm”** means
 - 1) any weapon (including a starter gun) which will or is designed to or readily be converted to expel a projectile by the action of an explosive;
 - 2) the frame or receiver of any such weapon;
 - 3) any firearm muffler or firearm silencer; or
 - 4) any destructive device.

Firearm does not include any antique firearm. For purposes of this definition “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the weapons described herein.
12. **“Vehicle”** means a **“motor vehicle”** as defined in Section 14-1 of the Connecticut General Statutes, snow mobile, any aircraft, or any vessel equipped for propulsion by mechanical means or sail.
13. **“Martial arts weapon”** means a nunchaku kama, kasari-fundo, octagon sai, tonfa or Chinese star.
14. **“Dangerous Drugs and Narcotics”** is defined as any controlled drug in accordance with Connecticut General Statutes §21a-240.

SUSPENSION, EXPULSION, AND DUE PROCESS (Continued)

B. Removal from Class

1. All teachers are hereby authorized to remove a student from class when such student causes a serious disruption of the educational process with the classroom.
2. Such teacher shall send the student to a designated area and shall immediately inform the building Principal or his/her designee as to the name of the student and the reason for removal.
3. No student shall be removed from class more than six (6) times in any year nor more than twice in one week, unless such student is referred to the Building Principal or his/her designee and granted an informal hearing in accordance with the provisions of this policy, as stated in G(3).

C. Exclusion from Co-Curricular and Extra-Curricular Activities

Participation in co-curricular and extra-curricular activities is a privilege and not an entitlement. Students involved in such programs are expected to follow all school rules and demonstrate good citizenship. Failure to do so may result in partial or complete exclusion from said activities and programs. Activities includes, but are not limited to, athletic programs, musical or drama productions, clubs, field trips, and school trips out-of-state and abroad.

D. Suspension and Expulsion

1. A student may be suspended (in-school) or suspended (out-of-school) or expelled (grades three to twelve, inclusive) for conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to, one or more of the following types of conduct:
 - a. Conduct causing danger to the physical well being of himself/herself or other people that is not reasonably necessary for self-defense;
 - b. Intentionally causing or attempting to cause physical injury to another person without justification;
 - c. Intentionally causing or attempting to cause damage to school property or material belonging to staff (private property);
 - d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person;
 - e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity;
 - f. Throwing snowballs, rocks, sticks and/or similar objects.
 - g. Deliberate refusal to obey the directions or orders of a member of the school staff;
 - h. Harassment and/or bullying on the basis of that person's race, religion, ethnic background, gender or sexual orientation;
 - i. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
 - j. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student;
 - k. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student;
 - l. Possession of a firearm deadly weapon, dangerous instrument, or martial arts weapon, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.;

SUSPENSION, EXPULSION, AND DUE PROCESS (Continued)

- m. Possession of any weapon or weapon facsimile, including but not limited to, knife or pistol, pellet guns and/or air soft pistols;
- n. Possession, transmission, distribution, sale, use or consumption of any alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind;
- o. Knowingly being in the presence of those who are in possession, using, transmitting, or being under the influence of any alcoholic beverages, drugs, hallucinogens, stimulants, depressants, pain killers, or controlled substances of any kind, including but not limited to marijuana, cocaine, all narcotic substances, or dangerous drugs, including controlled substances.
- p. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave said school premises or other facility by the Principal or other person then in charge of said school building or facility;
- q. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building;
- r. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons;
- s. Repeated unauthorized absence from or tardiness to school;
- t. Intentional and successful incitement of truancy by other students;
- u. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution;
- v. Possession and/or use of a laser pointer.
- w. Violation of school rules and practices of Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment;
- x. 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;
- y. Lying, misleading or being deceitful to a school employee or person having authority over the student;
- z. Unauthorized leaving of school or school-sponsored activities;
- aa. Unauthorized smoking.

E. Suspension for Conduct Off School Grounds

- 1. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:
 - a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose danger to the student himself/herself, other students, school employees, or school property.
 - b. Adjudication as a delinquent or a youthful offender as the result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.

SUSPENSION, EXPULSION, AND DUE PROCESS (Continued)

2. In making a determination as to whether conduct is “seriously disruptive of the educational process,” the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to;
 - (1) whether the incident occurred within close proximity of a school;
 - (2) whether other students from the school 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 as defined in Section 29-38 and whether any injuries occurred, and (
 - (4) whether the conduct involved the use of alcohol, narcotic drug, hallucinogenic drug, Amphetamine, barbiturate or marijuana.

Students with Disabilities

A special education student’s IEP and/or 504 disability shall be considered before making a decision to suspend. A student with disabilities may be suspended for up to ten school days in a school year without the need for the district to provide any educational services. A disabled student may be additionally removed (suspended) for up to ten school days at a time for separate acts of misconduct as long as the removals do not constitute a pattern. During any subsequent suspension of ten days or less of a student with disabilities, the district shall provide services to the disabled student to the extent determined necessary to enable the student to appropriately advance in the general education curriculum and toward achieving his/her IEP goals. In cases involving removals for ten days or less, school personnel (school administration) in consultation with the child’s special education teacher, shall make the service determination.

F. Mandatory Expulsion

It shall be the policy of the Board to expel a student, grades preschool, and kindergarten to twelve, inclusive, for one full calendar year if:

1. The student, on grounds or at a school sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. 53A-3; or the student, off school grounds, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime; or the student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) of C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. 21-277 and 21a-278.
2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.

TERRORIST THREATS/ACTS

The Board prohibits any student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member, school building or property. A terroristic threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk causing such terror or inconvenience. When an administrator has evidence that a student has made a terroristic threat or act he/she shall suspend and upon investigation may recommend for expulsion to the Superintendent.

TEXTBOOK CARE AND OBLIGATIONS

Students are responsible for the care of books and supplies entrusted to their use. They will be assessed damage to textbooks, equipment or materials. In accordance with state law, the school reserves the right to withhold grades, transcripts or report cards until the student pays for or returns the textbooks, library books or other educational materials. Students are responsible to cover all textbooks to ensure durability.

TRANSPORTATION COMPLAINTS

All complaints concerning school transportation safety will be made to the Transportation Coordinator. The coordinator will maintain a written record of all such complaints, and will conduct appropriate investigations of the allegations.

TRUANCY

The Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. A “truant” means a child enrolled in a grade from kindergarten to eight who has four unexcused absences in one month or ten unexcused absences in one year. A “habitual truant” means any such child who has twenty (20) unexcused absences within a school year. School personnel, wherever possible and as much as possible, will seek cooperation from parents/guardians and assist parents/guardians in remedying and preventing truancy. Parents of students who exceed these limits are subject to referral to Juvenile Matters Court.

VIDEO SURVEILLANCE

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all students and visitors to district property and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

VISITORS

Parents/guardians and other community members are welcome and encouraged to visit the Wolcott Public Schools. All visitors must first report to the ~~main office~~ — **Security Desk** to sign in and receive a visitors badge to be worn on the exterior of their clothing. Visits to individual classrooms during instructional time shall be permitted only with the principal’s approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Unauthorized persons shall not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering the building or from loitering on the grounds. Such persons will be prosecuted to the full extent of the law.

WEAPONS/DANGEROUS INSTRUMENTS

The Board of Education determines that possession, concealment, and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district. Possession and/or use of any dangerous or deadly weapon, firearm, or destructive device in any school building on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited.

Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; knives having a blade of greater than two inches, any knife the blades of which can be opened by a flick of a button or pressure on the handle, or any pocketknife where the blade is carried in a partially opened position; martial arts weapon; destructive device.

The possession or use of any such weapon or devices will require that the proceedings for the suspension and/or expulsion of the student involved will be initiated immediately by the principal. If the student is found to have possessed a firearm or other dangerous weapon as defined in Connecticut General Statutes 53a-3 in violation of 29-35 or 53-206, in or on the real property of a school or at any school activity as defined in Connecticut General Statutes 10-233a, he/she must be expelled for one calendar year. The Board of Education or hearing board may modify the period of expulsion on a case by case basis. To comply with federal law, any finding of an exception shall be reduced to writing. All legal restrictions and requirements will be adhered to pertaining to special education students. (See Policy 5131.7(a))

The District shall promote nondiscrimination and an environment free of harassment based on an individual's race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability, marital status or age or because of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, marital status or age of any other persons with whom the individual associates. The District provides equal access to the Boy Scouts and other designated youth groups.

The Office for Civil Rights enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education. Discrimination on the basis of race, color, and national origin is prohibited by **Title VI** of the Civil Rights Act of 1964; sex discrimination is prohibited by **Title IX** of the Education Amendments of 1972; discrimination on the basis of disability is prohibited by **Section 504** of the Rehabilitation Act of 1973; and age discrimination is prohibited by the **Age Discrimination Act** of 1975. OCR enforces the **Boy Scouts of America Equal Access Act** (section 9525 of the elementary and Secondary Education Act of 1965, as amended by the No child Left Behind Act of 2001. [<http://www.ed.gov/OCR>].

U.S. Department of Education – Office for Civil Rights

33 Arch Street, Suite 900

Boston, MA 02110-1491

(617) 289-0111

WOLCOTT PUBLIC SCHOOLS CALENDAR 2020 - 2021

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

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

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

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

December				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
27	28	29	30	31

2021 January				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

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

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

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

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

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

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

We can accommodate up to 12 snow days which will be added onto the year beginning with June 9th. If more than 12 snow days occur they will be made up during April vacation starting with Friday, April 22nd. Subsequent days will be added moving backward during that week. August 26, 27 and 28th will be kindergarten transition days. Kindergarten students will be dismissed at 12:45 p.m. on these 3 days.

Date/Event or Holiday

August 24 - Convocation
August 25 - Teachers PD Day
August 26 - First Day of School for Students
September 6 - Labor Day
October 12 - Columbus Day
November 3 - Election Day - No School for Students
November 9 - Veterans Day
November - 26 & 27 Thanksgiving (1/2 day on 23)
December 24-December 31 Holiday Recess (1/2 day on 23)
January 18 - Martin Luther King Day
February 15 & 16 - February Recess
April 2-9 Good Friday and April Recess
May 31 - Memorial Day

 Indicates Early Dismissal

of Student and Staff Days

	Staff	Student
Aug	6	4
Sept	21	21
Oct	21	21
Nov	17	17
Dec	17	17
Jan	19	19
Feb	18	18
Mar	23	23
Apr	16	16
May	20	20
June	8	8
Total Days	186	184

WOLCOTT PUBLIC SCHOOLS CALENDAR 2021 - 2022

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

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

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

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

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

2022 January				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

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

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

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

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

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

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

We can accommodate up to 12 snow days which will be added onto the year beginning with June 9th. If more than 12 snow days occur they will be made up during April vacation starting with Friday, April 22nd. Subsequent days will be added moving backward during that week. August 25, 26 and 27th will be kindergarten transition days. Kindergarten students will be dismissed at 12:45 p.m. on these 3 days

Date/Event or Holiday

August 23 - Convocation
August 24 - Teachers PD Day
August 25 - First Day of School for Students
September 6 - Labor Day
October 11 - Columbus Day
November 2 - Election Day - No School for Students
November 8 - Veterans Day
November - 25 & 26 Thanksgiving (1/2 day on 24)
December 24-December 31 Holiday Recess (1/2 day on 23)
January 17 - Martin Luther King Day
February 21 & 22 - February Recess
April 15-22 Good Friday and April Recess
May 30 - Memorial Day

 Indicates Early Dismissal

of Student and Staff Days

	Staff	Student
Aug	7	5
Sept	21	21
Oct	20	20
Nov	18	18
Dec	17	17
Jan	20	20
Feb	18	18
Mar	23	23
Apr	15	15
May	21	21
June	6	6
Total Days	186	184

Changes Made in the Tyrrell Middle School Student Handbook **For 2020-2021**

Tyrrell Middle School Cover-Changed year to 2020-2021

Page 1-Changed Term Year until 2020

- Updated and Removed past and current Board of Education Members
- Changed Assistant Superintendent from Frank Purcaro to Shawn Simpson
- Changed Alcott Elementary School Principal from Shawn Simpson to Matthew

Calabrese

- Changed Food Service Director from Eileen Girgenti to Nicole Maxellon
- Changed District of Compliance Officers-Title VI from Frank Purcaro to Shawn Simpson-Title IX from Shawn Simpson to Matthew Calabrese-Age Discrimination from Frank Purcaro to Shawn Simpson

Page 2-Updated Telephone Extension Directory for School Counselor's appropriate grades

- Added "have their license scanned" under Visiting Tyrrell Middle School

Page 3-Updated Discovery Schedule, 2-Hour Delay Schedule, 3-Hour Delay Schedule, and Early Dismissal Schedule

Page 4-Added 2020-2021 School Calendar

Page 5-Changed "mental retardation" to "developmental disabilities" under Educational Opportunity

- Changed Frank Purcaro to Shawn Simpson for Title IX-Changed Shawn Simpson to Matthew Calabrese for Alcott Elementary Principal under Educational Opportunity
- Changed the repeated "3)" to "4)" under Grading

Page 8 & 9-Added "when available" to Construction Club, Media Production Club, and Writing Club

Page 9-Changed attendance to 2020-2021

Page 10-Added "This does not automatically include emergency contacts. Parents/Guardians must clearly state, on a note, phone call, or email, who will be responsible for picking up the student." Under Release Time

Page 12-Changed "ethically" to "ethnically" under Bullying

- Changed "Building" principal to "building" principal under Bullying

Page 13-Changed "Computer Use-Improper" to "Technology Use-Improper"

- Added "chromebooks, school tablets, and school phones" under Technology Use-Improper
- Under Discrimination-changed "mental retardation" to "developmental disabilities"
- Under Dress Code-added "slippers"

Page 14-Corrected spelling of "Cellular"

- Under Electronic/Laser Devices-removed "CD players, DVD players, tape players"-added "laser devices"

Page 15-Under Physical Force-added "by PMT trained staff"

- Under Skateboarding,-removed "nor sled ride"

Page 16-Under Throwing Items-removed "ice balls"

Page 18-Under Residency-Corrected numbers to "1. 2. 3."

- Under Student Assistance Team-changed "an" to "a"-changed "maybe" to "could be"
- Under School Counseling Department-added "hall"

Page 20-Added Suicide Prevention

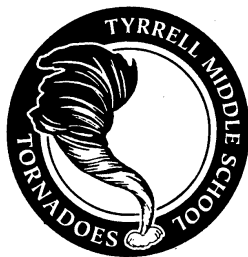
Page 21-Changed "Book" to "Books"

- Added Sunscreen Use Policy

Page 23-Removed "Moments of Silence are mandatory" under Religion

- Changed "Building" to "building"

Page 28 & 29-Update Staff E-Mail Directory by adding names of new staff and deleting names of staff who will not be at TMS during 2020-2021.



Tyrrell Middle School

~~2019-2020~~ 2020-2021

STUDENT HANDBOOK

Joseph Norcross, Principal
Daniel Caetano, Assistant Principal
Tyrrell Middle School
500 Todd Road
Wolcott, Connecticut 06716
Telephone: (203) 879-8151
Facsimile: (203) 879-8419

This agenda belongs to:

Name _____
Address _____
Town _____ Zip Code _____
Phone _____
Student No. _____

TABLE OF CONTENTS

TMS TELEPHONE DIRECTORY	PAGE 2
TMS DAILY SCHEDULES	PAGE 3
WOLCOTT PUBLIC SCHOOL CALENDAR	PAGE 4
ACADEMICS	PAGE 5-8
ACTIVITIES/CLUBS	PAGE 8-9
ATTENDANCE	PAGE 9-10
CAFETERIA	PAGE 11
CODE OF CONDUCT	PAGE 11-17
HEALTHCARE	PAGE 17
RESIDENCY	PAGE 18
STUDENT SERVICES	PAGE 18-20
ALL OTHER TOPICS	PAGE 20-22

INTRODUCTION

The Connecticut General Statutes and/or Board of Education regulations require an annual notification to parents/guardians of certain policies or regulations for the school district. This booklet fulfills this obligation.

You are requested to read this information and to return the form on the last page to your child's teacher. The form will verify your receipt of this material.

Thank you for your cooperation. Do not hesitate to call the school principal if you have questions or concerns.

WOLCOTT BOARD OF EDUCATION 2017-2019 2020 TERM

Lori DelBuono Cynthia Mancini , Chairman	Kathy Cordone	Anthony Gugliotti
Cynthia Mancini Paul D'Angelo -, Vice-Chairman	Paul D'Angelo	Thomas Buzzelli Sean Hughes
Robert Leonard, Secretary	Christopher Charette	Timothy McMurray

SCHOOL DIRECTORY

Central Office

Superintendent	203-879-8183	1490 Woodtick Road
Assistant Superintendent	203-879-8183	Mr. Anthony Gasper
Director of Student Services	203-879-8178	Mr. Frank Purcaro Mr. Shawn Simpson
Supervisor of Special Education	203-879-8178	Mr. Kevin Hollis
		Rosa Ramalhete

Business Office

Business Manager	203-879-8180	1488 Woodtick Road
	Mr. Todd Bendtsen	

Building, Grounds and Maintenance

Supervisor:	203-879-8150	
	Wayne Natzel	

Wolcott High School

Principal:	203-879-8164	457 Bound Line Road
Assistant Principal:	Mr. Walter Drewry	
Assistant Principal:	Mr. Joseph Morgan	
	Mr. Bryan MacKay	

Tyrrell Middle School

Principal:	203-879-8151	500 Todd Road
Assistant Principal:	Mr. Joseph Norcross	
	Mr. Daniel Caetano	

Alcott Elementary School

Principal:	203-879-8160	1490 Woodtick Road
	Mr. Shawn Simpson Mr. Matthew Calabrese	

Frisbie Elementary School

Principal	203-879-8146	24 Todd Road
	Mrs. Kimberly Murtaugh	

Wakelee Elementary School

Principal	203-879-8155	12 Hempel Road
	Mrs. Deborah Osvald	

Wolcott School Lunch

Food Service Director	203-879-8145	1490 Woodtick Road
	Mrs. Eileen Girenti Ms. Nicole Maxellon	

All Star Transportation Bus

Location Manager, Wolcott	203-879-1334	
	Ms. Brenda Johnson	

DISTRICT COMPLIANCE OFFICERS

A)	Title VI (race, color, national origin)	Frank Purcaro Shawn Simpson , Assistant Superintendent	203-879-8183
B)	Title IX (sex equity)	Mr. Shawn Simpson Matthew Calabrese , Principal	203-879-8160
C)	Age Discrimination	Frank Purcaro Shawn Simpson , Assistant Superintendent	203-879-8183

D)	Section 504 (handicap)	Mr. Walter Drewry, Principal	203-879-8164
E)	Americans with Disabilities (ADA)	Mr. Kevin Hollis, Director Student Services	203-879-8178

DISTRICT MISSION STATEMENT

The mission of Wolcott Public Schools is to promote the academic, social, and emotional development of all students to become contributing members of the global community.

DISTRICT TELEPHONE DIRECTORY

Superintendent (203)879-8183
 Director Curriculum/Instruction (203)879-8183
 Director of Athletics (203)879-8173
 Director of Buildings/Grounds. (203)879-8150
 Director of Business (203)879-8180
 Director of Student Services ... (203)879-8178
 Director of Technology (203)879-8055
 All Star Transportation (203)879-1334
 Wolcott High School (203)879-8164
Tyrrell Middle School (203)879-8151
 Alcott Elementary School (203)879-8160
 Frisbie Elementary School (203)879-8146
 Wakelee Elementary School ... (203)879-8154

TYRRELL MIDDLE SCHOOL

The education of each Tyrrell Middle School student is the shared responsibility of students, parents, family, administrators, faculty, and staff. Students differ in their interests and abilities and therefore the school offers a comprehensive program consisting of a variety of learning experiences. The school seeks to improve the intellectual, emotional, social, and physical capabilities of all students. The school also promotes character development and encourages a spirit of respect for self, others, and property.

VISITING TYRRELL MIDDLE SCHOOL

Tyrrell Middle School welcomes members of the community and other interested persons to visit. Arrangements for classroom visits should be made with an administrator and classroom teacher in advance of the visit. Visits must not interfere with the educational process nor breach confidentiality issues. All visitors must register at the Front Desk or in the Main Office, **have their license scanned**, wear a visitor badge, and communicate any questions regarding the visit to an administrator within the building (1250).

TELEPHONE EXTENSION DIRECTORY

Main Officeext. 0
 Attendance ext. 1
 Personnel Directoryext. 7
 Principalext. 605
 Assistant Principalext. 604
 Health Servicesext. 666
 Custodial Servicesext.420
 Food Servicesext.409
 Psychologistext. 611
 Counselor Gr. **8** **6**..... ext. 612
 Counselor Gr. **7** **8**.....ext.613
 Counselor Gr. **6** **7**.....ext. 614
 Media Specialistext. 622
 Technology Specialistext. 623

A complete list of Tyrrell Middle School faculty and staff, their telephone extensions, and email addresses accompanies this student handbook.

MOTTO

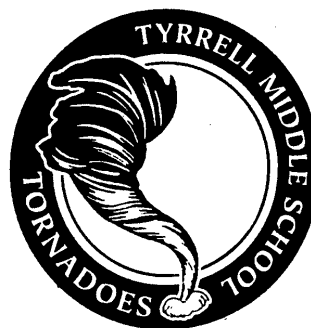
"A Legacy of Learning and Love"

COLORS

Navy & Gray

LOGO

Tornado



TEAMS:

There are two teams at each grade level.

Grade 6:	Diamond	Platinum
Grade 7:	Granite	Marble
Grade 8:	Onyx	Pearl

REGULAR SCHEDULE

AM Homeroom.....7:55-8:04 AM
Period 1.....8:05-8:49 AM
Period 2.....8:50-9:34 AM
Period 3.....9:35-10:19 AM
Period 4.....10:20-11:04 AM
Period 5.....11:05-11:49 AM
Lunch/Tornado Block.....11:50-12:55 AM/PM
-11:50-12:20 (6th & Granite Team)
-12:25-12:55 (8th & Marble Team)
Period 6.....12:56-1:40 PM
Period 7.....1:41-2:25 PM
PM Homeroom.....2:26-2:30 PM

DISCOVERY SCHEDULE

AM Homeroom.....~~7:45-8:04~~ **7:55-8:00AM**
Discovery.....8:00-8:35 AM
Period 1.....8:36-9:16 AM
Period 2.....9:17-9:57 AM
Period 3.....9:58-10:38 AM
Period 4.....10:39-11:19 AM
Period 5.....11:20-12:00 AM/PM
Lunch/Tornado Block.....12:01-1:02 PM
-12:01-12:31 (6th & Granite Team)
-12:32-1:02 (8th & Marble Team)
Period 6.....1:03-1:43 PM
Period 7.....1:44-2:25 PM
PM Homeroom.....2:26-2:30 PM

2-HOUR DELAYED OPENING

AM Homeroom~~9:45-10:00~~ **9:55-10:00AM**
Period 110:01-10:29 AM
Period 210:30-10:58 AM
Period 310:59-11:27 AM
Period 411:28-11:56AM
Period 511:57-12:25 AM/PM
Lunch/Tornado Block.....12:26-1:27
-12:26-12:56 (6th & Granite Team)
-~~12:32-1:02~~ **12:57-1:27**(8th & Marble Team)
Period 61:28-1:56 PM
Period 71:57-2:25 PM
PM Homeroom2:25-2:30 PM

3-HOUR DELAY SCHEDULE

AM Homeroom.....~~10:45-11:00~~ **10:55-11:00AM**
Period 1.....~~11:00-11:20~~ **11:01-11:20AM**
Period 2.....~~11:21-11:41~~ **11:21-11:40AM**
Period 3.....~~11:42-12:02~~ **11:41-12:00AM/PM**
Period 4.....~~12:03-12:23~~ **12:01-12:20PM**
Lunch/Tornado Block....~~12:23-1:24~~ **12:21-1:25PM**
-~~12:23-12:53~~ **12:21-12:51**(6th & Granite Team)
-~~12:54-1:24~~ **12:55-1:25**(8th & Marble Team)
Period 5.....~~1:25-1:45~~ **1:26-1:45PM**
Period 6.....~~1:45-2:05~~ **1:46-2:05PM**
Period 7.....~~2:05-2:25~~ **2:06-2:25**
PM
PM Homeroom.....~~2:25-2:30~~ **2:26-2:30PM**

EARLY DISMISSAL

AM Homeroom8:00-8:05 **7:55-8:00AM**
Period 1~~8:06-8:38~~ **8:00-8:28AM**
Period 2~~8:39-9:11~~ **8:29-8:57AM**
Period 3~~9:12-9:44~~ **8:58-9:26AM**
Period 4~~9:45-10:17~~ **9:27-9:55AM**
Period 5~~10:18-10:50~~ **9:56-10:24AM**
Lunch/ Tornado Block.....10:25-11:26
-~~10:25-10:55~~ (6th & Granite Team)
-~~10:56-11:26~~ (8th & Marble Team)
Period 6~~10:51-11:23~~ **11:27-11:55AM**
Period 7~~11:24-11:56~~ **11:56-12:24AM**
~~Period 811:57-12:29 PM~~
PM Homeroom~~12:30-12:45~~ **12:25-12:30**

**Wolcott Public Schools
Calendar
2020-2021**

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

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

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

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

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

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

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

February (18/18)				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

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

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

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

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

Date/Event or Holiday		
August 24, 2020	Convocation	
August 25, 2020	PD Day	
August 26, 2020	First Day for Students	
September 7, 2020	Labor Day	
October 12, 2020	Columbus Day	
November 3, 2020	Election Day	
November 9, 2020	Veterans Day Obv.	
November 26-27, 2020	Thanksgiving	
December 23-Jan 1, 2021	Holiday Recess	
January 18, 2021	Martin Luther King Day	
February 15-16, 2021	February Recess	
April 2, 2021	Good Friday	
April 5 - 9, 2021	April Recess	
May 31, 2021	Memorial Day	
June 10, 2021	Last Day (tentative)	
# of Student and Staff Days		
	Staff	Student
August	6	4
September	21	21
October	21	21
November	17	17
December	17	17
January	19	19
February	18	18
March	23	23
April	16	16
May	20	20
June	8	8
Total Days	186	184

We can accommodate up to 12 snow days by adding onto the year in June beginning with June 11th. If more than 12 snow days occur they will be made up during the April vacation beginning with the 9th and moving backward through the week. August 26, 27 and 28th will be partial days for Kindergarten days, only Kindergarten students will be dismissed at 12:45 p.m. on these 3 days.

