

STUDENT HANDBOOK

2023-2024



Waterford High School



Mission

Waterford Public Schools is a community of learners that fosters and supports high aspirations, ensuring every student acquires the skills and knowledge necessary to be a responsible citizen, prepared to contribute and succeed in an ever-changing world.

In support of this Mission, we believe:

- ❑ Education is a collaborative responsibility requiring a partnership among the individual, family, school system, and community.
- ❑ Safety, integrity, and respect are critical to support success for all learners.
- ❑ The greatest potential for learning occurs when an individual's social, emotional, and academic needs are met.
- ❑ Student growth and achievement are enhanced when curiosity, creativity, and continuous improvement are valued by all members of the learning community.
- ❑ Evidence and information are the foundation of sound decision-making.

Website: <http://www.waterfordschools.org>

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Parent – School Communication

We encourage communication between school and home as much as possible, viewing it as a vital component in our common goal of educating and supporting our students. Parents are encouraged to call or email teachers with questions and concerns that they may have. School counselors are also available, as is our school nurse and the administration.

Main Number – 860.437.6956

Attendance Office – 860.437.6964

STA (Bus Transportation) - 860.443.2244

Nurse's Fax - 860.437.6970

School Counseling Fax - 860.447.7928

Email is the preferred method for initial communication with your child's teachers as they are not readily available to take phone calls during the school day. Teachers will respond in a timely manner and set up further communication if necessary. To email, type the staff member's first initial and last name followed by @waterfordschools.org.

[WHS Staff Directory](#)

Students and parents are encouraged to regularly check PowerSchool for grade and attendance updates.

The Principal will send a weekly email to parents/guardians of school events and happenings using the School Messenger system. This is the same system used across the district to communicate important information, including emergency closings due to inclement weather and/or other emergency situations. It is imperative that parents update phone numbers and email addresses annually and as soon as a change occurs during the year. Changes to this information can be reported to the School Counseling Office.

THE PARENT ADVISORY COFFEE (PAC)

The Parent Advisory committee meets regularly throughout the year to discuss issues relevant to Waterford High School. It serves as a forum for parents to ask questions and express any concerns that parents may have. It also provides the principal with an opportunity to use the parents in attendance as a sounding board regarding the operation of the school.

All parents/guardians are encouraged to attend in order to develop the partnership between the school and home. Please refer to the Principal's weekly email for dates and times of meetings.

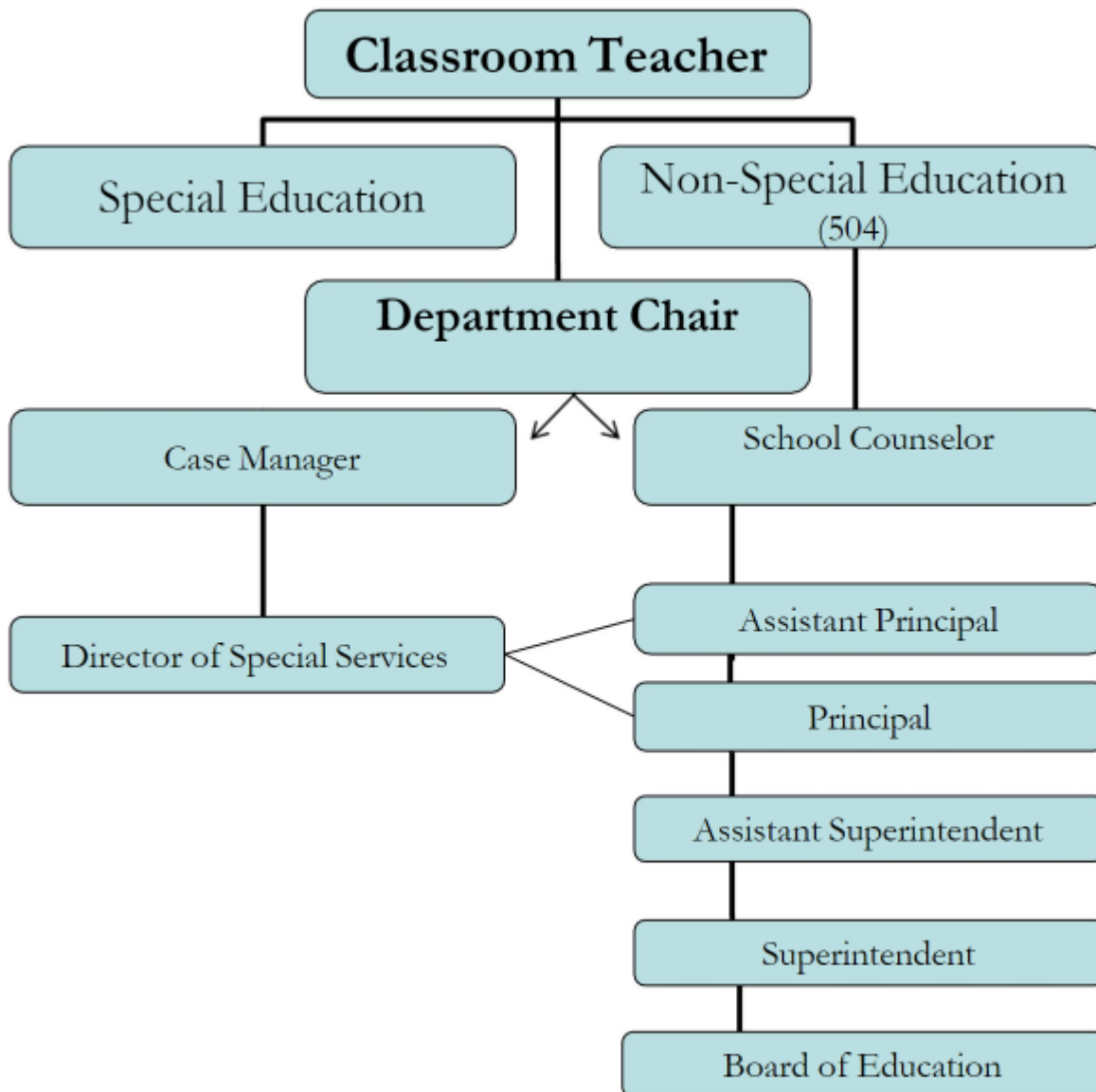
PARENT-TEACHER CONFERENCES

Parents are urged to confer with teachers regarding their son or daughter. They are requested to arrange conferences through the Guidance Office so that the teacher may be free to meet them at a mutually convenient time. An excellent means of communicating with teachers is via email. Simply use the teacher's first initial and last name followed by @waterfordschools.org.

Check the website (www.waterfordschools.org) the first time you email a teacher since there are several teachers in the system with the same first initial and last name. Scheduled parent-teacher conference dates are twice a year in November and March.

Parent – School Communication

In the event that a question or concern arises, parents and students should start their discussion with the classroom teacher first and follow the flow chart below if the situation is not resolved.



Academic Information

Waterford High School runs on an A/B day block schedule. This means courses meet every other day for the duration of the school year. Student schedules, grades, and attendance can be found on PowerSchool.

Below are links to several schedules that might be useful to you:

- [WHS Daily Schedules](#) (includes typical daily schedule, our Advisory Wednesday schedule, as well as shortened day schedules due to half days and two hour delayed openings).
- [Lunch Waves](#)
- [WPS District Calendar](#)
- [A/B Rotation Calendar](#)

GRADING AND MARKING SYSTEM

Scholastic achievement will be graded by the system outlined below in five broad categories – superior, above average, average, below average and failure.

Classification	Numerical Equivalents
A+	100-97
A <i>Superior</i>	96-93
A-	92-90
B+	89-87
B <i>Above Average</i>	86-83
B-	82-80
C+	79-77
C <i>Average</i>	76-73
C-	72-70
D+	69-67
D <i>Below Average</i>	66-63
D-	62-60
F <i>Failing</i>	59 & below

A numerical mark of 0 will always be assigned in cases of plagiarism or cheating. A numerical mark of 0 will be assigned in the case of missing work. Midterm and final exam grades will be entered as the earned numerical grade. Teachers will then round quarter grades that fall below a 50 to a 50. This will maintain the 50 to 100 point scale for all students.

CRITERIA FOR HONOR ROLL

1. Students must be enrolled in at least six courses each quarter to be considered for the honor roll.
2. Students may not have any "Ds", "Fs", or "Incompletes".

The criterion for honor roll status is based on a student’s unweighted grade point average (GPA). The calculation of an unweighted GPA converts each letter grade to a number by using a simple scale. The scale assigns a number to each letter grade. Waterford High School uses a 4.33 scale with an A+ receiving the highest value.

