West Haven High School
Parent – Student Handbook

A School Committed to Excellence

Visit our website: www.whschools.org

2019-2020
The West Haven High School community is dedicated to providing a positive and safe environment that celebrates differences while inspiring students to be self-motivated learners, critical thinkers and effective communicators. We believe all students should have access to 21st-century educational opportunities to prepare them to be responsible, ethical, and contributing members of a global society.

**Academic Expectations for Student Performance**

West Haven High School Students will focus their learning on:

- Critical and Creative Problem Solving
- Constructing and/or Analyzing Arguments Based on Evidence
- Meaningful and Fluent Communication
- Digital and Informational Literacy

**Social Expectations for Students**

West Haven High School Students will focus their learning on:

- Actively participating, within the school community, both independently and collaboratively.
- Taking responsibility for their actions and obligations.

**Civic Expectations for Students**

West Haven High School Students will focus their learning on:

- Demonstrating respect for themselves and others.
- Promoting a positive and safe school climate.
- Promoting and demonstrating the components of a healthy lifestyle.
West Haven High School
Core Values and Beliefs for Learning
School -Wide Rubric

### Meaningful and Fluent Communication

<table>
<thead>
<tr>
<th>Exemplary</th>
<th>Communication of ideas and knowledge is organized, logical, sophisticated, and insightful.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exemplary</td>
<td>Independently and effectively communicates in a sophisticated style based on audience, purpose, and task.</td>
</tr>
<tr>
<td>Exemplary</td>
<td>Effectively communicates simultaneously in more than one of the following modes: spoken, written, visual, listening.</td>
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### Digital & Informational Literacy

<table>
<thead>
<tr>
<th>Exemplary</th>
<th>Learner uses digital resources to support and to enhance communication.</th>
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<tbody>
<tr>
<td>Exemplary</td>
<td>Learner seeks out a variety of digital resources/information to use and to extend learning beyond the course content.</td>
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<tr>
<td>Exemplary</td>
<td>Learner is a model or exemplar of application of the ethical and legal guidelines of digital citizenship.</td>
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</table>

### Analyze and Construct Arguments Based on Evidence

<table>
<thead>
<tr>
<th>Exemplary</th>
<th>Evaluates the validity of the perspective/bias of an information source; recognizes how the difference between fact and opinion in a source can lead to multiple interpretations of an issue.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exemplary</td>
<td>Evaluates and synthesizes information from multiple, reliable sources to develop and defend one’s unique or original position on a topic.</td>
</tr>
<tr>
<td>Exemplary</td>
<td>Manipulates a line of reasoning and is able to reach a desired outcome.</td>
</tr>
</tbody>
</table>

### Age Appropriate Critical & Creative Problem-Solving

<table>
<thead>
<tr>
<th>Exemplary</th>
<th>Refines questions, predictions, and data/information collection and analysis, using appropriate tools, as need/problem is redefined.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exemplary</td>
<td>Independently finds and uses a variety of credible sources for data/information collection and analysis.</td>
</tr>
<tr>
<td>Exemplary</td>
<td>Generates a variety of innovative solutions and selects the best possible one based on strengths and weaknesses of each solution.</td>
</tr>
</tbody>
</table>
West Haven High School  
Academic Expectations for Learning  
School-Wide Rubric

### Meaningful and Fluent Communication

<table>
<thead>
<tr>
<th><strong>Developing=1</strong></th>
<th><strong>Proficient=2</strong></th>
<th><strong>Exemplary=3</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication of ideas and knowledge is mostly organized and logical but may be difficult to follow at times.</td>
<td>Communication of ideas and knowledge is organized, logical, and easy to follow.</td>
<td>Communication of ideas and knowledge is organized, logical, sophisticated, and insightful.</td>
</tr>
</tbody>
</table>
| **I have a hard time organizing my thoughts.**  
**I find it difficult to put my words on paper.**  
**I have a hard time saying what I mean when I write.** | **I am able to organize my thoughts before communicating.**  
**I am able to communicate logically.**  
**I have a easy time saying what I mean when I communicate.** | **I am organized and logical when I communicate.**  
**My communication is high level and sophisticated.**  
**I can clearly communicate my ideas.** |
| **Developing=1** | **Proficient=2** | **Exemplary=3** |
| Needs support to effectively communicate in an appropriate style based on audience, purpose, and task. | Independently and effectively communicates in an appropriate style based on audience, purpose, and task. | Independently and effectively communicates in a sophisticated style based on audience, purpose, and task. |
| **I struggle understanding what I need to do.**  
**I struggle understanding why I need to do it.**  
**I struggle understanding who I am doing this for.** | **I am comfortable understanding what I need to do.**  
**I am comfortable understanding why I need to do it.**  
**I am comfortable understanding who I am doing this for.** | **I am very comfortable understanding what I need to do.**  
**I am very comfortable understanding why I need to do it.**  
**I am very comfortable understanding who I am doing this for.** |
| **Developing=1** | **Proficient=2** | **Exemplary=3** |
| Effectively communicates in at least two of the following modes: spoken, written, visual, listening. | Effectively communicates in each of the following modes: spoken, written, visual, listening. | Effectively communicates simultaneously in more than one of the following modes: spoken, written, visual, listening. |
| **I have a hard time communicating in more than one of the following ways: speaking, writing, visually, listening.**  
**I do not enjoy communicating in any of the above listed modes.** | **I can communicate in each of the following ways: speaking, writing, visually, listening.**  
**I enjoy communicating in these ways, one at a time.** | **I can clearly communicate in at least two of the following at the same time: speaking, writing, visually, listening.**  
**For example, I enjoy reading my essay aloud or presenting a PowerPoint (or other slide format) to the class.** |

