



WESTON HIGH SCHOOL
115 SCHOOL ROAD
WESTON, CT 06883

2009 – 2010 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 that 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 his/her responsibilities.

For your convenience we have incorporated the Athletic Handbook into this publication. Included in that section are the rules, regulations and many other important details which govern the interscholastic athletic program at Weston High School. Athletic forms may be printed from the high school web site: <http://www.westonk12-ct.org/page.cfm?p=83>

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, 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.

MANDATORY SCHOOL FORMS

*Please complete the Main Office Forms listed below and return them to the Main Office by **September 3rd, 2009**. Forms can be downloaded from the high school web site: <http://www.westonk12-ct.org/page.cfm?p=83> and mailed to the High School or sent in with your child on the first day of school and handed in during the Advisory Period.*

*Athletic forms can be dropped off or mailed to the high school athletic department or sent in with your child **before the first day of practice**. Athletes will not be able to participate unless all necessary forms are turned in. Please be sure that parent/guardian **and physician** sign the Physical Examination Card.*

MAIN OFFICE FORMS

- Class Dues*
- Study Hall Option Form*
- Receipt & Review*

ATHLETIC OFFICE FORMS

- Physical Card*
- Emergency Card*
- Parent Player Agreement*

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ATHLETIC HANDBOOK

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DIRECTORY

School Hours
7:45 a.m. – 2:30 p.m.

Weston Public Schools

Principal	Mrs. Lisa Wolak	291-1600
Assistant Principal	Mr. Daniel Doak	291-1600
Assistant Principal	Dr. Michael Marotto	291-1600
Principal's Secretary	Mrs. Anne Graham	291-1600
Main Office Secretary	Mrs. Linda Hicks	291-1602
Main Office Secretary	Mrs. Lisa Russo	291-1604
Director of Guidance	Ms. Nancy St. Clair	291-1660
Guidance Secretary	Mrs. Maria Gregory	291-1660
School Psychologist	Mr. Angelo DiTocco	291-1682
English/Language Arts, CIL	Mrs. Doris Fiotakis	291-1641
Visual /Performing Arts, CIL	Ms. Elizabeth Morris	291-1414 X3705
Math/Science, CIL	Mr. John Drummond	291-1630
PE/Health Education, CIL	Mrs. Kim Kus	291-1464
Social Studies, CIL	Ms. Erin Murphy	291-1414 X5640
Special Education, CIL	Mr. Michael Maffucci	291-1414 X5630
World Languages, CIL	Ms. Christina Donigian	291-1414X5634
Attendance/Data Center	Mrs. Nancy LaMarco	291-1601
Registrar/College Program	Mrs. Wheat Osinski	291-1661
Nurse	Ms. Sheryl Zulkeski	291-1680
Athletic Director	Mr. Mark Berkowitz	291-1621
Athletic Dept. Secretary	Mrs. Nancy Darling	291-1621

Central Office Administration

Superintendent	Mr. Jerome Belair	291-1401
Assistant Superintendent	Mr. Thomas Scarice	291-1403
Director of Pupil Services	Mrs. Lois Pernice	291-1405
Human Resources	Mr. Arvid Anderson	291-1410
Director of Facilities	Mr. Daniel Clarke	291-1400
Business Manager	Dr. Jo-Ann Keating	291-1407

Board of Education

Mrs. Ellen Uzenoff – Chairperson	180 Davis Hill Road	227-8368
Mr. Philip Schaefer – Vice Chairperson	105 Kettle Creek Road	226-4663
Mrs. Lyn Kimberly – Secretary	3 Broad Street	454-4547
Mr. Richard Bochinski	30 Slumber Corners	454-3246
Mrs. Dana Levin	241 Georgetown Road	222-4918
Mr. Leslie Wolf	76 Blue Spruce Circle	227-7415
Mr. Joseph Fitzpatrick	21 Old Hyde Road	454-5744

Quick Reference

Attendance Line	291-1601
Athletic Department	291-1621
School Closing Line	291-1463
School Nurse	291-1680
Voicemail Information	291-1414
Web Site:	www.westonk12-ct.org

INTRODUCTION

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 develop mutual understanding. Please inform us if you discover any areas that should be added or expanded upon.

NON-DISCRIMINATION

The Weston Board of Education prohibits harassment and discrimination in educational programs, services, or employment on the basis of race, gender, color, religious creed, age, marital status, military or veteran status, national origin, sexual orientation, or past or present physical or mental disability in accordance with Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, and Americans with Disabilities Act of 1991, applicable State of Connecticut laws, and Board policies #4111, 4118.11, 4211, 5141.6, and 6121.

The Weston Board of Education agrees to comply with the above statutes and the regulations promulgated pursuant thereto. The Board shall designate an appropriate compliance officer and the procedures for processing grievances. All persons associated with the district community including, but not limited to, the Board, the administration, the staff, and the students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. All matters involving sexual harassment complaints will remain confidential to the extent possible.

Title VI, Title IX, Section 504 Compliance Officer
Lois Pernice • Director of Pupil Services • Weston Public Schools
24 School Road • Weston, CT 06883
203-291-1405

GREVIANCE PROCEDURE

If a person experiences some difficulty or feels he/she has been treated unfairly, he/she should first try to solve the problem with the person(s) involved. Counselors, psychologists, and administrators are available to assist in resolving conflicts. If, after discussing the problem, it has not been resolved, the person should bring the matter to the attention of a counselor, psychologist, or administrator who will provide written complaint procedures.

**U.S. DEPARTMENT OF EDUCATION
OFFICE FOR CIVIL RIGHTS**

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

PLEASE NOTE NEW ADDRESS:

**U.S. Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491
Phone (617) 289-0111**

<p style="text-align: center;">THE WESTON HIGH SCHOOL MISSION AND LEARNING EXPECTATIONS</p>
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Weston High School aspires to honor the unique potential of each member of the school community by creating an optimal learning environment which fosters well-being, promotes academic rigor, and encourages imaginative exploration, each of which will cultivate the wisdom necessary for enriched and vital futures.

Weston High School Core Learning Expectations

Through successful participation in the school program, students are expected to demonstrate the following foundational skills and competencies:

- Comprehension and analysis of text necessary for adult learning.
- Clear and effective communication through the written word.
- Preparation and delivery of clear and effective presentations to a variety of audiences.
- Visual literacy.
- Quantitative problem solving.
- The ability to think critically; accessing, interpreting, evaluating, analyzing and synthesizing information.
- The ability to research, synthesize, and utilize knowledge and skills across disciplines in order to solve authentic problems.
- The ability to competently apply technological skills to effective communications and authentic problem solving.
- A commitment to act cooperatively, responsibly, civilly and with academic integrity.

Weston High School students are also expected to demonstrate discipline-based and interdisciplinary understandings and applications, including:

- The ability to research, synthesize, and utilize knowledge and skills across disciplines in order to solve authentic problems.
- The ability to competently apply technological skills to effective communication and authentic problem solving.
- Independence, competence, and confidence as users of information and technology.
- Proficiency, confidence and fluency in reading, writing, listening, speaking, and viewing.
- The ability to solve authentic problems using a range of mathematical concepts and/or methods.
- An understanding of basic science concepts and interrelationships.
- The application of scientific knowledge, skills, processes, and methods of inquiry to authentic problems.
- Knowledge of history, government, the social sciences, the humanities and the arts, and an understanding of their interrelationships.
- Application of social studies principles toward responsible citizenship in a democratic society and global community.
- The ability to listen, speak, read, and write proficiently in at least one language other than English.
- Understanding and application of the five C's of language education: communication, cultures, connections, comparisons, and communities in the real world.
- An appreciation for the importance of the arts in expressing human experience.
- The ability to create, perform, and respond with understanding to the arts, including dance, music, theatre and the visual arts.
- A commitment to personal emotional, mental, and physical well-being.
- An understanding of the importance of regular participation in physical activities designed to maintain and promote wellness.
- An understanding of how the co-curricular program and service opportunities extend skills, enhance work ethic, develop positive relationships, teamwork and leadership skills, and promote self-realization.

Weston High School students are encouraged to develop the following aspects of character:

- A positive work ethic (punctuality, dependability, initiative, honesty, teamwork).
- A sense of ethics and responsibility for actions and commitments.
- The effort and diligence needed to succeed.
- A desire or willingness to explore the world of ideas.
- A sense of self-worth as unique and capable individuals.
- A sensitivity, respect, and tolerance for individual differences and diversity.
- Active and constructive participation in the larger community.
- Qualities of effective leadership.

NEASC Accreditation Report 2002– 03

Full accreditation granted *

**WHS CALENDAR
2009 - 2010**

**THE FIRST DAY OF SCHOOL IS
THURSDAY, SEPTEMBER 3, 2009.
SEPTEMBER 3
WILL RUN ON A MODIFIED SCHEDULE.**

SEPTEMBER

M	T	W	TH	F
			3(A)	4(B)
NS	8(C)	9(D)	10(E)	11(F)
14(G)	15(H)	16(A)	17(B)	18(C)
21(D)	22(E)	23(F)	24(G)	25(H)
NS	29(A)	30(B)		

OCTOBER

M	T	W	TH	F
			1(C)	2(D)
5(E)	6(F)	7(G)	8(H)	NS
NS	13(A)	14(B)	15(C)	16(D)
19(E)	20(F)	21(G)	22(H)	23(A)
26(B)	27(C)	28(D)	29(E)	30(F)

NOVEMBER

M	T	W	TH	F
2(G)	NS	4(H)	5(A)	6(B)
9(C)	10(D)	11(E)	12(F)	13(G)
16(H)	17(A)	18(B)	19(C)	20(D)
23(E)	24(F)	25(G)	NS	NS
30(H)				

DECEMBER

M	T	W	TH	F
	1(A)	2(B)	3(C)	4(D)
7(E)	8(F)	9(G)	10(H)	11(A)
14(B)	15(C)	16(D)	17(E)	18(F)
21(G)	22(H)	23(A)	NS	NS
NS	NS	NS	NS	

JANUARY

M	T	W	TH	F
				NS
4(B)	5(C)	6(D)	7(E)	8(F)
11(G)	12(H)	13(A)	14(B)	15(C)
NS	19(D)	20(E)	Mid terms	Mid terms
Mid	Terms	Mid T	28(F)	29(G)

FEBRUARY

M	T	W	TH	F
1(H)	2(A)	3(B)	4(C)	5(D)
8(E)	9(F)	10(G)	11(H)	12(A)
NS	NS	NS	NS	NS
22(B)	23(C)	24(D)	25(E)	26(F)

MARCH

M	T	W	TH	F
1(G)	2(H)	3(A)	4(B)	5(C)
8(D)	9(E)	10(F)	11(G)	12(H)
15(A)	16(B)	17(C)	18(D)	19(E)
22(F)	23(G)	24(H)	25(A)	26(B)
29(C)	30(D)	31(E)		

APRIL

M	T	W	TH	F
			1(F)	NS
5(G)	6(H)	7(A)	8(B)	9(C)
12(D)	13(E)	14(F)	15(G)	16(H)
NS	NS	NS	NS	NS
26(A)	27(B)	28(C)	29(D)	30(E)

MAY

M	T	W	TH	F
3(F)	4(G)	5(H)	6(A)	7(B)
10(C)	11(D)	12(E)	13(F)	14(G)
17(H)	18(A)	19(B)	20(C)	21(D)
24(E)	25(F)	26(G)	27(H)	28(A)
NS				

JUNE

M	T	W	TH	F
	1(B)	2(C)	3(D)	4(E)
7(F)	8(G)	9(H)	10(A)	11(B)
Finals	Finals	Finals	Finals	Finals

**Mid Term Exams: January 21 – 27
Final Exams: June 14– June 18**

Delayed Opening: December 3, January 19, February 4, March 31
Early Dismissal: November 25, December 23, May 21

WHS 2009 – 2010 SCHEDULE PERIOD ROTATION

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
3 9:47 – 10:43	5	6	3	3	6	5	3	3
10:43 – 10:48	MORNING ANNOUNCEMENTS							
4 10:52 – 12:28	6	5	4	4	5	6	4	5
LUNCH								
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
DROP	1 & 2	3 & 4	5 & 6	7 & 8	1 & 2	3 & 4	5 & 6	7 & 8

LUNCH

1st Lunch *Begin 10:52 End 11:22*

2nd Lunch *Begin 11:25 End 11:55*

3rd Lunch *Begin 11:58 End 12:28*

2009 – 2010 IMPORTANT DATES

<u>MARKING PERIOD</u>	<u>BEGINS</u>	<u>INTERIMS DUE</u>	<u>ENDS</u>
QT 1 42 days	9/03	10/02	11/06
QT 2 43 days	11/09	12/09	1/20
QT 3 42 days	1/28	3/03	4/05
QT 4 43 days	4/6	5/11	6/11
MID TERM EXAMS	January 21- 27		
FINAL EXAMS	June 14 – 18		

ACADEMIC DEADLINES

9/18	Withdrawal from Honors or AP courses without penalty, for criteria see the policy in the Course Selection Guidebook, pages 10-12.
10/2	Independent Study applications due for first semester
10/2	Pass/No Grade option for 1 st semester classes
10/2	WITHDRAWAL WITH NO RECORD FOR FIRST SEMESTER COURSES
After 10/2	W on transcript/WF if not passing the course at that time: 1 st semester courses
11/06	Withdrawal with no record for year-long courses
11/06	Pass/No Grade option for year-long courses
1/20	Withdrawal with a W for a year-long courses
After 1/20	W on transcript/WF if not passing the course at that time: year courses
2/4	Independent Study applications due for second semester
3/5	Pass/No Grade option for second semester courses
3/5	Withdrawal with no record for second semester courses
After 3/5	W on transcript/WF not passing the course at that time: 2 nd semester courses

COLLEGE BOARD INFORMATION 2009 – 10

WHS Secondary School Code Number	070913
STAPLES College Board Test Center Code Number	070920
WILTON College Board Test Center Code Number	070938

2009 – 10 TESTING DATES

<u>SAT I & II TEST DATES</u>	<u>ACT TEST DATES</u>
October 10	September 12
November 7	October 24
December 5	December 12
January 23	February 6
March 13 (SAT I only)	April 10
May 1	June 12
June 5	

- Preliminary Scholastic Assessment Test / National Merit Scholarship Qualifying Test, (PSAT / NMSQT): Saturday, October 17, 2009
- Advanced Placement (AP) Examinations: May 3-14, 2010
- CAPT Testing Window: March 1 – 31, 2010

2009 – 2010 TIMETABLES

EXAMINATION SCHEDULE

Period	Time	Minutes
First Testing Period	07:45 – 09:35	110
Second Testing Period	10:05 – 11:55	110

EARLY DISMISSAL SCHEDULE

Period	Time	Minutes
First Period of the day	07:45 - 08:22	37
Second Period of the day	08:26 - 09:03	37
Third Period of the day	09:07 - 09:44	37
Fourth Period of the day	09:48 - 10:25	37
Fifth Period of the day	10:29 - 11:05	36
Sixth Period of the day	11:09 - 11:45	36

2-HOUR DELAYED OPENING SCHEDULE

Period	Time	Minutes
First Period of the Day	9:45 – 10:19	34
Second Period of the Day	10:24 – 10:58	34
Third Period of the Day	11:03 – 11:37	34
Fourth Period of the Day	11:42 – 1:12	
	11:42 – 12:12	1 st lunch
	12:12 – 12:42	2 nd lunch
	12:42 – 01:12	3 rd lunch
Fifth Period of the Day	1:17 – 1:51	34
Sixth Period of the Day	1:56– 2:30	34

PTO BOARD 2009 – 2010
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Executive Board

President	Bridget Holmes
Vice President	Dawn Egan
Secretary	Jamie Kapel
	Stephanie Schwartz
Treasurer	Terry Mello
Bd. Of Ed Reps.	Denise Harvey
	Laurie Ann Scher
Philanthropy	Anne Fitzpatrick
	Caron Palder
Communications	Ellen Gelerman
Past President	Susan Fleming

Board

Bake Sale	Julie Cook
	Alice Christopher
Membership	Mary Hassett
Publicity	Nancy Haar
Directory	Lynn Walkoff
Hospitality	Filomena Mackler
	Jennifer Mitchell
	Ninfa Valella
	Kassie Witte
By Laws	Brandy Solinsky
Road Race	Karen Sitney
PSAT/SAT	Janet Klaassen
ADAP	Susan Seath
Website Manager	Karen Chestler
Grade 09 Reps:	Eileen Brostoff
	Diana Muller
	Karen Sitney
	Deborah Wise
Grade 10 Reps:	Lorin Blitzer
	Debbie Dyson
	Maria Molinsky
	Daren Marvin
Grade 11 Reps:	Hope Lauria
	Nanette Gantz
	Rose McNally
	Jodi Lynn Sacchetta
Grade 12 Reps:	Sarah Ando
	Lindsay Duggan
	Cheryl Ganz
	Ronna Zaken

STUDENT GOVERNMENT 2009 – 2010

Executive Board

Co – Presidents: Danny Lustberg
 Meg Sanborn
Secretary: Khadija Lalani
Treasurer: David Tessler

Advisor: Kara Swezey

Class of 2010

President: Danny Goldberg
Vice President: JD Thomson
Secretary: Dani Duggan
Treasurer: Franci Litvak
Senators: Liz Mauer, Rohksana Daghoghi

Advisors: Dave Eger & Sal LaRusso

Class of 2011

President: Steven Vento
Vice President: Ricky Rivera
Secretary: Kiki Litvak
Treasurer: Sarah Cohen
Senators: Anahita Daghoghi, Caroline Quinn

Advisors: Christina Conetta & Suzanne Crowe

Class of 2012

President: Taylor Ellis-Sayegh
Vice President: Brian Lamy
Secretary: Callie Silver
Treasurer: Max Molinsky
Senators: Brian Chestler, Ellie Martin

Advisors: Christina Donigian & Michael Chappa

Class of 2013

President: Justine Belport
Vice President: Daniel Muller
Secretary: Sofie Davis-Kos
Treasurer: Christine Xu
Senators: Emily Goldberg, Kate Goldberg

Advisors: Jeff Horton & Arielle Wein

ACADEMICS

REGULATIONS:**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.

<u>AREA</u>	<u>2010 – 2013</u>
English	4.0 credits*
Mathematics	3.0
Science	3.0
Social Studies including US History American Government	3.0
Fine & Performing Arts	1.0
Physical Education	1.4
Health	0.6
Technology	1.0
	0.8 Found.Comp**
	6.2 Electives
Total Credits	24.0

* Every student must also successfully complete the Sophomore Research Paper.

** Includes .8 Foundational Competencies (.2 Reading, .2 Writing, .2 Math, .2 Science). Credit will be awarded for completion of the foundational competency course or by achieving goal on related sections of CAPT, Grades 10 or 11. This policy meets state mandate #PA 01-166.

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 grade students must be scheduled each semester for a minimum of eight periods of which seven courses or the equivalent must be graded A-F.

Tenth grade students must be scheduled each semester for a minimum of seven periods of which seven courses or the equivalent must be graded A-F.

Eleventh and twelfth grade students must be scheduled each semester for a minimum of six periods of which six courses or the equivalent must be graded A-F.

Courses not included in the minimum requirement are: Border Crossing, Community Service, Independent Study, Peer Advising, Jazz Band, Chamber Choir, and Classroom Aide. History of Western Political Thought is included if graded, for one semester.

MINIMUM CREDIT REQUIREMENTS

Grade placement for purposes of graduation planning, reporting rooms, and social activities:

Grade 10	5 credits
Grade 11	11 credits
Grade 12	13.5 credits

SCHEDULE CHANGES

Scheduling is completed in the spring based upon student needs, student requests, teacher 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 in to account the staff and plant parameters that affect the schedule.

Therefore, 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 categories listed below.

- I. Some schedule changes may be required under certain conditions. These conditions are:
 - a. Unanticipated failures
 - b. Successful completion of summer school courses
 - c. Technical errors
 - d. Recommended academic level change

- II. If a schedule change is requested in order to accommodate a sequence or order issue, the following guidelines apply.
 - a. Such a request will be denied if it is simply to meet the personal concern or preference of the student.
 - b. To be considered, requests for changes must be for:
 - substantive academic reasons or
 - conflicting responsibilities or
 - hardship situations
 - c. Requests will be shared with and reviewed by the counselor on a case-by-case basis, with a recommendation following to the curriculum instructional leader with final approval by the administration.

- III. If a schedule change is requested in order to exchange one course for another, the following factors will be considered in determining whether a change will be approved.
 - a. There is a substantive academic reason to justify the change. (This may have to be given in writing)
 - b. The proposed change does not adversely effect class size or class size balance.

- IV. Students are scheduled for courses, not by teacher. Except under very extraordinary circumstances, student/parent requests for specific teachers cannot be considered. If a schedule change is requested in order to take the same course from another teacher, the following process will be followed. Throughout this process, the goal shall be to resolve in a positive manner whatever issue is the root cause for the request.
 - a. The issue shall be first discussed with the counselor.
 - b. If the student still wishes to request the change, he/she will meet with the teacher to discuss the request.
 - c. If the request remains, the respective curriculum instructional leader will assist in coming to a resolution, at the request of either or both parties.
 - d. The curriculum instructional leader will make a recommendation to the administration, based on his/her discussions, department perspective, and up to date class size information.
 - e. If either party is not content with the resolution, a written request to the administration detailing the reason(s) and the efforts made to solve the problem shall be made. A hearing will be held on request and the principal will make the final decision.

- V. Requests to drop a course are discouraged. As described in the introduction, the master schedule was constructed to meet the original requests of the students. However, in extraordinary circumstances a student may wish to request to withdraw from a course. If a student wishes to withdraw from a course, and his/her remaining schedule still remains at or above the annual minimum credit requirement, the following rules apply:
- a. The student must discuss the possibility and advisability of the drop with his/her counselor and with the teacher of the class. Teacher recommendation will be considered. Written parent approval is required.
 - b. If a student withdraws from a full year course during:
 - the 1st quarter no record
 - the 2nd quarter W on transcript
 - the 3rd quarter W on transcript/WF if not passing the course at that time
 - the 4th quarter W on transcript/WF if not passing the course at that time
 - c. If a student withdraws from a semester course during:
 - the 1st 4 weeks no record
 - the 2nd 4 weeks W on transcript/WF if not passing the course at that time
 - the last 8 weeks W on transcript/WF if not passing the course at that time

(If a student withdraws from a course after sending transcripts to a college, an updated transcript will be sent.)

- VI. If, at any time, a student withdraws from a course and, as a result is carrying less than the minimum required course/credit load, the student will be assigned to and must attend a supervised quiet study hall. The policy, process, and guidelines for item V apply in this instance.

- VII. If a student wishes to add a class to his/her schedule, the following guidelines will be used:

- a. The selection must be discussed with the student's counselor.
- b. The appropriate curriculum instructional leader must approve the request.
- c. Additions will not be honored if the class size exceeds the established limit.

(For students adding courses after the first two weeks of a course credit attendance policy may be prorated.)

SCHEDULE CHANGES – Process

All approved changes require the proper paper work process.

1. The students will fill out a Course Change Request form and discuss the possibility and advisability of the proposed change with the counselor and, if currently enrolled, the teacher of the course.
2. The parent's signature is required when a course is being dropped or if an academic level is being changed.
3. The teacher and the respective curriculum instructional leader indicate their recommendations.
4. Class size figures are checked.
5. The counselor fills out the Course Change form.
6. The Course Change form goes to the administration for final approval and returned to Guidance for processing.

The student must remain in the currently scheduled class until the Course Change form has been returned to the counselor and the counselor has informed the teacher(s) affected by the change. Students who stop attending class are subject to the attendance policy and disciplinary consequences. Continued on next page.

HONORS POLICY – effective 2008

Students who are approved to enroll in an Honors or Advanced Placement course and are scheduled to take the class will have the option of dropping the course without penalty until the end of the second week of school. If students do not meet that deadline, they will be required to remain in the class until the end of the first quarter. The transcript will reflect both classes, and the first quarter letter grade will be the grade received in the Honors/AP course. Before the course is dropped, students must meet with their current teacher to discuss the possible switch. The student must then meet with his/her guidance counselor and parents will be contacted for confirmation. It will be the student's responsibility to meet with the new teacher to introduce themselves and explain why they are joining the class.

AP = The Advanced Placement curriculum is offered in a specific course of study that prepares students for the AP exams in May and may result in college credit or advanced college standing. Students are expected to sit for the AP exam for any AP course in which they enroll.

**ACADEMIC PERFORMANCE:
GRADING SYSTEM**

	<u>Letter Grade</u>	<u>Numerical Equivalent</u>	<u>Grade Point by Level</u>	
			<u>Standard</u>	<u>Honors</u>
Excellent	A+	97-100	4.34	5.0
	A	93-96	4.0	4.67
	A-	90-92	3.67	4.34
Very Good	B+	87-89	3.34	4.0
	B	83-86	3.0	3.67
	B-	80-82	2.67	3.34
Good	C+	77-79	2.34	3.0
	C	73-76	2.0	2.67
	C-	70-72	1.67	2.34
Passing	D+	67-69	1.34	2.0
	D	63-66	1.0	1.67
	D-	60-62	0.67	1.34
Academic Failure	F	Below 59	0	0
Withdrawal Failure	WF	Below 59	0	0
Withdrawal	W	59-100	Not applicable; not included in GPA	
Pass	P	59-100	Credit awarded; not included in GPA	
No Grade	NM	NA	Credit not awarded; not included in GPA	
Incomplete	I	Incomplete	A temporary grade (no more than two weeks)	
Medical	MED	NA	Credit Adjusted by review	

EXPECTATIONS AND REPORTING

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

Semester Course	Quarter Grade	Quarter Grade	Exam Grade
	40%	40%	20%

Year Course	Quarter Grade	Quarter Grade	Exam Grade	Quarter Grade	Quarter Grade	Exam Grade
	20%	20%	10%	20%	20%	10%

SEMESTER EXAMINATIONS

Mid-year and end of year assessments are given in each course. The purpose of these are to assess student understanding of and ability to apply essential course concepts, information and skills. The examination schedule will be determined at the beginning of the year. Absences from

exams, except for medical emergencies are not permitted.

SENIOR EXAM POLICY

A graduating senior may be excused from a second semester final examination in a given course under the following Minimum Requirements:

1. The student has an "A-" average in the course.
2. The student has no unexcused absences and fewer than nine total absences in the course for the semester. (tardies included in absence totals per policy)
3. The academic department and/or individual teacher may establish higher (but not lower) standards than those listed in section 1 and/or 2.
4. Departmental policies are available from the teacher.
5. No students are exempt from first semester exams.

If a student is excused from a final examination, the final grade will be determined on the basis of all work assigned and completed during the course.

HOMEWORK (see Board of Education Policy section)

At the beginning of each course, each teacher shall give students an outline of the requirements for every course. Homework counts as a part of a student's grade in all courses. In academic courses, students should expect 2.5 – 5 hours/week for each course. Honors courses require considerably more out-of-school study/homework than standard academic level classes.

GRADE POINT AVERAGE

GPA is simply the average of a student's "end of course" grades, starting with 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 up for honors 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". GPA is calculated at the end of the 4th (Sophomore year), 6th (Junior year) and 7th (February-Senior year) semesters. The 7th 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.

Grade Point Value

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
4.34	4.0	3.67	3.34	3.0	2.67	2.34	2.0	1.67	1.34	1.0	0.67	0.0

Honor Weighting (Honors/AP Courses)

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
5.0	4.67	4.34	4.0	3.67	3.34	3.0	2.67	2.34	2.0	1.67	1.34	0.0

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.