Letter Grade	Equivalent Average on 4.33 Scale
A+	4.33
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67

Honor roll status is based on a student’s simple GPA. Below is the scale used to calculate the simple, unweighted GPA. Each letter grade is assigned a point value. All points earned are totaled. The total is then averaged by the number of courses taken by the student.

An unweighted, simple GPA may be requested by colleges, universities or scholarship organizations.

Honor Roll Status	GPA Range
High Honors	3.67 – 4.33
Honors	2.67 – 3.66

STUDENT ACADEMIC APPEAL PROCESS

If a student believes that a classroom decision is unfair (such as a question about a grade, a late report), the student has the right to appeal by:

- Asking to speak with the teacher on non-class time; then, if necessary;
- Asking to speak with his/her school counselor or to the subject department head; then if necessary;
- Asking to speak with Director of School Counseling, then, if necessary in the following order:
 - Assistant Principal
 - Principal

GRADUATION REQUIREMENTS

- Satisfactorily earn a minimum of 26 credits
- Fulfill the credit distribution requirements
- Meet all attendance requirements
- Complete 80 hours of service learning (or pro-rated equivalent)
- Show proficiency in the transferable skills expected of all graduates

The following 26 credits are required:

Humanities ----

9 Credits

- Social Studies—3.5 credits (including .5 in Civics and 1.0 in U.S. History)
- English—4 credits
- Humanities elective—1.5 (Includes courses in English, Social Studies, World Language, Art, and Music above the required minimum)

Science, Technology, Engineering, Mathematics ---

9 Credits

- Mathematics—3 credits (Including Algebra I)
- Science—3 credits
- STEM-related electives—3 credits (Includes courses in Math, Science, and Vocational Arts above the required minimum)

Physical Education and Wellness ---

2 Credits

- Physical education—1 credit (.5 credits per year in grades 9 and 10)
- Health and safety education—1 credit

World Language ---

1 Credit

Fine or Vocational Arts ---

1.5 Credits

Capstone Seminar and Project ---

1 Credit

Open Electives ---

2.5 Credits

Total Credits -----

26 Credits

No student may receive more than (8) eight credits per year. Please refer to Waterford High Program of Studies for course descriptions and pre-requisite criteria for each course

Demonstration of Mastery in the Vision of the Graduate

In addition to meeting the coursework and credit graduation requirements listed above, to graduate high school, each student must demonstrate proficiency in the transferable skills through completion of a Capstone Project in either their Junior or Senior year. The Capstone Project is a student-directed, independent project addressing key areas of the Vision of the Graduate:

VISION OF THE GRADUATE



Graduates of Waterford High School demonstrate mastery of the WPS Transferable Skills:

Communication

Research and Understanding

Critical Thinking

Responsible Citizenship

Self-Direction

Communication

- Listen actively to understand the information or viewpoints presented.
- Select and use an appropriate method of communication to fit the audience, context, and purpose.
- Create a logical and evidence-based argument to support ideas.
- Deliver a clear, professional, and effective presentation.

Research and Understanding

- Use appropriate research tools to acquire information from a variety of sources.
- Evaluate the bias and validity of information.
- Synthesize information to solve problems and defend claims.

Critical Thinking

- Identify a problem, ask key questions, and make predictions.
- Analyze data in order to draw conclusions.
- Demonstrate flexibility and determination when solving problems.

Responsible Citizenship

- Demonstrate respect for others and diverse cultures, identities, and perspectives.
- Make appropriate choices with words, actions, and mindset to address the needs of self and others.
- Take actions that promote ethical principles and equality.
- Use technology ethically to promote positive, reliable, and factual information.

Self-Direction

- Persevere through frustration when challenging situations or temporary failures arise.
- Demonstrate flexibility, resourcefulness, and collaboration.
- Recognize how thoughts, feelings, and actions affect achievement.
- Set goals, prioritize steps, and take actions to achieve them independently.

CLASS RANK

Class rank is determined by rank-ordering the members of a class by Quality Point Average in all academic classes. The five academic areas are comprised of courses in English, Mathematics, Science, Social Studies and World Language. (BOE Policy #5128) A quality point total is computed by adding points earned in those classes, according to the quality point scale listed below. Half credit courses receive half the points listed. The total points accrued over a six-semester period of time will then be divided by the number of academic courses taken during that time. Students will be rank-ordered to determine the official junior year rank.

The same process will be used after the seventh semester to determine the final rank, valedictorian, and salutatorian as well. An unofficial rank is noted on report cards.

Course Levels:

Honors –	H
Advanced -	A
Standard -	S

The following are considered academic courses:

English 9-12, Mathematics, Science, Social Studies, and World Language.

Quality Point Scale:

The scale that follows is only used for academic courses to calculate class rank. When colleges and scholarship organizations ask for an unweighted GPA, we will furnish one based on a 4.33 point scale that includes all courses. Note: This quality point scale is not used to calculate honor roll. Honor roll calculation uses a non-weighted GPA.

Grade	H	A	S
A+	21	18	15
A	20	17	14
A-	19	16	13
B+	18	15	12
B	17	14	11
B-	16	13	10
C+	15	12	9
C	14	11	8
C-	13	10	7
D+	12	9	6
D	11	8	5
D-	10	7	4
F	0	0	0

MIDTERM AND FINAL EXAMS

Students are responsible for making themselves familiar with the exam schedule and reporting to their exams on time and prepared.

If an exam is not being administered, students are not required to attend. Students who do not report to their exams as scheduled will receive a zero “O” unless contact is made between the school and parent and an acceptable excuse is given. **The parent or guardian of a student who is absent from an exam due to illness must call the attendance office at 437-6964 and notify the school on the morning of the exam.**

There will be a break between exam periods.

Any student who is tardy to school for an exam must report directly to the Main Office to be seen by an administrator. Students may be denied entrance to the exam if they are tardy.

No student will be allowed to leave an exam before the scheduled time, except in the case of a medical emergency. Students are to remain in class for the entire period of the exam. Dismissal notes will not be honored when it involves the time frame of an exam.

All school regulations and rules remain in effect during exams including cell phones as they should be off and away.

EXAM EXEMPTIONS

In certain circumstances students may be exempt from taking an exam. Criteria will be updated here:

[WHS Exemption Policy](#)

HOMEWORK

Access to daily homework assignments may be obtained through individual teacher’s Google Classroom or PowerSchool.

MAKE-UP WORK

Students are required to complete all work missed during absences. The makeup work will be completed in accordance with the policy set by the teacher.

END OF QUARTER/SEMESTER/YEAR GRADES

PowerSchool is a live grading platform, meaning student progress is visible and available to students and parents/guardians throughout the school year. The principal will notify you at the middle and end of each quarter to view grades. Midterm progress reports and end-of-quarter report cards are not printed. A final report card will be mailed home at the end of the school year.

COLLEGE ADMISSION INFORMATION:

Admission to most colleges is based on quality of high school record, rank in class, personal qualifications, promise of the applicant, participation in extracurricular and community activities, recommendation by the school, and results of scholastic aptitude and achievement tests given by the College Entrance Examination Board. Interested students should investigate requirements for specific colleges. School counselors will assist students in planning for education beyond high school.

CURRICULAR EXEMPTIONS

Board of Education policy allows parents to opt students out of certain, specific curricular topics. For more information on those topics and the procedure for opting out, please review [Policy 6010](#).

SCHEDULES AND SCHEDULE CHANGES

A minimum of 7.0 Waterford High School credits must be maintained by freshmen and sophomores during an academic year. Juniors must be enrolled in a minimum of 6.5 credits, and seniors must be enrolled in a minimum of 6.0 credits for the academic year. (Administrative approval required for any exceptions.)

GRADING POLICY FOR DROPPED COURSES

Withdrawing completely from a full year course:

- Prior to the beginning of 2nd quarter – course will be dropped from the schedule/transcript without penalty
- After 1st quarter/prior to the start of 2nd semester and carrying a passing grade – Student will receive a “WP” on the permanent record and the transcript
- After 1st quarter/prior to the start of 2nd semester and carrying a failing grade – Student will receive a “WF” on the permanent record and the transcript
- After the start of second semester – Student will receive an “F” on the permanent record and the transcript

Withdrawing completely from a semester course:

- Prior to the 1st quarter progress reports of a semester class– course will be dropped from the schedule/transcript without penalty
- After the 1st quarter progress reports/prior to the start of 2nd quarter of a semester class and carrying a passing grade – Student will receive a “WP” on the permanent record and transcript
- After the 1st quarter progress reports/prior to the start of 2nd quarter of a semester class and carrying a failing grade – Student will receive a “WF” on the permanent record and the transcript

- After the start of 2nd quarter of a semester class – Student will receive an “F” on the permanent record and the transcript.

