



**Weston High School**  
**115 School Road**  
**Weston, CT 06883**  
**Phone: (203) 221-6500**  
**Fax: (203) 221-1252**

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## **2022-2023 Student Handbook**

The Weston High School Handbook is a guide for students, parents, and staff. In it you will find general information, rules, procedures, and policies that have been developed to assist in the daily routines which are part of our school. It is hoped that by providing this information, every individual who is a part of the Weston High School community will be better informed, and thus will be able to fulfill their responsibilities.

Respect, integrity, civility, and social responsibility are the characteristics we expect of all our students. These qualities should guide all decisions, whether or not specific situations are addressed in this book. They are the standards to which we hold students and adults accountable.

Students and Parents/Guardians are responsible for knowledge of the information in this handbook. Please be sure to review and discuss the information and return all necessary forms to the proper locations.

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## Introduction

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Even if you are already familiar with Weston High School, you should take the time to read this handbook to become knowledgeable about the policies and/or procedures that have been included, some of which are new. It should be kept available as a ready reference so it can be consulted whenever new situations and/or concerns arise.

In order to continue the school's commitment to excellence, it is necessary to develop a mutual understanding and working partnership among parents, staff, and students. The cornerstone of such a partnership is effective communication. This WESTON HIGH SCHOOL HANDBOOK is part of our plan to communicate important information and procedures to all stakeholders. Please inform us if you discover any areas that should be added or expanded upon.

### **Mandatory School Forms**

These forms must be completed online in PowerSchool through the Parent Portal "Demographic Change" page (Demographic, Acceptable Use, etc.).

### **Limited Open Campus Permission Form 2022-2023**

The limited open campus form must be turned in to the Main Office by Friday, August 26, 2022 to be effective the first day of school. Once school begins, there is a 24-48 hour turnaround time before student will be permitted to sign out.

### **Athletic Forms**

Please refer to the [2022-2023 Athletic Handbook](#) which can be accessed from the "Athletics" tab on our website.

## Part I - School & District Organization

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### School Directory

#### Administration

Principal	Meghan Ward	meghanward@westonps.org
Assistant Principal	Matthew Filip	matthewfilip@westonps.org
Assistant Principal	Juliane Givoni	julianegivoni@westonps.org
Principal's Administrative Assistant	Monica Zarba	monicazarba@westonps.org
Attendance Clerk	Kellee Boccanfuso	kelleeboccanfuso@westonps.org

#### Athletic Department

Director of Athletics	Mark Berkowitz	markberkowitz@westonps.org
Athletics Administrative Assistant	Dawn Egan	dawnegan@westonps.org

#### Department of School Counseling

Director of School Counseling	Meredith Starzyk	meredithstarzyk@westonps.org
College & Career Center Counselor	Randi Green	randigreen@westonps.org
School Psychologist	Ryan Passarelli	ryanpassarelli@westonps.org
Social Worker	Dana Errichetti	danaerrichetti@westonps.org
Registrar	Alana Cross	alanacross@westonps.org
Counseling Office Assistant	Max-lynn Pierre	maxlynnpierre@westonps.org

#### Curriculum Instructional Leaders

English Language Arts	Jessica DiBuono	jessicadibuono@westonps.org
Math	Janine Russo	janinerusso@westonps.org
PE and Health Education	Patty Powers	pattypowers@westonps.org
Performing Arts	Elizabeth Morris	elizabethmorris@westonps.org
Science	Jamie Charles	jamiecharles@westonps.org
Social Studies	Nicholas Torres	nicholastorres@westonps.org
Visual Arts	Kate O'Keefe	kateokeefe@westonps.org

#### Central Office Administration

Superintendent	Lisa Barbiero	lisabarbiero@westonps.org
Assistant Superintendent	TBD	TBD
Director of Pupil Services	Tracy Edwards	tracyedwards@westonps.org
Assistant Director of Pupil Services	Michael DiStefano	michaeldistefano@westonps.org
Director of Finance and Operations	Phillip Cross	phillipcross@westonps.org
Director of Digital Learning & Technology	Daniel DiVito	danieldivito@westonps.org
District Data Coordinator	Huberney Salazar	hubersalazar@westonps.org

#### Board of Education

Chairperson	TBD	TBD
Vice Chairperson	Melissa Walker	melissawalker@westonps.org
Secretary	Bernadette Kingsley	bernadettekingsley@westonps.org
Board Member	David Felton	davidfelton@westonps.org
Board Member	Sharon Ferraro	sharonferraro@westonps.org
Board Member	Peter Gordon	petergordon@westonps.org
Board Member	TBD	TBD



## Quick Reference

### Attendance Procedures

#### **ATTENDANCE LINE (203) 221-6501**

**If your student will be absent**, call the attendance line at (203) 221-6501 before 9:00 am, and leave a detailed message: student name, grade, date, and reason for absence. If no reason is left for the absence, it will be marked unexcused.

**If your student will be arriving late**, call the attendance line at (203) 221-6501 before 9:00 am and leave a message letting us know the expected arrival time and the reason for the late arrival. Your student must sign in with Security when they arrive and then proceed directly to class. Alternatively, you may send your student to the Main Office with a note explaining the reason for the late arrival. If there is no note or call explaining the late arrival the absence will be marked unexcused.

**If your student will be leaving early (early dismissal)**, send your student to school with a note or call the attendance line at (203) 221-6501 before 9:00 am. The voicemail message or note should include student name, grade, date and time of early dismissal, and the reason for the early dismissal. Your student must stop by the Main Office to pick up a pass to leave the building at the specified time. If there is no reason given, the absence will be unexcused.

**If your student is not feeling well and wants to go home**, they must see the nurse to be dismissed as ill. Students may not leave the building without being evaluated by the nurse. The nurse will assess the student, communicate with home if necessary, and issue a dismissal pass if needed. **Once a student arrives at school, only the nurse or a school administrator may excuse a student from school as ILL.** Students who have open campus privileges should not sign out if not feeling well; they should see the nurse.

For more information regarding attendance, please see page 26 of this handbook.

### Communication

Attendance Line	(203) 221-6501	Athletic Department	(203) 221-6519
School Nurse	(203) 221-6506	Chartwells (School Lunch Account)	(203) 221-6576

**Not sure who to contact? Check the [Communication Protocol](#) & [Staff Directory](#).**

## **WHS 2022-2023 Student Government Executive Board**

Co-Presidents	Emma McCarthy, Joshua Metviner
Secretary	Kennedy Boehme
Treasurer	Aidan McCarthy
Tech Liaison	Alexis Rozen, Ethan Wang
PTO Liaison	Jaya Sharma
Advisors	Vincent Madar, Anna Balouskus

## **WHS 2022-2023 PTO Board**

### **Executive Board**

President	Christine Harris
Vice President	Juad Masters
Secretary	Khyati Patel
Treasurer	Mona Sharma
BOE Representative	Andrew Chi
Communications	Livia Ruggiero
Philanthropy	Casey Saussy
Past President	Kristana Esslinger

### **General Board**

12 <sup>th</sup> Grade Parent Representatives	Janet Hoffman, Maggie Kins, Jennifer Socha, Maureen Weinbrum
11 <sup>th</sup> Grade Parent Representatives	Lauren Carter, Christine Harris, Carlye Nussbaum, Casey Saussy
10 <sup>th</sup> Grade Parent Representatives	Megan Burns, Gayle Costello, Juad Masters, Carrie Shaffer
9 <sup>th</sup> Grade Parent Representatives	Joselyn Crowe, Nancy Kirwan Hayden, Anne Kyle, Lori Umhoffer
Bake Sale, Election Day	Carrie Shaffer
Bake Sale, Online	Julia Brennan
Bylaws	Amy Lin Meyerson
Staff Appreciation Chair	Michelle Sperry
Membership	Julie Solomon
New Family Liaison Chair	Debbie Sollinger
SPED Liaison	Jean-Claude Oligario
College Test Prep Course Chair	Stephanie Morris
Memorial Day Road Race	Jana Gu
Memorial Day Road Race	Nancy Kirwan Hayden

## **Title IX and Non-Discrimination Notice**

### **Title IX and Non-Discrimination Notice**

*"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..." 20 U.S.C. § 1681*

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in educational programs which receive federal financial assistance. Athletics are one component of Title IX. Other programs and activities which may be included are: course offerings and access, co-curricular activities, hiring, retention, benefits, and leave. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities.

In compliance with Title IX, and in accordance with other federal and state laws, Weston Public Schools prohibits discrimination on the basis of sex, race, color, ethnicity, ancestry, national origin, marital status, age, veteran status, learning disability, past or present history of mental disability, intellectual disability, physical disability, religion, sexual orientation, transgender status, gender identity or expression, and workplace hazards to reproductive systems in employment as well as in the provision of all services, programs, and activities. The Board of Education's Policies and Regulations regarding non-discrimination can be found on the District's website: <https://westonps.org/board-of-education/#policy>

The District's Title IX Coordinator monitors compliance with this law and other federal and state laws that prohibit discrimination. The Title IX Coordinator investigates all complaints of discrimination and address all violations. The Title IX Coordinator also facilitates any measures that may be necessary to protect the complainant(s).

Individuals with questions or concerns about Title IX, other federal and state laws concerning discrimination, and/or those who wish to file a complaint of non-compliance, may contact the District's Title IX Coordinator for more information:

#### **District Coordinator**

Tracy Edwards  
Director of Pupil Personnel Services  
24 School Road  
Weston, CT 06883  
(203) 221-6558  
[tracyedwards@westonps.org](mailto:tracyedwards@westonps.org)

Alternatively, or in addition to the Title IX Coordinator, inquiries regarding Title IX may be directed to the U.S. Department of Education's Office for Civil Rights, the federal agency charged with enforcing compliance with Title IX:

Boston Office  
Office for Civil Rights  
US Department of Education  
5 Post Office Square, 8<sup>th</sup> Floor  
Boston, MA 02109-3921  
Telephone: (617) 289-0111  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

## **Weston High School Core Values, Beliefs, And Learning Expectations**

Weston High School is committed to providing a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem-solvers, and inspired learners prepared to contribute to our global society.

We believe that effective teachers:

- Create opportunities for intellectual risk-taking, collaboration, problem-solving, and application of classroom learning to real-life situations;
- Implement strategies that promote ownership of learning to students;
- Design instruction to integrate a variety of innovative technological tools and resources to enhance learning;
- Demonstrate ongoing professional growth in order to increase the quality of instruction; and
- Collaborate with colleagues to share and discuss exemplary practices, interpret student performance data, and design assessments that promote twenty-first-century skills.

We believe that successful students:

- Communicate in a meaningful way for a variety of purposes and audiences;
- Demonstrate a sensitivity to the precision and nuances of written, visual, and aural media through comprehension, interpretation, and evaluation;
- Employ critical and creative thinking skills to solve problems; and
- Pose questions, examine possibilities, apply skills and collaborate to find solutions to authentic issues.

Our Social and Civic Expectations are to:

- Make positive choices related to physical and mental wellness; and
- Be informed, responsible citizens who contribute to the global community in a collaborative, inclusive, and respectful manner.