### Analyze and Construct Arguments Based on Evidence

<table>
<thead>
<tr>
<th><strong>Developing=1</strong></th>
<th><strong>Proficient=2</strong></th>
<th><strong>Exemplary=3</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifies the perspective/bias of an information source; recognizes the difference between fact and opinion in a source, with support.</td>
<td>Identifies the perspective/bias of an information source; recognizes the difference between fact and opinion in a source.</td>
<td>Evaluates the validity of the perspective/bias of an information source; recognizes how the difference between fact and opinion in a source can lead to multiple interpretations of an issue.</td>
</tr>
<tr>
<td><strong>I need support to identify opinion from an information source, print or digital.</strong></td>
<td><strong>I am able to identify an opinion in an information source, print or digital.</strong></td>
<td><strong>I am able to explain if an opinion is an information source and is based on facts or not.</strong></td>
</tr>
<tr>
<td>I have difficulty recognizing the difference between fact and/or opinion.</td>
<td>I can recognize the difference between fact and/or opinion.</td>
<td>I can explain how the differences between facts and opinions could lead to different conclusions.</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>Developing=1</td>
<td>Proficient=2</td>
<td>Exemplary=3</td>
</tr>
<tr>
<td>Evaluates and synthesizes information from multiple, reliable sources to develop and defend one’s position on a topic, with support.</td>
<td>Evaluates and synthesizes information from multiple, reliable sources to develop and defend one’s position on a topic.</td>
<td>Evaluates and synthesizes information from multiple, reliable sources to develop and defend one’s unique or original position on a topic.</td>
</tr>
<tr>
<td>I need support when I work with multiple reliable information sources to develop a position. I have difficulty in selecting evidence to support and defend my position.</td>
<td>I can develop a position from multiple reliable information sources. I am able to select the necessary evidence to support and defend my position.</td>
<td>I am able to select multiple reliable resources in order to develop and defend an independent or original position on a topic. I can select evidence that clearly supports and defends my position.</td>
</tr>
<tr>
<td>Developing=1</td>
<td>Proficient=2</td>
<td>Exemplary=3</td>
</tr>
<tr>
<td>Demonstrates some understanding of a line of reasoning and its outcome, with support.</td>
<td>Demonstrates a line of reasoning and its outcome.</td>
<td>Manipulates a line of reasoning and is able to reach a desired outcome.</td>
</tr>
<tr>
<td>I need support in order to structure my argument in a reasonable way. I need support in coming to a conclusion in my argument.</td>
<td>I can structure my argument in a reasonable way. I can offer a reasonable conclusion in my argument.</td>
<td>I am independently able to structure my argument in a way that is convincing. The conclusion I reached will produce an outcome.</td>
</tr>
</tbody>
</table>

**Digital & Informational Literacy**

<table>
<thead>
<tr>
<th>Developing=1</th>
<th>Proficient=2</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Learner does not use digital resources to support communication.</td>
<td>Learner uses digital resources to support communication.</td>
<td>Learner uses digital resources to support and to enhance communication.</td>
</tr>
<tr>
<td>I need help when I use digital resources in my communication.</td>
<td>I can use digital resources independently in my communication.</td>
<td>I seek out and use new digital resources in improving my communication.</td>
</tr>
<tr>
<td>Developing=1</td>
<td>Proficient=2</td>
<td>Exemplary=3</td>
</tr>
<tr>
<td>Learner does not seek out or use digital resources/information to extend learning beyond the course content.</td>
<td>Learner seeks out digital resources/information to use to extend learning beyond the course content.</td>
<td>Learner seeks out a variety of digital resources/information to use and to extend learning beyond the course content.</td>
</tr>
<tr>
<td>I need help in using digital resources that can support my learning course content outside of the classroom.</td>
<td>I can use digital resources in learning course content outside the classroom.</td>
<td>I find digital resources that can help me better understand course content outside the classroom.</td>
</tr>
<tr>
<td>Developing=1</td>
<td>Proficient=2</td>
<td>Exemplary=3</td>
</tr>
<tr>
<td>Learner demonstrates inappropriate application of the ethical and legal guidelines of digital citizenship.</td>
<td>Learner demonstrates an appropriate application of the ethical and legal guidelines of digital citizenship.</td>
<td>Learner is a model or exemplar of application of the ethical and legal guidelines of digital citizenship.</td>
</tr>
<tr>
<td>I have trouble deciding what is legal or ethical when I use digital platforms.</td>
<td>I use digital platforms legally and ethically.</td>
<td>I can provide evidence that shows that I consistently use digital platforms legally and ethically.</td>
</tr>
</tbody>
</table>
## Age Appropriate Critical & Creative Problem-Solving

<table>
<thead>
<tr>
<th>Developing=1</th>
<th>Proficient=2</th>
<th>Exemplary=3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Frames questions, makes predictions, and designs data/information collection and analysis strategies, using appropriate tools, to seek possible solutions, with support.</strong></td>
<td><strong>Frames questions, makes predictions, and designs data/information collection and analysis strategies, using appropriate tools, to seek possible solutions.</strong></td>
<td><strong>Refines questions, predictions, and data/information collection and analysis, using appropriate tools, as need/problem is redefined.</strong></td>
</tr>
<tr>
<td>I need support in making questions or predictions. I need support in getting data or information to solve a problem. I need support in selecting a tool or strategy to solve a problem.</td>
<td>I can make questions or predictions. I can get data or information to solve a problem. I can select a tool or strategy to solve a problem.</td>
<td>I create and revise questions or predictions. I select the best way to get data or information to solve a problem. I can use a tool or strategy to solve a need or problem that may change.</td>
</tr>
<tr>
<td><strong>Finds and uses credible sources for data/information collection and analysis, with support.</strong></td>
<td><strong>Independently finds and uses credible sources for data/information collection and analysis.</strong></td>
<td><strong>Independently finds and uses a variety of credible sources for data/information collection and analysis.</strong></td>
</tr>
<tr>
<td>I need support in finding the right source(s) for the data or information I need to solve a problem. I need support in deciding what to do with data or information I collect to solve a problem.</td>
<td>I can find the right source(s) for data or information to solve a problem. I know what to do with data or information I collect to solve a problem.</td>
<td>I can find data or information from a variety of appropriate sources to solve a problem. I know how to analyze the data or information I collect in order to solve a problem.</td>
</tr>
<tr>
<td><strong>Generates very few solutions and selects the best possible one based on strengths and weaknesses of each solution, with support.</strong></td>
<td><strong>Generates a variety of solutions and selects the best possible one based on strengths and weaknesses of each solution.</strong></td>
<td><strong>Generates a variety of innovative solutions and selects the best possible one based on strengths and weaknesses of each solution.</strong></td>
</tr>
<tr>
<td>I cannot come up with solution(s) to a problem without support. I need support when I need to select the best possible solution.</td>
<td>I can come up with a variety of solutions to a problem. I can choose the best possible solution based on strengths and weaknesses of each.</td>
<td>I can come up with multiple solutions, some of which are new and inventive. From these new and inventive solutions, I can detail the strengths and weaknesses of each before selecting the best possible one.</td>
</tr>
</tbody>
</table>
**Policy on Sexual Harassment**

**SEXUAL HARASSMENT**

It is the policy of the West Haven Board of Education not to tolerate verbal or physical conduct by any person who harasses, disrupts, or interferes with another’s work or educational environment or which creates an intimidating, offensive, or hostile work or educational environment. People have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment.