Neither WF nor WP will be calculated into Class Rank

SUMMER SCHOOL

Admission to a review course for credit will be permitted to students previously enrolled in the course but who have not passed the course. Students may only take one summer school course in each core curriculum area. Students must be recommended for summer school by their counselor and the CARE Team; the recommendation will be based upon the following criteria:

1. Attendance – not more than fifteen class absences per academic year
2. Performance – teacher discretion
3. Behavior – teacher discretion
4. Effort – teacher discretion
5. Average of 50 or better

*A Summer School course, i.e. English, Science, may only be taken once in the four years.

*Secondary summer school is not offered by the Waterford Board of Education.

SCHOLARSHIPS

The Waterford Scholarship Fund was established for the benefit of Waterford High School students. This fund makes scholarship grants to seniors who have been accepted for advanced education. Awards are based on scholarship, as well as need. Applications are available to seniors in the spring. Students who fail to fill out applications are ineligible for scholarships.

GRADUATION EXERCISES

Board Policy #3060 - Graduation programs shall be planned by the administration. The date of the graduation ceremony shall be as indicated in the Board approved school calendar.

The District’s valedictorian(s), salutatorian(s) or others at the discretion of the Building Principal or his/her designee may be permitted to speak as part of the school’s planned graduation program. All such speeches shall be reviewed and approved in advance by the Building Principal or his/her designee.

All students in good standing who have successfully completed the requirements for graduation may participate in the graduation exercises. Students who have outstanding financial obligations may not be permitted to participate in graduation exercises.

Student Activities**EXTRACURRICULAR PROGRAM**

Waterford High School is a conglomerate of curricular and co-curricular activities. The curricular classroom is the major learning station of the school and takes precedence over all activities.

Co-curricular or extracurricular activities usually occur after the regular school day and are only indirectly related to any specific curricula of the school. Athletics, music, publications and special interest clubs are the most heavily subscribed co-curricular groups.

Team membership carries with it an obligation to the team. Team coaches are required to inform all members of the rules of team membership. Failure to adhere to those rules can result in suspension or expulsion from the team.

With the myriad of student activities, curricular and co-curricular, the students and staff will observe the following priorities when conflicts arise in the student's schedule:

1. Regular classes
2. Detentions
3. Team participation in contests
4. Extra help with teachers
5. Team practices

Students who are in doubt about their primary responsibility should seek direction from the administration.

EXTRACURRICULAR and ATHLETIC ELIGIBILITY

Any student representing Waterford High School in any extracurricular program must set a good example of citizenship. A student must receive passing grades in at least **four units of work** in the previous quarter to be eligible for any extracurricular activity. Academic Eligibility is determined at the time of grades being posted. Students who are not eligible cannot become eligible until the next quarter grades are posted. Fall eligibility is based on final grades from the preceding year. In addition, school attendance requirements must be met (see Attendance).

During the period of suspension, students are not eligible to participate in or attend any school activity.

In addition to academic eligibility, every athlete who participates in a Connecticut Interscholastic Athletic Conference sanctioned activity (practice and/or contest), must be determined physically fit through a pre-participation physical performed no later than 12 months prior to the start date of the first training session. An interim health history must be completed prior to participation in each sport, along with parent permission. Parents and students are advised to review the CIAC transfer eligibility rules when considering a transfer to another school.

CLUBS and ACTIVITIES (subject to change)

- Model United Nations
- Landscaping and Garden Club
- Ocean Bowl
- Science Olympiad
- Science Bowl
- Student Council
- Class Council
- GSA
- Diversity Club
- Future Business Leaders of America
- Envirothon
- WATERFORDrama
- Peer Tutoring
- Dance Club
- Newspaper
- Yearbook
- Unified Sports

ATHLETIC DEPARTMENT OFFERINGS: TEAM SPORTS

A parent permission form, a signed Athletic Contract, and a physical are required for participation in sports at WHS.

Season	Boys	Girls	Co-Ed
Fall Aug.-Nov.	Football Soccer X-Country	Field Hockey Soccer X-Country Swimming Volleyball	Cheerleading
Winter Dec.-Mar.	Basketball Swimming Wrestling Indoor Track	Basketball Indoor Track	Cheerleading Fencing Unified Basketball
Spring Mar.-Jun.	Baseball Track Tennis Lacrosse	Softball Track Tennis Lacrosse	Golf

ATHLETICS CONTRACTS

PLAYER/PARTICIPANT CODE OF CONDUCT PLEDGE

- I will encourage good sportsmanship from fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.

- I will attend every practice and game that I can, and will notify my coach if I cannot.
- I will do my very best to listen and learn from my coaches.
- I will treat my coaches, other players, officials and fans with respect and I will expect to be treated accordingly.
- I will remember that sports are an opportunity to learn and have fun.
- I will not use tobacco, alcohol or drugs. If found using, selling or possessing drugs, drug paraphernalia, alcohol, tobacco (including “smokeless or chewing), or arrested in any event where drugs or alcohol are involved, I will be suspended from the team and will be referred to the school administrator for further action.

PARENT/GUARDIAN CODE OF CONDUCT PLEDGE

- Respect decisions made by contest and school officials.
- Refrain from taunting, booing, heckling and the use of inappropriate language.
- Recognize and acknowledge outstanding performances by athletes on both teams.
- Attendance at this contest is not a license to verbally assault others or to be generally offensive.
- Respect athletes, coaches, officials and fans.

BE A FAN.....NOT A FANATIC!

[Student Athlete Contract](#)

NATIONAL HONOR SOCIETY

Membership to the National Honor Society is one of the highest honors that can be awarded to a high school student. National Honor Society selection is based upon the four characteristics of scholarship, leadership, service and character. Recommendations to apply to the National Honor Society are based upon academic eligibility; membership is granted only to those students selected by the Faculty Council.

Selection Process:

1. Juniors and seniors who have attained a cumulative weighted grade point average of 16.0 (on 21 point scale) will be notified of their academic eligibility.
2. Students must complete an “NHS Application” which outlines school and community organizations in which the student has actively participated and has taken a leadership role, as well as all honors/awards received. Signatures of organization sponsors are required to verify participation. Students who have any questions should ask the NHS advisor for clarification.
3. A list of academically eligible students is circulated to staff members, who are invited to comment on the character and leadership of any students they know.
4. The NHS Faculty Council reviews the applications and staff comments. Transcripts,

Learning Through Service (LTS) documentation, and discipline reports are reviewed as well. Based upon this data, the Council selects the students for induction into the National Honor Society.

5. Students are notified of the decisions of the committee by mail.
6. Selected students are formally inducted in the spring.

Criteria for membership into the National Honor Society:

Scholarship:

- Minimum cumulative weighted GPA of 16.0
- In addition, the NHS Faculty Council carefully reviews each applicant's transcript (which includes class rank, rigor of course work and individual grades)

Leadership:

- Demonstrates leadership in the classroom, as noted by teachers.
- Holds school office or position of responsibility in an extra- curricular activity for more than one month.
- Demonstrates initiative and responsibility both in and out of the classroom.

Service:

- Minimum of 50 documented LTS hours for Juniors and 70 LTS hours for seniors.
- Demonstrates commitment to helping others on a continuous basis.
- Cheerfully and enthusiastically renders any requested service to the school.

Character:

- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations.
- Shows courtesy, concern and respect for others.

Membership into the National Honor Society is more than an honor. It carries with it certain privileges and responsibilities. Members are expected to maintain the standards that were used as the basis for their selection. In addition, NHS members must conduct a service project for the school or community in their senior year (a minimum of 25 service hours).

In keeping with the standards of the National Honor Society, students who are involved in lying, cheating, stealing, or who act in a dishonorable way will be removed from the National Honor Society.

School Services**WHS SCHOOL COUNSELING SERVICES****Philosophy**

The School Counseling program at WHS is founded on the belief that all students are unique. The delivery of our program is differentiated in order to support students in reaching their fullest potential in both their educational and career development. This is achieved by giving all students the opportunity to participate in educational and occupational exploration in an environment that is safe, caring, and encouraging. School counselors foster collaboration between all stakeholders in this endeavor: students, staff, faculty, family, and community. In doing so, school counselors establish a support system that ensures all students are equipped with the knowledge and the skills to become lifelong learners and productive members of society.

WHS School Counseling Developmental Curriculum Overview

The Connecticut School Counselor Student Standards and Competencies are organized into three broad domains: academic, career and social/emotional development. These domains promote growth mindsets and behaviors that enhance the learning process and support a positive and equitable culture of college and career readiness and success for all students. The model is a systematic, proactive and sequential approach to counseling for all students. It holds as a tenet, that each student is given unconditional, positive regard by his/her counselor.

The Comprehensive Connecticut School Counseling Framework encourages school counselors to use data to identify and close opportunity gaps using a multi-tiered approach. Counselors work collaboratively with administrators, faculty, staff, families, community partners, and outside service providers to promote success and achievement for all students.

