

**WILTON HIGH SCHOOL**  
**2009-2010 STUDENT HANDBOOK**

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**WILTON HIGH SCHOOL**  
**395 Danbury Road**  
**Wilton, CT 06897**

Main Office: 203-762-0381 FAX: 203-834-0164  
Attendance Office: 834-4805  
Message Center: 762-2143  
YES Office: 762-7093  
Field House: 834-2618  
Web Address: [www.wilton.k12.ct.us/whs/](http://www.wilton.k12.ct.us/whs/)

All visitors and volunteers to the school must register at the main entrance. Visitors and volunteers should be prepared to present a driver's license to obtain a visitor's badge in compliance with our new visitor management security system. Student visitors must seek administrative approval at least one day in advance before registering. Visitors from neighboring districts or private schools who are on vacation will not be approved as guests.

**WILTON PUBLIC SCHOOLS**  
**EQUAL OPPORTUNITY IN SCHOOL PROGRAMS AND PRACTICES**

The Board of Education affirms its intent to provide equal opportunity in its programs and practices regardless of race, color, creed, religion, national origin, sex, age, marital status, or handicap.

It is the policy of the Board of Education to identify, evaluate and provide appropriate educational services for students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973. Due process rights of handicapped students and their parents under Section 504 will be enforced.

Specific complaints about the conduct of the school may originate with school personnel, students, parents, and other citizens. Such complaints can be resolved most expeditiously if they are taken first to the staff member or administrator immediately in charge of the area in which the problem arises. Should this process not resolve the complaint, and should the complaint concern practices within the school system which may be discriminatory, the complaint should be directed as follows:

Ellen Andrews (for complaints/concerns  
Director of Personnel and regarding Title VI, Title IX)  
General Administration  
762-3381 or

Ann Paul (for complaints/concerns  
Director of Special Services regarding Section 504)  
762-3381 or

The Office of Civil Rights  
140 Federal Street, Boston, MA 02110, (617) 223-6397

## PRINCIPAL'S MESSAGE

Dear Student,

Welcome to the 2009-2010 school year! I hope you share my excitement and enthusiasm as we look forward to the coming year. I promise to provide leadership that will focus on Wilton High School's Mission Statement:

*Wilton High School is a community of learners dedicated to academic and personal excellence. Within a nurturing, respectful environment, we foster scholarship, character, and citizenship.*

I ask you to do your part in realizing our mission. Uphold the fundamental core beliefs and values of our school community. Treat others with dignity and respect, demonstrate good character, and become actively involved in school and community efforts. Work to ensure that all students at Wilton High School feel comfortable as they participate in all aspects of school life.

Wilton High School provides an outstanding academic program offering a wide range of courses. If you work hard and show commitment to your studies, you will find success. Our administration, faculty and staff are ready to work with you to support your learning. Advocate for your needs! If you seek out teachers for help, you will find they go "the extra mile" to help you realize your goals.

In addition to your academic program, become involved in school activities. Wilton High School offers a variety of extracurricular clubs and activities as well as an extensive interscholastic athletic program. Involvement in these programs allows you the opportunity to pursue your interests and enrich your school experience.

My most important message to you is to remember that this is your school. Our commitment is to foster an environment where you feel empowered to participate as an active and engaged member of our school community.

I look forward to seeing you in the classrooms, student center, hallways, auditorium, theater, and on the athletic fields!

Best of luck in the coming school year!

Mr. Canty  
Principal

## **STUDENT GOVERNMENT PRESIDENT'S MESSAGE**

Dear Students,

It's my pleasure to welcome back familiar faces and to welcome for the very first time our incoming freshmen! I hope each of you had a relaxing summer and that a productive and engaging academic year lies ahead.

As a Wilton High School student, countless resources are at your disposal, be they volumes in the library or tokens of advice from guidance counselors and teachers. Though I'm still a student myself, in the perpetual process of discovering new things about our school, words of wisdom I can impart to new students are these: never underestimate the value of these resources, and do not hesitate to pursue their use as early as possible in order to ensure a smooth transition to the demanding, but stimulating environment of Wilton High School.

While the thought of school primarily generates images of classrooms and homework, our students take overwhelming initiative to make their years here as individually rewarding as possible. My school day has often begun long before the first bell rings and has ended hours after the buses snake out onto Route 7, but this additional time has shaped my relationship with Wilton High School. The extracurricular opportunities available to each one of us provide the chance to apply scholarship, character, and citizenship, facets which encompass the spirit of our Mission Statement, to our own interests and community. No penalty exists for testing unfamiliar waters, only the potential to ignite a passion or espy a future pursuit. Do not hesitate to seek out your corner of Wilton High School, be it in the brand new Little Theater, the Fieldhouse, or innumerable places in between.

Over the summer, our academic home has undergone evident changes. May the air of freshness and renewal translate from the building to your own Wilton High School experience, granting you new beginnings and original endeavors.

Wishing you a wonderful year,

Hilary Clifford  
Executive Board President

## WILTON HIGH SCHOOL MISSION STATEMENT

Wilton High School is a community of learners dedicated to academic and personal excellence. Within a nurturing, respectful environment, we foster scholarship, character, and citizenship.

### ACADEMIC EXPECTATIONS FOR STUDENT LEARNING

**Reading** - WHS students will demonstrate proficiency in understanding, interpretation, and evaluation of both fiction and non-fiction texts.

**Writing** - WHS students will produce well-developed essays that convey ideas clearly and fluently by demonstrating proficiency in organization, support, sentence structure, diction, and mechanics.

**Critical thinking** - WHS students will judge the relevance of an idea, marshal evidence for an idea, and use ideas for prediction or explanation.

**Creative thinking** - WHS students will find innovative solutions to problems and express interrelationships among disciplines.

**Listening** - WHS students will demonstrate proficiency in extrapolating and evaluating information presented through lectures, group discussions and various media.

**Research** - WHS students will recognize the need to make distinctions between multiple sources of information and determine the appropriate process to locate, access, analyze, synthesize, and evaluate print and non-print resources.

**Presentation** - WHS students will produce oral and visual presentations to express, develop, persuade and substantiate ideas and experiences.

**Technology** - WHS students will master the basic concepts of technology and will use technology resources responsibly to increase productivity, enhance communication, research and process information, develop problem solving strategies, and make informed decisions.

**Mathematics** - WHS students will read, understand, and model with appropriate skills and technology various mathematical situations.

**Science** - WHS students will apply concepts of science and the scientific method to daily life and understand that science is more than facts, principles and formulas.

**U. S. History** - WHS Students will develop an understanding of the major historical periods, issues and trends in U.S. History, as well as understand the political, economic and legal systems at the national, state and local levels.

**World Language** - WHS students will listen, speak, read and write proficiently in at least one language other than English and will understand the culture of that language consistent with the level of language study.

**Fitness/Health** - WHS students will design a personal fitness program based on an accurately assessed fitness profile and demonstrate the requirements of a healthy lifestyle through research methods and presentations.

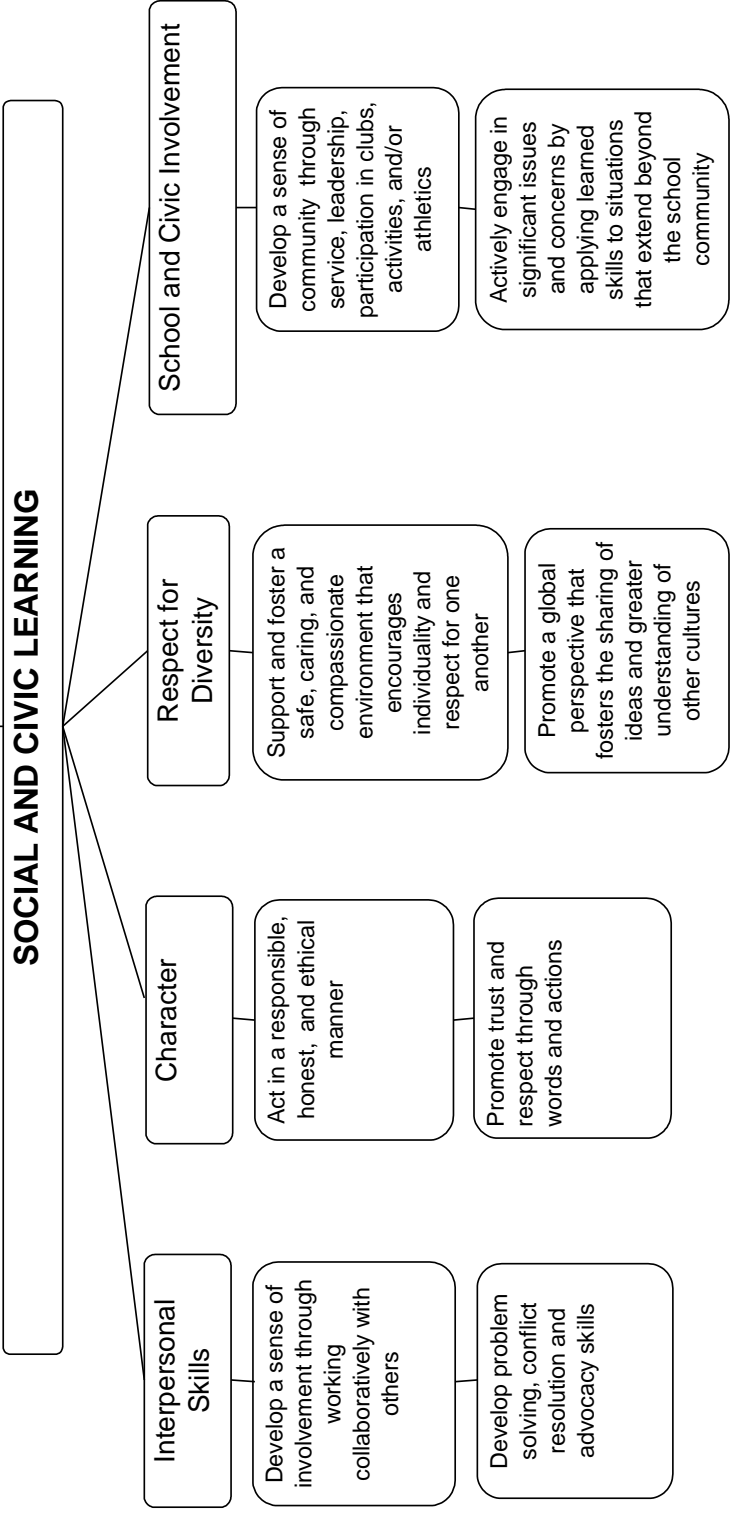
**Fine and Performing Arts** - WHS students will demonstrate proficiency in creating, performing, and responding with understanding in at least one artistic discipline.

**Applied Arts** - WHS students will demonstrate knowledge of economic concepts and perform practical applications while utilizing interpersonal, marketable, and “real world” life skills.

**Futures’ Planning** - WHS students will identify their strengths and interests and evaluate post-high school opportunities.

**Wilton High School** is a community of learners dedicated to academic and personal excellence. Within a nurturing, respectful environment, we foster scholarship, character, and citizenship.

As a community, we share common core values and beliefs that guide behavior in our school. Everyone deserves to be treated with dignity and respect. Our vision of Wilton High School includes all community members who demonstrate good character, both in and out of the classroom. We strive for academic excellence and character development through a positive, constructive, and supportive school climate. These skills are essential if we are to meaningfully contribute to our 21st Century global society.



July 15, 2009

## **TOLERANCE STATEMENT**

Children in the Wilton Schools today will become adults in a period of unprecedented social and cultural change. The goals of public education must be directed toward helping individuals to be open, flexible, and adaptive enough to respond positively to a world of change in which interpersonal relations become paramount.

Tolerance - a fair and objective attitude toward those who are different or perceived to be different in any way - is essential for effective human relations. Tolerance helps us break down barriers, recognize our common needs, gain awareness of similarities among all people, and understand our interdependence.

The need to improve human relations, to deal with the problem of intolerance, to enlarge our understanding and appreciation of people we see as different from ourselves naturally centers a spotlight on the schools.

From a moral point of view and from the perspective of sound educational preparation, the Wilton Public Schools actively promote tolerance and work to improve human relations within the community.

## **WILTON HIGH SCHOOL HISTORY**

Prior to 1959, high school students in Wilton attended Staples High School in Westport. The Class of 1959, consisting of 57 seniors, was Wilton's first graduating class and was housed in the present Cider Mill School. The facility served as a junior-senior high school with a total enrollment of 654 students in grades 7-12 (357 in grades 9-12). In 1959, the school was staffed by two administrators, one school counselor, one librarian, and thirty-seven faculty members.

In 1962, a new high school opened in what is now the present Middlebrook School. The Class of 1963 included 170 seniors out of a total high school enrollment of 615 students. This facility served as Wilton High School until September 1971, at which time the present Wilton High School opened its doors. Wilton High School reached its peak enrollment in 1976-77 when 1646 students were enrolled in grades 9-12.

In 2001, a major expansion project was completed that added approximately 40 percent additional square footage to the facility. Today, Wilton High School enrolls approximately 1300 students with over 150 staff members.

During its 51 years of operation, approximately 13,000 students have graduated from Wilton High School. Our graduates live across the United States and countries throughout the world. These graduates have represented Wilton High School well, as they have had a positive impact on the northeast, the United States, and the world.

## WILTON HIGH SCHOOL GOVERNANCE

The administration of Wilton High School consists of a principal, an associate principal, two assistant principals, and an athletic director. The administration, as well as all members of the faculty and staff, is here to assist you in any way possible.