PASS/NO GRADE

1. Permission forms to take a course under the P/NG option are available from the Guidance Office.
2. The form must be filled out by the student and signed by the student, parent, counselor, teacher, and appropriate curriculum instructional leader.
3. Completed P/NG forms must be filed at the Guidance Office no later than the end of the fourth week of a semester course or the end of the first marking period of a full year course.

MEDICAL (MED)

In cases of extended medical absences, a 'MED' mark may be used.

NO CREDIT / ATTENDANCE (X)

Please refer to Attendance Policy

RETKING A COURSE

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

- If credit was not earned because the student failed the course.
- If full credit was not earned because of poor attendance as per the attendance policy.
- If the student is dissatisfied with a passing grade the first time a course is taken and wished to demonstrate a higher level of academic ability.

No additional credit toward the graduation minimum is earned by taking the course the second time and both grades earned for taking the given course twice will be averaged in determining the student's Grade Point Average.

SUMMER SCHOOL

A student who fails a course or who has lost credit in a course because of the Attendance (X) Policy 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 and the appropriate curriculum instructional leader 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. Credit will not be granted for individual tutoring or online distance learning outside an approved accredited summer school.

Students who take summer coursework for enrichment purposes must secure permission in advance from the Guidance Department and the appropriate department CIL. This coursework record will be attached to the student's 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 have secured permission from the appropriate academic curriculum instructional leader as well as the Guidance chair. Students may be asked to take the Weston course midterm and/or final exam to determine appropriateness of advancement.

A student who wishes to improve a grade may take an equivalent course in summer school with the approval of the curriculum instructional leader and guidance. When a student retakes a course through an approved summer school in order to improve a grade:

- The course must meet for a minimum of 60 clock hours.
- Upon completion, the course title will appear twice on the transcript with the grades earned for each time the course was taken.
- The properly weighted average of the two grades will be used in calculating the student's

- GPA.
- No additional credit toward a Weston High School diploma can be earned for a retaken course.

GRADE REVIEW PROCEDURES BY DEPARTMENTS

A student or parent with a concern regarding a specific grade (for tests/paper or marking period) should proceed as follows within a reasonable time frame (one week):

The student/parent meet with the teacher to allow the student to share his/her concerns and to allow the teacher to explain how the grade was determined and what the student can do to improve the quality of his/her work.

If the student/parent is not satisfied with the results of this conference, the student/parent may meet with the teacher and the curriculum instructional leader.

If the student/parent is not satisfied with the result of meeting with the curriculum instructional leader, an additional department member, selected by the chairperson 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.

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

Final decision regarding grades is to be determined by the teacher.

General concern regarding a given teacher's standards:

- The individuals should meet with the teacher to explain their concerns and to hear the teacher's explanations.
- If the individuals are dissatisfied with the given explanation, they should request a meeting with the teacher and the curriculum instructional leader.
- The curriculum instructional leader may call on other teachers of similar courses to attend this or a succeeding meeting to provide a broader base for determining the validity of concerns.
- If, as a result of this meeting, it is agreed that some changes may need to be made, the curriculum instructional leader will work with the teacher on whatever the perceived problem/solutions might be.

Final decision about grades is the responsibility and domain of the classroom teacher.

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).

PRINCIPAL'S HONOR ROLL

The student cannot have any grade lower than a "B-,"

The student must have a weighted G.P.A. of 3.85 or higher.

The student must have a minimum of 5 graded courses, not including P.E.

"X" grades or "Incompletes" eliminate a student from consideration for Principal's Honor Roll.

HONOR ROLL

The student cannot have any grade lower than a "C+,"

The student must have a weighted G.P.A. of 3.4 or higher.

The student must have a minimum of 5 graded courses, not including P.E.

"X" grades or "Incompletes" eliminate a student from consideration for honors.

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

EARLY COMPLETION PROCEDURE

Students who are in good standing, who have completed all credits required for graduation, and have bona fide plans requiring early completion may request permission to complete their

program at the end of junior year or at the end of Semester 1 of their senior year. Students selecting this option must complete the following steps:

3-Year Program:

Completion of the required Weston program in three years is reserved for the most highly motivated, focused, and goal-directed student. Long term planning is required to ensure all required courses and credits can be scheduled within the three-year plan. Special permission must be granted by the curriculum instructional leader to enroll in two English courses simultaneously. Students are required to meet minimum course enrollment expectations until completion of this high school program.

1. By fall of the sophomore year, the student and parent should submit an initial request and proposed plan to the counselor.
2. By January of the sophomore year, a scheduling plan must be completed that ensures all required credits can be completed by the end of the third year. (Weston High School does not guarantee course availability). This must be approved by the counselor.
3. By the end of April of the sophomore year a finalized proposal including postgraduate plans and scheduling plan must be submitted by the student, and approved by the parent, counselor, and guidance director. This is to be forwarded to the principal for review by May 1 of the sophomore year.
4. The principal will respond to the proposal by June 1 of the sophomore year.
5. In October and January of the junior year the student and counselor will verify that he or she remains on target to successfully complete all requirements at the end of that year.

3 1/2-Year Program:

1. By early fall 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 proposal by December 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 by early January of the student's junior year. The principal will review and respond by the end of semester 1.
3. The counselor and student will verify at the end of the student's junior year that progress is on target.
4. The counselor and student will provide verification to the principal that progress remains on target by mid-October of the student's senior year.

ACADEMIC SUPPORT THROUGH SUPERVISED STUDY

Weston High School recognizes that our student body consists of a variety of students with differing levels of ability as well as differing interests and post high school plans. We believe that a weighted grade point average of 2.0 should be the minimum for acceptable academic progress.

There are many possible reasons why a student may, in a given marking period, not perform up to his or her academic potential. For these students the school should focus special attention and attempt to provide the necessary structure to help the student improve his or her academic performances. Some students may need support in terms of better organization of time, development of better study habits and skills, or extra tutoring in given curriculum areas. 11th and 12th graders who earned below a 2.0 or who fails more than one course (F or X) will be placed in Supervised Study for one marking period (i.e. academic probation).

A student on academic probation will be assigned to a supervised study or, in place of supervised study and with administrative approval, one of the following options:

- At request of curriculum instructional leader or teacher, assignment to a specific departmental resource center for extra help.
- Assignment to another support program. (ex: CASE)

Students with a G.P.A. below 2.0 are not eligible for open campus privileges

Students are expected to be prepared and will remain in Supervised Study for the entire period. This is not a period to use the library or other resource centers (unless working directly with a teacher or tutor). Attendance will be taken. Students on academic support will be scheduled to meet with their counselor (or approved staff advocate) on a regular basis to review goals and progress. Teachers and counselors will be informed of students who are placed on Academic Support. Teachers with students on Academic Support will maintain close contact with the guidance counselors and communicate as necessary with the student's parents.

CENTER FOR ACADEMIC SUPPORT AND ENHANCEMENT – CASE

The CASE program is designed to serve students who are identified as in need of extra support, but who do not qualify for Special Education District Services. Students, parents, or teachers via the counselor and Student Assistance Team may make referral to this program. Students may receive credit for their work on individual programs designed to achieve success goals. Commitment and participation in the program is for a minimum of one semester and is by contract.

ATTENDANCE

PROCEDURES:

ADMINISTRATIVE SUMMARY

Daily, on-time attendance, active engagement in learning and positive participation and contribution in class are essential behaviors related to school success and preparation for post-school life. Tardiness and absences are disruptive to the educational process. The attendance policy is aligned with these principles.

STATE DEFINITION OF ATTENDANCE

On January 2, 2008, the State Board of Education approved the following definition of attendance for public school districts:

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g. field trip), for at least half of the regular day.

A student who is serving an out-of-school suspension or expulsion should always be considered absent.

This definition took effect at the start of the 2008-2009 school year.

TARDINESS

I. Tardiness to School

Students with an excused absence from a full period must check in at the attendance office and provide a note or telephone call from parents. Students arriving late to 1st period class should report directly to the class where they will be marked tardy (or absent if more than 20 minutes late).

II. Tardiness to Class

A. Students are expected to be in class at the bell or they will be considered tardy. A student late to class with a pass from another teacher is not considered tardy (The student is considered present).

B. For each accumulation of three tardies, the teacher will assign the student a one-hour school detention. Teachers also may enforce their own classroom tardy policy. (Teacher issued consequences related to disruption to class learning and loss of participation grades should also be anticipated as outcomes of tardiness to class.)

C. Students arriving more than twenty minutes after a class begins will be marked absent for that period.

D. Excessive tardiness: students who accumulate more than six tardies may be referred to an administrator who will determine the consequences which may include parent conference, loss of privileges (parking, open campus, etc.), extended detention or Saturday detention.

ATTENDANCE AND EXCUSES

Teachers maintain accurate daily attendance records and report absences and tardies electronically.

Excused Absences for High School Students

Students with excused absences are entitled to make up all work for full credit and should do so promptly upon their return to school. Excused absences fall into two categories:

1. **Home related:** Parent or guardian must report the absence to the school attendance clerk the evening before or by 9:00 a.m. on the day of the absence by calling 291-1601, giving one of the reasons listed below.

- Illness or injury of the student
- Medical appointments that cannot be scheduled after regular school hours. (Missing school for a driver's test is not allowed.)
- College interviews or visits (not permitted during midterm or final examination days)
- Death in the immediate family.
- Serious illness of a member of the family which necessitates the absence of the student.
- Religious obligation.
- Court appearance
- An emergency (car trouble is not considered an emergency).

2. **School related:** Supervising staff member will report absence electronically.

- Field Trip or other school activity
- Testing
- School-sponsored athletic competition
- In-school appointment (Counselor, Nurse, etc.)
- Suspension from school

Please note: Students who are excused from class for a non-school related reason may not be present in the school building.

Early Dismissal

Any student who needs to be dismissed early must bring proper notification (appropriate appointment notice and/or note) to the Attendance Secretary by 9:00 a.m. Students returning from an appointment must get a pass to class from the attendance office and report to their scheduled class for the remainder of the period.

Students who become ill during the school day must report to the school nurse. The nurse determines whether students should remain in school or be sent home. If students leave without authorization of the nurse, absences are considered unexcused.

Absences and Participation in Extracurricular Activities

Any student who is absent from school or is not in school by 10:30 with an excused absence, will NOT be permitted to participate in an extracurricular activity (practice, rehearsal, meeting, performance or game) on that day. If a student's absence for a day is unexcused, the student may not participate in any school related activity until he or she has completed one full day of regular attendance and served any assigned consequence.

Extended Absences - Vacations

An absence from school for a vacation during the regularly scheduled school year is **not** an excused absence. While the students are required to complete the NOTIFICATION OF EXTENDED STUDENT ABSENCE form at least one week prior to the absence to notify the school of an extended absence from classes, the school reserves the right to deny the request that these absences be considered "Excused". This will ordinarily be the case unless extraordinary circumstances prevail (unique educational opportunity), however no disciplinary consequences will be assigned. The school regards extended absences as a very serious matter because such absences result in a loss of 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 as well as loss of test and quiz grades may result in lower and possibly failing grades.

Unverified absences

When students are absent and no reason was reported by a parent or guardian, an automated call goes out to inform the parent or guardian of the absence. The recorded message asks the parent or guardian to call the attendance line (291-1601) and provide the reason for the absence (if applicable) or to simply state that the student was or should have been in class. **Any absence that remains unverified on the second day after the absence will be recorded as an unexcused absence. After this 48 hour grace period, no changes will be made to the status of the absence.**

Unexcused Absences for High School Students

Any absence that does not meet the specifications list above for an Excused Absence (of any type) will be considered an “unexcused” absence.

- I. For the first unexcused absence, an administrator communicates a warning to the student.
- II. For the second unexcused absence the student will be assigned a detention. Parent or guardian is notified.
- III. For the third unexcused absence, the student will be assigned to an extended detention or a Saturday detention. Parent or guardian is notified.
- IV. Students who continue to cut classes will be written up for insubordination. Consequences may include loss of privileges (open campus, parking, etc.), loss of participation in extracurricular activities or suspension from school. Students may be referred to the student assistance team and a parent conference may be scheduled.
- V. Teachers are responsible for communicating and consistently enforcing consequences for tardies and unexcused absences. Actions and consequences by the classroom teacher may include:
 - A. Daily participation grade of zero for the class missed.
 - B. Failing grade for all work missed or not turned in.
 - C. No make-up privileges.
 - D. Final exam exemption lost for seniors
- VI. When appropriate (excused absence or prior notification of an absence), students should request make-up work and assignments.

ADMINISTRATIVE CONSEQUENCES - For attendance violations

<u>Behavior</u>	<u>Consequence</u>
3 tardies to the same class in a semester	Detention upon teacher referral
1 unexcused absence	Warning
2 <i>total</i> unexcused absences	Detention
3 <i>total</i> unexcused absences	Extended Detention or Saturday
4 <i>total</i> unexcused absences	Student written up for insubordination, loss of privileges, referral to SAT, suspension

Loss of Credit due to Absences for High school Students:

1. A student who accumulates **9 excused** absences or **3 unexcused** absences in the same course within one quarter **will lose .25 of a credit** for that course. An "X" will appear on the report card. Each unexcused absence will be weighted as 3 excused absences. Any combination of absences that equal 9 excused absences in the same course will result in loss of credit for the quarter.

Please note: the loss of credit policy is pro-rated for P.E. and Health courses. These courses meet less frequently and earn less credit per quarter. As a result, any combination of absences that equal 6 excused absences will result in loss of .175 credit for the quarter.

2. In the case of extended excused absences, a notification of an "X" is not to be construed as a punishment but rather a means by which the student and parent are informed of the work that needs to be made up and the date by which it must be completed. A 'MED' mark may be used in instances of illness or extended hospitalization.
3. A Faculty Review Board exists for the purpose of monitoring the procedures and acting on appeals for the reinstatement of credit.
4. Reinstatement is considered if the vast majority of the absences are excused and a reasonable plan for completing missed work is approved by the teacher.
 - A. Unless three or more absences are unexcused, a student may apply for reinstatement of credit.
 - B. Appeal forms, available in Guidance, are to be completed and returned to the Chair of the Appeal Board within one week of the end of the quarter in which the "X" was received.
 - C. The Review Board will review the appeal and respond in writing within a reasonable time.
5. A student will earn a letter grade even if credit is lost; that grade will be used to compute the final course grade regardless of credit earned. The teacher keeps the letter grades for final computation.
6. In determining the student's quarter GPA, the "X" will be weighted as 0 (zero). The letter grade behind the "X" will be utilized when determining eligibility for co-curricular activities.
7. If credit is lost in a required course, the credit may be made up either in an accredited summer school course or by retaking the course.

Elite Student/Elite Athlete/Elite Performer

Tier I

Students involved in athletics or performance arts whose attendance is affected may continue at Weston High School as an enrolled and active student when:

1. Student is in attendance at least one day per week.
2. Student is not missing from classes for more than 20 consecutive school days in a quarter.

Students are encouraged to acquire at family's expense, a tutor through a bona fide education support program.

Teachers will communicate assignments and class activity outlines directly to or through the student. Contact to be initiated by student, student family or tutor for missed class work.

Students will complete missed exams or quizzes at the earliest opportunity.

Weston teachers will be responsible for assessment of all student work.

Tutors will provide Weston High School with a summary log of student contact time and activities.

Tier II

Students that will be absent or away from Weston High School shall withdraw for the period of time necessary for their athletic or performance arts activities and make arrangements for their education program.

All transfer regulations will apply.

AGE OF MAJORITY

When a student reaches the age of majority (18 years of age by law), please review the following:

- Parents of the student retain the right of access to records and communication on all school matters if the 18 year old remains a dependent of the parent for federal tax purposes and continues to be enrolled.
- All school policies and procedures shall continue to apply to a student who reaches the age of majority.
- In the event a student wishes to be solely responsible for access to and release of records and for all school communications, he/she must submit proof that he/she is no longer a dependent of a parent for federal tax purposes.

BEHAVIOR

EXPECTATIONS:

INTRODUCTION

A. Purpose

Students, teachers, and administrators have the right to expect mutual courtesy, 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 insure 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.

B. Establishing Expectations

1. 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.

2. 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.

C. 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;
3. To appeal to the administration

CODE OF CONDUCT: RULES AND EXPECTATIONS

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. As noted on page 1, 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 book. The wording here does not replace Board of Education policy. A chart describing progressive discipline consequences for certain disciplinary violations is included after this section.

- I. **ACADEMIC HONESTY/PLAGIARISM:** To support academic integrity, Weston High School subscribes to the leading technology tool for plagiarism prevention: Turnitin.com. All students are required to submit major papers to this service and receive guidelines and training in its use. All work submitted by students should be a true reflection of their effort and ability. If submitted work or tests are not, then the student has manifested unacceptable academic behavior. The following criteria shall be considered as cheating:
 - Claiming credit for work not the product of one's own honest effort (ex: copying work from another person, a text or online source without citation);
 - Providing unwarranted access to materials or information so that credit may be dishonestly claimed by others;
 - Assisting in either of the foregoing (ex: text messaging test information, providing work to copy).

ANY behavior that can be defined as cheating/plagiarism 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 violating this rule are subject to the following penalties:

- A “zero” on the submitted work; notification of parents; written summary of event and action taken placed in student file in guidance office.
 - If a student is found to have cheated/plagiarized a second time or is involved in a particularly serious act of cheating/plagiarism, the student will be referred to the administration for appropriate penalties beyond those listed above. Additional penalties include such consequences as notification of award and scholarship committees; suspension from class or school and notification of the student's prospective colleges; loss of or disqualification from honors/privileges and positions (ex: NHS).
- II. **ALCOHOL AND OTHER ILLEGAL SUBSTANCES:** The possession, transmission, and/or use of alcohol or other illegal substances and paraphernalia are strictly forbidden. Violators will be suspended and may be subject to expulsion and referral to the police. Responses to substance abuse are described in Board of Education policy.
 - III. **ARSON:** Causing a fire is a serious and dangerous offense. Violators will be suspended and may be subject to expulsion and will be referred to local authorities.
 - IV. **BREATHALYZER:** Breathalyzer testing may be available at all school dances, proms, and other 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. 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/chaperone judgment or opt not to use the Breathalyzer test as a part of the decision process, standard discipline procedures will be applied.
 - Students who pass a Breathalyzer but continue to exhibit behavior indicative of substance use will be subject to disciplinary/medical/legal interventions/consequences.
- V. **BULLYING:** Bullying is not tolerated and is subject to disciplinary consequences and referral to counselor/psychologist. Bullying means 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 against the same student over time (Refer to policy).
- VI. **BUS TRANSPORTATION:** Any student found guilty of violating Board policy or administrative regulations while awaiting or receiving transportation will be denied the right to transportation.
- VII. **CELL PHONES:** Cell Phones may not be used during school hours (7:45 – 2:30) in the school building or in the courtyards. They may be used outside the main entrance to the high school. While in class all cell phones must be turned off. Cell phones may be used before or after school hours.
- VIII. **CLASSROOM BEHAVIOR:** Appropriate behavior is expected in the classroom as outlined by the school rules. More specific expectations and procedures as defined by the teacher in the classroom are appropriate and must be followed. Students are expected to attend all their classes on time and be aware of the attendance policy. Credit may be lost for poor attendance. Refer to the attendance section. Students are expected to be on time to class.
- IX. **DISHONESTY:** Honesty is expected of everyone; forgery and other dishonest activities are serious offenses. Refer to the policy on academic honesty.
- X. **DRESS:** Students are expected to dress and groom themselves for the business of school so as to neither distract other students or teachers, disrupt the education process, pose a health or safety threat to anyone, or cause damage to the school facility. Clothing should be free from promotion of or reference to drugs, alcohol, and tobacco, and free from violent signs, symbols or words or those which are obscene, lewd, vulgar or defamatory. Clothing should also be free of slogans, names, titles or the like which are likely to incite or inflame. The serious nature of our school activities and pride in the reputation of our school require a positive, safe, and non-disruptive learning environment. Examples of dress not allowed include:
1. Tanks, tube tops, or sleeveless shirts with oversize armholes without over shirts.
 2. Plunging/low-cut necklines
 3. Excessively short skirts or shorts. (above mid-thigh, fingertips)
 4. Underwear that is visible or worn as outerwear.
 5. Low riding pants/skirts (below navel).
- ** Parents are asked to reinforce these expectations.
- XI. **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/space considerations.

1. Parking Permit: Student drivers must register their vehicles in the Front Office. They must provide copies of the following documents and pay the appropriate fee (\$50 per semester) to obtain a parking permit
 - *License*
 - *Registration*
 - *Insurance card*
 - *Student ID.*
 - Students with accountabilities will not be issued a parking permit.
 - Guidelines for parking permits will be published at the beginning of the year and may change due to changing campus conditions.
 - Students must have a WHS numbered parking permit in order to park vehicles on the school campus.

Violations for parking in authorized areas without a permit will include such consequences as ticketing, loss of driving privileges for up to a year, legal consequences up to and including booting/towing at owners' expense. 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.

Parking lot rules are as follows:

1. Neither cars nor the parking lot are to be used for lounging/loitering during the school day.
2. Speed limit is 15 m.p.h.
3. Parking in proper areas only
4. Obey all traffic and parking signs.
5. Students are not allowed to cross/hop over fenced areas.
6. Parking permits/tags must be displayed in designated place.

Abuse of the privilege of driving to school may result in fines, forfeiture of unassigned time or other penalties (see above).

- XII. FALSE FIRE ALARMS/FIRE EXTINGUISHERS: Causing a fire 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.
- XIII. 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.
- XIV. 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, students should report to the closest faculty member. Students should stand away from the building to allow a fire lane and should maintain order and quiet so that emergency procedures can be 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. Lockdown procedures are posted, reviewed and practiced periodically.
- XV. 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.

- XVI. GAMBLING: Gambling of any kind is not permitted. Discipline is invoked.
- XVII. HAZING/HARASSMENT of any student or group of students is not allowed. Disciplinary consequences may include athletic discipline, suspension, expulsion, and referral to police. (Refer to policies on harassment and bullying.)
- XVIII. INSUBORDINATION: Students are expected to respond promptly and politely to request and directions from staff members. Failure to do so will result in teacher consequences, and as appropriate, referral to administration.
- XIX. LANGUAGE: Appropriate and non-abusive language is expected from everyone. Swearing, intimidating, or harassing language is not allowed.
- XX. LASER PENS/LIGHTS are not permitted for students. Disciplinary and legal consequences may apply.
- XXI. LOITERING or other activity interfering with academic progress shall not be allowed in the corridors or areas adjacent to the building including parking lot.
- XXII. OFF CAMPUS: Leaving campus is a privilege. Students who do not have permission to leave campus must stay in the building and courtyard areas only. Students on academic probation must report to and remain in supervised support study. The school is not responsible for the behavior of students who leave campus without authorization. Students with off-campus privileges remaining in school during unassigned periods must not be in hallways or loitering in bathrooms.
- XXIII. RADIOS/TAPE PLAYERS/CD/DVD PLAYERS,IPOD, MP3 PLAYERS,IPHONE and other electronic media devices **without** earphones are not to be used in school. Students may not use devices in class without permission of their teacher. Loss/theft is a risk the student assumes.
- XXIV. 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 (See policy).
- XXV. SKATEBOARDS: Students are not to use skateboards, roller blades, or similar items in school or on school grounds.
- XXVI. SMOKING is not permitted on school grounds. Smoking inside the building will result in suspension. Smoking on campus will result in progressive discipline up to and including suspension (Refer to Smoking Policy).
- XXVII. STUDENT IDENTIFICATION CARDS: Student identification cards are to be carried at all times and given to the Student Monitor at the front door when leaving the building temporarily. Freshmen and new students receive the first card free – replacement fee: \$5—Students may get their ID cards through an appointment at the Security Office.
- XXVIII. VANDALISM: Property damage, theft, or endangering the well being or possessions of others is not permitted. The parent or guardian of any minor/unemancipated child who

willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to the school district shall be held liable for all such damages up to the maximum amount allowed under state law. The liability provided under Connecticut General Statutes 52-572 does not relieve minor(s) of personal liability for such damage or injury. This liability of the parent for damages done by a minor child is in addition to any other liability, which exists in law. The parent or guardian of a minor child shall also be held liable for all property belonging to the school system lent to the student and not returned upon demand of the school system. The student may also be subject to disciplinary action. If an individual or group has been identified as acting disrespectfully toward or causing damage to the school building, equipment, or property, the individual(s) will be responsible to cover all costs incurred by the school system in repairing the damage. If damage is caused to a school building, equipment, or property and the damage can be clearly connected to an identifiable group (a class, club, team, etc.), then that group will share in covering the costs, incurred by the school system in repairing the damage. (Loss of social privileges for that individual or group may also occur.)

XXIX. **THEFT/DAMAGE:** Property damage, theft, or endangering the well being of others is not permitted. Reimbursement of costs, referral to police, suspension, or expulsion will result.

XXX. **WEAPONS:** Dangerous weapons or facsimiles thereof are not permitted on school property or wherever or whenever students are under the jurisdiction of the school. Penalties will be suspension, expulsion proceedings and referral to local authorities. Refer to the Board of Education policy. (This includes any knives, sharp or dangerous instruments, or tools or equipment that could pose a danger to others.)

XXXI. **USE OF THE BUILDING/GROUNDS:** Students are responsible for the appropriate use of all social and study areas, including the cafeterias and courtyards. Snowballs, water balloons, running inside the building, 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 recycle materials appropriately and to not litter the school. Everyone is expected to clean up after himself/herself. Students who fail to do so will lose privileges and be subject to disciplinary consequences.

XXXII. **ACCEPTABLE USE REGULATIONS FOR THE INTERNET WESTON PUBLIC SCHOOLS: HIGH SCHOOL**

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

1. Students will use the Internet or WITnet for school purposes and only in the presence of and or knowledge of a teacher or other adult.
2. Users will use the Internet in a responsible manner, and will use appropriate language. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
3. Students will not give out any information about themselves or anyone else.
4. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.
5. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
6. Use of the system to access, store or distribute obscene or pornographic material is prohibited.
7. No student information will be posted on Weston Public Schools web sites without written parental permission.

8. Students will use the Internet only for school purposes and only in the presence or authorization of a teacher or other adult.
9. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
10. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
11. No student will send or receive e-mail except under the direction of or authorization of a teacher or other staff member.
12. All users will adhere to copyright laws and cite appropriately any information, graphics, or other resources that they obtain from the Internet. This also includes unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers.
13. Only those individuals who have been specifically designated as Webmaster or his/her designee by the school district will be allowed to post, alter or delete information from a school website.
14. WITNet and the messages and/or documents created and transmitted on it are the property of Weston Public Schools.
15. It is not the intent of this policy to exhaustively enumerate all instances of acceptable and unacceptable use of WITNet. Therefore, any violation of this policy, even though not specifically mentioned in the guidelines, but determined by Weston Public Schools to be an inappropriate use of WITNet or to improperly restrict or inhibit other members from using and enjoying WITNet, may result in access privileges being revoked and in disciplinary actions as specified in Board of Education Policy (Acceptable Use Regulations for the Internet.)
16. Weston Public Schools reserves the right to monitor and supervise use of its property. All students will be expected to adhere to the same Weston Public Schools Acceptable Use standards for appropriate content for personal web pages that can be accessed from the school's computers.
17. Weston Public Schools has taken reasonable precautions to eliminate objectionable materials (e.g. pornography, drug-orientated forums, vulgarity, etc.) from WITNet. However, it is impossible for Weston Public Schools to restrict all such materials and cannot be held responsible for such materials acquired on the network.

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.

A PERMISSION SLIP WILL BE SENT HOME IN THE SUMMER – THIS FORM SHOULD BE RETURNED BEFORE THE BEGINNING OF SCHOOL.

(Sample of Internet Form)

I have read and I agree to comply with the Acceptable Use Regulations for the Internet for the Weston Information Technology Network (WITNet).