School Counseling Department Chair

Kelly White -until October 31, 2023/ Holly Saad- November 1, 2023

860-437-6956 X7123 voice mail

E-Mail: kwhite@waterfordschools.org

November 2023 hsaad@waterfordschools.org

Fax 860-447-7928

School Counselor Assignments

Students are assigned to a school counselor based on alphabetical order, and students-counselor pairings are intended to last for the full high school experience. Incoming 9th graders and transfer students will be assigned a counselor when they enroll at WHS.

SCHOOL COUNSELING CASELOAD 2023-24		White/Saad	Adler	Guillemette	Lloyd
	9	A-B	C-H	J-P	R-Z
	10	A-B	C-H	J-P	R-Z
	11	A and O-Pe	B-F	G-N	Pi-Z
12	Newly registered/ exchange students	Bo-G	A-Be; I-Pi	P-Z	

Waterford High School recognizes the importance of a positive counselor-student/family relationship. WHS counselors are trained, and the school counseling curriculum is designed to build this rapport. As this rapport needs to build over time, a student's assigned counselor remains static except in the most extraordinary of circumstances.

A change in school counselor assignment will be considered by administration only after the following actions have been attempted:

- A meeting between school counselor and family to address any concerns.
- The opportunity for said school counselor to adjust his/her practice, should the situation merit.
- A follow-up meeting that may include the School Counseling Chair.

New counselor assignments are made by the high school and are determined by the following:

- If the student was previously assigned to a school counselor, he/she will be put on the School Counseling Chair's caseload.
- If the student was previously assigned to the School Counseling Chair (or if the chair has met the position's maximum caseload), he/she will be re- assigned to the school counselor with the smallest caseload.
- An approved change in counselor assignment for a student will impact all siblings in that student's immediate family.

Our staff of four school counselors and one secretary serves our students, parents, staff, and community on a daily basis in a variety of ways. The following description of services will detail whom to contact concerning any question a student or parent might have. The goal of a developmental system like ours is to use classroom and small group presentations coupled with individual sessions in a manner that serves all students during their stay with us. Please don't hesitate to call us at any time.

School Counseling Curriculum

The curriculum uses developmental experiences presented through groups (small and large) to promote growth in the previously stated domains during a student's time at Waterford High. Our curriculum follows the guidelines established by the CSCA/CACD K-12 developmental plan.

Individual Planning

Individual planning refers to those activities designed to help students plan and modify their academic/social/vocational development. This would include counselor interviews, level placement and vocational/career counseling.

Responsive Services

Responsive services are those actions taken to respond to the immediate needs of a student that may involve group counseling, information dissemination to teachers or parents, referral to the STAT Team or individual counseling.

In addition, other referral resources are:

- Assistant Principal
- School Social Worker
- School Psychologist
- Clinical referral depending on the nature and severity of the concern.

System Support

This component serves to create, maintain and enhance the previous three through a framework that is both developmental as well as evaluative. Through professional development, parent education and community outreach, our school counseling program is constantly changing to meet the needs of our high school community.

Our school counseling staff not only attends relevant conferences and workshops throughout the year, but also interviews various colleges and business personnel to keep abreast of changing trends in higher education and the workforce.

Parent Education

Annually, our office has been an integral part of the following programs:

- Freshman Orientation (August)
- Parent Nights (per grade level)
- College Fair (October)
- Financial Aid Night (October)
- Naviance Training

Administrative Support

The school counseling department supports the administrative staff in the following areas:

Scheduling:

The school counseling staff gives input into the development of the master schedule, identifying possible problem areas while working with students to help them make the most of their selections within the confines of the master schedule.

Records:

In accordance with the Federal Educational Rights and Privacy Act (FERPA), records are to be maintained at the High School and available for inspection by any parent or student over the age of 18. We do not disclose information to third parties without parental consent except in the event that other school officials with a legitimate educational interest, requests them. Examples include school transfers, college applications, educational program compliance, and court subpoena releases. Questions concerning the high school policy with regard to directory information release are to be directed to the High School Principal or designee. The school counseling department is responsible for maintaining accurate cumulative folders stored in our vault for the duration dictated by State requirements. We also maintain SRBI records, report cards, progress reports and copies of disciplinary records. These copies are destroyed upon a student's graduation or withdrawal from school.

Transcripts and State of CT-Department of Education Reports:

Our office prepares approximately 1,000 transcripts each year for students, graduates, and alumni. The school counseling department works with the administration to prepare reports required by Connecticut General Statutes. High School transcripts containing information other than directory information are not released without prior written consent. The exception to this rule is a transcript for a college or university. Waterford HS considers the student application to a college as written consent and therefore a transcript is sent with every application. Students can request additional transcripts through Naviance.

Cooperative Liaisons:

The school counseling office works closely with various schools and institutions to provide students additional school options. These include the following:

- New London Adult Education Programs (GED, etc.).
- UCONN Early College Experience Program.
- College Board Advanced Placement Program.
- Three Rivers Community College/College and
- Careers
- Pathways Program
- Conn College Scholars

Scholarships: Our staff has created a large database of scholarship opportunities available from colleges and private sources posted on Naviance. We also work with the assistant principals as an integral part of the Waterford Scholarship Committee to disseminate \$50,000 - \$100,000 in local funds annually. Applications may be obtained in our office after April each year. Awards are based on academic progress as well as financial need. However, some awards are based on academic merit alone.

School Counseling Resources:

- Career/College Information Planning Guide
- Developmental School counseling Program
- Naviance Scholarship Database
- College/Career Room

HEALTH OFFICE

There is a nurse on duty at Waterford High School from 7:30 a.m. to 2:00 p.m. Students requiring a nurse's attention should report to the health office. A pass is required from the classroom teacher. If a student is ill with a contagious disease, the school nurse should be notified. The student is to report to the nurse before attending class on the day he/she returns to school.

A certificate issued by the physician is required before the student may return to school if he/she has had impetigo, scabies, etc. and/or any condition deemed necessary by the nurse.

A physician's note is also required if the student has sustained an injury and will need to be excused from P.E. or sports. The note should specify the length of time that the student should be excluded from the activity.

The State of Connecticut mandates that a health assessment be done sometime during 9th or 10th grade. No student may enter 11th grade if they are not in compliance with this state law. The physical may be done by the student's primary care physician or an APRN.

Any student planning to participate in a sport must have a physical that is current, within a year of the start date of the first training session. If the health assessment expires during the sport season then an updated physical is required. Careful attention to dates and early scheduling will avoid time lost from the sport. In addition to the health assessment a parent permission slip and questionnaire is necessary for participation.

The health office handles accidents or illnesses during school hours, eye examinations, vaccinations, home visits, health classes taught in physical education and school insurance matters.

Students in the Waterford Public Schools may take medication while at school only after the "Authorization for the Administration of Medications by School Personnel" form is signed by both the student's physician/dentist and parent or guardian, completely filled out and on file at the student's school. The medication policy covers all prescriptions, including controlled drugs and

over-the-counter drugs (acetaminophen or ibuprofen). It is recommended at the High School level students have "self-medicate" orders for the use of inhalers and epi-pens. These forms are available

in the health office or online.

The Waterford Board of Education Policy on the administration of medication to students applies to school sanctioned field trips. For any overnight field trips or trips abroad a form for the administration of medication must be completed by the student's MD. The order must be specific for the day at departure to the day of return. Medication for the trip must be in the original labeled container with the exact number of doses to last the whole trip.

Students may self-medicate only with specific written orders from their physician and from their parent/guardian.

Students are to be administered medications under this policy only during regularly scheduled school hours or during approved Board of Education sponsored activities.

Illness: If you become ill, obtain a pass from your teacher to go to the health office. Contacts to parents for illness must be made in the health room, not by the student via cell phone. Reminder: a nurse dismissal is not an excused absence. Only absences documented by a medical doctor are excused.

United Community Health & Family Services (UCFS)

Waterford Public Schools has two School-Based Health Centers (SBHC) through UCFS Healthcare located at Waterford High School and Clark Lane Middle School. The centers provide comprehensive physical and behavioral health and well care to students who attend Waterford Public Schools. Both School-Based Health Centers are available for ALL Waterford Public Schools' students.