### Wilton High School Principals:

|                            |              |
|----------------------------|--------------|
| Principal Timothy H. Canty | 2004-present |
| Principal Deborah Low      | 1998-2004    |
| Principal John W. Sullivan | 1992-1998    |
| Principal Ethel G. Ashby   | 1988-1992    |
| Principal Donald D. Holt   | 1976-1988    |
| Principal Tom Bauman       | 1971-1976    |
| Principal Anton J. Brence  | 1967-1971    |
| Principal Gordon M. Thomas | 1957-1967    |

**WILTON HIGH SCHOOL FACULTY & STAFF**

**Administrators**

Timothy Canty, Principal  
Robert O'Donnell, Associate Principal  
Maria Coleman, Assistant Principal  
Linda Ciliberti, Assistant Principal  
Christy Hayes, Director of Athletics

**Art**

Suzanne Brandt                      Rusty Hurd\*  
Algirdas Nakas                      Gregory Theriault  
Tracey O'Hara

**Business**

Lisa Hearon                      William Hoyt\*  
Amy Korn\*

**Career Practicum**

Amy Korn\*

**English**

Dr. Anastasia Batzer  
Jean Brey  
Meghan Chamberlin  
Michelle Cota  
Elizabeth Gifford  
Kristina Harvey  
Sheila Henry  
Barbara Klein  
Matthew Kobin  
James Sheridan\*  
Dr. Michael Sinatra  
Sandra Soson\*  
Dr. Richard Vogel  
Michael Walsh

**Family and Consumer Sciences**

Patricia Knizeski  
Rebecca Townsend

**Guidance**

Marissa Ford                      Deborah Marino\*  
Lorraine Morlath                      Dann Pompa\*  
Robert Schumann                      Judy Thomas  
Jaclyn Woitkowski

**Music**

Betsey de Groff                      Frank Gawle\*  
Darilyn Manring                      Marty Meade  
John Rhodes\*

\*Instructional Leader

**Mathematics**

Stephen Bell  
Cindy Cherico  
David Delzell\*  
Jeffrey Ferri  
Melissa Giovaniello  
Florence Loch  
Suzanne Marsan  
Susan Moser  
Ann Scozzafava  
Margaret Tanzman  
Philip Wagner  
Kristina Westerfield  
Christian Willaum

**Physical Education/Health**

Bruce Cunningham                      Timothy Eagen  
Kelly Fahy-Holtz                      Joanne Lussier  
Chris Kear                      Scott Neumann  
Roseann DeSimone

**Reading/ Project Engage:** Margaret Stearns

**Science**

Brenda Aversano  
Brett Amero  
Scott Durkee  
Kate Eckenrode  
Herminio Guevara  
Aart Hoogenboom  
Matthew Hoyt  
James Hunter  
Adam James  
Paulette Karas  
James Liptack  
James Lucey\*  
Robert Perry  
Patricia Rinaldi  
Dr. Martha Russell  
Suzanne Steadham

**Social Studies**

Marie Aspinwall  
Freda Boguchwal  
Kenneth Dunaj  
Marc Feeley  
Eileen Foley\*  
Marc Madia  
Lara Martin  
Don Schels  
Kent Smith  
Robert Stack  
David Wilock

**Technology Education**

Ken Boehm  
Christian Planton

**World Languages**

Martine Berliet  
Jo-Ann Cordes\*  
Mariela DaSilva  
Fernando Fernandes  
Max Gabrielson  
Veronica Hernandez  
Gladys Ramos  
Kerstin Reuther-Roche  
Scott Webster\*  
Ana Zobler

**Support Services**

Heather Brandon  
Pamela Darrah  
Lisa Florio  
Courtney Schwartz  
Marilyn Crandall\*  
Susan DeCarlo  
Roberta Liepolt  
Robin Twerdahl

**Theatre Arts/Public Speaking**

Bonnie Dickinson

**Library Media**

Barbara Lyons\*                      Laura Jean Waters

**Audio Visual**

John Repicky, AV Specialist\*

**School Psychologists**

Eric Fischman  
Christina Dunaj

**Senior Project Coordinator**

Lisa Hearon

**Social Worker**

Kim Zemo\*

**Speech/Language Clinician**

Cheryl Watson

**Health Services**

Beverly Palo RN, Nurse

**Drama Productions**

Bonnie Dickinson                      Marty Kozlowski

**Theatre Manager/Director**

Christian Planton

**Athletic Trainer:**

Cortney Tyszka

**Occupational Therapist:**

Stefanie Seanor

\*Instructional Leader

**Secretaries**

Linda Arrowitz, School Secretary  
Nancy Burroughs, Associate Principal's Sec'y.  
Claire Camelio, Athletic Secretary  
Lucille DeNovio, Computer Technologist  
Laurie Getner, Principal's Secretary  
Marty Kozlowski, Activities Secretary  
Sue Palmer, Support Services Secretary  
Teresa Malvarosa, Health Office  
Susan Mangan, Guidance Secretary  
Angela Somma, Attendance Secretary  
Carol Thurkettle, Assistant Principals' Sec'y

**Audio Visual**

Terry Dobush                      Paul Nelson

**College Career Resource Center**

Christine Collins

**Computer Labs**

Frank Buono- Writing  
Daniel Murray - Technician

**Foreign Language Lab**

Ethel Sebastian

**Library**

Kathy Gebbia                      Linda Sherk  
Kathryn Torg                      Annamaria Trofa  
Terry Ragazzini

**Preschool:** Lori Lutter

**Science Lab:** Kurt Mola

**Support Services**

William Bergeron                      Ginny Bostic  
Charmaine Hazzard                      Lori Hickey  
Peggy Keary                      Deborah Meyers  
Joan Roman                      Greg Schnitzler  
Penny Thompson

**Receptionist:** Kim Ely

**Campus Supervisors:**

John Bell                      Maria Casulo  
Gary Clarke                      Tim Halloran  
Eugene Johnson                      Ted Lutz  
Fred Scribner

**Plant Manager**

Jose Figueroa

**Night Supervisor**

Cesar Jimenez

**Custodians**

Rudy Angel                      Elmer Bustillos  
Fred Collis                      Lorena Faria  
Bill Fry                      Beatriz Galeano  
Jose Melendez                      Steve O'Toole  
Guillermo Rameriz                      Tom Raytar  
Paulina Rosado                      Louis Russ

## STUDENT GOVERNMENT

The student government structure consists of the executive board, class officers, and homeroom representatives.

On the executive board there are eight members: the student body president, vice president, secretary, treasurer, and the four class presidents. The student body president, vice president, secretary, and treasurer are elected to office by the entire student body while class presidents are elected by their respective classes.

You are encouraged to run for various positions in your government. Involvement in student government gives you an active voice in the discussion of school-related issues and activities designed for students at Wilton High School. All campaign posters, information, and speeches are reviewed and approved by the advisor and administration.

In class elections, the person with the second highest number of votes is the vice president and subsequent candidates with the highest number of votes are class officers.

The homeroom representatives are nominated and elected in homeroom. The student receiving the highest number of votes is elected as primary representative from his or her homeroom and the runner-up is the secondary representative.

### WILTON HIGH SCHOOL STUDENT GOVERNMENT

#### Class of 2013

President.....Stephen Jones  
Vice President....Daniel Riecker  
Treasurer.....Allie Schaefer  
Secretary.....Cassie Cole

#### Class of 2012

President.....Simon Brewer  
Vice President....Matt Luciani  
Officers:           Devon Brameier  
                          Mitchell Feehley  
                          Vivian Lai  
                          Ali Luciani  
                          Morgan Marandola

#### Class of 2011

President ..... Jackie Saltarelli  
Vice President .....Mike DeSantis  
Officers:.....Kelsey Brown  
                          Dani Cooke  
                          Ned Hemmerle  
                          Brandon Ray

#### Class of 2010

President ..... Nick Basile  
Vice President ..... Kevin Schuler  
Treasurer ..... Kayla Berman  
Secretary ..... **TBD**

### EXECUTIVE BOARD

President – Hilary Clifford  
Vice President – Edwin Carbajal  
Treasurer – Christina Conte  
Secretary – Brendan Obranski

Senior Class President – Nick Basile  
Junior Class President – Jackie Saltarelli  
Sophomore Class President – Simon Brewer  
Freshman Class President – Stephen Jones

## **GRADUATION REQUIREMENTS**

### **I. Introduction**

In order to graduate from the Wilton Public Schools, a student must have earned a minimum of 23.5 credits and must have met the credit distribution requirements. Students must also demonstrate what they know and are able to do by meeting graduation performance standards in reading, writing and mathematics.

### **II. Wilton High School Graduation Course and Credit Requirements**

#### **Humanities**

4 years of English

3 years of Social Studies including U.S. History, Government and an area studies course

1 year of Fine and Performing Arts or a semester of each

1 additional year in the Humanities from:

English, Social Studies, World Languages, the Arts or Reading, Psychology

#### **Sciences**

3 years of Mathematics

1 year of Biological Science

1 year of Physical Science

#### **Applied Arts**

1 year required from Family and Consumer Sciences, Technology Education or Business Education or a semester from any two.

#### **Physical Education/Health**

4 semesters of Physical Education/Health to be distributed as follows:

1 semester taken each year in grades 9, 10, 11, and 12

1 semester of Adolescent Health in grade 10

**Elective Courses**..... 6 credits

**Total Required for Graduation**.....23.5 credits

### **III. Wilton High School Performance Graduation Requirements**

#### **A. Performance Requirements & Definitions**

**Reading** In order to graduate from Wilton High School, a student will demonstrate proficiency in understanding, interpreting and evaluating both fiction and non-fiction texts.

**Writing** In order to graduate from Wilton High School, a student will produce a well-developed essay that conveys ideas clearly and fluently by demonstrating proficiency in organization, support, sentence structure, diction and mechanics.

**Mathematics** In order to graduate from Wilton High School, a student will read and understand the content of appropriate quantitative questions; choose a mathematical model to use with a given “real world” situation; demonstrate the arithmetic, algebraic and geometric skills needed to use various mathematical models; use appropriate technology to study and represent various mathematical models; and write an explanation of both the process and the results of applying a mathematical model to various mathematical situations.

## **B. Performance Requirements Assessments**

### **Reading**

The performance graduation requirement in reading may be met by satisfactory completion of ONE of the following:

- Meeting state mastery goal on Connecticut Academic Performance Test (CAPT) Reading Across the Disciplines; OR
- An SAT I score of 500 or above on Critical Reading; OR
- An ACT score of 20 or above on Reading; OR
- (For Seniors Only) Achieve a satisfactory score on the DRP reading assessment; OR
- (For Seniors Only) Satisfactory score on a performance-based portfolio assignment assessed against Academic Expectations for Student Learning in Reading school-wide rubric.

### **Writing**

The performance graduation requirement in writing may be met by satisfactory completion of ONE of the following:

- Meeting state mastery goal on Connecticut Academic Performance Test (CAPT) Writing Across the Disciplines; OR
- An SAT I score of 500 or above on Writing; OR
- An ACT score of 7 or above on Writing; OR
- Achieve a score of 3 or above on AP U.S. History, AP European History, AP English Language exam, or AP Literature exam; OR
- (For Seniors Only) Achieve a score of 24 or above out of 36 (with a minimum score of 4 on at least 5 of the six sections) on the ERB Writing Grade 10 prompt; OR
- (For Seniors Only) Satisfactory score on a performance-based portfolio assignment assessed against Academic Expectations for Student Learning in Writing school-wide rubric.

### **Mathematics**

The performance graduation requirement in mathematics may be met by satisfactory completion of ONE of the following:

- Meeting state mastery goal on Connecticut Academic Performance Test (CAPT) Math Exam; OR
- An SAT I score of 500 or above on Mathematics;
- An SAT II score of 550 or above on Mathematics; OR
- An ACT score of 20 or above on Mathematics; OR
- Achieve a score of 3 or above on AP Calculus AB/BC exam; OR;
- (For Seniors Only) Successful completion of a fourth year of mathematics; OR
- (For Seniors Only) Achieve a satisfactory score on ERB mathematics exam; OR
- (For Seniors Only) Satisfactory score on a performance-based portfolio assignment assessed against Academic Expectations for Student Learning in Mathematics school-wide rubric.

**C. Implementation**

1. Students will have multiple opportunities over the course of their high school experience to complete the performance requirements. The attached timeline outlines the schedule of opportunities.
2. If appropriate, students entering ninth grade will be recommended for classes providing skill instruction and support based on their Grade 8 CMT scores.
3. Students who have not satisfactorily demonstrated the district's performance standard in reading will be required to take a reading course in the senior year in addition to taking an appropriate reading performance assessment.
4. Students who have not satisfactorily demonstrated the district's performance standard in writing will be required to take a writing course in their senior year in addition to taking an appropriate writing performance assessment.
5. Students who have not satisfactorily demonstrated the district's performance standard in mathematics will be required to take a mathematics course in the senior year in addition to taking an appropriate mathematics performance assessment.

**D. Transfer Students**

1. If a student transfers into the Wilton Public Schools after completing at least three years in a high school in another district he/she may be exempted from Wilton's graduation performance requirement or the graduation performance requirements may be modified, as determined by the principal in consultation with the student's counselor at Wilton High School, counselor from the sending school and family upon entry to Wilton High School.

**E. Students with Special Needs**

1. Some students who qualify for Special Education services may be exempt from some or all district performance standards for graduation as described in this policy if appropriate and indicated in their Individual Education Plan.
2. Some students who qualify for Special Education services may qualify for modified district performance standards for graduation as described in this policy if appropriate and indicated in their Individual Education Plan.

**F. Notification of Teachers and Counselors**

Teachers and counselors will be notified of CAPT scores upon their receipt at school. Teachers will be provided (in subject areas with performance requirements) with a list of juniors who have not yet met a performance requirement in their area. Teachers in subject areas with performance requirements will notify counselors of students who meet WHS-designed performance assessment standards.