## **Portrait of the Graduate**

Prior to graduation from Weston High School, all students will demonstrate their mastery of academic, social, and civic skills through the presentation of a curated portfolio of their work. This portfolio will be the culmination of four years spent honing the skills necessary to contribute to our global society.

[CGS 10-221a](#)

[Portrait of the Graduate At-A-Glance](#)

## WHS 2022 - 2023 Bell Schedule

BLOCK	A	B	C	D	E	F	G	H
1 7:45 – 8:41	3	1	2	1	4	2	1	2
2 8:46 – 9:42	4	2	1	2	3	1	2	1
Take Ten 9:42 - 9:52								
3 9:57 - 10:53	5	6	3	3	6	5	3	3
4 10:58 -12:28	6	5	4	4	5	6	4	5
<b>LUNCH</b>								
5 12:33 – 1:29	7	8	7	5	8	7	8	4
6 1:34 - 2:30	8	7	8	6	7	8	7	6
<b>DROP</b>	<b>1 &amp; 2</b>	<b>3 &amp; 4</b>	<b>5 &amp; 6</b>	<b>7 &amp; 8</b>	<b>1 &amp; 2</b>	<b>3 &amp; 4</b>	<b>5 &amp; 6</b>	<b>7 &amp; 8</b>

<b>LUNCH SCHEDULE</b>			
	<b>PERIOD 4 Days C, D, G</b>	<b>PERIOD 5 Days B, E, H</b>	<b>PERIOD 6 Days A, F</b>
<b>1<sup>st</sup> Lunch 10:58-11:28</b>	English, World Language, Support	World Language, Math, Support, Quiet Study	Social Studies, Math
<b>2<sup>nd</sup> Lunch 11:28-11:58</b>	Math, Social Studies, Music	Social Studies, English, PLTW	English, World Language, Coding, Art, Support
<b>3<sup>rd</sup> Lunch 11:58-12:28</b>	Science, PE/Health, Art, Quiet Study	Science, PE/Health, Music, Art	Science, PE/Health, Music, Quiet Study

## **Academic Dates And Deadlines**

### **2022-2023 Term Dates**

	<b>Begins</b>	<b>Interim</b>	<b>Ends</b>
<b>Semester 1</b>	08/30/2022		01/23/2023
Q1 - 43 days	08/30/2022	09/30/2022	11/02/2022
Q2 - 42 days	11/03/2022	12/07/2022	01/13/2023
Midterm Exams	01/17/2023		01/23/2023
<b>Semester 2</b>	01/24/2023		06/15/2023
Q3 - 43 days	01/24/2023	03/01/2023	03/31/2023
Q4 - 42 days	04/03/2023	05/09/2023	06/08/2023
Final Exams	06/09/2023		06/15/2023

### **Midterm Exam Schedule** *(dates tentative and subject to change due to inclement weather days)*

	<b>January 17, 2023</b>	<b>January 18, 2023</b>	<b>January 19, 2023</b>	<b>January 20, 2023</b>	<b>January 23, 2023</b>
<b>First Testing Period</b>	Period 8 Exam	Period 6 Exam	Period 4 Exam	Period 3 Exam	Period 1 Exam
<b>Second Testing Period</b>	Period 7 Exam	Period 5 Exam	Makeup Exam	Period 2 Exam	Makeup Exam

### **Final Exam Schedule** *(dates tentative and subject to change due to inclement weather days)*

	<b>June 9, 2023</b>	<b>June 12, 2023</b>	<b>June 13, 2023</b>	<b>June 14, 2023</b>	<b>June 15, 2023</b>
<b>First Testing Period</b>	Period 1 Exam	Period 3 Exam	Period 5 Exam	Period 7 Exam	Makeup Exam
<b>Second Testing Period</b>	Period 2 Exam	Period 4 Exam	Period 6 Exam	Period 8 Exam	Makeup Exam

## Academic Deadlines

### Pass/Fail Option

09/27/2022	Pass/Fail (P/F) option deadline for <b>first semester</b> courses
02/27/2023	Pass/Fail (P/F) option deadline for <b>second semester</b> courses
10/24/2022	Pass/Fail (P/F) option deadline for <b>year long</b> courses

### Drop/Withdraw

	Applies when withdrawing from a course
09/14/2022	Deadline to drop with no record - <b>first semester</b> courses (after deadline course remains on the transcript)
02/08/2023	Deadline to drop with no record - <b>second semester</b> courses (after deadline course remains on the transcript)
09/28/2022	Deadline to drop with no record - <b>year long courses</b> (after deadline course remains on the transcript)

### Add

	Applies to new courses (for level change, see below)
09/14/2022	Deadline to add a new course - <b>first semester</b> courses
02/08/2023	Deadline to add a new course - <b>second semester</b> courses
09/28/2022	Deadline to add a new course - <b>year long</b> courses

### Level down\*

	Applies when dropping down a level (AP/honors to standard)
09/27/2022	Deadline to make a change - <b>first semester</b> courses
02/27/2023	Deadline to make a change - <b>second semester</b> courses
10/24/2022	Deadline to make a change - <b>year long</b> courses

\*After the school year has begun, advancing up a level will only be permitted on recommendation from the classroom teacher.

## Grading System

	<b>Letter Grade</b>	<b>Numerical Equivalent</b>	<b>Grade Points Standard</b>	<b>Grade Points Honors/AP</b>
<b>Credit Awarded</b>	A+	97-100	4.34	5
	A	93-96	4	4.67
	A-	90-92	3.67	4.34
	B+	87-89	3.34	4
	B	83-86	3	3.67
	B-	80-82	2.67	3.34
	C+	77-79	2.34	3
	C	73-76	2	2.67
	C-	70-72	1.67	2.34
	D+	67-69	1.34	2
	D	63-66	1	1.67
	D-	60-62	0.67	1.34
	Academic Failure	F	59 & Below	0
Pass	P	60-100	Credit awarded; not included in GPA	
Withdrawal	W	60-100	Not applicable; not included in GPA	
Withdrawal Failure	WF	59 & Below	0	0
Incomplete	I	Incomplete	A temporary grade (no more than 10 school days, summer deadline is August 10)*	

Grade points will only be awarded for credits earned through Weston High School's programming. High school credits earned through other accredited institutions will be reflected as an attachment to the Weston High School transcript.

\*Incompletes are assigned in the event of extenuating circumstances. After the 10-day incomplete period has passed, a grade will be stored that is reflective of the work completed and submitted at that time.

## College Board Information

Weston High School	School Code	070913
Staples High School	School Code	070920
Wilton High School	School Code	070938



## 2022-2023 Testing Dates

### SAT & ACT Test Dates\*

SAT: <https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>

ACT: <https://www.act.org/content/act/en/products-and-services/the-act/registration.html>

\*Test dates listed below were current at time of printing. Please check SAT and ACT websites for up-to-date information

#### SAT Test Dates

August 27, 2022

October 1, 2022

November 5, 2022

December 3, 2022

March 11, 2023

May 6, 2023

June 3, 2023

#### ACT Test Dates

September 10, 2022

October 22, 2022

December 10, 2022

February 11, 2023

April 15, 2023

June 10, 2023

July 15, 2023

### Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT):

PSAT: <https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10>

October 12, 2022

### School-Day Scholastic Assessment Test (SAT)

March 22, 2023

### Advanced Placement (AP) Examinations

AP: <https://apstudents.collegeboard.org/>

May 1-5, 2023

May 8-12, 2023

## Part II - Academics *(Topics will appear in alphabetical order)*

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### **Advanced Placement**

The Advanced Placement curriculum is offered in specific courses of study that prepare students for the AP exams in May and may result in college credit or advanced college standing. AP courses adhere to the standards of the College Board's Advanced Placement curriculum and, therefore, cannot be modified. Students are expected to complete all work required in these courses. Students are expected to sit for the AP exam for any AP course in which they enroll.

### **Class Rank**

By policy, class rank will not be reported. Individual weighted GPAs will be reported and the Weston High School Profile will contain a summary of the graduating class weighted GPA data.

The 7<sup>th</sup> semester calculation will reflect the exact place in class only for those who are #1 Valedictorian and #2 Salutatorian. Only coursework completed at Weston High School will be considered for determining this placement. A student must be in attendance at Weston High School for a minimum of 3 semesters including the junior year to receive this honor.

### **Course Grade Determination**

Overall evaluation in a course is assessed in a number of ways: class participation, homework, written work, performance assessments, and subjective and objective testing at intervals during the course. Year-end course grades are calculated from quarter and exam grades. The percentages shown for exam grades are maximums.

<b>Semester Course</b>	Quarter Grade	Quarter Grade	Exam Grade
	40%	40%	20%

<b>Year Course</b>	Quarter Grade	Quarter Grade	Exam Grade	Quarter Grade	Quarter Grade	Exam Grade
	20%	20%	10%	20%	20%	10%

### **Early Completion Procedure (3 ½ Year Program)**

Students who are in good standing, who have completed all credits required for graduation, and who have bona fide plans requiring early completion may request permission to complete their program at the end semester 1 of their senior year. Students selecting this option must complete the following steps:

1. By October 1 of the junior year, a tentative proposal should be submitted to the counselor by student and parent. If three-and-a-half-year completion is deemed possible, the student will be

asked to submit a final proposal by January 1 to be approved by the parent, counselor, and guidance director. The plan should include postgraduate plans and a scheduling plan.

2. The guidance director submits the approved plan to the principal. The principal will review and respond by the end of the first semester of their junior year.
3. In June of the junior year and October of the senior year, the counselor and student will verify that progress is on target.

## **Grade Point Average**

Cumulative GPA is calculated from a student's "Y1" grades, beginning at the conclusion of 9th grade. Only coursework taken at Weston High School is considered; however, the transcript of work completed at another school will be attached to the Weston High School transcript as part of the permanent record. Weston High School uses a "4-point scale" (an A=4, B=3, C=2, D=1, F=0) that is weighted for honors/AP level courses. All grades are assigned "grade points" which are multiplied by the course credit to arrive at a course's "quality point" total. These course totals are added together to arrive at a "cumulative quality point total" which is then divided by the total credits attempted for a "Cumulative Weighted GPA". Cumulative GPA is calculated at the end of the 2nd, 4th, 6th, and 7th semesters.

## **Grade Review Procedures By Departments**

A student or parent with a concern regarding a specific grade (for major summative assessment or marking period) should proceed as follows within one week of date of publish:

- The student meets with the teacher to share their concerns and to allow the teacher to explain how the grade was determined and what the student can do to improve the quality of their work.
- If after the conference questions still remain, the parent may meet with the teacher and the Curriculum Instructional Leader.
- If the parent is not satisfied with the result of meeting with the Curriculum Instructional Leader, an additional department member, selected by the CIL on the basis of experience with the course and/or particular assignment, will be asked to evaluate the work in question and assess the appropriateness of the grade.
- Final decision regarding grades is the responsibility and domain of the assigned teacher.

Note: An administrator may be asked by any one of the participants to chair/be present at the curriculum instructional leader level meetings.