The School-Based Health Centers are staffed with an APRN (Advanced Practice Registered Nurse) and two Behavioral Health Clinicians who are experts in adolescent health and employed by UCFS Healthcare. SBHC services and care supplement and coordinate with services and care provided by private pediatricians. SBHC's services include yearly well-child examinations, vaccinations, sports physicals, and acute and chronic care visits with an emphasis upon prevention through early intervention and education. Behavioral Health offers services in mental health assessments, substance use screenings and counseling. Parental consent for services is required in accordance with all laws. Services are billed to insurance carriers, and assistance is available for those who are not insured. More information on the School-Based Health Centers can be found on the Waterford Public Schools Website at:

https://www.waterfordschools.org/parents_family/for_students/school-_based_health_center

LEARNING THROUGH SERVICE

It is a teaching and learning approach that integrates community service with academic study to enrich learning, teach civic responsibility, and strengthen communities.

ALL students at Waterford High School must complete and document LTS hours. Students must complete 80 hours (up to 40 hours can be earned through an approved Capstone Project in grade 11)

Students failing to complete the service requirement will NOT be permitted to graduate.

Learning Through Service hours may be completed through volunteer service, career exploration/job shadowing opportunities, and incorporated into the Capstone Project (for up to half of the required LTS hours). Students who transfer to Waterford High School during their high school career will have their Learning Through Service hours prorated based on the amount of time they are enrolled at WHS.

What is an acceptable LTS project outside of the classroom? The following are some of the criteria which will be used by the Learning Through Service Coordinator, when determining “meaningful” service.

The service must:

- be provided free of any remuneration (no payment)
- be consistent with the Waterford High School philosophy as approved by the Waterford Board of Education
- be an active experience that measurably benefits another person, the school community, or the community at large. (Performing tasks for family members, parents, grandparents, aunts, uncles, etc. does NOT count as a service project.)

Any project that does not clearly meet the above criteria MUST receive pre-approval from LTS Coordinator or the hours will be denied.

What is the policy on volunteering in a private residence or for a private individual or family?

Performing tasks not limited to but including babysitting, shoveling snow, raking leaves, mowing lawns, home maintenance, tutoring, music lessons, dance lessons, karate lessons, and so on, in someone’s home or for a private individual or family does not constitute a service project. Exceptions to this rule are sometimes made for individuals or families with extraordinary special needs but only with prior approval. Do not submit this type of project without having received prior approval; approval will not be granted after the fact.

When can students conduct service projects?

Independent LTS Projects may only be performed outside of regular school hours. Students may begin service projects during the summer following completion of middle school. Middle school students will receive a copy of the LTS Program Manual and all forms during an orientation program held at the middle school in May of each year.

How do students document service projects?

Students must document all service through the LTS app called MobileServe. Documentation will only be accepted for the current academic year or prior summer. Strict adherence to published deadlines will be expected.

LANCER LIBRARY/MEDIA CENTER

The Lancer Library/Media Center is open to students M-F, 6:45 a.m. to 3:45 p.m. It offers a wide array of resources and services including 10,000 volumes, 60 periodicals, 150 DVDs, 45 laptops, and most of the textbooks used in classes throughout the school. Beside the main library room, there are three separate meeting rooms for classes or small groups, two of which, including the library room, are equipped with interactive Promethean boards. The library offers a variety of supplies to support

student work, including photocopier, printer, laminator, colored pencils and paper, and other school necessities.

Students can access the library during their study halls or during lunch. All students are expected to check in with library staff upon entering the library. Students are welcome to come in for quiet reading, research, study, and book selection. Classes doing resource-gathering have priority and may sometimes preempt other students.

The Lancer Library/Media Center can also be accessed under the Academics tab on the school website. Students have access to the online catalog, a variety of subject-specific databases, and a portal for their Google Drive account, as well as direct links to the Waterford Public Library, the UCONN library for ECE students, and the Teenager Driver page of the DMV.

Regular books circulate for three weeks. Reference books and magazines do not, except by special request..

CARE TEAM

The Waterford High School CARE Team addresses the challenge in school through a positive and success-oriented approach that uses specific assessment and intervention tactics to help remove educational and behavioral stumbling blocks.

A continuum of academic and behavioral support is provided through Waterford High School curriculum and the following SRBI academic interventions: Study Academy, literacy support, math support, and/or social/emotional support to meet the needs of students. A student's progress is monitored and data are studied; findings are used to determine students' need to receive the proper tier of SRBI interventions. In order to provide support and instruction, a student's class schedule may be subject to change to allow for interventions.

**SCHOOL PROCEDURES AND
BEHAVIOR EXPECTATIONS****ACCIDENTS**

All injured students should report to the school nurse. The nurse will make medical referrals when necessary. The person in charge of the class or activity where the accident occurs must report the accident to the nurse as soon as possible.

ANNOUNCEMENTS

Announcements will be updated daily and must be approved by the advisor and submitted to the main office. Announcements will be duplicated for reading and posting in classrooms. Order of class periods, lunch menus, and other pertinent information will be included in the announcements. Students are responsible for keeping themselves informed and for reporting as directed in the announcements.

Some announcements will be made orally over the public address system at the start of homeroom after the Pledge of Allegiance and a moment of silence.

ATTENDANCE

Connecticut state law requires parents to make sure that their children between the ages of 5 and 18 attend school regularly unless the child is a high school graduate or the parent or person having control of such child is able to show that the child is receiving equivalent instruction in the studies taught in the public schools.

The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school, upon signing a withdrawal form at the school district's offices.

Daily attendance is a key factor in student success, thus any absence from school is an educational loss to the student. These rules are designed to minimize student absenteeism while providing students the opportunity to make up schoolwork missed due to legitimate absence.

Absences for the purpose of vacation are not excused. Such absences count toward the total absences for the student.

Teachers will make reasonable attempts to provide information regarding classwork for students who will be out of school for vacations, but **cannot be expected** to provide full classwork assignments in advance of the classes that are going to be missed. It is the student's responsibility to stay current with work posted on teacher websites and to meet with teachers on return to school to ensure that all missing classwork is assigned.

ABSENCE

Every attempt should be made to confine necessary appointments to after school, weekends, and vacation periods. When a parent determines that an absence is necessary, parents are requested to contact the school between 7:00 a.m. and 9:00 a.m. on the day of the absence and ask for the attendance office. Parents should state the reason for the absence.

- Death in the immediate family
- Illness of or injury to the student
- Religious observance
- Court appearance/Probation appointment
- Family emergency that cannot be handled outside of school (administrative approval)
- Medical appointment
- Participating in a school sponsored activity
- College visit – limited to grades 11 & 12 (2 days per year)
- Other absences as approved by the principal's office in advance

If the parent does not call, an automated phone call will be sent to the parent/guardian alerting them of their student's absence. The responsibility for makeup work lays with the student, not the teacher. Unless a student has an extended illness, all makeup privileges must be completed as per arrangement with the teacher.

Any absence before the student's tenth (10th) absence, is considered excused when the student's parent/guardian approves such absence orally or submits appropriate written documentation in accordance with this regulation. (BOE REgulation 5010c

For the student's tenth (10 th) absence and all absences thereafter, a student's absences from school are, with appropriate documentation in accordance with this regulation, considered excused only for the following reasons:

- Student illness (verified by an appropriately licensed medical professional)
- Religious holidays
- Mandated court appearances (documentation required)
- Funeral or death in the family, or other emergency beyond the control of the student's family
- extraordinary educational opportunities pre-approved by the district administrators and in accordance with Connecticut State Department of Education guidance and this regulation
- lack of transportation that is normally provided by a district other than the one the student attends.

ATTENDANCE AND CREDIT

No student may receive course credit for a semester course upon being absent from the course seven (7) class periods.

No student may receive credit for a full year course upon being absent from the course thirteen (13) class periods during the school year.

Notification will be given when a student reaches the half, and final loss of credit stages during the school year. The grade earned will appear on the transcript/report card with a notation that no credit is earned.

Any class missed due to an early dismissal or tardiness will count as an absence if the student was not present for at least 60 minutes of the block. Being called from class by an administrator, counselor, or nurse will not be counted as an absence.

ATTENDANCE AND EXTRACURRICULAR

Students must be in attendance for four (4) hours a day and be at school by 10:10 am in order to participate in extracurricular activities. For weekend extra-curricular activities, Friday attendance will be used to determine eligibility to participate. Exceptions to the rule must be approved at least a day in advance by an administrator.

Parents should check the Power School portal to monitor their children's attendance.

ATTENDANCE APPEALS

Any student wishing to explain unusual circumstances affecting his or her absence record may, upon notification of loss of credit, appeal the loss of credit.

The appeal process is as follows:

1. The student fills out an attendance appeal form.
2. Once the form is completed, the student should meet with his/her counselor to explain why credit should be restored.
3. Counselors meet with the CARE Team to make the case for credit restoration. The CARE Team consists of administrators, counselors, and teachers. The team reviews documentation and may affirm loss of credit, restore credit, or hold credit in abeyance pending an improvement in attendance over the course of the school year.

Appeals will be heard at the end of first and second semesters. This policy does not exclude administrative discretion on issues of attendance.