**G. Notification of Students and their Families**

- a. Students and their families will be notified about the performance graduation requirements through course guides and various orientation/information programs designed by the guidance department.
- b. Students and their families will be notified on a regular basis of the performance graduation requirement assessment schedule beginning with the CAPT test in grade 10.
- c. Juniors and seniors will be notified of the CAPT scores upon their receipt at school. The Guidance Department will provide written notification to juniors and their families who have not yet met district performance graduation standards.
- d. At the beginning of the school year, the Guidance Department will provide written notification to seniors and their families of their status relative to meeting the performance standards for graduation.

**IV. Options If Requirements Are Not Met**

Seniors who are not eligible for graduation with their class due to a failure to meet the district graduation credit requirements and/or graduation performance requirements, may select one or more of the following options:

1. Return the following school year as a fifth year student
2. Enroll in an appropriate summer school program or other accredited secondary school or college program and pass the credit requirements
3. Make arrangements for re-testing to meet the performance requirements

## GRADING SYSTEM

Wilton High School uses a non-weighted grading system. The following grading symbols are used at Wilton High School. The symbols also carry a numerical value used to determine grade point average.

|    |   |      |  |
|----|---|------|--|
| A  | = | 4.00 |  |
| A- | = | 3.70 |  |
| B+ | = | 3.30 |  |
| B  | = | 3.00 | P = Pass and Course Credit                                     |
| B- | = | 2.70 | N = No Record on Transcript                                    |
| C+ | = | 2.30 | WP = Withdrawn Passing - No Credit                             |
| C  | = | 2.00 | WF = Withdrawn Failing - No Credit                             |
| C- | = | 1.70 | INC = Incomplete   |
| D+ | = | 1.30 | Incompletes must be made up within 30 school days. After       |
| D  | = | 1.00 | the 30-day period, if the work is not made up, a failing grade |
| D- | = | .70  | will be recorded for that course for the quarter. Exceptions   |
| F  | = | 0    | can be made for documented medical circumstances.              |

## PASS/NO RECORD OPTION

Students may take a maximum of 1.5 credits per year on a pass/no record basis. Students may choose to use this option to take a difficult subject with less anxiety. This option must be decided within the first 20 days of the particular course. After the first 20 days, this option can only be implemented with the approval of the teacher, school counselor, and administrator.

## REPORT CARDS AND INTERIM REPORTS OF STUDENT PROGRESS

Report cards are issued quarterly. Teachers will communicate their grading practices at the beginning of the course. Interim reports may be issued approximately midway through the quarter, which may include a current achievement mark and the teacher's comments. An interim report must be issued midway through the quarter if a student's grade is C- or below.

## HONOR ROLL STANDARDS

- ◆ Placement on the High Honor roll requires at least a 3.75 grade average, with no grade below B-. In addition, a minimum of four letter grades of A or B and no incompletes is also required for High Honor Roll status.
- ◆ Placement on the Honor Roll requires at least a 3.00 grade average, with no grade below C-. In addition, a minimum of four letter grades of A, B, or C and no incompletes is also required for Honor Roll status.
- ◆ All courses taken, for which a grade of A through F is given, are computed in the Grade Average.
- ◆ Honor Roll is calculated for quarter grades only. The names of students achieving Honor Roll status are routinely sent to the local newspaper. Please let the Main Office know if you do not wish to have your name published.

## **DEPARTMENTAL TESTING DAYS**

The following testing days have been established by instructional leaders at the request of teachers and students in order to insure that students are not taking more than three tests on any given day. Quizzes may be assigned on any day, but may not last a full period and may not receive the weight of a test in computing student grades.

Departmental Testing Days:

Days A, B, E, F - Math, Social Studies, Business Education  
Days C, D, G, H - World Languages, English, Science  
All other departments - any day

Tests may not be administered on days denoted as having a modified schedule (M).

## **SEMESTER EXAMINATIONS**

Semester examinations are scheduled during the last week of the first semester and final examinations are scheduled during the last week of school. Final examinations must be taken when scheduled except in the case of illness. A grade of F will be recorded for any examination missed.

## **SENIOR FINAL EXAMINATIONS**

As a privilege, seniors who meet the following criteria may be exempt from second semester final exams with teacher permission:

- Student must maintain a B average for the year in a year-long course or a B average for the semester in a semester course.
- Student must maintain a B average for the fourth quarter.
- Student must have no credit loss in the course during the second semester.

## **ACADEMIC HONOR POLICY**

Wilton High School upholds an academic honor policy. A crucial dimension of education is honesty and the independent process of discovery and self-actualization. Examples of academic dishonesty include: composing an essay using another's words, copying or permitting someone to copy your homework, paper, quiz or test; collaborating without permission (or without stating so) obtaining copies of tests, quizzes, or answer sheets without permission. Under these circumstances the student is not learning independently and is gaining unfairly through the efforts of others.

Cheating is defined as obtaining information for the purpose of fraudulently presenting it as your own, or providing information to others who have not acquired it through work of their own.

Plagiarism is defined as taking ideas, writings, downloading material from a computer or Internet, and submitting the work as one's own without properly denoting credit to the author or source. If there are any questions or concerns while writing a paper, a student should consult his/her teacher.

Acts of academic dishonesty will not be tolerated at Wilton High School. Incidents will be reported to the administration for disciplinary action.

1. Teacher will meet with student to discuss assignment.
2. Teacher will contact parent to discuss findings.
3. A referral to the administration will be made.

If a student has been found to be cheating or plagiarizing, a grade of zero will be assigned and further disciplinary action may be taken.

If the student is a member of the National Honor Society, the advisor will be notified and further disciplinary action may be taken.

## **THE NATIONAL HONOR SOCIETY**

The National Honor Society chapter of Wilton High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each October.

Students in the 11th or 12th grade are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.50 or better on a scale of 4.0. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service.

A demonstrated history of leadership experience is also required. Examples of demonstrated leadership include significant experiences (at least 2) such as:

- Student Government officer
- Class officer
- Sports Team officer
- Club/Activity officer
- EMT
- Main teacher for religious education group of youngsters
- Youth Leadership Conferences (only in the case where student took a true leadership role, i.e., facilitator at conference)
- Project Friendship
- Eagle Scout
- Patrol Leader: Boy Scout/Girl Scout
- Coach youth teams
- Editor (co-editor) Yearbook/Literary Magazine

Or 1 from above and 2-3 of the following experiences, such as:

- Peervention -- leadership role
- Marching Band -- squad leader/section leader
- Church/synagogue youth group (officer)
- Freshman Seminar leader

In addition, a record of sustained community service is required. Examples have included:

- EMT
- Teacher (religious education)
- Mentor students at Middlebrook (RAMS)
- Volunteer on Blackfoot Reservation -- summer
- Americares (consistent work yearly or a few times each year)
- Wilton Meadows, School Sisters of Notre Dame
- Project Friendship
- American Cancer Society
- Unified Sports
- Norwalk Emergency Shelter
- Soup kitchens
- Kids in Crisis
- VISIONS
- Mission trips (church/synagogue related)
- Wilton Task Force on Lyme disease
- Save the Children Foundation

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings held monthly during the school year and participation in the chapter service projects.

## **HOMEWORK**

Homework policy and guidelines are contained in Board of Education regulations. Homework is a necessary component of most high school courses and will be assigned regularly in all academic subjects. Homework is to be accomplished outside of class by the student and is a shared responsibility of the school and home. Although homework may be used to supplement work not completed in class, its primary purposes include preparation, reinforcement, remediation, and enrichment, development of study habits and learning strategies, and exploration of resources in libraries, home and community. It also develops self-reliance, responsibility, independence, and an appreciation for lifelong learning.

Teachers will clearly explain to students at the beginning of courses the expectations for homework and the relationship of homework to the determination of a student's grade in the course. In order to benefit fully from any given course, a student must have his/her homework done properly and on time. Homework assignments will be clearly stated, have a specific and significant goal, and take into account individual student differences. The amount of homework will be flexible depending on the goals and objectives of the course. Students can expect an average of 15 hours of homework per week.

## **OBSERVANCE OF RELIGIOUS HOLIDAYS AND VACATION PERIODS**

Teachers have an obligation to see that no student is singled out from classmates or placed at a disadvantage when he/she observes his/her religious holidays. Consequently, on such religious holidays, no tests will be scheduled, appropriate adjustments will be made in any due dates, absences will be excused, provisions will be made for students to make up any class work that he/she misses, and special activities will not be scheduled.

In addition, homework, including long-term assignments, will not be assigned to be due immediately after extended vacation periods (Thanksgiving, December/January, February, and April).

## **COMMENCEMENT EXERCISES**

Students must complete all graduation requirements and meet behavioral expectations as outlined in this handbook in order to participate in the commencement exercises. Students must also clear all outstanding obligations. The administration reserves the right to review plans for the ceremony, including student speeches.

## **GUIDANCE DEPARTMENT**

The Wilton High School Guidance Department provides two major services:

**Counseling Services** - The purpose of counseling services is to meet the ongoing educational and personal needs of students through counseling and related activities and to provide assistance to teachers and parents as needed and requested. School psychologists, a social worker, and an outreach counselor are available to provide additional services.

**College and Career Resource Center** - The center has information on colleges and careers. A college career resource assistant and a computer system are available to assist

students. Information on summer programs, financial aid, and scholarships is also available.

## **FINANCIAL AID AND GRANTS**

The Wilton Student Financial Aid Committee handles need-based aid in the form of loans and grants. The Committee raises and administers funds for loans and grants that are made available to qualified high school graduates who live in Wilton at the time of graduation, and plan to continue their education at an accredited post-secondary institution. Non-resident graduates of Wilton High School with a parent who works for the Wilton Public Schools are also eligible. Aid is awarded solely on a financial need basis.

Loans and grants are awarded to seniors, and loans are awarded to re-applicants. Financial need is determined by an outside consultant, living and working in another community.

Loans and grants are awarded with no restrictions as to age, race, color, creed, sex, or place of residence after graduation from high school.

## **TRANSFERRING TO ANOTHER SCHOOL**

Students must meet with their school counselor at least two days prior to the last day at Wilton High School in order to obtain a withdrawal form and have an exit interview.

## **SCHEDULE CHANGES**

Depending upon the availability of space in a course, schedule changes may be requested using the following criteria:

### **Guidelines for Acceptable Changes**

1. Drop a course which causes an overload in the student's schedule.
2. Drop and/or add because of an improperly balanced schedule.
3. Change a level or placement (with teacher's recommendation).
4. An additional course may be added as appropriate and available without interruption to the schedule.
5. Teacher change because a student failed with the same teacher in the previous school year. This can be done only if staffing patterns allow.
6. Teacher change because of a previous experience. This will be done only if there is minimal disruption to the student's schedule and must be approved by the administration. This experience should have been brought to the school counselor's attention previously or otherwise documented. This can be done only if staffing patterns allow.
7. Schedule changes must be made within the first 10 school days of the course. Requests for a level change in a yearlong course may also be made during the last 10 school days of the first semester, but at no time after that. Other changes may be approved if unusual circumstances warrant. Those that will not be honored are:
  - a. Moving courses from one period to another (unless #2 above applies).
  - b. Frivolous change without sound reasoning.

## **Procedures for Schedule Changes**

1. Schedule changes are effected in the guidance office. A change does not take effect until all procedures are completed.
2. Students must attend all classes on their schedule until the change form is approved.
3. Students must carry the required number of courses each semester.
4. Students who drop any course after the first 10 school days of a semester will receive either a WP (Withdrawn Passing) or a WF (Withdrawn Failing) on their report card and transcript and no credit.
5. Students who Withdraw Passing (WP) from a year-long course at the end of the semester will receive a P (Pass) as a final average for the semester and a .5 credit for the half-year experience.
6. Students who Withdraw Failing from a yearlong course at the end of the first semester will receive a WF and no credit.
7. Students may use only one credit toward graduation in those full-year courses that they have elected to repeat.

## ATTENDANCE

**Philosophy Statement** - Regular attendance is essential to success in school. Students are directly accountable to their teachers for meeting the academic expectations of each course and for being present and on time to all classes. There is a positive correlation between regular attendance and academic achievement as students contribute to, as well as take from, the teaching-learning situations presented in school. Learning to participate actively in class is an important part of the educational process. Class participation may be a factor in the determination of a student's grade as determined by the individual teacher. Therefore, students are expected to attend all sessions of the classes in which they are enrolled. The Wilton High School attendance procedures outlined below are intended to ensure class attendance.

**Attendance Procedures** - It is the responsibility of the student and parent(s)/guardian(s) to monitor on a regular basis the number of absences that have been accumulated in each course. Students and parents have 24-hour access to attendance information through the PowerSchool student management system (link provided from WHS home page), a web-based system that provides a home-school communication tool allowing students and parents to access student information through an online interface. Students and parents can monitor daily attendance information through the online interface by entering the username and password that are provided at the beginning of the school year. Questions or concerns regarding login or passwords should be directed to Ms. Debbie Chann (762-0381 Ext. 6309).

It is the responsibility of the parent(s)/guardian(s) to notify the Attendance Office of the reason for all absences. It is imperative that the parent(s)/guardian(s) call the Attendance Office Hotline (834-4805) by 10 a.m. on the day the student is absent to ensure accurate record keeping. Calls from students will not be accepted. The hotline is also available to record messages during and beyond normal school hours. The Attendance Office is located on the first floor near the main entrance to the school. Written explanations to report absences, late arrivals, or early dismissals are required and must include the student's name, the date(s), the specific reason, the signature of the parent/guardian, and a daytime phone number where a parent can be reached.

Teachers report class attendance to the Attendance Office on a daily basis. An automated telephone system is used to regularly inform parents if a student has had any unexcused absences in classes held that day. This system allows parents the opportunity to notify the Attendance Office if an absence has occurred that can be excused.