My parent/guardian and my teacher have explained the rules I should follow when I am using the computers at school. If I do not follow these rules, I understand there will be consequences, including discipline, and that I may lose my computer privileges. I understand that I have no expectation that my use of the Weston computer systems, including WITNet, is private; I understand that the Weston Board of Education as owner of the computer and electronic systems reserves the right to monitor (via its school administration) my use of such systems in order to ensure compliance with the Weston policies and guidelines by, e.g., bypassing passwords.

✓ I hereby give permission for my name, and/or work to be electronically displayed and

produced by Weston Public Schools only after authorization by designated school staff. I hereby release the Weston Board of Education from any liability resulting from or connected with the publication of such work.

- ✓ In addition to reading the regulations, I have read and understand the Board of Education WITNet Acceptable Use Policy in my parent handbook. I give permission for my child to use the Internet in accordance with Board policy and these regulations.
- ✓ I realize Weston Public Schools publishes a variety of teacher and student projects on the Internet. I give permission for my child's first name only and/or work to be published on the Weston Public Schools network and/or web pages.
- ✓ I understand that my child has no expectation that his/her use of the Weston computer systems, including WITNet, is private; I understand that the Weston Board of Education as owner of the computer and electronic systems reserves the right to monitor (via its school administration) my child's use of such systems in order to ensure compliance with Weston policies and guidelines by, e.g., bypassing passwords.

CONSEQUENCES:

INTRODUCTION

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, work detention, in-school detention, after school detention, Saturday detention, loss of privileges, loss of unassigned time, loss of the Study Hall Option, loss of bus privileges, loss of parking/driving privileges, in-school suspension, out of school suspension, referral to the Fire Marshal's office, referral to the police department and/or expulsion proceedings.

DETENTION

In-School Detention may be assigned during students' non-scheduled time by the administration. **After-School Detention** is held from 2:40 to 3:40 p.m. Extended detention (2:40-4:40) may be issued for some offenses. Students who violate any school rule may be assigned to after-school detention by either the administration and/or a teacher. 24-hour notice must be given to both the administration and the student. 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 suspension.

Saturday Detention – 9:00 A.M.-12:00 P.M.*

Saturday School has been established as an appropriate consequence for such behaviors as truancy, smoking, leaving school grounds, minor damage to school property, skipping detention, etc. Repeat violations or cutting of Saturday School will be subject to further action including additional Saturdays and suspension from school and/or co-curricular activities.

Students owing Saturday School may not attend school social activities.

Rules of Conduct for Saturday School:

1. Students must report by 8:55 A.M. and serve the full time. No late entries or early dismissals will be allowed.
2. Students must do assignments or other work that is considered by the teacher to have learning value.
3. No social interaction.
4. Students will not be allowed to go to their lockers or to leave the suspension room unless authorized to do so by the supervising personnel.
5. No food or beverage. No cell phones, iPods or other electronic devices.
6. Students will comply with supervisor directions and posted guidelines.

*Pending availability of staff.

SUSPENSION – IN SCHOOL OR OUT OF SCHOOL

(See Board of Education Policy on Suspension/Expulsion)

“Suspension” means 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 have the right to appeal as noted in the policy and shall be given the opportunity to make up work missed during the suspension period. The right to appeal is suspended in situations deemed by administration to be an emergency. 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.

Details on suspension, expulsion and other consequences are outlined in the Board of Education policies in appendix.

Many students who violate rules tell us after the fact that they wish they had thought about or visualized the consequences before they acted. The following chart is provided as a *general* guideline and is intended to help students think about decisions in term of consequences before they act. A student who has a discipline record or engages in behavior judged to be extreme may face more severe sanctions up to and including expulsion.

It is by no means a prescriptive or an all-inclusive list but does reflect the general standards and practices of Weston schools. Administration uses policy, practice, professional knowledge, experience, and discretion when making decisions. **It is the right of the Administration to determine the degree of consequence in each case within the school policy.** Our expectation is that the vast majority of students will behave with respect, responsibility, and thoughtfulness. It is our hope that when faced with decisions that could result in harmful or negative consequences, students will stop to think about possible consequences and, therefore, will be better equipped to do the right thing and to act with honor and wisdom.

SAFETY

BEHAVIOR	LEVEL/OFFENSE	CONSEQUENCES	COMMENTS
Alcohol/Drug Policy Violations	Level 1	10 days out of school suspension	Possession/use – 1 st offense
		Loss of attendance at school functions and participation in extra curricular activities	
		Police Notified, Can not participate	
	Level 2	10 days out of school suspension, loss of attendance at school functions and participation in extra curricular activities.	Repeat offense, sale, distribution
		Police Notified	
		Recommendation for Expulsion	
Arson, False Alarm, Bomb Threat		10 days out of school suspension	
		Police/Fire Report Submitted	
		Recommendation for Expulsion	
Assault		10 days out of school suspension	Physical Assault
		Police Notified	
		Recommendation for Expulsion	
Bus Misbehavior	1 st Offense	Detention	
	2 nd Offense	Suspension of bus privileges	
	3 rd Offense	Possible loss of bus privileges and/or suspension	
Fighting		3 to 10 days out of school suspension	All participants are disciplined
		Loss of attendance of school functions up to 30	

		days	
		Police notified	
		Recommendation for expulsion	
Hazing – refer to Board Policy		3 to 10 days out of school suspension	
		Police notified	
		Recommendation for expulsion	
Intimidation/Instigation		1 – 3 days out of school suspension	Verbal & physical incidents
		Police Notified	
Misbehavior: Campus & Perimeter (Not causing harm/disruption)	1 st Offense	2 detentions	i.e. woods, over fence, etc
	2 nd offense	Saturday detention	
Parking in Posted Areas	1 st offense	parent notification, detention	
	2 nd Offense	parent notification, extended detention	
	3 rd Offense	parent notification, 1 day suspension	Possible towing, loss of privileges
Smoking in the Building/Courtyards	1 st Offense	1 day out of school suspension or 2 Saturday	
	2 nd Offense	2 days out of school suspension	
	3 rd Offense	3 days out of school suspension, Parent conference refer to Student Assistant Team	
Smoking on Campus	1 st Offense	2 detentions or extended detentions	
	2 nd Offense	Saturday detention	
	3 rd Offense	2 Saturday detentions, Parent conference refer to Student Assistant Team	
Unsafe Apparel, Accessories	1 st Offense	Confiscation/Parent retrieval	i.e. long chains, spiked jewelry
	2 nd Offense	Additional disciplinary consequences	
Weapons/Fireworks/ Possession of Weapon Facsimile/ Replica		10 days out of school suspension	
		Police Notified	
		Possible Recommendation for expulsion	

RESPECT AND COURTESY

BEHAVIOR	LEVEL/OFFENSE	CONSEQUENCES	COMMENTS
Cheating/Plagiarism		Refer to Handbook – Academic Honesty	
Insubordination	Level 1	1 – 5 days in school suspension	Initial Incident
	Level 2	Up to 10 days out of school suspension	Severe or Repeated
		Possible recommendation for expulsion	
Lying/Avoiding Responsibility	1 st Offense	Extended detention	
	2 nd Offense	Saturday detention	
	Continued Offense	Suspension	
Abusive, Vulgar, Obscene, Inflammatory, Disrespectful Language or Gestures	Level 1	1-5 days suspension	Initial Incident
	Level 2	1 – 10 days suspension	Severe or Repeated
Accessories or Attire		Students required to change	
Public Display of Affection	1 st Offense	Warning	
	2 nd Offense	Detention	
	3 rd Offense	Detention/Parent Conference	

Racial/Discriminatory Slurs		3 – 10 days out of school suspension	
		Police Notified	
		Possible recommendation for expulsion	
Sexual Harassment - Refer to Board Policy		Administrative follow-up per policy	
		Up to 10 days out of school suspension	
		Possible recommendation for expulsion	
Threats/Harassment - Refer to Board Policy		Up to 10 days out of school suspension	
		Police Notified	
		Psychological evaluation to assess danger	Harm to self or others
		Possible recommendation for expulsion	
Bullying		Up to 10 days out of school suspension	
		Referral to school counselor/psychologist	Evaluation/Intervention plan
		Police notified as appropriate	
		Possible referral for expulsion for chronic offenses	
Verbal/Gesture Abuse to Staff		1 – 5 days out of school suspension	
		Up to 10 days suspension for repeat offenses	

RESPECT FOR PERSONAL AND PUBLIC PROPERTY

BEHAVIOR	LEVEL/OFFENSE	CONSEQUENCES	COMMENTS
Criminal Mischief		10 days out of school suspension	
		Police Notified	
		Restitution required	
		Recommendation for expulsion	
Failure to Clean up Litter		Detentions	
		Clean up required	
Falsifying School Records	Level 1	1 – 3 days out of school suspension	i.e forging notes, altering report Cards
	Level2	10 days out of school suspension, notify college	Misrepresentation
Misuse of Internet	1 st Offense	Detention/Loss of privileges for 20 days	
	2 nd Offense	Extended detention, loss of privilege for 60 days	
	3 rd Offense	1 – 3 days out of school suspension	
		Loss of privilege for one year	
Theft/Possession of Stolen Goods		3 – 10 days out of school suspension	
		Police notified	
		Restitution required	
		Recommendation for expulsion	
Vandalism		3 – 10 days out of school suspension	
		Police notified	
		Restitution required	
		Recommendation for expulsion	

RESPECT FOR AN ORDERLY TEACHING/LEARNING ENVIRONMENT

BEHAVIOR	LEVEL/OFFENSE	CONSEQUENCES	COMMENTS
Absence from Class		Refer to the attendance policy & procedures	
Bringing Unauthorized Visitors to School		Visitor must leave, warning to student Parent Notification	
Cafeteria Misbehavior		Detention and/or loss of cafeteria privileges	
Class Misbehavior Referred to office		Detention, additional consequences as appropriate	
Disruption of Educational Process	Level 1	Detentions	i.e. skip days, walkouts,
	Level 2	1 – 10 days out of school suspension	Demonstrations
Failure to serve detention	1 st Offense	Doubling of detention	
	2 nd Offense	Assignment to extended or Saturday detention	
	Continued Offense	Out of school suspension	
Failure to Report to Office When instructed		Detention plus other consequences as appropriate	
Gambling	Level 1	Warning/detentions	
	Level 2	Suspensions	i.e. such as money exchanges, betting, card playing, dice etc. Seriously disruptive to Educational process.
Leaving School While on Closed Campus	1 st Offense	Detention	
	2 nd Offense	Extended Detention	
	3 rd Offense	Saturday detention/parent conference	
	4 th Offense	1 – 3 days suspension from school	
Leaving School While on Open Campus without following procedures	1 st Offense	Written/verbal warning	
	2 nd Offense	Detention	
	3 rd Offense	Extended detention/parent conference	
	4 th Offense	Loss of privilege for 20 school days	
Possession of Unauthorized Cell Phones or Other Unauthorized Devices	1 st Offense	Confiscation/parent retrieval	
	2 nd Offense	Additional disciplinary consequences	As appropriate
Trespassing	Level 1	Written/verbal warning	In posted area, student on campus while suspended
	Level 2	Police Notified	
Tampering with Computer Systems		Up to 10 days suspension	
		Police notified	
		Possible recommendation for expulsion	

IN-SCHOOL SUSPENSION EXPECTATIONS

- Be timely: **7:45 to 2:30**
- Be prepared: text books, writing utensils, extra reading material, etc.
- Be productive: Use the day to complete assignments and any outstanding work.
- Be polite.
- If you need to use the restroom or buy lunch, please wait to be escorted.
- A laptop can be signed for one hour with and ID card.
- No iPods, MP3 players, cell phones, personal video games, etc.
- Reflect upon the choices that you made that resulted in this consequence and how you will proceed in the future. It is our hope that you will make choices that contribute to your safety, to the safety of others and to everyone's success.

BOARD OF EDUCATION POLICIES

POLICY ON CIVILITY

Preamble: The Weston Board of Education recognizes that education of children is a process that involves a partnership between a child's parents, teacher, school administrators, and other school and school board personnel. The Board recognizes that parental participation in their child's educational process through parent/teacher conferences, scheduled classroom visitation, serving as a school volunteer, serving as a field trip chaperone, PTO participation, and other such service is critical to a child's educational success. For that reason the Board welcomes and encourages parental participation in the life of their child's school.

However, from time to time parents and other visitors to schools and school district facilities sometimes act in a manner that is disruptive of a school or other district facility and which is threatening and/or intimidating to school and district employees.

The purpose of this policy is to provide rules of conduct for parents, other visitors to schools, and school district employees which permit and encourage communication between parents, other persons, and school and district personnel concerning students or other matters and to encourage participation in school or district activities, while at the same time enabling the Board of Education to identify and deal with those behaviors which are inappropriate and disruptive to the operation of a school or other school district facility.

It is the intent of the Board to promote mutual respect, civility and orderly conduct among district employees, students, parents, and the public. It is not the intent of the Board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, and parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

POLICY:

1. Expected Level of Behavior:

- a. School and school district personnel will treat colleagues, parents, students, and other members of the public with courtesy and respect.

2. Unacceptable/Disruptive Behavior:

Disruptive behavior includes, but is not necessarily limited to:

- a. behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public and areas of a school or facility which are not open to parents/guardians and the general public.
- b. Using loud and/or offensive language, profane language, intimidating language, or display of temper.
- c. Threatening to do bodily or physical harm to a teacher, school administrator, school employee, Board member, or student regardless of whether or not the behavior constitutes or may constitute a criminal violation.
- d. Damaging or destroying school property.
- e. Any other behavior that disrupts the orderly operation of a school, a school classroom, unannounced visits, or any other Board of Education facility.
- f. Abusive, threatening, or obscene email or voice mail message.

3. Parent Recourse:

- a. Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member should bring such behavior to the attention of the staff member's immediate supervisor, appropriate school administrator, and/or the Superintendent of Schools.

4. Student Recourse:

- a. Any student who believes he/she was subject to unacceptable/disruptive behavior on the part of a staff member, parent or visitor should bring such behavior to the attention of a teacher, guidance counselor or school administrator.

5. Authority of School Personnel:

- a. Authority to direct persons to leave school or Board of Education premises: Any individual who: (1) disrupts or threatens to disrupt school or school district operations; (2) threatens to or attempts to do or does physical harm to school board personnel, students, or others lawfully on a school or Board premises; (3) threatens the health or safety of students, Board personnel, or others lawfully on a school or Board premises; (4) intentionally causes damage to school Board property, or property of others lawfully on a school campus or Board premises; (5) uses loud or offensive language; or who without authorization comes on a school or other Board facility may be directed to leave the school or Board premises by a school's principal.
- b. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as is deemed necessary. If the offender threatens personal harm, the employee may contact law enforcement.
- c. Authority to deal with persons who are verbally abusive: If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference, or telephone conversation. If the meeting or conference is on a school or Board of Education premises, any employee may request that an administrator or other authorized personnel direct the speaker to promptly leave the premises. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement and request that law enforcement take such action as deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.
- d. Abusive, threatening, or obscene email or voice messages: If any district employee receives an email or voice mail message which is abusive, threatening or obscene, the employee is not obligated to respond to the email or return the telephone call. The employee may save the message and contact a school administrator or the Superintendent of Schools. If the message threatens personal harm, the employee may contact law enforcement.

6. Intent: It is the intent of the Weston Board of Education to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public. It is not the intent of the Board, however, to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain to the greatest extent reasonably possible, a safe, harassment free workplace for teachers, students, administrators, other staff, and parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages disruptive, volatile, hostile, or aggressive communications or actions.

POLICY ON REMOVAL FROM CLASS, SUSPENSION, AND EXPULSION

Introduction

Research on effective schools points out that maintaining a safe and orderly environment is critical to successfully educating children. Part of creating such a place for learning is to have fair

and enforceable rules and regulations for the school community to abide. In recent years, student discipline issues have become more subject to legislation. As a result, the Weston Board of Education and administration have extensively revised this policy on student discipline – removal from class, suspension and expulsion.

Definitions – Terminology and Examples

1. School and School Sponsored Activities
 - School: includes the school buildings, grounds, campus, school-provided transportation, and off-campus activities sponsored by, the school, including field trips, athletic events, dances, etc.
 - School sponsored activity: is defined as any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off-school property.
2. Drugs, Referrals and Counseling
 - Drug: shall be defined as an illegal or proscribed drug, including but not limited to, alcohol, all forms of tobacco, inhalable substances (including gases, solvents, butane, propane, adhesives), marijuana, cocaine/crack, LSD, PCP, amphetamines, heroin, methadone, scheduled narcotics, steroids and other performance-enhancing substances, herbal stimulants, herbal euphorants, look-alike and any substance commonly referred to as “designer drug,” and misused prescription medications and over-the-counter medications. (*Note: appropriate use of medications in school – policy 5141.21*)
 - Controlled substance: contains any quantity of a substance subject to federal narcotic laws, or which has been designated by the Public Health Council and the Commission of Consumer Protection pursuant to Section 21a-243 of the Connecticut General Statutes, as having a depressant, stimulant, or hallucinogenic effect on the higher function of the central nervous system and as having a tendency to promote addiction and/or psychological dependence.
 - Drug paraphernalia: are objects or devices used to ingest, inhale, inject or introduce controlled substances into the body or containers used to store, conceal or distribute controlled substances
3. Student assistance team: refers to a planning team who works with student issues and includes teachers, the school nurse, pupil services staff and administrators.
4. Certified drug counselor/agency: refers to an individual or agency certified by the Connecticut Alcohol and Drug Abuse Certification Board, Inc.

POLICY ON EXCLUSION, REMOVAL, SUSPENSION, AND EXPULSION

1. Manifestation hearing: is a special education Individual Educational Plan (IEP) meeting during which the planning and placement team (PPT) determines whether the student’s misbehavior is a manifestation of his/her disability. For a PPT to decide that the disability is not a causative factor in the child’s behavior, evaluation and diagnostic results, relevant information from parents, observations of the child and other information must establish that the child’s disability did not impair the child’s ability to control his/her behavior.
2. Exclusion: is defined as any denial of public school privileges to a student for disciplinary reasons.
3. Removal: is defined as an exclusion from a classroom for all or part of a single class period, or school sponsored activity provided such exclusion shall not extend beyond ninety (90) minutes. Removal is defined as an action taken for disciplinary purposes; it does not include an action that is part of a behavior management plan, an IEP, a 504 plan or one used for class management as approved by the school’s principal or designee.

4. Out-of-school suspension: is defined as the exclusion from the school building and campus, from all school privileges and/or from transportation services for not more than ten (10) consecutive days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed.
5. In-school suspension: is defined as the exclusion from both classroom and co-curricular or school sponsored activities for not more than five consecutive days but not an exclusion from the school building and campus, provided such exclusion does not extend beyond the school year in which the in-school suspension was imposed. An in-school suspension may include reassignment to a classroom program in a different school in the school district; such reassignment shall not constitute a “suspension” or “expulsion” under this policy.
6. Emergency suspension: An “Emergency” suspension is deemed appropriate when the continued presence of the student in the school imposes such a danger to persons or property or such a disruption of the educational process that the student is excluded from school immediately and the hearing may be delayed until a time as soon after the exclusion of such student as is possible.
7. Expulsion: is defined as an exclusion from all school privileges for more than ten (10) consecutive school days and shall be deemed to include, but not be limited to, exclusion from the school (defined above), provided that such exclusion shall not extend beyond a period of one calendar year. Such period of exclusion may extend to the school year following the school year in which such expulsion was imposed.
8. Days: is defined as days when school is in session.

Deadly and Dangerous Weapons, Firearms

1. Deadly weapon: means any weapon, whether loaded or unloaded, from which a shot may be discharged (see firearm below) or a switchblade knife, billy, blackjack, bludgeon, metal knuckles.
2. Dangerous instrument: means any instrument, article, or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury and includes a motor vehicle and a dog that has been commanded to attack.
3. Firearm: means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. Firearm does not include an inoperable antique firearm. For purposes of this definition “destructive device” means any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine or device similar to any of the weapons described therein.
4. Martial arts weapons: means nunchaku, kama, kasari-fundo, octagon sai, tonfa or Chinese star or other similar device.
5. Weapon: means knives, mace, any other device designed to inflict harm to others or a facsimile of a weapon or firearm.

Parents or Guardians, Responsibilities, Notification

1. Parent/guardian: shall refer to the legal guardian of the child or, in the case of the temporary absence of the legal guardian, the adult designated to care and to be responsible for the child on behalf of the legal guardian (e.g. relative, neighbor, adult baby-sitter or nanny).
2. Notification: shall refer to informing the parent/guardian of school infractions and the need to exclude the child from school for disciplinary reasons by telephone within one school day. If the parent/guardian cannot be reached by telephone a written description of the infraction and school action will be sent by certified mail within one school day and/or twenty four (24) hours of the exclusion.

Property, Theft, and Plagiarism

1. Intellectual property: shall refer to any product, that is the result of a persons' own creative effort (e.g. homework, papers, artwork, musical compositions, computer-assisted designs, etc.), which if taken or used without permission shall be considered stolen or plagiarized.
2. Property: shall refer to items belonging to individuals or groups, and property is considered stolen if taken without permission.

STANDARDS FOR BEHAVIOR

GOVERNING REMOVAL FROM CLASS, SUSPENSION, AND EXPULSION

Conduct to be Considered

1. School conduct that shall be considered grounds for removal from class, suspension or expulsion:
 - Violation of a publicized policy of the Board, or school rules
 - Is seriously disruptive of the educational process, or
 - Endangers persons or property.

Examples: The following are examples of those behaviors that shall be considered cause for removal from class, suspension or expulsion. Additional consequences may be imposed through the codes of conduct that apply to co-curricular school-sponsored activities. State statutes apply to issues related to alcohol, drugs, weapons, firearms and dangerous instruments (see section IIC).

Intimidation, Harassment, Hate Crimes and Physical Force

1. Verbal, graphic, written, psychological or physical intimidation, harassment (including sexual harassment), engagement in hate crimes or conduct causing a threat of injury (including by use of a motor or other vehicle) to the staff, students, volunteers, visitors, vendors, service providers or others;
2. Fighting or use of physical force against another person that is not reasonably necessary for self-defense;

Theft or Plagiarism, Damage to Property

1. Theft of intellectual, personal or school property (as defined above); taking or attempting to take personal, intellectual or physical property, including money, from another person by means of force or fear;
2. Using or copying the academic work of another and presenting it as his/her own without proper attribution;
3. Willfully causing, or attempting to cause, damage to or theft of school or personal property, including electronic property (i.e., disks, computer files, databases, e-mail, etc.);

Unauthorized Occupancy

1. Participation in an unauthorized occupancy of any part of any school or school premises or other building owned by any school district, and/or failure to leave such school premises or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
2. Intentional incitement which results in an unauthorized occupation of any part of a school or other facility owned by any school district;

Alcohol, Tobacco, and Drugs

1. Possession, use, transmission or being under the influence of a drug or controlled substance (as defined above);
2. Possession or transmission of a facsimile of any drug or controlled substance (as defined above);
3. Possessing or consuming tobacco products. (see policy #5131.61);

Weapons, Firearms, and Dangerous Instruments

1. Possession, transmission or use of any firearm, knife, explosive, deadly weapon, martial arts weapon or other dangerous instrument or facsimile thereof or any other weapon as defined above

Insubordination and Truancy

1. Insubordination or open defiance of the authority of any teacher or person assigned to supervise the student, including verbal abuse;
2. Intentional and successful incitement of truancy by other students;

Telephones, Copiers, Computers, and Communications Technologies

1. Use of telephones (including pay and personal telephones), beepers, laser pens, copiers, facsimile devices, computers, works, Internet connections, fire alarms or other communications technologies for other than legal uses or as authorized by school administration.

Disruption to Learning

1. Serious or ongoing disruption to the classroom or school which interferes with the learning of others.

Violation of Law or Board Policy

1. Violation of any federal, state or local law.
2. Violation of any other Board policy or school rule dealing with student conduct, including that dealing with conduct on school buses.

Conduct Off School Grounds

1. A student may be suspended or expelled for conduct off school grounds when such conduct is a violation of a publicized policy of the Board and is seriously disruptive of the educational process.
2. In making a determination as to whether conduct is seriously disruptive of the educational process, the administration shall consider, but such consideration shall not be limited to: (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the incident involved threats of violence or unlawful use of a weapon, as defined in section 29-38, and whether any injuries occurred; and (4) whether the conduct involved the use of alcohol.

Mandatory Suspension and Expulsion

1. Suspension and subsequent expulsion proceedings pursuant to this section shall be required, (other than as outlined in section VIII for special education students) as noted above, whenever there is reason to believe that any student (1) was in possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon, on school grounds or at a school-sponsored activity; (2) off school grounds, did possess a firearm or did possess and use such a firearm, dangerous instrument, deadly weapon or martial arts weapon in the commission of a crime; or (3) on or off school grounds, offered for sale or distribution a controlled substance as defined in Connecticut General Statutes, §21a-240(9), whose manufacture, distribution, sale, prescription, dispensing, transporting or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under §21a-277 and §21a-278.
2. A student shall be expelled if the Board of Education finds that the student did so possess or so possess and use such a firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance for a period of one calendar year, provided the period of expulsion may be modified on a case-by-case basis.
3. A student shall be suspended if a student's condition or behavior creates an emergency situation due to drug or alcohol consumption. (See policy #5131.6)

REMOVAL PROCEDURES**Procedures and Due Process**

1. Each teacher shall have the authority to remove a student from class for disciplinary reasons when such student deliberately causes a serious or ongoing disruption of the educational process within the classroom, provided that no student shall be removed from class more than six times in any year nor more than twice in one week unless such student is referred to the building principal or his/her designee and is granted an informal hearing by the administration.

Notice to Administrators and Parents

1. Whenever any teacher removes a student from the classroom, such teacher shall send the student to a designated and supervised area and shall immediately inform the building principal or his/her designee as to the name of the student against whom such disciplinary action was taken and the reason therefore. Teachers or administrators who remove a child from class shall be responsible for notifying administrators on the same day of the incident and parents/guardians within one (1) school day by telephone or, if not available by telephone, by certified mail.

SUSPENSION PROCEDURES

General Rules

1. The administration of each school is authorized to invoke out-of-school suspension for a period of up to ten (10) days or to invoke in-school suspension for a period of up to five (5) days of any student for one or more of the reasons stated above, in accordance with the procedure described below. Moreover, the administration is authorized to suspend from transportation services a student whose conduct while receiving transportation violates the standards set forth above. The administration is authorized to immediately suspend any student when there is an emergency, as defined above. No student shall receive an out-of-school suspension more than ten (10) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion, unless such student is granted a formal due process hearing in accordance with Section V. Further, no student shall be placed in in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion.
2. Notification of Superintendent Related to Suspension: In the case of suspension, the administration shall notify the Superintendent of Schools or a designee and the Director of Pupil Services within one school day of the suspension as to the name of the student who has been suspended and the reason for suspension.

Making Up Missed School Work

1. Any student who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations missed during the period of his/her suspension.

Due Process

1. Except in the case of an emergency as defined above, a student shall be afforded the opportunity to meet with the school and to respond to the stated charges prior to any period of in-school or out-of-school suspension. At that time, he/she may present his/her version of the incident(s) upon which the proposed in-school or out-of-school suspension is based. The school principal or designee shall then determine whether or not in-school or out-of-school suspension is warranted. In determining the length of a suspension period, the school principal or designee may receive and consider evidence of past disciplinary problems, that have led to removal from a classroom, in-school suspension, out-of-school suspension or expulsion.
2. Other factors that may be considered include, but are not limited to, the number of repeat offenses, the degree of school disruption of the offenses and the student's role in past incidents. Suspensions are not subject to appeal beyond the school's principal. If an emergency exists, the hearing shall be held as soon as possible after the suspension.