## **Homework**

At the beginning of each course, each teacher will give students an outline of the homework requirements for the course. Homework counts as part of a student's grade in all courses. Students should expect 2.5 – 5 hours/week of homework per course. Honors/AP courses require considerably more out-of-school study/homework than standard academic level classes. Board of Education [Policy # 6154](#).

## **Honor Rolls**

The following standards must be met to be considered for Honor Roll recognition at the end of any quarter. (Students must be fully scheduled). Honor Roll status is not rewarded retroactively.

### **Honor Roll**

- The student must have a weighted quarter GPA\* of 3.4 - 3.84,
- The student cannot have any grade lower than a C+,
- The student must have a minimum of 5 graded courses, not including P.E.
- Incompletes eliminate a student from consideration for the honor roll.

### **Principal's Honor Roll**

- The student must have a weighted quarter GPA\* of 3.85 or higher,
- The student cannot have any grade lower than a B-.
- The student must have a minimum of 5 graded courses, not including P.E.,
- Incompletes eliminate a student from consideration for the honor roll.

\*All grades are given equal credit weight when calculating the Quarter GPA.

## **Pass/Fail (P/F) Grade**

- Students may elect to take a course not required for graduation on a Pass/Fail grade scale.
- Permission forms to take a course under the P/F option are available from the Guidance Office.
- The form must be filled out by the student and signed by the student, parent, counselor, teacher, appropriate curriculum instructional leader, and administrator.
- Completed P/F forms must be filed with the Guidance Office no later than the fourth week of a semester course or the eighth week of a full year course. Please refer to page 15 of this handbook for dates/deadlines.

## **Regulations & Requirements For Graduation**

### **Requirements for Graduation**

To meet the requirements for a diploma from Weston High School, a student must successfully complete the following minimums in grades 9 through 12:

<b>AREA</b>	<b>DEPARTMENT</b>	<b>CREDITS</b>
Humanities	English	4.0
	Social Studies (including 1.0 US History & 0.5 American Government)	3.0
	World Language	1.0
	Humanities Choice (including 1.0 from VPA)	2.0
STEM	Science	3.0
	Mathematics	3.0
	STEM Choice	3.0
Health & Safety	Health	

PE & Wellness	Physical Education	1.0
Choice	Additional credits in any area/department	3.0
Mastery-based Learning Assessment	Portrait of the Graduate*	1.0
	Total Credits	25.0

\* Every student must successfully complete the Weston High School Writing Portfolio and the Portrait of the Graduate.

In addition to other graduation requirements, seniors must pass a minimum of three credits, including one credit in English during senior year to qualify for graduation.

### **Full Time Status**

- Ninth and tenth grade students must be scheduled for seven courses each semester, all of which must be graded A-F.
- Eleventh and twelfth grade students must be scheduled for six courses each semester, all of which must be graded A-F.

Not included in the minimum requirement: Classroom Aide, Senior Internship, and Jazz Ensemble.

Notwithstanding the foregoing, the minimum number of credits required for graduation is 25.

### **Religious Holidays/Vacations**

Tests/quizzes will not be given and projects and homework assignments will not be due immediately following religious holidays recognized by the school calendar. In addition, these guidelines will be followed when the school is notified in writing by a parent/guardian of a specific religious observance for their child.

Teachers will also refrain from testing and assigning homework due immediately following the November, December, February, and April breaks.

### **Retaking A Course**

There are various reasons why a student might choose to retake a course at WHS, including:

- If credit was not earned because the student failed the course.
- If the course curriculum allows for repetition (please see [Program of Studies](#))
- If the student is dissatisfied with a passing grade the first time a course is taken and wishes to demonstrate a higher level of academic achievement.\*

\*No additional credit toward the graduation minimum is earned by taking the course the second time. Both grades earned for taking the given course twice will reflect on the transcript; they will be averaged in determining the student's Grade Point Average.

## **Schedule Changes**

Scheduling is completed in the spring based upon student needs, student requests, department and counselor recommendations, and parent participation. The master schedule is constructed so that students are enrolled in the courses they must have with every effort made to schedule the electives they would like to have. The schedule also takes into account the staff and facilities that affect the schedule.

### **Guidelines**

Every student should regard the schedule they receive as a contract. The school has provided the courses, and the student has an obligation to attend those classes. Consequently, schedule changes will be permitted only under the specific circumstances described below.

Potential schedule changes will fit into one of the following categories:

#### **1) Required change:**

- a) Unanticipated failures
- b) Successful completion of approved summer school courses
- c) Technical errors
- d) Teacher recommended academic level change

#### **2) Requested drop:**

- a) Such requests are discouraged.
- b) To be considered, requests to withdraw from a course must:
  - i) be for substantive academic reasons or hardship situations
  - ii) not put a student below the annual minimum credit requirement
- c) Requests will be shared with and reviewed by the counselor and teacher on a case-by-case basis, with final approval by the administration.
- d) Written parent approval is required.
- e) Please note that for each term there is a limited period of time during which a student can withdraw from a course with no record on the transcript. A withdrawal made after said deadline has passed will be noted on the permanent transcript with a W, or WF if the student is not passing the course at the time of drop. Refer to page 15 of this handbook for dates/deadlines.

#### **3) Requested add:**

- a) To be considered, requests to add a course must not adversely affect class size or balance.
- b) Requests will be shared with and reviewed by the counselor on a case-by-case basis, with a recommendation forwarded to the appropriate Curriculum Instructional Leader, and final approval by the administration.
- c) There is a limited period during which a student may pick up a new course after the school year has begun. Refer to page 15 of this handbook for dates/deadlines.

#### **4) Requested change of level:**

- a) Requests to advance up a level are highly unusual and will only be considered through teacher recommendation to administration. These changes will only be permitted during the “Add” window.
- b) Requests to move from honors/AP to a standard level course will be permitted within the opening weeks of the semester, as indicated on page 15 of this handbook. Requests made after that time will be deferred to the end of the first term, and students will be required to remain in the scheduled class until that time. In this case, the transcript will reflect both courses, with the first term letter grade being earned in the honors/AP course.
- c) To be considered, the student must meet with their counselor, obtain parent approval, and complete all required paperwork prior to the published deadlines. Refer to page 15 of this handbook for dates/deadlines.

#### **5) Requested change due to assigned teacher:**

- a) Such requests are highly unusual and are only considered under very extraordinary circumstances.
- b) To be considered, student/parent requests for specific teachers must be for documented, specific and legitimate educational purposes.
- c) Compelling requests will be shared with and reviewed by the counselor on a case-by-case basis, then forwarded to the Curriculum Instructional Leader, who will make a recommendation to administration based on discussions, department perspective, and up-to-date class size information; the principal will make the final decision.

### **Process**

All changes require the proper process and paperwork:

- The student will discuss the possibility and advisability of the proposed change with the counselor and the teacher of the course.
- Where a course change is deemed appropriate and feasible, the school counselor will provide a copy of the Course Change Request form.
- It is the student’s responsibility to ensure that the Course Change Request form is complete with all necessary information and signatures, and returned to the school counselor prior to the posted deadlines. Refer to page 15 of this handbook for dates/deadlines. Administration reserves the right to deny any late or incomplete requests.
- Administration reviews Course Change Request form to make final approval.
- The student will continue to attend the scheduled class until notified by the counselor that a change has been approved and entered into PowerSchool. Students who stop attending class are subject to the attendance policy and disciplinary consequences.

### **Semester Examinations**

End of semester cumulative assessments are administered twice a year. The purpose of these assessments is to evaluate student understanding of and ability to apply essential course concepts, information, and skills. The examination schedule will be published on the website four weeks prior to exams.

Students must take exams at the scheduled day and time. Exceptions to this will only be made for compelling reasons, and requests for exceptions must be made in writing by parents to administration a minimum of one week before the scheduled exam. Make-up exam periods will be built into the end of the schedule.

Students who are enrolled in an AP course and who complete the AP exam in good faith are not required to take a final exam in June. Projects may be required.

### **Senior Experience Program**

For the final weeks of the academic year, the Weston High School Senior Experience Program offers qualified seniors the opportunity to undertake an internship or special project in lieu of attending classes. The goal is to provide the student with real-world experiences and the chance to learn about subjects not normally covered in the High School's curriculum. More information about the Senior Experience Program will be emailed to students and families late in the fall.

### **Summer School/Non-traditional Courses**

A student who fails a course may make up the credit by attending an accredited summer school program. Approval to take a summer school class for credit must be obtained from the Guidance Department, the appropriate Curriculum Instructional Leader, and an administrator before the close of school in the spring. The summer school must certify course credit at the end of the session and send the report to the Weston High School registrar. Weston High School will honor the recommended credit awarded in the summer program, though the grade will not count toward GPA. Credit will not be granted for individual tutoring or online distance learning outside an approved accredited summer school. Please note: All summer school/make up work must be completed and grades submitted to the Guidance Department by August 10th in order to be credited in the previous semester.

A student who seeks to take summer coursework for enrichment purposes must secure permission in advance by completing the Non-Traditional Course Request form, available in the Guidance Office. Once approval has been obtained and the course successfully completed, the record will be attached to the student's WHS transcript upon the student's request, following receipt of the record from the summer school.

A student who wishes to enroll in a summer program for advancement or acceleration must have completed two years at Weston High School and must secure permission in advance by completing the Non-Traditional Course Request form, available in the Guidance Office. Students may be asked to take the Weston course midterm and/or final exam to determine appropriateness of advancement.

### **Testing/Assessment**

Weston High School students participate in a number of tests and are invited to take self-awareness inventories to assist in decision making.

- **PSAT (Preliminary Scholastic Assessment Test)**



This test is offered to all 10<sup>th</sup> & 11<sup>th</sup> grade students in October. The PSAT is an abbreviated form of the (SAT) Scholastic Assessment Test taken by students applying to college. The test is designed to measure aptitude in verbal and numerical reasoning as well as writing proficiency. The PSAT also serves as the National Merit Scholarship Qualification Test for 11<sup>th</sup> grade students. Tenth grade students may elect to take the PSAT as an additional testing experience. Timed and extended time versions are administered; extended time is available to Special Education Students under very explicit and strict guidelines.

- **SAT I (Scholastic Assessment Test)**

The March school-day test is required of all 11<sup>th</sup> grade students. In addition, Saturday administration is generally elected in the spring of junior year and fall of senior year. The test consists of sections in reading, writing, and math. The purpose of the test is to provide students and colleges with a common measure of verbal and mathematical reasoning abilities as well as writing proficiency. The College Entrance Examination Board, Princeton, New Jersey, administers this test. The CEEB forwards results to colleges at the time applications are being prepared and only at the request of the student.

- **NGSS (Next Generation Science Standards)**

State assessments aligned with the Next Generation Science Standards are administered to all 11<sup>th</sup> grade students. The assessments are given during science classes in May/June, and are untimed. Results are used by the State of Connecticut and by Weston Public Schools during the evaluation of the science curriculum. Individual student results are shared with families, and are not shared with colleges.

- **AP (Advanced Placement Tests)**

AP Exams are comprehensive end-of-course examinations based on college level study in high school. These tests are used for college credit and/or placement. There is a per exam fee and the tests are offered in May. Students enrolled in AP courses are expected to participate in the testing program.