Parent telephone calls or notes to excuse any absence must be received by the Attendance Office immediately following the absence for the absence to be excused. **There will be no negotiation of an unexcused absence after a one week grace period from the date of the absence.**

**Credit Loss** - The attendance policy at Wilton High School is not intended to deny credit to students who were unable to attend school or a class due to a sanctioned reason beyond the control of the student/parent(s)/guardian(s). However,

consistent with the attendance philosophy statement outlined above, **credit loss will occur if a student accumulates eight or more attendance points in a given course in a given marking period.**

#### **Non-Qualifying Excused Absences = 0 attendance points**

The following absences will be excused with proper documentation and **will not** count as a qualifying absence toward quarterly credit loss:

- Early dismissal for student illness by Health Office
- Student illness for one or more days (long-term illness requires medical documentation)
- Death or critical illness in the family
- Scheduled appointments with school counselor or administration
- School-related activities such as field trips, band pullouts, class meetings, athletics, or other approved curricular or extracurricular activities
- Religious observation
- Suspension
- Three school days for college visits (Seniors and 2<sup>nd</sup> Semester Juniors)
- Other necessary reasons approved by the school administration in advance of absence

#### **Qualifying Excused Absences = 1 attendance point**

The following absences will be excused with proper documentation, but **will** count as a qualifying absence toward quarterly credit loss. Each absence for reasons defined below is equal to one attendance point.

- Late arrival or early dismissal for other than school-related activities
- Routine medical/dental appointments
- Driver's examinations
- Family vacations
- School days for college visits beyond the cap of three
- Other necessary reasons approved by the school administration in advance of absence

#### **Unexcused Absences = 3 attendance points**

Any absence that does not meet any of the above criteria will be considered an unexcused absence.

#### **Tardy to Class = 0.5 attendance point**

Students are considered unexcused tardy to class if they are fewer than ten minutes late for a class without a valid pass. Arrival after that point will be treated as an unexcused absence.

**Late Arrival** - Any student arriving late to school must report directly to the Attendance Office with a valid note. Students who fail to report their late arrival on the day

of the occurrence will receive unexcused absences for all classes reporting the student absent on that day.

**Early Dismissal** – Parent telephone calls or written notes to request an early dismissal must be presented to the Attendance Office before 10 a.m. on the day the student is to be dismissed. If the student returns to school, the student must report to the Attendance Office. If a student leaves school without permission from the Attendance Office, all subsequent absences will be unexcused and the student will be held accountable for leaving campus without authorization.

**Illness During the School Day** - During the school day, in order to be excused from classes for illness, a student must report to the Health Office. Unless it is an emergency, the student should report to class before seeing the nurse in the Health Office. Students will be evaluated and the school nurse will contact parents in the event an early dismissal is necessary for health reasons. Any student sent home for medical illness/injury will not be eligible to participate in games, performances, or practices for all WHS clubs, activities, or athletics on that day. If a student leaves school due to illness without approval from the Health Office, all subsequent absences will be unexcused and the student will be held accountable for leaving campus without authorization.

**Planned Absence** - When considering a planned absence, the student needs to take into account the current number of accumulated absences and the potential impact on loss of credit in that course. Any planned absence, including college visitations and family vacations, must be arranged in advance by completing a planned absence form obtained in the Attendance Office, signed by all teachers, and returned to the Attendance Office prior to the absence.

Discretion should be used in planning family vacations; travel should only be scheduled in accordance with school vacations. Extended student vacations have an impact on the student's education and may negatively influence performance. Please note that teachers are under no obligation to provide missed lessons or give extra help to students who miss class due to extended vacations. When considering absences for the end of the school year, please keep in mind that snow days will result in days being added to the school calendar.

### **Make-Up Policy**

**Excused Absences** - In the case of excused absences, it is the responsibility of the student to communicate promptly with all teachers regarding missed assignments, tests or quizzes, and classwork no later than the day the student returns to school. A grace period of at least one day for each day absent from class shall be given as make-up time for tests, quizzes, and to turn in assignments for each missed class. Students cannot be disadvantaged or penalized for work missed as a result of excused absences, unless the student chooses not to make up the missed work in a timely manner.

If a student knows of any absences in advance (field trips, athletic events, etc.), the student must make arrangements with each teacher to make up work prior to the absence.

**Unexcused Absences** - In cases of unexcused absences, students may not make up missed assignments, tests, quizzes, or class participation components for credit. As stated previously, class participation will be a factor in the determination of a student's grade at the discretion of the individual teacher.

**Co-Curricular/Athletic Participation** - In order to participate in co-curricular and athletic activities, a student must be in attendance in at least 4 of 7 periods on that same day.

**NCAA Eligibility** - Athletes and their families should be aware of National Collegiate Athletic Association (NCAA) athletic eligibility criteria. NCAA eligibility requirements are based on actual credit earned in courses. For example, NCAA Division 1 requires that a student earn 4 credits in English courses in order to be eligible. A student can graduate having passed four years of English courses but the student may have lost credit in one or more of the English courses. Please understand that such credit loss may result in possible athletic ineligibility.

**Intervention** - During each marking period, each student's attendance profile will be monitored by the administration. Students with a pattern of attendance-related concerns may be subject to disciplinary consequences.

## **REQUESTING ASSIGNMENTS FOR LONG-TERM ILLNESS**

If a student is going to be absent more than three consecutive days, the school counselor should be contacted to arrange for assignments to be picked in the Guidance Office. It will take at least one day for all assignments to be collected.

## **HOMEBOUND TUTORING**

Homebound instruction shall begin, if the child's condition warrants it, no later than two weeks from the first day of absence or date of receipt of written notification by physician. The absence must be of at least three weeks duration.

## **CLOSED CAMPUS**

Students are required to be on campus the entire school day. An exception is granted to seniors who may arrive to school prior to their first class and leave school after their last class. Students with formal work passes or with early dismissal passes from the Health or Attendance Offices are expected to leave campus at the designated time.

## **SENIOR PRIVILEGE**

During their second semester, seniors who meet the criteria listed below and who have written parental permission, regardless of age, may leave the campus during the lunch block. Senior privilege begins *after* grades and credit losses are reported and are announced by the administration.

- a. A student wishing to leave campus in accordance with this privilege must be unscheduled for the entire 90-minute block.
- b. A student wishing to participate in this privilege must have a permission/waiver of responsibility slip signed by a parent in the presence of a member of the school staff or witnessed by a notary.

- c. In order to participate in this privilege, a student must have a 2.50 cumulative GPA, no credit loss for the first semester, and a clear discipline record as determined by the administration.
- d. A parent may revoke this privilege at any time.
- e. The administration may revoke this privilege individually or en masse at any time.
- f. Students must show their school pass to the campus supervisor upon request. If a student returns late after leaving campus, the student loses this privilege.
- g. This privilege is in effect for the second semester only, contingent on the behavior and overall demeanor of the senior class during the first semester.

## **JUNIOR PRIVILEGE**

Juniors during the fourth quarter who meet the criteria listed below and who have written parental permission, regardless of age, may have the following privileges. Junior privilege begins *after* grades and credit losses are reported.

- a. Juniors, during the fourth quarter, with parent permission, may arrive for their first class (rather than being here at 8:15 a.m. if their first period is free).
- b. Juniors, during the fourth quarter, with parent permission, a 2.75 cumulative GPA, a clear discipline record, and no credit loss for the year, may leave during the last period if they have no class.
- c. A student wishing to participate in this privilege must have a permission/waiver of responsibility slip signed by a parent in the presence of a member of the school staff or witnessed by a notary.
- d. A parent may revoke this privilege at any time.
- e. The administration may revoke this privilege individually or en masse at any time.
- f. This privilege is in effect for the 4th quarter only. Its continuance for subsequent classes is contingent on the behavior and overall demeanor of the junior class during the school year.
- g. Students must show their school pass to the campus supervisor upon request.

## **LIBRARY/MEDIA CENTER**

The Library provides students with a quiet, pleasant environment to read, research and study. The Library is open from 7:30 a.m. to 3:30 p.m. Student identification cards are required to check out materials. All materials should be returned promptly. Fines are charged for all overdue items and must be paid by the end of each semester. Further disciplinary action may be taken for unpaid fines.

Students are welcome to use the Library/Media Center as long as they adhere to the library motto:

- Engage in something productive
- Allow others to be productive
- Respect others and their property

Food and drink are not allowed in the Library.

## HEALTH SERVICES

The Health Services Office is located on the second floor. A nurse is on duty every day during school hours.

### Health Office Guidelines:

1. Students should check with their teacher before reporting to the Health Office.
2. Students are allowed one period in the Health Office unless they are free or are waiting for their parents.
3. Students must report to the Health Office if going home because of illness.

Students will be evaluated and the school nurse will contact parents in the event an early dismissal is necessary for health reasons. Any student sent home for medical illness/injury will not be eligible to participate in games, performances, or practices for all WHS clubs, activities, or athletics on that day.

Connecticut State law requires that a student present proof of immunizations prior to entering school. The immunizations include DPT, polio, rubella and measles. The student must present a record of a physical examination, which has been performed within one year prior to the registration date. If a student is to be exempt from these requirements because of religious or medical reasons, the necessary documentation must be presented.

Physical examinations are required of all continuing students and must be completed during the grade ten year. Under this law, all students are required to have these health examinations except those with valid religious objections. Students will not be allowed to enter eleventh grade if they have not complied with this State requirement.

**Emergency Information** - All students must have an emergency information form, signed by a parent/guardian, on file in the Health Office in order to travel on field trips and to participate in athletics or co-curricular activities. Students may not be able to receive medical attention without this form on file. If there has been a change in information, please notify the Health Office.

**Medication** - If it is essential that prescribed medication be taken during school hours, the Connecticut State law requires a physician's written order and parent's authorization before any medication is dispensed. A form pertaining to this is available in the Health Office. Also, students must leave all medication in the Health Office including over-the-counter medication.

## SAFETY PRECAUTIONS

Classes in art, culinary arts, technology education, science, and physical education have facilities and equipment of a potentially hazardous nature. Teachers in these areas, as well as teachers in other areas in which fire, chemicals or equipment with moving parts may be used temporarily, must insist on proper safety precautions:

1. Hair of both male and female students must be pulled back and secured in such a fashion that it will not hang over or fall into fire, chemicals or equipment.

2. Long, full sleeves should be rolled up and full blouse tops belted. Jackets should be buttoned or removed.
3. Safety glasses must be worn science labs as required by law.

Every person in a hazardous area, including visitors, must observe these precautions even though he or she may not be working directly with the equipment.

## **PHYSICAL EDUCATION/HEALTH POLICY**

**Attendance, Credit, and Grading** - All students will attend regularly scheduled physical education class. If a medical condition warrants, alternative arrangements may be made.

1. Grading Policy: Students are graded at the end of each quarter. Grades are computed as follows:
  - a. Skill Grade (25%) - skill level achieved and/or improvement
  - b. Knowledge Grade (25%) - rules, strategy, concepts
  - c. Effort/Attitude Grade (50%) - preparation for class, sportsmanship, consideration, cooperation, etc.
2. Students are expected to wear clothes and shoes appropriate to the activity. Shorts, T-shirts, and sneakers are recommended in addition to a sweat suit or warm-up suit for outdoor activities.

**Medical** - Any student who is injured or ill and is unable to perform normal physical education activities shall be considered medically excused. Medical excuse and its duration are determined by a physician's note. Students should report to the nurse with a doctor's note. The nurse will provide students with a Physical Education (PE) Medical Excuse Alternative form to be filled out by the student and physical education teacher. The teacher and student will determine alternative activities during the medical condition. If a student is medically exempt from physical education class they are not allowed to participate in interscholastic sports until cleared by a doctor.

**Make-ups** - Students can make up physical education classes for excused absences only.

1. Students must consult with their teacher immediately upon return from an excused absence to determine arrangements for make-up.
2. Make-ups should be completed within 2 weeks of the excused absence.

Grade 9, 10, 11, and 12 PE/Health Make-up Requirements for Health Component: If the student fails the health component of PE/Health, he/she will also fail PE. The student is also informed that if the course requirements of Freshman, Junior and/or Senior Health are not fulfilled he/she will be assigned one of the following options so that the course requirements can be met:

  - Repeat the semester of PE/Health.
  - Perform 45 hours of community service at a selected site and repeat a semester of PE without the Health component.
  - Write an in-depth opinion/research paper -- 10 pages in length and repeat a semester of PE without the Health component.

- Co-instruct with the certified Health teacher in facilitating Freshman or Junior Health classes and repeat a semester of PE (this option is given to Seniors only).

**Health Program** - The health education program at Wilton High School offers students an opportunity to learn about physical, mental and social well-being. Topics include: wellness, fitness, nutrition/eating disorders, mental and emotional health, self-esteem, sexuality, stress management, first aid/C.P.R., alcohol, tobacco and other drugs (ATOD). All sophomores are required to take one semester of Adolescent Health. A student may be excused from any portion of a unit of study that deals with information which conflicts with his/her family's values.

Please Note: Junior and Senior Health are Connecticut State mandated courses of study. These courses must be successfully completed in order to meet the requirements for graduation.

## **PRIVILEGES AND OPTIONS FOR UNSCHEDULED TIME**

Hallways are closed throughout the school day during all periods. Students may not loiter in the hallways during any period of the day. The following areas are available for students during their unscheduled time:

**Library** - This is the major academic resource area in the school. Space exists for over 200 students to work quietly and to utilize the extensive resources. When computers are not reserved for classes, students are welcome to use them. The library is open from 7:30 a.m. to 3:30 p.m.

**Quiet Study Area** - Located on the second floor adjacent to the Main Office, students can study and talk quietly at tables in this area during free periods during the day. There is no food or drink allowed in this area.

**Student Center** - Students may use the Student Center during their free periods. It is open all day as a student lounge. In addition, students are scheduled for lunch during one of four lunch waves. Students may only leave the Student Center during the lunch wave passing times. Students may not take food out of the student center. The student center will remain open after school until athletics/activities begin. Television monitors are available and students should share viewing options respectfully.