Parent/Guardian Notification

1. Parents/guardians shall be notified of student discipline involving removal from class, in-school suspension or out-of-school suspension as soon as possible. Notification will be made by telephone no later than within one (1) school day of the time the student was excluded or, if the parent/guardian is unavailable, by certified mail. In the event out-of-school suspension is appropriate and the

parent/guardian cannot be reached, the student shall be placed on in-school suspension until the parent/guardian can be reached.

Student Records

1. Whenever a student is suspended (in-school or out-of-school), notice of the suspension and the conduct for which the student was suspended shall be included on the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school.

EXPULSION PROCEDURES

General Rules

1. The Board of Education may expel any student for up to one (1) school year for one or more of the reasons stated earlier, if, in the superintendent's or his/her designee's judgment, such disciplinary action is in the best interest of the school system. The procedures outlined below shall be followed prior to the effectuation of any expulsion unless an "emergency," as defined above, exists. If an emergency exists, such a hearing shall be held as soon after the expulsion as possible.

Notification Related to Expulsion

2. The Board of Education shall notify the student concerned and his/her parent/guardians or the student if he/she has attained the age of eighteen (18), that expulsion is under consideration. Such notice shall contain the information required in this section.

Procedures for Expulsion Hearings

1. Three (3) members of the Board of Education shall constitute a quorum for an expulsion hearing. A student may be expelled if a majority of the Board members sitting in the expulsion hearing vote to expel provided that three affirmative votes shall be required for expulsion or if a board appointed hearing officer so determines.
2. The procedure for any hearing conducted under this section shall be determined by the hearing officer or Board chairperson, as appropriate, but shall include the right to:
3. Notice of the proposed hearing that shall include:
 - a statement of the time, place and nature of the hearing;
 - a statement of the legal authority and jurisdiction under which the hearing is to be held;
 - reference to the particular sections of the Connecticut General Statutes or school policies involved;
 - a short and plain statement of the matters asserted, if such matters have not already been provided in a statement of reasons requested by the student; the statement so provided may be limited to a statement of the issues involved, if it is not possible to state the issues in detail at the time such notice is served.
 - Upon request from the student concerned, a more definite and detailed statement of the issues shall be furnished; and a statement, where appropriate, that the Board is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who has been expelled previously or is found to have engaged in conduct that endangered persons, and involved (a) possession on school property or a school-sponsored activity of a firearm, deadly weapon, dangerous instrument or martial arts weapon, or (b) offering for sale or distribution on school property or at a school sponsored activity a controlled substance as defined by law.
 - The opportunity to be heard;
 - The opportunity to present witnesses and evidence;
 - The opportunity to cross-examine adverse witnesses;

- The opportunity to be represented by counsel;
Prompt notification of the decision of the Board of Education, which decision shall be in writing if adverse to the student concerned.

Expulsion Hearing Records

1. The record of any hearing held in an expulsion case shall be made and shall include the following.
2. All evidence received or considered by the Board of Education, including a copy of the initial letter of notice of proposed expulsion, if any, and a copy of all notices of hearing;
3. Questions and offers of proof, objections and rulings on such objections;
4. The decision of the Board of Education rendered after such hearing; and
5. The official transcript, if any, of proceedings relating to the case, or, if not transcribed, any recording or stenographic record of the proceeding.

Rules of Evidence for Expulsion Hearings

1. Rules of evidence at expulsion hearings shall include the following:
 - Any oral or documentary evidence may be received by the Board of Education but as a matter of policy irrelevant, immaterial or unduly repetitious evidence shall be excluded.
 - The Board of Education shall give effect to the rules of privilege recognized by law;
 - In order to expedite a hearing, evidence may be received in written form provided the interest of any party is not substantially prejudiced thereby;
 - Documentary evidence may be received in the form of copies or excerpts if the original is not readily available provided, however, that any party to a hearing shall be given an opportunity to compare the copy with the original;
 - A party to an expulsion hearing may conduct cross-examination of witnesses where examination is required for a full and accurate disclosure of the facts;
 - The Board of Education may take notice of judicially cognizable facts in addition to facts within the Board's specialized knowledge provided, however, the parties shall be notified either before or during the hearing of material noticed, including any staff memoranda or data, and an opportunity shall be afforded to any party to contest the material so noted.
 - In determining the length of an expulsion, the Board of Education may receive and consider evidence of past disciplinary problems that have led to removal from a classroom, in-school suspension, suspension or expulsion.
 - A record of any oral proceedings before the Board of Education at an expulsion hearing shall be made provided, however, that a transcript of such proceedings shall be furnished upon request of a party with the cost of such transcript to be paid by the requesting party.

Findings of the Board

1. Decisions shall be in writing if adverse to the student and shall include findings of fact and conclusion necessary for the decision. Findings of fact made by the Board after an expulsion hearing shall be based exclusively upon the evidence adduced at the hearing.

Student Records

1. Whenever a student is expelled pursuant to the provisions of this policy, notice of the expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. Such notice, except for notice of an expulsion based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record if the student graduates from high school. If a

student graduates from a high school outside of Connecticut and officially so notifies the Weston Public Schools, his/her record will be expunged.

Guidelines for When a Student Withdraws from School

1. Whenever a student against whom an expulsion hearing is pending withdraws from school after notification of such hearing but before the hearing is completed and a decision rendered, (1) notice of the pending expulsion hearing shall be included on the student's cumulative educational record and (2) the Board of Education shall complete the expulsion hearing and render a decision.

Guidelines for an Entering Student Expelled by Another Board

1. The Board of Education may adopt the decision of a student expulsion hearing conducted by another school district provided that the Board shall hold a hearing pursuant to this policy, and this hearing shall be limited to a determination of whether the conduct, which was the basis for the expulsion, would also warrant expulsion under the policies of the Board of Education. The student shall be excluded from the Weston school pending such Weston school hearing. The excluded Weston student shall be offered an alternative educational opportunity in Weston school in accordance with statutory requirements and this policy. If a Weston student is expelled from a private school, the Board of Education may examine evidence related to the expulsion to determine if any disciplinary action is appropriate.

Readmission Requests

1. Pursuant to Public Act 98-139, an expelled student may apply for early readmission to school. Such readmission shall be at the discretion of the board of Education, although the Board may delegate the authority to allow readmission to the Superintendent of Schools. The Act specifies that the Board or superintendent may establish specific criteria for readmission and that a decision on readmission is not subject to appeal to the Superior Court.

Alternate Educational Placement

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

Conditions When an Alternative Placement Is Not Required

1. State statutes do not require the Board to offer an alternative educational opportunity to a student between the ages of sixteen (16) and eighteen (18) who has been expelled previously or who is expelled because of conduct which endangers persons and it was determined at the expulsion hearing that the conduct for which the student was expelled involved (a) possession on school property or a school-sponsored activity of a firearm, deadly weapon, dangerous instrument, or martial arts weapon or (b) offering for sale or distribution on school property or at a school sponsored activity

a controlled substance as defined in subdivision (9) of C.G.S. §21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting, or possessing with the intent to sell or dispense, offering, or administration is subject to criminal penalties under C. G. S. §21 a-277 and §21a-278.

Requirements for Reporting Expulsion Outcomes and Making Referrals

1. If the Board of Education expels a student for the sale or distribution of a controlled substance the Board shall refer the student to an appropriate state or local agency for rehabilitation, intervention or job training or any combination thereof and inform the agency of its action. If the Board of Education expels a student for possession of a firearm or deadly weapon, the Board shall report the violation to the local police department. The Board shall give the name of the student and a summary of the Board's action in so referring the student, to the commissioner of education within thirty (30) days after the student is expelled. The provisions of this section shall not apply to students requiring special education who are described in subdivision (1) of subsection (e) of Connecticut General Statutes §10-76a.

Special Education Students

1. A special education student whose conduct warrants suspension or expulsion pursuant to this and related Board policies may be suspended up to ten (10) school days in one school year, during or after which a manifestation hearing must be held. The IEP meeting will be held to determine whether the student's disability contributed to his/her behavior and to consider a modification of the services provided to address the student's needs. If additional separation is warranted after the ten (10) days, an alternate forty five (45) calendar-day educational placement may be available, consistent with the Individuals with Disability Education Act (IDEA). (see below).
2. If the IEP meeting determines that the student's misconduct is not a manifestation of his/her disability, the student may be expelled in the same manner as non-disabled students and will receive services as defined under the IDEA legislation. If the misconduct is found to be a manifestation of the student's disability, the student may not be expelled unless the parent/guardian(s) agree to the expulsion or a court order is obtained.
3. If there is a relationship between the misconduct and the disability and the student is determined to have brought a weapon as defined by 18 U.S.C. 930 (g)(2) or controlled substance to school, the student may be placed by the PPT/IEP team in an interim alternative educational setting for not more than 45 calendar days, consistent with federal and state law.

Notification

1. Students and parents/guardians will be provided a copy of this policy and will be requested to acknowledge receipt via sign-off sheet. In the event the sign-off sheet is not returned, the school will mail a copy of the policy to the student and parent/guardian. A record that the policy was provided by mail will be kept to show that reasonable efforts were made to communicate the policy.

Gun Free Schools Act

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

References

Statutory

20 U.S. C. §8921

Connecticut General Statutes (need names of legal references)

Add policy references including sexual harassment

§4-176e through 4-180a, §4-18 la, §10-76a, §10-233a through §10-233g, §21a-240,

§21a-277, §21a-278, Public Act 95-304, Public Act 96-244, [Public Act 98-139]

Administering and Suspending Medication Policy #5141.21

BOARD OF EDUCATION POLICY ON TOBACCO, DRUGS, AND ALCOHOL

PREAMBLE

The purpose of the Board of Education policy 5131.6 and the administrative guidelines that follow is to identify, discipline, and assist students whose use of tobacco, drugs, or alcohol comes to the attention of school personnel. Such use is illegal and inconsistent with the achievement of academic excellence. The Board of Education has, under policy 5131.61, defined the Weston Public Schools as a tobacco-free campus. This ban extends to all school-sponsored student activities conducted off campus as well.

Relative to the chronic use of alcohol or drugs, the Weston Board of Education recognizes that chemical dependency is a disease. Therefore, in addition to enforcing a no-use policy towards drugs and alcohol, the Board expects that students will be assisted in obtaining appropriate services through their families. Since chemical dependence is not a school issue alone, the Board of Education commits itself to work collaboratively with families, health officials, and community agencies to address this problem.

Role of the Schools

The schools play three important roles in helping to prevent student tobacco, drug, or alcohol use as they operate in conjunction with the home and community. They include:

- A. Preventing the use of tobacco, drugs, and/or alcohol through education
- B. Intervening with drug users and at-risk students
- C. Promoting recovery through referrals and re-entry support

I. Responsibilities for Implementing the Administrative Guidelines and the School System's Policy on Alcohol and Drugs

- A. Board of Education: will set policy and hold its personnel responsible for the proper conduct of students while legally under the supervision and the jurisdiction of the school.
- B. Principal or designee: shall implement all procedures, rules, regulations, and guidelines to render effective the policies of the Board of Education relating to standards of student behavior.
- C. Teachers: shall be responsible for instruction of students in the rules and regulations of proper behavior and for compliance with the tobacco, drug, or alcohol guidelines. Teachers shall be responsible for proper and adequate supervision and control of students both in the school and involving school-sponsored activities.
- D. Parents/Guardians: are expected to cooperate with school authorities regarding the behavior of their children. Parent/Guardians shall be held responsible for the behavior of their children including violation of the rules regarding drugs, alcohol, and tobacco. Parents/Guardians shall be notified of infractions of the drug and alcohol policy and notification of the police.
- E. Students: shall be properly instructed in the rules and regulations of acceptable behavior and shall be expected to comply with these standards. Any student who fails to comply with these rules is subject to disciplinary action, which may include detention, suspension, exclusion, expulsion, referral for drug evaluation, and referral to legal authorities

II. Definitions Related to Alcohol and Drugs

- A. School: includes the school buildings, grounds, campus, school-provided transportation and off-campus activities sponsored by the school, including field trips, athletic events, dances, etc.
- B. School sponsored activity: is defined as any activity sponsored, recognized, or authorized by the Board of Education and includes activities conducted on or off school property.
- C. Drug: shall be defined as but not limited to, alcohol, all forms of tobacco, inhalable substances (including gases, solvents, butane, propane, adhesives),

marijuana, cocaine/crack, LSD, PCP, amphetamines, heroin, methadone, scheduled narcotics, steroids and other performance-enhancing substances, herbal stimulants, herbal euphorants, look-alike and any substance commonly referred to as a “designer drug,” and misused prescription medications and over the counter medications.

- D. Controlled substance: contain any quantity of a substance subject to federal narcotic laws or which have been designated by the Public Health Council and the Commission of Consumer Protection pursuant to Section 21a-243 of the Connecticut General Statutes, as having a depressant, stimulant, or hallucinogenic affect on the higher function of the central nervous system and as having the tendency to promote addiction and/or psychological dependence.
- E. Confidential communications: are those which are made privately and in confidence by a student to a professional employee of the school system when such information concerns alcohol or drug abuse or any alcohol or drug problem of such student. Such communications shall not be considered confidential when the student indicates plans or thoughts to harm him/herself and/or others.
- F. Drug paraphernalia: are objects or devices used to ingest, inhale, inject, or introduce controlled substances into the body or containers used to store, conceal, or distribute controlled substances.
- G. Student assistance team: refers to planning teams who work with student issues and includes teachers, the school nurse, pupil services staff, and administrators.
- H. Certified drug counselor/agency: refers to individual or agency certified by the Connecticut Alcohol and Drug Abuse Certification Board.
- I. Parent/Guardian: shall refer to the legal guardian of the child or, in the case of the temporary absence of the legal guardian, the adult designated to care and to be responsible for the child on behalf of the legal guardian (e.g. relative, neighbor, adult baby-sitter, or nanny).

III. Standards for Behavior Governing Suspension and Expulsion Related to Drugs and Alcohol : See Suspension and Expulsion Policy.

IV. Breathalyzer Policy

- A. With the health and well-being and safety of all students in mind, Breathalyzer testing may be available at all school dances, proms, and other 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. Procedures are detailed on pages 32-33.

NOTIFICATION OF THE STUDENT BEHAVIOR CODE

The administration shall notify the last known parents/guardians of students of the rules of the district pertaining to student discipline concerning the use, possession, distribution, or sale of alcohol or controlled substances. Principals shall see that this information is conveyed to every student. Students and parents/guardians will be expected to sign off that they have received the information and will be provided with due notification. If a sign-off is not returned, the policy will be mailed.

Due Process and Involvement of Police and Health Authorities

- 1. School personnel shall not act in a law enforcement capacity or as advocates for students in connection with police questionings or other law enforcement activity. Students suspected of drug or alcohol possession or distribution at school or at a school-sponsored event shall be referred to the appropriate administrator of the school. The administrator will follow the due process procedures outlined in Policy #5114. If an administrator determines that possession or distribution may have occurred, he/she will call law enforcement officials. A parent/guardian shall be

notified as soon as possible but no later than within one school day. In all cases of emergency or of clear and present danger to students or others, the schools will cooperate with police and health officials.

Situations Requiring or Potentially Requiring Medical Attention

1. If a student's condition or behavior creates an emergency situation that may be due to drug or alcohol consumption, the student should be referred to the school nurse and emergency services (911) when warranted under the direction of the appropriate administrator. A professional staff person perceiving a student to be under the influence of alcohol, drugs, or other substances will immediately notify the appropriate administrator and the school nurse giving all pertinent information. All staff members will keep written records of the incident. The school nurse will advise the administrator of the severity of the emergency. If needed, the student will be referred to the Emergency Medical Technician (EMT) service and transported to the hospital accompanied by a staff member and the parent/guardian notified.
2. If emergency care is not required, the parent/guardian will be called and asked to take the student home. The student shall be suspended for up to ten (10) days. Cases of drug overdose shall also be treated as a possible suicide attempt and an appropriate assessment will be conducted to determine if this is the case and must be completed prior to the student returning to school.

Referrals After Suspension

1. Students suspended for involvement with tobacco, drugs, or alcohol are required to meet with their parents/guardian and a school administrator. The student will be referred to a student assistance team to determine if additional school services are required. Corrective actions will be recommended and parents/guardians will be notified in writing of that recommendation.

Hospitalization

1. If a student is hospitalized for drug or alcohol abuse problems, the student will be referred to the Individual Educational Planning (IEP) Planning and Placement (PPT) team for the purpose of determining how the student will be educated while away from school and to plan a transition back to school.

Search and Seizure, Police Involvement

1. Search of student lockers, desks, or other depositories is covered by Board policy 5145.12. Under the rules of the Board of Education, as authorized by Section 10-221 of the Connecticut General Statutes for the maintenance of discipline in the school, an authorized administrator may search a student's locker or desk under conditions described in that policy.
2. Any drug, drug-like substance, alcoholic beverage, or drug paraphernalia surrendered by a student or obtained by a search of lockers or desks is to be turned over to the principal or his/her designee the same day. The principal/designee will keep the materials secure and surrender the materials to the police within three school days. The principal/designee will give the students a signed and dated receipt and will obtain a signed and dated receipt from the police. The students will also be informed that his/her name is being given to the police.
3. Students found in possession and/or using drugs, controlled substances, or alcohol in school or on school property or at school-sponsored events may be subject to arrest in accordance with the law. In the event that a student is believed to have broken the law, the principal and his/her designee will attempt to contact a parent/guardian and inform him/her that the police are being notified. Students will have the right to remain silent or to speak through an attorney or parent/guardian and will be so advised by the school administrator in the absence of the parent. Unless there is a clear and present danger as determined by the principal, no questioning by police will be allowed while the student is at school or a school-sponsored activity in the absence of the parent or guardian.

4. In the absence of parental consent, the principal shall release students to law enforcement officials only if an arrest warrant is presented or if the police officer informs the principal that the pupil is subject to arrest under a recognized exception to the warrant requirement. If a warrant is presented by an official other than a Weston Police Department officer, the principal will verify the authenticity of the warrant with the Weston Police.

Tobacco

1. See policy 5131.61. Students are prohibited from using or possessing tobacco in any form in the school building, on the school campus, on school transportation, or at school-sponsored events.

Voluntary Student Activities

1. Additional drug and alcohol policies may be established for students in co-curricular activities including athletics.

Drug Testing

1. Drug and alcohol testing shall be considered a voluntary act on the part of the student and his/her parents/guardians.

Referral for Drug Evaluation

1. Referral for drug evaluation does not obligate the school system to pay for the evaluation (unless deemed appropriate by a PPT or an IEP meeting) or the subsequent treatment program. The choice of individual or agency and cost of such services are the responsibility of the student and parents/guardians. Students and parents/guardians should be asked to sign a release allowing the school to share information with the treatment program or drug counselor.

PROCEDURES RE: BOARD OF EDUCATION POLICIES ON DRUGS AND ALCOHOL

I. Voluntary Disclosure of a Problem

If a student voluntarily tells a staff member of a drug, alcohol, or substance abuse problem:

1. A staff member who is informed of a drug, alcohol, or substance abuse problem may at the insistence of the student maintain the confidence within the limits of his/her professional code of ethics and in consistency with the laws of confidentiality. The staff member should, however, make every effort to guide the student to the kind of help he/she needs.
2. A staff member may, without disclosing the name of the student, obtain advice and information on the resources available to the student and himself/herself refer the student to appropriate local resources.
3. If the student will allow disclosure of the drug, alcohol, or substance abuse problem, the staff member will report to the school's Student Assistance Team.
4. The school's Student Assistance Team will, upon confirmation of an alcohol, drug, or substance abuse problem by a student under 18 years of age, hold a conference with the parent. Corrective plans will be developed with the cooperation and consent of the parents and the student. The parents will be given a written copy of the conference minutes and recommendations for corrective plans.
5. Copies of the conference minutes and corrective plans will be kept in the school Student Assistance Team's professional file.
6. The school's Student Assistance Team will maintain contact with the student and his/her family regarding the problem.
7. The building principal will in all cases be informed of all activity relative to confirmation and aiding the student to solve his/her alcohol, drug, or substance abuse problem.
8. A professional employee who obtains physical evidence in the form of alcohol, drugs,

or illegal substances voluntarily surrendered by a student must turn the evidence over to the school principal immediately. The professional employee is not required to disclose the name of the student from whom the evidence was obtained.

II. Involuntary Disclosure

When information relative to drug, alcohol, or substance abuse is brought to the attention of the school or obtained through routine school activity, such information is considered as obtained through involuntary disclosure and matters of confidentiality do not apply. If a staff member has knowledge of an alcohol, drug, or substance abuse problem:

1. The staff member will report the information immediately to the building principal
2. Staff members who obtain physical evidence in the form of alcohol or drugs from a student are required to turn the evidence over to the school principal immediately. The professional employee must disclose the name of the student from whom the evidence was obtained.

III. Searches

Search of the students' lockers, desks, or other depositories is covered by Board of Education policy. Under the rules of the board of education, as authorized by Section 10-221 of the General Statutes for the maintenance of discipline in the school administrator may search a student's locker or desk under three conditions.

1. The probable presence of contraband materials poses a serious threat to the maintenance of discipline and order in the school.
2. There is reason to believe one or more students have contraband materials in desks or lockers.
3. Any controlled drug or alcoholic beverage surrendered by a student or obtained through a search of lockers or desks is to be turned over to the school principal. The principal will, within three days of its receipt, surrender the drugs or alcohol to appropriate law enforcement officials.

Students found in possession of and/or using a controlled drug or alcoholic beverage in school or on school property are subject to arrest.

IV. Consequences

Students found in possession and/or use of a controlled drug or alcoholic beverage will be subject to one or more of the following:

1. First Offense
 - Suspension from school for up to ten school days
 - Notification of parents and police
 - Referral to the Student Assistance Team
 - Suspension from all school activities
 - Re-entry conference between parent, student, and the principal and his/her designees.
2. Second and Subsequent Offenses
 - Suspension from school for ten school days
 - Notification of parents and police
 - Referral to the Student Assistance Team
 - Suspension from all school activities during the school suspension
 - Superintendent's hearing for expulsion
 - Re-entry conference between parent, student, and the principal and his/her designees.

The school's Student Assistance Team will maintain contact with the student and his/her family regarding the problem.

BOARD OF EDUCATION POLICY ON TOBACCO USE

The Weston Board of Education recognizes the well-documented health hazards posed by tobacco products to both users and non-users. The Board further recognizes the importance of positive adult role models for students. Therefore, there shall be no smoking or other use of tobacco products by staff or the general public, and no smoking or use of tobacco products or non-smoking products or possession of same by students: in buildings, courtyards and on grounds of the Weston Board of Education on transportation provided by the Weston Board of Education during trips or activities sponsored by the Weston Board of Education or under the supervision of the Weston Board of Education or its authorized agents. At no time shall there be any exceptions made for tobacco use in buildings and courtyards. While the general public will be encouraged to observe the ban on tobacco products at all times, exceptions shall exist for events not sponsored by the Weston Board of Education and which are sponsored by Weston non-profit organizations. Examples of times when such exceptions shall apply are: The Memorial Day Fair, The July 4 Family Celebration, Adult Recreation, Public Hearings, Town Meetings. These exceptions shall apply to the school campus grounds only at times when school is not in session.

Regulations:

Staff: Staff who use tobacco products in violation of the Board's policy are subject to progressive disciplinary action up to and including termination for insubordination. This policy shall apply to the entire school campus including parking lots, sidewalks, School Road and the grounds designated as school property. This policy shall apply to staff while in their cars on school property.

General Public: The general public will be asked to cooperate with the tobacco ban on the school campus. Awareness will be raised through communications and signage. Visitors observed using tobacco products will be asked to discontinue use. If disregarded, other than when exceptions apply, visitors will be asked to leave the campus.

Staff and students who wish to stop smoking or the use of tobacco products will be provided with referrals to services that specialize in supporting the cessation of tobacco use. Smoking is defined as the lighting or carrying of a lighted cigarette, cigar, pipe or similar material or device.

Possession is defined as having tobacco or other smoking products on one's person, in one's personal belongings, other than private vehicles, or in any school provided space (e.g. lockers, desks, instrument storage areas, workstations, etc.).

Students: The school campus is specifically defined so as to include parking lots, sidewalks, School Road and the grounds designated as school property.

The smoking prohibition is for 24 hours a day, 7 days a week. This includes, for example, dances, athletic events, rehearsals, and meetings. If an event is held off campus, but is school sponsored, the ban still applies. For students, possession of tobacco is also prohibited. Possession is defined as having tobacco or other smoking products on one's person, in one's personal belongings, (other than private vehicles), or in any school provided space. (e.g. lockers, desks, instrument storage areas, work stations, etc.)

BOARD OF EDUCATION POLICY ON HOMEWORK

Definition: Homework is the responsibility of the student and should reflect their work. Homework is any short or long-term assignment for study or preparation done outside the classroom that supports and extends student learning. Its primary purposes include: reinforcement, remediation, enrichment, development of study habits, and exploration of resources in libraries, on the Internet, at home or in the community.

Philosophy: Homework is a necessary and integral part of the instructional program and learning

process that allows students to follow through on their personal commitment to academic work. Through meaningful assignments, students develop constructive attitudes and sharpen useful skills.

The regular practice of homework requires self-discipline and enables students to function as individuals. Assignments offer opportunities for problem solving and increased learning. Students who benefit most from formal education are those who approach it with curiosity, varied interests, and a willingness to work hard.

Homework is an essential part of the individual's learning and development. Yet it is recognized that time must also be allotted for physical and social recreation. Teacher feedback on the quality of homework shall be provided on a regular basis as appropriate to the grade and area.

Homework activities, differentiated as needed, are designed to accommodate students with learning and organizational difficulties or those with other special needs.

Parameters

- Activities should be a natural extension of the learning experience to develop initiative and responsibility and to encourage application.
- Activities should supplement and enrich classroom learning, improve research and study skills, and teach students to organize time.
- Long-term project activities are essential and should be clearly defined. The emphasis of the assignment is to demonstrate a student's level of learning.
- Parents should not be involved in projects, or any other homework, unless specified by teachers. Teachers, in turn, are strongly urged to limit the requests for parental involvement.
- Activities outside the classroom should foster communication and cooperation between home and school.
- Activities should vary in format: long-term independent, and overnight homework should be assigned.
- Activities should increase in complexity and duration with the maturity and grade level of the student.
- Activities should be designed to help students actively process and construct concepts.
- Students should be encouraged to study new materials daily and to review previously learned skills and materials regularly.
- An effort should be made to coordinate the student's workload and evenly distribute assignments throughout the week.
- Meaningful feedback to the student on the quality of homework shall be provided on a regular basis.
- Time guidelines for daily homework should be adjusted to recognize the time needed to complete long-term projects.
- Activities should provide opportunities for students to be successful by allowing flexibility in format and presentation.
- Assignments for students with a 504 Plan or an IEP will be consistent with the goals of the student's plan.

Special Circumstances

- a. Religious Holidays: Tests/quizzes should not be given and projects and homework assignments should not be due immediately following religious holidays recognized by the school calendar. In addition, these guidelines should be followed when the school is notified in writing by a parent/guardian of a specific religious observance for his/her child.
- b. Illness: Homework requests for multi-day absences for illness will be honored. Homework may be picked up through the main office at the end of the day following the request. For a one-day absence students should call classmates and rely on other systems designated by the school. When absences are extended or chronic, parents should contact the school nurse.

- c. Other Absences: Parents should notify teachers of an impending absence using the procedures outlined in the Student Handbook. Depending upon the student and the course, the teacher may feel it is essential to give the student assignments to be completed during the absence or upon his/her return. In these instances, the parents are asked to ensure that assigned work is completed and handed in upon return or when required by the teacher. Such work will count as part of the final grade. After a prolonged absence, however, it may be advisable to seek private tutorial help at the parents' expense. Make-up privileges do not apply when a student cuts class.