## **Tutoring**

Students or parents who believe that a student would benefit from tutoring are asked to see their guidance counselor, who will be able to assist either by recommending another student or an adult tutor. Students are encouraged to seek such assistance from the classroom teacher prior to using a tutor. Please note that pursuant to Board of Education and Administrative Regulation 4134, teachers are not permitted to tutor their own students for pay. Cost of private tutoring is borne by parents. Board of Education Policy [#4134](#).

In addition, members of the National Honor Society provide tutoring services. The NHS tutoring schedule can be found in the Library Learning Commons.

## Part III - Attendance

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### **Administrative Summary**

Daily, on-time attendance is essential to active engagement in learning, positive contribution to the classroom environment, and continued growth in achievement. Regular attendance is directly related to school success and preparation for post-school life. Tardiness and absences are disruptive to the educational process and should be avoided whenever possible. The attendance policy is aligned with these principles. What follows are highlights of the WHS attendance protocols; the wording here does not replace Board of Education policy. For full text of the Board of Education policy and regulations on attendance, please see: Board of Education [Policy #5113.2](#) - Administrative Regulations Regarding Attendance and Truancy Board of Education [Policy #5113](#) - Attendance & Excuses

### **Absence**

A school day absence is defined as any day in which a student is in attendance for less than half the school day. Therefore, when running a regular bell schedule, a student who does not attend at least three full classes will be considered absent for the purposes of daily attendance. Exceptions include absences sanctioned by the school, such as curricular field trips.

### **Reporting**

The student has the responsibility to have their parent or guardian officially notify the school on or before the morning of a legitimate absence by calling the attendance line or submitting a note and providing a reason for absence. Administration shall determine whether the absence will be considered excused. If no reason is provided, the absence will be considered unexcused.

If no notification has been received by 9:00 a.m. on the day of absence, the parent/guardian will be notified via the SwiftK12 system. Students who are absent without timely parental notification and administrator approval will be subject to disciplinary consequences, loss of privileges, and/or removal from co-curricular activities.

### **Excused Absences**

Legislation mandates school attendance, so it is up to the school to decide what will or will not constitute an excused absence. The determination of whether an absence is excused will be made by the building principal or the principal's designee. Absences may be classified as excused under the following circumstances\*:

1. Illness or injury of the student
2. Death in the family or other emergency beyond the control of the student's family
3. Serious illness of a member of the family which necessitates the absence of the student
4. Medical appointment that cannot be scheduled outside of regular school hours\*\*

5. College interview or visit (not permitted during midterm or final examination days)
6. Religious holiday
7. Mandatory court appearance
8. Lack of transportation that is normally provided by a district other than Weston Public Schools
9. Extraordinary educational opportunities pre-approved by the district administration and in accordance with Connecticut State Department guidance, Board policies, and Administrative regulations
10. Such other absences which have had prior approval of the principal. Students who plan to be absent for reasons other than those listed above, should seek approval by presenting a note from home to the principal who will then indicate approval or disapproval
11. Such other exceptional circumstances as approved by the principal

\* All absences, whether period or full day, are subject to verification at any time.

\*\*Whenever possible, medical appointments should be scheduled outside of school hours; documentation may be requested when more than 4 absences accrue due to medical appointments.

Any school-day absence up to and including the 9th absence may be considered excused for one of the above reasons provided that the school has received parental notification on or before the date of absence describing the reason for absence. For the 10th absence and all absences thereafter, the absence will be unexcused until verified through submission of appropriate documentation for one of the following reasons only:

1. student illness (verified by an appropriately licensed medical professional);
2. religious holidays;
3. mandated court appearances (documentation required);
4. funeral or death in the family, or other emergency beyond control of the student's family;
5. extraordinary educational opportunities pre-approved by the district administration and in accordance with Connecticut State Department guidance and this regulation;
6. lack of transportation that is normally provided by a district other than the one the student attends.

## **Makeup Work**

All make-up work will be completed within twice the number of school days of absence when the student returns to school. A building administrator may authorize an amended make-up deadline. Whether or not students are given an opportunity to make up work missed as a result of an unexcused absence, or to receive credit for work missed as a result of an unexcused absence, will be at the discretion of the principal or the principal's designee in consultation with the teacher(s) and school counselor. It is the student's responsibility to complete all make-up work in a timely manner.

## **Tardiness**

Arrival to school after the beginning of the first period of the day is highly discouraged. It may be excused for reasons 1-11 above provided that the parent/guardian provides notification of, reason for, and time of the late arrival before the opening of school on the date of occurrence.

Circumstances such as car trouble, oversleeping, etc., though unforeseen, are not emergencies and will not be considered excused. If the school is responsible for a student's lateness (e.g. the school bus is late), the tardiness will be excused.

Students who arrive tardy (between the bell and ten minutes thereafter) to a particular class without a pass will be subject to consequences as outlined by the classroom teacher. Students who accumulate more than six tardies in one class may be referred to an administrator who will determine the appropriate disciplinary consequences which may include detention, loss of privileges, and/or removal from co-curricular activities.

Students arriving more than ten minutes after class begins will be marked Tardy Absent; this absence will be treated as an unexcused absence and may result in disciplinary consequences, including detention, loss of privileges, and/or removal from co-curricular activities.

### **Early Dismissal**

Early dismissals should be avoided whenever possible. Appointments for medical, dental, etc. should be scheduled after school hours. Where it cannot be avoided, early dismissal may be requested for one of the above reasons 1-11 by calling the attendance line or submitting a signed note and providing a reason for and time of the dismissal. Requests must be received before 9:00 a.m. the day of the absence in order to be excused (advance notice is preferred). In case of emergency, the parent/guardian should call the attendance line, and speak with an administrator if necessary.

A student who becomes ill during the school day should report to the health office. Students are not allowed to leave campus ill without permission of the school nurse or school administrator (parents may not call students out ill after arrival at school). If a student leaves without the authorization of the nurse or school administrator, the absence will be considered unexcused, and the student will face consequences as determined by the school administration.

### **Extended Absences**

Extended absences are regarded by the school as a very serious matter because such absences necessarily result in a loss to a student's instructional program. There is no way to compensate for what is missed in a class discussion or the interaction within a group. Activities such as science labs, class discussions, and speakers cannot be duplicated. Assignments related to these activities may result in lower and possibly failing grades.

As such, it is important to consult the published school calendar so that family vacations can be scheduled to coincide with school vacations. Note that cancellation days (i.e. snow days) may extend the date for the last day of school or shorten planned student breaks. As such, please avoid making any travel plans prior to the end of the third week of June.

In cases where two or more days of planned absence are unavoidable, the parent/guardian is required to notify the school at least one week prior to the absence, and an Extended Absence form must be completed, signed, and returned to the attendance clerk. The administration will work with families, but

cannot guarantee that make-up work for extended absences will be provided prior to the absence. The principal or designee will have final say as to whether these absences will be considered “excused.”

### **Class Cuts/Unexcused Absences**

Students are required to attend all classes, quiet studies, advisory periods, and special activities/assemblies. An absence, tardy absence, or early dismissal occurring without legitimate reason, parent/guardian permission, timely notification to the school, and administrator approval will be considered unexcused, and disciplinary consequences will apply:

- 1) For the first unexcused absence in a school year, an administrator will communicate a warning to the student and reiterate applicable attendance procedures.
- 2) For the second and third unexcused absences, the student will be assigned a detention and the student’s parents or guardians will be notified.
- 3) For the fourth unexcused absence, and for subsequent absences, students will be subject to more severe disciplinary consequences as determined by the school administration. Consequences may include suspension from school. The student may also be subject to other disciplinary measures including, but not limited to, loss of privileges (open campus, parking, etc.) and removal from co-curricular activities. A parent conference(s) may be scheduled.
- 4) In severe circumstances, repeated unexcused absences in any single course may result in the student being withdrawn from the course(s) with a failing grade. For the purposes of a, b, and c above, an unexcused absence shall be defined as an absence during a single class period. Students who have multiple unexcused absences on a single day will receive consequences as stated in b and c above as appropriate.
- 5) The decision of the principal regarding discipline imposed under the Policy and Administrative Regulations is final.

In addition, while a student with an unexcused absence may obtain any notes, assignments, and/or assessments given during the missed class, they forfeit the right to receive credit for any such work completed.

### **Absences And Participation In Activities**

Except as specifically permitted by the principal, any student who is not in school for at least four (4) full scheduled classes, whether excused or unexcused, will not be permitted that day to participate in or attend a co-curricular activity (e.g. practice, athletic event, rehearsal, meeting, etc.) or other school function (e.g. dances and other evening events). If a student has fewer than four classes scheduled on a day, they must attend all classes that day. If a student’s absence for a day, or for a portion of the day, is unexcused (TA or UNE), unreported (A), or excused due to illness (ILL), the student may not participate in any activities until after one (1) full day of regular attendance.

Students who are serving a suspension may not participate in or attend school-related activities either on or off school grounds during the period of suspension.

## **Truancy**

A “truant” is any student five (5) to eighteen (18) years of age, inclusive, who has four (4) unexcused daily absences from school in any one month or ten (10) unexcused daily absences from school in any school year. For further details regarding truancy protocols, please see the full text of Board of Education [Policy #5113.2](#).

## **Teachers’ Responsibility**

Teachers are to maintain accurate daily attendance records and report cumulative absences. It is the administration’s responsibility to follow up on unexcused absences and determine appropriate consequences for those unexcused absences.

It is the responsibility of the administration to ensure that school staff accurately record student attendance in the student information system so that parents/guardians have access to their child’s attendance records in a timely manner.

## **Withdrawal From School**

If a parent or student decides that it is necessary to withdraw the student from the school during the year, he/she is required to complete necessary withdrawal forms and obtain all necessary signatures. All books, materials, athletics and other equipment lent by the school must be returned or paid for. Students who do not attend school for 10 consecutive days without appropriate and due cause will be sent a letter regarding withdrawal.

## Part IV - Behavior

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### **Expectations**

#### **Purpose**

Students, teachers, and administrators have the right to expect mutual courtesy and fair and equitable treatment, and to be informed of their rights and responsibilities. The goals of the Weston schools are to assist students in developing self-direction, self-discipline, and self-management and to provide opportunities for responsible decision-making. However, in the pursuit of these goals, those students who infringe on the rights of others, or who violate school policies and regulations, will be subject to discipline. The constitutional rights of students and staff shall be preserved and protected.

The conduct of students in school has an important effect on the individual's school achievement and on the classroom and school learning environment. While ultimate responsibility for student behavior rests with the parents and the students themselves, the schools have an obligation to provide leadership in this respect and to ensure that appropriate standards are maintained when students are under school supervision. When anyone's rights are violated or when someone violates the rules and regulations, we must all be concerned.

#### **Establishing Expectations**

- School-Wide:  
Specific rules and regulations and the procedures for enforcement shall be established by the principal in consultation with the faculty and may be subject to the review of the Board of Education. The administration of each school shall inform the school community annually in writing of these expectations and rules.
- Classroom:  
Teachers are responsible for outlining classroom rules and regulations in written format and administering disciplinary action within reasonable limits whenever these rules and regulations are abused.