**Food Deliveries** - Students are not permitted to order food from outside vendors for delivery to school.

**School Store** - The school store is located in the cafeteria. School supplies and sundry items are for sale. Volunteers staff the store.

**Extra Help from Teachers** - Students may want to use their unscheduled time to confer with a teacher. Meeting times should be planned ahead so the teacher will be available.

**Computer Labs** - Computer Labs are available for students who wish to utilize technology. A computer aide is available to give specific help.

**World Language Lab** - This supervised area on the third floor is open to students who wish to study using the available language tapes, slides and recordings.

**College and Career Resource Center** - This supervised center in 215B contains many resources on careers, job opportunities, and colleges. You are urged to take advantage of the services provided by the center.

**Guidance Office** - Students can meet with their school counselor to discuss their program of studies, personal concerns, and post-high school plans.

**Fitness Center** - Located on the second floor, students can use this facility when supervision is available.

## **CO-CURRICULAR CLUBS AND OTHER ORGANIZATIONS**

Wilton High School offers a wide range of activities listed below. Watch for notices and listen for special announcements concerning clubs and activities.

In order to participate in co-curricular activities, students are held to the same standards outlined in the eligibility rules for interscholastic sports (See page 10 in the Athletic Handbook). In order to participate in co-curricular activities, a student must be in attendance in at least 4 of 7 periods during the regular school day preceding the activity.

**Amnesty International** - An independent worldwide organization formed by a grassroots movement. It is not affiliated with any government, political persuasion, economic interest, ideology or religious creed. Amnesty International's purpose is to rid the world of the death penalty, abolish political killings and disappearances, as well as protect, support and free people known as Prisoners of Conscience (POC) and help political prisoners who are jailed due to their political motivation. The organization focuses its beliefs around the Universal Declaration of Human Rights established by the United Nations General Assembly on December 10, 1948.

**Best Buddies** - Best Buddies is a volunteer based program designed to improve the school environment by promoting friendships between students with and without intellectual disabilities.

**Bon Ami** - Organization that assists students who are new to Wilton High School.

**Bowling Club** – This club will meet regularly to provide students with the opportunity to compete against other students in a friendly and social atmosphere.

**Young Business Leaders of America Club** – The Business Club is an organization that allows students who are interested in the area of business to explore and learn various aspects of business activities through field trips, simulations, and guest speakers. This is a great opportunity to acquire knowledge about a possible career choice. All students are welcome to join.

**Crew** – Working in tandem with the Norwalk River Rowing Association students can enhance their physical fitness, discipline, cooperation, and competitive skills while meeting and competing with rowers from other communities.

**Culinary Club** - A club for students interested in developing their culinary imagination. Members will explore new techniques and recipes while honing their culinary arts skills.

**Debate Team** - The Debate Team is open to all students who wish to develop their public speaking and debating skills. Team members work together in the after-school sessions to structure arguments; practice speaking and gain proficiency in Lincoln/Douglas and Extemporaneous debate formats as well as participate in statewide tournaments.

**Echelon** - Being responsible for the production of the school yearbook, the staff works all year to capture the flavor of school life during the past year. Open to all students.

**Ecology Club** - Members concern themselves with the environmental issues and problems facing our planet. Recycling, pollution, and acid rain are just a few examples. Several backpacking trips may be included in this year's activities.

**Economics Club** - Students will have the opportunity to learn about economic principles and decision making. Club members will be prepared to compete in the National Economic Challenge, sponsored by the National Council on Economic Education.

**Field Research** - Through projects such as monitoring the water quality of the Great Swamp in Ridgefield, raising trout at Wilton High School and tracking winter flounder in Long Island Sound, students will gain an awareness of the local watershed.

**Forum** - As the name implies, the school newspaper offers students an opportunity to express views, to entertain and to develop writing talents. It enhances a student's awareness and appreciation of the work involved in publishing a newspaper as well as providing an outlet for a student's creative energies. Monthly issues provide information and humor for the students and the staff.

**French Honor Society** - This club recognizes high achievement in the study of French language and culture. Members participate in community service opportunities and promote continuity in of interest in the study of French.

**Gay/Straight Alliance** - The mission of the Gay/Straight Alliance is to increase tolerance and understanding and to provide an environment where people can feel comfortable being themselves. Students focus on promoting general tolerance and respect in the school environment.

**Habitat for Humanity** - Students will have the opportunity to see communities and modes of life in which people have far less in the way of advantages. They will work together with others to learn useful and productive skills to help build homes for those less fortunate and help students come to understand practical aspects of complex social problems.

**Independent Film Club** - Students will have the opportunity to review, discuss and critique movies. They will also have the opportunity to film, edit and produce their own films.

**Interact Club** - This club is affiliated with the Wilton Rotary chapter, Rotary International and Model UN. Students work closely with these organizations doing philanthropic projects to provide school supplies for underprivileged children throughout the world.

**International Club** - This club helps students develop an understanding of and an appreciation for various world languages and cultures. Activities include movie viewing, dinners and field trips. Open to all students.

**Key Club** - A service organization that engages in community and school service projects, helping those who need support. Its parent organization is the Kiwanis Club. Open to students who have a sincere commitment to community service and the time to volunteer.

**Literary Magazine Club** - Students in this organization prepare the school literary magazine each year. Poems, magazine short stories, photos, and drawings are collected from students and prepared for publication. The magazine is published in the spring of each year.

**Little Theater Company** - Have you ever dreamed of seeing your name in lights or looking out over an applauding audience of familiar faces? Well, if the answer is “yes,” we’ve got the club for you. The Drama Club sponsors several workshops and field trips and helps with the fall and spring productions. Everyone is welcome to participate, on stage or in production.

**Math Team** - It challenges the student with intriguing math problems. Competitions with area schools are held throughout the year. Open to all students.

**National Honor Society** - This service organization, which is composed of students who go above and beyond their regular activities, is dedicated to improving our town and high school. Membership is selective (see p. 27). Members are expected to maintain a 3.50 grade point average and complete four service hours each month. Members are also expected to uphold the highest standards in scholarship, leadership, service, and character.

**Open Arts Studio** - Members of this club meet to further develop their artistic skills and creative abilities. Students' works often appear on the pages of the school yearbook, newspaper, and literary magazine.

**Operation Smile Club** - This club familiarizes students with the organization Operation Smile, a non-profit organization that travels to developing countries around the world to perform surgery on children suffering from a cleft lip or cleft palate. The club will help students to fulfill requirements needed to apply to go on missions with Operation Smile doctors.

**Recycling Club** - The Recycling Club leads the recycling effort at Wilton High School. The club hopes to make the world more beautiful by encouraging all to, “Reduce, Reuse, Recycle.”

**Science Olympiad** - Science Olympiad (SO) is an academic and scholastic aptitude competition for high school students. This competition increases student’s knowledge of Science in Biology, Physics, Chemistry, Mathematics, and Computer Science. The WHS Science Olympiad Team engages students in grades 9-12 to compete in this regional tournament held once a year in the spring. Winners are awarded medals for each individual event. A cumulative score determines overall team placement. The winner of the regional tournament will represent the State of Connecticut at the national tournament.

**Spanish Honor Society** - This club recognizes high achievement in the study of Spanish language and culture. Members participate in community service opportunities and promote continuity in of interest in the study of Spanish.

**Student Government** - It consists of elected members whose responsibility is to represent and to implement various programs that will meet the needs and concerns of the student body. Homecoming dances, concession stand, meetings with the faculty, and regularly scheduled homeroom meetings are some of the activities that have been arranged in the past. Membership by election only.

**Students in Politics** - Students in Politics is a non-partisan, student run organization. The goal of the club is to increase political awareness. Local and state politicians are invited to speak at our school.

## **ATTENDANCE AT SCHOOL FUNCTIONS**

Students are encouraged to attend the various functions at Wilton High School. When attending a school function or on school property, students are expected to follow all the regulations for student conduct as described in the policies of the Wilton Public Schools.

WHS sponsors three dances: Homecoming, Junior Prom, and Senior Prom. The student government executive board, class officers and advisors are responsible for organizing these dances. Students are encouraged to enjoy these special events.

Attendance at these dances requires a signed behavior pledge publicized and mailed to students in August. Pledges are also available in the Main Office. The pledge emphasizes the importance of safety and outlines the use of a breathalyzer for all students.

Dances begin at 7:30 or 8:00 and end at 11:00. Parents who are transporting students are expected to pick students up promptly at the conclusion of the dance at 11:00. Students are expected to arrive no later than 9:00 p.m. Once students leave, they may not re-enter a dance. Because school personnel at dances do not take attendance, families are responsible for monitoring their students’ schedules and whereabouts on those evenings.

Guests are permitted at the Junior and Senior Prom. Any guests who are not Wilton High School students must submit an emergency information form prior to ticket purchase. Forms are available in the Main Office.

## **STUDENT ANNOUNCEMENTS**

Announcements are printed in the daily bulletin and are transmitted via an electronic LCD display system. Announcement forms are available in the Main Office and must be approved by an advisor and submitted before noon the previous day.

## **STUDENT ACTIVITIES NOTICES / DECORATIONS**

All activity signs, notices, and decorations must be approved by an administrator prior to posting. All signs must be posted with tacks on bulletin boards. Signs cannot be taped to painted surfaces or windows.

## **LOST AND FOUND**

Clothing and other personal items that are found should be taken to the Message Center. Cash and other valuables should be brought to the Main Office. Articles will be kept for a reasonable time and will be given to a charity if left unclaimed.

## **ELEVATOR KEYS**

If a physical condition necessitates the use of the elevator, keys can be obtained from the Health Office. A \$25 deposit is required.

## **LOCKERS**

Students are assigned a corridor and physical education locker where school, personal property, backpacks, and athletic equipment must be stored. **Students are responsible for the contents of their assigned lockers.** Students are expected to keep lockers orderly and clean to ensure proper hygiene in the building. All lockers must be registered in the Main Office.

Money and other valuables must not be brought to school. Wilton High School is not responsible for lost or stolen items.

**Materials left in hallways will be placed in lost and found at the conclusion of each school day. All athletic gym bags must be stored in the appropriate locker room during the school day.**

## **STUDENT IDENTIFICATION CARDS**

Students are expected to carry their identification cards at all times. These cards are issued to the incoming class each fall. In addition to using the ID in the library, students may be asked to show their card at school functions, on buses, or at the request of a staff member. Lost cards can be replaced for \$2.00 at the A.V. Office.

## **PARKING RULES AND REGULATIONS**

Student parking is a privilege available to seniors and juniors. Student parking is available in designated areas of the North Lot (limited permit only parking lot - \$100

permit fee) and South Lot (public parking lot – first come, first served basis, no permit fee). Specific directions for obtaining a parking permit are available in the Main Office.

Students driving any motorized vehicle to school must:

1. Obtain a permit in the Main Office.
2. Drive in a safe manner or be subject to disciplinary action that may include referral to the police.
3. Park only in designated parking lots/parking lot areas or be subject to fines, towing, and/or loss of parking privilege.
4. Not drive in front of the school when buses are loading or unloading.
5. Obtain a pass from the Main Office to go to their car during school hours.

A fine of \$25 will be levied for each parking violation. Notice of fines will be available when school starts. Payment should be made (checks made payable to the WHS Activity Fund) to the Main Office within five days of the violation. Fines will be levied for:

- a. Parking in an assigned space reserved for Wilton High School personnel or Central Office personnel.
- b. Parking in the Clune Lot (near auditorium) or Central Office Lot
- c. Failure to display a proper permit.
- d. Parking on the grass.
- e. Blocking a drive.
- f. Parking in an undesignated parking area.

Repeated parking violations will result in the car being towed and suspension of parking privileges. Students park at Wilton High School at their own risk.

## **BICYCLES**

Students who ride bicycles to school should park them in the bike racks provided. The racks are located on the front sidewalk just south of the main doors. Bicycles should not be used during school hours.

## **GIFTS TO STAFF**

Through the years, the most appreciated gifts to staff have been those made by the students themselves. Cards, holiday breads, sweets, and cookies are a few examples. Monetary collections/gifts will not be accepted. The best gift of all is the continuing cooperation and mutual respect shown to each other throughout the year.

## **LOST OR DAMAGED BOOKS/EQUIPMENT**

1. Students will be charged the full cost of rebinding or replacement for all books either lost or damaged.
2. Participation in activities may be limited and diplomas may be withheld until students have returned or paid for books and equipment that they have been issued.

## **STUDENT DRESS AND GROOMING**

The responsibility for the dress and grooming of a student rests primarily with the student and his/her parents or guardian. Clothing should be appropriate for an educational environment. Wilton High School requires that shoes be worn at all times. Clothing which advertises or promotes the use of drugs or alcohol may not be worn. Clothing that is dangerous or contains obscene or sexually explicit language or design may not be worn. Hats may or may not be worn in the classroom at the teacher's discretion. For some assemblies, concerts, field trips, and other special events, students will be expected to dress more formally. Wilton High School reserves the right to determine what constitutes dress that is disruptive to the educational climate or process.

Halloween - Over the years, students have enjoyed wearing costumes in school in celebration of Halloween. Although participation is encouraged, all costumes must be appropriate for an educational environment as indicated in the above guidelines. Masks will not be permitted.

## **COMPUTER SYSTEM ACCEPTABLE USE**

It is the policy of the Wilton Public Schools to promote technology that supports 21<sup>st</sup> Century Learning. Wilton Public Schools recognizes that inherent in the use of the network and its associated infrastructure, electronic communications, and Internet, hereafter referred to as computer systems, with new technology is the risk of access to inappropriate content and/or behavior. The procedures and guidelines related to the computer systems may be changed from time to time to meet future needs and circumstances. For the purposes of this policy, "misuse of the Internet or network" means any violation of this policy or the Computer System Acceptable Use Regulations, 6150, or any other use not included in the agreement but has the effect of harming another or his or her property.