Time Guidelines

Of all the activities in which students are engaged after school hours, homework assignments need to be the highest priority. The need to establish time parameters was driven by the realization that Weston maintains high standards for student achievement and high expectations for the quality of instruction and the meaningfulness of homework assignments. The following guidelines represent an average nightly figure rather than a minimum or maximum. It should be understood that these guidelines are based on the time it takes the "average" student to complete his/her work. Students in accelerated programs, AP courses, or TAG will often exceed these guidelines due to the requirements of the course work. Grades 9-12, 35-45 minutes per academic course (averaging 2-3 hours nightly) Students should read nightly in addition to homework assignments. Students in grades 9-12 should read up to 30 minutes nightly.

BOARD OF EDUCATION POLICY ON HAZING/INITIATION

Purpose: The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Under this policy, any individual engaging in hazing activities, including being a recipient as described in Section IV-A, may be subject to discipline upon investigation.

Definitions: Hazing means committing an act against a student or coercing a student into committing an act that creates a risk of physical or emotional harm to a person in order for the student to be initiated into or affiliated with a student organization or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a substance on the body that may cause harm.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects a person to a risk of harm or that adversely affects the mental or physical health of a person.
- Any activity of affiliation or initiation involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects a person to a risk of harm or that adversely affects the mental or physical health of a person.
- Any intentional activity of affiliation or initiation that intimidates or threatens a person with ostracism, that subjects a person to significant embarrassment, or humiliation, that significantly and adversely affects the mental health or dignity of a person or discourages a person from remaining in school.
- Any activity of affiliation or initiation that causes or requires a person to perform a task that involves violation of state or federal law or of school district policies or regulations.

General Statement of Policy

- No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, engage, or willingly consent to hazing.
- No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

- Hazing activities are seriously disruptive of the educational process in that they involve the students with violence, threats of violence, or emotional harm. This policy applies to behavior that occurs on or off school property and during and/or after school hours.
- A person who engages in an act that violates school policy, including this policy, or law in order to initiate another person or to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- The school district will investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employees of the school district who is found to have violated this policy.

Reporting Procedures

- Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. In addition, any person who has knowledge that he or she may be a victim of hazing or conduct that may constitute hazing shall also report such information immediately to an appropriate school district official described by this policy; the failure to make such a report may be determined as consent to any such hazing that does occur and may be punished under this policy.
- The building administration is responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the Superintendent or his/her designee.
- The building administration will notify the Superintendent and the Director of Pupil Services of any reported incidents of hazing.
- Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, must inform the building administration immediately.
- Submission of a good faith complaint or report of hazing by a non-participant will not affect the complainant or reporter's future employment, grades, education, or participation in school programs or work assignments.

School District Action

- Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials, local police, or a third party designated by the school district.
- The school district may take immediate steps, at its discretion, to protect the complainant, report, students, or others pending completion of an investigation of hazing.
- Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, detention, suspension, exclusion, expulsion, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirement of applicable collective bargaining agreements, applicable statutory authority, including school district policies and regulations.

Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Dissemination of Policy

This policy shall appear in each school's parent and/or student handbook, the athletic handbook,

and in each school's staff handbook.

BOARD OF EDUCATION POLICY ON WELLNESS

The following sets forth the procedures to implement Board of Education Policy 5141.25 concerning wellness of students in the Weston Public Schools. The wellness of students is important and every effort will be made to provide appropriate educational opportunities as well as a healthy environment to assist students in the development of lifelong behaviors that contribute to long-term wellness. The Superintendent of Schools and Building Administration will monitor implementation of this regulation and will be advised by the Wellness Council.

Nutrition Education and Promotion

- Nutrition education is and will remain an integral component of the health/physical education curriculum and will be addressed yearly as a part of the curriculum in grades K-12. In grades 6-8, nutrition education is primarily addressed within Family and Consumer Sciences.
- Nutrition education will be incorporated into the study of other cultures that occurs in both the World Languages and Social Studies curriculum and as appropriate in other curricular areas.
- Nurses will promote nutrition through displays and materials available for students and families in each school clinic.
- Nutrition Education and Wellness will be addressed at a minimum of two faculty meetings per year.
- Displays in all cafeterias will promote healthy nutritional choices.

Physical Activity and Other School-Based Activities

- In grades K-5, in addition to physical education twice per week, students will have a daily recess period.
- Removal of recess will not be used as a consequence for classroom behavior for any student.
- In grades 6-12, students will have physical education yearly.
- At the high school, the school-sponsored interscholastic athletic programs will continue to encourage high participation rates and will report the percentage of students participating in at least one sport.
- Students in grades 6-8 will have appropriate intramural opportunities during the school year.
- Community activities will continue to be provided for students in grades K-8 by community agencies such as Parks and Recreation and Youth Services.
- The schools will continue to be available to the community for after school, weekend and summer activities.
- Each cafeteria will provide an atmosphere and food selections that encourage healthy eating.
- In grades K-5, an opportunity for a healthy snack will be provided as warranted by the scheduled lunch for each class.

Nutritional Guidelines for School Food

- The cafeteria program will follow all federal and state nutritional guidelines.
- Food items that do not meet nutritional guidelines will not be included in fundraisers during school hours.
- Food items may not be used as a reward unless specified in an Individual Education Plan.
- Classroom activities involving food must provide students the opportunity to make a healthy food choice. The use of non-food items as a means to commemorate an occasion is encouraged.
- Parents will be encouraged to provide healthy snacks and lunches.

- Students will be discouraged from sharing food with their peers.
- Beverages sold at any location in the school during school hours will meet all state and federal guidelines.

Communication

- Parents and students will be provided information about wellness in the annual legal update sent prior to the start of school.
- An annual “ Wellness” presentation will be made to each PTO.
- A display encouraging wellness will be set up at Back to School Nights at each school.
- Each school newsletter will address wellness in the first newsletter of the year and, at minimum, in two additional newsletters during the year.

Measurement

Pursuant to this policy and direction from the Board, the Superintendent shall designate at least one individual to be responsible for the oversight of the school district's wellness program.

- Each school shall designate a contact person for the implementation of the wellness policy at each school.
- Records will be maintained regarding cafeteria participation and sales.

LEGAL REFERENCES:

Federal Law:

Child Nutrition and WIC Reauthorization Act of 2004, Pub.L. 108-265§ 204
 Child Nutrition Act § 10 (a)-(b) codified at 42 U.S.C. §1799

Richard B. Russell National School Lunch Act§ 9(f)(l) and § 17(a) codified at 42 U.S.C. § 1758(f)(l) and 42 U.S.C. §1766

Regulation adopted:
 July 17, 2006

Weston Public Schools
 Weston, Connecticut

Policy Regarding Unexpected Broadcast

Using cell phones (or other recording devices) to record someone covertly at a time when that person can reasonably expect that no recording is taking place, and/or then posting that recording to a place such as the Internet for public display or otherwise sharing that recording with others without the subject’s consent is hereby prohibited. Such action is disrespectful, and such action will not be tolerated. This prohibition applies to students, employees, volunteers, or any other person on school property or at a school-sponsored activity. “Recording” for purposes of this policy includes audio recording and recording of video or other types of images. Violation of this policy may result in disciplinary action against students, including suspension or expulsion, or disciplinary action against employees, including suspension or termination.

Legal References:

Conn. Gen. Stat. 52-570d. Action for illegal recording of private telephonic communications.
 Conn. Gen. Stat. 53a-187. Wiretapping.
 Conn. Gen. Stat. 53a-189. Eavesdropping.

Policy Adopted: January 22, 2008

COMMUNICATIONS

IN ITS MISSION TO PROMOTE EACH STUDENT'S ACHIEVEMENT AND SUCCESS, WESTON HIGH SCHOOL WORKS IN PARTNERSHIP WITH PARENTS AND FAMILIES. THE SCHOOL ENCOURAGES AND WELCOMES PARENT/GUARDIAN INVOLVEMENT.

PARENT-TEACHER TELEPHONE CONTACTS

Each staff member has voice mail that can be accessed by calling 291-1414. Please remember that teachers are teaching throughout the day; they may not be able to return calls until the end of the day or until the next day.

PARENT – TEACHER CONFERENCES

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

TEACHERS' E-MAIL

Each staff member has e-mail that can be accessed through TeacherWeb.com or by using the following address with the staff member's first and last name: teachername@westonk12-ct.org

TEACHER WEB COM

Every teacher maintains web pages outlining course expectations, assignments and resources. For the convenience of students and parents, TeacherWeb.com is linked to the district's website.

REPORT CARDS

At the end of each quarter, report cards are distributed to students to share with their parents; copies are filed in the Guidance Department Office. The end of the year report card is mailed home. Parents are urged to communicate directly with the teacher(s) regarding questions concerning a student's progress, grades, absences or other related matters. If a student has an "Accountability" on file, a notice will precede the report card.

INTERIM REPORTS

To provide ongoing positive and formative feedback to students and parents, teachers issue interim reports for students approximately at the midpoint of each quarter. More frequent reports are issued when the teacher assesses that the student is struggling. Interim reports are addressed to the parents and are mailed home; copies of the reports are kept on file in the Guidance Office. Also, teachers will notify parents directly if a student's grade dramatically changes or if a student is failing the course. Students are urged to discuss the interim reports directly with their teachers, to address the concerns of constructive reports and to continue practices that result in positive reports.

ATTENDANCE AND TARDIES

Teachers are responsible for communicating and consistently enforcing consequences for tardies and absences, as they relate to impact on participation and learning.

NO CREDIT REPORT

The "No Credit" report is a consequence that will hopefully affect a change in a student's pattern of absenteeism. A student who accumulates three unexcused absences or 9 excused absences in a quarter will lose .25 of a credit for the course. An "X" will appear on the report card. (Please refer to the ATTENDANCE Policy.)

CO-CURRICULAR OPPORTUNITIES

CO-CURRICULAR PROGRAM:

The Co-Curricular Program is coordinated by the Student Activities Director and all questions and/or suggestions should be directed to him/her.

CLUBS AND ACTIVITIES AVAILABLE AT WESTON HIGH SCHOOL

- **Activities Council:** Open to any student interested in helping to plan a wide variety of activities. See the Director of Student Activities.
- **Class Councils:** A council chosen by a method determined by each class governs each class. Each council is responsible for organizing and running class activities. Some meetings take place in the evening.
- **Company-Theater Arts:** Open to all students. Produce at least two major productions a year.
- **Dance Club:** Meets at Westport Y – all levels of skill are welcome.
- **Debate Club:** A club devoted to learning about citizenship, the political process, and debating.
- **Exchange Programs:** The Youth for Understanding and the American Field Service conduct student exchanges for both foreign students to Weston and Weston students to foreign countries. The Foreign Language Department also coordinates exchange trips.
- **Key Club:** Open to all students – provides service to school and community.
- **Heliotrope (WHS yearbook):** seniors frequently hold major staff positions, and underclass participation is needed and encouraged.
- **H.O.W.:** The environmental club is open to all interested students.
- **Instrumental Music:** Open to all students who meet performance criteria – pit orchestra for Company productions.
- **Junior Engineering-Technical Society:** See the Science curriculum instructional leader.
- **Leadership Council:** All captains and presidents meet regularly to attend leadership-training programs.
- **Lighting Crew:** Works with Company and provides services to users of the auditorium.
- **Literary Magazine:** Open to all students who are interested in working on the staff and/or submitting poetry, artwork, short stories, or essays.
- **Mentoring Students Today:** Members work as mentors for elementary students.
- **Stage Crew:** Open to all students – works with Company and provides services to auditorium users.
- **Student Council:** Open to all students. The student body elects leadership each spring. In addition, a student Senate is formed annually.

CLASS/SCHOOL SOCIAL EVENTS/TRIPS

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. Class advisors will review expectations with groups/individuals regularly.

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 extracurricular 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 upon the activities in which they wish to participate, 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 Council; Company; Prism; or Yearbook), she/he should usually not hold a similar office in another activity. However, she/he is free to join any activity.
2. Student leaders who are placed on Academic Support 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 his/her leadership position either permanently or for a specific period.
3. The responsibilities of leadership include the need to demonstrate the positive behavior characteristics of a leader and role model in and out of school. Students who violate standards of good citizenship or fail to actively meet the responsibilities of office will have their leadership position removed.

EXTRACURRICULAR/SOCIAL ACTIVITY CODE OF CONDUCT

The Weston High School Community believes that for students to fully develop their personal potential they should be actively involved in both academic classes and extracurricular activities. Extracurricular activities are designed to meet a variety of student interests that supplement and complement the academic program. Participation in such activities is a privilege and each student who participates is a representative of the Weston High School community. As such, appropriate behavior is expected from all participants. Students who fail to behave appropriately will not be allowed to attend future activities. School rules are enforced.

FIELD TRIPS

Field trips are an extension of the school classroom. Expectations and school rules apply. 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. In those cases where the student's absence will jeopardize his/her 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. On all field trips sponsored by Weston High School, all school policies, rules and regulations are in force. Students who drive themselves to class trips or their locale are subject to disciplinary consequences.

FOREIGN EXCHANGE TRIPS - See the World Language Department for details.

FRATERNITIES, SORORITIES, AND OTHER SECRET SOCIETIES

The Weston Board of Education does not recognize, sponsor, or permit within the school, organizations which are based on selective membership*. This includes secret societies, fraternities, sororities, or Greek letter societies. If such organizations exist within the community but outside the school, they are not eligible to use school facilities as student organizations, nor should they be allowed to conduct activities such as initiations in the school during the school day. The position of the board is to discourage the formation of such groups as undemocratic and in conflict with the ideals of free public education. *This refers to and includes the process of choosing members by nomination and voting by the membership.

GUIDELINES FOR ALL HIGH SCHOOL FUNCTIONS

The Student Activities Director is responsible to coordinate the scheduling of activities in order to prevent conflicts. Therefore, all requests for social functions or money raising activities should be

given to the Student Activities Director. The following guidelines are for use at all school-sponsored activities:

1. Weston High School dances are for Weston students. Guests are permitted only at the Prom and occasionally at other special functions. All guest names must be submitted for approval to administration no later than 24 hours in advance (Prom requires more notice). No guests may be substituted for a previously registered guest. Guests should be of similar age.
2. Once admitted to the dance, students are not permitted to return to their cars unless they plan to leave the activity.
3. 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 so that students and chaperones can enjoy a social evening together.
4. Reservation form for use of the facility must be submitted one month in advance to the Director of Student Activities.
5. Requests for police and firemen must be made at least two (2) weeks in advance and must be confirmed by phone three (3) days prior to the activity.
6. A minimum of seven chaperones (of which there must be at least five faculty members and one of whom is to act as the administrator in charge) should be committed to covering the activity. The names must be given to the Student Activities Director no later than one week prior to the activity or the activity will be cancelled.
7. Instructions to the chaperones should be provided several days before the dance. They should arrive one-half hour prior to the activity for instructions by the administrator on duty.
8. The activity is to be over at the latest, by 11:00 P.M. (except the Prom – 12:00, and Homecoming Dance – 11:30) and admission to the activity should be closed no later than 8:30. When the activity is over sponsoring chaperones may leave once the facility has been checked completely and cleared of students.
9. A coat check system is to be supervised. As such, lost or damaged articles are the responsibility of the sponsor and must be replaced by the sponsor. If feasible, tickets should be issued to each student leaving an article (coat, handbag, etc.) with a corresponding ticket attached to the item for easy identification when the article is claimed.
10. ALL COATS, JACKETS, AND BAGS MUST BE CHECKED, NO FOOD OR BEVERAGES INSIDE THE GYM. NO ONE WILL BE PERMITTED TO LEAVE THE DANCE AND RETURN.
11. Chaperones will be assigned by the advisor in charge to cover all necessary areas. These assignments may be rotated as long as coverage is needed. Police and/or security guards will report to the administrator or advisor in charge and will circulate outside the building and in the parking lot area and periodically check the inside.
12. No food or beverages are permitted inside the gym.
13. Tickets will not be sold after 8:30 P.M. at the latest.
14. If a student has been drinking (or is thought to be under the influence of alcohol and/or illegal drugs) when he/she seeks admittance to any high school sponsored activity or during the activity, the following procedures will be followed:
 - The student will be told she/he cannot attend the function.
 - The situation will be turned over to a police officer that is on duty at the activity.
 - The student/parent/guardian will be informed. If parents are unavailable or if the situation warrants, emergency medical care will be called.
 - The student will be suspended from school and will lose special event privileges for a specified time (see Behavior chart)
 - Breathalyzer may be available and in use (refer to policy).

INDEPENDENT STUDY

The purpose of the Weston High School Independent Study Program is to allow student to give expression to their desire to question and to discover for themselves. This program allows for advanced study, cooperative learning, and topical investigations as well as enrichment opportunities for all students. It is also designed to afford a student an opportunity to earn academic credit for independent work above and beyond the existing high school curriculum. Independent Study is not intended to take the place of courses currently offered. Recognition of community service through WESTON HIGH SCHOOL'S COMMUNITY SERVICE PROGRAM may also be granted through the Independent Study Program. Descriptions of the WHS Independent Study Program and contracts are available in the Guidance Office. Students are required to complete a contract prior to having their project approved by a faculty committee. For freshmen, sophomores, and juniors, Independent Study must be in addition to the minimum required course/credit loads. First semester seniors may apply prior to the beginning of the year for 1/2 credit within the minimum course/credit load. Second semester seniors may apply to do a project over the minimum required credit load.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization designed to promote and enhance those qualities most highly desired in all high school students. Selection to NHS is most truly an honor as only those junior/senior candidates who consistently exemplify the highest standards of scholarship, leadership, service and character are selected for admission. Students beginning freshmen year are counseled to begin developing a record that will meet NHS criteria. Juniors/seniors who have achieved a minimum GPA of 3.75 are notified that they have met scholarship requirements to be considered for membership to the National Honor Society. NHS selection by a faculty council is based upon the equal consideration of a candidate's qualification as relating to scholarship, leadership, service, and character. Examples of leadership include significant experiences such as class or club officer, team captain, student government, first chair in an orchestra section, etc. A record of sustained community service is required. Students must perform 30 hours of services in the 12 months prior to submitting paperwork. Additionally, 15 hours must have been performed within one organization. Examples of sustained community service can include mission trips (church synagogue related), active role in HOW, Key Club or Save the Children, etc. To evaluate a candidate's character, the Faculty Council will examine school disciplinary and attendance records. Students aspiring to the NHS should avoid violations of academic and discipline codes. Additionally, members of the faculty will be solicited regarding their observations on candidates' character, service, and leadership. Students who would like to be considered for membership meet with the faculty advisors who will explain Weston High School's NHS selection process. At this time, students wishing to be considered for membership will be asked to provide written documentation supporting how they have exercised leadership, become involved in co-curricular and community activities, engaged in service experience, and any recognition and/or special awards they may have received. Specific timelines and deadlines for all paperwork are established annually by NHS advisors. All deadlines must be adhered to, to be considered. Information and required forms are available on the student-shared network. All required forms must be typed and submitted within the published deadlines.

As stated in Guidelines developed by the Division of Student Activities, NASSP, "membership is an honor bestowed upon a select group of students by faculty council on behalf of the school faculty.

PROCEDURES

ACCOUNTABILITIES

Students are responsible for all books, locks, library materials, and other school property assigned to them during the school year. A student will be given 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 administrative action until accounts are cleared. Seniors with accountabilities will not receive their caps and gowns, nor be permitted to participate in the graduation exercises.

CHANGE OF ADDRESS

Any student whose permanent address changes during the course of the year should notify both the main office and the guidance department as soon as the new address is known. This is crucial, so that, when injuries or other emergencies occur we are able to contact the parents. 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.

CHANGE IN RESIDENT STATUS

When a family moves after two years of residence in Weston and wishes a child to remain in one of Weston's schools, the child may continue in attendance for a period not exceeding one-half school year following the relinquishment of residence. If the child is enrolled as a senior in high school upon the relinquishment of residence, the child may attend Weston High School for the remainder of the senior year regardless of the number of months involved. When a high school senior has been enrolled there for fewer than two years preceding the relinquishment of residence, the Board of Education will act upon the request individually. In all cases involving families moving from Weston, unless the child remains a resident of Weston, the family must assume responsibility for transportation to and from school.

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 best interests of the students.

If parents or guardians do not wish to have any directory information released (academic honors, special awards, graduation lists, special even or extra-curricular involvement, etc.) they should write to the school administration at the beginning of the academic year indicating they do not want the name of their child released for such purposes.

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. 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 an administrator. A separate request is required for each event or activity. Forms are available from the administration.

NATIONAL SCHOOL LUNCH PROGRAM

The Weston Board of Education participates in the National School Lunch Program. This program provides nutritious meals for students at a reasonable price. It also makes provision for providing both reduced price meals and free meals for students whose family income falls within certain prescribed guidelines. Since the federal government and the State of Connecticut reimburse the Board of Education for at least part of the cost of these meals, it is important that the schools maintain accurate information concerning the types of meals served. The government will only provide reimbursement for one meal per child. If your child requires a second meal, it is important that he or she let the cashier know when the meal is being purchased that it is a second meal for that day. This will help to preserve our ability to continue to provide reasonably priced meals for your children. Inquiries about free or reduced lunch may be directed to the Front Office of the high school – 291-1600.

Advisory Room

Each student has been assigned to an Advisory room, which will meet for specific purposes such as discussion of school matters, to distribute guidance materials, and to conduct class business, etc. Failure to attend scheduled advisory sessions will be considered a cut and will be subject to discipline.

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 front office will not accept any materials for students (example: homework, lunches, sports equipment).

PUPIL PERSONNEL ISSUES

A separate policy handbook containing pertinent Weston Board of Education policies on pupil personnel issues has been mailed to each school family. Policy topics in that publication, previously in this book, include: medication, AIDS syndrome, reporting of child abuse, complaint process, freedom of expression, hazing, and use of the Internet. Please refer to applicable policies when needed and call the school with any questions.

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:

1. 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.
2. 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.
3. 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 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.
4. 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 request, the Weston Public Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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:

1. Annually informing parents of their rights.
2. Permitting parents to inspect and review educational records.
3. Not disclosing personally identifiable information from a student's education records without prior written consent of the student's parent.
4. Maintaining the record of disclosures of personally identifiable information from a student's education records and permitting a parent to inspect that record.
5. 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.
6. Guaranteeing access to student records to authorized persons within five days following the date of request.
7. Assuring security of student records.

Whenever a student has attained eighteen (18) years or is attending an institution of post-secondary 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.

VISITORS:

ADULT VISITORS

For security purposes, ALL VISITORS are required to sign the register, and acquire a visitor's badge. Visitors' badges must be visible at all times.

All visitors must park in designated visitor parking and register their cars with security desk.

- Passes will be issued to alumni who have an appointment with specific teachers or guidance counselors.
- Parents who would like to meet with a teacher must have an appointment that

- can be made by calling the school.
- Other visitors who would like to meet with a staff member must have an appointment made in advance.
- Visitors must adhere to civility policy.
- Visitors must enter and exit the main front entrance.

STUDENT VISITORS

Student Visitors are not permitted during school hours. Parents of students who are potential enrollees should contact Guidance regarding those procedures to follow.

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, athletic 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.

STUDENT RESOURCES

ANNOUNCEMENTS

Announcements are made each day for the purposes of informing the school community of important events and information related to the school program. Announcements should be submitted to the secretary in the main office at least one day prior to when they wish to have it read. An administrator must approve emergency announcements. The daily bulletin is also posted on bulletin boards throughout the school and on the electronic bulletin boards.

ASSEMBLIES

Each year a parent, student, faculty committee is established to plan and schedule assemblies. Mandatory assemblies are those at which attendance of the entire school is expected and attendance is taken. Invitational assemblies are offered and announced well 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 may be used by school clubs, teachers, and students. School organization postings must be pre-approved by the advisor. No more than 6 copies of a poster may be posted. Posters and announcements must be cleared by the student activity advisors. Messages containing inappropriate language, graphics, private messages or commercial solicitations are not allowed.

CAFETERIA

Breakfast is served daily. Rules for students using the cafeteria for study or quiet conversation include:

1. Students are not to sit on the tables or put their feet on tables.
2. Students are not to block passageways into or out of the cafeteria
3. Gambling, card playing or games of chance are prohibited.
4. "Ball Playing" is not permitted
5. 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.
6. For safety and security reasons, book bags and backpacks may be restricted from the cafeteria during part of the school day.

COPY MACHINE

Students may use the copier in the library for a nominal charge. The copiers in the IMC are reserved for faculty and administrative use. Trained student aides may use the copiers as directed.

LIBRARY MEDIA CENTER

The Library Media Center is a safe, warm and inviting space providing an academic, stimulating atmosphere for the entire school community. Students come to do research, homework, pleasure read, write papers, study for tests, attend class sessions, hold meetings, tutor, collaborate on group projects, and meet friends. Study carrels, lounge chairs, tables for four, and small-group study rooms provide seating for 100. In addition, there is a state-of-the-art 25-station computer lab plus a large seminar/classroom.

The Library/Media Center is open for student and community use every school day from 7:00 AM until 3:00 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 LMC homepage at www.westonk12-ct.org/page.cfm?p=221 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.**

LOCKERS

School lockers 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. School lockers and desks may be inspected in the interest of maintenance, health, and safety. Inspections for the location of drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel. Reasonable care shall be taken to protect the Fourth Amendment rights of students.

LOST AND FOUND

Articles that are found should be brought to the Main Office. Students who lose an article should check at the lost and found center located in the Galleria. Books will be returned to the respective department resource center.

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.

RESOURCE CENTERS

Among the options available to unscheduled students are the learning resource centers. These are study areas available to all students and present an opportunity to work independently or with help from a teacher. Students are encouraged to use the resource centers during their open periods. Specific rules for use may be posted for individual areas, especially computer and media labs.

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.
- All Grade 9 as well as students in grades 10, 11 and 12 who do not have a 2.0 GPA will be assigned to a Supervised Study if their schedules of courses result in an open period. Criteria for "Open Campus" include, but are not limited to, acceptable behavior, no outstanding obligations, and satisfactory academic performance (students who maintain at least a 2.0 average and who do not cut classes or receive more than one failing grade or lose credit). Written parent approval is also required. Eligible students will be given the opportunity to make acceptable choices regarding the use of their non-scheduled time.
- Students who do not maintain a minimally acceptable academic record or who do not have open campus privilege are assigned to study halls and/or departmental resource centers during their open periods. This will be done in accordance with the Academic Support /Study Hall Option policies. Students who abuse non-scheduled time, do not attend classes or otherwise do not abide by the school rules will be assigned to study halls.
- Students who have open campus but who remain in school during unassigned periods may not loiter in halls or bathrooms but must report to a cafeteria, resource room, library or the courtyard.
- The administration may, without notice, revise the "Open Campus" parameters based on safety, security and educational concerns

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

1. Consult resources concerning colleges and careers in the College and Career Center.
2. Study in a supervised study area, quiet study area of the library, or in the cafeteria.
3. Seek additional help (self referral or by direction of a teacher) in the departmental resource centers (see Resource Centers).
4. Do individual or course work utilizing available terminals in the computer centers, Library/Media Center, and College and Career Center.
5. Use the resources in the Media Center for research or recreational reading.
6. Work on on-going projects in the fine art and tech ed classrooms (with permission).

7. Practice in the music practice rooms (with teacher's permission).
8. Work on projects in the photography lab (with teacher's permission).
9. Confer with teachers. (Conferences are initiated by teachers or students.)
10. Be involved in activities such as the yearbook, newspaper, and student government.
11. Study in the courtyards, weather permitting.
12. Serve as a student volunteer (when projects are available which require extra assistance).