ACADEMICS

CONFIDENTIALITY STATEMENT

FERPA – Federal Law also known as Buckley Amendment

Protects the privacy of a student's educational records and provides guidelines for the correction of inaccurate and misleading data through informal and formal hearings. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school. With few exceptions, an institution that receives funds under an applicable program of the U.S. Department of Education, may not disclose information about a student without a student's written consent.

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

Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the Requirements of FERPA.

Complaints may be addressed to: Family Policy Compliance Office, U.S. Department of Education, 5400 Maryland Avenue, S.W., Washington, DC 20202-4605.

For more information on this regulation see Buckley Amendment on line or see (34CFR s 99.31) of state regulations or section 4155 of the ESEA Act of 1965.

The District's FERPA Privacy Officer is Mr. Kevin Hollis.

EDUCATIONAL OPPORTUNITY

Wolcott Public Schools supports equal educational opportunity for all students. It is the policy that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program because of his or her race, color, religion, sex, age, national origin, ancestry, marital

status, sexual orientation, and ~~mental-retardation~~ **developmental disabilities**, past/present history of mental disorder, learning disability, or physical disability. The following are the district's compliance officers: Title VI (race, color, national origin) and Age Discrimination – Director Student Learning/Teaching, ~~Mr. Frank Purcare~~ **Mr. Shawn Simpson** 879-8183; Title IX (sex equity) Alcott Elementary School Principal ~~Mr. Shawn Simpson~~ **Mr. Matthew Calabrese** 879-8160; Section 504 (handicap) –Wolcott High School Principal Mr. Walter Drewry 879-8164, and Director of Student Services Mr. Kevin Hollis 879-8178. The Equal Education Opportunity grievance Form 0521 is available in the main office. It must be completed and returned to the appropriate grievance coordinator within 40 calendar days of the alleged complaint.

GRADING

Numerical grades will be used for students. Report cards will be issued four (4) times per school year. Report cards must be returned signed by a parent. A grade of 65 or better is considered passing for all courses (6146.1 a).

UNIFORM GRADING POLICY

The formula to be used for grading students' performance in the area of knowledge acquisition will be based evenly for every subject as defined below:

20% Classwork/Homework: Student will be 1) actively engaged in class; 2) communicate learning in class; and 3) participates in groups; and ~~3)~~ **4) completes all assigned homework with accuracy.** 80% Content Knowledge: Student will meet 1) expectations of curriculum through standards based assessments; 2) expectations of curriculum through summative assessments, and through expectations of curriculum through standardized tests core tests. This category will be assessed through tests, quizzes, projects, and any other form of objective benchmark assessments.

HOMEWORK

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

Basically, there are three types of homework:

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

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

Homework/Make-Up Work

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

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

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

1. Teachers should make certain that each child fully understands the assignment and that the assignment not be vague. It is preferable to begin homework assignments in class, when possible.
2. Teachers should not use homework as a disciplinary measure.
3. All homework assignments and other student work will be checked and/or corrected and returned to students.

4. Homework should be carefully planned assignments, designed with the intention to motivate students.
5. Homework should help the child to form efficient study habits.
6. Children should understand the process and be able to complete the assignment.
7. Assignments should be within the student's capabilities. There should be only a small amount of drill-type homework for the entire class.

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

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

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

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

1. Guidelines for teachers

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

students who consistently fail to complete homework assignments.

2. Guidelines for students

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

3. Guidelines for parents/guardians

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

4. Guidelines for administrators

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

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

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

Make-Up Work

Make-up work for excused absences is the responsibility of the student. Arrangements must begin upon return to school. The administration may extend the deadline in exceptional cases.

In the case of unexcused absences, make-up work is not permitted for credit. The student, however, should make up such assignments to help him/her with later school assignments.

HONOR ROLL

To qualify for the Honor Roll, a student must maintain an overall grade point average of 85 or better and must not earn a grade lower than 80 in any course. Highest Honors is 100-95; Honors is 94-90, and Second Honors is 89-85. Full year courses that meet every day will be included in the Honor Roll calculation. In order to be eligible for honor roll consideration however, students must maintain the minimum grade of 80 in all courses that do not meet every day all year, as well.

PROMOTION

A student may fail no more than one (1) major subject (English language arts, mathematics, science, social studies, world language) per academic year. Furthermore, a student may fail no more than one (1) enrichment subject (art, band, chorus, family & consumer science, music, physical education, technology education, etc.). An 8th-grade student must pass English language arts and mathematics to be promoted to high school (5123a). The final decision for promotion will rest with the principal who will make his/her decision (5123).

RESTORATION OF CREDIT

A student may attend summer school following academic failure if the following conditions are satisfied:

1. A passing grade in at least two (2) marking periods.
2. A final average of at least 50.
3. Completion of the course.
4. Permission of the teacher or administrator.

The student must obtain a grade of at least a “B” during the summer school session in order for credit to be restored.

WORK GUIDELINES

Regardless of the grade, team, or class, the following communication guidelines will apply to assignments completed. Class work and homework written assignments must include a full heading (the student’s first and last name, teacher’s name, class, period, assignment due date, and title) in the upper, left-hand corner of the page; be completed in blue or black ink; be completed on white, lined, loose-leaf, smooth-edged paper if handwritten and in standard point, font, and type style, double spaced, on white smooth-edged paper, with one-inch margins on all sides if word processed; be completed after the student has carefully read the directions; be original; be reflective of the assignment’s purpose; include a topic sentence; be carefully proofread and spell checked, and reflect the student’s best effort.

ACTIVITIES/CLUBS

ACTIVITIES

Students are offered several clubs and organizations they can join and activities in which they can participate before and after school. These change annually and are announced in the fall of each school year. Students are encouraged to get involved.

ACTIVITY RESTRICTION

Participation in co-curricular and extracurricular activities is a privilege and not an entitlement. Any student that receives six detentions, two suspensions, or a combination of three detentions and one suspension, and/or are in violation of academic or attendance policies will be excluded from all co-curricular and extracurricular activities. Any student on activity restriction can have one detention forgiven and have after school activities reinstated provided they have thirty (30) consecutive school days without any disciplinary infractions. The opportunity for reinstatement is limited to one thirty (30) day period per year. If the student receives an infraction after reinstatement he/she will not be afforded another opportunity for reinstatement that academic year. Students on activity restriction will not be reinstated

for overnight school functions. The Administration reserves the right to restrict students from attending field trips. This means a student may not participate in any school-sponsored or school-related activities outside of his/her regularly scheduled classes. **(The only exception to this policy is Homework Club)**

EXTRA CURRICULAR, ATHLETICS And CLUB RESTRICTIONS

Academic Eligibility:

Any student that earns a grade lower than a 70 in one core academic subject or two unified arts subjects will be deemed academically ineligible until the next mid-term progress report or quarterly report card indicates the grade point average of 70 or above has been attained. Students will not be able to return in the middle of athletic season. **(The only exception to this policy is Homework Club)**

Attendance Violation:

Any student that is in violation of the Board approved attendance policy; more than fifteen days of absence, will be ineligible to participate in enrichment activities. **(The only exception to this policy is Homework Club)**

CHESS CLUB

This club, when available, is open to all students that express an interest in the game of chess. The club will meet one time per week to practice skills. A tournament will be the clubs culminating activity.

CODING CLUB

This club, when available, is open to all students that express an interest in coding. The club will meet one time per week to develop & practice coding skills.

CONSTRUCTION/ENGINEERING CLUB

This club, **when available**, will meet one time per week. It is open to all students that express an interest in construction related activities. This club will be limited to 30 participants. Grade 8 students will receive membership first, followed by Grade 7, then Grade 6.

MEDIA PRODUCTION CLUB

The Media Production Club, **when available**, provides hands-on training both in front of and behind the camera. Students learn how to properly handle video cameras, tripods, microphones, and other related equipment. Members will participate in the filming of a variety of school events including sports, plays, talent shows, graduations, and so much more. Much of what the club records is shown on the local cable channel. Club members will have opportunities throughout the school year to conduct

interviews and report about all the great things happening at Tyrrell Middle School.

HOMEWORK ASSISTANCE

An after-school tutorial/homework program that will operate Monday through Thursday for approximately one hour after school. This program will be staffed by a certified teacher each day. This program will serve only students that voluntarily stay for assistance.

NATIONAL JUNIOR HONOR SOCIETY

The Tyrrell Middle School Sharon Christa Mc McAuliffe Chapter of the National Junior Honor Society, into which a student must be inducted at the conclusion of seventh grade, is for a student who reflects excellence in scholarship, character, leadership, citizenship, and service. The inductees must have already exhibited these accomplishments in both sixth and seventh grade and agree to continue in eighth grade. The NJHS National Council governs the rules of the local chapter. The school administration approves all activities and decisions of the local chapter and receives all appeals in cases of non-selection of candidates, disciplining of students, and dismissing of students. The administration also appoints a five-voting member and a sixth non-voting member Faculty Council, which oversees all of the details of the local chapter, including selection for membership.

To be considered for membership, the student must be in attendance at TMS at least one semester; be entering his or her eighth-grade year; have earned a cumulative grade point average of at least 90 in both sixth and seventh grade; have demonstrated excellence in service, leadership, citizenship, and character in both sixth grade and seventh grade, and agree to maintain a cumulative grade point average of at least 90 in eighth grade; continue to demonstrate excellence in service, leadership, citizenship, and character in eighth grade;—regularly participate in chapter service projects in eighth grade and complete 12 hours of individual community service. After academic screening has taken place, the faculty council will review discipline records to make a determination as to whether any prior behavioral incidents warrant exclusion from membership. If a student receives a disciplinary infraction after being admitted into NJHS they can be placed on probationary status.

STUDENT COUNCIL

Students are elected from homerooms to serve as Student Council representatives. Community service is viewed as an integral part of the middle school program. Student Council often sponsors projects and

fund-raisers to foster the spirit of giving and community involvement.

WRITING CLUB

This is a club, **when available**, that aims to enhance student writing skills. An advisor will meet with students one afternoon per week to provide support and instruction to aspiring writers.

ATTENDANCE

ATTENDANCE

Connecticut law requires public schools to provide at least 180 days for students. During the **2019-2020 2020-2021** year, Wolcott Public Schools policy provides 184 days for students. Connecticut law requires parents to cause their children to attend school regularly during the terms the public school is in session (5113a).

ABSENCES

Regular attendance is expected from all students. A student who is absent from school may not participate in any school-sponsored activities that day or night. A student exceeding fifteen (15) days of absences will be considered for retention (5113a). The total of excused and unexcused absences is to be used in applying the Board of Education Attendance Policy.

Absence verification must be provided for absences 1 through 9. This must be in the form of a parent note within 10 days of the absence. Parents should, however, also call the attendance line at (203)879-8151, ext. 1, if their child will not be attending school. For absences ten (10) and above an appropriately licensed medical professional must verify all student illness absences, regardless of the absence length. Any absence not verified will be considered as an instance of an unexcused absence. The total of excused and unexcused absences shall not exceed fifteen (15) classes or days per school year. Only absences due to Board of Education approved school activities, homebound instruction policy, death in the family, or court appearances will be considered as exceptions to this rule. Under no circumstances will truancy or cutting of classes be sanctioned. If assigned make-up work is not turned in, after it is assigned for an excused absence, a grade of zero shall be assigned the expected time. The expected time is one day absent one day to do make-up. If a student is out two days, they get two days to turn in make-up work. Make-up work for truancy or class cutting is due within one day of its assignment. Any child enrolled in school shall attend school regularly and punctually. Any student, who is frequently tardy to school, shall be warned and reported to the parent/guardian. Penalties for tardiness shall be

imposed via discipline referrals and grade reduction for frequent offenders. Exceptions to this policy shall include certain out-of-school activities approved by the school administration and Board of Education and prolonged absences which fall under the stipulations of homebound instruction policy. Official notice of such approved out-of-school activities shall be appropriately communicated to parents/guardians. In order to receive academic credit for a course or grade advancement, a student shall have earned a passing grade and shall be absent from class no more than fifteen (15) days from a full-year course or seven (7) days from a semester course. Absences will be prorated for courses meeting other than five periods per week. Absence from class for more than the required number of days will result in loss of credit for that class.

Students who exceed the allowable number of absences per this policy and who are passing the course may complete a full session of summer school in the particular subject area, at the students own expense if he/she wishes to attain credit and the course is available in the summer. The number of unexcused absences may not be greater than the number of summer school days. Students must complete the full session and pass the summer course in order to attain credit.

CANCELLATIONS/DELAYS

If school is closed or delayed due to inclement weather or an emergency, students and parents should tune to their local television, or radio stations, Wolcott Public Schools social media pages (i.e. Facebook) or their SchoolMessenger accounts. Do not telephone Wolcott Public Schools' Central Office, Tyrrell Middle School, All Star Transportation or any municipal agencies, as the influx of calls delays other important operations. In the event of a closing, the schedule will resume with the day missed. If a test, quiz, or homework assignment is planned for a day in which there is no school, a student should anticipate taking the test or quiz or submitting the homework assignment on the day she returns to school.

MISSED WORK DUE TO ABSENCES

Attendance in school will be taken into account when grading a student. Therefore, it is necessary for the student to makeup missed work for an excusable absence. Makeup work for an "excused" absence must be submitted within one (1) school day for each day of absence, or a grade of zero (0) will be assigned. Makeup work for a class cutting or truancy is due within one (1) school day for 50 percent earned credit, or a grade of zero (0) will be assigned (5113c).

RELEASE TIME

A student will only be permitted to leave if written permission has been granted by the student's parent and by the principal or his/her designee. A student will only be permitted to leave in the care of a parent or known authorized person who enters the building (5113.12). **This does not automatically include emergency contacts. Parents/Guardians must clearly state, on a note, phone call, or email, who will be responsible for picking up the student.**

TARDINESS TO CLASS

A student is tardy to class after the start of the period, but before the halfway mark. A student habitually tardy to class will be subject to disciplinary action. The 1st, 2nd, and 3rd tardy will result in a warning, and the 4th tardy and every one thereafter will result in a one-hour after-school detention served with the classroom teacher. In addition, with the tardy and every one thereafter, one (1) point will be deducted from the student's marking period average and every three (3) tardies equals a class absence. After the 1st tardy, the classroom teacher will notify a student's parent about every tardy (5113.11).

TARDINESS TO SCHOOL

A student is tardy to school after 7:55 AM. A student tardy to school must sign in at the Main Office and receive a pass to homeroom. A student habitually tardy to school will be subject to disciplinary action. The 1st, 2nd, and 3rd tardy will result in a warning; the 4th, 5th, and 6th tardy will result in an administrative after-school detention, and the 7th tardy and every one thereafter will result in in-school suspension. The school will notify parents (5113.11).

TRUANCY

The school will consider a student "truant" if s/he has four (4) or more unexcused absences in one (1) month or ten (10) or more unexcused absences in one (1) school year. The school will file a written complaint with Superior Court if a student's parent/guardian fails to cooperate with the school in solving a truancy issue (5113.2a).

CAFETERIA

CAFETERIA

All rules and consequences outlined apply to the cafeteria. Students are expected to assist in maintaining a pleasant, clean, safe, and orderly cafeteria.

Students must walk, get in line in single-file and not cut other students, eat food with manners, not throw food, not sell food to other students, dispose of their own trash, recyclable, and trays, clean the tops and undersides of their tables, remain seated after getting food, and remain in the cafeteria until dismissed.

If a student refuses to follow the cafeteria procedures, the student may be removed from the cafeteria for a period of time.

BEVERAGE, FOOD, & GUM

Beverages and food are to be consumed only in the cafeteria or Family and Consumer Science classroom. Gum should not be consumed anywhere in the school building.

LUNCH

Each student will be assigned to a lunch period in the cafeteria. Hot and cold meals are served or meals may be brought from home. Menus and prices are distributed each month. Free and reduced lunch information will be available. There are three ways to pay for lunch:

1. Prepay with Credit Card or e-check at www.mealpayplus.com or by calling 866-883-6035
2. Prepay – Deposit money into your children's meal account to purchase lunch, breakfast and snacks.
3. Daily Payments – Students may pay for meals daily as they go through the serving line. Students must have money in their account or pay with cash to purchase meals and snacks. Students who have negative balances over \$15.00 may have privileges withheld; such as athletics, clubs, graduation ceremonies, field trips or other school activities.

CODE OF CONDUCT

CODE OF CONDUCT

It is the goal of the Wolcott Board of Education and Tyrrell Middle School to ensure the safety and welfare of all students in attendance and to maintain an atmosphere conducive to learning. In keeping with this goal, students are expected to comply with Board policy and school rules and regulations.

The rules and regulations will apply equally for every student and refer to conduct in the school building, on school grounds, on the school bus, at the bus stop, and at any school-related/school-sponsored activity away from school facilities that endangers persons or property, is seriously disruptive to the educational process, or violates a publicized policy. All students are expected to respect themselves, others, and the school property.

The administrators, faculty, and staff use several behavior modification strategies that include warnings, written assignments, detentions, suspensions, and expulsions. Consequences are typically progressive. The issuer of a consequence will notify, either verbally or in writing, the student's parent/guardian. Administrators reserve the right to modify at any time the consequences in the Code of Conduct should it be deemed necessary.

ALCOHOL/DRUGS

No student shall use, possess, be under the influence of, dispense, sell, or aid in the procurement of alcohol, a controlled substance/ drugs, inhalants, over the counter medications, or drug paraphernalia. Possession includes on one's person, in one's cubby, or in one's book bag, backpack, or purse. An employee may seize alcohol, a controlled substance/drugs, or drug paraphernalia. The seized item must immediately be turned over to an administrator with the name of the persons involved, witnesses, location, and circumstances of the seizure. If a student or employee knows or has reason to suspect a student is in possession of alcohol, a controlled substance/drugs, or drug paraphernalia, and the item has not been seized, the student or employee must immediately report it to an administrator. The using, possessing, being under the influence of, dispensing, selling, or aiding in the procurement of alcohol, a controlled substance/drugs, inhalants, over the counter medications, or drug paraphernalia will result in a 10-day home suspension, referral to police, referral to the superintendent of schools, and a recommendation for the student's expulsion from Wolcott Public Schools.

ARSON

No student shall set fire to any part of the school building or school grounds. Setting fire to any part of the school building or school grounds will result in a 10-day home suspension, referral to police, referral to the superintendent of schools, and a recommendation for the student's expulsion from Wolcott Public Schools.

ASSAULT

No student shall assault/physically attack/make contact with the intent to harm or cause bodily injury to a student or employee. Assaulting a student or employee will result in a 10-day home suspension, referral to police, referral to the superintendent of schools, and a recommendation for the student's expulsion from Wolcott Public Schools.

BULLYING

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

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

Student and/or their parent may file a written report of conduct they consider bullying. Students may also make an informal complaint of conduct that they consider to be bullying by verbal report to a teacher or administrator, who will promptly forward the complaint to the administration for review and action. Students and parents are permitted to make anonymous reports of bullying. Parent written reports and student anonymous reports will be investigated by the school administration but no disciplinary action shall be taken solely on the basis of an anonymous report.

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

"Bullying behavior by any student in Wolcott Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus, which acts are committed more than once against any student during the school year. Bullying outside of the school setting may also be addressed if it has a direct and negative impact on a student's academic performance or safety in school. Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any

report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request."

CYBER BULLYING

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyber bullying, are unacceptable, a violation of District policy and of the District's acceptable computer use policy and procedures. Cyber bullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text message, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

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

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

CHEATING/ PLAGIARISM

No student shall cheat (i.e. giving or receiving answers on any assignment, or using crib notes) or plagiarize (copying work and presenting it as one's own). If a student is cheating the student will receive a zero on the assignment and disciplinary consequences. For the

1st offense if a student plagiarizes they will be given the opportunity to redo the assignment for 50% credit and they will receive a lunch detention. Any further instances of plagiarism will result in the student receiving a zero on the assignment and an after school detention.

CHRONIC DEFIANCE

No student shall chronically defy the rules established by the Wolcott Board of Education or Tyrrell Middle School. In addition to the consequence, a student who is chronically defiant of school rules will be referred to the Juvenile Matters Division of Superior Court.

COMPUTER TECHNOLOGY USE- IMPROPER

No student shall abuse the use of computers, Chromebooks, school tablets, and school phones meaning engaging in any unauthorized activity on the computer that violates the Student User Agreement. Students who misuse the computers will have privileges suspended/removed.

CUTTING CLASS

No student shall be in school and absent from a class without permission.

CUTTING DETENTION

No student shall refuse to satisfy the requirements for a detention. Failure to serve a detention may result in the doubling of the detention. Student may receive in-school suspension if they repeatedly fail to serve their detention.

DESTRUCTION OF PERSONAL PROPERTY

No student shall mar, break, or destroy another individual's personal property. Restitution will be required.

DETENTION

Detentions may be issued to students by administrators, faculty, and staff. Detentions range from lunch detentions to one-hour after-school detentions. After-school detentions will begin promptly at 2:35 PM. Students who receive one-hour detentions may take the late bus. Failure to serve a detention will result in a doubling of the detention time. The issuer of a detention will usually provide a school days' notice, verbally or in writing, to the student's parent.

DISCRIMINATION

No student shall discriminate, whether verbally or in writing, against another student or employee with respect to race, religion, age, marital status, national

origin, gender, or physical disability. It is the policy of Wolcott Public Schools that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program because of his or her race, color, religion, sex, age, national origin, ancestry, marital status, sexual orientation, ~~mental retardation~~ **developmental disabilities**, past/present history of mental disorder, learning disability, or physical disability. The Office for Civil Rights of the U.S. Dept. of Education located in Boston and serving New England has moved to a new building. The new address is: U.S. Department of Education, Office for Civil Rights, 33 Arch Street, Suite 900, Boston, MA 02110-1491. (617) 289-0111.

DRESS CODE

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

The following attire is specifically prohibited from wear during the academic school day:

Tops: tank, fishnet, or halter tops; athletic style undershirts; undergarments as outer-garments; half shirts; tops that expose cleavage, the abdomen, back, chest, or underarm; see-through tops; bathing suits; coats, jackets, or attire normally worn as outerwear;

Bottoms: shorts or skirts that reveal the upper thigh; bathing suits; pajama bottoms; Spandex bottoms; undergarments as outer-garments; see-through bottoms, or bathing suits;

Footwear: sandals; flip-flops; slippery-soled shoes; excessively high heels; backless shoes; clogs, **slippers**; untied sneakers, or footwear that marks and/or damages floors;

Accessories: sunglasses; gloves; jewelry that poses a distraction or safety concern; head coverings of any kind, such as but not limited to scarves, bandanas, masks, kerchiefs, athletic headbands, hats, caps, or hoods; spikes or studded bracelets; oversized or multi-finger rings, belts, or chains;

General: attire that is sexually explicit, vulgar, lewd, indecent, or profane; attire that is frayed or torn; attire that depicts, advertises, or encourages the use of drugs, tobacco products, or alcoholic beverages; attire that relates to gang membership or gang activities; clothing, hair arrangements, or other personal adornments or embellishments that disrupt, distract, or interfere with regular school operations. Any other clothing or attire which contain overly offensive or disruptive writing or pictures likely to unduly disrupt the educational environment, or which constitute "fighting words".