It is the policy of the Wilton Public Schools to: filter Internet content in compliance with the Children's Internet Protection Act, 47 USC § 254; ensure that staff have made a good faith effort to supervise and monitor usage of the computer systems for adherence to the Computer System Acceptable Use Policy; promote the safety and security of users when using electronic communications such as email, blogs, wikis, and other forms of direct communications.

The superintendent or his designee is responsible for the development of administrative regulations that govern the use of the computer systems. Such regulations shall be signed by each student and are based on the belief that:

- All electronic communication, data, and network equipment are the property of Wilton Public Schools and are intended for school purposes only.
- All communications conducted on the computer systems are considered public documents and should in no way be considered private. Wilton Public Schools reserves the right to inspect any storage on any computer, network, or to inspect any email or other form of electronic communication at any time.
- Users will be expected to adhere to all copyright and licensing laws with respect to downloading, installing, or copying software, text, images, video, or recordings at all times.

- Users will refrain from sending any message that breaches the district's confidentiality requirements, or the confidentiality of students.
- Users will be informed of policies concerning the computer systems.
- Users will follow the employee and student Code of Conduct when using the computer systems.
- Disciplinary action, should it be necessary relative to this policy, will be applied in accord with applicable laws, other applicable board policies and existing collective bargaining agreements.

### **Computer Use for Students**

- A. The following sets forth the procedures to implement Board Policy 6150 concerning the acceptable use of the computer systems in the Wilton Public Schools. Misuse of the network, Internet, or any software or hardware connected to our network, hereafter referred to as computer systems, is strictly prohibited. Students who misuse technology on the Wilton Public Schools network are subject to disciplinary action which may include the loss of network and Internet privileges, suspension, expulsion, or criminal proceedings. R-6150c
- B. Wilton Public Schools designs its instructional program to ensure that each student becomes proficient in the skills needed to be successful in the 21st century. The Wilton Public Schools offers its students and staff access to the World Wide Web and other electronic networks. Access to these resources represents a privilege not a right and carries with it responsibilities for each user. Each user must comply with the Student Code of Conduct by using technology in an ethical manner and respect the work of other network users. Misuse of the networks means any violation of this agreement or any action on the network that harms another or his or her property. Use of the district's computer systems will be allowed only for students who act in a considerate and responsible manner in using such systems.
- C. We believe that the use of the Internet and local electronic networks represent critical learning tools for students in the 21<sup>st</sup> Century. ***Therefore, it is assumed that parents grant their child access to the network and the Internet unless a written parental denial form is signed and returned to the child's school. Parents who do not wish to grant their child access to the network and the Internet have the option of signing the Non-Participation Form.***
- D. Access to the computer systems is intended for educational uses only. Personal use of district technology resources is prohibited. If a user has any doubt about whether a proposed activity is educational, contact a building administrator or the Director of Technology.
- E. The network, while connected to the Internet, represents school property. Users should have no expectation of privacy in the use of the district's computer systems, including while on the network. The Wilton Public Schools reserves the right to monitor, inspect, copy, review, and store any content and any usage of the network, Internet, or computer equipment at any time without notice. As part of the monitoring and reviewing process, the district will retain the capacity to bypass any individual password of a student or other user. The system's security aspects, such as personal passwords and the message delete function for email can be bypassed for these purposes. The district's ability to monitor and review is not restricted or neutralized by these devices. The monitoring and reviewing process also includes, but is not limited to: oversight of Internet site access; the right to review emails sent and received; the right to track student's access to blogs, electronic bulletin boards and

chat rooms, and the right to review a student's document downloading and printing. All collected information and all files shall remain the property of the Wilton Public Schools and no users shall have any expectation of privacy regarding such materials.

- F. Wilton Public Schools makes its computer systems available for the purposes of educational communication, research, organization, and administrative uses. The Wilton Public Schools will take reasonable measures to: assure the safety of users of the network and Internet by prohibiting unauthorized access to the network; filter Internet content for obscenity and inappropriate grade-level materials; and assure the safety of students communicating with electronic resources such as wikis, email, and blogs.
- G. Students will be required to adhere to a set of policies and procedures, as set forth below. Each student will sign a written agreement of this regulation. Violations may lead to withdrawal of the access privilege and/or disciplinary measures in accordance with the Boards' student discipline policy.

Wilton students agree to use the district's computers for appropriate purposes, which includes, but is not limited to, the following guidelines:

1. Use the network for legitimate educational purposes only.
2. Refrain from sending any form of communication that harasses, threatens, solicits others to behave in an inappropriate manner, contains solicitation, includes vulgar language, slanders, or intimidates, any person at any time (such communications violate Board Policy 5131.2, and may also be a crime).
3. Refrain from sending any message that breaches the district's confidentiality requirements, or the confidentiality of students.
4. Handle all network equipment and folders with care; avoid destroying, modifying, moving, or deleting resources without permission.
5. Do not attempt to "hack", breach, or disable any network system, security, and firewall, or use proxy gateways or other technologies designed to bypass the monitoring and filtering software.
6. Refrain from attaching any device or downloading any software that intentionally or unintentionally disrupts network flow.
7. Refrain from sharing network, proxy, or any other passwords.
8. Refrain from transmitting or receiving inappropriate email communications or accessing inappropriate information on the Internet, including vulgar, lewd, or obscene words or pictures.
9. Respect the safety and confidentiality of yourself and others when posting information on websites by only using first names as identifiers.
10. Follow and respect all laws regarding plagiarism when gathering information or posting it electronically.
11. Adhere to copyright and licensing agreements for all software and refrain from sending any copyrighted material over the system.
12. Refrain from gaining or seeking to gain unauthorized access to computer systems.
13. Refrain from damaging computers, computer files, computer systems, or computer networks.
14. Refrain from using another person's password under any circumstances.
15. Refrain from trespassing in or tampering with any other person's folders, work, or files.

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

Misuse of network or Internet resources or violation of any of these regulations may result in the loss of network access or other disciplinary action including, suspension, expulsion, or criminal proceedings. The superintendent or his designee reserves the right to determine the appropriate discipline for any particular set of circumstances. In the event of suspension, or expulsion the superintendent and/or school board will follow established disciplinary procedures.

Anyone who is aware of problems with, or misuse of the Wilton Public Schools' computer systems, or has a question regarding the appropriate use of the computer systems, should report this to his or her principal or to the Director of Technology.

Most importantly the board urges any student who receives or views any harassing, threatening, intimidating, or other improper message through the Wilton Public Schools' computer systems to report this immediately. It is the board's policy that no student should have to tolerate such treatment regardless of the identity of the sender of the message.

A copy of this policy and regulation will be distributed to staff, students, and parents. The administration of each building shall maintain a record of such distribution. In addition, a copy of the policy and regulation will be posted in each building, and contained in the student handbook. Parents and students shall sign written acknowledgment of the policy.

**WILTON PUBLIC SCHOOLS  
NOTICE OF NON-PARTICIPATION FOR NETWORK ACCESS**

If you DO NOT want your son or daughter to have network access, including access to the Internet, or if you wish to prevent his or her image from being posted on the school or district website, **please return this form to:** Wilton Public Schools District Technology Service Center, 395 Danbury Road, Wilton, CT 06897.

School \_\_\_\_\_

Name of Student \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

As the parent or legal guardian of \_\_\_\_\_ , I do not grant permission to use the Wilton Public Schools network or its network resources, including the Internet.

As the parent or legal guardian of \_\_\_\_\_ , I do not grant permission for my child's image to appear on the school or district website, wiki, blog, or any other form of open electronic communication

## **CELL PHONE USE**

The Wilton High School cell phone policy is intended to help encourage responsible cell phone use while maintaining an environment that is conducive to learning. Students with cell phones are expected to meet the expectations outlined below.

Cell phones must be turned off and not taken out for any reason:

- In all classrooms, workrooms, and computer labs
- In the school library
- During school assemblies and presentations

Members of the school staff may confiscate cell phones if students use them in any of these places. Students must retrieve their confiscated cell phones from the assistant principal. Other disciplinary action may be taken, depending upon the nature and frequency of the cell phone use.

Students may use cell phones during their unscheduled time provided that their cell phone use does not disrupt the learning process or the safe and orderly operation of the school.

Students may use cell phones in the following areas:

- The cafeteria
- Any sidewalk outside of the building
- The hallway during passing time

Students may NOT use cell phones to take, store, or transmit pictures, audio, or video of students or staff members.

## **PHILOSOPHY AND PROCEDURES REGARDING BEHAVIOR**

Members of the Wilton High School community, students, parents, faculty, staff and board members, work together toward the educational goals and objectives of the school system. All students have the right to pursue these goals and objectives unhindered by disruptions.

All students also have the responsibility to abide by rules and regulations established and maintained for the general welfare of students. The individual student must understand that these rules and regulations are intended to benefit the school as a whole and that membership in a group usually requires a reasonable degree of personal sacrifice.

Students who are believed to be in violation of the disciplinary policy have the right to be informed of the specific nature of the infraction, to present their case before any disciplinary action is taken, to be disciplined fairly, to appeal the decision, and to expect confidentiality. Students always have the right to these due process procedures.

Breaches of discipline generally fall into four broad categories depending upon whether the behavior disrupts a teaching-learning situation, injures oneself or others, damages personal or public property, or violates school regulations or civil laws. There is a range of consequences for violations of school rules.

Disciplinary procedures used at Wilton High School range from an informal conference to expulsion from school. The procedure to be used depends upon the seriousness of the infraction, the specific circumstances of the situation and the individual's overall pattern of behavior. Repetition of any offense will be dealt with through progressive discipline. In addition to the usual school procedures, possible criminal infractions will be reported by the school administration to the police and other officials.

Wilton High School provides a supportive academic environment where students are encouraged to become independent and responsible. Mutual trust and respect among all members of the Wilton High School community is paramount to a positive and healthy school climate. We expect everyone to maintain decorum while allowing for individual differences.

Please respect our beautiful school environment by recycling and depositing garbage in the proper receptacles, in particular in the cafeteria. Students are expected to utilize their free time wisely and not loiter in the corridors. In an effort to ensure student safety, skateboards, rollerblades, squirt guns, etc., are not allowed on school property. Radios, iPods, and hand-held games are not allowed in classrooms.

## **PROCEDURES FOR SPECIFIC INCIDENTS**

### **Smoking, including chewing tobacco, on school grounds, or at any school-sponsored activity**

- 1<sup>st</sup> - 4 morning detentions (7:30 – 8:10 a.m.)
- 2<sup>nd</sup> - 1 day in-school suspension
- 3<sup>rd</sup> - 1 day out-of-school suspension

### **Leaving campus without authorization**

- 1<sup>st</sup> - 4 morning detentions (7:30 – 8:10 a.m.)  
Loss of Senior Privilege or Junior Privilege if applicable
- 2<sup>nd</sup> - 1 day in-school suspension
- 3<sup>rd</sup> - 1 day out-of-school suspension

**Conduct Toward Staff** - Students and staff members are expected to treat one another in a courteous and respectful manner. The policy of the Wilton Public Schools is that a student can be suspended for open defiance of the authority of any teacher or person having authority over the students, including verbal abuse.

**Defacement of School Property** - We are fortunate to have a beautiful school. It deserves our best care and attention. Willful damage or defacement of school property will result in detention or suspension from school. Restitution and/or payment for damages will be required. In addition to the usual school procedures, possible criminal infractions will be reported by the school administration to the police and other officials.

**Physical Violence** - Physical violence or violence of any sort is not condoned or tolerated on school property. All parties involved in fights are subject to suspension. In addition to the usual school procedures, possible criminal

infractions will be reported by the school administration to the police and other officials.

**Verbal/Physical Harassment/Hazing** - All students have the right to pursue their education unhindered and in a positive environment. The purpose of this policy is to maintain a safe learning and extra-curricular environment for students and staff that is free from hazing. Any verbal or physical harassment or hazing will not be tolerated. Disciplinary action will be taken. (See also Athletic Handbook.)

Hazing is defined as activity or behavior that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned, authorized or allowed by the Board of Education, including any student initiated or student led activity or organization. This would include those same activities inflicted upon a particular grade of students i.e. freshmen, sophomores, juniors, seniors. Hazing activities are seriously disruptive of the educational process.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to unnecessary mental stress, humiliation, sexual harassment, or any other forced activity which could affect the mental health of the individual.

"Endanger the physical health" shall include, but is not limited to any unnecessarily rough physical treatment such as:

- Unnecessary or coercive pushing, shoving or striking
- Forced calisthenics beyond those that are a normal part of athletic conditioning
- Undue exposure to the elements
- Forced consumption of any food, beverage, drug, or controlled substance
- Or any other forced physical activity which would adversely affect the physical health or safety of the individual(s)

No student, teacher, administrator, coach, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, engage in, permit, condone or tolerate hazing.

Any hazing activity, upon which the initiation for admission or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

The school district will investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy. Discipline or appropriate action may include but not be limited to suspension or expulsion for students and termination for employees.

**Bullying** – “Bullying behavior by any student in the Wilton Public 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.” Students and 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 administrators. Any report of 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 5131.2 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

**Sexual Harassment of Students** - It is the policy of the Board of Education to provide an environment in all of its operations that is free from all forms of discrimination, including incidents of sexual harassment. Sexual harassment can be any unwelcome conduct of a sexual nature, whether verbal or physical, including, but not limited to, insulting or degrading sexual remarks or conduct. No person should be subject to sexual harassment, and all members of the Wilton Public School community should expect to work and learn in security and dignity and in the absence of insulting, degrading, or exploitative treatment.

If harassment occurs, it must be reported immediately to the principal, associate/assistant principal, administrator for personnel and general administration, or the superintendent of schools. Members of the school community committing sexual harassment shall be subject to disciplinary sanctions, including discharge for employees and expulsion for students, as well as full prosecution under the law for any offender, including non-school personnel.