BULLYING POLICY

Board of Education Policies are published on the Website. The Waterford Board of Education policy prohibits bullying, as defined in the policy, on school grounds or at school- sponsored activities. Board policy #5131.911 defines bullying as “any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated over time.”

Any student found to have engaged in bullying as defined in Board policy #5131.911 will be subject to disciplinary action, including suspension and expulsion in accordance with Board Policy #5131.911.

Board Policy #5131.911 regarding bullying on school property or at school-sponsored activities, provides that a student who believes he or she has been the victim of bullying (or any other person, including parents or guardians) may report the matter, orally or in writing, to any teacher or member of the school administration. The policy also provides that students may anonymously report acts of bullying to teachers and administrators and that parents or guardians may file reports of suspected bullying

A copy of the entire bullying policy may be obtained in the Administrative Office.

CLASS CUTTING

Parents/Guardians will be notified by mail when students cut class. Students will be subject to disciplinary action. No make-up work will be allowed.

DISMISSALS

Students are not allowed to call home for dismissal due to illness. Procedure: dismissal is by the nurse for accidents and illness.

LEAVING SCHOOL GROUNDS/RELEASE FROM SCHOOL

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event that it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office.

Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student’s parent or guardian. The attendance office will confirm all early dismissal requests. Children of single-parent families will be released only upon request of the parent whom the court holds directly responsible for the child and who is identified as such in the school data base, unless prior arrangements have been made with the school.

TARDINESS

Block 1/ Start of Day

It is important for students to arrive at school on time to ensure minimal disruptions to the learning environment. Students are considered late to school if they are not in their class at the start of school (7:25 am).

- Students who arrive at school between 7:25 and 7:30 will report directly to class and will be marked Tardy to class and entered as such in Powerschool. Repeated tardies to class will be addressed according to [WHS Discipline Chart](#).
- Students arriving after 7:30 will be considered Tardy to school and will need to sign-in with the designated personnel at each of our three entrances to receive a pass to their class. Teachers will not admit students after 7:30 without a tardy pass.
 - Main Entrance - Attendance Office
 - Second Floor Entrance- Administrative Assistant in second floor office
 - Field House Entrance- Security Staff

Any students reporting to school after 8:00 am must enter the building through either the main entrance or the second floor entrance. There will be no entry allowed at the Field House after 8:00 am.

Blocks 2-4

Students have 5 minutes to pass between classes and are expected to arrive on time. Students arriving after the bell disrupt the learning process for others.

- Students who arrive within 5 minutes of the bell will be marked Tardy to class and entered as such in Powerschool. Repeated tardies to class will be addressed according to the [WHS Discipline Chart](#).
- Students who arrive more than 5 minutes late to class (without an appropriate pass from a staff member), will be marked Tardy to class and entered as such in Powerschool. Students with these extended tardies will also be referred to administration for further investigation and possible disciplinary consequences based on the WHS Discipline Chart (i.e. being in an unauthorized area / class cut).
- Students who arrive more than 30 minutes late to class (without an appropriate pass from a staff member), will be marked Tardy Absent (TAb) to class. Students with these extended tardies will also be referred to administration for further investigation and possible disciplinary consequences based on the WHS Discipline Chart (i.e. being in an unauthorized area / class cut).

TRUANCY

Students are obligated to attend school. A student age five to eighteen, inclusive with four (4) unexcused absences in one month or ten (10) unexcused absences in a school year will be considered a truant. For those students who are under the age of sixteen, repeated truancy will result in referral to Waterford Youth Service Bureau and/or Court.

BUS – TRANSPORTATION

The Waterford Board of Education provides bus service for public school students living the required distance from the school. Each year, the scheduled bus stops and time of student pickup is published before the opening of school.

In addition to the bus service to and from school at the scheduled times, there is a "late bus" service. The late bus leaves the high school at approximately 3:45 p.m. on Monday, Tuesday and Wednesday only. This service allows students to participate in many extracurricular activities after school. Students will not be allowed to loiter after the close of school. The late bus is a privilege and students must have a late bus pass from the supervising teacher or coach. If students leave school grounds, they will not be allowed to ride the late bus.

Any request for a change of bus or bus stop must be processed through the office. A pass will be issued on the morning of the request with a written note from a parent.

CAFETERIA

All students are required to report to the cafeteria during assigned lunch. Students may bring lunches or buy lunches in the cafeteria. They are responsible to clean up their own lunch garbage (tray, bag, wrappers, water bottles, etc). Cafeteria use is a privilege that can be denied if irresponsible behavior occurs.

Since classes are in session throughout the lunch period, students are to be in the lunchroom within five minutes of the start of the lunch period; students are to remain in the cafeteria during their assigned lunch period. Students are to maintain decorum when passing to lockers or classes.

CARE OF PROPERTY

Students are entrusted with and made responsible for considerable valuable property such as books, furniture, laboratory equipment, athletic equipment, etc. At the end of the period of its use, it should be returned with no more depreciation than normally expected from ordinary use. Students will be held financially liable for extraordinary depreciation of property entrusted to their care.

CARS – STUDENTS

Students driving cars to school must file a student-parking permit. The forms are available in the second floor office. Students must park in the assigned parking lot. Cars parked illegally will be subject to fines or towing. Repeated parking violations may result in loss of driving privilege.

School officials reserve the right to search a student's car when reasonable suspicion exists while they are on school property. Students violating driving rules and regulations, as set forth by the State of Connecticut or promulgated by school officials, will be denied the right to drive/park on school grounds. Reckless driving will result in loss of driving privilege. Please note posted speed limits are enforced.

CELL PHONES/PERSONAL ELECTRONICS

The use of cell phones/personal electronics will be allowed for education use as directed by the administration and classroom teachers. Devices are not to be used in a manner that is disruptive to

the educational process or the functioning of the school. Students will not be required to bring personally- owned devices to school, and the school will not be responsible for loss, theft, or damage to devices that are brought to school.

CHEATING

Students are encouraged to study together. However, CHEATING IN ANY FORM, giving or taking information during testing, or plagiarism, will result in a zero for the test, homework, or paper involved.

- Cheating includes, but is not limited to, unauthorized talking during test, leaving papers uncovered, or violation of teacher directives during testing.
- Plagiarism is the taking of someone else's ideas, words, or writings and using them as your own, without crediting the source. Both quoting and paraphrasing of an outside source without crediting that source are forms of plagiarism. In all confirmed cases, teachers must notify the administration and the students' parents. The use of cell phones during testing will be considered cheating.

DANCES

Projected plans for the date of a dance must be presented to and confirmed by the Administration in advance by the faculty advisor or with the consent of the faculty advisor of the sponsoring organization. There may be some dances during the year that guests will not be allowed to attend.

WHOM TO ADMIT: All Waterford High School students may attend dances. One guest is permitted when escorted by a Waterford High School student. Guests **must** be pre- registered prior to the day before the dance. Registration is at the time of ticket purchase. Guests will be asked to show I.D. upon entering dances.

WHOM NOT TO ADMIT: Suspendees, restrictees, absentees, anyone improperly attired, or non-Waterford High School students not pre- registered and pre-approved in advance, or anyone 21 and older.

There must be adequate faculty sponsors for any dance. A police officer should also be on duty to provide security for the dance.

Students who break the rules shall be removed from the dance and their parents notified. Once a person leaves the dance, he/she shall not be readmitted. No one will be permitted to loiter on the school grounds during or after a dance. Inappropriate conduct may also result in exclusion from other dances.

PLEASE NOTE: Breathalyzer tests will be administered randomly upon entrance to and exit from school dances (including the guests). Refusal to submit to such test will result in exclusion from entry.

Students who do not drive should make arrangements to be picked up by the time the dance ends.

DETENTION

The administrators, in accordance with the WHS Discipline Chart, schedule school detentions. Any misconduct in the detention hall will result in serious disciplinary consequences, including possible suspension from school. Late buses leave at 3:45 p.m. on Monday, Tuesday, and Wednesday.

EXTENDED DETENTION

Friday afternoon detentions are two hours long, depending on the seriousness of the infraction.

- All students must arrive by 2:15 p.m. to serve detention.
- No bus transportation is provided. Transportation is the student's responsibility.
- Students are to bring their own school work. No student will be allowed to leave the detention room to go to a locker for books.
- Students will be assigned seats by the detention monitor and must follow all directions given by the monitor.
- Violation of rules will result in additional disciplinary consequences. A student who is removed from detention by the monitor will receive no credit for the time served.

It is expected that all students will serve their assigned detentions. In the event of a serious illness, death in the family, religious reason, or other extenuating circumstance, prior administrative approval is required to reschedule the detention.