If a student violates the dress code, the student will be issued a verbal warning and immediately be required to make the change necessary. If the problem remains uncorrected or is repeated, the student will face disciplinary action (5132c).

DRESS CODE VIOLATION

No student shall violate the dress code established by the Wolcott Board of Education.

CELLULAR CELLULAR PHONES

Students shall not use a cellular phone during school hours unless given explicit permission by a faculty or staff member.

ELECTRONIC/ LASER DEVICES

No student shall possess or use cellphones, ~~CD players, DVD players, tape players,~~ **laser devices**, or laser-emitting devices (e.g. pens, pointers). Devices will be confiscated.

EXPULSION

An expulsion will be recommended to the superintendent of schools by school administrators and issued by the Board of Education to a student who has committed a serious incident of misconduct. A formal hearing will be given to a student prior to an expulsion, which can extend for a period of 180 consecutive school days and into the next school year. A student who is expelled from school may not participate in any school-sponsored or school-related activities during the day(s) of expulsion. An expulsion is recorded in a student's permanent school record and with the State.

FALSE ALARM

No student shall set off a fire alarm without probable cause. A first offense will result in an automatic suspension and referral to police.

FAILURE TO RETURN DOCUMENTS

No student shall fail to return school documents, such as, but not limited to, report cards, progress reports, reports of misconduct, and failed tests.

FELONY ARREST

No student shall exhibit conduct leading to a Class A felony arrest, even if off school grounds or outside of school activities, if that conduct is determined to pose a danger to the student himself/herself, other students, employees, or school property. Being arrested for a Class A felony will result in a 10-day home suspension, referral to police, referral to the

superintendent of schools, and a recommendation for the student's expulsion from Wolcott Public Schools.

FIGHTING

No students shall fight or engage in aggressive physical contact with each other. Fighting will result in the following consequences: police are called when a student is injured; 5 to 10 days out of school suspension. Referral to Superintendent for possible expulsion.

FORGERY

No student shall falsify passes, sign parental signatures, and alter school documents.

GAMBLING

No student shall play a game of skill or chance for money or anything of value.

GUM

No student shall chew gum.

HAZING

No student shall engage in an activity that intentionally endangers the mental or physical health of a student for the purposes of initiation or admission into any organization. Hazing will result in a suspension and referral to police.

INCITING A DISTURBANCE

No student shall encourage other students to participate in unacceptable behavior either through verbal comments or actions that could lead to violence on school property.

INHALANTS

No student shall use, contrary to the directions for use, substances to include, but which are not limited to, whiteout, markers, glue, or paint.

INSUBORDINATION

No student shall be insubordinate, refuse to follow the direction of a school employee.

LEAVING WITHOUT PERMISSION

No student shall walk out of a class, the cafeteria, or the building without permission.

LOITERING

Loitering is not permitted in a school building or on school grounds under the control of the Board of Education. A person is guilty of loitering when s/he remains in or about a school building or on school grounds without permission from school authorities. Any person found loitering on the school premises

will be asked to leave by school authorities and referred to civil authorities if deemed necessary. A student is guilty of loitering on school grounds when s/he loiters or remains in or about a school building or grounds without permission from school authorities. Any student found on the school premises will be subject to penalty determined by school authorities in conjunction with civil authorities if deemed necessary.

MATCHES/LIGHTERS

No student shall possess matches or lighters. Items will be confiscated.

PASS USE-IMPROPER

No student shall abuse a pass, meaning exceeding a reasonable time or failure to report to the designated location after receiving permission.

PHYSICAL EDUCATION DRESS

Students are required to wear appropriate physical education clothing and sneakers when participating in physical education classes. Showers and locker facilities are available to students.

PHYSICAL FORCE

Reasonable physical force, **by PMT trained staff**, may be used to the extent that a teacher or other persons entrusted with the care and supervision of a minor for school purposes believes it necessary to: protect himself/ herself or others from immediate physical injury; obtain possession of a dangerous instrument or controlled substance upon or within the control of the student; protect property from physical damage, or restrain a student or remove a student to maintain order (5144.2).

PORNOGRAPHY

No student shall access via computer or be in possession of pornographic materials.

PROFANITY

No student shall use verbal or nonverbal language or gestures that convey an offensive or obscene message toward another student or employee.

PSYCHOTROPIC DRUG USE

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

school, be evaluated to determine eligibility for special education or receive special education.

PUBLIC DISPLAYS OF AFFECTION

No student shall exhibit public displays of affection, such as but not limited to kissing and groping.

REMOVAL FROM CLASS

All teachers are authorized to remove a student from class when a student causes a serious disruption to the educational processes within the classroom. The teacher must send the student to a designated area and immediately inform a building administrator as to the name of the student and the reason for removal. No student shall be removed from class more than two (2) times in a week or six (6) times in a year (5114b).

ROUGHHOUSING

No student shall push, shove, trip, kick, or slap another student, even in a mutually teasing manner.

SEARCH & SEIZURE

Student's cubbies and lockers are the property of the school and may be subject to search. Likewise, students' personal effects may be subject to search without a warrant and without student consent. A search may take place if school authorities reasonably believe, from the start of the search, that a violation of school rules or state laws has taken place. The scope of the search must be reasonable and related to the search objectives (5145.12).

SEXUAL HARASSMENT

No student shall sexually harass another student or employee.

SKATEBOARDING

No student shall skateboard, rollerblade, roller skate, bicycle, ~~nor sled ride~~ due to liability issues

SMOKING/TOBACCO PRODUCTS

The Board of Education recognizes the deleterious health effects of smoking, both to the smoker and from second hand smoke. The Board also recognizes that adults should be providing positive role models for students. Therefore, in accordance with Connecticut Statute 19a-342, the Board of Education prohibits any student or adult from smoking on school property or at school-sponsored events at any time. Furthermore, use of tobacco products is prohibited on any school-related transportation or at any school-sponsored activity. Any person 16 or older can be subject to a fine if this policy is violated.

As used herein, “smoke” or “smoking” means the lighting or carrying of a lighted cigarette, cigar, pipe or similar device or use of chewing tobacco, or a nicotine delivery device, chemicals or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations.

No student shall smoke or be in possession of tobacco products or facsimiles such as electronic cigarettes, vapor cigarettes, etc. Smoking or being in possession of tobacco products will result in a suspension.

STUDENT CONCERNS

Students have both the right and responsibility to express school related concerns and grievances. A student or group of students should follow the student grievance procedure and set up a meeting with an administrator (5145.6).

SUSPENSION

Suspensions may be issued by administrators to students. Suspensions may be at school or out of school. A suspension can extend for a period of 10 consecutive school days. Up to 10 suspensions and/or a total of 50 days can be issued to a student in a school year. A student who is suspended from school will receive an informal hearing prior to the suspension, unless the administrator determines an emergency exists. A student who is suspended will be provided the opportunity to complete any work, including examinations, which were missed due to the suspension. A student who is suspended from school may not participate in any school-sponsored or school-related activities during the day(s) of suspension. A suspension is recorded in a student’s permanent school record and with the State.

TARDINESS TO SCHOOL/CLASS

No student shall be repeatedly tardy to class or school.

THEFT

No student shall steal any item owned by another student, employee, or school system. Restitution will be required.

THREATS

No student shall communicate, in any form, a terrorist threat or commit, in any form, a terrorist act directed at a student, school employee, Board of Education member, community member, or the school building or property. A terrorist threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or

to cause serious public inconvenience, in reckless disregard of the risk causing such terror or inconvenience. Threatening will result in a suspension.

THROWING ITEMS

No student shall throw objects, such as snowballs, ~~ice~~ balls, school supplies, and food.

TRUANCY

No student shall be illegally absent from school.

UNAUTHORIZED AREAS

No student shall be in areas such as, but not limited to, the elevator, employee lavatories, employee lounge, employee mailroom, custodial closets, auditorium, and locker rooms without permission.

VANDALISM

No student shall mar, break, or destroy school property. Restitution will be required.

WARNINGS

Verbal and written warnings may be issued to students by administrators, faculty, and staff.

WEAPONS/DANGEROUS INSTRUMENTS

In order to ensure the safety and welfare of all students and school personnel in school and at school sponsored activities, the Board of Education prohibits student possession and/or use of a weapon, a reasonable facsimile of a weapon, or other dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school sponsored activity. Violation of this policy may be a violation of criminal law and may be reported to the local law enforcement agency. Students who violate this policy shall be subject to appropriate disciplinary action including but not limited to a recommendation for expulsion.

Weapons/dangerous instruments will be defined as any article or substance which is capable of causing death or serious bodily injury.

No student shall possess, use, manufacture, a firearm, weapon, dangerous instrument, explosive, or firework of any kind or facsimile of any of the aforementioned. Possession includes on one’s person, in one’s cubby, or in one’s book bag, backpack, or purse. These aforementioned items include, but are not limited to a shotgun, sawed-off shotgun, machine gun, rifle, pistol, revolver, other weapon whether loaded or unloaded from which a shot may be discharged, switchblade knife, gravity knife, club, blackjack, metal knuckles, pocketknife, box cutter, dart, or Leatherman-like

device, anything that has the potential to cause bodily harm, a health hazard, or cause physical damage.

An employee may seize a firearm, weapon, dangerous instrument, explosive, or firework of any kind or facsimile of any of the aforementioned. The seized item must immediately be turned over to administration with the name of the persons involved, witnesses, location, and circumstances of the seizure. If a student or employee knows or has reason to suspect a student is in possession of a firearm, weapon, dangerous instrument, explosive, or firework of any kind or facsimile of any of the aforementioned, and the item has not been seized, the student or employee must immediately report it to administration. This offense will be cause for a 10-day home suspension, referral to police, referral to the superintendent of schools, and recommendation for the student's expulsion from Wolcott Public Schools. Policy # 5131.7.

WRITTEN ASSIGNMENTS

Written assignments may be issued to students by administrators, faculty, and staff.

HEALTHCARE

COMMUNICABLE DISEASES

When it can be medically established a student suffers from a serious infectious disease and there is significant risk of transmission of the disease to others due to the nature of the disease or personal characteristics of the student carrier, it may be appropriate to exclude the student from the regular classroom. If it is determined the interests of the student and school are better served when a student with a communicable or infection disease is excluded, procedural safeguards will establish such by extensive medical evidence (5141.22a). A free and public education extends to children afflicted with Acquired Immune Deficiency Syndrome. A student afflicted with AIDS may attend school provided the student's physician, after consultation with the school physician, certified the student's condition is non-communicable (5141.24).

HEALTH ASSESSMENTS

A health record for each student will be maintained in Health Services. For the purposes of confidentiality, records will be treated in the same manner as student cumulative records. Health assessments, required for students in sixth and seventh grade, must include a physical examination with hematocrit or hemoglobin tests, height, weight, and blood pressure; updating immunizations; tuberculin test, vision, hearing, postural, and gross dental screening, and any other

information as the physician believes to be necessary and appropriate. Before entering seventh grade, a student must show proof of having received two (2) doses of measles-containing vaccine or serologic evidence of infection with Hepatitis B, and before entering eighth grade, a student must show proof of having received three (3) doses of measles-containing vaccine or serologic evidence of infection with Hepatitis B. A student will not be allowed to begin or continue in school unless health assessments are performed as required (5141).

INSURANCE

School insurance is available. Brochures are distributed to students at the beginning the school year. While the program is not mandatory, it is suggested parents take advantage of the opportunity to provide adequate protection for their children while at school.

INTERSCHOLASTIC SPORTS

Any student participating in an interscholastic sports program must have a health assessment within one (1) year prior to the first training session for the sport. After the initial examination, repeat examinations are required every year. Each participant in a sport program must complete a health questionnaire before participating in each sport (5141 e). Participation in all extra-curricular activities is contingent upon satisfactory academic achievement (70 or better in all academic classes) and teacher recommendation. No student on activity restriction will be permitted to participate in extra-curricular activities.

MEDICATION

School personnel in compliance with written requests from a student's personal physician or dentist, as well as from a parent, may administer medication to a student. Medication to be administered to a student be it prescribed from a doctor/dentist, aspirin, or aspirin substitutes, must have a written statement from the student's doctor and signed by both the doctor and parent. Medication forms are available in Health Services and will be sent home with the student on the first day of school. A parent must deliver all medications directly to the school nurse. A student is not to transport any medication to school and a student is not to possess prescribed or over the counter medications; a student in violation will face disciplinary action (5141.21).

SCREENINGS

Sixth-grade students will be screened by the school nurse or school nurse aide for vision impairments, eighth-grade students will be screened by the school nurse or school nurse aide for hearing impairments and sixth- through eighth-grade students will be

screened by the school nurse or school nurse aide for scoliosis or other postural problems (5141).

RESIDENCY

HOMELESS STUDENTS

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

MIGRANT STUDENTS

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

NONCUSTODIAL PARENTS

Unless informed otherwise, there are no restrictions regarding the non-custodial parent's right to be kept informed of the student's progress and activities. If restrictions are made relative to these rights, the custodial parent will be required to submit a certified copy of the court order, which curtails these specific rights, to the superintendent of schools. While both parents can visit the student at school, only the custodial parent has the right to remove the student from school property, unless a verified note from the custodial parent provides for an exception to this provision. The custodial parent is the parent with whom the student resides, unless a legal document indicates otherwise (5142.1 a).

RESIDENCY

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

- 2- 1. Such residence must be permanent – this means seven days a week, 365 days per year.
- 3- 2. Such residence is without pay – the person with whom the child lives cannot receive monetary or

other forms of remuneration/compensation for accommodating a child.

- 4.3. Such residence cannot be for the exclusive purpose of schooling – there should be a sufficiently compelling reason for the children to reside with the Wolcott persons apart from school attendance.

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

STUDENT SERVICES

STUDENT ASSISTANCE TEAM

Students whose academic progress, behavior, or attendance is considered unsatisfactory are referred to ~~an~~ a Student Assistance Team in addressing these issues. The team works cooperatively with the classroom teachers, student, and parent to develop and document strategies to assist the student within the regular education program. If the student's difficulties persist, a referral ~~maybe~~ could be made to the special education Planning and Placement Team or to the non-special education Section 504 Team. The Wolcott Board of Education fully complies with the regulations delineated in the American with Disabilities Act (ADA) and Section 504.

SCHOOL COUNSELING DEPARTMENT

School counselors are available for all students at Tyrrell Middle School. Counselors meet with students individually and in small and large groups. Areas discussed in the developmental guidance program are self-respect, decision making, transition, academic success, divorce, death, anger management, bullying, friendships, cultural diversity, and career choices. To meet with a counselor, a student must fill out a request form available in homeroom; once received, the counselor will schedule an appointment during study hall or lunch. Parents may also contact counselors to make appointments. The counselors work closely with the administrators, faculty, staff, parents, community agencies, and private therapists to ease students through their middle school years. To contact a school counselor call the main office at 203-879-8151.

HOME VISITS

The Board of Education, cognizant that good parent-school relationship and communication is vital to the educational development of each student, encourages home visits by school administrators, special services personnel, and nurses when deemed necessary. (6164.13).

RECORDS

Educational records will be kept on file for each student reflecting the physical, emotional, social, and academic aspects of student development. Connecticut law provides that parents/legal guardians of students are entitled to knowledge of and access to all of their children's cumulative records, unless otherwise ordered by the courts. Parents/legal guardians will be allowed, within forty-five (45) days – ten (10) days for special education files; three (3) days if files are to prepare for a special education meeting or due process hearing –from the date of a written request, to review the requested records relating to his/her child. The school administrator, counselor, or psychologist will be present during the review of the school record. The school record will not be allowed to leave the school building. Parents/legal guardians have the right to one copy of any information contained within the school record (5125).

REPORTING OF CHILD ABUSE

Connecticut law requires certain citizens to report suspected child abuse and neglect. These mandated reporters are people in professions or occupations that have contact with children or whose primary focus is children. Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. Mandated reporters are required to make a referral to the DCF Hotline as soon as practical but no later than 12 hours after the mandated reporter becomes aware of or suspects abuse/neglect or imminent risk of serious harm to a child or children.

Reporting of child abuse and neglect is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse or neglect a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are

not in keeping with the explanation given for their cause. Improper treatment such as malnutrition, sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 is a Civil Rights statute that prohibits discrimination against students with disabilities in any program receiving federal financial assistance. This act protects any student who has a physical or mental impairment that substantially limits one or more major life activities, such as walking, learning, breathing, seeing, hearing, etc. The parent of a student requiring Section 504 accommodations or for additional information about Section 504 accommodation, contact our school psychologist at 203-879-8151 ext. 611.

SECURITY MEASURES

- All visitors to any school must enter through the Main Entrance (nearest the office) only. The door will be locked at all times and protected by video surveillance cameras monitored by a district employee. A visitor will be asked for identification and the reason for entry into the building. Only when the district employee is satisfied with the person's identity and purpose at the building, will the employee allow the visitor into the building. There will be no exceptions.
- If a student is being picked up from school prior to the end of the day, the student should bring a note informing the school that he/she will be picked up early. The person picking the child up must be identified in the note. No one will be allowed into the building to pick up students or for any reason unless they have been identified in advance.
- All exterior doors to every school will be closed and locked at all times before, during, and after the school day. Faculty and Staff are instructed to enter the building through designated entryway areas only. Employees have been issued a key to enter each school. Once employees enter the building, make sure that the door closes securely behind you.
- Students must be supervised when they leave the school area (i.e. outside) during regular school hours. School activities, such as recess should continue, please be diligent.
- All adults in any building must wear a picture badge. District employees have an Identification (ID) Badge and visitors must wear a visitor's badge.
- There are additional internal security measures that we are instituting to ensure that our schools are safe and secure. Crisis training and practice drills will be

done on an on-going and regular basis to allow us to be prepared for any emergency or crisis situation.

SEXUAL HARASSMENT

The Wolcott Public School system is committed to a positive and productive working and learning environment free of discrimination. The district prohibits sexual harassment and intimidation of its employees or students, regardless of gender. Sexual harassment is defined as unwelcomed sexual advances, request for favors, and other explicit or implicit verbal (comments, jokes, etc.), physical (touch, gestures, etc.), or visual (pictures, posters, etc.) contact of a sexual nature. All students have a responsibility to maintain a positive learning environment by reporting all incidents of sexual harassment to the school nurse or guidance counselor. The person reporting the incident of sexual harassment must complete a "Sexual Harassment Report Form."

Step 1: Conference with involved students and parent notification for all involved students.

Step 2: Conference with involved students, parent notification for all involved students via letter, and after-school detention for the offender.

Step 3: Conference with the students, parent notification for all involved students via conference, and one (1) day in-school suspension.

Step 4: Conference with the students, parent notification for all involved students via conference, and three (3) days out-of-school suspension.

Step 5: Conference with involved students, parent notification for all involved students via conference, five (5) days out-of-school-school suspension, and referral for expulsion (5145.5a).

SPECIAL EDUCATION

When a student has been referred by a parent or school personnel to a special education Planning and Placement Team (PPT), a meeting to discuss the referral to special education and consider/plan an evaluation takes place. A PPT collects data about students with special education needs, determine a child's eligibility for special education services, prescribe programs for special education students, develop Individual Education Plans, monitor such programs, and evaluate progress. Special education programs are provided for identified students. The PPT meetings take place a minimum of one (1) time per year to review the diagnostic-evaluative data for each child who has been identified (6171 a).

SUICIDE PREVENTION

It is mandated that youth suicide prevention programs incorporate three essential and distinct components: educational, intervention, and evaluation. If a student knows of another student who is suicidal,

immediately tell an adult, who in turn must immediately refer the student to a guidance counselor.

SUICIDE PREVENTION

The Wolcott Board of Education recognizes that suicide is one of the three leading causes of death among young people and is a concern to this school system and the community it serves.

The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

- Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, support systems, and seeking help for themselves and friends.

This curricular content will occur in all health classes throughout the school year, not just in response to a suicide, and the encouragement of help-seeking behavior will be promoted at all levels of the school leadership and stakeholders.

- Each school has suicide prevention specialists for students in crisis and to refer students to appropriate resources.

- When a student is identified as being at-risk, a risk assessment will be completed by a trained school staff member who will work with the student and help connect the student to appropriate local resources.

- Students and parents can access local and national resources for additional support, such as:

- In Connecticut, dial: 211, www.preventsuicidect.org

- National Suicide Prevention Lifeline: 1-800-273-TALK (8255)

Suicidepreventionlifeline.org

- The Trevor Lifeline (especially for LGBTQ youth): 1-866-488-7386

thetrevorproject.org/get-help-now

Trevor Lifeline Text/Chat Services, available 24/7 Text "TREVOR" to 678-678

- Crisis Text Line: Text TALK to 741-741 (crisistextline.org)

All school personnel and students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal, or are in need of help.

While confidentiality and privacy are important, students should know that when there is risk of suicide, safety comes first.

For a more detailed review of policy, please see the district's suicide prevention policy.

ALL OTHER TOPICS

ASSEMBLIES

Assemblies, which will be offered throughout the school year, provide an opportunity for students to learn formal audience behavior. Students shall be respectful and appreciative during all assemblies.

BACKPACKS/BOOK BAGS

Students are only to use backpacks or book bags when entering to and exiting from homeroom. Students do not carry backpacks or book bags during the school day.

BOOKS/BOOKS/EQUIPMENT/MATERIALS

Textbooks, library books, Chromebooks, equipment, and materials are the property of the Wolcott Board of Education and are on loan to each student. Loaned materials and equipment are each student's responsibility and must be monetarily replaced if not returned or if returned damaged.

EXEMPTION FROM INSTRUCTION

The administration recognized that circumstances may arise in which exemption from class attendance is requested by a student or student's parent. The policy is to grant reasonable parental requests for exemptions under the following: family life education, AIDS education, dissection of animals, medical reasons, and religious reasons. All requests from parents for an exemption from instruction must be made through and approved by the building principal (6144.1).

FIELD TRIPS

The Board of Education, cognizant of the inherent benefits to students participating in such a learning experience, endorses the principle of the well-planned educational field trip, and embraces such activity as an integral part of the school program. Each Tyrrell Middle School team will participate in at least one field trip during a school year. All policies and regulations in effect in the school relative to behavior and decorum will also prevail on field trips (6153.1). Students must have satisfactory attendance, behavior and academic standing to be eligible for field trips. The Administration reserves the right to restrict students from attending field trips based on this criteria.

STUDENT SUNSCREEN USE

The Board of Education (Board) believes in promoting sun safety to ensure that children are protected from skin damage caused by harmful ultra-violet rays in sunlight. The Board of Education adopted policy #5141.214. The Board believes that by encouraging sun safe behavior and teaching children about the risks of sunlight, they can be protected from skin damage and lessen the risk of skin cancer.

The purpose of this policy is to allow any student who is six years of age or older, to possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity, provided a written authorization is signed by the student's parent/guardian and is submitted to the school nurse. The written permission from an authorized health care provider is not necessary.

Implementing Procedures:

1. Students are allowed to carry and use sunscreen, during school hours, without a physician's note or prescription on school property or at a school-sponsored activity provided the student's parent/guardian has provided written authorization to the school nurse. (See sample form)
2. Students/Parents/Guardians are to provide the sunscreen product for school use. The sunscreen must be:
 - a. Clearly marked with the child's name.
 - b. Replenished by the parent/guardian as needed.
 - c. A product regulated by the U.S. Food and Drug Administration for over-the-counter use.
3. Aerosol sunscreens, as well as combined sunscreen and insect repellents are prohibited.
4. The District is not responsible for ensuring that the non-aerosol topical sunscreen product is applied by the student.
5. The sunscreen product is to be stored in the student's book bag/back pack or other location designated by the teacher.
6. Students are not to share sunscreen with other students.
7. The student must be able to apply his/her own sunscreen. (or: The student has demonstrated to the parent/guardian that he/she is capable of self-applying the non-aerosol sunscreen product.)
8. School personnel are not expected to assist students in the application of sunscreen.
9. Subject to the provisions of the dress code policy, students are allowed to wear articles of sun-protective clothing, including hats and glasses, when not in school buildings. Clothing that protects the skin

should be worn, particularly for outdoor activities and school trips.

FREEDOM OF SPEECH/EXPRESSION

A student may exercise her/his constitutionally protected rights of free speech and assembly so long as such exercise does not interfere with the operations of the regular school program (5145.2).

FUND-RAISING

All fund-raisers must be approved by an administrator and Board of Education prior to being sold in school.