It is the law. Section 46a-60 of the Connecticut General Statutes, as amended, and Title VII of the Civil Rights Act of 1964 prohibit sexual harassment. The Board of Education will not tolerate sexual harassment, and if notified of such activity, will take immediate steps to investigate the matter and take corrective action if necessary.

Definition - Sexual harassment is unwanted sexual attention from anyone with whom the student may interact in the course of receiving an education in school or at school sponsored activities. Sexual harassment is a form of sex discrimination, which is against the law.

**Types of Sexual Harassment** - The law indicates that the following are considered sexual harassment:

- a. Verbal: speaking or writing words that are sexually offensive to another. The words may include sexual meaning or insults; jokes with a sexual reference; sexual propositions or demands; comments based on sex, physical appearance or sexual identity; threats if sexual favors are not given or are withdrawn.
- b. Nonverbal: actions or sounds that are sexually offensive to another. The actions or sounds can include staring, whistling, suggestive sounds, obscene gestures, or displaying suggestive or obscene pictures.
- c. Physical actions that produce or threaten physical contact or harm. These actions can include touching, pinching, patting; physically threatening behavior; forced sexual contact (rape). These last two are really extreme forms of sexual harassment, known as sexual assault. Sexual assault is a criminal offense and should be reported to the police.

**What to Do** - If you believe that you have been the victim of sexual harassment by an adult or another student or if you have questions about this issue, seek the help of an adult whom you trust. Consider talking with the principal, associate/assistant principal, school counselor, nurse, psychologist, social worker or teacher.

**Why Should Sexual Harassment Complaints be Made?** - It has been pointed out that sexual harassment is often considered "just flirting" by many people (and the victim told to be a "good sport" or "not so prudish"), especially by those who want to do the "flirting." The person who feels uncomfortable because of the words or actions is often made to feel foolish or guilty for these feelings.

Sexual harassment is an abuse of power. When it happens to a student in school or the workplace, it may mean that someone is forcing you to do something that you should not have to do; or it may mean that you do not feel that your environment is as much yours as someone else's because someone else controls how you feel about that environment. Sexual harassment is a serious problem and people in decision-making positions must learn this from the victims. When the people in authority, such as your principal, become aware that these acts are occurring, and then they can stop the actions and begin educating others about the seriousness of the problem.

**Gambling** - Any form of gambling or betting at games of chance is strictly prohibited on school grounds and/or at school related activities.

## **CONSEQUENCES FOR POSSESSION/USE/ABUSE OF ALCOHOL/DRUGS ON SCHOOL PROPERTY OR AT SCHOOL SPONSORED ACTIVITIES**

**WHS Regulations Regarding Substance Use and/or Abuse** - No alcoholic beverages or controlled drugs, as defined by Connecticut law, may be possessed, used, sold, distributed or brought onto school property, school buses or activities. Also, students may not carry or distribute drug paraphernalia and they may not be under the influence of any illegal drug while on school property or at school-related activities. Further, knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind is a violation of high school regulations. Sanctions for violations of these regulations will include, but shall not be limited to, suspension and expulsion (see Policy and Regulation 5114, "Suspension & Expulsion"), co-curricular suspension (e.g., participation in all activities, plays, athletics, student offices, club memberships, assemblies, class functions, and other activities not directly related to classwork), or referral to authorities.

Students who violate these regulations may be at risk for physical and psychological harm. The use of drugs may also be indicative of serious, underlying problems. With this recognition, the school provides assessment and supportive services beyond the disciplinary action. Intervention, monitoring and/or referral follow identification of the drug-involved student to an appropriate community agency. These services offer the student and family assistance in dealing with substance abuse.

Procedures for enforcement of the above regulations will safeguard due process and the rights of students while giving due consideration to the protection of the health, safety and well being of the school population.

I. After due process has been rendered and the student has been found to be in violation of the Board policy #5131.6 on Possession or Use of alcohol/drugs on school property or at school-sponsored activities, a number of consequences will occur, as outlined below. In addition, for students judged to have been drinking, a breathalyzer is available as a voluntary option to refute the administrator's judgment.

### **First Offense for Possession/Use/Abuse of Alcohol/Drugs on School Property or at School Sponsored Activities:**

- a. Parents, school counselor, and Outreach Counselor notified.
- b. Youth officer notified upon possession.
- c. 5 - 10 day suspension
  1. Suspension will end at five days if the student agrees to meet with the Outreach Counselor.
  2. Suspension will continue through the tenth day if the student refuses to meet with the Outreach Counselor. At the end of the ten days, the student will meet with an administrator, school counselor, and the Outreach Counselor.
- d. Suspension from participation and membership in all athletic/extra-curricular organizations for 14 calendar days.
- e. Suspension from attendance at all school-sponsored activities (class activities, games, performances, dances, athletic banquets, etc.) for 14 calendar days.

- f. Students who have previously incurred a first offense for violation of Participation Rules A, B, or C found in the Athletic/Extra-Curricular Eligibility and Participation Rules (see next section) will be suspended from participation and membership in all athletic/extra-curricular organizations for the remainder of the school year.
- g. Students who in the future incur an additional offense for violation of Participation Rules A, B, or C found in the Athletic/Extra-Curricular Eligibility and Participation Rules (see next section) will be suspended from participation and membership in all athletic/extra-curricular organizations for the remainder of the school year.

**Second Offense for Possession/Use/Abuse of Alcohol/Drugs on School Property or at School Sponsored Activities:**

- a. Parents, school counselor, and Outreach Counselor notified.
- b. Youth officer notified upon possession.
- c. 10 day suspension.
- d. Suspension from participation and membership in all athletic/extra-curricular organizations for the remainder of the school year.
- e. Suspension from attendance at all school-sponsored activities (class activities, games, performances, dances, athletic banquets, etc.) for 28 calendar days.

**ATHLETIC/EXTRA-CURRICULAR ELIGIBILITY AND PARTICIPATION RULES**

Participation in the Wilton High School Athletic Program/Extra-Curricular program is a privilege that carries the expectation that a student will behave in a responsible manner and follow established rules and regulations. The coach or extra-curricular activity advisor is equally committed to providing a learning experience through his/her example.

These rules set forth the expectations for participation in the Wilton High School Athletic/Extra-Curricular program and the consequences for non-compliance with those rules. Consequences for violations of school rules for behavior on-campus or at school-sponsored events are described in the WHS Student Handbook. The Board of Education also reserves the right under state law and Board of Education policy 5114 to expel any student from participation in school privileges, including extra-curricular/athletic programs, for a maximum of one calendar year for violation of these rules.

The sale, distribution, or transmission of a controlled substance as defined in subdivision (9) of 21a-240 of the General Statutes on or off school grounds shall be subject to mandatory expulsion (exclusion from all school privileges) as required by state laws and Board policy 5114.

**Participation Rules**

- A.** Possession, use, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on or off campus will result in the appropriate disciplinary action.
- B.** Knowingly hosting on your property those who are in possession of, using, or transmitting any narcotic drug, hallucinogenic drug, amphetamine, barbiturates, marijuana, alcoholic beverage, or intoxicant of any kind will result in the appropriate disciplinary action.

**C.** Being in a vehicle with those who are in possession of, using, or transmitting any unconcealed narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind will result in the appropriate disciplinary action.

**First Offense - Violation of Participation Rules A, B, or C**

The student will be suspended from participation and membership in all athletic/extra-curricular organizations for 14 calendar days. This will include parking privileges. After the suspension, the coach/extra-curricular activity advisor will determine the most appropriate position in the organization for the student.

\*Students who have previously incurred a first offense for violation of Possession/Use/Abuse of Alcohol/Drugs on School Property or at School Sponsored Activities will be suspended from participation and membership in all athletic/extra-curricular organizations for the remainder of the school year.

\*Students who in the future incur an additional offense for violation of Possession/Use/Abuse of Alcohol/Drugs on School Property or at School Sponsored Activities will be suspended from participation and membership in all athletic/extra-curricular organizations for the remainder of the school year.

**Second Offense - Violation of Participation Rules A, B, or C**

The student will be suspended from participation and membership in all athletic/extra-curricular organizations for the remainder of the school year. This will include parking privileges.

These procedures will take effect on the first day of the activity (even if prior to the start of the school year) or on the first day of each school year regardless of whether the student is participating on a team or organization at the time of the violation of Participation Rules A, B, C. A student who is found in violation of Participation Rules A, B, or C before enrolling in the team or organization will face the consequence described in the "Second Offense" if he or she is found in violation of Participation Rules A, B, or C again.

All coaches and extra-curricular activity advisors will follow the procedures for Participation Rules A, B, or C. However, violation of Participation rules A, B, or C may result in longer suspensions and/or removal from the National Honor Society or the American Technology Honor Society in accordance with their national constitutions.

**D.** Use of Tobacco: All coaches or extra-curricular activity advisors will determine rules, procedures, and penalties for the use of tobacco on or off campus. The coach or extra-curricular activity advisor will communicate the rules, procedures and penalties to students in writing at the beginning of the season or activity. The penalties shall not exceed those for Participation Rules A, B, or C.

**E.** Additional rules and procedures as established by the Coach or Extra-Curricular Activity Advisor: All coaches or extra-curricular activity advisors will follow the Procedures for Participation Rules A, B, and C. The coach or extra-curricular activity advisor shall determine consequences for violation of additional rules and procedures.

The rules, procedures and penalties for failing to adhere to them shall be communicated to the students in writing by the coach or extra-curricular activity advisor at the beginning of the season or activity.

\*Performing Enhancing Drugs – A student-athlete who has been determined to have used, in or out-of-season, androgenic/anabolic steroids or other performance enhancing substances shall be declared ineligible for all CIAC-controlled activities for one hundred eighty (180) school days on each occurrence. The one hundred eighty (180) school day period of ineligibility commences on the day the CIAC Board of Control makes such determination. All CIAC contests / games / tournaments / championships in which the offending athlete participated while under the influence of performance enhancing substances shall be declared forfeitures and all records will be expunged.

### **Enforcement Procedures**

- A. The administration will ensure that students and parents are given these rules in writing at the beginning of the school year.
- B. The Director of Athletics in consultation with the Principal and coach or extra-curricular advisor will be responsible for the administration and enforcement of these rules.
- C. Students in violation of Participation Rules A, B, or C will be offered school support programs, such as meetings with the school counselor, outreach counselor or social worker when appropriate.
- D. Decisions on violations of Participation Rules A, B, or C shall be made by the Director of Athletics or Assistant Principal in consultation with the coach or extra-curricular activity advisor and the Principal. Parents will be notified of a violation of a participation rule and of the disciplinary action taken.

### **SUSPENSION, EXPULSION AND REMOVAL FROM CLASS**

**BOE Policy - 5114**

Due to the importance of regular attendance for successful classroom work, pupils are expected to attend all sessions. However, in instances where the pupil's conduct on or off the school grounds is seriously disruptive of the educational process, or endangers persons or property, or does not adhere to standards as set forth in Administrative Regulation 5114, appropriate disciplinary action may be taken, including, but not limited to, removal from class, suspension and expulsion.

For a pupil to be expelled for conduct occurring off the school grounds it must be in violation of school or district policies or rules and seriously disruptive of the educational process. The phrase 'seriously disruptive of the educational process means conduct that markedly interrupts or severely impedes day to day school operation.

The Board of Education's administrative regulations shall include:

- Definitions of terms
- Causes for removal from class
- Standards governing suspension and expulsion
- Suspension procedures
- Expulsion procedures
- Notification to parents or guardians
- Provision for alternative educational opportunities
- Information required under the Gun Free Schools Act

An expelled pupil may apply for early readmission to school. Such readmission shall be at the discretion of the Board or Superintendent. The Board or Superintendent may condition such readmission on specified criteria.

The principal in each school shall inform all parents and pupils at least annually of this policy and the standards governing pupil conduct set forth in Administrative Regulation 5114.

Cross Reference: Policy 5113, Regularity of Attendance; Regulation 5131.6 Use of Drugs and Alcohol on School Grounds; Regulation 5131.7, Use of Tobacco on School Grounds

Statutory References:

20 U.S.C. §8921 et seq

Connecticut General Statutes

§§14-17e through 4-180a

§4-181a

§10-76a

§§10-233a through 233g

§21a-240

§21a-277

§21a-278

Public Act 95-304

Public Act 96-244

Policy

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Wilton Public Schools

Wilton, Connecticut

## **SUSPENSION, EXPULSION AND REMOVAL FROM CLASS BOE Regulation – 5114**

### **I - DEFINITIONS**

**A. "Exclusion"** is defined as any denial of public school privileges to a student for disciplinary purposes.

**B. "Removal"** is defined as an exclusion from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond 90 minutes.

**C. "Suspension"** is defined as an exclusion from school privileges and/or from transportation services for not 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.

**D. "In-school suspension"** is defined as an exclusion from regular classroom activity for not more than five consecutive school days, but not an exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed. An in-school suspension may include reassignment to a regular classroom program in a different school in the school district; such reassignment shall not constitute a "suspension" or "expulsion" under this policy.

**E. "Expulsion"** is defined as an exclusion from school privileges 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 such exclusion shall not extend beyond a period of one (1) calendar year. Such period of exclusion may extend to the school year following the school year in which such exclusion was imposed.

**F. "Emergency"** is 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.

**G. "Days"** is defined as days when school is in session.

**H. "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.

**I. "Possess"** means to have physical possession or otherwise to exercise dominion or control over tangible property.

**J. "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.

**K. "Dangerous instrument"** means any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, and includes a motor vehicle and a dog that has been commanded to attack.

**L. "Firearm"** means 1) any weapon (including a starter gun) which will or is designed to or may 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.