Any person who believes himself or herself to have been subject to sexual harassment may file a grievance with the Title IX Coordinator in accordance with the Sexual Harassment Grievance Procedure. The West Haven Board of Education designates as Title IX/Equity Coordinator: Jolene Barnes, Personnel Director, P.O. Box 26010, West Haven, CT 06516 or 203-937-4300 ext. 7129.

**School Title IX/Equity Coordinators**

West Haven High School – Michael Barraco, Carissa Anastasio, Jeanne Palmer, 1 McDonough Plaza, West Haven, CT 06516 203-937-4360

Bailey Middle School – Amy Singer, Social Worker, 106 Morgan Lane, West Haven, CT 06516 203-937-4380

Carrigan Intermediate School – Alicia Limosani, Vice - Principal, 2 Tetlow Street, West Haven, CT 06516 203-937-4390

Forest School – Karen Wyskiel, Social Worker, 95 Burwell Street, West Haven, CT 06516 203-931-6800

Mackrille School – Natalie Pacelli, Social Worker, 806 Jones Hill Road, West Haven, CT 06516 203-931-6820

Pagels School – Joanne Guthrie, Social Worker, 26 Benham Hill Road, West Haven, CT 06516 203-931-6840

Savin Rock School – Donna Maus, 50 Park Street, West Haven, CT 06516 203-931-6850

Seth Haley School – Jamene Farrell, Social Worker, 146 South Street, West Haven, CT 06516 203-931-6810


Reference: Policy #5145.5
West Haven High School Honor Code

We, at West Haven High School,
strive to reflect integrity through:

**Honesty** – submitting work that is one’s original creation and not assisting others in misrepresenting work,

**Respect** – acknowledging and respecting the efforts of others and treating them equally,

**Responsibility** – recognizing the effects of one’s actions and taking responsibility for possible consequences, and

**Dedication** – working hard to achieve one’s own potential and persevering in the face of obstacles.

Policy on Discrimination

The West Haven Board of Education is an equal opportunity agency and does not discriminate in its hiring practices, promotional policies, student relations or educational opportunities on the basis of race, color, national origin, age, sex or physical handicap.

No one will be excluded from participation in, be denied the benefit of or otherwise subjected to discrimination in employment or in any program or activity.

Any person who believes him/herself to have been discriminated against may file a grievance with the Civil Rights Coordinator in accordance with the Discrimination Grievance Procedure. The West Haven Board of Education designates Mr. Joseph Lucibello, Director of Pupil Services, as Civil Rights Coordinator.

Mr. Lucibello may be reached at City Hall, Board of Education Department, 355 Main Street, West Haven, CT 06516 or at (203) 937-4333.
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West Haven Board of Education

BOARD OF EDUCATION

Rosemary Russo, Chairman      Robert Guthrie Vice-Chairman
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Superintendent of Schools – Mr. Neil C. Cavallaro
Assistant Superintendent of Schools – Dr. Anne P. Druzolowski
Director of Pupil Services – Mr. Joseph Lucibello
Assistant Director of Pupil Services – Mr. James Turcio
Assistant Director of Pupil Services – Mrs. Karen Lafo
Early Childhood Education Supervisor – Mrs. Stefania Izzo-Larry
Director of Facilities – Mr. Michael McGrath/Mr. Chris Everone
Supervisor of Custodial Services – Mr. Michael McGrath/Mr. Chris Everone
Director of Personnel – Ms. Jolene Barnes
Head Nurse – Mrs. Jill Grego
Director of Food Service – Mrs. Meg Kingston
West Haven High School Administration

(203) 937-4360 – Main Number  (203) 937-4370 – Main Fax Number

WHHS Spanish Contact Number  (203) 479 - 3327

Please report student daily absences by calling (203) 931-6899

Principal
Dana C. Paredes,
A113, Ext. 8020

Administrative Assistant
Yvonne Corrado, Ext. 8005

Assistant Principals
Wendy Charbonneau, A117, Ext. 8023
John DellaCamera, J130, Ext. 8022
Patricia Robles, J128, Ext. 8021

Secretary, Linda Orio, Ext. 8000
Clerk, Dina Robinson, Ext. 8001

Department Heads

<table>
<thead>
<tr>
<th>Career and Technology Education</th>
<th>Mathematics</th>
<th>Social Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Rice, Ext. 5205</td>
<td>Robin Ferreira, Ext. 2201</td>
<td>Mark Consorte, Ext. 2115</td>
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<table>
<thead>
<tr>
<th>Special Education and Related Services</th>
<th>Elective Areas</th>
<th>English</th>
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<tbody>
<tr>
<td>Roger Erickson, Ext. 4138</td>
<td>Michael Anquillare, Ext. 1001</td>
<td>Melanie Deninger, Ext. 5109</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Dickson, Ext. 2216</td>
</tr>
</tbody>
</table>
School Counselors

Holly Benedetti, Ext. 4137
Angel Clohessy, Ext. 4132
Heather Doraz, Ext. 4135

Heather Kannengeiser, Ext. 4134
Deborah Kachmar, Ext. 4136
Norma Merced, Ext. 4133

Counseling Secretary/Registration
Teresa Heaney, Ext. 8007
Robin Lublin, Ext. 8008

Social Workers & School Psychologists

Social Workers
Skyla Drader, Ext. 4121
Brooke Penna, Ext. 4120
Christine Savva, Ext. 1118

School Psychologist
Mary Van Deun, Ext. 4118

Speech
Latisha Gayle, Ext. 4122
Hearing Impaired
Tom Sullivan, Ext. 4123

Spanish Help Line
Astrid Novo, Ext. 3206

School Nurses: E211 – Sharlene Greenwood, RN, Ext. 8030 & Gina Giaquinto, Ext. 8031