#### **Students' Rights**

A student has the right (except in situations deemed by the administration to be an emergency):

1. To know the charges for which he/she is being disciplined;
2. To have the opportunity to respond to the charges.

#### **Code of Conduct** *(topics appear alphabetically)*

Rules of conduct and regulations are intended to benefit the school as a whole, to foster a productive environment, and to show respect for all members of the school community. Mature civic and social learning expectations are demonstrated through positive and responsible behavior. Responsible and polite behavior is expected of all members of the school community. These sections on expectations and responsibilities are not all inclusive but do identify some specific issues of concern. Respect, integrity, and social responsibility are the characteristics we expect of all of our school citizens. These qualities should guide all decisions – whether or not specific situations are addressed in this document. The

wording here does not replace Board of Education policy. Highlighted topics will appear in alphabetical order. For a full text of Board of Education policy related to student behavior, please visit this site: Board of Education [Policies-5000 Students](#).

### **Academic Dishonesty/Plagiarism**

All work submitted by students should be a true reflection of their individual effort and ability. If submitted work or tests/quizzes are not, then the student has manifested unacceptable academic behavior. The following criteria shall be considered as cheating:

- Claiming credit for work not wholly the product of one's own honest effort (e.g. copying work from another student, submitting a paper written by a tutor or family member, using a text or online source without citation);
- Providing unwarranted access to materials or information so that credit may be dishonestly claimed by others (e.g. sharing work, providing questions and/or answers, sharing passwords);
- Accessing unauthorized assistance (i.e. answer key, digital resource, personal device) in the completion of a graded assignment without the teacher's express consent.

ANY behavior that can be defined as cheating represents a violation of mutual trust and respect essential to education at Weston High School. Students suspected of cheating should expect to be questioned by their teacher.

Students found to meet any of the above criteria are subject to the following consequences:

- First offense: grade penalty of at least two full letter grades for the submitted work; notification of parents; written record of event and action taken.
- If a student is found to have cheated a second time or is involved in a particularly serious act of cheating, the student will receive no credit for the submitted work and will be referred to the administration for appropriate disciplinary consequences which may include: suspension from school; loss of or disqualification from honors/privileges and positions (ex: NHS); notification of award and scholarship committees.

### **Acceptable Use Regulations for the Internet**

This is an annual agreement, which will be binding to you for the full year as a high school student in the Weston Schools.

Because the Internet is used as part of a school activity, the school's code of conduct applies to network activities. Failure to adhere to regulations will result in a loss of privilege or other appropriate disciplinary or other appropriate disciplinary action.

AN ACCEPTABLE USE FORM IS AVAILABLE ON POWERSCHOOL THROUGH THE PARENT PORTAL.

FORMS SHOULD BE COMPLETED AND RETURNED BEFORE THE OPENING OF SCHOOL.



## **Alcohol, Drugs, Tobacco, E-Cigarettes, and Vapor Products**

The unlawful use, sale, distribution or possession of controlled drugs, controlled substances, drug paraphernalia, and/or alcohol on or off school property or during any school sponsored activity is prohibited. Further, the use, sale, distribution or possession of tobacco, electronic nicotine delivery systems (e.g. e-cigarettes or similar devices), or vapor products on school property or at any school sponsored activity is prohibited. Violators will be subject to disciplinary consequences up to and including expulsion and referral to the police. Responses to substance possession/use are described in Board of Education [Policy #5131.6](#) and [Regulation #5131.6](#).

## **Arson**

Causing a fire is a serious and dangerous offense. Violators will be suspended and may be subject to expulsion; they will also be referred to local authorities.

## **Audio Devices/Bluetooth Speakers**

Audio devices are not to be used in the hallways, bathrooms, cafeteria, library, or other common areas without earphones. Students may not use devices in class without permission of their teacher. Loss/theft is a risk the student assumes.

## **Breathalyzer**

With the health, well-being and safety of students in mind, breathalyzer testing may be available at all school sponsored activities and will be used to minimize doubt regarding utilization of alcohol, to address denial of alcohol use, to enable students to obtain help when needed, and to reinforce the zero tolerance message regarding alcohol and drug use. Board of Education [Policy #R5145.12\(a\)](#).

- A. Except as stated in Section B below, the following procedures will be followed:
  - A student suspected of alcohol consumption meets with the administrator/chaperone.
  - The student may opt to refute the use of alcohol through the Breathalyzer test.
  - The test will be administered by trained personnel.
  - The test results will be used to either refute the judgment of the administrator/chaperone or to support the judgment related to the use of alcohol.
  - For students who do not refute the administrator's judgment or opt not to use the Breathalyzer test as a part of the decision process, the judgment of the administrator will be followed and standard discipline procedures will be applied.
  - Discipline procedures will be applied as specified in the School handbook, Board of Education Policy, and Administrative Regulations.
  
- B. For proms, dances and other school sponsored activities outside of the school day, the Superintendent may, in their discretion, authorize the building administration to administer breathalyzer tests to students and their guests as they enter the event. If the Superintendent authorizes the administering of breathalyzer testing under this section, the following procedures will be followed:
  - The tests will be administered by trained personnel prior to the admission of students and their guests to the event.
  - Students and guests who refuse to take the breathalyzer test will be denied entry to the event.

- Students and guests whose breathalyzer test results indicate that they have been drinking alcohol will be denied entry to the event and their parents will be contacted.
- In no event will a guest be permitted to enter the event if the student whom he/she is accompanying refuses to take the breathalyzer test or is determined to have been drinking as a result of the test.
- Intentional avoidance of the required breathalyzer testing will result in immediate expulsion from the event and discipline procedures will be applied as specified in The School Handbook, Board of Education Policy, and Administrative Regulations.

### **Bullying Prevention and Intervention**

Weston Board of Education policy expressly prohibits any form of bullying behavior on school grounds; at a school-sponsored or school-related activity, function or program, whether on or off school grounds; at a school bus stop; on a school bus or other vehicle owned, leased or used by a local or regional board of education; or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education. The Board also prohibits any form of bullying behavior outside of the school setting if such bullying (i) creates a hostile environment at school for the student against whom such bullying was directed, (ii) infringes on the rights of the student against whom such bullying was directed at school, or (iii) substantially disrupts the education processor the orderly operation of a school. Discrimination and/or retaliation against an individual who reports or assists in the investigation of an act of bullying is likewise prohibited. Students who engage in bullying behavior shall be subject to school discipline, up to and including expulsion, in accordance with the Board's policies on student discipline, suspension and expulsion, and consistent with state and federal law. Board of Education [Policy # 5131.911](#), [Bullying Referral Form](#).

### **Bus Transportation**

The school bus is an extension of the campus, and, as such, all school rules and expectations apply. Any student found in violation of Board policy or administrative regulations while awaiting or receiving transportation will be denied the right to transportation, and may be subject to additional disciplinary consequences.

### **Cell Phones**

The administration at WHS recognizes the changing role of smartphones and other mobile devices and seeks to support their use in furthering the instructional process. As such, regulations regarding cell phone and mobile device usage will be set at the classroom level, and the administration will support classroom teachers in enforcing these expectations. Students must also comply with the provisions of Board of Education Policy 5136. Students who do not meet classroom expectations, or who do not comply with Policy 5136, will be subject to disciplinary action. In addition, if students do not meet expectations, staff members are permitted to confiscate cell phones or other mobile devices. If a confiscated device is delivered to the main office, the administration will determine whether to return the device to the student at the end of the school day, or require a parent/guardian to come to school to collect the device. The school administration may search a student's cell phone or other mobile device, and retain such device beyond the school day if required to conduct the search, if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school.

Board of Education Policy [#5136](#).

## **Discrimination**

In accordance with state and federal regulations, Weston High School prohibits discrimination on the basis of sex, race, color, ethnicity, ancestry, national origin, marital status, age, veteran status, learning disability, past or present history of mental disability, intellectual disability, physical disability, religion, sexual orientation, transgender status, or gender identity or expression. For more information, see page 11 of this handbook.

## **Dress**

Students are expected to dress and groom themselves in a manner appropriate for the school environment. Clothing should be free from promotion of or reference to drugs, alcohol, and tobacco, and free from violent signs, symbols or words that are obscene, lewd, vulgar, defamatory, or likely to incite. Restrictions may be applied when student dress is unsafe or disruptive of the educational process. Parents are asked to reinforce these expectations.

## **Driving and Parking**

Safety and security are our top priority and the basis for our regulations. Bus transportation is provided for all students and its use is encouraged for environmental and safety reasons. Student driving to school is a privilege, not a right, and is limited by safety and space considerations. Qualified 11<sup>th</sup> and 12<sup>th</sup> grade students must have a WHS numbered parking permit in order to park vehicles anywhere on the district campus while school is in session. 10<sup>th</sup> grade students are not permitted to drive to school except in exceptional circumstances noted in writing and approved by the principal.

Junior and senior student drivers must register their vehicles in the Main Office in order to request a parking permit. They must also pay the appropriate fee (\$75 per semester) and provide copies of the following documents:

- Driver's License
- Car Registration
- Insurance card
- Safe Driving Pledge

Students with accountabilities will not be issued a parking permit.

Guidelines for parking permits will be published in August, and may change due to changing campus conditions.

Parking violations will result in such consequences as fines, ticketing, loss of parking privileges for up to one year, other disciplinary consequences, and/or legal consequences up to and including booting/towing at owners' expense, and/or referral to the police. Unsafe driving on campus will result in such consequences as forfeiture of open campus privileges, loss of parking privileges for up to one year, other disciplinary consequences, and/or referral to the police.

Parking lot rules are as follows:

- Students are not to be in their cars at any time except for the obvious purpose of parking the car or leaving the grounds; students may not be in cars during fire drills.

- Students may park in authorized areas only.
- Students must obey all traffic and parking signs.
- Students are not allowed to cross/hop over fenced areas.
- Parking permits must be clearly displayed in the vehicle at all times.

### **False Emergency Alarms/Fire Extinguishers**

Causing a false emergency alarm and/or using extinguishers improperly are major safety concerns for the school and the town authorities. Violators will be suspended and possibly expelled and referred to the local authorities.

### **Fighting**

Fighting, other conduct that endangers persons or property, or conduct seriously disruptive to the educational process will not be tolerated. Consequences include suspension, possible expulsion, and referral to authorities.

### **Fire/Emergency Drills**

Fire and emergency drills will be held periodically during the school year.

At the sound of the fire alarm, everyone is to leave the building immediately by the nearest exit. Students are to remain with and under supervision of their teacher. Attendance will be taken. If unassigned or away from assigned teacher, students should report to and sign in with the counseling staff. Students should stand away from the building and out of the roadway. They should maintain order and quiet so that emergency procedures can be disseminated and executed. No cell phones or electronic devices should be in use during a drill. Students may not go to their cars/leave grounds during fire drills. No one is to re-enter the building until instructed to do so by an administrator.

When a lockdown commences, everyone is to gather in a designated location within the room away from doors/windows. Attendance will be taken. If in the hallway or non-classroom location, students should make their way to the nearest room with a locking door. Students should remain silent in wait for directions.