**M. "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.

**N. "Martial arts weapon"** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa or chinese star.

## **II - REMOVAL FROM CLASS**

A. Each teacher shall have the authority to remove a student from class when such student deliberately causes a serious disruption of the educational process within the classroom, provided that no student shall be removed from class more than six 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 as set forth in section IV C of this policy.

B. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated area and shall immediately inform the building principal or his/her designee in writing as to the name of the student against whom such disciplinary action was taken and the reason therefor.

## **III - STANDARDS GOVERNING SUSPENSION AND EXPULSION**

A. Conduct on school grounds or at a school sponsored activity as set forth in Section C, herein, or that is otherwise prohibited by Board policy or by any code of student conduct in effect in the schools, which is:

1. Violative of a publicized policy of the Board, or
2. Is seriously disruptive of the educational process, or
3. Endangers persons or property shall be considered cause for suspension and/or expulsion.

- B. Conduct off school grounds as set forth in Section C, herein, or that is otherwise prohibited by Board policy or by any code of student conduct in effect in the schools, which is:
1. Violative of a publicized policy of the Board, and
  2. Seriously disruptive of the educational process shall be considered cause for suspension and/or expulsion.
- C. The following exemplifies student conduct that is prohibited and that will be considered cause for suspension and/or expulsion:
1. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school community, including any teacher, member of the school administration, any other employee, or a fellow student;
  2. Use of physical force against another person which is not reasonably necessary for self-defense;
  3. Theft of personal or school property, or taking or attempting to take personal property or money from another person, or from his/her presence, by means of force or fear;
  4. Willfully causing, or attempting to cause, damage to school property;
  5. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district, and failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
  6. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;
  7. Possession, use, transmission or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
  8. Possession or transmission of a facsimile of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, or marijuana;
  9. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind;
  10. Possession or transmission of any firearm, deadly weapon, dangerous instrument or martial arts weapon;
  11. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
  12. Possessing or consuming tobacco products;
  13. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse;
  14. Truancy or intentional and successful incitement of truancy by other students;
  15. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property and;
  16. Violation of any other Board policy, rule, agreement, or directive dealing with student conduct, including standards of conduct in Student Handbooks and including that dealing with conduct on school buses and the use of school district equipment;
  17. Use of telephones (including pay and personal telephones), beepers, copiers, facsimile devices, computers, networks, Internet connections, fire alarms or other communications technologies for other than legal, authorized, and appropriate uses;
  18. Possession or use of laser pointers while on school property or while attending a school- sponsored activity on or off school property unless under the supervision of a staff member and in the context of instruction;
  19. Serious or ongoing disruption to the classroom or school which interferes with the learning of others;
  20. Falsely reporting an incident (such as a bomb threat or fire alarm);
  21. Repeated unauthorized absence from school.
  22. Bullying as defined by Board of Education Policy 5131.2

D. Expulsion proceedings pursuant to section V, shall be required whenever there is reason to believe that any student 1) was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school-sponsored activity; 2) off school grounds, did possess a firearm or did possess and use such firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or 3) on or off school grounds, offered for sale or distribution a controlled substance as defined in Connecticut General Statutes, §21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under §§21a-277 and 21a-278. A student shall be expelled for a period of one calendar year if the Board of Education finds that the student engaged in any of the conduct described herein, provided the period of expulsion may be modified on a case-by-case basis-

In the event it is determined by the Superintendent that a student issued a threat against a member of the school community as described in paragraph C. 1, above, the matter shall be referred to law enforcement officials for possible criminal prosecution and the Superintendent shall take all available measures to ensure the safety of persons in the school community in the event of the student's return to school.

#### **IV - SUSPENSION PROCEDURES**

A. The administration of each school is authorized to invoke suspension for a period of up to ten (10) days, or to invoke in-school suspension for a period of up to five (5) days, of any student for one or more of the reasons stated in section 111, above, in accordance with the procedure outlined in Paragraph C of this section. Moreover, the administration is authorized to suspend a student from transportation services whose conduct while receiving transportation violates the standards set forth in section 111, above. The school administration is authorized to immediately suspend any student when there is an emergency as defined in section 1, above.

If an emergency exists, the hearing outlined in Paragraph C of this section shall be held as soon as possible after the suspension.

B. In the case of suspension, the school administration shall notify the superintendent of schools within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason for suspension. Any student who is suspended shall be given an opportunity to complete any class work including but not limited to examinations missed during the period of his/her suspension.

C. Except in the case of an emergency as defined in section 1, above, a student shall be afforded the opportunity to meet with a member of the administration and to deny the stated charges prior to the effectuation of any period of suspension or in-school suspension. If at such a meeting the student denies the stated charges he/she may at that time present his/her version of the incident(s) upon which the proposed suspension is based. The school administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the school administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, suspension or expulsion.

D. No student shall be suspended more than ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V B. of this policy is first granted.

E. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in section V B. of this policy is first granted.

F. Whenever a student is suspended, notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such

notice shall be expunged from the cumulative educational record if the student graduates from high school.

## **V - EXPULSION PROCEDURES**

The Board of Education may expel any student for one or more of the reasons stated in section III if, in the superintendent's judgment, such disciplinary action is in the best interests of the school system. An expulsion is required in any instance in which the superintendent has reason to believe a student has engaged in the conduct described in section IIID. The procedures outlined in Paragraphs A and B, below, shall be followed prior to the effectuation of any expulsion unless an "emergency" as defined in section 1, above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

A. The Board of Education shall notify the student concerned and his/her parents, or the student if he/she has attained the age of eighteen (18), that expulsion is under consideration. Such notice shall contain the information required under Paragraph B of this section. Three members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the board members sitting in the expulsion hearing vote to expel provided that three affirmative votes shall be required for expulsion.

B. The procedure for any hearing conducted under this section shall be determined by the hearing officer or board chairperson, as appropriate, but shall include the right to:

1. Notice of the proposed hearing which shall include:
    - a. a statement of the time, place, and nature of the hearing;
    - b. a statement of the legal authority and jurisdiction under which the hearing is to be held;
    - c. reference to the particular sections of the Connecticut General Statutes or school policies involved;
    - d. a short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student; the statement so provided may be limited to a statement of the issues involved if it is not possible to state the issues in detail at the time such notice is served. Upon request from the student concerned a more definite and detailed statement of the issues shall be furnished; and
    - e. a statement, where appropriate, that the board is not required to offer an alternative educational opportunity to any student between the ages of sixteen and eighteen who (1) has been expelled previously or (2) is found to have engaged in conduct which endangered persons and involved (a) possession on school property or at a school-sponsored activity a firearm, deadly weapon, dangerous instrument or martial arts weapon, or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined by law. (See section VIII on Alternative Educational Opportunity);
  2. The opportunity to be heard;
  3. The opportunity to present witnesses and evidence;
  4. The opportunity to cross-examine adverse witnesses;
  5. The opportunity to be represented by counsel; and
  6. Prompt notification of the decision of the Board of Education which decision shall be in writing if adverse to the student concerned.
- C. The record of any hearing held in an expulsion case shall include the following:
1. All evidence received or considered by the Board of Education, including a copy of the initial letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;
  2. Questions and offers of proof, objections and rulings on such objections;
  3. The decision of the Board of Education rendered after such hearing; and
  4. The official transcript, if any, of proceedings relating to the case, or, if not transcribed, any recording or stenographic record of the proceeding.

- D. Rules of evidence at expulsion hearings shall include the following:
1. Any oral or documentary evidence may be received by the Board of Education but as a matter of policy irrelevant, immaterial or unduly repetitious evidence shall be excluded;
  2. The Board of Education shall give effect to the rules of privilege recognized by law;
  3. In order to expedite a hearing, evidence may be received in written form, provided the interest of any party is not substantially prejudiced thereby;
  4. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy with the original;
  5. A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
  6. The Board of Education may take notice of judicially cognizable facts in addition to facts within the board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted;
  7. A record of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party.
- E. In determining the length of an expulsion, the Board of Education may receive and consider evidence of past disciplinary problems, which have led to removal from a classroom, in-school suspension, suspension or expulsion.
- F. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusions necessary for the decision. Findings of fact made by the board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.
- G. Any student who is expelled shall be offered an alternative educational opportunity consistent with the requirements of state law as set forth in Section VII of this policy.
- H. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record if the student graduates from high school.
- I. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board of Education shall complete the expulsion hearing and render a decision.
- J. The Board of Education may adopt the decision of a student expulsion hearing conducted by another school district, provided that the board shall hold a hearing pursuant to this policy which shall be limited to a determination of whether the conduct which was the basis for the expulsion would also warrant expulsion under the policies of the Board of Education. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements and this policy.
- K. Students requiring special education and related services shall be subject to discipline consistent with state and federal law. Whenever a student requiring special education services is found to have: (1) been in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at school sponsored activity; (2) off school grounds, possessed a fire arm or possessed and used such a fire arm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or (3) on off school grounds offered for sale or distribution a controlled substance as defined in Connecticut General Statutes §21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Sections 21a-277 and 21a-278, said student shall be referred to a planning and placement team (PPT) for a determination of whether the above behavior is a

manifestation of the student's disability. If it is determined that the behavior is a manifestation of the student's disability the PPT shall modify the student's individualized educational plan in order to prevent the reoccurrence of such behavior and to ensure the safety of other children in the school.

#### **VI - NOTIFICATION TO PARENTS OR GUARDIAN**

The parents or guardian of any minor student against whom disciplinary action is taken under this policy shall be given notice of such disciplinary action within twenty-four (24) hours of the time the student was excluded.

#### **VII. - ALTERNATIVE EDUCATIONAL OPPORTUNITY**

The Board of Education recognizes its obligation to offer any student under the age of sixteen (16) who is expelled an alternative educational opportunity during the period of expulsion. Any parent or guardian of such a student who does not choose to have his or her child enrolled in an alternative program shall not be subject to the provisions of section 10-184 of the General Statutes. Any expelled student who is between the ages of sixteen (16) and eighteen (18) and who wishes to continue his or her education shall be offered an alternative educational opportunity if he or she complies with conditions established by the Board of Education. Such alternative may include, but shall not be limited to, the placement of such student in a regular classroom program of a school other than the one from which the student has been excluded and, for students at least sixteen (16) years of age, placement in an adult education program. In determining the nature of the alternative educational opportunity to be offered under this section the Board of Education may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion.

State statutes do not require the Board to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who has been expelled previously or who is expelled because of conduct which endangers persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) possession on school property or a school-sponsored activity of a firearm, deadly weapon, dangerous instrument, or martial arts weapon or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined in subdivision (9) of C.G.S. §21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C.G.S. §§21a-277 and 21a-278. If the Board expels a student for the sale or distribution of such a controlled substance the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training, or any combination thereof, and inform the agency of its action. If the Board expels a student for possession of a firearm or deadly weapon, the board shall report the violation to the local police department. The Board shall give the name of the student and a summary of the Board's action in so referring the student, to the commissioner of education within thirty (30) days after the student is expelled.

The provisions of this section shall not apply to students requiring special education who are described in subdivision (1) of subsection (e) of Connecticut General Statutes § 10-76a.

## VIII. GUN FREE SCHOOLS ACT

The Board of Education shall submit to the commissioner of education such information on expulsions for the possession of weapons as is required for purposes of the Gun Free Schools Act of 1994, 20 U.S.C. §8921, et seq.

Cross Reference: Policy 5113, Regularity of Attendance; Regulation 5131.6 Use of Drugs and Alcohol on School Property; Regulation 5131.7, Use of Tobacco on School Property

### Statutory References:

20 U.S.C. §8921 et seq

Connecticut General Statutes

§§14-17e through 4-180a

§4-181a

§10-76a

§§10-233a through 233g

§21a-240

§21a-277

§21a-278

Public Act 95-304

Public Act 96-244

Regulation

Reviewed by the Board

July 13, 1979

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Wilton Public Schools

Wilton, Connecticut

## ACADEMIC/EXTRA-CURRICULAR STUDENT EXPECTATIONS DURING SUSPENSION FROM SCHOOL

Students must understand the expectations for academic and extra-curricular activity during the length of suspension. While suspended from Wilton High School, students may not participate in any co-curricular or extra-curricular activities. Suspension is a serious matter that does not release students from regular academic responsibilities. Students are expected to complete school assignments while on suspension. Students are not allowed on campus while on suspension unless permission is granted by the administration.

1. In cases of multiple day suspensions, assignments will be communicated from teachers via e-mail within one school day of the time teachers receive notification of the suspension. Students and parents should provide a current e-mail address to the administration. Other arrangements for communicating assignments or accessing materials will be made if necessary. In cases of single-day suspensions, students must contact classmates or the teacher for assignments.
2. In all situations, students are responsible for bringing home books and necessary materials to remain current in class.

3. In cases of missed tests, quizzes or labs, etc., students are responsible for contacting the teacher on the first day back at school to make the necessary arrangements.
4. Suspension does not exempt students from responsibility to do work, but students cannot be disadvantaged or penalized academically for work missed as a result of the suspension, unless students choose not to make up the missed work.
  - a. Students will be afforded the right to help, but it is not fair for students to expect the teacher to re-teach the material from the missed class without considerable effort on the student's part. Students must take the initiative to see teachers.
5. While class absences during suspension are excused, please understand that failure to follow through on academic responsibilities could have an impact on grades in courses.
6. Upon reinstatement into Wilton High School, a record of the suspension will be kept on file in the Main Office for two years or until students graduate. It is not our policy to share such information with college admissions officers or employers. It is often our pleasure to recommend students for placement. Serious behavioral issues can have an impact on such recommendations. It is our policy to deal progressively with discipline. Therefore, a repeat of the behavior that caused this suspension could result in a suspension of a longer duration.
7. Expulsion hearings may take place if a student is suspended 10 times or for more than 50 days in a school year.

2009-2010  
SCHEDULES & CALENDARS