Library Media Specialist: Jillian Woychowski, Ext. 1215

Athletic Director: Jonathan Capone, Ext. 1006; Secretary: Mary-Lou Limauro, Ext. 1005

School Comptroller: Carletta Wright Sipes, Ext. 4117

Career Center: Secretary, Rose McDonnell, Ext. 8127

School Resource Officers: TBA, Ext. 4126; Officer Marcus Tavares, Ext. 4127
# West Haven High School Bell Schedules

## Daily Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>7:30-8:30</td>
</tr>
<tr>
<td>Homeroom</td>
<td>8:34-8:44</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:48-9:48</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:52-10:52</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:56-12:41</td>
</tr>
<tr>
<td>Period 4a</td>
<td>10:56-11:18</td>
</tr>
<tr>
<td>Period 4b</td>
<td>11:23-11:45</td>
</tr>
<tr>
<td>Period 4c</td>
<td>11:50-12:12</td>
</tr>
<tr>
<td>Period 4d</td>
<td>12:18-12:41</td>
</tr>
<tr>
<td>Period 5</td>
<td>12:45-1:45</td>
</tr>
</tbody>
</table>

## Early Dismissal Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>7:30-8:02</td>
</tr>
<tr>
<td>Homeroom</td>
<td>8:06-8:16</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:20-8:52</td>
</tr>
<tr>
<td>Period 3</td>
<td>8:56-9:28</td>
</tr>
<tr>
<td>Period 4</td>
<td>9:32-11:14</td>
</tr>
<tr>
<td>Period 4a</td>
<td>9:32-9:54</td>
</tr>
<tr>
<td>Period 4b</td>
<td>9:59-10:21</td>
</tr>
<tr>
<td>Period 4c</td>
<td>10:25-10:47</td>
</tr>
<tr>
<td>Period 4d</td>
<td>10:52-11:14</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:18-11:50</td>
</tr>
</tbody>
</table>

## 2 Hour Delayed Opening Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>9:30-10:00</td>
</tr>
<tr>
<td>Homeroom</td>
<td>10:04-10:14</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:18-10:48</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:52-11:22</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:26-1:07</td>
</tr>
<tr>
<td>Period 4a</td>
<td>11:26-11:48</td>
</tr>
<tr>
<td>Period 4b</td>
<td>11:52-12:14</td>
</tr>
<tr>
<td>Period 4c</td>
<td>12:18-12:40</td>
</tr>
<tr>
<td>Period 4d</td>
<td>12:45-1:07</td>
</tr>
<tr>
<td>Period 5</td>
<td>1:11-1:45</td>
</tr>
</tbody>
</table>
Notes to Students

Please be aware of these practices at West Haven High School:

- Student spaces, including but not limited to lockers and desks, are school property, are loaned to the student, and may be searched at any time.

- In accordance with the law, armed services have access to students’ contact information (name, address, phone number) unless families notify Mrs. Patricia Robles’ office in writing that they wish this information not be provided.

- Students are financially responsible for any damages to school or personal property stemming from vandalism, malicious or careless behavior.

- Students who bring electronic devices to West Haven High School should have no expectation of privacy as to any images, messages or other files such devices might contain. Electronic devices may be searched as part of any school investigation.

- The Board of Education will assume no responsibility financial or otherwise for loss, theft, or damage to personal property on school premises. This includes electronic devices.

- Obligations remain on file in the office until they are resolved. This means that a lost book that was not found or paid for in your sophomore year remains an obligation until it is rectified. This also applies to replacement IDs and lanyards, as well as detentions and school-issued community service. Any student that has obligations will not be allowed to purchase tickets to the Junior Prom, Senior Prom, or any other school sponsored dances, etc. Also, any senior with obligations will not be allowed to attend the senior activities or participate in the graduation ceremony.

- **All FOOD AND DRINK must be consumed in the cafeteria.** Students who bring their lunch to school must have it in a lunch bag or lunch box. With the exception of water bottles, students are not allowed to bring ANY FOOD OR DRINK into classrooms.

- Food Deliveries (Uber Eats, Grubhub, Etc.) are not allowed. Food will be confiscated & discarded. Food delivered by a parent or guardian may not include caffeinated beverages in accordance with state statute.

- All students are eligible for free breakfast & lunch.

- **All students will be required to carry an official West Haven High School photo ID tag while school is in session.** Students should not be in possession of or wear another student’s photo ID tag. Students must present his or her ID to school staff including security if requested. This is for the safety and security of all students. Failure to do so will result in disciplinary action.
A Student Handbook can be found on the WHHS website and a hard copy can be requested in the main office. **Students will sign a form in homeroom acknowledging their obligation to review said handbook.**

A separate Student Activities Booklet will be distributed to all students during the first weeks of school.

### Registration & Residency

Annually, all West Haven High School students must update their Registration Verification Form. **Per West Haven Public School District policy, all families of students attending the West Haven Public Schools must prove residency annually.**

The residency policy, #5118 (3), requires all students – without exception – produce two (2) bona fide proofs that they live in West Haven. As evidence of residency, the parent/guardian of each child must send to the school a **current mortgage statement or current lease provision (must have address, landlord’s signature, occupancy dates and telephone number)** and a **current utility bill (within the past 30 days)**. We do not accept any other forms of proof. (Such as: expired leases, tax bills, insurance bills, shut off notices)

All students must prove residency prior to the beginning of school and residency checks may be made at any time. Any student who enrolls on an affidavit of residency will be subject to verification by the West Haven Police Department.

### Decorum

School is a place for learning, and all students are expected to conduct themselves as such. Students that display behavior that is not acceptable in a school setting will be subject to disciplinary action.

### Student Photo Identification Procedures

**All students are required to carry an official West Haven High School photo ID during the school day.**

The photo ID tag will contain the student’s name, student number, grade and bus assignment. Students should refrain from defacing their photo ID tag and should not be in possession of or wear another student’s photo ID tag. This will lead to disciplinary action.

Students must always have their official WHHS ID with them and present it to school staff when asked. Failure to do so will result in disciplinary action.