STUDY HALL OPTION POLICY

Given the many "unscheduled time" activities at Weston High School, as well as the academic demands of the curriculum and the availability of dining, study hall, academic resource centers, library-media center and extra help available from teachers, students should carefully consider any absence from the school and should discuss the subject with their parents. Furthermore, given the viewpoint that a student's day should be devoted to activities at the school, students are urged to take a full and challenging program and are expected to be present for the entire school day.

However, Weston High School has a "STUDY HALL OPTION POLICY," which means that grade 10, 11 and 12 students who have an open period are permitted to be absent from school during that period, provided that academic, attendance, and behavior standards are met and written parent permission is granted. To qualify for and maintain open-campus privileges, students must maintain a 2.0 GPA and should not have violated the open-campus policy. A 2.0 grade average is required (parents may not waive this requirement). Grade nine does not have this option.

If a student leaves campus during the school day, the student must accept all responsibility for his/her actions. Any classes that are missed as a result of leaving the campus will be considered as unexcused absences. The school is not responsible for the behavior of students who choose to leave campus without permission. Students are required to sign in/out so as to enable the school and parents, in an emergency to know their location. Sign out procedures, including use of ID cards, will be explained at the beginning of the year and must be followed. If a parent does not wish to have his/her student fully assigned, (to classes and/or study halls), so that the student may decide on how best to utilize his/her unscheduled time, including the ability to leave campus, the STUDY HALL OPTION PERMISSION FORM along with a WAIVER OF LIABILITY/HOLD HARMLESS PROVISION FORM must be on file in the High School.

As parents or guardians, please carefully review the permission form. When the form has been completed, please return it to the main office per instructions. Please return the form regardless of the option chosen. Students who do not have permission on file will be assigned to Study Hall. Students leaving campus without approval are in violation of school policy and are subject to discipline.

SERVICES

ADMINISTRATION

The principal and the assistant principals are responsible for the coordination and supervision of the entire educational and extracurricular program at Weston High School. You are welcome to discuss with them any concerns, especially any that you believe other staff members cannot resolve or have not satisfactorily resolved.

STUDENT ACTIVITIES

Questions, suggestions or concerns related to student activities and events/clubs should be directed to Event/Club Advisors and Student Activities Directors.

DEPARTMENT OF GUIDANCE AND COUNSELING SERVICES (please refer to the Guidance Services Handbook).

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 tenth grade students. The health assessments are to be completed on a Blue, HAR-3 State of Connecticut – Department of Education form. This form will be mentioned in the student's cumulative school health record.

JOB BANK

The College and Career Center (CCC) runs a Job Bank, a collection of information about available jobs in the Weston area. Any student seeking employment should drop in at the CCC. Anyone having a job opening should call the CCC at 291-1668.

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. Generally, a guidance counselor is available through out the summer.

RESPONSIBILITIES OF EDUCATIONAL INSTITUTIONS

The Family Educational Rights and Privacy Act of 1974---called the Buckley Amendment---allows parents of students under eighteen to look at the student's school record. Students upon reaching eighteen must be allowed to look at their own school records. The school may not release information about students or let anybody else look at their records unless the parent or eligible student has given written consent.

SAT I PREPARATION and PSAT PREPARATION

Both the mathematics and verbal preparation sessions for the SAT are open to all interested students. For further information, contact the guidance department and/or the PTO, which administers the preparation program. A fee is established each year for enrollment in these after-school sessions. Scholarship opportunities are available.

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 and are posted on the district website.

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.

- CAPT (The Connecticut Academic Performance Test) This test is administered to all 10th graders as mandated by the State of Connecticut. CAPT is incorporated into graduation requirements. Grade 9 students participate in mandatory practice and preparation sessions through their courses.
- PSAT (Preliminary Scholastic Assessment Test) This test is offered to all 10th & 11th 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 11th 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) This test is generally taken in the spring of junior year and fall of senior Year, the test is comprised of two verbal and two mathematical sections plus one writing section. 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.
- SAT II (subject tests – formerly Achievement Tests) These tests are offered in twenty subject areas. They are intended to measure knowledge in one subject area and the ability to apply that knowledge. Many colleges require tests in several subject areas (generally mathematics, and either science, social science, or modern language.)
These tests are administered by the College Entrance Examination Board and usually are taken at the conclusion of the subject study, the spring of sophomore or junior year and/or the fall of senior year.
- AP (Advanced Placement Tests) AP Exams are three-hour examinations based on a full-year college level study in high school. These tests are used for college credit and/or placement. There is a fee of approximately \$95 per exam and the tests are offered in the spring. Students enrolled in AP courses are expected to participate in the testing program.
- ACT (American College Testing Program) The ACT is another college admissions test administered by a different testing organization and is used by many colleges and universities in lieu of the SAT I. The test is offered on a schedule similar to the SAT I testing schedule and has four sections: English, Mathematics, Social Studies and Natural Sciences. A test in writing is an option.

TUTORING

Students or parents who believe that a student would benefit from tutoring are asked to see his/her guidance counselor who will be able to assist either by recommending another student or a certified adult tutor. Students are encouraged to seek such assistance from the classroom teacher first. Cost of private tutoring is borne by parents.

WORKING PAPERS

Any student, fifteen years of age, who wishes to work, must obtain working papers in the main office. Students must have their birth certificate or passport to verify date of birth.

SPECIAL SERVICES

HEALTH SERVICES

In addition to providing emergency care for accidents, the school nurse is available to provide first aid and assess illness in the Health Office to students and faculty. In other health matters, school nurses also provide counseling to students, parents, faculty and act as a liaison between education and medical personnel to include occupational and physical therapists. 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 is provided when a student's condition will cause an absence of at least three 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 student's counselor should be contacted if homebound procedures need to be initiated.

PSYCHOLOGICAL SERVICES

Weston High School has a full time school psychologist who provides assistance with a personal or educational problem which may be impacting school performance, psychological testing, individual and small group counseling on specific issues and consultation to staff and parents on student management strategies and expectations for students.

SPECIAL EDUCATION INSTRUCTION

Individualized instruction for students with specific academic and/or social/emotional needs is provided within the context of special 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.

CORE TEAM/STUDENT ASSISTANCE TEAM

A core team's responsibility is to review students with serious problems that are interfering with the student's performance in school. A teacher, parent or student may refer to the Core Team a student he/she believes to be experiencing such problems. The team will evaluate the situation and make appropriate recommendations/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.



WESTON HIGH SCHOOL
Department of Athletics

Athletic Handbook
2009-2010

*Information , Policies and Directions
For Parents & Students*

**ATHLETIC PHILOSOPHY
STATEMENT OF PURPOSE**

A comprehensive and balanced interscholastic athletic program is an integral part of the total educational process. While the high school athletic program serves as an arena for the student-athlete to develop and display his/her talents, student-athletes must, in turn, be willing to accept the responsibility to self, to team, and to school. The value of athletics as an educational tool provides opportunities for mastery of foundational learning expectations and exiting competencies. The student-athlete will demonstrate self discipline, emotional control, and the ideals of good sportsmanship.

The student-athlete will be given opportunities and experiences to develop healthy self-esteem. Through group participation, the student-athlete will demonstrate integrity and leadership and be capable of contributing to society. Participation in interscholastic athletics is a privilege, not a right.

“What events are won or lost may be forgotten in time, but what you become will last forever”

Michael Josephson

WESTON HIGH SCHOOL MISSION AND LEARNING EXPECTATIONS

Weston High School aspires to honor the unique potential of each member of the school community by creating an optimal learning environment which fosters well-being, promotes academic rigor, and encourages imaginative exploration, each of which will cultivate the wisdom necessary for enriched and vital futures.

ATHLETIC PROGRAM FOUNDATIONAL COMPETENCY GOALS

Through successful participation in the athletic program, student athletes will demonstrate the following foundational skills and competencies:

- Clear and effective communication skills.
- Critical listening skills.
- The ability to think critically through accessing, interpreting, evaluating, analyzing and synthesizing information.
- Creative problem solving using a variety of strategies.
- The ability to work independently and collaboratively.
- The ability to adjust performance based on self-assessments.

Weston High school student athletes are also expected to demonstrate discipline based understandings and applications, including:

- A commitment to personal, emotional, mental, and physical well-being.
- An understanding of the importance of regular participation in physical activities designed to maintain and promote wellness.
- An understanding of how the co-curricular program and service opportunities extend skills, enhance work ethic, develop positive relationships, teamwork and leadership skills, and promote self-realization.

Through participation in the Weston High School Athletic Program students are taught the following aspects of character:

- A positive work ethic (punctuality, dependability, initiative, honesty, teamwork).
- A sense of ethics and responsibility for actions and commitments.
- The effort and diligence necessary to achieve success.
- A desire or willingness to explore the world of ideas.
- A sense of self-worth as unique and capable individuals.
- A sensitivity, respect, and tolerance for individual differences and diversity.
- Active and constructive participation in the larger community.
- Qualities of effective leadership.

Learning expectations are integrated throughout our academic and co-curricular program and serve, along with state and Weston standards, to define student performance goals.

ATHLETICS CONTRIBUTE TO STUDENT SUCCESS IN SCHOOL AND IN LIFE

- Athletics support the academic mission of our school.
- Athletics is an extension of our educational program.
- Educational achievement and development of character are foremost.
- Students who participate in activity programs tend to have higher grade point averages, better attendance and fewer disciplinary problems. In 2006-07, over 75% of the students participating in the athletic program earned a 3.0 or higher GPA.
- Athletic programs provide valuable lessons for practical situations – teamwork, sportsmanship, winning and losing, and hard work.

- Through participation, students learn self-discipline, build self-confidence and develop skills to handle competitive situations.
- Athletes face tough situations and are taught to seek out tough competition to test themselves.
- One of the benefits of athletic participation is we learn to enjoy the moment – the wins and successes along with suffering through the difficult losses and defeats. We learn how to deal with our success and to be a good winner. In losing, we learn how to get better by not making excuses for our failures but to use this as opportunity for growth. To achieve at the highest level, we learn to be dedicated and we learn how to compete!
- The courts and athletic fields serve as our largest classrooms to teach our student the cycle for success:
practice...competition...mistakes...corrections...improvements...success...tougher competition...more mistakes...more corrections...more improvement...more success.
- Our teachers and coaches strive to encourage student athletes to achieve their personal best both in and out of the classroom. Finally, we strive to create and develop our student athletes into leaders. We believe extracurricular activities contribute to the success of our students and help serve them well as they move on to their next endeavor in life.

WESTON HIGH SCHOOL—MESSAGE TO ATHLETE

“Tradition Never Graduates”

Being a member of a Weston athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic team of Weston High School, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to compete with honor. We desire to win, but only with honor to our athletes, our school, and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our teams have achieved more than their share of league and state tournament championships. Many individuals have set records and won All-Conference, All-State, and All-American honors. We have been awarded first place in the coveted Michaels Cup Award for overall excellence in program, most recently in 2008-09. This is the eleventh year out of the past twelve that Weston has received either first or second place recognition.

It is not easy to contribute to such a great athletic tradition. When you wear the colors of your school, we assume that you not only understand our tradition, but are willing to assume the responsibilities that go with them.

Responsibility to Yourself

The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest benefit from your high school experience. Your academic studies, your participation in other extracurricular activities, as well as sports, prepare you for your life as an adult.

Responsibility to Others

As a squad member you also bear a heavy responsibility to your school and home. Win or lose, at practice, games and off the field, if you always act in ways that make your teachers, coaches, and parents proud, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability everyday, and that you have played the game "all out", you can keep your self-respect and your family can be justly proud of you. The younger students in the Weston school system are watching you. They will copy you in many ways. Always strive to set a good example for them.

WESTON PUBLIC SCHOOLS' RESPONSIBILITY TO YOU

- To promote student/athlete self-esteem that reinforces a positive attitude and promotes striving for personal excellence.
- To provide leadership and supervision that stresses: self-discipline, self-motivation, work ethic, excellence in both academics and athletics, the ideals of good sportsmanship.
- To develop the skills of the athlete by teaching fundamentals in an effort to help the athlete reach his/her potential.
- To provide well-trained and supervised coaches who will carry out the statement of purpose.
- To provide a rewarding athletic experience for students.
- To develop an understanding of physical fitness and wellness appropriate to an adult life.
- To promote an attitude whereby all of our athletic teams (boys and girls) are developed and supported equally.
- To provide athletic programs and events for students, faculty, and community that will generate a feeling of unity and school pride.
- To provide drug and alcohol awareness programs for athletes.
- To provide adequate equipment and facilities
- To provide adequate medical training for athletic staff.

STUDENT/ATHLETE RESPONSIBILITY TO THE SCHOOL SYSTEM

A responsibility you assume as a team member is to your school. Weston cannot maintain its position as having an outstanding school unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you participate on an athletic team. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Weston proud of you and your community proud of your school by your consistent demonstration of these ideals.

An ideal student athlete:

- Keeps to all aspects of the athletic training rules and participation policies.
- Works to get into top notch physical condition.
- Learns and plays by all the rules of the game.
- Offers a hand in friendship to an opponent.
- Respects the officials involved with their contests and the decisions they make.
- Always demonstrates good sportsmanship, whether on the field or in the stands.
- Respects and appreciates support received from all fans.
- Supports teammates and fellow athletes through word and deed.
- In every athletic contest tries to be the best he or she can be.

How do we measure up? Most of our student-athletes respect these standards. However, our goal is perfection. Only you, our student-athletes, can make this happen.

PARENT RESPONSIBILITY TO ATHLETE

- Be positive with your athletes. Let them know that they are accomplishing something by simply being part of the team.
- Encourage them to work hard and do their best. Encourage him or her to communicate respectfully and directly with their coaches if there is a concern.
- Don't put down the coaches or other athletes. If you are constantly berating the athlete's coaches how can you expect the athlete to play for them? You are teaching them to be part of the problem not part of the solution.
- Encourage athletes to follow the rules. Whether they are the first stringer or the seventh stringer, players must follow the rules pertaining to curfew, drinking, smoking, punctuality, and school.
- Insist on good grades. Check the quality and completion of your athlete's homework.
- As a fan you are encouraged to support the athletes. Please let the players play, the coaches coach, and the officials officiate.
- Insist that the athletes respect team rules, school rules, game officials, and sportsmanship. Self respect begins with self-control.
- Encourage athletes to improve their self-image by believing in themselves. Don't compare and contrast athletes with family members who previously played.
- Encourage your athlete to play for the love of the game - not a scholarship or college admission. This alleviates a lot of pressure for a student. Scholarships are few and far between and are in the hands of college recruiters.
- Remember that the coach is involved as a coach because he/she is dedicated to working with students and is an experienced professional. Coaches have different ways of dealing with people and situations. Athletes' lives are enriched by interacting with different types of leaders.
- Remember that at a competition you the parent, represent the town, school, and your son/daughter, and you want to be a positive role model for each. Be aware of and model the expectations of our civility policy.

DUE PROCESS

Participation in the interscholastic athletic program is a **privilege, not a right**. Students who do not abide by school policies, athletic training rules, CIAC regulations, and coaches'/advisors' requirements will have their participation jeopardized by suspension or exclusion from that activity. In the event a student-athlete chooses to violate any rule or regulation set forth by the school district, **due process** is required. **Due process** involves the following steps:

1. The coach states the violation.
2. The student-athlete has the opportunity to respond.
3. Any necessary investigation/discussion follows.
4. A coach's decision is rendered with the appropriate consequences, as stipulated within the student-athlete handbook, coach's written expectations, or school policies.
5. If the coach or athlete do not agree that a violation has occurred, either may appeal to the Athletic Director. The Athletic Director will render a decision based upon a review of the information presented at the appeal.
6. In the event a student-athlete or parent/guardian wants to request a further appeal, it should be communicated in writing within three days and addressed to Principal or Administrative Designee. The decision of the Principal or Administrative Designee will be final.

CIAC ELIGIBILITY RULES FIFTEEN POINT CHECKLIST

If you cannot check all 15 items, please refer to the CIAC Code of Eligibility to determine if the student is in violation of the Code which will place him/her in an ineligible status for high school athletics.

1. Enrolled in at least four units of work or the equivalent. (Rule I.B.)
2. Have passed at least four units or the equivalent at the end of the last marking period. (Rule I.B)
3. To be eligible for fall sports, a pupil must have received credit toward graduation at the close of the school year preceding the contest in at least four (4) Carnegie Units of work or its equivalent for which he or she has not previously received credit. "Equivalent" is a number of courses which are equal to one Carnegie unit. Credit must be earned during the same academic year.
4. Is an enrolled student in the school for which he/she is playing. (Rule II.A.-See exceptions)
5. Has never dropped out of school. (Rule II.A., paragraph 2-See exception)
6. Has not changed schools without parents moving to another school district or school service area. (Rule II.C.-See exceptions)
7. Eight semester rule (see below)
8. Has not turned 19 years of age before July 1 of this school year. (Rule II.B.)
9. Has not played or practiced the sport with another team during the high school season for the sport. (Rule II.E.-See exceptions)
10. Has not been on more than one school team in the same season nor represented more than one school in the same season at the same time. (Rule II.D.)
11. Has not received a salary or personal economic gain for playing the sport, or competed under an assumed name. (Rule II.F.)
12. Is not a member of a school team of the opposite gender (boy on a girls team or girl on a boys team). (Rule IV.F.-See exceptions)
13. Has not been recruited to attend this high school for athletic purposes. (Rule IV.C)
14. Is an American citizen. (Rule IV.C.-See exception)
15. Is a foreign exchange student registered with the Council on Standards for International Educational Travel (CSIET). (Rule II.C.3)
(From CIAC Policy Handbook)

EIGHT-SEMESTER REGULATION

Implementation Date: July 2006, Class of 2010

This regulation promotes consistent progress toward meeting graduation requirements within a four-year cycle and equalizes competition within member schools. Also, it is intended to prohibit "red-shirting" and is aimed at preventing those athletes who become academically ineligible from replacing other students who are maintaining their academic standards during a normal four-year high school career.

A student has eight (8) consecutive semesters or four (4) consecutive years of eligibility from the date of entry into the ninth grade to be eligible for interscholastic competition.

- A. Date of entry is defined as the first date of enrollment as a grade 9 student taking four (4) or more high school subjects.

- B. Students who are not eligible or elect to not participate do not preserve additional semesters for use at a later time. That is, there is no fifth year of eligibility per se. Once a student has attended 15 days or more, they may apply through the member school for consideration of a hardship waiver. Hardships involve serious documented medical situations where students are not able to attend school at all or become incapacitated. Injuries sustained in playing a sport do not constitute grounds for a medical hardship grant of an additional semester. Hardships will also be granted for a student who has been absent one or more semesters because of required military service. If a waiver is granted, the semester granted must be the same as the semester waived. Fall for fall, spring for spring.
- C. The fact that a student has not participated for four seasons will not justify allowing such student to participate in interscholastic sports beyond the eighth semester after his or her entrance into the ninth grade.
- D. This is an eight-semester attendance rule, i.e., eight semesters of time not eight semesters of participation or competition rule.
- E. Exception: A student who interrupts his/her school career in order to participate in a CSJET-approved foreign study program may have his/her eligibility extended for up to two semesters, provided the student does not participate out-of-country in sports he/she wishes to play upon his/her return, subject to approval by the CIAC.

WESTON HIGH SCHOOL ELIGIBILITY POLICY

Weston High School's eligibility policy exceeds the policy of the Connecticut Interscholastic Athletic Conference (CIAC). Initial eligibility for participation in any sport is based on the grades of the marking period preceding the activity for the second, third and fourth quarter. Eligibility for the first quarter is based on the final grades for the preceding year. Students entering the high school from the middle school or any other eighth grade school are automatically eligible to participate in activities or sports regardless of their previous academic record.

In order to attain and maintain eligibility students must achieve at least a 1.75 GPA each marking period and fail no more than one course. For fall eligibility, athletes must attain at least a 1.75 final GPA for the year and fail no more than one course during the preceding year. In addition, athletes must have earned at least 4 credits towards graduation.

At the end of each quarter students who do not meet these 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. Fall eligibility can be reinstated through successful summer school attendance to improve the GPA or to make up a year-end failure. The CIAC determines athletic eligibility requirements for students transferring into Weston. Transfers should consult the Athletic Director concerning applicable rules in effect at the time of their enrollment.

- Students who are **ineligible** may not practice with a team.
- **Scholastic failures** cannot be made up for eligibility purposes in any manner until the next report card, except summer school credits for the fall season. Athletes may not practice with a team should an incomplete grade prevent them from being eligible until a finalized GPA is calculated.
- **Scholastic incompletes** must be made up within ten (10) school days following the end of the marking period. Incomplete grades are not to be considered passing grades.
- For eligibility purposes: an "**X**" on a report card will not be factored in as a "0", the letter grade behind the "**X**" will be averaged in to compute eligibility.
- Questions regarding eligibility should be referred to the Athletic Director or Principal.

**TITLES VI, VII, IX, SECTION 504
Harassment and Discrimination**

The Weston Board of Education prohibits harassment - sexual or otherwise and discrimination in accordance with Title VI, VII of the Civil Rights Act of 1964, the Title IX of the Educational Amendments Act of 1973, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991, applicable State of Connecticut laws, and Board policies #4111, 4118.11, 4211, 5141.6, and 6121.

The Weston Board of Education agrees to comply with the above statutes and the regulations promulgated pursuant thereto. The Board shall designate an appropriate compliance officer and the procedures for processing grievances.

All persons associated with the district community including, but not limited to, the Board, the administration, the staff, and the students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy. All matters involving sexual harassment complaints will remain confidential to the extent possible.

All violations and grievances should be reported to:

**Director of Pupil Services, Title VI, IX, Section 504
Weston Public Schools
24 School Road
Weston, Ct. 06883
203-291-1405**

Procedures can be obtained from the compliance officer.

THE WESTON PUBLIC SCHOOLS DO NOT DISCRIMINATE
IN ANY PROGRAMS OR ACTIVITIES
ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, OR HANDICAP

**U.S. Department of Education
Office for Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1491
Phone (617) 289-0111**

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

GENERAL POLICIES, PROCEDURES, AND RESPONSIBILITIES OF THE STUDENT/ATHLETE

To be a member of a Weston High School athletic team is a privilege, not a right. All athletes must realize that more is expected of them than other students in the school. Therefore, athletes are held to higher standards and expectations and student/athletes must, in turn, be willing to assume certain responsibilities that accompany this privilege. The student/athlete continually serves as a reflection of his/her team, coach, family, school, and community. The student/athlete is expected to make responsible decisions about his/her behavior. Students are expected to behave with respect and concern for the rights, safety, and welfare of all individuals while participating in the athletic program. The school reserves the right to revoke the privilege of any participant who does not conduct himself/herself in an acceptable manner. If a student feels the rules are too demanding, that he/she will not be able to say **"NO"** when pressured by peers to break or bend the rules, or that his/her personal rights are too sacred to conform to the needs of the team, **HE/SHE SHOULD NOT REGISTER TO PLAY ON AN ATHLETIC TEAM.**

SPECIFIC EXPECTATIONS OF ATHLETES

APPROPRIATE BEHAVIOR

Student/Athletes will be expected to:

- Adhere to the school, SWC and CIAC Eligibility Rules, including all medical and academic requirements.
- Act in a responsible manner with regards to the rules and regulations established in the Weston Student Handbook.
- Abide by laws established by the local, state and federal governments.
- Attend and not be tardy for all practices and meets held both during regular school session and during vacations. Exceptions shall be subject to the approval of the head coach.
- Adhere to all athletic training rules.
- Conduct themselves as ladies and gentlemen at all times, both on and off the playing field.
- Represent their school with pride and dignity.
- Travel to/from contests on the team bus accompanied by the coach.
- Refrain from social interaction with non-participants during contests.
- Not participate in or promote hazing/initiations.

VIOLATIONS OF STANDARDS

The following serves as examples of, but is not an all inclusive list of, violation of standards:

UNACCEPTABLE BEHAVIOR

It is the athlete's responsibility to be aware of and to conform to the expectations, rules, and regulations that comprise responsible and successful student/athlete behavior. Students involved in unacceptable acts such as, but not limited to, the following behaviors will be considered in serious violation of the athletic code and school policies:

- Theft and Assault
- Malicious destruction of individual, private, or school property
- Infraction of school rules requiring administrative action
- Misconduct by an athlete that is potentially detrimental to the school or athletic program or school district
- Hosting or attending functions where under-age drinking and/or the use of illegal drugs is/are occurring.

If unacceptable behavior is a violation of school rules there will be school discipline, and in

addition, there may be athletic discipline. If the unacceptable behavior occurs outside of school and therefore does not result in school discipline, athletic discipline still may be imposed.

Examples of athletic discipline could include, but are not limited to:

Loss of a starting position, loss of captaincy, game suspension, dismissal from team , community service.

Students are reminded that participation in athletics is a privilege, that expectations for acceptable behavior apply at all times, and that the school reserves the right to invoke team discipline for incidents of serious misconduct that occur outside of the season.

FIGHTING

Any student/athlete who initiates or participates in a fight during the course of an athletic contest in which his/her team is participating, will be immediately removed from the contest and subject to further discipline, including dismissal from the team.

VERBAL AND PHYSICAL ABUSE

- All team members are expected to treat opponents, officials, coaches, and spectators with respect.
- Any abuse by student athletes will result in **immediate suspension from the team.**

HAZING/ INITIATION

Hazing/ Initiation activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Please refer to the Weston Public Schools Hazing/ Initiations Policy.

ATHLETIC TRAINING RULES

This policy requires all athletes participating in any sport at Weston High School to be chemical free. The following Athletic Training Rules are in effect during an athlete's season of play beginning with the first day of practice. **Reminder to students: This is a 24 hour rule and includes beyond the school day.**

An Athlete is Prohibited from the Following:

1. Personally possessing or drinking alcohol
2. Personally possessing or using illegal drugs
3. Personally possessing or using performance enhancing drugs (including but not limited to anabolic steroids, hormones, and diuretics)
4. Personally possessing/using tobacco

VIOLATIONS

All violations will be reported by the coach to the Athletic Director. The Athletic Director/Principal will be ultimately responsible for the administration, enforcement, and monitoring of the policy. Parents, coaches, administration, and the guidance counselors will be notified in writing of any offense.

All coaches, at the beginning of their seasons, are required to distribute to every athlete a copy of this policy and their own team expectations and review these expectations with team members. Parents and athletes are required to sign a release stating they have read the regulations and agree to abide by them.

DISCIPLINARY ACTION FOR VIOLATIONS

Violations are cumulative during a school year, carrying over into subsequent seasons.

1ST OFFENSE

Athletes admitting to violating a training rule will be suspended for the equivalent of:

- Tobacco—10% of regular season games (*no suspension will be less than one (1) game*)
- Alcohol and illegal drugs—20% of regular season games (*no suspension will be less than two (2) games*)
- Performance Enhancing Drugs- Immediate disqualification from participation for a period of 180 school days for each occurrence (per CIAC policy). All games participated in by the offending athlete while under the influence of a performance enhancing drug shall be forfeited .

** Athletes not admitting to but subsequently found guilty of a 1st offense training rule violation will be subject to further disciplinary action. This action will consist of a minimum penalty of 10% of regular season games (no less than 1 game) up to a maximum penalty of immediate removal from the team for the remainder of the season.*

2ND OFFENSE

An athlete will be suspended from the team for the entire season. After a second offense, if the athlete wishes to participate on another team, he/she must show evidence to the Athletic Director of having fully participated in a school approved substance abuse counseling program.

3RD OFFENSE

An athlete will be suspended from participating on any team for the remainder of the school year.