GIFTS

Tyrrell Middle School recognizes that parents and students often wish to express appreciation to staff for their work. However, the Board does not encourage the giving of gifts. Simple tokens such as a picture, poem or card from a student are entirely appropriate. Teachers do not expect gifts. Rather, they feel rewarded when students work up to their potential (1313).

LATE BUS

A late bus is offered to students who remain after school for the purpose of makeup work, extra help, extracurricular activities, interscholastic sports, and discipline responsibilities. All students must be in the company of a school employee after school hours. The two late busses provide transportation to students who stay for after-school activities. These two busses usually depart the school between 3:30 and 3:45 PM. Students must sign up for the late bus via a GoogleClassroom link, which will be provided to them, and sign up no later than 12:00 PM. If a student chooses to ride on the late bus, his/her drop off stop can be different from their daily stop. A list of the stops that the late busses make is posted on the Tyrrell web page. The streets that have (*) may have multiple stops. The number of stops a bus makes, if they are identified with a star, will be dependent on numerous factors such as, the number of children on the bus that day, distance between residences, traffic patterns, and weather conditions.

You as parents can make the decision as to whether you would like your child to utilize the late bus.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

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

academically, learn English and achieve the standards necessary for promotion.

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

LOST & FOUND

Lost and found items are located in the pupil services office and locker rooms. If a student has lost a valuable object, immediately report it to school personnel. Students are asked to write their names in their purses/wallets and scratch their names into calculators/electronic equipment. The school does everything it can to safeguard private property, but the school is not responsible for lost or stolen items. At the end of the year, lost and found items not claimed will be donated to charity.

MEDIA

Members of the news media will often photograph, film, and record students. If one does not want his/her child photographed, filmed, or recorded by the media for the purposes of print or broadcast, one must notify a building administrator in writing.

MEDIA CENTER

All rules and consequences outlined apply to the media center. Students are expected to assist in maintaining a pleasant, clean, safe, and orderly media center.

The media center is open from 8:00 AM – 2:25 PM to students who have a signed pass from a faculty/staff member with whom they are doing an assignment that must be completed in the media center. Students must present their passes and sign in when they arrive. Each student is personally responsible for any library materials they use. At the conclusion of the school year, report cards, yearbooks, and awards will be withheld from any students who have either not returned overdue materials or paid overdue book fines.

If a student refuses to follow the media center procedures, the student may be removed from the media center for a period of time. It then would be the obligation of the student to make arrangements to use a media center outside of the school district to complete assignments.

PESTICIDE APPLICATION

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

PUBLIC CONCERNS

If a person has a concern or complaint about a school employee, policy, or event, s/he should first go to the person directly involved. Then, if s/he is not satisfied with the outcome, s/he should go to the next level. School employees are professionals and appointments are required to meet with them.

RELIGION

The United States Constitution separates church and state. In Connecticut, students shall not be forced to pray at any time during the school day. ~~Moments of Silence are mandatory.~~

RESEARCH

All requests for the services of student volunteers in research projects, special studies, and surveys not part of the regular education program must have parent, superintendent of schools, and Board of Education approval.

SCHOOL BUS

All rules and consequences outlined apply to the school bus. Students are expected to assist in maintaining a pleasant, clean, safe, and orderly school bus. Connecticut law provides that each local or regional board of education shall furnish, by transportation or otherwise, school accommodations to resident children. Students must obey the driver, remain in their seats while the bus is in motion, keep body parts inside the bus, not eat or drink, and not tamper with equipment. If a student refuses to follow the school bus procedures, the student may be removed from the school bus for a period of time. School districts have the right to suspend students from transportation services for up to ten 10 consecutive days if their conduct while awaiting or receiving transportation to or from school endangers persons or property or violates a publicized policy of the Board of Education. It then would be the obligation

of the student to make arrangements to use another mode of transportation to come to and from school.

SCHOOL CEREMONIES & OBSERVANCES

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

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

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

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

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

TELEPHONES

The school telephones are for school business and are available to students only in the event of an emergency. Likewise, telephone messages from parents/guardians to students will only be delivered in the event of an emergency. No students will be called out of class to receive a call.

* All Policies are available in their entirety on the Wolcottps.org site.

STUDENT DISCIPLINARY GUIDELINES

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

<u>OFFENSE</u>	<u>DEFINITION/DESCRIPTION</u>	<u>CONSEQUENCES</u>
Abuse of Electronic Device Policy	Engaging in any unauthorized activity on the electronic devices, such as threats, obscenity, unauthorized entry, unauthorized use of internet, copying, etc.	<ul style="list-style-type: none">• Depending on the severity, warning, confiscation, detention, extended detention, in-school suspension, or out-of-school suspension will result.• Revocation of computer use privileges• Possible police referral
Abuse of Pass	Exceeding a reasonable time or failure to report to the designated location after receiving permission.	1. Initial Warning 2. Teacher Detention 3. Administrative Detention 4. Hallway Restriction 5. In-School Suspension 6. Home Suspension
Affection	Public displays of affection; any action that exhibits affection such as hugging and/or kissing.	1. Teacher Detention 2. Administrative Detention 3. In-School Suspension
Arson & Reckless Burning	Setting fire to any part of school building or grounds.	1. Referral to police/superintendent notified. 2. 10 day home suspension. 3. Referral for expulsion.
Assault	Unprovoked physical contact with intent to harm or cause bodily injury.	Home suspension (5 – 10 days), Police referral, Superintendent notified, Possible Expulsion
Bullying/Intimidation	Repeated overt acts by one or more students intended to ridicule, humiliate, or intimidate another student. (The intent to harass is included under this provision.)	Depending on severity, Warning, Detention, In School Suspension, Home Suspension, Possible Expulsion
Bus Misbehavior	Unacceptable or unsafe behavior on the bus.	Consequences may include warnings, verbal reprimands, parental notification, detention, suspension (in school, or home), and/or bus <i>suspension</i> .
Cafeteria Misbehavior	Unacceptable behavior in the cafeteria during lunch.	1. Removal from café for 1 day & Written Warning 2. Removal from café for 3 days & Detention 3. Removal from café for 5 days & In School Suspension 4. Home Suspension/Permanent Removal
Classroom Disruption	Behavior which has not ceased despite teacher warning.	1. Parental Notification. 2. Teacher Detention and parental Notification. 3. Administrative Detention and/or In-School Suspension, Home Suspension
Class/Study Cut	Failure to go to class or study hall.	Administrative Detention; Subsequent offenses will result in In-School Suspension or home suspension
Damage to School Property (Unintentional)	Marring, breaking, or destroying school property unintentionally	Restitution will be required.
Damage to School Property (Intentional) – Vandalism	Marring, breaking, destroying school property intentionally	<ul style="list-style-type: none">- Restitution will be required.- Detention, in-school suspension, or out-of-school suspension depending upon severity of damage.- Police referral/Superintendent notified.
Damage to Personal Property (Unintentional)	No student shall mar, break or destroy another individuals personal property	Restitution required depending on severity.
Damage to Personal Property (Intentional)	No student shall mar, break or destroy another individuals personal property	<ul style="list-style-type: none">Restitution required depending on severity.- Detention, in-school suspension, or out-of-school suspension depending upon severity of damage.- Police referral/Superintendent notified.
Detention Cut	Failure to go to detention or arriving too late for a detention to be counted.	Detention doubled; Subsequent offenses – In School Suspension, Home Suspension

Dress Code Violation	Wearing clothing/costumes prohibited in the dress code which interfere with the educational process or are otherwise deemed offensive or inappropriate.	Removal from classes until dress is appropriate. Subsequent offenses – Administrative Detention, In School Suspension, Home Suspension
Drug Possession – Controlled Substances, Alcohol or Facsimiles thereof	Possession on person, in cubby or desk; or knowingly holding drugs, controlled substances, alcohol or facsimiles thereof belonging to others; or possession in a car on school grounds; or possession at any school-related activity on or off, campus.	<ul style="list-style-type: none"> • Out-of-school suspension for 10 days, • Conference with parents, guidance counselor or administrator, • Referral to police, and • Referral to Superintendent for possible expulsion.
Drugs – Use of drugs, controlled Substances, Alcohol, or Facsimiles thereof	Being determined to be under the influence of drugs, controlled substances, alcohol or facsimiles thereof by administrator with consultation with school nurse or police officer	<ul style="list-style-type: none"> • Out-of-school suspension for 10 days, • Conference with parents, guidance counselor and administrator, • Referral to police, and • Referral to Superintendent for possible expulsion.
Drug – Selling/Distribution of Drugs, Controlled Substances, Alcohol or Facsimiles thereof	Selling drugs, controlled substances, alcohol or facsimiles thereof on school property	<ul style="list-style-type: none"> • Out-of-school suspension for 10 days, • Conference with parents, guidance counselor and administrator, • Referral to police, and • Referral to Superintendent for possible expulsion.
Electronic Devices: Cell phones, CD players, etc.	Possession or use of said items.	Confiscation, parents must retrieve said items from an administrator. Subsequent offenses as detention, In-school suspension, home suspension.
Extortion	Forcing another individual to act against his/her will by expressed or implied threat	Home Suspension (3 – 5 days), Police referral, Superintendent notified, Possible Expulsion
False Alarm	Setting off fire alarm without probable cause	<ul style="list-style-type: none"> • Referral to Police/Superintendent notified • 10 days out of school suspension • Subsequent offenses will result in 10 days suspension and referral to the Superintendent for possible expulsion.
Fighting/Mutual Physical Combat	Exchange of mutual physical contact with the intent to injure.	<ul style="list-style-type: none"> • Referral to Police/Superintendent notified. • Anger management will be assigned by school staff. Attendance to these sessions will be required. • 5 to 10 days out-of-school suspension, depending on the severity. Referral to the Superintendent for possible expulsion. • The administration reserves the right to judge and discipline students accordingly.
Fireworks – Possession	Possessing any explosive or fireworks on school property	<ul style="list-style-type: none"> • Referral to police • Confiscation of fireworks • 5 days out-of-school suspension • Referral to Superintendent for consideration of expulsion.
Fireworks – Use of/Sale of	Detonating or selling of fireworks or the equivalent	<ul style="list-style-type: none"> • Referral to police • Confiscation of fireworks • 5-10 days suspension • Referral to Superintendent for consideration of expulsion.

Forgery	Falsifying passes, parental signatures, alteration of official school documents.	1. Teacher Detention. 2. Administrative Detention. 3. In School Suspension
Gambling	Playing a game of skill or chance for money or anything of value.	1. Administrative Detention. 2. In School Suspension. 3. Home Suspension
Gum Chewing	Chewing gum within the school building.	1. Warning. 2. Teacher Detention. 3. Administrative Detention. 4. In School Suspension
Hazing	Any activity that intentionally endangers the mental or physical health of a student for the purposes of initiation or admission into any student organization.	<ul style="list-style-type: none"> • 5-10 days of out-of-school suspension • Parent conference required • Possible exclusion from school related activity
Horseplay	Rough or boisterous play which causes an unnecessary disruption or distraction.	1. Teacher Detention. 2. Administrative Detention. 3. In-School Suspension 4. Home Suspension
Inciting a disturbance	Encouraging other students to participate in unacceptable behavior.	1. In School Suspension. 2. Home Suspension, Superintendent notified, Possible Police Referral
Insubordination/ Repeated Defiance	Refusal to follow the direction of a staff member, administrator, teacher, substitute teacher or other staff member.	1. In School Suspension. 2. Home Suspension
Insult to Staff	Speaking/gesturing toward (staff members) in a manner which insults, etc.	Penalty will be a detention issued by the teacher or extended detention issued by an administrator.
Insult to Students	Speaking/gesturing toward (fellow students) in a manner which insults, etc.	Penalty will be a detention issued by the teacher or extended detention issued by an administrator.
Larceny or Petty Theft	Stealing any material owned by another student, staff member or the school system.	<ul style="list-style-type: none"> - Restitution will be required. - In-school suspension or out-of-school suspension depending on the nature of the incident - Referral to police/Superintendent notified.
Leaving without permission	Student leaves without receiving teacher's approval.	1. Teacher Detention. 2. Administrative Detention. 3. In School Suspension.
Lighting Match/Lighter	Any person who lights a lighter or match in school.	In-school suspension or possible out-of-school suspension depending on the nature of the incident.
Physical Confrontation	Escalation of a verbal encounter resulting in physical contact.	<ul style="list-style-type: none"> • Mediation by guidance and/or administration • Assignment of extended detention or in-school suspension or out-of-school suspension
Profanity/Obscenity	Using verbal or non-verbal language or gestures which convey an offensive or obscene message towards any member of the school community.	Depending on severity, consequence may range from Teacher Detention to Home Suspension
<u>Serious</u> Classroom Disruption	Behavior so extreme or incidents of repeated disruptions which have not ceased despite teacher warnings.	Immediate removal from class, Administrative Detention. Subsequent offenses may lead to In School Suspension or Home Suspension.
Serious Dangerous Actions	Any action that may cause injury or harm or attempt to cause injury or harm to themselves or others.	Verbal warning, expulsion depending on severity.

Serious Hallway Disruption	Any inappropriate behavior which seriously impedes safety of others in the hallways or that interferes with the orderly climate of the hallway.	Detention, extended detention, or in-school suspension, depending upon the seriousness of the incident.
Serious Intolerance of Diversity	Using insults which are based upon racial background, ethnicity, religion, gender or sexual orientation towards any member of the school community.	Home Suspension, Superintendent notified, Possible Expulsion
Sleeping in Class	A student sleeping during a class.	1 st Offense: Teacher Warning 2 nd Offense: Sent to Nurse, Parent Notified 3 rd Offense: Sent to Nurse, Administration notified with disciplinary referral
Unauthorized Areas	Students in areas such as, but not limited to, the elevator, teachers' lavatories, lower stairwells, auditorium, unsupervised classrooms without expressed permission of a staff member.	1. Administrative Detention. 2. In School Suspension. 3. Home Suspension
Verbal Altercation	Involvement in a verbal confrontation i.e. shouting match or yelling, etc.	Depending on the severity of the threat: mediation by Guidance or Administration, extended detention, in-school suspension, out-of-school suspension, and/or referral to Police.
Tardiness to Class	Any student not in the classroom when class is scheduled to begin.	Beginning with the 4 th tardy, teacher detention will be issued for each subsequent tardy
Tardiness to School	Any student not in the building by 8:00AM.	1. 1 st , 2 nd , and 3 rd , unexcused tardy = warning. 2. 4 th , 5 th , and 6 th unexcused tardy = administrative detention. 3. 7 th and beyond unexcused tardy = In School Suspension
Threatening Staff	A verbal expression of intent to harm or otherwise cause injury to a staff member or his/her property.	Home Suspension (5 – 10 days), Police Referral, and Superintendent notified. Subsequent offenses may result in Expulsion.
Threatening Another Student	A verbal expression of intent to harm or otherwise cause injury to another student or his/her property.	Intent to harm another person or his/her property will result in Home Suspension (5 -10 days).
Tobacco (smoking/chewing/vapor)	Possession of, smoking or chewing tobacco, smoking device or any facsimile of anywhere on school grounds.	In-school suspension or possible out-of-school suspension depending on the nature of the incident.
Truancy	Being illegally absent from school.	One day of In School Suspension is assigned for each day of Truancy.
Weapons	Possession or use of any article or substance which is capable of causing death or bodily injury.	10 day Home Suspension, Police Referral, Superintendent notification, Recommendation for Expulsion.

STAFF EMAIL DIRECTORY

Employee	Email	Grade	Assignment
Ackerman, Michael	mackerman@wolcottps.org	N/A	Security Aid
Aldridge, Sabrina	saldridge@wolcottps.org	6-8	Special Education
Angelone, Meagan	mangelone31@wolcottps.org	N/A	Administrative Assistant
Artigliere, Alison	aartiglieri1@wolcottps.org	6-8	Special Education
Baker, Kerri	kbaker@wolcottps.org	7	Math – Granite Team
Barrows, Kelly	kbarrows1@wolcottps.org	6-8	Paraprofessional
Blacker, Scott	sblacker1@wolcottps.org	8	Social Studies – Onyx Team Leader
Boisvert, Marian	mboisvert1@wolcottps.org	7	Mathematics – Marble Team
Bove-Virr, Christine	cbove-virr@wolcottps.org	6	Science – Platinum Team
Brockie, Michele	mbrockie1@wolcottps.org	6-7-8	Paraprofessional
Buceivicius, Darcy	dbuceivicius@wolcottps.org	6-8	Paraprofessional
Burksa, Alyssa	aburksa1@wolcottps.org	6-8	Paraprofessional
Buzzelli, Elizabeth-TBD	ebuzzelli@wolcottps.org	7-8	School Counselor
Caetano, Daniel	dcaetano@wolcottps.org	6-8	Assistant Principal
Casasola, Raul Butler, Betty	rcasasola@wolcottps.org bbutler1@wolcottps.org	7	World Languages – Spanish
Castro, David	dcastro1@wolcottps.org	6-8	Custodian
Cianchetti, Anthony	acianchetti1@wolcottps.org	6-8	Social Worker
Comeau, Jeffrey	Jcomeau1@wolcottps.org	6-8	Custodian
Conway, Pamela	pconway1@wolcottps.org	6-8	Talented and Gifted
Cote, Carol Seroczynski, Christine	ecote@wolcottps.org cseroczynski1@wolcottps.org	6-8	Food Services Manager
Cox, Ellen-TBD	ecox@wolcottps.org	6	Mathematics – Diamond Team
Craig, Karen	kcraig1@wolcottps.org	8	English LA – Onyx Team Leader
Cullen, Jessica	Jcullen23@wolcottps.org	8	English LA - Pearl Team Leader
Current, Robert	reurrent@wolcottps.org	6-8	Custodian
Daniels, Bianca	bdaniels1@wolcottps.org	7-8	World Languages – Spanish
DeFosses, Bette-TBD	bdefosses1@wolcottps.org	6-8	Psychologist
DiNunzio, Jennifer Greaney, Michelle	jdinunzio@wolcottps.org mgreaney1@wolcottps.org	6-8	Nurse
DiStasio, Brett	bdistasio1@wolcottps.org	6-8	Special Education
DiStasio, Sheila	sdistasio1@wolcottps.org	6-8	Computer Education Teacher
Downes, Jason	jdownes1@wolcottps.org	8-7	Social Studies – Pearl Team Marble Team
Doyle, Avery	adoyle1@wolcottps.org	6-8	Speech & Language Pathologist
Fish, John	jfish1@wolcottps.org	8	Mathematics – Pearl Team
Fortier, David	dfortier1@wolcottps.org	7	Social Studies – Granite Team
Gallagher, Janice	jgallagher1@wolcottps.org	6-8	Paraprofessional
Garbus, Sarah	sgarbus1@wolcottps.org	6	Social Studies – Diamond Team Leader
Gilchrist, Kelly	kgilchrist1@wolcottps.org	6-8	Special Education
Green, Lois	lgreen@wolcottps.org	6-8	Cafeteria
Jackson, Tara	tjackson4@wolcottps.org	6-8	Special Education
Jankiewicz, Audrey	ajankiewicz1@wolcottps.org	7-6	English LA- Marble Team Platinum Team
Jasulavic, Diane	djasulavic1@wolcottps.org	7-6-8	Special Education
Jones, Todd	tjones1@wolcottps.org	6	Science – Diamond Team
Kelsey, Lee	lkelsey1@wolcottps.org	6-8	Art – Silver Team
Krug, Andrea	akrug1@wolcottps.org	6-8	Paraprofessional – Library Media

Krusewski, Theresa	tkrusewski1@wolcottps.org	6-8	PE/Health – Silver Team
Lake-Post, Sharon	slakepost1@wolcottps.org	6	World Languages – Spanish
LeBlanc, Karen	kleblanc1@wolcottps.org	6-8	Reading Specialist

STAFF EMAIL DIRECTORY

Employee	Email	Grade	Assignment
Lerz, Jr., Art	alerzjr1@wolcottps.org	6-8	Head Custodian
Ligi, Richard	rligi3@wolcottps.org	8	Science – Pearl Team
Lindquist, Barbara TBD	blindquist@wolcottps.org	6-8	Paraprofessional
Lynch, Michael	mlynch3@wolcottps.org	8-6	School Counselor
Maffioli, Alicia	amaffioli1@wolcottps.org	6-8	Math Interventionist
Maia, Lynn	lmaia1@wolcottps.org	6-8	Administrative Assistant
Mainwaring, Arlene	amainwaring1@wolcottps.org	6-8	Paraprofessional
Mascetti-Johnson, Nina	nmascetti1@wolcottps.org	6	English LA – Diamond Team Leader
T/B/D Brammer, Alicia	abrammer1@wolcottps.org	8	English LA – Pearl Team
Mauriello, Angelo	maurielloa1@wolcottps.org	6-8	School Resource Officer
Miller, Doreen	dmiller@wolcottps.org	6-8	Cafeteria
Mirto, Stephen	smirto1@wolcottps.org	6-8	Technology Education – Silver Team
Moffo, Robert	rmoffo1@wolcottps.org	6-8	Paraprofessional
Morin, Cassidy	kmorin1@wolcottps.org	8	Paraprofessional
Mumley, Joanne	jmumley3@wolcottps.org	7	English LA – Granite Team
Murphy, Joseph	jmurphy2@wolcottps.org	6-8	PE/Health-Silver Team
Norcross, Joseph	jnorcross@wolcottps.org	6-8	Principal
Oswald, Carolyn	coswald@wolcottps.org	6-8	Paraprofessional
Pisani, Sabrina	spisani1@wolcottps.org	6	Mathematics-Platinum Team
Pytel, Heather	hpytel1@wolcottps.org	6-7	Choral Music-Silver Team
Pugliese, Vinny	vpugliese1@wolcottps.org	N/A	Custodian
Rahuba, Darcey	drahuba@wolcottps.org	6-8	Cafeteria
Regimbald, Jeremiah TBD	jregimbald@wolcottps.org	6-8	Instrumental Music – Silver Team
Richardson, John	jrichardson1@wolcottps.org	8	Mathematics – Onyx Team
Riker, Eleanor	eriker1@wolcottps.org	8	World Languages – Spanish
Rocca, James	jrocca5@wolcottps.org	7	Science – Granite Team
Roccoa, Krista	krocco3@wolcottps.org	6-8	Paraprofessional
Roman, Lisa	lroman1@wolcottps.org	8	Science – Onyx Team Leader
Rutledge, Nicole	nrutledge1@wolcottps.org	8-7	English LA – Onyx Team Marble Team
Salustro, Wendy	wsalustro1@wolcottps.org	6-7	School Counselor
Savarese, Justin	jsavarese1@wolcottps.org	7-6	Social Studies - Marble Team Platinum Team Leader
Schinkel, Holly	hschinkel3@wolcottps.org	6-8	Reading Specialist for District
Senerth, Katherine	ksenerth1@wolcottps.org	8-6-8	Special Education
Simon, Eileen	esimon1@wolcottps.org	6	English LA - Diamond Team
Stango, Bethany	bstango1@wolcottps.org	6-8	Special Education
Stroh, Charlene	cstroh@wolcottps.org	6-8	Cafeteria
Tassinari, Lisa	ltassinari1@wolcottps.org	6-7	World Language - French
Sinatra, Jacquelyn	jsinatra1@wolcottps.org	6	English LA - Platinum Team
Terry, Michael	mterry1@wolcottps.org	7	English LA - Granite Team
Trovato, Karen	ktrovato1@wolcottps.org	7	Science - Marble Team Leader
Urban, Erich	eurban1@wolcottps.org	6-8	Technology
Weber, Kristen	kweber1@wolcottps.org	6-8	F&C Science - Silver Team Leader
Werenko, Holly	hwerenko1@wolcottps.org	7	Language Arts- Marble Team

Wilson, Nancy	nwilson1@wolcottps.org	6	English LA - Platinum Team
Wright, Dan	dwright@wolcottps.org	6-8	Paraprofessional
Wright, Jill	jwright1@wolcottps.org	6	Social Studies - Platinum Team Leader Pearl Team

ANNUAL NOTICE

Dear Parent and Student:

It is important you carefully read the contents of the *Tyrrell Middle School Student Handbook*. It contains notices of rights you have under law.

I understand and consent to the responsibilities in the Wolcott Public School district's student behavior policies and regulations as outlined in the *Tyrrell Middle School Student Handbook*. I also understand and agree that my child shall be held accountable for the behaviors and consequences outlined in the Code of Conduct at school, school-sponsored, and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time and location.

Please sign and return this page, along with the Technology User Agreement on the opposite side, to indicate you have read and understand the information provided within the *Tyrrell Middle School Student Handbook*.