Students who forget or lose their photo ID should purchase a replacement in the school counseling office. Each ID costs $2. Students will be added to the debit list if the ID is not purchased with cash. **Any student that has an obligation (unpaid fees, ID replacements, etc.) will not be able to purchase a ticket to any WHHS sponsored dance.**
West Haven High School - Standard of Dress

West Haven High School believes that reasonable regulation of school attire can further important educational interests including. Students should dress in a manner that is appropriate for the school setting and conducive to education

The following list encompasses rules for certain clothes/accessories:

- **Hats or other head coverings may not be worn or carried at WHHS at any time.** These items should be removed upon entering the school building and stored in the student’s locker or backpack. Any student who wishes to apply for exemption from the hat and head covering policy on the basis of 1) religious reasons or 2) a medical condition should apply in writing to the administration.
- Bandanas may not be worn or displayed in any way.
- Based on communication with the West Haven Police Department, the administration may determine that other garments or styles are unacceptable based on their symbolic representations.

The following items are not permitted:

- Attire or accessories which contain offensive or disruptive writing or pictures likely to unduly disrupt the educational environment, or which constitute “fighting words”, gang colors, signage, etc., or which depict the logo or emblems of drugs, tobacco products, including e-cigarettes, or alcoholic beverages; or attire or accessories that encourage the use of such products;
- Jackets and coats in the high school building (outerwear should be removed upon entering the school building and stored in lockers until the end of the school day);
- Jewelry/accessories that may be hazardous to oneself or others.
- *Since styles are continuously changing, the administration may modify this list at any time.*

If an administrator determines that a student is in violation of the school's dress code, the student will be asked to change. If said student refuses to change he or she will be sent home for the day.

Electronic Devices Policy

Students are allowed to use their cell phones (text only) and electronic devices in the cafeteria and during passing time in the hallway.

Electronic devices for academic reasons will be allowed in classrooms with teacher’s permission/approval, otherwise electronic devices should be put away.

**Telephone Usage**

In the event that a student needs to make a phone call, a designated student line is available in the main office. Teachers may issue a student a pass to use the phone in the main office.

**Hallways & Cafeteria:**

**Cell Phones:**

- Students are allowed to use their cell phones (text, web browsing etc) in the cafeteria and while passing in the hallway. Students may not talk on their phone.
- The use of the phone as a camera is prohibited from 7:25 a.m. – 1:45 p.m.
Ear buds “one on, one off” policy:
- Ear buds are allowed in the café and in the hallways.
- Students must abide by the "one on, one off" policy (only one ear can be plugged or covered at a time so that students can hear staff members calling them, or hear any emergency announcements or signals).
- Headphones are allowed only if the “one on, one off” policy can be adhered to.

Special Notes for students who bring Electronic Devices to WHHS:
- Students are responsible for all electronic devices that are brought onto school grounds.
- The Board of Education will assume no responsibility for loss, theft, or damage to personal property on school premises.
- Students who bring electronic devices to West Haven High School should have no expectation of privacy as to any images, messages, or other files such devices might contain.

Smoking/Tobacco Ban Policy

The West Haven Board of Education voted at its meeting of August 25, 1997 to accept the recommendation of the Policy Committee to establish a smoking ban inclusive of all school buildings and grounds. Any student smoking or in possession of tobacco products, (i.e. cigarettes, cigars, chewing tobacco, e-cigarettes, facsimile products or products used for “vaping”, etc.) will be suspended.

NOTE: It is illegal for people under 18 years of age to purchase cigarettes. Tobacco products and paraphernalia, including e-cigarettes, will be confiscated and discarded (regardless of student age). Students may also be ticketed for possession or use by the WHPD.

Attendance Guidelines and Procedures for West Haven High School Students

The West Haven Board of Education recognizes that daily attendance at school is essential and, therefore, establishes an attendance requirement. There is a positive correlation between regular attendance and academic achievement.

For a student to be considered “in attendance”, he/she must be present at his/her assigned school or an approved activity sponsored by the school, such as a field trip for at least half of the regular school day. A student not meeting this definition is considered absent for daily attendance and truancy purposes.

The Administration recognizes that there are extenuating circumstances that may cause a student to be absent from school. In these cases, it is the responsibility of the parent or guardian to call the school by 9:00 a.m. on the day of an absence. Though this call does not “excuse” said absence, this policy is important to student safety.
The following attendance codes will be used in Powerschool for recording absences:

Court=Court Absence (Excused)  LS=Late to School
CUT=Class Cut  MT=Mandatory Testing (Excused)
CV=College Visit (Excused)  OAA=Other Approved Absence
D=Dismissal  OSS=Out of School Suspension
EX=Expelled  PDA=Parent Documented Absence
F=Funeral (Excused)  R=Religious Holiday (Excused)
FT=Field Trip  SS=Special Services
HB=Homebound  T=Tardy/Late
HBEX=Homebound Expelled  TP=Tardy/Late Pass
HBNS=Homebound No Show  TRU=Truant
INC=Incarcerated  UA=Unexcused Absence
ISS=In School Suspension  UAC=Unexcused Absent Contract
JD=Juvenile Detention  UME=Medical Exclusion-Unexcused
LA=Late to Class Absent (Missed half of class)

Parents will be notified with a warning letter and/or a conference may be scheduled with student’s administrator and guidance counselor when the student accumulates excessive absence.

This will provide an opportunity for the school and family to discuss the seriousness of the absences and to open lines of communication. In addition, this will also serve as a notice that the absence limit is being approached and that the student is in danger of losing credit for the course.

**Attendance Points**

Good attendance is integral to the learning process. In order to receive credit for any class, a student must not accumulate more than sixteen attendance points in that class. Attendance points are accumulated in the following way:

Absence – 1 point
Field Trip/Code 79/OAA- ¼ of a point
Medical Note- ½ of a point (Doctor’s note **MUST** be brought in to the main office within 1 week of absence.)
Class Cut- 5 points
Tardy- ¼ of a point
Late Absence 1 point

Students who accumulate more than sixteen attendance points in any class will receive a grade of LC (lost credit) on their end-of-year report card and transcript. The grade the student would have received will appear in the comment section, however their official grade will be LC and no credit will be issued. Students who accumulate more than sixteen points in a full year class may request an appeal in the month of May. No appeals will be allowed for half-year classes. **Doctor’s notes MUST be on file within 1 week of absence or will not be considered during appeal process.**

**Credit/Loss of Credit due to Absences/Cuts**

Course credit will be awarded to students if they meet the attendance requirement, pass the course academically, or are granted an appeal in appropriate circumstances by the administration.
Truancy

Under Connecticut State Law, a child ages five to eighteen inclusive is truant when he/she has four (4) unexcused absences in any one month OR ten (10) unexcused absences in a school year.