### **Fireworks/Explosives**

The possession/use of explosives and incendiary devices is not allowed (this includes stink bombs). Consequences include suspension, possible expulsion, and referral to authorities.

### **Gambling**

Gambling of any kind is not permitted on school grounds. Discipline is invoked.

### **Hazing/Harassment**

Hazing is prohibited. Disciplinary consequences may include suspension, expulsion, and referral to police. Board of Education [Policy #5131.91](#)-Hazing and [Policy #5131.911](#)-Bullying.

**Insubordination**

Students are expected to promptly and politely respond to, and comply with, requests and directions from staff members. Failure to do so will result in classroom consequences and, as appropriate, referral to administration for further disciplinary action.

**Language**

Appropriate and non-abusive language is expected from everyone. Swearing, and/or the use of intimidating or harassing language is not allowed and will result in disciplinary consequences.

**Laser Pens/Lights**

Lasers are not permitted for student use. Disciplinary and legal consequences may apply.

**Leaving Campus Without Authorization**

Open campus is a privilege. Students who do not have permission to leave campus during unassigned time must stay in the building and courtyard areas only, and must not disrupt the educational process by loitering or making noise in the hallways. The school is not responsible for the conduct of students who leave campus, and those who are found to have left without authorization or without signing out at the Security Desk will be subject to disciplinary consequences.

**Loitering**

Loitering will not be permitted in the corridors or areas adjacent to the building, including the parking lot.

**Sexual Harassment**

Sexual harassment is illegal and is prohibited by the Connecticut Discriminatory Employment Act, Title VII of the Civil Rights Act of the Title IX of the Educational Amendments of 1972. Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. Examples of sexual harassment include: unwelcome sexual advances; suggestive or lewd remarks; unwanted hugs, touches, or kisses; request for sexual favors; derogatory or pornographic posters, cartoons, or drawing; or retaliation for complaining about sexual harassment. Board of Education [Policy #5114.6](#).

**Skateboards**

Students are not permitted to use skateboards, roller blades, or similar items in school or on school grounds.

**Smoking**

There shall be no smoking or any other unauthorized use or possession of tobacco or tobacco products (such as chewing tobacco), electronic nicotine delivery systems (e.g. e-cigarettes or similar devices), or vapor products (or similar products) by students in any school building or school vehicle, on school grounds, or at any time when the student is subject to the supervision of designated school personnel. Smoking will result in progressive discipline, including suspension. Board of Education Policy [#5131.6](#)

### **Use of the Building/Grounds**

Students are responsible for the appropriate use of all facilities and grounds (including, but not limited to social and study areas, cafeterias, courtyards, and restrooms). Snowballs, water balloons, running inside the building, and being on the roof of the building are examples of inappropriate and potentially dangerous behavior. All ball and Frisbee playing should take place on the athletic fields and not in the school or the courtyards. Students are expected to clean up after themselves, recycling materials appropriately and placing trash in marked receptacles.

Students who fail to respect the building and grounds will lose privileges and be subject to disciplinary consequences.

### **Vandalism**

Property damage, theft, or endangering the well-being or possessions of others is not permitted.

Disciplinary consequences may include reimbursement of costs, referral to police, suspension, and/or expulsion. Loss of privileges and removal from co-curricular activities may also result. Board of Education [Policy #5131.5](#).

### **Video and Audio Recording**

Video and audio recording equipment may be in use on school grounds, as well as on transportation vehicles transporting students to/from school and to/from extracurricular activities. Students should assume that video and audio recording is taking place at all times in all public areas (in and outside of the building), and on all vehicles.

The use by students of any device to record (photo, video and/or audio) any person without the express permission of that individual or of a school staff member is prohibited and will be subject to disciplinary consequences. Board of Education [Policy #5131.2](#) and [Policy #5136](#).

### **Weapons**

Dangerous weapons or facsimiles thereof (this includes any knives, sharp or dangerous instruments, or tools or equipment that could pose a danger to others) are not permitted on school property or wherever or whenever students are under the jurisdiction of the school. Consequences will be suspension, expulsion proceedings and referral to local authorities. Board of Education [Policy #5131.7](#).

### **Consequences**

The possible consequences for not fulfilling responsibilities or for inappropriate behavior are varied. They may include, as appropriate, teacher imposed penalties, warnings, parent notification, parent conference, follow-up conferences, fines, restitution, community service, in-school detention, after-school detention, loss of privileges, loss of unassigned time, removal from co-curricular activities, loss of bus privileges, loss of parking/driving privileges, loss of awards/honors/leadership positions, in-school suspension, out-of-school suspension, referral to the Fire Marshal's office, referral to the Weston Police and/or expulsion proceedings.

### **Detention**

In-school detention may be assigned during students' non-scheduled time by the administration.

After-school detention may be assigned by a classroom teacher and/or administrator beginning at 2:40 pm. Duration (1-2 hours) to be determined by assigning teacher/administrator, 24-hour notice must be given. Work or extracurricular activities are not acceptable excuses for non-attendance in these detention assignments. Non-attendance or failure to follow detention rules at detention is cause for additional consequence.

Saturday detention may be offered as an alternative consequence for behaviors resulting in a first-time in-school suspension. Saturday detention meets from 9:00 am to 12:00 pm and will be scheduled in advance pending availability of staff.

**Suspension (in-school or out-of-school)**

Suspension refers to the removal of a student from all school activities by an authorized member of the administrative staff for a specific and limited amount of time. The student shall be given the opportunity to make up work missed during the suspension period. Parents will be notified of all suspensions per policy and may be asked to confer with the administrator before and after suspension regarding conditions for re-admission. State of Connecticut statutes require that a record of a student's suspension be placed in the cumulative educational record. This notice will be removed from the permanent educational record when the student graduates from high school. Board of Education [Policy #5114](#)-Student Discipline (sections VI- VII).

## Part V - Communication

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### **Introduction**

In its mission to promote each student's achievement and success, Weston High School works in partnership with parents, families, and community members. The school encourages and welcomes community involvement.

### **Parent-teacher Contact**

Questions or concerns relating to a particular course or assignment should be directed to the classroom teacher. The resources below should be used to initiate contact:

#### **Email**

Each staff member has e-mail that can be accessed through the staff directory on the website, or by using the following address with the staff member's first and last name:  
teachername@westonps.org.

#### **Telephone**

If you would like to speak with a teacher by phone:

1. Reach out via email (see above) to schedule an appropriate time to speak over the phone, or
2. Leave a message on the teacher voicemail:
  - a. You will find the teacher voicemail extension in the Staff Directory on the Weston PS website.
  - b. Dial (203) 221-6500, when prompted, and enter the voicemail extension.

#### **Canvas**

Each teacher maintains a class site outlining course expectations, assignments and resources. Their office hours and contact information may also be found there.

#### **Conferences**

To arrange a conference with one or all of a student's teachers, the parent/guardian should email the teacher(s) to make an appointment for a date and time that is mutually agreeable. Please understand that unscheduled visits/conferences cannot be accommodated.

### **Student Email**

All WHS students are assigned a school email address (firstnamelastname@students.westonps.org). Students should regularly check messages sent to this email address, as important information like announcements, schedule changes, and community service opportunities will be conveyed in this manner.



**Student Messages & Materials**

If there is an emergency message, please contact an administrator or nurse who will contact the student. Messages cannot be taken for students from anyone other than a parent.

The main office staff will not accept any materials for students (example: homework, lunches, sports equipment). If you must drop something off, you may leave it on the shelves outside the school's front doors. Make sure your student knows you dropped something off. We will not call into a classroom to notify a student. We assume no responsibility for anything dropped off for a student.

**Student Progress**

Students and parents can access student grades and attendance through the PowerSchool parent portal.

**SwiftK12**

Parents will automatically receive important updates from the school and district through the SwiftK12 system (formerly School Messenger); parent accounts are created automatically through PowerSchool.

## Part VI - Co-Curricular Opportunities

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### **Class/School Social Events**

Social events are a privilege. Students who have previously demonstrated inappropriate or insubordinate behavior may lose the privilege of attending any or all future events for up to one school year.

### **Co-Curricular Program**

Weston High School is fortunate to be able to offer many clubs and co-curricular activities. Students and teachers put in numerous hours to make each activity valuable within our school and town community. All students are encouraged to get involved! A Club Fair will be held early in the fall to encourage new membership. If anyone wishes to start a new club, please visit the [WHS Student Life & Activities](#) site.

### **Mission Statement**

The Weston High School clubs and co-curricular activities programs strive to provide opportunities for students and extend skills, enhance a work ethic, promote self-redirection and develop positive relationships, team work, and leadership skills.

Please visit the [WHS Student Life & Activities](#) site for a complete list of clubs and activities.

### **Co-Curricular Activity Participation**

Weston High School believes that for students to fully develop their personal potential they should be actively involved in both academic classes and co-curricular activities. Co-curricular activities are designed to meet a variety of student interests that complement and supplement the academic program. Participation in such activities is a privilege and each student who participates is a representative of the Weston High School community. Academic eligibility for participation will be reviewed at the end of each quarter.

Any student with a Quarter GPA of 1.75 or below, and/or any student who fails more than one course will be ineligible to participate in co-curricular activities for the duration of the subsequent academic quarter. At the end of each quarter, students who do not meet the academic requirements will be ruled ineligible for a minimum period of four and a half (4 1/2) weeks. After the midpoint of the next marking period, students who didn't meet the 1.75 GPA requirement may apply to the administration for reinstatement, provided they are eligible by all other standards. Students who have failed more than one course remain ineligible until the completion of the next marking period.

Attendance will be reviewed daily to determine eligibility for participation on that day. Please see page 29 of this handbook for details regarding attendance and co-curricular participation.

Finally, appropriate behavior is expected from all participants. Students who fail to behave appropriately will be subject to disciplinary consequences, and may be restricted from attending future activities. All school rules/regulations/policies apply.

## **Departmental Aide**

Various departments offer this program to provide selected students with the opportunity to work in the classroom (as tutors and/or aides), to provide for individualization of instruction and to encourage cooperation among students of differing abilities and grade levels. Credit may be awarded. Students must apply and be accepted by the specific department (see [Program of Studies](#)). An aide position does not count in the minimum load except under extraordinary circumstances (ex: no other courses available or by IEP) and as approved by the administration.

## **Expectations For Leadership Positions**

While we encourage students to become active in our co-curricular program, we also encourage them to exercise caution regarding the extent of their involvement so that their academic program can receive the priority it merits. When deciding whether or not to accept a student leadership position, careful thought should be given to the following:

1. Students should limit involvement to filling only one major office in a single school year. If a student is a president, vice-president, secretary, treasurer, chairman, or editor for one of the following, (Classes; Student Government; Company; or Yearbook), she/he should usually not hold a similar office in another activity. However, she/he is free to join any activity. Athletic captaincies should also be weighed.
2. Student leaders who are struggling academically will have their activity program reviewed to determine whether or not the leadership responsibility is a factor in the student's academic performance. If it is, the student may be asked to withdraw from their leadership position either permanently or for a specific period.
3. The responsibilities of leadership include the need to demonstrate positive behavior characteristics in and out of school. Student leaders will be asked to sign a pledge signaling their willingness to be upheld as role models to their fellow students. Students who violate the pledge or who fail to actively meet the responsibilities of their office will have their leadership position revoked.