Student's Printed Name Student's Signature Homeroom

Parent's Signature /_____/_____
Date

WOLCOTT PUBLIC SCHOOLS **POLICY STATEMENT** **REGARDING: WEAPONS & DANGEROUS INSTRUMENTS**

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

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

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

- 1) 10 Day Home Suspension
- 2) Referral to the Wolcott Police Department
- 3) Notification to the Superintendent of Schools
- 4) Expulsion by the Wolcott Board of Education

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

_____ Room # _____

Student's Printed Name

Student's Signature

Parent/Guardian Signature

Date

____/____/____

STUDENT USER AGREEMENT

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

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

Student's Signature

Course Title

Date

Student's Printed Name

Parent's Signature

WHS: Major Changes To the 2020-2021 Student Handbook	Page Numbers	Change Summary
Disciplinary Absences	22	# of days for students to lose credit changed for full year and half year courses to align with updated schedule
Dress Code	30	Added blankets to outerwear restrictions
Clubs and Performing Groups	39, 41, 42	Added Backstage Club and Board Game Club. Removed Peer Helpers. Changed SASA to RTC and updated language to describe club more accurately
Graduation Requirements	46-51	Updated language to match latest State of CT Requirements as well as to align with the language in the WHS Course of Studies
Class Rank	51	Changed weighted class rank figures for accuracy
Student Sunscreen Use	55	Added BOE policy under Health section
Making Up Work	58	Added language to clarify student responsibility and to give examples of expectations regarding schedule rotation
National Assessment of Educational Progress (NAEP)	61	Removed- we no longer have this assessment
Super Senior	64	Added community service requirement information
Suicide Prevention	75	Added new section for Suicide Prevention Information in conjunction with School Counseling

Wolcott High School Student Handbook 2019-2020
2020-2021

Formatted: Centered

Dear Parent or Guardian:

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

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

I have read and reviewed all the information contained in the **WHS Student User Agreement** on **Page 87** of the WHS Student Handbook. My signature below indicates that I agree to abide by the Wolcott Board of Education's acceptance use policy and the terms & conditions as listed.

I have read and reviewed all the information contained in the **WHS Policy Statement-Dangerous Weapons & Instruments** on **Page 86** of the WHS Student Handbook. My signature below indicates that I understand and consent to the responsibilities outlined in this policy.

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

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

LOCKER# ASSIGNED TO STUDENT: _____

STUDENT NAME: _____
(Please Print)

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

EMAIL ADDRESS: _____

PARENT/GUARDIAN HOME PHONE: _____

PARENT/GUARDIAN WORK PHONE: _____

DATE: _____

GRADE: _____

Dear Wolcott High School Students and Parents:

The Vision of the Graduate for the Wolcott Public Schools provides for the long-range, strategic planning and implementation of programs for all Wolcott students. Here at the high school, we have used that model to create our own Vision of the Graduate. Using our Vision as a guide, the Administration and Staff seek to provide our students with knowledge and skills that will enable them to become responsible citizens.

To do so, we are pledged to taking an active role in the intellectual and social growth of each student. The success of our endeavors can only be realized with the cooperation of the students and the support of the parents. Through our joint efforts, students will graduate from Wolcott High School prepared to succeed in the 21st Century.

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

With hopes for a successful ~~2019-2020~~2020-2021 school year!

Walter Drewry
Principal

TABLE OF CONTENTS

Academic Dishonesty	17
Academic Information	46
Access to Special Education	18
Admission/Placement	19
Adult Status	19
Advanced Placement Courses	19
Advertising	20
Anonymous Email Reporting/Tip Line	20
Asbestos	20
Assemblies	20
Athletics	35
Attendance Policies	23
Awarding of High School Diplomas	47
Back to School Night	23
Bell Schedules	11
Board of Education	24
Books	24
Bullying	24
Bus Conduct Rules	74
Cafeteria	26
Calendar	10
Card Playing	27
Child Abuse	28
Class Rank	47
Clubs and Performing Groups	37
Code of Conduct	7
Computer Resources	28
Dangerous Weapons and Instruments	28,85
Directory (Email)	88
Directory, Wolcott Public Schools	8
Discipline	32
Discovery Program	28
Dress Code	29
Drugs, Tobacco, Alcohol, Weapons	30
Eligibility for Interscholastic Athletics	36
Emergency School Closing Information	34
Equal Opportunity/District Compliance Officers	34
Exam Information	42
Exemption from Instruction	34
Extra-Curricular Activities	34
Extra Help	43
Facilities	43
Field Trips	43
Financial Obligations to WHS	43
Fire Drills and Emergency Preparedness	44
Food and Beverages	44
Fund Raising	44
Graduation Requirements	44
Green Cleaning Program	49
Gymnasium Floor	49
Harassment Statement	49
Hazing Activities	50
Health Services	50
Homebound Instruction	52
Homeless Students	52
Homework Expectations	52
Honor Roll	48
Insurance	56
Interim Reports	48

Laser Pointers	56
Late Buses	56
Library/Media Center	56
Limited English Proficient (LEP) Students.....	57
Lost and Found.....	57
Making Up Work.....	55
Marking Period Dates.....	49
Migrant Students	57
Moving to Another Community.....	58
National Assessment of Educational Progress (NAEP)	58
National Honor Society	58
Online Course Credit	59
Parent Action Council (PAC)	59
Parent Conferences.....	24,59
Parent Involvement/Communications	59
Pesticide Application.....	59
Plagiarism (under Academic Dishonesty).....	17
Posters	60
Preparation for Class	60
Promotion, Retention and Placement.....	60
Property, Lockers and Equipment.....	60
PSAT/NMSQT	65
Public Display of Affection.....	61
Reading Lab	61
Recovery of Credit.....	62
Residency	61
Safety/Accident Prevention	63
Scholarships, Financial Aid and Awards	64
School Ceremonies and Observances	64
School Choice Options	65
School Counseling	65
School Counseling Department	9
Search and Seizure.....	68
Senior Courtyard	68
Sexual Harassment/Intimidation	69
Social Functions	69
Student Discipline Guidelines.....	77
Student Parking Rules and Regulations	70
Student Records.....	65
Student User Agreement.....	87
Study Halls	71
Summer School	62
Suicide Prevention.....	71
Super Senior	71
Surveys of Students	71
Teacher and Paraprofessional Qualifications	72
Technology in the School	72
Title I Comparability of Services.....	73
Title I Parental Involvement	73
Transcripts	67
Transfers/Withdrawals.....	73
Transportation	74
Transportation Safety Complaints/Procedures.....	75
Truancy.....	75
Vacations.....	75
Videotaping/Photographing/Video Surveillance.....	75
Vision of the Graduate	5
Visitors/Unauthorized Persons on School Property	76
Web Sites.....	76
Withdrawal from a Course.....	76
Working Papers	76

WHS VISION OF THE GRADUATE:

This vision was created to guide our aspirations for all graduating students.

The Vision of the Graduate includes core values, beliefs about learning, and learning competencies. Each part of the vision will be actively reflected in the culture of the school and used to drive curriculum, instruction, and assessment practices in every classroom. As well, this vision will encompass the core values, beliefs about learning, and learning competencies that are used to guide the school's policies, procedures, decisions, and resource allocations.

Six Core Learning Competencies: What the students can do. We refer to these as the 6Cs.

Critical Thinking - Students who demonstrate critical thinking:

- Use critical reading strategies to collect, assess, and analyze relevant information.
- Ask questions, utilize resources, and apply knowledge.
- Reason effectively by noticing patterns, connecting new information to prior learning, and analyzing cause and effect relationships.
- Identify, define, and solve authentic problems and essential questions.
- Reflect critically on learning experiences, processes, and solutions.

Communication - Students who communicate:

- Articulate thoughts and ideas effectively using written, verbal, and nonverbal communication skills for a range of purposes.
- Read and listen effectively to decipher meaning.
- Use multiple media and technology ethically and effectively.

Collaboration - Students who collaborate:

- Establish and follow group roles and norms.
- Demonstrate the ability to work effectively and respectfully with diverse teams.
- Exercise flexibility in making necessary compromises to accomplish a common goal.
- Assume responsibility for shared work and value the contributions made by each member.

Creativity - Students who are creative:

- Demonstrate curiosity, originality, and inventiveness.
- Engage in a continuous process to analyze and evaluate their creative efforts.
- Are willing to take intellectual risks and learn from failure when confronting challenges
- Generate new ideas and solutions.

Commitment to Growth - Students who demonstrate commitment to growth:

- Set specific and measurable short and long term goals.
- Manage time and workload effectively.
- View failure as an opportunity to overcome obstacles and learn from mistakes.
- Accept and act upon constructive feedback.
- Assess and reflect on performance.

Citizenship - Students who are good citizens:

- Act responsibly with the interests of the larger community in mind
- Act with integrity and honesty.
- Find opportunities to participate in the school, local community, and beyond.
- Understand, stay informed, and participate appropriately in governmental processes.
- Understand their rights and obligations.
- Understand the importance of physical and mental health.
- Understand how to make appropriate personal economic choices.
- Recognize and respect diversity.

PREFACE

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

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

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

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

WOLCOTT CODE OF CONDUCT

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

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

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

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

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

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

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

* (see Dress Code pg. 29)

**DIRECTORY – WOLCOTT PUBLIC SCHOOLS
2019-2020**

WOLCOTT BOARD OF EDUCATION

<u>Lori DelBuono Bartlett</u>	<u>Cynthia Mancini</u> , Chairman	<u>Thomas Buzzelli</u>	<u>Sean Hughes</u>
Kathleen Cordone			
<u>Cynthia Mancini</u>	<u>Paul D'Angelo</u> , Vice-Chairman	Christopher Charette	<u>Paul</u>
<u>D'Angelo</u>	<u>Timothy McMurray</u>		
Roberta Leonard, Secretary	Anthony Gugliotti	Kelly Mazza	

SCHOOL/OFFICE DIRECTORY

Central Office – 1488 Woodtick Road

Superintendent of Schools:	Mr. Anthony Gasper Ed.D.	203-879-8183
Assistant Superintendent:	Mr. <u>Frank Purearo</u>	<u>Shawn Simpson</u> 203-
879-8183		
Director of Student Services & Alternative Programs:	Mr. Kevin Hollis	203-879-8178
Supervisor of Special Education:	Ms. Rosa Ramalhete	203-879-8178

Business Office - 1488 Woodtick Road

Business Manager:	Mr. Todd Bendtsen	203-879-8180
-------------------	-------------------	--------------

Buildings, Grounds and Maintenance – 1488 Woodtick Road

Supervisor:	Mr. Wayne Natzel	203-879-8150
-------------	------------------	--------------

Wolcott High School - 457 Bound Line Road

Principal:	Mr. Walter Drewry	203-879-8164
Assistant Principal:	Mr. Bryan MacKay	203-879-8164
Assistant Principal:	Mr. Joseph Morgan	203-879-8164

Tyrrell Middle School - 500 Todd Road

Principal:	Mr. Joseph Norcross	203-879-8151
Assistant Principal:	Mr. Daniel Caetano	203-879-8151

Alcott Elementary School - 1490 Woodtick Road

Principal:	Mr. <u>Shawn Simpson</u>	<u>Matthew Calabrese</u>
------------	--------------------------	--------------------------

203-879-8160

Frisbie Elementary School - 24 Todd Road

Principal:	Mrs. Kimberly Murtaugh	203-879-8146
------------	------------------------	--------------

Wakelee Elementary School - 12 Hempel Drive

Principal:	Mrs. Deborah Osvald	203-879-8154
------------	---------------------	--------------

Athletics - 457 Bound Line Road

	Ms. Tanya Adorno	203-879-8173
--	------------------	--------------

Wolcott School Lunch - Director:

203-879-8145	Ms. <u>Nicole Maxellon</u>	<u>Eileen Girgenti</u>
--------------	----------------------------	------------------------

All-Star Transportation - Manager:

	Ms. Brenda Johnson	203-879-1334
--	--------------------	--------------

DISTRICT COMPLIANCE OFFICERS

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

WOLCOTT HIGH SCHOOL ADMINISTRATION

Mr. Walter Drewry: Principal
Mr. Joseph Morgan: Assistant Principal (last names A-La)
Mr. Bryan MacKay: Assistant Principal (last names Le-Z)

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

SCHOOL COUNSELING STAFF

Mrs. Taryn Villano-Corso	CLASS OF
Seniors	A-D 2020
Juniors	A-D 2021
Sophomores	A-D 2022
Freshman	A-F 2023

Mrs. Alyssa Giedra			
Seniors	E-L		2020
Juniors	E-L		2021
Sophomores	E-L		2022
Freshman	G-Ma		2023

Mrs. Kelley Brochu		
Seniors	M-R	2020
Juniors	M-Sa	2021
Sophomores	M-Sm	2022
Freshman	Mc-Sa	2023

<u>Ms. Aisha Mobley</u>		
Seniors	S-Z	2020
Juniors	Se-Z	2021
Sophomores	So-Z	2022
Freshman	Sp-Z	2023

<u>Mrs. Taryn Villano-Corso</u>		CLASS OF:
Seniors	A-D	2021
Juniors	A-F	2022
Sophomores	A-E	2023
Freshmen	A-F	2024

<u>Mrs. Alyssa Giedra</u>		
Seniors	E-L	2021
Juniors	G-Ma	2022
Sophomores	F-L	2023
Freshmen	G-Mi	2024

Formatted: Indent: Left: 0.3", First line: 0.3"

Formatted: Indent: Left: 0.7"

Formatted: Indent: Left: 0.7", First line: 0.5", Space After: 0 pt

Formatted: Indent: Left: 0.2", First line: 0.3"

Formatted: Indent: Left: 0.7"

<u>Mrs. Kelley Brochu</u>		
Seniors	M-Sm	2021
Juniors	McC-So	2022
Sophomores	M-S	2023
Freshmen	Mo-Sp	2024

<u>Mr. Mark Wursthorn</u>		
Seniors	So-Z	2021
Juniors	Sp-Z	2022
Sophomores	T-Z	2023
Freshmen	St-Z	2024

School Counseling Department – 203-879-8157
 School Counseling Fax – 203-879-8444
~~Ms. Aisha Mobley~~, Mark Wursthorn, Director of School Counseling
 Mrs. Kristin Sweeney-Bizier, School Psychologist
 Mrs. Jill Fontanella, Social Worker
 Mrs. Annmarie Barrett, Speech and Language Pathologist
 Mrs. Nancy Cyr, Career Center
 Mrs. Dori Quilter, Secretary

HEALTH OFFICE

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

Formatted: Indent: Left: 0.2", First line: 0.3"
 Formatted: Indent: Left: 0.7"

Formatted: Indent: Left: 0.2", First line: 0.3"
 Formatted: Indent: Left: 0.7"

Formatted: Indent: Left: 0.9", First line: 0.3"

Wolcott Public Schools
Calendar
2020-2021

July	August (8/8)	September (21/21)	Date/Event or Holiday
M T W TH F	M T W TH F	M T W TH F	August 24, 2020 Convocation
1 2 3	3 4 5 6 7	1 2 3 4	August 25, 2020 PD Day
6 7 8 9 10	10 11 12 13 14	7 8 9 10 11	August 26, 2020 First Day for Students
13 14 15 16 17	17 18 19 20 21	14 15 16 17 18	September 7, 2020 Labor Day
20 21 22 23 24	24 25 26 27 28	21 22 23 24 25	October 12, 2020 Columbus Day
27 28 29 30 31	31	28 29 30	November 3, 2020 Election Day
			November 9, 2020 Veterans Day Obv.
			November 26-27, 2020 Thanksgiving
			December 23-Jan 1, 2021 Holiday Recess
			January 18, 2021 Martin Luther King Day
			February 15-16, 2021 February Recess
			April 2, 2021 Good Friday
			April 5 - 9, 2021 April Recess
			May 31, 2021 Memorial Day
			June 10, 2021 Last Day (tentative)
October (21/21)	November (17/17)	December (17/17)	# of Student and Staff Days
M T W TH F	M T W TH F	M T W TH F	Staff Student
1 2	2 3 4 5 6	1 2 3 4	August 6 4
5 6 7 8 9	9 10 11 12 13	7 8 9 10 11	September 21 21
12 13 14 15 16	16 17 18 19 20	14 15 16 17 18	October 21 21
19 20 21 22 23	23 24 25 26 27	21 22 23 24 25	November 17 17
26 27 28 29 30	30	28 29 30 31	December 17 17
January (19/19)	February (18/18)	March (23/23)	January 19 19
M T W TH F	M T W TH F	M T W TH F	February 18 18
1	1 2 3 4 5	1 2 3 4 5	March 23 23
4 5 6 7 8	8 9 10 11 12	8 9 10 11 12	April 16 16
11 12 13 14 15	15 16 17 18 19	15 16 17 18 19	May 20 20
18 19 20 21 22	22 23 24 25 26	22 23 24 25 26	June 8 8
25 26 27 28 29		29 30 31	Total Days 186 184
April (16/16)	May (20/20)	June (8/8)	
M T W TH F	M T W TH F	M T W TH F	
1 2	3 4 5 6 7	1 2 3 4	
5 6 7 8 9	10 11 12 13 14	7 8 9 10 11	
12 13 14 15 16	17 18 19 20 21	14 15 16 17 18	
19 20 21 22 23	24 25 26 27 28	21 22 23 24 25	
26 27 28 29 30	31	28 29 30	

We can accommodate up to 12 snow days by adding onto the year in June beginning with June 11th. If more than 12 snow days occur they will be made up during the April vacation beginning with the 9th and moving backward through the week. August 26, 27 and 28th will be partial days for Kindergarten days, only Kindergarten students will be dismissed at 12:45 p.m. on these 3 days.

REGULAR DAY

BLOCK	TIMES
1 or 5	7:30 - 8:45
Discovery/ Flex	8:49 - 9:24
2 or 6	9:28 - 10:43
3 or 7 Lunch Block	1st Lunch: 10:47 - 11:17 Class: 11:21 - 12:36
	Class: 10:47 - 12:02 2nd Lunch: 12:06 - 12:36
4 or 8	12:40 - 1:55

This schedule rotates every other day. If, for example, Blocks 1 through 4 meet on Monday, then Blocks 5 through 8 will meet on Tuesday.

TWO HOUR DELAY

BLOCK	TIMES
1 or 5	9:30 – 10:48 <u>17</u>
Flex	10:22 <u>21</u> – 11:04 <u>10:54</u>
2 or 6	10:58 <u>_</u> – 11:43
3 or 7 Lunch Block	1st Lunch: 11:47 <u>_</u> – 12:17 Class: 12:21 <u>_</u> – 1:06
	Class: 11:47 – 12:32 2nd Lunch: 12:36 <u>_</u> – 1:06
4 or 8	1:10 <u>_</u> – 1:55

THREE HOUR DELAY

BLOCK	TIMES
1 or 5	10:30 – 11:13
2 or 6	11:16 – 11:56
3 or 7 Lunch Block	1st Lunch: 11:59 – 12:29 Class: 12:32 – 1:12
	Class: 11:59 – 12:29 2nd Lunch: 12:32<u>42</u> – 1:12
4 or 8	1:15 – 1:55

EARLY DISMISSAL

BLOCK	TIMES
1 or 5	7:30 – 8:25
Flex	8:29 – 9:03
2 or 6	9:07 – 10:02
3 or 7	10:06 – 11:01
4 or 8	11:05 – 12:00

HOMEROOM

BLOCK	TIMES
Homeroom/ Flex	7:30 – 8:17
1 or 5	8:21 – 9:33
Flex	9:04—9:36
2 or 6	9:37 – 10:49
3 or 7 (Lunch block)	1st Lunch: 10:53 – 11:23 Class: 11:27 – 12:39
	Class: 10:53– 11:25<u>12:05</u> 2nd Lunch: 11:29<u>12:09</u> – 12:39
4 or 8	12:43 – 1:55

SPECIAL DISCOVERY SCHOOL DAY

Block	Time
1 or 5	7:30 – 8:37
Flex	8:41 – 9:48
2 or 6 3 or 7 Lunch Block	9:52 – 10:59 1st Lunch: 11:03 – 11:33 Class: 11:37 – 12:44
	Class: 11:03 – 12:10 2nd Lunch: 12:14 – 12:44
4 or 8	12:48 – 1:55

ACADEMIC DISHONESTY

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

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

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

CHEATING/ PLAGIARISM

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

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

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

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

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

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

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

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

(Obtained from the Tunxis Community College Handbook.)

ACADEMIC SUPPORT CENTER

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

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

ACCESS TO SPECIAL EDUCATION

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

ADMISSION/PLACEMENT

A student seeking enrollment in Wolcott High School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact our School Counseling Department. A student who is transferring from non-public schools or schools outside the district will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child. The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. A student who has attained the age of seventeen and who has voluntary terminated enrollment in the district's schools and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination unless such student seeks readmission to the District not later than ten school days after such termination in which school accommodation will be provided not later than three school days after such student seeks readmission. A student, nineteen years of age or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

ADULT STATUS

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

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

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

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

ADVANCED PLACEMENT COURSES

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

ADVERTISING

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

ANONYMOUS EMAIL REPORTING/TIP LINE

Students and/or their parents/guardians in the school community can anonymously report a concern via the Wolcott High School webpage. Simply go to the following website, <http://www.wolcottps.org/> and then navigate to the Wolcott High School homepage. Once on the Wolcott High School page, the anonymous reporting link is in the middle of the page. Simply click on it and describe the concern in as much detail as possible.

ASBESTOS

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

ASSEMBLIES

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

ATTENDANCE POLICIES

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

Connecticut state law requires parents to make sure that their children between the ages of 5 to 18 attend school regularly. Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up school work missed due to a legitimate absence. A student must remain in school until age 18, unless he/she graduates or gets written consent from a parent/guardian on a district provided form to leave school at age 17.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school, such as a field trip, for at least half of the regular school day.

An absence occurs when a student fails to be physically present in school or class during the time required by the Board of Education or school regulations. Therefore, excused absences, unexcused absences and/or disciplinary absences all count toward a student's total absences.

A 'chronically absent student' is a student whose total number of absences at any time during a school year is equal to or greater than 10% of the total number of days that such student has been enrolled in the current school year. In other words, if a student is here less than 90% of the time, he or she is considered chronically absent.

Excused Absences

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

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

Unexcused Absences

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

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

Disciplinary Absences

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

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

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

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

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

Students will automatically lose credit when class absence is:

- ~~Sixteen~~ Twelve (16-12) days in a full year course
- ~~Eight~~ Six (& 6) days in a half - year course

Formatted: Left

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

Afternoon Dismissal

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

Arrival at School

Students may enter the building at 7:05 a.m. All students must report to their designated area and remain there until 7:20 a.m. (Freshman and Sophomores will report to the Commons and Juniors and Seniors will report to the Resource Center). A bell will ring at **7:25 a.m.** to remind students to proceed to class. Students desiring help, teacher conferences, etc., before 7:20 a.m., must obtain permission to do so.

Dismissal from School

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

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

1. Seniors who wish to leave school on days they have a last period study hall must obtain signed parental permission.
2. **The student must report to the attendance office and sign themselves out.** Failure to do so will result in a detention and the loss of this privilege for 4 weeks. The next violation will result in a detention and permanent loss of this privilege.
3. All seniors must maintain a 70 average and must be passing all classes.
4. All seniors must have completed 30 logged and verified hours of community service.
5. If a senior is on the detention list, he/she will not be allowed to leave early on that day.
6. In the event a senior is tardy to school, he/she may not be allowed to leave early on that day.
7. Students cannot exceed the policy of 8 absences in a half year course or 16 absences in a full year course.

Parent Notification of Excessive Absences

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

Tardiness to Class

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

The school will notify parents/guardians:

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

Tardiness to School

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

- 1st, 2nd and 3rd unexcused tardy - warning to student.
- 4th, 5th and 6th unexcused tardy (only)- detention unless a parent phone call is received.
- 7th, 8th and 9th unexcused tardy - detention.
- 10th unexcused tardy – One day of In-School Suspension plus a required parent meeting to develop a plan to address this issue.

Waiver of Attendance Policy – Appeal Process

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

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

BACK TO SCHOOL NIGHT/PARENT CONFERENCE NIGHT

Back to School Night provides an opportunity for parents/guardians to meet their child's teachers who will present an overview of their course and provide copies of their classroom expectations and grading policy, as well as answer any general questions.

Back to School Night date for the ~~2019-2020~~2020-2021 school year is scheduled as follows:

Thursday, September ~~19th~~17th, 2019~~2020~~, 6:30~~00~~-8:30-00 p.m.

Parent Teacher Conference Night- Parents will make appointments with teachers to discuss their child's progress in his or her classes. Appointments will be set up electronically through the Wolcott High School website and directions for requesting a conference will be emailed out prior to that night.

Parent Teacher Conference Night date for the 2020-2021 school year is scheduled as follows:

Thursday, November ~~14th 12th~~, ~~2019~~2020, 6:~~30~~00-8:~~30~~00 p.m.