Any other conduct that a coach feels is detrimental to the best interest of the athlete and/or team will be communicated with their separate consequences to the team by the coach with the approval of the Athletic Director.

If the coach or athlete do not agree that a violation has occurred, either may appeal to the Athletic Director. Please refer to Due Process Rights as stated previously in the Athletic Handbook.

NOTE:

1. The athlete must attend and participate in all practices.
2. The athlete must attend all contests but may not participate and may not be in uniform.
3. The athlete must complete a reentry interview with the Athletic Director and coach.

Parents will be notified in writing of any infraction. Athletes found guilty of violating athletic training rules are not eligible to receive post season Booster Club Awards and other school/community awards involving character and leadership. Captains found guilty of violating athletic training rules will lose their position and are not eligible to be named captain of a team until three seasons of play have passed from the date of the violation (including the season in which the violation occurred).

UNSPORTSMANLIKE CONDUCT, EJECTIONS FOR UNSPORTSMANLIKE BEHAVIOR (From CIAC Policy Handbook)

All students/athletes and coaches will adhere to the following state policies for disqualifications in all sports.

- Any student-athlete who physically assaults an official, coach, opposing player or spectator will be immediately dismissed from the team for the remainder of the season.
- When an athlete or coach is ejected from a contest for unsportsmanlike behavior or fighting, the athlete or coach is ineligible to participate in the next contest at the same level of play (even if the next contest does not occur until league or CIAC tournament play or next year). If one or more different level contests are scheduled prior to the next contest at the same level of play, the athlete or coach shall be ineligible to participate in the next (but no more than one) contest at all other levels of play.
- Upon the second disqualification, if that violation is for initiating a fight or retaliating in a fight (as determined by the official), that student-athlete will be dismissed from the team for the remainder of the season. Otherwise, the above remains applicable.
- When a coach is disqualified during the contest for unsportsmanlike conduct, including taunting, that coach shall be prohibited by his or her school from coaching or attending a contest until the next contest at that level of play has occurred.
- Failure of the school for any reason to enforce this regulation will prohibit the school from entry in the next CIAC tournament for that sport or from the remainder of the current tournament if the disqualification occurs during a CIAC tournament or during the last regular-season contest or day of competition.
- Any CIAC team that accumulates five or more disqualifications for flagrant mis-conduct, unsportsmanlike conduct, including taunting, fighting, retaliating in a fight, or physically assaulting an official, coach, opposing player, or spectator during one season, will be barred from the CIAC postseason competition. The number of disqualifications must be completed on all tournament forms. Disqualifications from the team under No. 1 constitutes one disqualification in team totals.
- Disqualifications from one season carry over to the next season in that sport for undergraduates and coaches or the next season of participation in any sport for seniors.
- If the playing rules for a sport specify an additional penalty, the additional penalty will apply. The CIAC disqualification rule applies to all disqualifications with the exception of reaching the limit of personal fouls in basketball and lacrosse; reaching the limit of technical violations in wrestling; or being disqualified by the rules in ice hockey, which does not require a next game disqualification.

Definition of taunting

Taunting includes, but is not limited to, any actions or comments by coaches or players which are intended to bait, anger, embarrass, ridicule or demean other players, coaches or game officials. Included in this is conduct that berates, needles, intimidates or threatens based on race, gender, ethnic origin or background, and conduct that attacks religious beliefs, size, economic status, speech, family, special needs or personal matters. Examples of taunting that would lead to ejection include, but are not limited to, physical and verbal intimidation outside the spirit of the game ("trash talk"), reference to sexual orientation, "in the face" confrontation by one player to another, standing over, straddling a tackled or fallen player, etc.

Penalty

In all sports, game officials are to consider taunting a flagrant, unsportsmanlike foul that disqualifies the offending bench personnel or athletes from that contest/day of competition and the player or coach from the following contest/day of competition, i.e. the CIAC player/coach ejection rule will be invoked. A warning may be given, but it is not required before ejection.

TRYING OUT FOR A TEAM

- Students may try out for any sport while at **WESTON HIGH SCHOOL** as long as they remain eligible and in good standing with the Athletic Department policies. A student/athlete should select his/her sport carefully for the following reasons:
- A student/athlete will not be allowed to drop one sport for another in the same season except with permission of the coach prior to the first game. If a student/athlete is cut from one sport, he/she may try out for another sport in the same season.
- A student/athlete will not be allowed to drop a sport in season to try out for an upcoming sport if he/she was a member of the sport squad at the time of the first game. In the event he/she drops out after the first game, he/she will be declared ineligible to participate in another sport until the completion of the season in progress.

ELIGIBILITY FOR PRACTICES AND GAMES

Student/athletes are expected to attend all practices and games as scheduled. Anyone desiring to be excused must see his/her coach and not send word by a teammate. Coaches will always excuse student/athletes for extra help with studies; however, students/athletes should make every attempt to seek help when it least interferes with after school practices.

- Student/athletes must be in attendance by 10:30 a.m. in order to practice/play in a contest.
- Absence from team activities due to other school related obligations which involve a grade are acceptable when approved in advance by the team coach. Unexcused absences will result in the consequences set by the coach at the beginning of the season.
- Absences from team activities due to non-school related activities must be approved by the team coach and Athletic Director/Principal prior to the start of the season.

DETENTIONS

Athletes assigned detentions for unexcused absences or any other disciplinary reasons may not miss detention because of practice or games. Detentions must be served on the day notified or the next assigned school day. The coach has the right to invoke consistent consequences for players missing activities while serving school detentions.

SUSPENSIONS

Any student who is placed on suspension from school by a school administrator will be prohibited from practices/games in his/her sport during the term of suspension. All Board of Education policies affecting students must be followed.

VACATIONS

Vacations and other out of school activities, without prior approval from the coach, are not valid reasons for missing practices and contests. Family vacations that interfere with organized practice and/or games should be discussed with the coach prior to the season in a timely manner.

VARSITY

Athletes are required to be at all practices/contests during vacation periods. **Unexcused absences will affect their acceptance as a team member.** If excused by the coach/Athletic Director, the number of contests the athlete misses during the family vacation may be the number of contests he/she misses upon returning to the team unless otherwise covered under specific team rules. In addition to missing contests, athletes must earn their positions back on the team.

JV/FRESHMAN

If excused by the coach/Athletic Director, the number of contests the athlete misses during the family vacation may be the number of contests he/she misses upon returning to the team unless otherwise covered under specific team rules. In addition to missing contests, athletes must earn their positions back on the team.

- In the event of a family emergency, it is the coach's discretion if there will be any missed game time.
- Additional rules or regulations adopted by the head coach for a particular team will be approved by the Athletic Director. Such additions will be in writing and on file in the office of the Athletic Director and will be provided in writing to all student/athletes on that team. Student/athletes are asked to establish priorities and then live by their decision regarding any personal conflicts.

Due to weekly game limitations set by CIAC and length of schedule, conflicts during vacation periods CANNOT be avoided. The SouthWest Conference and CIAC do not schedule around vacations. This is impossible to do because there is no one standard vacation week for all Connecticut Public schools. Athletes and parents need to be aware that games over vacations will be played and/or forfeited and not changed. This is a League as well as a State policy.

RELIGIOUS HOLIDAYS

Consistent with Board of Education Policy on recognition of Religious Holidays, the athletic department will attempt to not schedule games on religious holidays. In planning both CAS-CIAC and SWC league activities, the executive board attempts to avoid conflicts with major religious holidays. Absence from practice to celebrate a religious holiday shall be an **excused absence**. Coaches **will not** penalize athletes observing religious holidays. Athletes/ Parents need not be concerned that your standing/ position on the team will be affected by observing religious holidays. It is the responsibility of the athlete/family to inform the coaching staff of an intended absence due to observance of a religious holiday.

RESPONSIBILITY FOR EQUIPMENT

- All issued school equipment will remain the property of the school and must be properly cared for by the student/athlete to whom it is issued.
- It is the financial responsibility of the student/athlete to ensure that the equipment is returned at the end of the season or departure from the team.
- Any student/athlete failing to return a cleaned uniform or accountability payment (at the rate of the replacement cost) at the end of a season is ineligible for play in the next sport season until the account is cleared.
- Game uniforms should only be worn on the day of the contest upon approval from the coach.

RESPONSIBILITY REGARDING LOCKER ROOMS

- The school is not responsible nor is liable for your personal property.
- Do not bring valuable items to school with you, leave them home.
- Keep your locker locked at all times and do not share your combination with anyone.
- Locker rooms are expected to be left in clean condition at the end of the day.
- Lockers will be cleaned out at the conclusion of each season.

RESPONSIBILITIES IN THE TRAINING ROOM

The training room is used by both male and female student/athletes for the purpose of care and prevention of athletic injuries. The demands on the room as well as our Athletic Trainer are great. With this in mind, you are to be responsible when using the training room by following these rules:

TRAINING ROOM RULES AND HOURS

- No cleated shoes are allowed to be worn in the training room; only sneakers or street shoes or socks if going out to practice. Bare feet are not allowed unless being treated.
- Equipment (balls, pads, etc.) should be kept outside the room.
- Shoes must be kept off the treatment area.
- Athletes should shower if possible prior to receiving treatment.
- Horseplay and foul language will not be permitted in the room.
- Athletes will not be allowed to use the room as a social setting. Room size permits use only by those athletes in need of medical attention, and they should leave immediately when finished.
- Food and beverages will not be permitted in the room.
- No supplies or materials are to be touched without the approval of the trainer.
- Athletic Training Room hours are Monday - Friday, 2:00-6:00 P.M.
- In-season athletes have priority to the training room.
- Athletes need permission from the trainer prior to taking tape from the training room.
- All reusable materials (braces, ace wraps, etc.) must be signed out and must be returned immediately upon completion of injury rehabilitation.

BUS TRAVEL AND TRIPS

- The Board of Education provides transportation to/from all "away" contests. **All athletes are to use this means of transportation.**
- All student/athletes must ride the team bus to/from all contests.
- Under extraordinary circumstances, if a student athlete needs to ride home with his/her parents, the parents/guardian must complete a transportation release request and return it to the coach/A.D. Forms can be picked up in the Athletic Office or on Athletic Website.
- Traveling with another adult other than a parent for any reason requires a waiver signed by both the parent and the driver and cleared by the school Athletic Director.
- **Student/athletes are not permitted to drive themselves to/from athletic contests at any time for any reason.**
- Student/athletes will be expected to follow all rules and regulations governing how students behave on the school bus to ensure a safe trip.
- Due to a food allergy policy approved by the Board of Education, **NO FOOD** is to be eaten on buses. Water, fruit juices and other replenishing liquids may be consumed. If the coach asks the driver to stop so that students can purchase food, it must be eaten before students return to the bus. See food allergy policy on page 61.
- **Exception:** Parents and/or guardians are to be aware that golf and ice hockey practices are not held on the Weston School campus.

COACHES WILL PROVIDE TO ALL

- Student/athletes, in writing, any additional rules and regulations specific to that sport and his/her coach, not covered in this handbook. These rules will be provided in writing at the pre-season team orientation meeting and will be explained fully with all prospective team members and parents. These rules adopted by the head coach for a particular team will be approved by the Athletic Director and kept on file in the athletic office.
- Failure to comply with any of the expectations listed may result in temporary or permanent suspension from an athletic team. Penalties for violation of team rules will also be in writing and shall be administered by the coach.

AWARDS

All athletes will be eligible to receive the following awards upon completion of the season, if they are recommended by their coach, approved by the Athletic Director and meet all criteria listed.

REGULATIONS AND PROCEDURES

- Varsity letters in all sports shall be awarded by the school upon the recommendation of the head coach who shall consider the following as requirements for an award:
- A player must have been regular in attendance at all practices/games.
- A player shall have observed all training rules and regulations.
- A player shall have conducted him/herself in a most exemplary manner both on and off the field, exhibiting good sportsmanship to his/her coach, teammates, and opponents.
- A player shall have successfully completed the season in good standing.
- The head coach may award Varsity letters at his/her discretion. The head coach will provide his/her criteria for earning a varsity letter in writing to all athletes at the beginning of each season
- All award polices must be approved by the Athletic Director.

LETTERS

A Varsity letter and numerals will be given when the athlete earns them by satisfactory participation at the varsity level for the first time. A pin designating the sport will be included. If an athlete letters in more than one sport they will be given an additional pin to designate the sport, but not an additional letter or numerals.

CERTIFICATES

A certificate will be awarded to athletes for meritorious achievement or service during each sport.

Scholar Athlete Certificate (NIAAA) - Any student who earns at least a **3.0 GPA** during the marking period in which they are participating in a sport will receive a scholar/athlete certificate.

SWC All Academic Team - Any athlete earning at least a **3.5 GPA** while earning a **varsity letter** in their sport will qualify for this recognition.

Booster Club Trophies And Plaques - Athletes are eligible to receive these awards at the end of the season at their team's banquet, provided they **have not violated athletic training rules** and they have not been involved in any acts of unacceptable or unsportsmanlike behavior. (Refer to pgs 11-14)

OTHER AWARDS

- Members of a **Varsity** team that win a state championship will be eligible to have a jacket, the cost of which will not exceed **\$75** for the school system/Boosters.
- To be eligible to receive the above award, the player must have been a member in good standing on the Varsity team, must have participated in at least half the Varsity contests, unless injuries prevented him/her from doing so, and must be included on the **tournament eligibility roster**. Team managers and coaches will be included among those to receive jackets.

Varsity Letter Jacket

Students can purchase a Weston High School Letter Jacket from the athletic office. The cost of the jacket is \$75. Information on embroidery of names and letter and numeral stitching will be given at the time of purchase.

CAPTAINS' CIRCLE

THOUGHTS ON LEADERSHIP

Because we believe leaders are made, not born, we have developed the Captains' Circle, a group that meets to help promote leadership qualities and expectations.

The true measure of leadership is influence. It is not the position of captain that makes the leader; it is the leader who makes an outstanding captain. You can have a title that doesn't mean you're a leader and you can be a leader without having a title.

BECOMING A PERSON OF INFLUENCE

Two supreme qualities for a leader to possess:

INTEGRITY

- "Making a decision that is the right thing to do" Without it no real success is possible. It is 24/7, personal and professional cannot be separated.
- Integrity is like a surety bond; once you lose it you can't get it back
- Your teachings and actions must square with each other

CHARACTER

- Character embodies all of who you really are.
- It is the inner fiber of your being.
- It is your inner self in action.
- It reveals what you are truly made of.
- It is your substance.
- It is "what you are in the dark"

Character sets you apart - Charisma can help you stand out for a moment; character sets you apart for a lifetime.

Character creates trust - You build trust with others each time you choose integrity over image, truth over convenience, and honor over personal gain.

Character promotes excellence - When a leader makes character and personal excellence the goal then it creates organizational excellence.

Character gives staying power - During the tough times all leaders face; character will carry you through. When you are tired and ready to quit the self-discipline of character keeps you going. When temptation comes, as it always does to leaders who have power, it can only be counteracted by integrity.

Character extends influence - Charisma doesn't last long or extend very far. It is like a quick flash of light. Character on the other hand is like a bonfire it has long-lasting effects. It produces warmth and light as it continues to burn it gets hotter and given fuel it burns brighter. People are attracted to it and the light and warmth extend to many people.

(Excerpts from Dr. John C. Maxwell—"Maximum Impact" Direction in Leadership Program, Vol 6, Number 8)

CAPTAINS' EXPECTATIONS

Being selected to the position of team captain carries with it tremendous responsibility. Before accepting this key leadership position, weigh the responsibilities that come with it. If you accept the role of captain you are expected to:

- *Follow the Athletic Training Rules year-round.*
- *Conduct yourself in a manner consistent with Weston Expectations for Acceptable Behavior and Citizenship as outlined in the athletic handbook year-round.*
- *Follow the Code of Conduct stated on the Captain's Pledge year-round.*
- *Participate in the Captain's Circle (a leadership training program).*
- *Participate in a Town of Weston High School Athletics Community Service program sponsored by the Weston Sports Commission.*

PLEASE NOTE THIS IS A 12-MONTH COMMITMENT. Failure to meet these expectations will result in the immediate removal of your captaincy. See consequences page.

Captains are expected to be major contributors to the tone and direction of a team both on and off the field. Personal qualities coaches look for in captains include:

- *Role Model (Hard working, committed, dedicated, humble, leader by example, integrity, dependable, unwavering convictions, and positive attitude.)*
- *Well respected by teammates and the school community*
- *Good citizenship (respectful, loyal, cooperative, trustworthy, unselfish, honest, caring, and has a great deal of pride in the school and its positive reputation)*
- *Committed to being chemical free (does not use tobacco, alcohol or illegal drugs)*
- *Good school behavior (punctual, acceptable academic progress, abides by school rules)*
- *Athletic Qualities (well skilled, dedicated, committed to the sport, displays good sportsmanship, hard working, good communication skills)*
- *Willing to act as the liaison (between teammates, coaches, director of athletics, and other appropriate school personnel)*

Coaches should expect that captains will:

- *Live up to the expectation of the position.*
- *Lead by example on and off the field.*
- *Not be afraid to step out of the crowd; that is; to speak to teammates making poor or inappropriate choices.*
- *Be a motivator (encouraging, modeling)*
- *Be a role model for good sportsmanship*

Captains can be of great assistance in actively working to encourage teammates to follow the athletic training rules during the sports season and in preventing the use of tobacco, alcohol, drugs, or any other inappropriate substances.

Being selected to the position of team captain carries prestige, influence, and as a result, tremendous responsibility. Before accepting this key leadership position, weigh the responsibilities that come with it.

CAPTAIN'S PLEDGE

I realize being selected to the position of team captain carries with it more responsibility than being just a team member; others in the school and greater community look up to me as a leader and role model. I will do my best to exemplify the qualities that the Administration, Athletic Department, Head Coach and school community expect of me. I pledge to adhere to this code of conduct all year-round.

Code of Conduct

I pledge to:

- Follow the Athletic Training Rules by remaining chemical free (I will not use tobacco, alcohol or illegal drugs)
- Conduct myself in a manner consistent with the Weston Expectations for Acceptable Behavior and Citizenship as outlined in the Athletic Handbook
- Earn the respect of my teammates, the school community and the larger Weston community
- Be a good citizen (I will demonstrate respect, loyalty, cooperation, trustworthiness, selflessness, honesty, compassion and pride in my school and its positive reputation)
- Demonstrate good school behavior (I will be punctual and abide by school rules)
- Demonstrate positive Academic Qualities (I commit to academic progress and my best effort)
- Demonstrate positive Athletic Qualities (I commit myself to good skills, dedication, commitment to the sport, good sportsmanship, hard work, teamwork and communication skills)
- Be willing to act as the liaison between teammates, coaches, director of athletics, and other appropriate school personnel
- Attend all Captain Circle meetings
- Participate in a Town of Weston, High School Athletics Community Service Program sponsored by the Weston Sports Commission

PLEASE NOTE THIS IS A 12-MONTH COMMITMENT. Failure to meet these expectations will result in the immediate removal of your captaincy. See consequences on back.

NAME OF CAPTAIN: _____

SIGNATURE OF CAPTAIN: _____

SIGNATURE OF PARENT: _____

SIGNATURE OF HEAD COACH: _____

SIGNATURE OF ATHLETIC DIRECTOR _____

CONSEQUENCES

Out of Season Violations

Will result in a loss of captaincy, further discipline may apply if the athlete is involved in unacceptable behavior (refer to page 11 in the Athletic Handbook). Violation of the Athletic Training Rules will result in removal of captaincy.

In Season Violations

All in season violations will result in loss of captaincy. In addition, violations of athletic training rules will result in suspension from team (refer to pages 12 of the Athletic Handbook). This includes unacceptable behavior (see page 11 of the Athletic Handbook).

Senior Captains

Any senior captain that violates the Code of Conduct is subject to the same consequences as listed above. In addition they are not eligible to be captain of any other teams.

Junior Captains

Any junior captain who violates the Code of Conduct is subject to the same consequences as listed above. In addition they are not eligible to be selected captain of any team until three seasons of play have passed from the date of the violation (including the season in which the violation occurred)

PLEASE NOTE: Any captain who violates the Code of Conduct will not be eligible to receive post season Booster Club Awards/Scholarships and other school/community awards involving character and leadership.

SELECTION OF CAPTAINS

At the conclusion of each school year, captains will be selected for athletic teams for the upcoming school year. To be eligible for selection as a Captain, an athlete must meet the criteria outlined under Captains' Expectations on page 21 of the Athletic Handbook. ***Students must have a clean record (no violations of Code of Conduct) for three seasons prior to being selected as a Captain.***

PLEASE NOTE: Students interested in being Captain are encouraged to demonstrate their leadership skills and abilities to teammates and coaching staff during the off-season prior to the selection process. Student athletes can be of great assistance to the head coach by helping to organize various out-of-season team activities (i.e., strength and conditioning programs for team members, participation in out-of-season leagues, participation in fund-raising activities, participation in the Weston Boosters Club concession stand program, and participation in meeting the eighth graders at the end of the school year).

EXCEPTION: All Captain Elects will be submitted to the Athletic Director/Administration for final approval. Students accepting the responsibility and honor of a Captaincy must sign the Captain's Pledge, as must their parents.

The Administration reserves the right to revoke any captaincy if the Code of Conduct is violated. Under unusual circumstances with approval of the Athletic Director, the selection process may be delayed if it is in the best interests of the team.

MEDICAL/HEALTH ISSUES

Athletic Physical Examination Requirements

The **sports physical** is a State requirement necessary for your child's eligibility to participate in high school sports and must be completed in its entirety. All athletic physicals must be valid throughout the entire season of play. Any athlete whose physical expires prior to the completion of their season of play will be suspended from practice/play immediately, effective on the date of the expiration. Athletes will not be allowed to continue until the physical is valid throughout the entire season.

The front of the card must be fully completed, to include signatures and dates by both the student and parent. The back of the card must be fully completed by the physician to include his/her signature and date of exam along with office stamp. The ideal time for your child's physical to take place would be during the time frame of mid June through the last week of August. This would ensure that your son/daughter would be able to participate in athletics for the entire school year without interruption.

If the physical can't be scheduled over the summer months, the physical should be scheduled before the beginning of the season in which the current physical would expire. This will avoid any interruption of participation and allow students to enjoy a full season of play. Listed below are the approximate lengths of seasons:

Fall Season – the last week of August through the middle of November.

Winter Season – mid November through mid March

Spring Season – mid March through mid June

PROCEDURES FOR ATHLETIC INJURIES AND INSURANCE:

1. Report the injury immediately to the coach and athletic trainer.
2. Secure all necessary medical treatment under the Athletic Department
3. If it is a traumatic injury requiring immediate medical care, the coach will follow emergency medical procedures, i.e. call ambulance, contact parents, send athlete with his/her emergency medical card to hospital, make sure an adult (qualified personnel) is present during transport.
4. If it is a routine athletic injury (sprain, strain, pull), secure an evaluation from our professional athletic trainer. The trainer will refer the injury if needed and limit participation.
5. The trainer will log all injuries and complete accident report for the student/athlete (coaches must report minor injuries to trainer). Accident reports will be submitted to the Athletic Director who will sign and bring to the school nurse for filing and insurance coverage. The nurse will mail home necessary insurance forms to the parents and **it is the responsibility of the family to mail these forms to the insurance carrier.** Claim forms should be completed and sent to the insurance company **within 90 days.**
6. Any visit to a doctor for treatment of a sport-related injury must be reported to the coach. You are obligated to obtain a written release from the doctor before further participation.
7. A student who has been injured and has had medical treatment must have a signed release form from the physician before he/she may participate. (A post injury return to play form is available from the Athletic Trainer and or Athletic Director).
8. Under no circumstances will an athlete be allowed to return to play without a medical release from his/her attending physician

INSURANCE

The Weston Board of Education has purchased, at no cost to you, an Accident Medical Insurance Plan to help cover medical expenses resulting from interscholastic sport injuries. *Because this is an EXCESS plan only with coverage limitations, it is strongly urged that all parents have their own family insurance.* All players, coaches, and managers of every interscholastic sport (including cheerleading) are covered throughout the entire school year. The program covers accidental bodily injuries occurring to a covered person while participating in or traveling, while under the supervision of proper school authority, to or from any regularly scheduled game or practice of an interscholastic sport.

This is an Excess Plan

The Medical Expense benefit of this program is an "excess" type benefit. The policy does not cover treatment or service for which benefits are payable or service is available under any other insurance or medical service plan available to the insured person, including but not limited to, HMOs, PPOS, Workers' Compensation and automobile no-fault insurance. This does not apply to a plan of insurance by the Connecticut Health Reinsurance Association.

Accident Only Insurance Does Not Cover Sickness

For further information regarding the accident plan program, please contact either the school nurse or Athletic Director.

INFORMATION ON MEDICAL COVERAGE PROVIDED AT WESTON HIGH SCHOOL

Injuries to athletes will occur in interscholastic athletics at all levels regardless of the amount of precautions taken; such as safe playing conditions, proper coaching techniques, the quality and safety of equipment and the required warnings of injuries. Realizing this fact, Weston High School employs the services of a Certified Athletic Trainer in order to provide immediate quality care.

The Athletic Trainer is available at the high school each week, Monday - Friday, from 2:00 p.m. - 6:00 p.m. to administer emergency care to athletes. When requested, the Athletic Trainer will supervise rehabilitation in order to minimize the risk of re-injury. The trainer, however, is not here to replace your family's own medical specialist. He is here to provide immediate emergency first aid. The trainer's activities are supervised by our own team physician, Dr. Michael Marks, an orthopedist, and the Weston High School Athletic Director.

The Athletic Trainer, when present, will have the responsibility of administering to all injured athletes and making the proper recommendations. In the event the trainer is not present, the coach in charge of the activity will assume the responsibility. All coaches are trained to administer first aid and CPR. The coaches have been instructed not to diagnose or treat an injury but to administer first aid and refer the injury to the Athletic Trainer or appropriate medical personnel.

**WESTON HIGH SCHOOL
RETURN TO PLAY FORM**

Name of Injured Athlete: _____ Grade: _____ Age: _____
Sport Participating In: _____ Position: _____

DETAILS OF INJURY:

Date of Injury: _____ Time: _____
Injured During Practice: _____ Game: _____ Other: _____
Mechanism of Injury: _____

TO BE COMPLETED BY PHYSICIAN

Impression/Diagnosis: _____
Recommendations: _____
No Restrictions (discharged) as of: _____
No Practice or Play until: _____
Expected Return to Activity (definite date upon further evaluation): _____
Other: _____

**TREATMENT AVAILABLE AT WESTON HIGH SCHOOL
treatment requires MD signature below*

Please Check:

____ Cold packs/Ice ____ Hydrocollator Packs ____ ROM/Stretching
____ Strengthening/PRE's ____ Whirlpool/Contrast Bath ____ Stationary
Bike
____ Electric Muscle Stim. ____ Referred for formal P.T./Treatment

Physician: _____ Signature: _____ Date: _____

STUDENT ATHLETES WILL NOT BE ALLOWED TO RETURN TO SPORTS UNTIL THIS
FORM OR SIMILAR FORM HAS BEEN SIGNED BY A PHYSICIAN AND RETURNED TO THE
WESTON HIGH SCHOOL ATHLETIC DEPARTMENT

Forms may be hand-delivered via the student/parent following appointment or sent to:

Dennis Richetelli MS, ATC or Athletic Director @
Weston High School –115 School Road –Weston, CT 06883

REQUIREMENTS FOR PARTICIPATION IN ATHLETICS

A student must meet the following requirements in order to try out for a Weston High School interscholastic team:

The following must be returned to the Athletic Director's office (the first three items are located on the high school website or copies can be obtained at the Weston High School Athletic Office):

- **A Sports Physical card** — Please be aware that you and your physician must complete the **yellow** Weston High School Athletic Physical Examination Card in its entirety.
NOTE: The blue State health form cannot be substituted for this yellow card.
- **Emergency Medical Card**
- **Parent/Player Agreement, Parent Consent**
- **Participation Fee check for \$75.00 (payable to WHS) per sport, per season (\$300 cap per family)**

***** WE STRONGLY ENCOURAGE THAT YOU NOT WAIT UNTIL THE FIRST DAY OF PRACTICE TO TURN IN YOUR FORMS *****

If you have participated in a sport during the previous season in the same school year, and your physical is less than a year old, you do not need another signed physical exam card. However, a new Emergency Card and the Participation Fee must be submitted.