Any school absence that does not meet the definition of an excused absence as defined above is an unexcused absence.

Absence = Exclusion from Co-Curricular Activities

If a student is absent from school for any reason, the student will not be allowed to participate in any school activity on the day of the absence. This includes, but is not limited to: athletic contests, practices, rehearsals, concerts, drama productions, class activities and club dances, etc.

If a student is suspended (OSS or ISS), the student is not allowed to participate in any co-curricular activity on the day(s) of suspension and will not be eligible to resume participation in such activities until the next calendar day, following the completion of the suspension.

Additionally, students must abide by rules and regulations of each team, club or organization to which the student belongs and be academically eligible.

Tardiness to School

The first bell rings at 7:25 a.m. Students must be in their period one class before the 7:30 a.m. bell or they will be considered tardy to school. All students entering school after 7:30 a.m. MUST report to the security station where they must sign in and provided with a pass and to their period one class. Repeat offenders will be disciplined.

Tardiness to Class

The rules for tardiness to class are as follows:

<table>
<thead>
<tr>
<th>Tardiness Level</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Tardy</strong></td>
<td>Teacher warning to student.</td>
</tr>
<tr>
<td><strong>Second Tardy</strong></td>
<td>Teacher will contact parent, detention to the student.</td>
</tr>
<tr>
<td><strong>Third Tardy</strong></td>
<td>Teacher will contact parent, detention to the student.</td>
</tr>
<tr>
<td><strong>Subsequent Tardies</strong></td>
<td>Teachers will submit an office referral.</td>
</tr>
</tbody>
</table>

Reminder: Four (4) tardies will be counted as an absence.

Class Cuts

If a student is not absent from school but not in class, this is considered a class cut. **Verified class cuts are counted toward loss of credit.**

<table>
<thead>
<tr>
<th>Tardiness Level</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Cut</strong></td>
<td>Teacher will contact parent and student is assigned a teacher detention with teacher whose class he/she cut. Student will be issued a central detention if detention is not served.</td>
</tr>
</tbody>
</table>
Second and All Subsequent Cuts  Teacher will contact parent and submit an office referral.

NOTE:  Assignments for all classes cut by student cannot be made up and student will receive an “F” for these assignments.

Connecticut General Statutes
10-814 – Duties of Parents
10-185 – Penalty
10-221(b) – Board of Education to prescribe rules
10-199 through 10-202 – Attendance, truancy – in general

Appeals for Loss of Credit

Procedure for Appealing Loss of Credit Due to Absences and/or Cuts
The appeals process will take place in May of the current school year. Parents will be notified by mail if their child is in danger of losing credit. Please ensure that your demographic information is accurate so that this letter is received. Official Loss of Credit Notices are mailed in May of each year. An appeal form is included with this letter. Students who appeal may be required to attend a formal hearing at City Hall. Parents should plan to attend this hearing as well.

It is the student's responsibility to check their attendance on PowerSchool. Parents/guardians are also encouraged to monitor their child's attendance and academic progress on the Parent Portal.

** In some cases, documentation must be provided prior to the absences such as for religious holidays or educational experiences. It is recognized that some dates for vacations are beyond the parent’s control. Therefore, any parent contemplating family vacations during the school year should contact their child’s administrator prior to the trip to ascertain its probable impact on their child’s attendance and credit situation. Vacation days will NOT be excused.

Dismissals

School ends at 1:45 p.m. Every student is expected to be in school until that time. Only with prior administrative approval will a student be excused to leave school early. Dismissal may be made upon written request from students’ parent(s)/guardian(s) and only for appointments that cannot be arranged after school hours such as court appearances and certain medical appointments. All dismissals will be verified via the telephone prior to the student leaving the school grounds by the Administrators’ offices. If the parent or guardian cannot be reached the student will not be allowed to leave school. Only those listed in the student's demographic record will be allowed to pick up a student from school, and will be required to show ID before student is released.

Students leaving without appropriate dismissal will receive a class cut for missed classes and will be subject to disciplinary consequences for leaving school grounds without permission.

STUDENTS ARE NOT ALLOWED TO LEAVE SCHOOL PROPERTY DURING THEIR CAFÉ PERIODS FOR ANY REASON, UNLESS DISMISSED EARLY FROM SCHOOL.
Disciplinary Consequences

Central Detention
Central Detention is scheduled from 1:50 p.m. to 2:25 p.m. Monday, Tuesday, Wednesday and Thursday. Failure to serve will result in In-School Suspension.

In-School Suspension
In-School Suspension (ISS) is an in-house program to which a student may be assigned for a short period of time in lieu of out-of-school suspension (OSS). It is designed to counteract many of the negative effects of suspension. Instructional time can continue without interruption and special academic help can be provided as needed. Counseling services for students experiencing personal, social, behavioral and/or academic difficulties will be provided and can result in behavioral changes such as an improved self-image and greater self-improvement. Students who are assigned ISS cannot participate in co-curricular activities (including athletics) during the length of their suspension.

Hallway Sweeps
Periodically, administration reserves the right to conduct a hallway sweep. Hallway sweeps may detain students found in the hallways after the bell without passes in the administrator’s office. Students found in the hallways without authorization – a pass – will be subject to disciplinary action.

Passes
No student may leave his/her classroom during class time without a signed pass from the teacher. Passes should include the student's name, date, time, and destination (lavatory, nurse, main office, library, etc.). Students found in the hallway without a pass will be sent to an administrator.

Obligations
Obligations remain on file in the office until they are resolved. This means that a lost book that was not found or paid for in your sophomore year, remains an obligation until it is rectified. This also applies to replacement IDs and lanyards, as well as detentions and school-issued community service. Any student that has obligations will not be allowed to purchase tickets to the Junior Prom, Senior Prom, or any other school sponsored dances, etc. Also, any senior with obligations will not be allowed to attend the senior activities or participate in the graduation ceremony. Please see Mrs. Orio, in the main office, or Ms. Corrado (A112) to resolve your obligations.

Unfilled Obligations (Debits)
All lost books, equipment assessments, library obligations, etc. must be paid before a student officially withdraws from school or is allowed to graduate.