BOARD OF EDUCATION

Board members are unpaid elected public officials with the responsibility for governance of the school district. The members of the Wolcott Board of Education for the ~~2017-2020-~~2019-2022 term are:

Chairperson, ~~Lori Delbuono-Barlett, Cynthia Mancini~~; Vice-Chairperson, ~~Cindy Mancini~~~~Paul D'Angelo~~; Secretary, Roberta Leonard

Members: ~~Christopher Charette, Kathleen Cordone, Anthony Gugliotti, Sean Hughes, Kelly Mazza, Timothy McMurray~~~~Thomas Buzzelli, Anthony Gugliotti, Kathleen Cordone, Paul D'Angelo, Christopher Charette, Kelly Mazza~~

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

Meetings of the Board follow a planned and posted agenda. At a certain time in the agenda, the Board chairperson will recognize individuals who want to make a statement, not more than 3 minutes in length, or to express a viewpoint. In addition, if they give advanced notice to the Superintendent, individuals with relevant issues for discussion may have such issues placed on a future Board agenda for a more thorough discussion of the topic.

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

BOOKS

The increasingly high cost of replacing text and library books necessitates a very strong concern about student responsibility for the care of books. A cover of some sort must be used. Lost books are kept in the Main Office and then returned to the respective department chairperson. (See Financial Obligations, page 43)

BULLYING

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

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

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

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

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

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

Cyber Bullying

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

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

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

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

CAFETERIA

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

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

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

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

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

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

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

Food Service

Charging Policy: POLICY 3542.43 (a)

The goal of the food service program is to provide students with nutritious foods that will enhance learning. The school nutrition program is an essential part of the education system and by providing good-tasting, nutritious meals in pleasant surroundings; we are helping to teach students the value of good nutrition.

Although not required by law, because of the District's participation in the Child Nutrition Programs, the Board approves the establishment of a system to allow a student to charge a meal.

The Board realizes that funds from the nonprofit school food service account, according to federal regulations, cannot be used to cover the cost of charged meals that have not been paid. The Board is responsible for covering any negative balances at the end of the school year. A bill from the Food Services Department will be submitted to the BOE no later than 10 days after the last day of the school year.

Charging is not encouraged by the District but on those occasions that a student does not have money, they will be offered a full meal and their account will be charged.

Any parent/guardian who anticipates a problem with paying for meals is encouraged to contact the Food Services Director and/or the applicable school Principal for assistance. The Board encourages all families who may have a child eligible for free or reduced price lunch to apply.

Families may apply (or reapply) for free or reduced price meals at any time during the school year.

District-Wide

The District uses Horizon Software International and MyPaymentsPlus.com, an automated prepayment system, which allows parents/guardians to view their child's meal account balance and purchases, receive low-balance notifications, as well as, make deposits, to their child's school meal account. The best way for parents to know what the child's account balance is at any time is to set up a free viewing account @ www.MyPaymentsPlus.com. Any student whose account has insufficient funds and does not bring a meal from home may charge lunch meals. Negative balance status can be avoided by making a payment in the form of cash, check, or by credit card to the www.MyPaymentsPlus.com website. Negative balance letters will be sent home weekly to any student owing. No snacks or a-la-carte items may be charged. If a student with a negative balance attempts to purchase a-la-carte items with cash, the money must first be applied to the negative balance.

Parents are responsible for providing meals or meal money for their student(s). Charging is for emergencies only. Repayment is expected without delay. If the parent or guardian continues to fail to provide the student with lunch money, district personnel (administration) will be contacted to assist on behalf of the student. Students who habitually charge or have negative balances over \$15.00 may have privileges withheld. For example: athletics, clubs, graduation ceremonies, field trips or other school activities.

CARD PLAYING

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

CHILD ABUSE

Connecticut law requires certain citizens to report suspected child abuse and neglect. These mandated reporters are people in professions or occupations that have contact with children or whose primary focus is children. Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk or serious harm. Mandated reporters are required to make a referral to the DCF Hotline as soon as practical but no later than 12 hours after the mandated reporter becomes aware of or suspects abuse/neglect or imminent risk of serious harm to a child or children.

COMPUTER RESOURCES

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

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

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

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

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

DANGEROUS WEAPONS AND INSTRUMENTS

No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity may be expelled from school. Please refer to page 86 for the full Weapons Policy.

DISCOVERY

This period will be used to monitor students' success as it pertains to the WHS Vision of the Graduate and to support each student both in and out of the classroom. This period will also be used to schedule students for their flex periods during the week for academic intervention and/or enrichment activities.

Activities will periodically take place in Discovery to promote student academic, social and civic expectations for learning, including

- Monitoring the graduation requirement of 40 hours of community service. (*10 hours per year)
- Utilizing the principles of the Comprehensive School Counseling Program to foster appropriate social and civic behaviors.
- Allowing students to investigate post high school academic and career opportunities.
- Assisting students in achieving our school-wide expectations for learning by developing an electronic student portfolio.
- Helping to create stronger bonds between students that cut across cliques that typically form in schools.
- Providing an ideal setting to teach and practice important life skills and encourage a student voice on school-wide issues.

DRESS CODE

Board of Education Dress Code

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

Dress Code Requirements:

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

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

1. Footwear that marks/damages floors or is a safety hazard such as beach sandals, slippery-soled shoes, excessively high heels, backless shoes such as clogs, slippers, and untied sneakers.
2. Beachwear such as tank tops, sleeveless athletic shirts, tight fitting spandex style pants and shorts, fishnet tops, half shirts, clothing that exposes cleavage or bare midriffs, halter tops, backless shirts, pajama bottoms, short shorts, bathing suits, sun suits.
3. T-shirts that are sexually explicit, vulgar, offensively lewd or indecent, or that contain profanity.
4. Frayed or torn clothing.
5. Undergarments worn as outer garments.
6. Coats, jackets or attire normally worn as outerwear, gloves and hats. [This includes blankets.](#)

7. Head coverings of any kind, including, but not limited to scarves, bandanas, masks, kerchiefs, athletic headbands, hats, caps or hoods.
8. Sunglasses (unless required by a doctor's order).
9. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article or attire with spikes or studs attached.
10. Attire or accessories that depict logos or emblems which advertise or encourage the use of drugs, tobacco products, or alcoholic beverages.
11. Attire or accessories that are related to gang membership or gang activities.
12. Clothing or garments that reveal the abdomen, chest or undergarments.
13. See-through clothing.
14. Shorts, mini skirts or pants which reveal the upper thigh or undergarments.
15. Backpacks and/or book bags that obstruct the safe passage in the classroom or in the corridors.
16. Jewelry that poses a distraction or safety concern including chains.
17. Any other clothing or attire that is disruptive to the school environment as deemed so by the Administration.
18. Any other clothing or attire which contain overly offensive or disruptive writing or pictures likely to unduly disrupt the educational environment, or which constitute "fighting words."

Enforcement

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

DRUGS, TOBACCO, ALCOHOL, WEAPONS

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

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

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

Drug Abuse Guidelines

If a student is suspected of being under the influence of drugs while on school property, the following actions will be taken immediately:

1. An administrator will be contacted and conduct an interview with the student.
2. The student will be sent to the nurse for a health assessment.
3. The parents will be contacted and advised of any symptoms observed.

➤ If there are no symptoms of impairment:

The student will be sent back to class.

➤ If there are symptoms that suggest possible impairment:

1. A parent will be asked to come to the school.
2. The School Resource Officer (S.R.O.) will be notified.
3. The student will be sent home for the day on a “nurse dismissal”

➤ If there are symptoms that strongly suggest impairment:

(If the symptoms are considered to be so severe as to present an emergency situation, Emergency Services will be called.)

1. A parent will be asked to come to the school.
2. The School Resource Officer will be notified.
3. A referral will be made to the School Counseling staff for counseling services.
4. A mandatory meeting with the parent, student, counselor and administrator will be scheduled.
5. Handbook procedure will be followed as indicated on page 79.
 - parent notification and conference
 - 10 day home suspension
 - referral to police
 - counseling services
 - possible expulsion

Student Caught in Possession of Drugs or Under the Influence of Drugs and/or Alcohol:

1. A School Administrator will be notified.
2. The School Resource Officer will be notified.
3. The school nurse will complete an assessment.
4. Handbook procedure will be followed on page 79.
 - parent notification and conference
 - 10 day home suspension
 - referral to police
 - counseling services
 - possible expulsion
5. Social Service information will be given to student and parent.

Psychotropic Drug Use

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

Use of Tobacco Products

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

Use of electronic Cigarette/ Vape Inhalant

Possession and or use of Electronic Cigarette/Vape Inhalant- products by students is prohibited in the school building, on school grounds, in school buses and while attending

any school sponsored activities. Penalties for the infraction of this regulation are bound by Wolcott Board of Education Policy, school regulations, state law and local ordinance. State statute requires the following penalties for possession of tobacco in a public place. \$50.00 fine for 1st offense (Statute 53-334(c)**), or a \$100.00 fine for any subsequent offenses (Statute 53-334(c)***). If a vape machine is confiscated by the school a parent will have to come and pick it up at the school.

DISCIPLINE

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

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

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

Discipline Consequences

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

1. Written Assignment

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

2. Social Activity Restriction

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

3. Detentions

Lunch Detention - Students assigned a lunch detention will report directly to the In School Suspension room for the duration of their lunch period. If a student eats a cafeteria made lunch, it will be ordered for him/her and delivered to them in the ISS room.

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

School Detention - Detention is held from 2:00-3:00 p.m. Students are given 24 hours' notice. If the administrators postpone detention due to inclement weather, students will be expected to serve the next day detention is held. Any student who skips a detention will be assigned an additional day. An extended detention will consist of 2 regular detentions.

4. In-School Suspension (ISS)

Students assigned to In-School Suspension must arrive at 7:30 a.m. to the In-School Suspension room. In-School Suspension concludes at 1:55 unless the ISS rules are violated. A student that violates the ISS rules will be required to stay until 3:00 p.m. This discipline is meant to address infractions that are more serious in nature requiring consequences more severe than extended detention. It is an intermediary consequence prior to the issuing of home suspension.

5. Out-of-School Suspension (OSS)

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

Expulsion

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

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

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

General Rules for all Suspensions

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

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

Suspensions for Skipping Detention

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

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

3. Fourth (4) suspension - parent conference with the principal will be required.
4. Fifth (5) suspension - parent conference with the superintendent will be required upon return to school.

EMERGENCY SCHOOL CLOSING INFORMATION

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

EQUAL OPPORTUNITY

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

District Compliance Officers:

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

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

EXEMPTION FROM INSTRUCTION

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

EXTRA CURRICULAR ACTIVITIES

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

Code of Conduct

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

expected to exhibit appropriate behavior during the season (activity) or out of season, in uniform or out of uniform, on campus or off campus.

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

- the distribution, purchase or sale of any tobacco product and inhalants;
- the possession, distribution, purchase or sale of any illegal substance;
- the consumption/use of any tobacco product or the consumption/use or possession of any illegal substance, or the exhibiting of evidence or any indication having consumed/used any tobacco product, inhalants, or illegal substance (whether consumed on or off the school premises);
- Attending parties or gatherings where illegal substances or tobacco products and inhalants may be present is strongly discouraged. The district's concern for the health and overall welfare of its students is at issue along with the potential for problems that may face the district's students in such situations. The district encourages its students to make responsible choices.

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

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

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

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

Out of School Misconduct (Policy 5114(1))

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

Athletics

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

Teams by season are:

FALL

Boys Cross Country Run

Boys Football – Varsity, Junior Varsity, Freshman

Boys Soccer – Varsity, Junior Varsity

Cheerleading – Varsity

Dance Team - Varsity

Girls Cross Country Run

Girls Soccer – Varsity, Junior Varsity

Girls Volleyball – Varsity, Junior Varsity, Freshman

Weightlifting

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

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

WINTER

Boys Basketball – Varsity, Junior Varsity, Freshman

Boys Indoor Track

Cheerleading – Varsity

Girls Basketball – Varsity, Junior Varsity, Freshman

Dance Team – Varsity

Girls Indoor Track

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

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

Weightlifting

Unified Sports Basketball

SPRING

Boys Baseball – Varsity, Junior Varsity, Freshman

Boys Tennis

Boys and Girls Track and Field

Girls Softball – Varsity, Junior Varsity

Girls Tennis

Golf

Weightlifting

Boys and Girls Lacrosse

ELIGIBILITY FOR INTERSCHOLASTIC ATHLETICS

1. All other conditions having been met, the eligibility of any student to participate in interscholastic athletics shall be dependent upon the student's academic standing.
2. All athletes must maintain at least a "C" average. A student whose average is not a "C" will be permitted to participate on a probationary status for one marking period. At the end of the probationary period, in order for the student to become eligible again, he/she must have attained an average of a "C" or better. All teachers are available after school if a student needs academic support in a subject. Students can also receive support during their study hall at the Instructional Center.
3. Any student-athlete (grades 9-12) that receives below a 65% in more than one class (for a marking period and/or end of year grade), regardless of overall GPA, will be ineligible to compete in Athletics.
4. To be eligible for fall sports a pupil must have received credit toward graduation at the close of the school year preceding the sport's season in at least four (4) units of work or its equivalent for which he/she has not previously received credit.
5. Scholastic failures cannot be made up for eligibility purposes in any manner until the next report card, except the credits earned during the summer by any regularly approved Board of Education procedure. The credits will be accepted for the purpose of determining the eligibility of pupils desiring to participate in the athletic program of the school in September. Scholastic incompletes must be made up within ten (10) school days following the end of the marking period as defined above. Incomplete grades are not considered passing grades.
6. It should be understood that the above regulations are minimal and do not prohibit a school from establishing more rigid eligibility standards.

7. "Marking period grades" (not semester grades) are to be used in determining scholastic eligibility to participate in interscholastic athletics during any given marking period.
8. Complete Eligibility Rules of the Connecticut Interscholastic Conference will be given to each athlete as an amendment of this handbook.
9. WHS athletes must be in attendance for at least $\frac{1}{2}$ of the school day (2 full periods- a minimum of 3 hours and 15 minutes) to be eligible to participate in an athletic contest on that day. Any partial absence on the day of an athletic contest must be an excused absence.
10. Student's ineligible to try out for a sport that makes cuts (i.e.: Basketball, Baseball, Softball, etc.) will not be allowed to tryout mid-season when the next marking period grades are solidified.

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

Sportsmanship/Participant Code of Conduct

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

Consequences

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

Spectator Code of Conduct

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

(Nebraska S.A.A. Bulletin)

CLUBS AND PERFORMING GROUPS

Back Stage Club

The Wolcott High School Backstage Club is opened to all students interested in volunteering to work behind the scenes for events performed in the auditorium. Events including concerts, festivals, plays, and talent shows take place on a regular basis and need support from students to be successful. Students that are interested in stage lighting, sound, set construction, set painting, run crew, prop team, costume crew, stage management, event security, event set up and breakdown, producing, and/or stage inventory are encouraged to join. This club will have monthly meetings for organizational purposes.

Board Game Club

The mission of the Wolcott High School Board Games Club is to use board games to encourage and promote positive socialization and interaction between WHS students as they stimulate their thinking in a fun environment.

Book Club

The mission of the Wolcott High School Book Club is to encourage and promote reading for fun. Members vote on one book monthly to read and discuss. Members are known as The Book Bandits.

Community Service Club

The Community Service Club is opened to all students who seek opportunities to participate in community service activities in school and in the surrounding community. Some of the activities include a Senior Citizen Prom, serving at a local soup kitchen, and baking cookies for the Wolcott Food Pantry.

DECA (A National Association of Marketing Students)

DECA is a student organization centered around the cluster occupations of marketing and management. The organization is based on the principles of Vocational Understanding, Civic Consciousness, Social Intelligence and Leadership Development. Students will be actively involved in leadership conferences, community projects and preparation for competitions. Chapter officers will be elected and DECA members participate in various field trips and conferences. Wolcott High School state competition winners will be eligible to compete at the national competition. Approximately 12,000 DECA students from around the United States and Canada compete at this national event. All business students are eligible and encouraged to become DECA members.

EXCEL Club

EXCEL Club is a group of students dedicated to improving the school and making a positive difference in our community through volunteerism. Members of EXCEL Club learn and grow as they serve the community and develop valuable leadership and

communication skills. Sponsored by the Wolcott Exchange Club, the EXCEL club meets twice each month.

Family Career and Community Leaders of America (FCCLA)

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

French National Honor Society

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

GSA

The mission of the WHS GSA is to unite both straight allies and members of the LGBTQIA+ community, to provide a safeguard for students who fear discrimination, to further educate the population in gender identity and sexual orientation, and to communicate empathy and positivity in students through various activities.

Jazz Band

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

Marching Band

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

Math Team

The purpose of the Math Team is to offer students of mathematics the opportunity to compete with other schools in the Capitol Area Mathematics League (CAML). There are six competitions during the year held at various high schools, and practices to prepare for these meets. All students are welcome to join!

Mindfulness & Meditation Club: The goal of the Mindfulness & Meditation Club is to provide students with tools to help them manage stress and find calm in their daily lives through the exploration and application of mindfulness & meditation practices.

Model United Nations: The goal of the program is to teach students about international issues and allow them to develop their own skills of communication, collaboration, creative thinking, critical thinking, commitment to growth, and citizenship.

Model United Nations is an extra-curricular activity in which students typically role play delegates of the United Nations and simulate UN committees. This activity takes place at MUN conferences, which happens at the University of Hartford. At the end of most conferences, outstanding delegates in each committee are recognized and given an award. High schools from all around the state participate in the Model United Nations, which involves substantial researching, public speaking, debating, and writing skills. During the conferences that the students attend, they will meet and work with students from local schools.

National Art Honor Society

The purpose of the NAHS is to inspire members who have shown outstanding ability in visual art, to cultivate creative problem-solving through art content and to advocate the arts by actions in the school and community. Students are invited into membership based on artistic excellence, work ethic, dependability, and character.

National Honor Society

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

National Thespian Honor Society

Students are chosen and inducted based on a qualifying basis by the Drama Advisor. If inducted, members are required to complete a number of tasks decided by the Drama Advisor throughout their senior year in order to earn their graduation honor cords.

National Technical Honor Society

The National Technical Honor Society is a nationally recognized organization that is limited to students who perform well academically in a Career and Technical Education courses and continue their education in the CTE courses throughout their high school career. These areas include, but are not limited to: Automotive, Business, Child Development, Construction, Culinary, Marketing, Medical, Personal Finance, Photography, and Video Production.

Peer Helpers—

~~Peer Helpers are students that assist new and transitioning students in their acclimation to Wolcott High School. They can provide academic tutoring and serve as positive role models. In addition, Peer Helpers plan a number of activities that increase student awareness concerning significant events or topics that directly affect adolescents.~~

Relay for Life

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

Science National Honor Society

The purpose of this organization shall be to encourage participation in and recognition of scientific and intellectual thought. To be eligible for this organization, students must be enrolled in a science class during all 4 years at WHS. Students must complete a minimum of one honors level science class prior to Junior year. During their junior year, students must take an honors or AP/UCONN level science class and during their senior year, they must take an AP/UCONN level science class.

Show Choir

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

Showtime

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

SkillsUSA

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

Social Studies Honor Society

Rho Kappa Social Studies Honor Society is the only national organization for high school juniors and seniors that recognizes excellence in the field of Social Studies. The purpose of Rho Kappa is to recognize outstanding social studies students and encourage an interest in, understanding of, and appreciation for the social studies. Eligible students will be invited to apply at the beginning of the third semester of their junior year. Members will work together to create a social studies based service project in their senior year.

Spanish Honor Society

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

RTC (Respect, Trust, Commitment) S.A.S.A. Club (Students Advocating for Safe Activities)

RTC is a youth leadership group that focuses on prevention. Youth members are committed to promoting healthy lifestyles and positive mental health through peer-to-peer education, activism, leadership, and community involvement. The S.A.S.A. club is a peer-to-peer education, prevention, and activism organization dedicated to preventing destructive decisions, particularly underage drinking, other drug use, risky and impaired driving, teen violence, and teen suicide.

Student Government

The student government of Wolcott High School seeks to provide a fair and equal voice for all students in order to promote a strong, unified school culture while building relationships with the greater Wolcott community.

Student Government Eligibility

Qualifications for Discovery Representatives:

- 70 students are elected to represent the student body.

- Each Discovery group will elect one representative.
- The remainder of the representatives needed to get to seventy are elected by the faculty.
- To be eligible a student:
 - Must maintain a 65 average
 - Cannot be failing more than 2 classes
 - Must prepare a 250 word speech (Roughly 1-2 minutes) on their candidacy.

Student Theater

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

Senior Class Committee

Members of the Senior Class are invited to join this group which meets to plan Senior events including the Halloween Contest, Senior Class Trip, Senior Prom, and Graduation Breakfast. The Senior Class Committee meets once a month after school from September and January and then weekly starting after midterm exams.

Team MAX Robotics

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

Wolcott Students for Acceptance (WSFA)

Wolcott Students For Acceptance (WSFA) is an association of students, founded in November, 2016. WSFA’s mission is to promote tolerance and appreciation for diversity. Members meet regularly and strive to break down barriers caused by hatred, stereotypes, and prejudice at Wolcott High School and within the community. We are all about understanding each other, embracing, and celebrating the rich dimensions of diversity contained within each individual. All students are welcome to join.

Yearbook Committee

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

EXAM INFORMATION

Absence from Examinations

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

Examination Makeup Procedure

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

Exemptions

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

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

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

MP #1	X2
MP #2	X2
MP #3	X2
MP #4	X2
Mid-Term	X2
TOTAL % = _____ Final Grade	

Final Examinations

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

Incomplete Grades

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

Tardiness to Examinations

No student will be allowed into an exam once it has begun unless given a pass by an Administrator. A student who arrives late must report to the Attendance Office. If the

Administrator has determined that there is a bona fide reason for tardiness, the student will be allowed to take the exam without penalty. However, if a student is late for a second exam, the Administrator will direct the teacher to reduce the student's exam grade by ten (10) points. A subsequent tardy to exams will result in the student being denied the opportunity to take the exam, and a zero (0) exam grade will be recorded.

EXTRA HELP

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

FACILITIES

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

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

FIELD TRIPS

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

FINANCIAL OBLIGATIONS TO WHS

"In accordance with Connecticut Statutes Public Act 81-257, textbooks, school equipment and school building are the property of the Board of Education, Town of Wolcott".

Textbooks are loaned to students for their use. Maintaining textbooks in good condition is the student's responsibility and no excuses will be accepted for damages, loss or theft of a textbook. In the event a textbook is lost, stolen or destroyed, it shall be the student's/parent's responsibility to pay the replacement cost of the textbook. In addition, damage to school property or equipment shall also be paid by the "student and/or parent in accordance with the Connecticut State Statutes."

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

FIRE DRILLS AND EMERGENCY PREPAREDNESS

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

FOOD AND BEVERAGES

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

FUND RAISING

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

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

GRADUATION REQUIREMENTS POLICY

General School Information, Policies, Procedures

I. Introduction:

Beginning with the Class of 2017 and continuing through 2022, in order to graduate from the Wolcott Public Schools a student must have earned a minimum of 23 units and must have met the Carnegie Unit distribution requirement. Each student will have to pass an assessment in each of the six academic expectations to meet graduation requirements.

Beginning with the class of 2023, in order to graduate from the Wolcott Public School, a student must have earned a minimum of 25 credits and must have met the credit distribution requirement.

WHS students are expected to master each of the six core learning competencies from the WHS Vision of the Graduate prior to graduation. The faculty and staff at the high school will provide opportunities through course curricula, programs and extracurricular activities for students to demonstrate mastery of these competencies.

Students must also be proficient in the attributes listed in the Wolcott High School and Wolcott Public School's Vision of the Graduate. Students will also need to fulfill a mastery based diploma assessment.

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

Below are the following exceptions:

- 1. Students transferring into WHS, on the first day of a school year, will be EXEMPT from community service for the previous year(s) only. (i.e, a student transferring in his/her junior year will be exempt from community service for their freshman and sophomore years only).

Formatted: Indent: Left: 0.5", First line: 0.5"

Formatted: Indent: First line: 0"

Formatted: Font: (Default) Times New Roman, 10 pt

Formatted: Font: (Default) Times New Roman, 10 pt

Formatted: Font: (Default) Times New Roman, 10 pt

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

~~II. District Performance Standards continuing until the Class of 2022~~

~~Definitions:~~

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

Beginning with the Class of 2017 and continuing through the Class of 2022, graduates will have to demonstrate proficiency in the embedded core classes.

- 1.0 CTE/Art/Music
- 2.0 Elective Credits

Please note: With the exception of Algebra I and World Language, high school courses that are completed during middle school do not count towards the specific requirements outlined above but do count toward the total 25 credits.