Although participation fees are designed to partially offset the costs of extracurricular activities, these programs shall be open to all students without regard for ability to pay. Funding shall be provided for students whose families are unable to pay for participation in approved sports and activities. Parents/Guardians who are experiencing financial hardship must submit in writing to the Weston High School Principal a request for a Participation Fee Waiver prior to each season of participation.

In addition, students must be in compliance with the Connecticut Interscholastic Athletic Conference (CIAC) eligibility regulations and Weston High School Eligibility Policy. Students and parents must also have read and agreed to abide by all the rules and regulations that govern the high school athletic program.

FURTHER MEDICAL REQUIREMENTS AND INFORMATION

ATHLETIC PHYSICALS

All athletic physicals must be valid throughout the entire season of play and completed on the yellow Weston High School Athletic Physical examination Card. Any athlete whose physical expires prior to the completion of their season of play will be suspended from practice/play immediately effective on the date of expiration. Athletes will not be allowed to continue until the physical is valid throughout the entire season.

The ideal time for your child's physical to take place would be during the time frame of mid June through the last week of August. This would ensure that your son/daughter would be able to participate in athletics for the entire school year without interruption. If the physical can't be scheduled over the summer months, the physical should be scheduled before the beginning of the season in which the current physical would expire. This will avoid any interruption of participation and allow students to enjoy a full season of play. If you have any questions, please contact either the Athletic Director at 291-1620 or the school nurse at 291-1680. **NOTE: The blue State health form cannot be substituted for this yellow card.**

PRESCRIBER'S AUTHORIZATION

If your son/daughter has a medical condition and requires any type of medical attention, the parents(s)/guardian(s) must provide the school nurse with a signed physician's order/signed parent/guardian authorization. Please stop by either the Nurse's office or the Athletic Department to obtain a Prescriber's Authorization Form.

ALLERGIC REACTIONS

If your child is a severe allergic (anaphylactic) reactor, please be aware that ANAPHYLAXIS is a medical emergency that requires immediate attention. Due to the increasing number of students having anaphylactic reaction to foods, bee stings, medication, unknown reactors or exercise, it is important that an Epi-Pen and/or Benadryl be provided for the child by the parent/guardian along with the medication form (see attached) that states the athlete may keep with him/her the medication to self-administer, if necessary. ***The athlete will not be allowed to participate until the nurse receives the physician's order.*** It is the athlete's responsibility to carry the medication with him/her at all practices and games. Failure to comply will result in suspension from play. The necessary equipment must be supplied by each parent/guardian to avert a potentially dangerous situation. Please call the school nurse with any further concerns/questions.

**WESTON HIGH SCHOOL
DEPARTMENT OF ATHLETICS
Acknowledgement of Risk of Injury/Waiver**

I, the undersigned parent or guardian of _____, a minor, or _____, a student having reached the age of majority, hereby acknowledges that I have been properly advised, cautioned, and warned by the proper administrative and coaching personnel at Weston High School that by participating in organized high school athletics, _____, a student is exposing her/himself in the risk of serious injury, including but not limited to the risk of sprains, fractures, and ligament and/or cartilage damage which could result in a temporary or permanent, partial, or complete impairment in the use of limbs; brain damage, paralysis, or even death. Having been so cautioned and warned, it is still _____'s desire to participate in the sport listed below. It is hereby further acknowledged that _____ does so with full knowledge and understanding of the risk of serious injury to which _____ is exposing himself/herself by participating in the aforementioned sport.

The Weston Board of Education, the Town of Weston and their agents, employees, or members shall bear no responsibility for any accident or injury (including death) sustained by, _____, a student while participating in the aforementioned activities. To this end, I, the undersigned parent or guardian of _____, a minor student, or _____, a student having reached the age of majority, do hereby consent to _____'s/my participation in voluntary athletic programs and do forever **RELEASE**, discharge and covenant to protect, indemnify and hold harmless the Weston Board of Education, the Town of Weston, and their successors, departments, officers, employees, volunteers, servants and agents, of and from any and all actions, causes of actions, claims, demands, damages, costs, loss of services, expenses and compensation of whatsoever kind or nature arising from, or by reason of, on account of or in any way growing out of directly or indirectly, all known and unknown personal injuries, including death, or property damages which I may now or hereafter have as the parent or guardian of said minor student, or as the student, and also all claims or right of action for damages which I, said student, or any heirs, executors, administrators, or assigns, any other person acting on the student's or his/her estate's behalf, or any other person has or hereafter may acquire, either before or after he/she has reached his/her majority resulting or to result from his/her participation in the Weston Public Schools' athletic programs. **FURTHERMORE, I/We** hereby agree to protect and save harmless the Weston Board of Education, the Town of Weston and their successors, departments, officers, employees, volunteers, servants and agents against any claims for damages, compensation or otherwise on the part of said student growing out of or resulting from injury, including death, to said student in connection with his/her participation in the Weston Public Schools' voluntary athletic programs, and to **INDEMNIFY**, reimburse or make good to the Weston Board of Education, the Town of Weston or their successors, departments, officers, employees, volunteers, servants and agents any loss or damages or costs, including attorney's fees that the Board, the Town or their successors, departments, officers, employees, volunteers, servants or agents may have to pay if any claim or litigation arises from said student's intentional, negligent, grossly negligent or reckless acts or omissions while participating in said programs.

School: _____ Sport: _____

Signature of Parent(s)/Guardian(s): _____

Date: _____ Relationship: _____

Signature of Student: _____

Please complete: Male _____ Female _____

Student Last Name: _____ Student First Name: _____

Home Address: _____

Telephone Number: _____ Date of Birth: _____

INFORMATION FOR THE COLLEGE BOUND STUDENT / ATHLETE

Many college sports are regulated by the National Collegiate Athletic Association (NCAA) an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions: Division I, Division II, and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

All high school students who wish to practice and compete for a Division I or II institution must register with the NCAA Initial Eligibility Clearinghouse. The Clearinghouse will determine a student/athlete's initial eligibility status for all Division I and II institutions by reviewing an official high school transcript and the official SAT/ACT scores. All athletes interested in playing a college sport should contact the Athletic Director for a detailed hand-out on NCAA eligibility.

Student/athletes should pick up all necessary forms in the Guidance Office. These forms are usually available at the end of August.

All coaches and student/athletes should be aware of NCAA regulations regarding recruiting and academic requirements. All school personnel and student/athletes should be aware of NCAA recruiting rules concerning tryouts and/or auditions. The NCAA does not sanction or endorse any scouting service; therefore, you should determine whether the scouting service meets NCAA requirements.

For the large number of student/athletes at the high school level athletic scholarships will not be offered; therefore, the following recommendations are for your use in pursuing financial aid and/or acceptance to the college or university which best matches your abilities and interests.

- Discuss with your guidance counselor the range of colleges for which you are academically qualified.
- Talk with your coach about the level of competition he/she feels you might be best suited to participate in (i.e. Division I, II, III, or Junior College).
- Narrow your college selection list to a reasonable size, taking into consideration the quality of academic and athletic programs, determining whether they are right for you. Be realistic about your choice.
- Find the name of the coach in your sport(s) at each college on your list. (Use the National Directory of College Athletics in the guidance office).
- Request your high school coach to write a personal letter to the college coach highlighting your transcript, academic achievements, and interests as well as a thorough and detailed discussion of your athletic accomplishments (statistics, clippings, letters earned, records set, honors). A videotape should be made during the season for availability to college coaches.
- Decide where you wish to apply. Few college coaches will take an interest in you unless you formally apply. Initiate, don't react.
- Remain in touch with the coaches after applying. Inquire about the status of your application and financial aid. If possible, visit the college and the coach - sell yourself as a person and a student athlete.
- A letter from a college coach is an overture, NOT an offer.
- Be familiar with NCAA visitation rules (check with your coach).
- Financial Aid is based on need. Applications for financial aid as well as other scholarships are available in your guidance office.
- You may choose to continue your sports career even though you are not involved in intercollegiate competition. Most colleges and universities have extensive, competitive intramural programs for men and women.

PARENTAL SUPPORT IS KEY TO AN ATHLETE'S SUCCESS

As parents, you can be a tremendous asset to the attainment of the Athletic Department's goals and the goals of your child. Weston parents have traditionally provided support, loyalty, and encouragement to the teams and the school staff. The school system believes that only through a close level of cooperation and communication between the parents and the school can the necessary guidance, leadership, concern, and encouragement which is so important during your son's/daughter's teenage years be provided. All parents are encouraged to support our teams by attending as many athletic contests as possible.

As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed upon your child. This begins with clear communication from the coach of your child's program.

It is essential that parents and athletes demonstrate respect for coaches. The coach has been appointed to a leadership and decision making position. His/her responsibility is to the individual participant, the team, and the school system. As a result, all coaches have been instructed to make the best decisions they can and not to bow to parent or fan pressure relative to athletic and/or coaching decisions. In all instances, an environment of mutual respect and civility should prevail and the appropriate steps for a solution should be followed.

COMMUNICATION YOUR CHILD SHOULD EXPECT FROM HIS/HER COACH

1. Philosophy of the coach
2. Expectations the coach has for your child as well as the players on the squad
3. Locations and times of all practices and contests
4. Team requirements; i.e., fees, special equipment, off-season conditioning
5. Procedure should your child be injured during participation
6. Discipline that results in the denial of your child's participation

COMMUNICATION COACHES EXPECT FROM PARENTS

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts well in advance (planned vacations)
3. Specific concerns with regard to a coach's philosophy and/or expectations

As your children become involved in programs at Weston High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times respectful discussion with the coach is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior

It is difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those that follow, must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

1. Playing time
2. Team strategy
3. Calling plays
4. Other student-athletes
5. Selection of captains
6. Special awards

There are situations that may require a conference between the coach and the parent. These are encouraged. It is important that both parties involved have a clear understanding of the others position. When these conferences are necessary, please follow the steps outlined in the Chain of Communication, to help promote a resolution to the issue of concern.

SOLVING CONFLICTS - CHAIN OF COMMUNICATION

We understand that parents have great interest in the welfare of their child and that it is possible that, from time to time, disagreements between the coach and the parents may occur.

All issues between an athlete and a coach should **FIRST** be dealt with between each other. If the conflict cannot be resolved between the coach and athlete, then the athlete should make an appointment with the Athletic Director to inform him/her of the problem. At this time parents are urged to make appointments with the coach to share their concerns. In the event that acceptable solutions cannot be secured the parent should then contact the Athletic Director. If additional discussions are required to resolve the problem, the parent has the right to appeal decisions through the administration.

These are the steps that should be followed until there is a resolution to the problem:

- Athlete and Coach
- Athlete and Athletic Director
- Parent and Coach
- Parent and Athletic Director
- Parent and Principal

The correct procedure to contact a coach is to leave a message in the Athletic Office. Parents are urged to contact the coach directly at the phone numbers distributed at the pre-season orientation meeting. Please do not contact the coach at home unless requested to do so. Please do not attempt to confront a coach before or after a contest, a practice, or event. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution. If the coach does not respond to your phone call, telephone the Athletic Director at 291-1620 and he will contact the coach on your behalf.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

Parent spectators have made significant contributions to the fine reputation Weston has earned in the display of good **sportsmanship**. Serving as positive role models for our student body, they have exhibited the highest ideals of good sportsmanship.

Together, the parents and the coaches can provide the necessary guidance, leadership, concern, and encouragement which are so important during the high school years.

WESTON BOOSTER CLUB

MISSION STATEMENT: TO SUPPORT BOTH THE BOYS AND GIRLS ATHLETICS, CLUB SPORTS, AND INTRAMURAL SPORTS WITHIN WESTON HIGH SCHOOL.

The school administration, Board of Education and Weston Boosters are committed to the concept that academic achievement and sports participation are vital to the development of healthy young adults. Student athletes learn the importance of commitment, discipline, organization, tenacity, teamwork and sportsmanship—values that remain with the student for a lifetime and are vital to the development of responsible and successful adults. The objective of the Boosters Club is to increase interest, loyalty and participation by the entire Weston community in our children's athletic pursuits.

The Boosters organization provides awards and scholarships for our scholar-athletes on an annual basis. By becoming a member of the Weston High School Boosters Club you can be a very important part of continuing the Weston High School tradition of scholastic and athletic excellence.

The Boosters Club generates a significant portion of its funds from our annual membership drive. This membership drive is the single largest source of funds for the Boosters Club's projects.

A special thanks to the Weston Boosters Club for their dedication and commitment to the athletic program. This is the fourth consecutive year Boosters has contributed \$50,000 to the sports program at Weston High School.

Booster Club meetings are held **every third Wednesday** from 7:15 -9:00 pm in the Weston High School Faculty Lunch Room. Below is a schedule for the 2009-2010 school year:

Wednesday, August 19
Wednesday, September 16
Wednesday, October 21
Wednesday, November 18
Wednesday, December 16
Wednesday, January 20
Wednesday, February 24*
Wednesday, March 17
Wednesday, April 21
Wednesday, May 19
Wednesday, June 16

* denotes a change in the schedule due to a holiday or vacation.

WESTON HIGH SCHOOL ATHLETIC PROGRAMS 2009-2010

FALL TEAMS

BOYS

Football (V, FR/SO)
Soccer (V, JV)
Cross Country (V, JV)

GIRLS

Cheerleading (V) *
Volleyball (V, JV)
Soccer (V, JV)
Swimming/Diving (V, JV)
Field Hockey (V, JV, FR)
Cross Country (V, JV)

WINTER TEAMS

BOYS

Basketball (V, JV, FR)
Swimming/Diving (V, JV)
Skiing (V, JV)
Indoor Track (V, JV)
Co-op Wrestling (V, JV)
Co-op Ice Hockey (V, JV) (Staples)

GIRLS

Cheerleading (V) *
Basketball (V, JV, FR)
Gymnastics (V)
Skiing (V, JV)
Indoor Track (V, JV)

SPRING TEAMS

BOYS

Baseball (V, JV, FR)
Tennis (V, JV)
Track (V, JV)
Golf (V, JV)
Lacrosse (V, JV, FR)

GIRLS

Softball (V, JV, FR)
Tennis (V, JV)
Track (V, JV)
Golf (V, JV)
Lacrosse (V, JV, FR)

* cheerleading is open to either gender

<u>TOTAL TEAMS</u>	
Boys Teams	32
Girls Teams	33
Total Teams	65

CLUB SPORT POLICY

In order to be considered as a Club Sport by the Board of Education, a petition in writing must be submitted to the Athletic Director/Principal with a copy to the Superintendent of Schools. The Superintendent of Schools will submit the petition to the Board of Education for approval. Parties submitting a petition attest/agree to the following:

- There is enough interest to support a viable competitive team.
- The Club will be formed in compliance with non-discrimination regulations of Title IX.
- All costs of funding the program will be absorbed by the participants.
- Coach(s) are certified by the State of Connecticut and will attend pre-season athletic department meetings.
- All athletes will comply with Board and Weston High School policies.
- Submission of a copy of the club's athletic schedule to the Athletic Director.
- Submission of a team roster within one week of the start of the season.
- Members will comply with all SWC and CIAC rules of eligibility.
- Submission of all required forms (parent consent, emergency medical card, current physical).
- Training rules which prohibit the use and/or possession of illicit drugs including alcohol, tobacco (smoking, chewing, snuff), inhalants or steroids.
- Program supervision by the Athletic Director.
- Transportation by bus to and from all competitions for team, not individual competitors.

The Board in accepting a sport under Club status assumes the responsibility for liability insurance, and if the sport grows as a program over a three-year period, agrees to the club sport becoming an athletic program under the auspices of the Board. Participants will be eligible for athletic honors and awards. The Athletic Director will provide scheduling support to the club.

The Board reserves the right to accept or reject an activity as a club and/or financially supported athletic program.

(Refer to Board of Education Policy)

LEAGUE AFFILIATION

Weston is a member of the South-West Conference (SWC) and the Connecticut Interscholastic Athletic Conference (CIAC) which is affiliated with the National Federation of State High School Association. The SWC was formed in 1995-96. The league is divided into two divisions based on school enrollment in grades 10-12, the Patriot division (smaller schools) and the Colonial division (larger schools).

DIVISIONS FOR ALL SPORTS EXCEPT FOOTBALL, FIELD HOCKEY and WRESTLING

Colonial

Bethel
Bunnell
Joel Barlow
Masuk
New Milford
Newtown
Pomperaug

Patriot

Brookfield
Immaculate
Kolbe Cathedral
Lauralton Hall
New Fairfieldotre Dame-Fairfield
Notre Dame-Fairfield
Stratford
Weston

The SWC provides an extremely high level of competition for our teams. SWC football has been realigned, and the 15-team SWC league competes in all sports.

DIVISIONS FOR FIELD HOCKEY

Colonial

Joel Barlow
Masuk
New Milford
Newtown
Pomperaug

Patriot

Bethel
Brookfield
Immaculate
New Fairfield
Weston

DIVISIONS FOR FOOTBALL

Colonial

Bethel
Bunnell
Masuk
New Milford
Newtown
Pomperaug

Patriot

Brookfield
Immaculate
Joel Barlow
New Fairfield
Notre Dame
Stratford
Weston

DIVISIONS FOR WRESTLING

Colonial

Bethel
Bunnell
Masuk
New Milford
Newtown
Pomperaug

Patriot

Brookfield
Immaculate
Joel Barlow
New Fairfield
Stratford
Weston

2009 – 2010 WHS SPORTS TIMETABLE

<u>SPORT</u>	<u>COACH</u>	<u>START</u>	<u>END</u>
<u>FALL</u>			
Cheerleading	TBA	8/29/2009	12/1/2009
Cross Country (Boys)	Marty Ogden	8/29/2009	11/17/2009
Cross Country (Girls)	John Goetz	8/29/2009	11/17/2009
Field Hockey	Christina Donigian	8/29/2009	11/17/2009
Football	Joe Lato	8/24/2009	12/1/2009
Boys Soccer	Kevin Fitzsimmons	8/29/2009	11/17/2009
Girls Soccer	Joanna Hallac	8/29/2009	11/17/2009
Swim/Diving (Girls)	Tom Grace	8/29/2009	11/17/2009
Volleyball	Jamie Richetelli	8/29/2009	11/17/2009
<u>WINTER</u>			
Basketball (Boys)	Ryan Errico	11/30/2009	3/20/2010
Basketball (Girls)	Scott Davie	11/23/2009	3/13/2010
Cheerleading	TBA	11/30/2009	3/20/2010
Gymnastics	Salina Tavella	11/30/2009	3/13/2010
Ice Hockey	Ralph Unker	11/23/2009	3/20/2010
Indoor Track	Matt Medve	11/30/2009	3/5/2010
Skiing (Boys)	Rich Fanning	11/30/2009	3/20/2010
Skiing (Girls)	Rich Fanning	11/30/2009	3/20/2010
Swim/Diving (Boys)	Tom Grace	11/30/2009	3/20/2010
Wrestling	Mario Federici	11/30/2009	3/20/2010
<u>SPRING</u>			
Baseball	Frank Fedeli	3/9/2009	6/9/2009
Golf (Boys)	Al Gurney	3/16/2009	6/5/2009
Golf (Girls)	Mike Ahlers	3/16/2009	5/29/2009
Lacrosse (Boys)	Brendan Carney	3/16/2009	6/10/2009
Lacrosse (Girls)	Erin Mehner	3/16/2009	6/9/2009
Softball	Dave Lustberg	3/16/2009	6/9/2009
Tennis (Boys)	Gary Meunier	3/16/2009	6/13/2009
Tennis (Girls)	Mary Ann Vorvis	3/16/2009	6/2/2009
Track & Field (Boys)	Lloyd Weinstein	3/16/2009	6/13/2009
Track & Field (Girls)	Matt Medve	3/16/2009	6/13/2009

* Please note that ending dates are approximate

FITNESS ROOM

More and more students are beginning to utilize Weston High School's fitness room. All students, not only athletes, are welcome to use our facility. Over the past two years, with the help of the Weston Booster's Club, we have been able to purchase more state of the art equipment.

- In order to provide a safe and positive environment, we have the following requirements for any students using the fitness room:
 - All students and parents must fill out and sign a parent permission/ acknowledgement of risk form.
 - All students and parents must fill out and sign an emergency card.
 - All students must attend an orientation of the facility given by the Strength Coach or a

Physical Education teacher.

These requirements need to be met once a year. There is no participation fee attached to use of the fitness room. The orientation will emphasize and include, but is not limited to, the following points:

- Fitness room rules (No food, no horseplay, proper attire, etc.)
- Safety (Proper spotting techniques, first aid procedures).
- Proper lifting and machine use technique

The Strength Coach will supervise and instruct students on all aspects of strength and conditioning. We are currently creating both sport-specific and individual programs to enable student to reach their fitness goals. We encourage all students to enjoy the fitness benefits of strength training and conditioning. If you have any questions or concerns, please feel free to call the Athletic Office.

SPECTATOR CONDUCT PLEDGE

Student spectators represent their school just as the athletes do. The conduct of student spectators and others at athletic contests is as important to the climate of sportsmanship as is the quality of athletic play.

WESTON SPECTATORS SHOULD:

1. Demonstrate good sportsmanship.
2. Be considerate of opposing players and coaches.
3. Treat opposing teams that come to Weston as we would a guest in our home
4. Become familiar with the spirit and the rules of the game.
5. Be gracious in victory and sportsmanlike in defeat.
6. Support our cheerleaders in a positive manner.
7. Remember all school rules of behavior apply to athletic contests.
8. When guest of other schools, become aware of and follow their rules.

WESTON SPECTATOR CODE OF BEHAVIOR

- Respect decisions made by contest and school officials.
- Refrain from taunting, booing, heckling & the use of inappropriate language
- To enjoy and understand the rules of the game and to acknowledge good performance from the players of all teams
- Respect athletes, coaches, officials and fans
- Leaving a contest prior to its conclusion with expectations of returning, is not permitted.

WESTON SPECTATORS SHOULD NOT:

1. Cheer at injury to an opponent.
2. Interfere with the performance of the opponent's cheerleaders.
3. Use profane or abusive language.
4. Throw objects on the field or playing courts.
5. Use noisemakers of any kind.
6. Expect to return to a contest once the arena has been exited.

Any spectator violating this code of behavior will be warned and/or removed from the contest, banned from future sporting events, and assigned to study hall or detention. Repeated or serious violations of these expectations may result in a suspension from school and all school related activities. Group violation of these expectations may result in future games being closed to the public.

COACH'S PLEDGE

The Coach's Pledge extends beyond a knowledge of athletics and reaches into the life of his or her players. It is one of the most important responsibilities in the school and involves at least the same level commitment that coaches expect of their players. Mutual respect and team membership are to be expected equally of player and coach and, for the coach, involve the following promises:

WESTON COACHES SHOULD:

- Be a model of appropriate language and behavior.
- Respect and dignify each of their athletes as an individual.
- Promote the safety of each athlete and to ask no more in practice or competition than each is capable of delivering.
- Promote the conditions and circumstances that encourage each athlete to realize his or her full potential.
- Impose time demands that acknowledge the primary importance of each athlete's academic and family responsibilities.
- Encourage a solid sense of team membership.
- Reflect in their coaching the best and most recent thinking and strategies of the sport.
- Assist with the post high school planning of their players as it relates to athletics.
- Be available to parents at times that are mutually convenient.
- Work with other school personnel to guarantee the best interests of each of the student athletes.

**WESTON PUBLIC SCHOOLS
WESTON, CONNECTICUT
*Office of the Superintendent***

TO: All Coaches
RE: Food on Athletic Trip Buses
DATE: August, 2000

Due to a new food allergy policy approved by the Board of Education, new precautions are in place to protect those students who have life-threatening food allergies. Since our buses are used to transport students to and from school as well as athletic teams, we must make some changes which, while inconvenient for some, are for the best interests of all. All bus drivers have been provided with training concerning the effects of food allergies and emergency actions to be taken, if necessary. Similarly, all custodians, food workers, and staff will receive training. The largest food allergy problem is any food containing nut oils. Because it is impossible to know the ingredients of all foods students bring on the bus, we are taking the precautionary measure to eliminate any potential problems. Effective immediately, no food is to be eaten on buses. Water, fruit juices, and other replenishing liquids may be consumed. If you ask the driver to stop so that students can purchase food, it must be eaten before students return to the bus.

Thank you for your cooperation.

IMPORTANT NAMES AND NUMBERS

Athletic Director, Mark Berkowitz (markberkowitz@westonk12-ct.org)	291-1620
Athletic Secretary, Nancy Darling (nancydarling@westonk12-ct.org)	291-1621
Athletic Trainer, Dennis Richetelli (cell#)	203-414-8038
Athletic Trainer, Mindy Therriault (cell#)	203-218-2994

HEAD COACHES

FALL:

Cheerleading	Kelley Coleman	291-1621
Cross Country (Boys)	Marty Ogden	291-1414 x5641
Cross Country (Girls)	John Goetz	291-1621
Field Hockey	Christina Donigian	291-1622
Football	Joe Lato	291-1614
Soccer (Boys)	Kevin Fitzsimmons	291-1621
Soccer (Girls)	Joanna Hallac	291-1621
Swimming (Girls)	Tom Grace	291-1414 x5516
Diving (Girls)	Jeanine Oburchay	291-1621
Volleyball	Jamie Richetelli	291-1414 x5689
Strength & Conditioning	Lloyd Weinstein	291-1621

WINTER:

Basketball (Boys)	Ryan Errico	291-1621
Basketball (Girls)	Pat Cole	291-1621
Cheerleading	Kelley Coleman	291-1621
Gymnastics	Salina Tavella	291-1621
Ice Hockey (Co-op w/ Staples)	Ralph Unker	291-1621
Indoor Track (Boys/Girls)	Matt Medve	291-1414 x5513
Skiing (Boys)	Richard Fanning	291-1621
Skiing (Girls)	Richard Fanning	291-1621
Swimming/Diving (Boys)	Tom Grace	291-1414 x5516
Diving (Boys)	Jeanine Oburchay	291-1621
Wrestling	Mario Federici	291-1621
Strength & Conditioning	Joe Lato	291-1618

SPRING:

Baseball	Frank Fedeli	291-1621
Golf (Boys)	Al Gurney	291-1621
Golf (Girls)	Mike Ahlers	291-1621
Lacrosse (Boys)	Brendan Carney	291-1621
Lacrosse (Girls)	Erin Mehner	291-1617
Softball	Dave Lustberg	291-1621
Tennis (Boys)	Gary Meunier	291-1665
Tennis (Girls)	Mary Ann Vorvis	291-1621
Track & Field (Boys)	Lloyd Weinstein	291-1621
Track & Field (Girls)	Matt Medve	291-1414 x5513
Strength & Conditioning	Joe Lato	291-1614

Extensions indicate voice mailboxes. Dial 291-1414 and wait for prompt

ATHLETIC DEPARTMENT WEBSITE: www.westonk12-ct.org
Current Schedules, Cancellations, Directions, Information

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE www.casciac.org
Eligibility and Transfer Rules, Directions, Information

CIAC WEBSITE www.ciacsports.com
Sign up for emails about schedule changes