STUDENT BEHAVIOR CODE/CONDUCT (See BOE Policy)

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. The district has authority over students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time and location.

A student who violates the district's code of conduct shall be subject to disciplinary action. These disciplinary actions may include using one or more discipline management techniques, such as detention, removal from class and/or school activities, removal to an alternative education program, out-of-school suspension, and expulsion. Disciplinary measures will be appropriate for the offense. In addition, when a student violates the law, that student may be referred to legal authorities for prosecution. Students are subject to discipline, up to and including suspension and expulsion for misconduct, which is seriously disruptive of the educational process and violates publicized Board of

Education policy even if such conduct occurs off school property and during non- school time.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time, in person and online.
2. Being visible on camera during distance learning.
3. Being prepared for each class with appropriate materials and assignments.
4. Being dressed appropriately, consistent with school policy.
5. Showing respect toward others

6. Behaving in a responsible manner.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Students at school or school-related activities are prohibited from:

1. Cheating or copying the work of another person.
2. Throwing objects that can cause bodily injury or damage property.
3. Leaving school grounds or school-sponsored events without permission.
4. Disobeying directives from school personnel or school policies, rules, and regulations.
5. Being disrespectful or directing profanity, vulgar language, or obscene gestures towards other students, teachers, or other school employees.
6. Playing with matches, fire, or committing arson.
7. Committing robbery or theft.
8. Damaging or vandalizing property owned by the school, other students, or school employees.
9. Disobeying school rules on school buses.
10. Fighting, committing physical abuse, or threatening physical abuse.
11. Committing extortion, coercion, or blackmail; that is, forcing an individual to act through the use of force or threat of force.
12. Name-calling, making ethnic or racial slurs or derogatory statements that may substantially disrupt the school program or incite violence.
13. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
14. Assaulting a teacher, staff member, or other individual.
15. Selling, giving, delivering, possessing, using, or being under the influence of drugs such as: marijuana; any controlled substance or drug; any alcoholic beverage; or any intoxicant.
16. Possessing a firearm, knife, martial arts weapon, or dangerous instrument.
17. Use or possession of prescription drugs which are given to a person other than for whom the drug is prescribed.
18. Use of tobacco products or e-cigarettes.
19. Bullying or hazing.
20. Behaving in any way that disrupts the school environment or educational process or using devices (such as laser pointers, noise-makers, etc.) that can interfere with the educational process.
21. Use of cell phones or personal technology devices in a manner that is disruptive to the school or classroom environment.
22. Giving false information or refusing to identify oneself to school employees.

Students are subject to disciplinary action, including suspension and expulsion, for conduct which is

seriously disruptive of the educational process and is a violation of publicized Board of Education policy and rules, even if such conduct occurs off school property and during non- school time. In determining whether conduct is “seriously disruptive of the education process” for purposes of suspension and expulsion, the administration in cases of suspension, and the Board of Education or impartial hearing board in matters of expulsion, may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol, drugs, or intoxicant of any kind.

Any senior guilty of a serious misconduct may be denied all senior privileges (i.e. prom, picnic, class day, and graduation ceremony)

EXPULSION

The Board of Education may expel a student from school privileges if, after a full hearing, the Board finds that the student’s conduct on school grounds or at a school- sponsored activity endangers person(s), or property or is seriously disruptive of the educational process or is in violation of a

publicized Board policy. In addition, the Board of Education may similarly expel a student if it finds that the student’s conduct off school grounds is in violation of such policy and is seriously disruptive of the educational process. Students who have been expelled may be eligible for an alternative educational program. Grading in this program will be at the standard level for Quality Point purposes.

Expulsion from school will result in the loss of all extra- curricular and social privileges during the period of expulsion.

Expulsion proceedings shall be required whenever there is reason to believe that any pupil (A) on school grounds or at a school-sponsored activity, was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, (B) off school grounds, did possess such a firearm in violation of or did possess and use such a firearm, instrument or weapon in the commission of a crime, or (C) on or off school grounds, offered for sale or distribution a controlled substance. Such a pupil shall be expelled for one calendar year if the Board of Education finds that the pupil did so possess or so possess and use, as appropriate, such a firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance. The Board may modify the expulsion period on a case-by-case basis.

Whenever a student is expelled, notice of the expulsion and the conduct for which the student was expelled will be included on the student’s cumulative education record. The record will be expunged if the student graduates from high school and the expulsion were not for weapon possession. An expelled student may apply for early readmission to school. Such readiness is at the discretion of the Superintendent.

SUSPENSION

A teacher may remove a student from classes when the student deliberately causes serious disruption of the teaching and learning process within the classroom.

The administration may suspend a student whose conduct on school grounds or at a school sponsored activity is in violation of a publicized policy of such Board of Education or is seriously

disruptive of the educational process or endangers persons or property or whose conduct off school grounds is in violation of such policy and is seriously disruptive of the educational process. In addition, the administration may suspend transportation services for any pupil whose conduct while awaiting or receiving transportation to and from school endangers persons or property or is in violation of a publicized policy of such Board of Education.

Suspension is defined as an exclusion from school privileges for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed.

However, no student shall be suspended without an informal hearing before the building principal or his/her designee at which time the student shall be informed of the reasons for the disciplinary action and given an opportunity to explain the situation, unless circumstances surrounding the incident require immediate removal. In such instances the informal hearing will be held during the suspension.

NOTE: During a period of suspension or expulsion students are not allowed or eligible to participate in or attend any school activity.

DISCIPLINE CONSEQUENCES

The linked grid is a guide to consequences for misconduct at Waterford High School. The Administration may use their discretion in special circumstances and any other misconduct which compromises the safe and orderly environment is subject to disciplinary action.

[WHS Disciplinary Chart](#)

DANGEROUS WEAPONS IN THE SCHOOLS

No guns, knives or any other weapons or objects, including martial arts weapons, capable of threatening or causing injury or death may be brought onto school grounds or at a school-sponsored activity. Any object which may be used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution as well as, appropriate disciplinary action. Any student found to have a weapon on school grounds or during a school activity will be expelled from school.

It shall be a violation of this policy for any student to have in his or her possession, on school property or at school-sponsored activities, weapons or dangerous instruments as stated above, as well as the following:

1. Weapons and dangerous instruments, including, but not limited to:
 - a. Any firearm of any description.
 - b. Any facsimile of firearm.
2. Chemical weapons or explosive devices (e.g. mace, ammunition).
3. Any other dangerous instrument that is capable of inflicting injury.

4. Any object not normally considered dangerous but which is used with the intent to cause harm.

A student having in his or her possession, or in a desk or locker, any weapon, dangerous instrument or a facsimile thereof will be subject to both school discipline and/or law enforcement intervention. In addition, use of such a weapon or dangerous instrument will result in criminal prosecution.

In the enforcement of this policy, when reasonable suspicion exists, administration may authorize:

1. Inspections of student lockers.
2. Inspection of student automobiles driven to school and parked on school property.
3. Inspection of the contents of a student's pockets, purse and/or bags if there is reasonable suspicion that the student is in possession of a weapon or dangerous instrument.

NOTE: Pursuant to Board of Education Policy, students are subject to suspension and expulsion (exclusion from school privileges) for misconduct even if such misconduct occurs off of school property and during non-school time if such misconduct is seriously disruptive of the educational process. Students are expected to be familiar with the provisions of Board Policy 5114. A copy of this policy is available upon request in the office of the Principal and in the office of the Superintendent of Schools.

DISCIPLINARY APPEALS PROCESS

Student appeal process for discipline must be started within two (2) school days of assignment of discipline consequence. If a student believes that a classroom decision is unfair, the student has the right to appeal by asking to speak with the teacher on non-class time: then, if necessary

1. Scheduling a meeting with parent, teacher and student.
2. Scheduling a meeting with the parent, teacher, student and Assistant Principal.

If a student believes that a decision made by the Assistant Principal is unfair, the student has the right to appeal by:

1. Scheduling a meeting with the person who made the decision.
2. Scheduling a meeting with the parent, student, and person who made the decision.
3. Scheduling a meeting with the parent, student, and Principal.

NOTE: The disciplinary appeal process stops with the Principal's decision. The Principal may also increase the discipline given.

STUDENT DRESS CODE

Dress Code Philosophy

All students should have the right to dress comfortably and express themselves in school through selection of clothing, hair styles, jewelry, and accessories that represent and affirm their identities. Student dress codes should support equitable educational access and should not reinforce gender or cultural stereotypes or reinforce marginalization or oppression of any group. All students and staff should also understand that they are responsible for recognizing and managing their own personal "distractions" without unnecessarily regulating individual students' clothing choices as long as clothing adheres to Board of Education Policy 5190 (Student Dress and Grooming).