III. Exemptions:

1. Transfers: If a student transfers into the Wolcott Public Schools after completing at least three years in a high school in another state, he/she may be exempt from Wolcott's performance standards requirement for graduation.

2. Special Needs: Students identified for special services may be exempt from district performance standards for graduation as described in this policy if so indicated in their Individual Education Program.

Academic Information — Promotion Policy

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

Beginning with the Class of 2017 and continuing through the Class of 2022:

- Grade 9 to 10—An accumulation of 6 C.U. for sophomore status
- Grade 10 to 11—An accumulation of 11 C.U. for junior status
- Grade 11 to 12—An accumulation of 16 C.U. for senior status
- Graduation—An accumulation of 23 C.U. which must include the following:

English ————— 4 C.U.
 Math ————— 3 C.U.
 Science ————— 3 C.U.
 Social Studies ————— 3 C.U.*
 Wellness (Health/PE) ————— 2 C.U.

Arts, Applied Education, Technology Education—1 unit (total or combined)
 Additional Electives to meet graduation requirements

**Credits from Tyrrell Middle School (Algebra I, Foreign Language) can be part of the 23 Carnegie units for graduation

* Must include one C.U. in U.S. History and .5 credit of Civics.
 Language from Course of Studies should match here.

Beginning with the Class of 2023:

- Grade 9 to 10—An accumulation of 7 C.U. for sophomore status
- Grade 10 to 11—An accumulation of 14 C.U. for junior status
- Grade 11 to 12—An accumulation of 20.5 C.U. for senior status
- Graduation—An accumulation of 25 C.U. which must include the following:

Humanities (including civics and the arts)—9 C.U.
 STEM (science, technology, engineering and mathematics)—9 C.U.*
 Physical Education and Wellness—1 C.U.
 Health and Safety education—1 C.U.
 World Languages—1 C.U.*

Formatted: Font: 10 pt

Formatted: Font: (Default) Times New Roman, 10 pt

Formatted: Font color: Auto

Formatted: Indent: Left: 1.04", No bullets or numbering

Formatted: Font: (Default) Times New Roman

Formatted: Normal, Indent: Left: 0.75", No bullets or numbering

Formatted: Font: 10 pt, Italic

Mastery-based diploma assessment – I.C.U.
Additional Electives

*credits may be earned from Tyrrell Middle School (when applicable, 1 credit each in Algebra and/or Foreign Language)

Awarding of High School Diplomas

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

1. Said student has completed a summer course or summer courses comparable (as judged by the Principal) to the subject(s) which he/she failed, provided teacher permission has been obtained. (see Recovery of Credit, page 62)
2. That no more than two units are needed to satisfy the graduation requirements.

Class Rank

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

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

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

Rank in Class Example

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

*American Studies English portion will be weighed at an AP/ECE level

*American Studies Social Studies portion will be weighed at Honors level

Example of Weighted Grade Determination

COURSE	GRADE	WEIGHT	CREDIT	Acad. GR (Gr X Cr)	Weighted GR (Gr X Weight X Cr)
English,	86	1	1	86	86
AP Chem.	86	1.2	1.51	12986	154.8103.2
Pre Cal H	86	1.1	1	86	94.6
Uconn UConn H	86	1.2	1	86	103.2
Span II	86	1	1	86	86
Totals			5.50	473430	524.6472.4

	Academic GPA		86	473/5.5430/5.0	
	Weighted GPA		95.3894.4 8	524.6/5.5472.4 /5.0	

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

Course Requirements for Seniors

Seniors must be enrolled, first and foremost, in courses to meet the core Carnegie Unit requirements for graduation as described in the Board of Education Graduation Policy. In addition to these requirements, seniors are encouraged to accumulate additional credits in major subject areas as well as in elective areas.

Students must be enrolled in a minimum of 7.0 credits for 9th and 10th grade, while 11th and 12th grade students require a minimum of 6.5 credits, unless approved by administration. Regardless of the number of credits amassed toward graduation, seniors must pass at least 3.0 credits to be eligible for a diploma.

Honor Roll

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

- High Honors: To achieve highest honors a student must attain an unweighted grade point average of -92 or higher.
- First Honors: In order to achieve first honors one must attain an unweighted grade point average of -an 87 to an 92.
- Second Honors: To achieve second honors, one must receive an unweighted grade point average of an 82 to an 87.

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

Interim Reports

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

Tentative Marking Period Dates

Report Cards will be posted approximately 2 weeks after the close of the marking period.

- 1st Marking Period closes November ~~24, 2019~~2020
- 2nd Marking Period closes ~~January 21, 2021~~
- 3rd Marking Period closes ~~March 30, 2021~~
- 4th Marking Period closes ~~June 10, 2021~~

Formatted: Font color: Red

Formatted: Font color: Red

Formatted: Font color: Red

Transcripts

All student transcripts will reflect both the weighted and the un-weighted academic average (see page 67 for more information regarding transcripts).

External Credit Policy

Class rank is a listing of students by class year in order of their academic standing, based on the grades received in all courses. If a student transfers to WHS from a regionally accredited high school, those grades earned will be factored into WHS class rank after two semesters. To qualify as Valedictorian or Salutatorian a senior must have been in attendance at WHS for at least four of the seven semesters starting in grade 9 and ending in January of the senior year.

NOTE: Academic Support Center, (List of courses) and Pass/ Fail courses are not computed in class rank. The numerical average of all marking terms and exams will be used in computing cumulative grade point average (GPA) and class rank.

Enrichment course(s) policy

Enrichment Credit Students may, with prior approval from the director of School

Counseling, seek external credit in an area of personal interest from an approved program.

Interested students will obtain the required paperwork prior to enrolling. A passing grade is recorded as "P" (Pass) and are not calculated in the weighted GPA.

GREEN CLEANING PROGRAM

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

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

GYMNASIUM FLOOR

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

HARASSMENT STATEMENT

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

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

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

HAZING ACTIVITIES

Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or

safety of a student for the purposes of initiation or admission into or affiliation with any student organization.

HEALTH SERVICES

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

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

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

Accidents and Illness

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

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

Administration of Medication

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

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

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

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

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

Communicable/Infectious Diseases

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

Disabilities

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

Emergency Medical Treatment

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

Health Records

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

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

Immunizations

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

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

Physical Examinations

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

Student Sunscreen Use

The Board of Education (Board) believes in promoting sun safety to ensure that children are protected from skin damage caused by harmful ultra-violet rays in sunlight. The Board believes that by encouraging sun safe behavior and teaching children about the risks of sunlight, they can be protected from skin damage and lessen the risk of skin cancer.

The purpose of this policy is to allow any student who is six years of age or older, to possess and self-apply an over-the-counter sunscreen product while in school prior to engaging in any outdoor activity, provided a written authorization is signed by the student's parent/guardian and is submitted to the school nurse. The written permission from an authorized health care provider is not necessary. Further information and forms related to this policy can be obtained from the school nurse.

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Indent: Left: 1.2", Line spacing: single

Formatted: Font: (Default) Times New Roman

Formatted: Font: (Default) Times New Roman, 12 pt, Bold

Formatted: Font: (Default) Times New Roman

Formatted: Indent: Left: 1.2", Space After: 10 pt, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers, Tab stops: Not at 0.25" + 0.5" + 0.75" + 1" + 1.6"

Formatted: Font: 10 pt, Not Highlight

HOMEBOUND INSTRUCTION

Provision of instruction for verified medical reason.

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

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

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

(Statute 10-76d-15)

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

HOMELESS STUDENTS

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

HOMEWORK EXPECTATIONS

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

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

HOMEWORK

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

Basically, there are three types of homework:

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

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

Homework/Make Up Work

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

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

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

1. Teachers should make certain that each child fully understands the assignment and that the assignment not be vague. It is preferable to begin homework assignments

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

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

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

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

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

1. Guidelines for teachers
 - a. To explain the purpose of any given assignment.
 - b. To give clear directions on the method and means of accomplishing the assignment and to vary the types of homework assignments.
 - c. To ensure availability of all necessary resources to carry out the assignment.
 - d. To acknowledge receipt of homework and to evaluate it.
 - e. To explain the method of evaluation of the homework assignment and its potential impact on grade; e.g., quiz, tests, exams, oral recitations, written exercise, lab performance.
 - f. To explain that written homework will be evaluated on the basis of content, structure and appearance.
 - g. To suggest a reasonable time allotment on a daily assignment.
 - h. To give assignments as far in advance as practical.
 - i. To ensure that deadlines and penalties are understood and followed.
 - j. To encourage integrity and academic honesty in all homework assignments.
 - k. To communicate with parents/guardians of students who consistently fail to complete homework assignments.
2. Guidelines for students
 - a. To attend school and class regularly and punctually.
 - b. To consult with the teacher about work to be completed after an absence.
 - c. To understand the purpose and requirements of the assignment.
 - d. To understand the directions.
 - e. To understand the means of evaluation.
 - f. To understand that content, structure and appearance of all written homework assignments are important elements in the grading process.
 - g. To understand the suggested time allotment.

- h. To budget time realistically.
 - i. To assume responsibility for obtaining the proper resources and materials.
 - j. To demonstrate integrity and not to give or receive so much help that the value of the homework will be destroyed.
 - k. To meet the deadlines and understand the penalties.
3. Guidelines for parents/guardians
- a. To understand the policy of the Board of Education concerning homework.
 - b. To encourage regular attendance and punctuality in school and class.
 - c. To be sure that students and/or parents/guardians themselves pick up assignments missed when a student is absent for an extended period of time.
 - d. To provide the student with a time and place to carry out his/her assignment.
 - e. To contact the teacher or counselor in the event of questions or concerns.
 - f. To be supportive of the homework policy and guidelines as they are an integral part of the student's learning process.
 - g. To encourage integrity and never give so much help that the value of the
 - h. To understand that content, structure and appearance of all written homework assignments are important elements in the grading process.
4. Guidelines for administrators
- a. To publish the homework policy.
 - b. To encourage the individual teachers and/or academic departments to establish realistic homework guides for their classes and/or subject area.
 - c. To develop and encourage academic honesty.
 - d. To encourage parents/guardians to take an interest in their children's homework through parents' meetings and newsletters.
 - e. To ensure that teachers follow the homework policy and guidelines.

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

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

MAKING UP WORK

Making Up Work After Absence

The allowable days to complete make up work would be equal to the number of days absent (i.e. 1 day absent = 1 day to make up work; 2 days absent = 2 days to make up work.). **It is the responsibility of the student to seek out the teacher upon the day he or she returns to school (either physically or through email) and make arrangements to complete all missed assignments. (i.e. If a student misses an A Day and returns on a B Day, that student must seek out their A Day teacher to gather all make-up assignments.) A failure to do so or to make arrangements with the teacher to make up missed work shall result in a grade of zero for missed work.**

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

Making Up Wellness (Physical Education) Classes

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

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

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

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

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

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

INSURANCE

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

LASER POINTERS

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

LATE BUSES

A late bus will be provided for students who remain after school for extra-curricular activities, receive extra academic help, or to serve detentions. The late bus will depart the high school at approximately 4:00 p.m. The bus will pick students up in front of the main entrance. All students are required to have a pass signed by an advisor, teacher, coach or

monitor to ride the late bus. NO EXCEPTIONS WILL BE MADE. All bus conduct rules listed on page 61 apply.

LIBRARY/MEDIA CENTER (RESOURCE CENTER)

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

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

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

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

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

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS

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

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

LOST AND FOUND

Any articles which are found in the school or on school grounds should be brought to the commons to the Lost and Found tables. Unclaimed articles will be disposed of during winter break and at the end of the school year. Loss or suspected theft of personal or school property should be reported to the main office.

MIGRANT STUDENTS

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

MOVING TO ANOTHER COMMUNITY

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

NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS (NAEP)

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

NATIONAL HONOR SOCIETY

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

Selection Criteria and Procedure

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

Formatted: Indent: Left: 0"

be accepted. It is the candidate's responsibility to correctly and fully complete the Candidate form.

5. Surveys will be sent to all WHS teachers. The survey will ask each teacher to rate each candidate on a scale of 1-4 for each area of Service, Leadership, and Character. Teachers will be provided with a definition of Service, Leadership, and Character to aid in their evaluation of students. The definitions come from the national headquarters of the National Honor Society.

6. The advisor(s) will tabulate the results of the teacher survey for each candidate. The results, along with the candidate form, academic, attendance, and disciplinary records will be placed in a candidate portfolio. All names will be removed from these records to ensure confidentiality and impartiality.

7. The Faculty Council will meet and review each candidate portfolio. The selection of each member to the chapter shall be by a majority vote of the faculty council. The portfolios of candidates rejected as a result on a 3 "no" 2 "yes" vote split will be put to the side and revisited. A second, binding vote will take place after the re-visitation.

8. Candidates who were accepted will be notified in writing and will attend a brief meeting. At this meeting they will receive a copy of these bylaws and have 48 hours to read and sign the bylaws. Signing the bylaws indicates that they have read and understand the rules and regulations of membership and accept membership into the Bronson Alcott Chapter of the National Honor Society.

9. Candidates who were rejected will be notified in writing. Specific areas of weakness that prevented their selection will be noted. Rejected candidates will have the opportunity to write an appeals letter following the specified format. The appeals letter will be due 48 hours after notification. The Faculty Committee will reconvene to hear and appeals and make a final decision.

10. Such selection process is in full compliance with those as recommended by the National Association of Secondary School Principals, the governing body of student activities in the United States.

ONLINE COURSE CREDIT

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

PARENT ACTION COUNCIL (PAC)

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

PARENT CONFERENCES

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

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with the District's academic programs, including special programs.

Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

PESTICIDE APPLICATION

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

POSTERS

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

PREPARATION FOR CLASS

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

PROMOTION, RETENTION AND PLACEMENT

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

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

PROPERTY, LOCKERS AND EQUIPMENT

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

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

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

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

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

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

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

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

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

PUBLIC DISPLAY OF AFFECTION

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

READING LAB

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

RESIDENCY

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

1. Such residence must be permanent.
2. Such residence is without pay – the person with whom the child lives cannot receive monetary or other forms of remuneration/compensation for accommodating a child.

3. Such residence cannot be for the exclusive purpose of schooling – there should be a sufficiently compelling reason for the children to reside with the Wolcott persons apart from school attendance.

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

Proof of Residency- for proof of residency to enroll in Wolcott Schools, the Wolcott resident MUST provide one piece of documentation from each of the following categories:

1. Photo Identification
 - Permanent Driver's License (No sticker on the back)
 - Valid State ID Card with Photo
2. Housing Records
 - Copy of the Mortgage
 - Copy of the Official Lease (Updated Annually)
 - Copy of the Deed
 - Copy of Closing Papers for Wolcott Residence (if the home was recently purchased)
3. Other
 - Current Utility Bill, one of the following is acceptable: Oil, Natural Gas, Propane, Electric, Cable, Water or Landline Phone
 - Property Tax Bill (if not, Car Tax Bill)
 - Cancelled Rent Check

Please note: If someone is leasing or renting a place and the utilities are included, this must be stated on the lease. In this case, we would require a copy of the landlord's license along with the lease.

RECOVERY OF CREDIT

Summer School Credit Recovery Eligibility

I. Academic Failure:

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

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

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

II. Attendance Policy Failure:

To be eligible to attend Summer School, a student who lost credit during the regular school year due to the attendance policy must have:

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

Summer School Credit Recovery Options

I. Summer Tutoring – Academic Failure Only

To be eligible for summer tutoring a student must:

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

II. Summer School Credit Recovery Program

The Summer School Credit Recovery Program is a blended learning model that combines online courses coupled with a traditional classroom teacher. Courses are customized to the learning content in which the student needs to recover credit. Data in the program allows the classroom teacher to pinpoint where students are struggling and provides them with targeted instruction. Each course ends when the student has fulfilled all obligations.

At the end of the regular school year, parents and/or guardians will be notified via mail if their student has failed an academic course. If these students are eligible for summer school and need the credit(s), a Summer School Credit Recovery Program is available. The school handbook policy outlines the eligibility requirement for summer school (Please see: Summer School – Academic Failure).

Payment:

- The current fee for Summer School Credit Recovery Program is \$200.00. This fee is subject to change in the future. Please make checks payable to Wolcott Public Schools as part of enrollment process into this program.
- Students will not be enrolled in the program until payment is received.

Further information for enrolled students:

- Students are allowed a maximum of up to two absences during a course.
- Students must attend each session until the course is complete to earn credit.
- Students can take up to two courses during summer school.

- A final exam or project may be required for course completion.
- Students have the option of taking the morning and/or the afternoon summer school session.
 - Session A runs from 8:00 am until 10:00 am
 - Session B runs from 10:00 am until 12:00 pm

SAFETY/ACCIDENT PREVENTION

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

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

SAT SCHOOL DAY TESTING

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

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

SCHOLARSHIPS, FINANCIAL AID AND AWARDS

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

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

SCHOOL CEREMONIES AND OBSERVANCES

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

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

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

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

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

SCHOOL CHOICE OPTIONS

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

SCHOOL COUNSELING

Mission Statement:

The mission of the Wolcott High School Counseling Department is to ensure that all students have access to a comprehensive developmental school counseling program that supports academic, career, and social and emotional growth of all students towards becoming contributing members of the 21st century global community. School Counselors are student advocates who work as team members with students, school staff, parents and the community to provide preventative and responsive services for every student in a caring, supportive, and respectful environment.

PSAT/NMSQT

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

Scholarship Applications

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

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

SECURITY

Students:

- Students cannot enter the building until 7:00am and must vacate the building by 2:00 unless participating in a school function.
- Visitors during school hours must come in through the main lobby and check in.

- All main lobby doors will be locked after school. The only entrance will be through the gym lobby. If we have an evening activity in the auditorium the main lobby doors will reopen 1 hour before the activity starts.
- Parents picking up students from after school activities will be asked not to park in the Fire Lanes and wait for students. Please use the student parking lot. This will be strictly enforced.

STUDENT RECORDS

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

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

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

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

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

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

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

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the district refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's

grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with the law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office.

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

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

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

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

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

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

Transcript Requests

1. A transcript is a record of your academic courses and grades earned.
2. An 'official transcript' bears the school seal and is mailed out by the school. An official transcript cannot be given to a current student, alumni, or parent for the purpose of scholarships, beauty pageants, DMV permits/licenses; however, an unofficial transcript can be requested.
3. An 'unofficial transcript' is stamped "Unofficial" and does not bear the school seal.
4. Students may obtain an unofficial transcript provided reasonable notification (2 days) has been provided to the school counseling office.

External Credit Policy

Class rank is a listing of students by class year in order of their academic standing, based on the grades received in all courses. If a student transfers to WHS from a regionally accredited high school, those grades earned will be factored into WHS class rank after two semesters. To qualify as Valedictorian or Salutatorian a senior must have been in attendance at WHS for at least four of the seven semesters starting in grade 9 and ending in January of the senior year.

NOTE: Academic Support Center, (List of courses) and Pass/ Fail courses are not computed in class rank. The numerical average of all marking terms and exams will be used in computing cumulative grade point average (GPA) and class rank.

Enrichment course(s) policy

Enrichment Credit Students may, with prior approval from the director of School Counseling, seek external credit in an area of personal interest from an approved program. Interested students will obtain the required paperwork prior to enrolling. A passing grade is recorded as "P" (Pass) and are not calculated in the weighted GPA.

SEARCH & SEIZURE POLICY

Search of Property

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

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

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

Student Search

A student may be searched if there are reasonable grounds for suspecting that the search will provide evidence that the student has violated either the law or the rules of the school. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

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

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

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. The District may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not

present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

SENIOR COURTYARD

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

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

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

1st offense - 1 week removal

2nd offense - 1 month removal

3rd offense - removal for the rest of the year

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

SEXUAL HARASSMENT/INTIMIDATION

1. The Wolcott Public School System is committed to a positive and productive working and learning environment free of discrimination. The Board of Education prohibits sexual harassment or intimidation of its employees or students. It further prohibits retaliation against any employee or student who has alleged sexual harassment or participated in the investigation of a report.

2. Sexual harassment is defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

- Submission to such conduct or communication is made a condition of one's education or
- Such conduct has the purpose or effect of creating an intimidating, hostile or offensive environment.

3. Sexual Harassment may include but is not limited to unwelcome sexually oriented jokes, innuendoes, obscenities; unwanted sexual advances, sexual gestures, unwelcome touching or pulling at clothing, hazing; sexual assault.

4. Sexual Harassment by students, employees or other members of the school community will result in disciplinary action up to and including expulsion or dismissal.

5. A complete copy of the Board of Education Policy (5145.5) and procedures are available in the Wolcott High School Main Office.

Sexual Harassment Reporting

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

Disciplinary Process:

- First Offense: Report of incident to school counselor; conference with students, phone call to parents of students.

- Second Offense: Report of incident to administrator; detention, letter to parent indicating that offending behavior did not stop.
- Third Offense: One (1) day extended detention, parent/student conference with Principal and Title IX Coordinator.
- Fourth Offense: Three (3) days out-of-school suspension; parent conference.
- Fifth Offense: Five (5) days out-of-school suspension and referral for exclusion/expulsion.

SOCIAL FUNCTIONS

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

Dances and Social Events

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

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

STUDENT PARKING RULES AND REGULATIONS

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

1. Parking permits are mandatory. Only students in 11th and 12th grade by credit who possess a valid driver's license will be authorized to obtain parking permits from the Main Office.
2. Strict adherence to all parking regulations is the responsibility of each automobile operator.
3. Parking is permitted only in the assigned student parking lot.
4. Traffic patterns, speed limits and safe courteous driving principles will be strictly enforced.
5. Use of an automobile on school grounds is a privilege and will be revoked for disregard of regulations.
6. The parking permit must be displayed at all times.
7. Any student involved in an automobile accident on school grounds must notify the administration immediately.
8. Parking permits are not transferable. Use of the pass by anyone other than the student issued the pass will result in loss of pass for 20 days.
9. Use of an automobile on school grounds is a privilege and in exchange for a permit the student agrees that their vehicle is susceptible to being searched by school Administration and/or School Resource Officer if reasonable suspicion exists that contraband and/or weapons may be in the vehicle.
10. Parking passes will only be permitted if a Junior has 20 hours community service and a Senior has 30 hours of community service.

Revocation of Parking Permit will Occur Under the Following Circumstances:

1. Leaving School Grounds Without Permission
 - 1st Offense - Loss of privilege for 20 days
 - 2nd Offense - Loss of permit
2. Reckless Driving
 - 1st Offense - Loss of privilege for 20 days
 - 2nd Offense - Loss of permit
3. Repeated Tardiness to School
 - 1st – 6th Tardy - Consequences as per student handbook
 - 7th Tardy - Loss of privilege for 10 days
 - 8th Tardy - Loss of privilege for 20 days
 - 9th Tardy - Loss of privilege for 30 days
 - 10th Tardy - Loss of privilege
4. Smoking or Vaping On School Grounds
 - 1st Offense - Loss of privilege for 10 days
 - 2nd Offense - Loss of privilege for 20 days
 - 3rd Offense - Loss of privilege and out-of-school suspension
5. By-passing Attendance Office to Avoid Disciplinary Consequences for Tardiness
 - 1st Offense - Loss of privilege for 10 days
 - 2nd Offense - Loss of privilege for 20 days
6. Failure to display Parking Permit
 - 1st Offense - Written Warning
 - Subsequent Offense - Application of vehicle restraint boot and \$10 removal fee
7. Causing property damage to school grounds through the use of a vehicle shall result in appropriate measures being taken by the administration including possible suspension, loss of parking privileges, and restitution for damaged property.
8. Failing to report involvement in a motor vehicle accident on school grounds as soon as possible.
9. Students who accrue 10 or more office referrals during the course of the year will be subject to loss of their parking pass for the remainder of the school year.

STUDY HALLS (ACADEMIC CLASSROOM STUDY HALLS)

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

7. Study hall will be dismissed by the teacher/proctor after the bell has rung signifying the end of the period. The bell itself is only for guidance of the teacher on duty. It is not the signal for the students to depart.
8. Littering in any form will not be tolerated.

SUICIDE PREVENTION

The Wolcott Board of Education recognizes that suicide is one of the three leading causes of death among young people and is a concern to this school system and the community it serves. The school board has adopted a suicide prevention policy which will help to protect all students through the following steps:

- Students will learn about recognizing and responding to warning signs of suicide in friends, using coping skills, support systems, and seeking help for themselves and friends. This curricular content will occur in all health classes throughout the school year, not just in response to a suicide, and the encouragement of help-seeking behavior will be promoted at all levels of the school leadership and stakeholders.
- Each school has suicide prevention specialists for students in crisis and to refer students to appropriate resources.
- When a student is identified as being at-risk, a risk assessment will be completed by a trained school staff member who will work with the student and help connect the student to appropriate local resources.
- Students and parents can access local and national resources for additional support, such as:
 - In Connecticut, dial: 211, www.preventsuicide.org
 - National Suicide Prevention Lifeline: 1-800-273-TALK (8255) Suicidepreventionlifeline.org
 - The Trevor Lifeline (especially for LGBTQ youth): 1-866-488-7386 thetrevorproject.org/get-help-now Trevor Lifeline Text/Chat Services, available 24/7 Text "TREVOR" to 678-678
 - Crisis Text Line: Text TALK to 741-741 (crisistextline.org)

All school personnel and students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they or a friend are feeling suicidal, or are in need of help. While confidentiality and privacy are important, students should know that when there is risk of suicide, safety comes first.