Students who have NOT fulfilled their obligations may be denied:
- Reports Cards
- Transcripts or transfer information

Seniors who have NOT fulfilled their obligations will be denied:
- Tickets to graduation
- Cap and gown
- The right to participate in the graduation ceremony
- Prom
Lockers

Each student is assigned a locker for his/her personal use. It is his/her responsibility to:
1. Use only his/her locker. Do not share your locker or your locker combination.
2. Keep the locker locked at all times.
3. Keep the locker clean and neat.
4. Students may put their own lock on lockers provided a duplicate key is provided to their Tract Administrator. Students are aware that if the Administration is not provided with a key, the locks can be taken off by the Administration.

Students are not allowed to use their lockers when classes are in session.

NOTE: It must be understood that the school owns the lockers and shares them with the students in a “cooperating mode”. The School Administration has the right of co-access to any school locker. **Students are hereby on notice that they should have no expectation of privacy or privacy rights in the lockers assigned to them by the school.**

<table>
<thead>
<tr>
<th>Locker Locations</th>
<th>B-Wing</th>
<th>E-F Wing</th>
<th>H Wing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basement</td>
<td>1-250</td>
<td>2014-2270</td>
<td>2001-2099</td>
</tr>
<tr>
<td>First Floor</td>
<td>251-425</td>
<td>2271-2485</td>
<td>2100-2199</td>
</tr>
<tr>
<td>Top Floor</td>
<td>426-620</td>
<td>2486-2800</td>
<td></td>
</tr>
</tbody>
</table>

Transportation

**Bus Transportation**
Transportation of high school students is a privilege. Students are required to carry their WHHS school photo ID at all times. Students who smoke or are guilty of misbehavior on a school bus are liable to suspension from the bus and/or school. **Students must only ride the bus to which they are assigned.**

Students must not leave their seats until the bus has stopped. The loading and unloading of students is made only at designated stops, arranged by school authorities and the police. Complete cooperation with bus drivers or other adults is required at all times. **Students riding the late bus must have a late bus pass issued by a staff member for legitimate after school activities.**

**Late Bus**
The late bus is available Monday through Friday and is reserved for students who stay after school for an extracurricular activity or academic assistance under the supervision of a faculty member. **It is the responsibility of the student to obtain a bus pass from the teacher to ride the late bus.** Students can be suspended for riding the late bus for inappropriate behavior and conduct. Two late buses will pick students up at the rink at 2:30 p.m. and 2:45 p.m. on regular school days. There will be no late bus on early dismissal days (including inclement weather dismissals).
Bus Rules

The following rules will apply to those students attending schools in the City of West Haven who wish to ride on the buses furnished by the City and the Board of Education:

1. The driver shall be in charge of the bus, may assign seats and shall not permit any misbehavior inclusive of but not limited to throwing items, yelling, and use of profane language, destruction of property, vandalism, disruptive behavior, or smoking.

2. The bus driver shall report to a school administrator any student who breaks the above rules, or in any way endangers others. The school administrator shall be responsible for corrective action.

3. Students must be seated and not leave their seats until the bus has stopped. When leaving the bus, no student shall attempt to injure or disturb others who are attempting to get off.

4. The loading and unloading of students from the bus shall be made at designated places only. The proper authorities, in cooperation with the Department of Police, shall arrange for these stops.

5. If the above regulations are violated, students may be suspended pursuant to P.A. 83-119 and § 10-233C of the Connecticut General Statutes.

6. There will be a 30 school day probation period upon the return from any bus suspension.

*If your child is entitled to transportation, the Board of Education requires that the parent or guardian read the rules and regulations.*

Student Parking

**Student Parking**

It is a privilege to drive to WHHS and park on campus. Due to construction, spaces will be extremely limited and given to seniors via a lottery. Students may park in the parking lot of the Savin Rock Conference Center. Shuttle transportation will be provided. Students must pay a $5.00 fee and submit the appropriate paperwork to receive a parking permit. The administration has the right to tow any vehicle without a parking permit or a vehicle that is illegally parked. Since parking at WHHS is a privilege and students are issued parking permits to park on school property, the administration has the right to search vehicles at its discretion if circumstances warrant this. The administrator for Parking and Buses is Mr. Dellacamera.

**Student Operation of Motor Vehicles on School Property**

Students are required to operate vehicles in a safe and reasonable manner at all times. Student drivers must be on the lookout for pedestrians and must yield to pedestrians, when appropriate. Pedestrians, in turn, must always be aware of moving motor vehicles.

Any student operating a motor vehicle in a reckless and/or unsafe manner on school property will face disciplinary action, loss of driving/parking privileges, and possible referral to the police.
**Field Trips and School Activities**

Field trips are educational experiences for students that add to and enhance the curriculum. Students who attend field trips are expected to follow all school policies and procedures during that time (dress code, behavior code, etc.).

At the discretion of an administrator, a student may be excluded from a field trip or any extra-curricular activity. The administrator will take into consideration the student’s academic standing, attendance, and disciplinary history. Those students who are not eligible to participate are expected to report to school and will be given work to supplement the material being covered during the trip.

Absences from class due to participation in an approved field trip will be calculated in their attendance points. All field trips must be approved by the Principal. Students are allowed only sixteen attendance points from class including those that are for field trips. Students who miss more than sixteen days of any class for any reason will lose credit in that class. It is the responsibility of the student to make up all of his/her missed work. Often students’ grades are negatively affected by choosing to attend too many OAA activities. **Students MUST monitor their own progress on PowerSchool to maintain their academic success. Students may be excluded by a teacher/advisor to a field trip if the students' conduct, (i.e.: suspensions, class cuts, etc.) absences, or academic progress is below expectation.**

Membership on a team or participation in an activity is a **privilege** earned through a combination of skill, effort, and attitude. Eligibility will be determined by grades earned on your last report card.

**In order to play/participate, students must** maintain a 2.0 GPA.

**Assemblies**

It is the student’s responsibility to report to the classroom teacher for attendance prior to assembly and to make up any missed work. Students who do not report to class for attendance purposes will be marked CUT. This will count toward the sixteen absences allowed before credit is lost.

**NOTE:** (OAA) days, or excused absences, can only be designated by the Principal or his/her designee.

Assemblies will be for specific groups. Students will be passing in the halls while other classes are in session; therefore passing must be orderly and quiet. The procedure will be as follows:

- Teachers will take attendance and escort their class to the auditorium.
- Students must stay together as an entire class.
- Students are to be seated as close to the stage or designated areas and take every seat.
- Teachers will remain with their class for the entire assembly to assure all students will act appropriately and respectfully to the speaker and audience.