Dress Code Goals

- Maintain a safe learning environment that is responsive to the specific needs of different classroom environments (e.g. protective clothing in lab settings, athletic attire in PE classes, etc)
- Ensure that all students are treated equitably regardless of gender, sexual orientation, gender identity, race, ethnicity, religion, cultural observance, body type/size, personal style, household income, or disability.
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories that may make it difficult to identify them, interfere with the operation of the school, disrupt the educational process, interfere with the rights or personal space of others, or contribute to a hostile or unwelcoming atmosphere.

Dress Code Expectations (“Must/May/May Not Wear”)

Students Must Wear:

- Shirt/top: with fabric on the front, back, and on the sides under the arms
- Bottom: pants, sweatpants, shorts, skirt, dress, and/or leggings that cover the upper thigh and undergarments.
- Shoes
- Some courses may require specialized attire (such as uniforms, safety equipment for lab classes, and required attire and sneakers for PE classes).

Students May Wear:

- Hats and hoodie sweatshirts, as long as they allow the face to be clearly visible and not interfere with the line of sight to any student or staff. Hats and hoodies must allow the student’s face and ears to be visible.
- Pajama bottoms
- Ripped pants, as long as underwear is not exposed
- Athletic attire

Students May Not Wear: Limitations to student dress and attire are based on the Waterford Board of Education Policy 5190 requirements.

- Violent language/images or gang signifiers
- Images or language depicting any illegal activity, including the use of tobacco, drugs, or

alcohol

- Hate speech, profanity, or pornography
- Images or language that creates a hostile or intimidating environment for others.
- Visible underwear (visible waistbands or straps on undergarments worn under other clothing are not a violation)
- Shirts/blouses that display the abdomen, chest, or undergarments.
- See-through clothing, tank tops, or sleeveless shirts.
- Bathing suits, except as required for PE classes and sports
- Any item that obscures the face or ears (except as a religious observance or as required PPE)

Dress Code Enforcement

The primary responsibility for the dress and grooming of a student rests with the student and their parents/guardians, and all students are expected to understand and adhere to the WHS student dress code. At school, dress code expectations will be enforced consistently and fairly by school staff regardless of the student's gender, race, or other identifying characteristics.

Enforcement guidelines:

- Enforcement of the dress code should not lead to removal from class or loss of class time unless the issue creates a safety concern or violates the dress code non-violence/non-discrimination expectations.
- School staff should address dress code concerns in as private a manner and setting as possible.
- No student should be disproportionately affected by dress code enforcement because of gender, race, body size, or body maturity.
- Students should not be publicly shamed or forced to display their body in front of others (students, parents, staff) in the course of dress code enforcement.
- Students violating the dress code will have three options to address the situation:
 - Put on their own alternative clothing, if they have it available at school
 - Borrow alternative clothing from a peer or the school for the day
 - Have a parent bring alternative clothing for the student to wear

EARLY DISMISSALS

A parent must request an early dismissal IN WRITING (could be email). A telephone number where parents can be reached should be included in the note.

Include in the request:

1. The time of departure (and return if appropriate).
2. How the child will depart (picked up, walk, drive self).
3. Reason for the early dismissal. Acceptable reasons are:
 - a. Illness
 - b. Religious observance
 - c. College visitation
 - d. Doctor's appointment

- e. Death in the family
- f. Family emergency (with administrative approval)
- g. Participating in a school-sponsored activity

Students must turn in the excusal note to the Attendance Office before 8:00 a.m. and report to the Main Office immediately before leaving school to sign early excusal log.

FEES, FINES, AND FINANCIAL OBLIGATIONS

There is a fine on overdue library materials.

Students are responsible for all materials issued and must pay replacement costs if lost.

Students may be required to purchase a limited number of supplementary books. Nominal shop fees may be required.

Students may be denied participation in all school extra or co- curricular activities, including graduation activities, until financial obligations are fulfilled.

FIRE/EVACUATION DRILLS

Fire/evacuation drills are held regularly to implant proper procedures and conduct among all school personnel. Procedures will be reviewed in each room and will be posted permanently in each room. Students must move at least 100 feet away from the school building. All students and teachers are to remain away from the building until they are instructed by an administrator to return.

FREEDOM OF SPEECH/EXPRESSION

Responsible criticism and reasonable dissent are basic to the free expression of ideas. No idea will be suppressed simply because it is not shared by the majority. However, expressions which involve false statements, disruptive or potentially dangerous content, the use of obscenities, and advocacy of violation of law or official school regulations are unacceptable.

LOST PROPERTY

Check at the high school office for lost personal items. Lost school property should be reported to your subject teacher and the main office. .

MILITARY RECRUITMENT

With the advent of PL 107-107, a law that widens the military options to establish working relationships with public schools, the following will take place: Juniors and seniors will have their biographical information, including names and addresses, released to military recruiters unless the School counseling Office is notified in writing prior to October 1 of each school year. This written notification should come from a parent or legal guardian unless the student is eighteen years of age. The notification should be addressed to the 'Director of School counseling Services.'

NOTICE OF INTENT TO RELEASE DIRECTORY INFORMATION WITHOUT PRIOR CONSENT

The following types of information contained in the education record of an enrolled student are hereby designated as directory information and may be disclosed by school officials without the prior consent of a parent or eligible student:

- The student's name
- The student's address
- The student's telephone listing
- The student's electronic mail address
- The student's photograph
- A video tape identifying the student
- The student's place and date of birth
- The student's dates of attendance
- The student's grade level
- The student's participation in officially recognized activities and sports
- The student's weight and height as a member of an athletic team
- Honors and awards received by the student

In addition, pursuant to the No Child Left Behind Act of 2001 and the National Defense Authorization Act of 2002, the school district is required to provide, upon a request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings. In addition, the school district is required to provide military recruiters with the same access to secondary school students and on-campus recruiting opportunities, as well as to directory information as provided for herein, as is provided generally to post-secondary educational institutions or to prospective employers of those students. A parent or eligible student may refuse to allow school officials to designate any or all of the above listed types of information as directory information. A parent or eligible student may also refuse to allow school officials to release the student's name, address, and telephone listing to military recruiters or an institution of higher education without the prior written consent of the parent or eligible student. Any such refusal must be made in writing to and received by the Director of School Counseling.

PASSES

Teacher permission is required for students to leave a class in progress. All students must have a hall pass or be documented on a classroom sign-out sheet.

SELLING

NO ONE is allowed to sell anything in school without the approval of the principal. Students are not allowed to order or charge anything to Waterford High School or to any Waterford High activity without prior approval of the principal.

SMOKING/VAPING

Students shall not smoke or use tobacco products on school property or at any school-related or

school- sanctioned activity, on or off school property.

SUBSTANCE ABUSE

As stated in the WHS Discipline Chart, the school prohibits the manufacture, distribution, dispensing, possession, or use of alcohol or controlled substances, including marijuana, or intoxicants of any kind, on school grounds or during school activities. Any student in violation of this will be subject to disciplinary action.

Substance abuse or distribution of drugs and/or drug paraphernalia including alcohol may indicate serious, underlying problems. Every effort will be made to offer student assistance, including early identification, referral for treatment to private or community agencies, and aftercare support.

Disciplinary procedures will be administered with the best interests of the students, school population, and community in mind and with due consideration of the rights of students. However, consideration must be given to the fact that substance abuse is illegal and subject to criminal prosecution. Unauthorized possession, distribution, sale, or consumption of dangerous or illegal drugs, controlled substances, narcotics, or alcoholic beverages is considered grounds for expulsion.

Students are encouraged to consult with teachers, administrators, and other professional staff on substance abuse problems. A staff member who is contacted by a student regarding a drug or alcohol problem may elect to keep that information confidential and not disclose it to any other person in accordance with state law. However, the student will be encouraged at the earliest appropriate time to seek help from parents or guardians.

In such cases, the decision to involve the parents/guardians will be arrived at jointly by the student and educator unless, in the judgment of the educator, the mental or physical health of the student is immediately and dangerously threatened by drug/alcohol use. If such danger is imminent, the parents/guardians and health officials will be notified so that appropriate action can be taken.

STUDY HALLS AND ACADEMIES

Study halls are for studying. Students are expected to come to study halls prepared to study. That means they should have any needed materials for studying during this assigned block of time.

THEFTS

You are responsible for the security of your own property and school property assigned or loaned to you. The staff and administration will assist when possible to resolve theft problems. The school, however, assumes no liability for thefts. Keep all money and electronics on your person at all times.

WORKING PAPERS

Students who have prospective employment may contact the High School Main Office for working papers. Working papers are issued Monday through Friday. During the summer months and vacations, they can be obtained during the week from 9:00 a.m. until 2:00 p.m. You will need to bring a promise of employment and a copy of your birth certificate to the Main Office.