## **Field Trips**

Field trips are an extension of the classroom. On all field trips sponsored by Weston High School, all school policies, rules and regulations are in force. Parents are required to sign permission slips for each off-campus trip, which includes permission to conduct a search of bags to insure that no dangerous or illegal substances or items are brought on the trip. Attendance on trips is a privilege. Students may be denied the privilege of participation based on attendance/behavior record, which may result in loss of fees paid for participation. In those cases where the student's absence will jeopardize their success in a class he/she will miss, the teacher of that class may deny permission to participate in the field trip. Students may not drive to/from field trips.

## **Guidelines For Co-Curricular Functions**

The High School Administration is responsible for coordinating the scheduling of activities in order to minimize conflicts. Therefore, all requests for social functions or fundraising activities should be made as early as possible. The following guidelines are for use at all school- sponsored activities:

### Planning

1. Event form for approval of fundraising activity must be submitted to administration no later than one week in advance of the event. The online form can be found on the Student Activities site.
2. The sale of food in relation to a fundraising activity or co-curricular event must be approved by administration.
3. Reservation form for use of the school facility must be submitted one month in advance to the administration.
4. Requests for police and firemen must be made at least two weeks in advance and must be confirmed by phone three days prior to the activity.
5. A minimum of one chaperone per 20 expected students (of which there must be at least one of whom to act as the administrator in charge) should be committed to covering the activity. The names must be given to the administration no later than one week prior to the activity.
6. Chaperones should arrive one-half hour prior to the activity, and they may leave once the facility has been checked and cleared of students.
7. Weston High School events are for Weston students. Guests are permitted only at the Prom and occasionally at other special functions. All guests should be of similar age, and names must be submitted for approval to administration. No guests may be substituted for a previously registered guest.

### At the Event

1. Once admitted, students are not permitted to return to their cars unless they plan to leave the activity.
2. The presence of chaperones at school social activities signifies the interest members of the faculty have in student affairs. Mutual respect and courtesy is expected.
3. No food or beverages will be permitted in the gym or auditorium spaces.
4. Students are to remain in the activity area only; entry to other areas of the building is not permitted.

## **Part VII - Procedures**

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### **Accountabilities**

Students are responsible for all books, locks, library materials, and other school property assigned or loaned to them during the school year. A student will be issued an "Accountability" if he/she has not met an obligation to return or replace school property. Students who receive Accountabilities will not be allowed to check out library materials, and, if in the fall still have accountabilities from the previous year are subject to further consequences (including removal of privileges such as parking) until accounts are cleared. Seniors with accountabilities will not receive their caps and gowns, nor be permitted to participate in graduation-related events.

### **Advisory**

Each student has been assigned to an Advisory group, which will meet throughout the year for specific purposes such as discussion of school matters, distribution of important materials, or communication of class business, etc. Failure to attend scheduled advisory sessions will be considered a cut and will be subject to disciplinary consequences.

### **Annual Notification of Disclosure of Directory Information**

Directory information means one or more of the following items: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. This information may be released to federal, state, or local government agencies, armed services recruiters, representatives of the news media, employers or prospective employers and nonprofit youth organizations. The Superintendent will normally limit or deny the release of specific categories of directory information unless he/she determines that such release is required by law or is in the educational interest of the school district and is consistent with the district's obligations under state and federal law.

If parents or guardians do not wish to have any directory information released (academic honors, special awards, graduation lists, special event or co-curricular involvement, etc.), they should make this desire known by not checking that box on the "Demographic Change" page via the Parent Portal. Any objection to the disclosure of Directory Information shall be good for only one school year.

School districts are legally obligated to provide military recruiters or institutions of higher education, upon request, with the names, addresses and telephone numbers of secondary school students, unless the secondary student or the parent of the student objects to such disclosure in writing. Such objection must be in writing and shall be effective for one school year.

## **Annual Notification Of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records.

They are:

- The right to inspect and review the student’s education records within 45 days of the day the Weston Public Schools receives a request for access.
- Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Weston Public Schools to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Weston Public Schools decides not to amend the record as requested by the parent or eligible student, the Weston Public Schools will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Weston Public Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the Weston Public School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon receipt of a signed Third Party Release Form, the Weston Public Schools can disclose education records to officials of another school district in which a student intends to enroll. Board of Education [Policy #5125](#).

## **Change Of Address**

Any student whose permanent address changes during the course of the year should notify both the main office and the guidance office as soon as the new address is known. Any changes of residency are required to be reported immediately to the guidance office. False reporting of residency and failure to report changes are subject to investigation/prosecution. Updates should also be made on the “Demographic Change” page in PowerSchool via the Parent Portal.

## **Change In Resident Status**

Students whose families move out of Weston between the close of their junior year and the beginning of their senior year may complete their senior year tuition free. The Superintendent or the Superintendent's designee may approve the request to complete the senior year in Weston contingent upon the parents agreeing to provide transportation to and from school and the recommendation of the school administration for the students' continuation in the school.

A situation may arise where a student is in the last quarter of a given school year or is a senior at the high school and a request is made for that student to finish the year in Weston even though the student has moved to another community. The Superintendent or the Superintendent's designee may approve any such request provided the parent agrees to provide transportation to and from school and the student's continuation in the school is recommended by the school administration. . Board of Education [Policy #5111.12](#).

## **Finances**

Any student responsible for collecting or distributing money for a school organization must do this through the Student Activities Account and the manager of those accounts. All monies collected will be stored immediately in the safe in the Main Office, to be held until deposit can be made. No money may be deposited in a non-school account.

## **Financial Assistance**

When a family requests financial assistance for a school activity, the request must be made in writing to the principal. A separate request is required for each event or activity.

## **Health Records**

Prior to entering the Weston Schools, Connecticut State Law (C.G.S. Secs. 10-204a and 10-206) requires completed immunizations and a health assessment by a legally qualified practitioner of medicine. An immunization update and additional health assessment is required of all ninth grade students. The health assessments are to be completed on a Blue, HAR-3 State of Connecticut – Department of Education form.

## **New Students**

If a student is new to the community, the school he/she last attended should be requested to forward the student's record of grades and test scores, health records, and any other data which will be helpful to the counselor who will assist in deciding a program of study. An interview should be arranged prior to the opening of school in the fall. Parents of new students should contact the Registrar at (203) 221-6510.

## **Pupil Personnel Issues**

A separate policy handbook containing pertinent Weston Board of Education policies on pupil personnel issues is available on the Weston Public School's website. Topics in that publication include:

- Medication-[Policy #5141.21](#)
- AIDS Education-[Policy #6164.12](#)
- Reporting of Child Abuse-[Policy #5141.4](#)
- Complaint Process-[Policy #1312 \(a\)\(b\)](#)
- Freedom of Expression/Civility-[Policy #1255](#)
- Use of the Internet-[Policy #5135](#).

Please refer to applicable policies when needed and call the school with any questions.

## **Student Insurance**

The Board of Education may make available to parents, on a voluntary basis, a pupil accident insurance plan, whereby parents may insure their children against injuries which occur during school hours and while participating in school-sponsored and supervised activities (except interscholastic athletics) either away from school premises or after school hours, and while traveling directly to or from school. The Board of Education shall assume no responsibility for insuring the pupil: such responsibility rests entirely with the parent and the insurance company. Brochures are sent to parents in the summer mailing.

## **Student Records: Confidentiality**

Educational records will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student's development in the educational process. Safeguards shall be established by the school administration to protect the student and the student's family from invasion of privacy in the collection, maintenance and dissemination of information, and to provide accessibility to recorded information by those legally entitled thereto.

For the purposes of this policy:

"Student record" means any item of information related to an identifiable student, other than directory information, which is maintained by a school district or required to be maintained by an employee in the performance of his duties whether recorded in handwriting, print, tapes, film, microfilm, or other means. Student records include information relative to an individual student gathered within or without the school system and maintained within the school system, regardless of the physical form in which it is maintained. Any information maintained for the purpose of review by a second party is considered a student record.

The superintendent shall develop procedures providing for:

- Annually informing parents of their rights.
- Permitting parents to inspect and review educational records.
- Not disclosing personally identifiable information from a student's education records without prior written consent of the student's parent.



- Maintaining the record of disclosures of personally identifiable information from a student's education records and permitting a parent to inspect that record.
- A parent with an opportunity to seek the correction of the student's education records through a request to amend the records or a hearing, and permitting the parent or an eligible student to place a statement in the education records of the student.
- Guaranteeing access to student records to authorized persons within five days following the date of request.
- Assuring security of student records.

Whenever a student has attained eighteen (18) years or is attending an institution of postsecondary education, the permission or consent required of, and the rights accorded to, the parents or guardian of the student shall thereafter only be required of, and accorded to, the student. Board of Education [Policy #5125](#).

## **Visitors\***

### **Adult Visitors**

- For security purposes, ALL VISITORS are required to present ID during sign-in at the security desk in order to acquire a visitor's badge. Visitors' badges must be visible at all times.
- Badges will only be issued to those who have an appointment with a staff member. Appointments may be made by calling the school in advance.
- All visitors must park in designated visitor parking, parallel to School Road in front of the building; please do not park any parking lot and/or numbered spaces, they are all assigned.
- Visitors must adhere to the Civility [Policy #1255](#).
- Visitors must enter and exit the main front door.

### **Student Visitors**

Student visitors are not permitted during school hours except as specifically authorized in writing by the school administration. Parents of students who are potential enrollees should contact the guidance office regarding visiting the building.

### **Dropping Off Items for Students**

There are cubbies outside the Main Entrance Doors if you need to drop off an item for your student. Please text or call your student to let them know you dropped something off. We do not call into classrooms. We are not responsible for any items left for pick-up.

**\*PLEASE NOTE: Visitors will be limited during the 2022-23 school year, based on COVID-19 guidelines set at the district level and based on available public health data.**

## **Working Papers**

Students between the ages of 14 and 17 years are eligible for working papers.

In order to receive working papers,

- WHS students must bring the [Promise of Employment](#) filled out and signed by the employer.
- Students who do not attend WHS must bring a completed [Promise of Employment](#) and one of the following original documents: birth certificate, current passport or driver's license.

Mrs. Zarba is the Superintendent's designee for working papers. Please stop by the Main Office between the hours of 7:30 am - 2:30 pm with your documentation. If you have any questions, please contact Mrs. Zarba at 203-221-6503 or [monicazarba@westonps.org](mailto:monicazarba@westonps.org).

If you need additional information, here is the link to the Connecticut Working Papers Manual:  
<https://portal.ct.gov/-/media/SDE/CTE/WBL/WP.pdf?la=en>

## **Part VIII - Student Resources**

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### **Announcements**

Audio, video and email (WHS Weekly Bulletin) announcements are made each week to students and staff. An administrator must approve announcements prior to use.

### **Assemblies**

Mandatory assemblies are those at which attendance is expected. Invitational assemblies are offered and announced in advance so that students may plan to attend or so that teachers who intend to bring their classes may plan accordingly.