For a more detailed review of policy, please see the district's suicide prevention policy.

SUPER SENIOR

A "Super Senior" is a senior who has completed four years at Wolcott High School with a perfect discipline record. Students choosing counseling for vaping on school grounds will be considered to have a referral on their disciplinary record. Students will need to have recorded a minimum of 30 hours of community service with Wolcott High School to be eligible for Super Senior consideration. Transfer students may receive Super Senior status only if all previous years at the other high school can be verified as void of any discipline infractions. Under no circumstances will past documented disciplinary referrals, detentions, suspensions, etc. be retroactively forgiven in order to legitimize a student's Super Senior status. The Super Senior Banquet is held annually in May to honor these young ladies and gentlemen.

SURVEYS OF STUDENTS

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

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

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

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

Assume consent given unless indicated differently.

TEACHER AND PARAPROFESSIONAL QUALIFICATIONS

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

TECHNOLOGY IN THE SCHOOL

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. To prepare students as 21st century thinkers and learners, students in the Wolcott Public School District are allowed to bring their own technology to campus.

Definition of Device

A "device" as part of this protocol is a piece of privately owned and/or portable electronic handheld technology that includes emerging mobile communication systems and smart technologies, laptops and netbooks, and any technology that can be used for wireless internet access, word processing, image capture/recording, sound recording and information transmitting, receiving, and storing.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. The Wolcott Public School District is not liable for any device stolen or damaged on campus.

Bring Your Own Device/Technology Student and Parent Agreement

The use of technology to provide educational material is not a necessity but a privilege. When abused, privileges will be taken away. When respected, they will benefit the learning environment as a whole.

Teacher's Role

1. Teachers are facilitators of instruction in the classroom.
2. Teachers may communicate information regarding educational applications and suggest appropriate tools that can be downloaded to personal devices at home.
3. Teachers are to closely supervise students to ensure appropriate use of technology in the classrooms.
4. The use of these student personal devices, as with any personally owned device, is strictly up to the teacher.

Operating Principles for Use of Personal Devices on School Campus

1. Devices cannot be used during assessments, unless otherwise directed by a teacher.
2. Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers.
3. Students are not permitted to transmit or post photographic images/videos of any person on campus on public and/or social networking sites.
4. Personal devices may not be used to send inappropriate e-messages, images, texts or other electronic media on any social media platform.

Standards of Responsible Use

All students in District schools must adhere to the following standards of responsible use:

1. Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
2. Students shall adhere to all laws and statutes related to issues of copyright and plagiarism.
3. Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary actions

Cell phones are only allowed in the cafeteria, hallways, or with teacher permission

TITLE I COMPARABILITY OF SERVICES

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

TITLE I PARENTAL INVOLVEMENT

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

TRANSFERS/WITHDRAWALS

Dropout

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

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

Transfer to a Different District

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

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

TRANSPORTATION

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

Bus Conduct Rules:

1. The school bus is an extension of the school. All rules that apply to student behavior in the school building will also apply to student behavior on the school bus. The school bus driver's enforcement of those rules carries with it the same authority as that possessed by a teacher in his/her classroom.
2. Students must ride assigned buses.
3. Pupils who must cross the street for the purpose of entering or leaving that bus must cross in front of the stopped bus.
4. Students must take a seat. The bus will be loaded from back to front unless otherwise indicated by the driver. Students must remain seated while the bus is in motion.
5. Students may move from one seat to another only with the permission from the driver. Such movement may not take place unless the bus is fully stopped.
6. Students should not attempt to enter or leave a bus unless it is fully stopped.
7. Vulgar or profane language is not acceptable and will not be permitted on the bus.
8. Students will refrain from engaging in unnecessary conversation with the driver while the bus is in motion.
9. Smoking/Vaping and the lighting of matches or lighters is strictly forbidden.
10. Students will refrain from throwing articles while in or about the bus.
11. Bus windows may be opened only with the driver's permission. Students will not extend any part of the body out of the bus windows.
12. Students will refrain from willfully damaging a bus or its equipment. In addition to punishment, the student, or his parents, will be held financially responsible for such damage, (i.e., Connecticut State Statute).
13. Students will do their share in keeping the bus clean and orderly.
14. Students will avoid crowding upon entering or leaving the bus.
15. A student shall occupy his/her portion of the seat only.

16. A student will leave the bus at his/her stop only unless permission to exit at another stop is granted by school authorities.

17. Students shall enter or leave the bus at the front door only except in cases of emergency. Emergency exits are used only at the discretion of the driver or in the event of a real emergency and the driver is injured and cannot issue that direction.

18. Students must be on time all of the time. Bus drivers work on a schedule which allows very little flexibility. Students should take care not to stand on the traveled portion of the highway while waiting for the school bus. Your safety is everyone's concern – but the primary responsibility is yours.

19. Good manners should direct students to be courteous to their bus driver, and, when applicable, adult chaperones riding said bus with them.

20. Bus drivers may assign students particular seats, if or when the need arises.

21. Students wishing to ride a different bus must submit a written request to the main office no less than 24 hours prior to the requested bus change. If requesting to take a bus to another student's house, each student must submit a signed permission note from their parents. The note should include the following information: each student's full name, the bus number, parent contact information, and reason for the bus switch. Administrators must authorize and sign off on all bus requests. Students will then be required to pick up a bus pass in the main office on the date of the requested change at dismissal time. Failure to include all of the above information will result in the bus switch being denied.

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

TRANSPORTATION SAFETY COMPLAINTS/PROCEDURES

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

TRUANCY

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

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

VACATIONS

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

VIDEOTAPING/PHOTOGRAPHING

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

Video Surveillance

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

VISITORS/UNAUTHORIZED PERSONS ON SCHOOL PROPERTY

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

Student Visitors

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

WEB SITES

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

WITHDRAWAL FROM A COURSE

Individual student class schedules are the result of careful planning based on course requests and the student's needs, goals, and desires. Add/drop period Student schedules will be released in the spring; students will have the opportunity to make changes to their schedules until the end of the school year. No changes will be permitted after that point. Schedules will not be changed for frivolous reasons.

Withdrawals will only be permitted based upon a teacher's recommendation due to compelling academic reasons. Final permission will be granted when School Counselors and the Administration deem the withdrawal to be in the student's best interest.

WORKING PAPERS

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

STUDENT DISCIPLINARY GUIDELINES

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

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

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

Damage to Personal Property (Intentional)	No student shall mar, break or destroy another individual's personal property	Restitution required depending on severity. - Detention, in-school suspension, or out-of-school suspension depending upon severity of damage. - Police referral/Superintendent notified.
Detention-Cutting Afternoon	Failure to go to detention or arriving too late for a detention to be counted	- Failure to serve detention will result in an extended detention. - Failure to serve extended detention will result in two extended detentions. - Failure to serve either day of the two extended detentions will result in in-school suspension and extended detention must still be served.
Dress Code Violation	Wearing clothing/costumes prohibited in the dress code or which interfere with the educational process or are otherwise deemed offensive or inappropriate	Student referred to an Administrator. Student may not return to class until clothes are changed. Subsequent offenses will be considered as insubordination resulting in detention or in-school suspension.
Drug Possession - Controlled Substances, Alcohol or Facsimiles thereof	Possession on person, in locker or desk; or knowingly holding drugs, controlled substances, alcohol or facsimiles thereof belonging to others; or possession in a car on school grounds; or possession at any school-related activity on or off, campus.	Out-of-school suspension for 10 days, Conference with parents, school counselor or administrator, * Referral to police, and Referral to Superintendent for possible expulsion.
Drugs - Use of drugs, Controlled Substances, Alcohol, or Facsimiles thereof	Being determined to be under the influence of drugs, controlled substances, alcohol or facsimiles thereof by administrator with consultation with school nurse or police officer	<ul style="list-style-type: none"> • Out-of-school suspension for 10 days, • Conference with parents, school counselor and administrator, * • Referral to police, and • Referral to Superintendent for possible expulsion.
Drug - Selling/Distribution of Drugs, Controlled Substances, Alcohol or Facsimiles thereof	Selling drugs, controlled substances, alcohol or facsimiles thereof on school property	<ul style="list-style-type: none"> • Out-of-school suspension for 10 days, • Conference with parents, school counselor and administrator, * • Referral to police, and • Referral to Superintendent for possible expulsion.
* Conferences with parents, guidance counselor or administrators shall include referral to persons or agencies where appropriate substance abuse prevention counseling is offered.		

Extortion/Coercion	Forcing another individual to act against his/her will by expressed or implied threat	<ul style="list-style-type: none"> • 3-5 days out-of-school suspension depending on severity • Possible referral to Police Depending on severity, referral to Superintendent for consideration of expulsion.
Failure to Sign In	Circumventing the Attendance Office in order to avoid disciplinary consequences for tardiness	<ul style="list-style-type: none"> - Depending upon the number of tardies: detention, extended detention, or in-school suspension will result. - If applicable, loss of driving privileges for 10 school days. Subsequent offenses will result in increased days.
False Alarm	Setting off fire alarm without probable cause	<ul style="list-style-type: none"> • Out-of-school suspension for 10 days, • Referral to police, and • Referral to Superintendent for possible expulsion.
Fighting/Mutual Physical Combat	Exchange of mutual physical contact with the intent to injure.	<ul style="list-style-type: none"> • Referral to Police/Superintendent notified. • Anger management will be assigned by school staff. Attendance to these sessions will be required. • 5-10 days out-of-school suspension depending on severity. • The administration reserves the right to judge and discipline students accordingly. • Referral to Superintendent for consideration of expulsion.
Fireworks - Possession	Possessing any explosive or fireworks on school property	<ul style="list-style-type: none"> • Referral to police • Confiscation of fireworks • 5 days out-of-school suspension • Referral to Superintendent for consideration of expulsion.
Fireworks - Use of/Sale of	Detonating or selling of fireworks or the equivalent	<ul style="list-style-type: none"> • Referral to police • Confiscation of fireworks • 5-10 days suspension • Referral to Superintendent for consideration of expulsion.
Forgery	Falsifying passes, parental signatures, alteration of official school documents	Extended detention and parental contact.
Gaming/Gambling/and or Card Playing of any kind	Playing a game of skill or chance for money or anything of value.	Depending on the gravity of the offense: detention or in-school suspension.

Hazing	Any activity that intentionally endangers the mental or physical health of a student for the purposes of initiation or admission into any student organization.	<ul style="list-style-type: none"> • 5-10 days of out-of-school suspension • Parent conference required • Possible exclusion from school related activity
Horseplay	Rough or boisterous play which causes an unnecessary disruption or distraction.	Depending on the seriousness of the incident: detention, extended detention, or in-school suspension will result.
Inciting a Disturbance	Encouraging other students to participate in unacceptable behavior either through verbal comments or actions that could lead to violence or damage to property i.e. group fighting, protests, walk-outs, throwing food, yelling loudly to encourage others, etc.	Depending on gravity, the consequences may range from verbal warning to suspension, police referral, and/or possible referral to Superintendent for expulsion.
Insubordination/Defiance	Refusal to follow the direction of a staff member, administrator, teacher, substitute teacher or other staff member.	Depending on gravity, the consequences may range from verbal warning to suspension, police referral, and/or possible referral to Superintendent for expulsion.
Insult to Staff	Speaking/gesturing toward (staff members) in a manner which insults, etc.	Penalty will be a detention issued by the teacher or extended detention issued by an administrator.
Insult to Students	Speaking/gesturing toward (fellow students) in a manner which insults, etc.	Penalty will be a detention issued by the teacher or extended detention issued by an administrator.
Larceny or Petty Theft	Stealing any material owned by another student, staff member or the school system.	<ul style="list-style-type: none"> - Restitution will be required. - In-school suspension or out-of-school suspension depending on the nature of the incident - Referral to police/Superintendent notified.
Leaving Cafeteria Without Permission	Walking out of cafeteria without teachers' approval.	Student will initially be issued a detention by teacher and placed in Discipline Office for the remainder of the period. Repeated infractions will result in extended detention.
Leaving Class Without Permission	Student leaves class without receiving teacher's approval.	Referral to administrator resulting in extended detention.

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

Serious Classroom/Study Hall Disruption	Behavior so extreme or incidents of repeated disruptions which have not ceased despite teacher warnings.	<ul style="list-style-type: none"> • Student sent to Main Office for the remainder of the period. (Students who are removed from the class must report to the In-School Suspension room. Failure to do so is considered insubordinate and students will be subject to suspension.) • Disciplinary Referral Form completed by Teacher and submitted to Administration. • Administrative conference with disruptive student • Administrator will issue extended detention or suspension. • Excessive disruptions will be considered as serious disruptions to the educational environment resulting in a referral to the Superintendent for possible expulsion.
Serious Hallway Disruption	Any inappropriate behavior which seriously impedes safety of others in the hallways or that interferes with the orderly climate of the hallway.	Detention, extended detention, or in-school suspension, depending upon the seriousness of the incident.
Serious Intolerance of Diversity	Using insults which are based upon racial background, ethnicity, religion, gender or sexual orientation towards any member of the school community	<ul style="list-style-type: none"> • 3-5 days out-of-school suspension • Parent conference required • Possible referral to the Superintendent for expulsion
Sleeping in Class	A student sleeping during a class.	1 st Offense: Teacher Warning 2 nd Offense: Sent to Nurse, Parent Notified 3 rd Offense: Sent to Nurse, Administration notified with disciplinary referral
Smoking, Chewing Tobacco, or Facsimiles thereof	a. Smoking or chewing tobacco anywhere on school grounds. b. Possession of tobacco products is also forbidden at Wolcott High School. c. Any other items containing or reasonably resembling tobacco or tobacco products.	<ul style="list-style-type: none"> • Increasing in-school suspension for each offense; i.e. 1st offense - 1 day in-school suspension, 2nd offense - 2 days. • Confiscation of tobacco product

<p>Note: Possession and or use of tobacco products by students is prohibited in the school building, on school grounds, in school buses and while attending any school sponsored activities. Penalties for the infraction of this regulation are bound by Wolcott Board of Education Policy, school regulations, state law and local ordinance. State statute requires the following penalties for possession of tobacco in a public place. \$50.00 fine for 1st offense (Statute 53-334(c)**), or a \$100.00 fine for any subsequent offenses (Statute 53-334(c)***).</p>		<p>Punishment will range from a verbal reprimand to suspension.</p>
Snowball Throwing	<p>Throwing snow on school property, in the school building, or at a person or crowd.</p>	<p>Punishment will range from a verbal reprimand to in-school suspension.</p>
Snowball Throwing (at a vehicle)	<p>Throwing snow at a bus or other vehicle</p>	<p>In-school suspension and possible referral to police.</p>
Tardiness to Class/Study Hall	<p>Any student not in the classroom when the bell rings to start the period.</p>	<ul style="list-style-type: none"> Beginning with the fourth (4) tardy, detention will be issued for each subsequent tardy. Students who are repeatedly tardy to class may be referred to the administration for further disciplinary action. One (1) point deduction from marking period average for each subsequent tardy. Three (3) tardies = class absence
Tardiness to School	<p>Any student not in the classroom when 7:30 a.m. bell rings.</p>	<ul style="list-style-type: none"> 1st, 2nd, and 3rd unexcused tardy = warning 4th, 5th, and 6th unexcused tardy = detention 7th, 8th, and 9th unexcused tardy = extended detention, parents notified 10th unexcused tardy and beyond = Considered chronic and will require a parent meeting. Students will receive in-school suspension, parents notified
Threats to Staff	<p>A verbal expression of an intent to harm or otherwise cause injury to another person or his/her property.</p>	<ul style="list-style-type: none"> Referral to police/Superintendent notified Anger management will be assigned by school staff. Attendance to these sessions will be required. 5-10 days out-of-school suspension and parent conference Subsequent occurrence will result in increased suspension and possible referral to Superintendent for expulsion.
Threats to Students	<p>A verbal expression of an intent to harm or otherwise cause injury to another person or his/her property.</p>	<p>Depending on the severity of the threat: detention, extended detention, in-school suspension, out-of-school suspension, and/or referral to Police.</p>

Tuancy	Being illegally absent from school	<ul style="list-style-type: none"> • 1 day in-school suspension for each day of truancy. Parents notified. • No credit for work made up. However, it may be necessary to make-up work missed in order to proceed to the next unit.
Vandalism	(See Damage to School Property-Intentional, page 64).	
Verbal Altercation	Involvement in a verbal confrontation <i>i.e.</i> shouting match or yelling, etc.	Depending on the severity of the threat: mediation by school counselor or Administration, extended detention, in-school suspension, out-of-school suspension, and/or referral to Police.
Weapons - Possession/Use of	Possession of any article or substance which is capable of causing death or serious bodily injury.	<ul style="list-style-type: none"> • Referral to police, Superintendent notified • Confiscation of weapon • 10 days out-of school suspension • Recommendation to Superintendent for Expulsion

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

For Reference:

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

WOLCOTT PUBLIC SCHOOLS POLICY STATEMENT DANGEROUS WEAPONS & INSTRUMENTS

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

A weapon or dangerous instrument is defined as follows: Anything that has the potential to cause bodily harm, a health hazard, or cause physical damage. Therefore, items include but are not limited to ANY TYPE OF GUN, KNIFE, CLUB, METAL KNUCKLES, RAZORS, ETC. Therefore, any elementary, middle or high school student that has been determined to be in possession of any of the previously mentioned items at the bus stop, on the school bus, on school property, in a school building, or at a school-sponsored activity will be assigned the following MANDATORY CONSEQUENCES:

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

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

Student User Agreement

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

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

Directory of WHS Email Addresses:

Administration:

Drewry, Walter	wdrewry@wolcottps.org
MacKay, Bryan	bmackay@wolcottps.org
Morgan, Joseph	jmorgan@wolcottps.org

Faculty and Staff:

Adorno, Tanya	tadorno@wolcottps.org
Balanda, William	wbalanda@wolcottps.org
Bartlett, Dale	dbartlett@wolcottps.org
Bauchman, Roy	rbauchman@wolcottps.org
<u>Berman, Amanda</u>	aberman@wolcottps.org
<u>Biolo, Jessica</u>	jbiolo1@wolcottps.org
Boulanger, Michelle	mfusecoboulanger@wolcottps.org
Brochu, Kelley	kbrochu@wolcottps.org
Brown, Linda	lbrown2@wolcottps.org
<u>Carichner, Michelle</u>	mcharichner@wolcottps.org
<u>Cartier, Laura</u>	lcarter@wolcottps.org
Chuck, Samantha	schuck@wolcottps.org
Clement, Justin	jrclement1@wolcottps.org
<u>Coppola, Lori</u>	lcoppola@wolcottps.org
Coppola, Salvatore	scoppola@wolcottps.org
Cormier, Angela	acormier@wolcottps.org
Cormier, Robert	rcormier@wolcottps.org
Craig, Matthew	mcraig@wolcottps.org
Crandall, James	jerandall2jcrandall1@wolcottps.org
Cuko, Anjeza	acuko@wolcottps.org
Cyr, Nancy	ncyr2@wolcottps.org
D'Andrea, Nicholas	ndandrea1@wolcottps.org
<u>Daniele, Briana</u>	bdaniele@wolcottps.org
Devaney, Mary	mdevaney@wolcottps.org
DeVoe, Linda	ldevoe@wolcottps.org
DiDomizio, Erik	edidomizio1@wolcottps.org
DiManno, Lynn	ldimanno@wolcottps.org
Douty, Carol	cdouty@wolcottps.org
Duetzmann, Jennifer	jduetzmann@wolcottps.org
<u>Dunn, Joseph</u>	jdunn1@wolcottps.org
Durant, Lisa	ldurant@wolcottps.org
Ericson, Tina	tericson@wolcottps.org
Famiglietti, Anna	afamiglietti@wolcottps.org
Fell, Julie	jfell@wolcottps.org
Ferguson, Kristin	kferguson@wolcottps.org
Fontanella, Jill	jfontanella@wolcottps.org
Forgione, Michael	mforgione@wolcottps.org
Gallucci, Gabrielle	ggallucci@wolcottps.org
Galullo, Nicholas	ngalullo1@wolcottps.org
Garcia, Kristin	kgarcia1@wolcottps.org
Garguilo, Brittany	bgarguilo@wolcottps.org

Garguilo, Peter	pgarguilo1@wolcottps.org
Garrigus, Katie	kgarrigus@wolcottps.org
Giedra, Alyssa	agiedra@wolcottps.org
Gonzalez, Mildred	mgonzalez@wolcottps.org
Guerrera, Charles	cguerrera@wolcottps.org
Gugliotti, Carol	cgugliotti@wolcottps.org
Guinipero, Lori	lguinipero@wolcottps.org
Gunneson, Kelly	kgunneson@wolcottps.org
Hart, Stacey	harts@wolcottps.org
Japs, Tyler	tjaps@wolcottps.org
Jasulavic, Steven	sjasulavic@wolcottps.org
Kiely, John	jkiely@wolcottps.org
Klemeshefsky, Kristin	kklemeshefsky@wolcottps.org
Kremens, Elzbieta	ekremens@wolcottps.org
Lambert, Linda	llambert@wolcottps.org
Leary, Christa	cleary@wolcottps.org
Leonard, Nicole	nleonard@wolcottps.org
Lofgren, Christine	clofgren@wolcottps.org
Lorusso, Shelby	slorusso@wolcottps.org
Maisto, James	jmaisto1@wolcottps.org
Majewski, Audra	amajewski@wolcottps.org
Mazurek, Jennifer	jmazurek@wolcottps.org
McCarthy, Mary	mmccarthy1@wolcottps.org
McIntire, Bruce	bmcintire@wolcottps.org
McCoy, Jacqueline	jmccoy1@wolcottps.org
McOmber, Sarah	smcomber@wolcottps.org
Meccariello, Tyler	tmeccariello@wolcottps.org
Miele, MaryLou	mmiele@wolcottps.org
Mobley, Aisha	amobley@wolcottps.org
Morgan, Natalie	nmorgan@wolcottps.org
Mrowka, William	wmrowka1@wolcottps.org
Nanfito, Allysia	ananfito1@wolcottps.org
Neilsen, Nicole	nneilsen1@wolcottps.org
Nicol, Deborah	dnicol@wolcottps.org
Niemitz, David	DNIEMITZ@wolcottps.org
Nolan, Barry	bnolan@wolcottps.org
Norton, Lori	lnorton@wolcottps.org
Nunes, Isabel	inunes@wolcottps.org
Pace, Jason	jpace@wolcottps.org
Pelkey, Jennifer	jpelkey@wolcottps.org
Pelletier, Rhonda	rpelletier1@wolcottps.org
Pelosi, Thomas	tpelosi@wolcottps.org
Pennington, Sean	spennington@wolcottps.org
Phelan, George	gphelan@wolcottps.org
Pursell, Mary	mpursell1@wolcottps.org
Quilter, Dori	dquilter@wolcottps.org
Regan, Amie	aregan@wolcottps.org
Richardson, Stacey	shart1@wolcottps.org
Riviezzo, Rebecca	rriviezzo@wolcottps.org
Romeo, Fran	fromeo@wolcottps.org
Rosa, MaryEllen	mrosa@wolcottps.org
Russo, Stephanie	srusso@wolcottps.org

Semeraro, Barbara	bsemeraro@wolcottps.org
Sheehan, Nancy	nsheehan@wolcottps.org
Stabile, Sarah	ssabile@wolcottps.org
Stange, Deborah	dwitekdstange@wolcottps.org
Sweeney-Bizier, Kristin	ksweeney@wolcottps.org
Tardif, Russell	rtardif1@wolcottps.org
Thies, Michelle	mthies@wolcottps.org
Thomas, Nicole	nthomas@wolcottps.org
Toller, Matthew	mtoller@wolcottps.org
Tutalo, Charles	ctutalo@wolcottps.org
Villano-Corso, Taryn	tvillano-corso@wolcottps.org
Waitkus, John	jwaitkus@wolcottps.org
Wright, Daniel	dwright1@wolcottps.org
Wursthorn, Mark	mwursthorn@wolcottps.org
Zabbara, Susan	szabbara@wolcottps.org
Zimmermann, Laura	lzimmermann@wolcottps.org