### **Bulletin Boards**

Bulletin boards, located at the “T”, are available for postings and may be used by school clubs, teachers, and students. All postings must be pre-approved by an advisor and administrator. Postings without administrator approval will be removed. No more than 6 copies of a poster may be displayed. Student postings are not permitted on glass and painted walls throughout the school. Messages containing inappropriate language or graphics, private messages, or commercial solicitations are not permitted and will be subject to disciplinary consequences.

### **Cafeteria**

Rules for student use of the cafeteria include:

- Students are not to sit on the tables or put their feet on tables.
- Students and/or their belongings are not to block passageways into or out of the cafeteria.
- Gambling, card playing or games of chance are prohibited.
- “Ball Playing” is not permitted.
- During lunch, lunch shifts will have adult supervision; however, students are expected to keep the cafeteria clean. Please use the trash cans that are located throughout the cafeteria. Recycle as appropriate.
- For safety and security reasons, book bags and backpacks will not be permitted in the server area.

### **Copy Machine**

The building copiers are reserved for faculty and administrative use. Trained student aides may use the copiers as directed by their supervising staff member.

## **Exercise/Weight Room**

The Exercise and Weight Rooms are fully equipped with a variety of cardiovascular and strength training stations, as well as free weights and a ballet barre. These areas are open for student use during posted supervised times.

## **Library Learning Commons**

The Library Learning Commons is open for student use every school day from 7:30 AM until 2:30 PM and houses a specialized collection of materials, resources, and equipment designed to meet students' needs as they complete short - and long - term assignments. All materials in the library collection may be checked out for various lengths of time. Fines are assessed for any overdue items, and students will be charged for the replacement of any lost items.

All are encouraged to explore our many online databases and services to help with research. Students can access credible information on just about any topic in the areas of history, literature, science, current events, biography, and the arts. The database and services links are accessible on the High School's [LLC site](#), and can be searched from school or from home.

Handouts are available in the library with all usernames and passwords for remote access to our databases and services.

Helping you is the top priority for library staff members. When questions arise please do not hesitate to ask for assistance.

Student behavior expectations in the library:

- Respect the rights of others.
- No food or drinks (except bottled water)
- Appropriate language only!
- Show care when using all library resources.
- Please return your materials on time.

Computer use guidelines:

- Library computers are intended for educational use.
- If others are waiting, please limit your time online.
- Games are not permitted.
- Chat is not permitted unless specifically set up by a teacher as an instructional activity.
- Do not install or remove any software on our computers.
- All software installed on our computers is copyrighted. Please do not copy, distribute or alter it.
- Show respect for intellectual property.
- Print only what you really need. Do not waste our limited paper resources.
- Respect other people's files. Do not change, copy, read or access files that are not yours.
- Do not bypass any security measures installed on any computer
- Treat our computers as you would treat your own--with respect.

## **Limited Open Campus**

WHS has a Limited Open Campus Option for students in grades 11 and 12 that permits such students to leave the high school during unassigned time. Parents/guardians may grant permission for their student to leave during any unassigned time, or restrict it to leaving only when unassigned time occurs during the last period of the school day. Juniors and seniors who meet and maintain the criteria for Open Campus, and who have submitted the completed and signed permission form may exercise this option by signing in and out at the security desk.

Criteria for Open Campus include:

- Maintaining a quarterly GPA of 2.67 or better
- Maintaining a positive attendance record
- Adherence to all school and district rules and regulations
- Operating motor vehicles in a safe and legally permissible fashion at all times

The school administration reserves the right to revoke the Open Campus privilege at any time for students who fail to meet the above criteria. Students who do not meet the minimum GPA will lose the Open Campus privilege for the duration of the next term. Board of Education [Policy #6112.1](#).

At times, circumstances arise which require WHS to close campus while school is in session. When campus is closed, students will not be permitted to leave until campus is re-opens.

## **Lockers**

School lockers and other storage areas are the property of the Weston Public School System. They are provided to students for the temporary storage of personal belongings and school related textbooks, supplies, and materials. If the school administration reasonably suspects that a pupil is not maintaining a locker or other storage area assigned to him/her in a sanitary condition, or that the storage area contains items the possession of which is illegal or in violation of school regulations or that endangers the health, safety or welfare of the student or others, it has the right to open and examine the storage area and to seize any such items that are found. The school administration may authorize law enforcement officials to search lockers/storage areas. Board of Education [Policy #5145.12](#).

## **Lost And Found**

Articles that are found, including electronics, should be brought to the Main Office. Students who lose an article should check with the Administrative Assistants there. Clothing items are placed in the lost and found in the Galleria. Books will be returned to the respective departments.

## **Lunch Program**

Students can either bring lunch from home or buy lunch. Lunch choices include a choice of hormone free milk and fresh fruit. Additional a la carte options can also be purchased. Students can use their school lunch account (My School Bucks) or cash to pay for lunch.

Weston Public Schools has enrolled in an internet-based service called [My School Bucks](#). You can fund your child(ren)'s school food services using your Visa, MasterCard, Discovery or American Express. Participation in this service is voluntary and you may enroll at any time. For more information, see the District [Culinary Services](#) webpage.

There are many advantages to using the MSB account. Children are able to move quickly through the lunch lines, and it makes our lunch program operate more efficiently and effectively. They simply key in their Student ID number to access their account. If you have questions about a lunch account please contact Chartwells Culinary Services directly at (203) 221-6576.

## **Math Lab**

The Weston High School Math Lab is a place where students can find help with all levels of math. Through individual conferences and general course support, students will have opportunities to hone their skills.

The Math Lab is open and available to students by appointment. Please consult the schedule posted on the [webpage](#), or stop into the library to visit and talk with a teacher there.

## **Personal Belongings**

For safety and security reasons, personal belongings should never be left unattended. This includes books, bags, sports, or music equipment. Students should not bring large sums of money or expensive personal belongings to school. The school reserves the right, under certain circumstances involving safety/security/health concerns, to inspect unattended bags/containers.

## **Search And Seizure**

A search of a student's person, belongings, motor vehicle, and private electronic devices may be conducted if there are reasonable grounds at the inception of the search for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. Moreover, the scope of the search shall be reasonably related to the objectives of the search and shall not be excessively intrusive in light of the age and sex of the student and the nature of the infraction. All searches will be conducted by, or in the presence of, at least one school administrator. Board of Education [Policy #5136](#) and [Policy #5145.12](#).

## **Student Use of Non-scheduled Time**

Weston High School has a carefully developed program governing student use of unscheduled time. Our program was developed with the involvement and approval of the community and is based on our mission, our learning expectations, and these important beliefs about secondary education:

- The development of personal confidence and self-reliance is central to the goal of American education. We believe that this goal can best be sought by providing students with structured

opportunities to make decisions within a supportive framework of parents, teachers, counselors, and administrators.

- Opportunities must be provided for students to pursue learning experiences outside the formal classroom and for students and teachers to interact regularly both inside and outside of the classroom.
- Those decisions concerning the use of unscheduled time during the school day form an important part of the process of developing self-discipline and a sense of personal responsibility for one's choices.

During unscheduled time, a student may select from any of the following possibilities:

- Consult resources concerning colleges and careers in the College and Career Center
- Study in a supervised study area, quiet study area of the library, or in the cafeteria
- Seek additional help (self-referral or by direction of a teacher) from a teacher by appointment
- Complete work utilizing available digital resources in the Library Learning Commons
- Use the resources in the LLC for research or recreational reading
- Consult with School Counselor by appointment
- Visit the Writing Center in the LLC for assistance with written assignments, feedback by appointment
- Visit the Math Lab in the LLC for assistance by appointment
- Complete or make-up an assessment in the Testing Room in the LLC
- Work on on-going projects in the fine art and tech ed classrooms (with teacher's permission)
- Practice in the music rooms (with teacher's permission)
- Be involved in activities such as the yearbook, newspaper, and student government
- Study in the courtyards, weather permitting
- Serve as a student volunteer (when projects are available which require extra assistance)

In addition, juniors and seniors who meet minimum academic and behavioral requirements, and who have completed the Limited Open Campus form with permission from a parent/guardian may leave campus.

## **Testing Room**

The Testing Room, located in the LLC, is open all periods of the day\* for students who need to complete or make-up an assessment outside of the regular classroom. The room is staffed by teachers who administer assessments, monitor work time, and collect completed work.

Students should make arrangements with their classroom teacher as to when they will visit the Testing Room.

\*During the lunch block, the Testing Room will be closed for third lunch. Students wishing to make use of the Testing Room during the lunch block should report during the first wave.

## **Writing Center**

The Weston High School Writing Center is a place where students can find help with all stages of the writing process. Through individual conferences and general grade-level support, students receive feedback on the purpose, thinking, organization, language, and mechanics of their writing, enabling them to effectively communicate.

The Writing Center is open in the LLC and available to students by appointment. Visit the [Writing Center](#) site (can accessed through the WHS homepage) to view the schedule and make an appointment.

Additional resources including the writing rubric and information about the Writing Portfolio are also available on the page.



## **Part IX - Special Services**

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### **Health Services**

In addition to providing emergency care for accidents, the school nurse is available to students and faculty to provide first aid and assess illness in the Health Office. In other health matters, school nurses also provide counseling to students, parents, and faculty, and act as a liaison between education and medical personnel. Health screenings such as vision/hearing and scoliosis (postural) is also another function of the school nurse. Parents of students whose medical condition requires hospitalization should inform the nurse immediately and prior to reentry.

### **Homebound Instruction**

Homebound or hospitalized instruction may be provided when a student's condition will cause an absence of at least two weeks' duration. Provided nothing in the student's condition precludes it, such instruction shall begin no later than two weeks from the first day of absence. Where medical and other evaluative data indicate that these time requirements are too great for the student, revisions may be made. The Director of Pupil Services should be contacted if homebound procedures need to be requested.

### **Psychological Services**

Weston High School has a full time school psychologist and full-time social worker who provide assistance with personal or educational problems which may be impacting school performance, individual and small group counseling on specific issues, and consultation to staff and parents on student management strategies and expectations for students. In addition, the school psychologist conducts psychological testing when necessary.

### **Special Education Instruction**

Individualized instruction for students with specific academic and/or social/emotional needs is provided within the context of academic courses or support services. Depending on the nature and severity of the student's problem, Weston High School's Planning and Placement Team (administrator, teachers, guidance, school psychologist, parents and student, if appropriate) recommends the special education courses required for the student to perform successfully at Weston High School. Decisions are based on the results of psycho-educational testing, class performance, and observations of behavior.

### **Student Assistance Team**

The Student Assistance Team is composed of teachers, counselors and counseling staff, and administrators who are tasked with reviewing cases of students with serious problems that are interfering with performance in school. A teacher, parent or student may refer a student he/she believes

to be experiencing such problems; the referral form is available in the guidance office. Upon referral, the team will evaluate the situation and make appropriate recommendations and/or referrals.

### **Crisis Team**

A team consisting of administrators, pupil services staff, teachers (and, as warranted, representatives of other community agencies and services) is responsible for crisis response planning, intervention, and post-intervention. The team meets regularly to review and refine processes and protocol related to various emergency situations.