<table>
<thead>
<tr>
<th>Class Advisors 2020-2023</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Class of 2020</strong></td>
</tr>
<tr>
<td>Ms. Adair McCormack</td>
</tr>
<tr>
<td>Mr. Kevin Dickson</td>
</tr>
</tbody>
</table>
Parent – Teacher – Student Association
The West Haven High School Parent-Teacher-Student Association and the West Haven PTSA are local units of the Parent-Teacher Association of Connecticut and the National Congress of Parents and Teachers. The purpose of the Association is to assist in the improvement of education at West Haven High School. Parents, teachers, and students may participate as members or serve as annually elected officers of the Association. All high school faculty are urged to join and support the PTSA.

PTSA and WHHS need everyone’s participation to keep the link constant between the faculty, Board of Education, students, and parents. During your student's high school years, PTSA support means communication, information, and fund raisers for Senior Scholarships and Project Graduation. PTSA invites everyone to join and support PTSA.

Join PTSA Today
West Haven High School has an active PTSA. Join this year and become eligible for a scholarship when you are a senior. We meet on the first Wednesday of every month in the conference room by the Little Theater at 6:30 p.m. If you supply us with your email address or like our page on Facebook, West Haven High School PTSA II, you will get reminders of the meetings date and time and our activities on a monthly/weekly/daily basis. The PTSA continues to look for new members, parents, students and teachers. Membership is $7.00 and we would love to reach the 100 member mark this year. Send your $7.00 membership to PTSA c/o West Haven High School with your name, address, and phone number OR join PTSA at a monthly meeting.

The West Haven High School PTSA officers for the 2019/2020 school year are as follows:

President – Rose Cambino
Vice President – Carolyn Beams
Treasurer – Michelle Skeens
Corresponding Secretary – Heather Shea

Project Graduation – “Blue & White…Up All Night!”
Project Graduation is an all-night, substance-free, post-graduation celebration which takes place immediately following graduation. If you are interested in getting involved, call the School Secretary at (203) 937-4360 X8005 and leave a message for the Project Graduation Committee.

PowerSchool Parent Portal
Parents can become more connected to West Haven High School, and more importantly, your child’s education, their teachers, their attendance, homework, etc.

PowerSchool Parent Portal is EVERY PARENT’S BEST FRIEND. You will be able to e-mail your child’s teacher instantly, check out grades of the latest project, homework, quiz or test. The sign-in to Parent Portal under the West Haven Public Schools is - www.ps.whschools.org. Should you require assistance, such as username and/or password, please email portal.support@whschools.org or call 203- 937-4360 ext. 8005.
Adult Responsibilities (Emancipation)
All students, regardless of age, need signed permission forms from a parent/guardian.

According to State and Federal Laws the eighteen (18) year old citizen is considered to legally be an adult. This brings rights and responsibilities. Some rights are: to vote in elections, to campaign for political office, and the “right to know” regarding their public and personal records. Some responsibilities are: to obey laws, to respect the rights of others, and to follow legal channels for addressing grievances.

If you are emancipated, living apart from parents or guardians, you may request that all school contacts be made directly to you. If there is a relationship in which you live at home, but are self-supporting, you may likewise request that your school counselor provide you with forms for being listed as an emancipated adult. In any case, be aware that parents or guardians, as listed on your school records, will be notified of your changed status. Check with them before you fill out any forms to avoid any misunderstandings.

The parent(s) or guardian(s) of a student seeking emancipation, or for whom emancipation has been newly granted, will be notified of the proposed or changed status of the student.

West Haven High School Honors Program

Students who successfully complete the equivalent of one full year (minimum 1.0 credit) per year in an Honors Course offered by West Haven High School will be recognized for their achievement for that year. Recognition for participation will be based on the number of years a student has participated in the program and met the criteria established by the Honors Committee. In order to receive recognition in the Honors Program, the student must achieve a ‘B’ or better average for the year at the close of the third marking period and have satisfactory attendance.

Students may be disqualified from participation in the awards program if they do not maintain the standards set by the Honors/AP Committee, or if an Advanced Placement student does not take the AP test, as required in the course description for receiving AP credit. Students who would like courses from another school considered must submit a transcript to the principal by February of the year this consideration is being requested.

Awards are presented as follows:
- Completion of one full year in an Honors course - Certificate
- Completion of second full year in an Honors course - Honors lapel pin
- Completion of third full year in an Honors course - Sweatshirt with honors program emblem
- Completion of fourth year in an Honors course - Gold cord to be worn at graduation

WHHS Rules and Procedures

Student Homeroom
Advisory/Homeroom will allow students to work and connect with a faculty member in a less formal setting. Daily attendance will also be taken at this time. Advisory/Homeroom takes place daily after period 1. Attendance is mandatory.

Academic Integrity - Plagiarism
The WHHS Academic Integrity Committee (AIC) is an active group of WHHS students and faculty members committed to discouraging cheating and promoting integrity. The WHHS Administration and faculty consider plagiarism a very grievous offense. Plagiarism is theft. It is the taking of someone’s
thoughts and/or words without asking permission or giving credit. Any student found guilty of plagiarism will suffer serious consequences. His/her grade will be adversely affected, and he/she may forfeit any commendations and/or recognition during his/her entire academic career.

In order to assist students in preventing plagiarism many classes use www.TurnItIn.com, a clearinghouse for checking to see if a paper has been plagiarized. Students should consult with their teachers on the proper format for citing works used in a research paper and/or project.

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**Academic Integrity Pledge**

Cheating will not be tolerated. Consequences will be dire. Students must complete all work individually and must not collaborate with others without the teacher’s permission. Students will be encouraged to take the following pledge created by WHHS students and faculty on the Academic Integrity Committee (AIC):

“I pledge to be honest, fair, and respectful in all my dealings with fellow Westies. I will display my Westie Pride by not cheating, stealing, lying, or assisting others in doing so.”

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**HEALTH SERVICES**

A registered nurse directs school health services. School nurses provide professional expertise so that student health needs can be identified, assessed and monitored. Emphasis is on prevention of disease and promotion of good health, health counseling and health education. School nurses work closely with school, home and community agencies. To contact a school nurse please call 203-937-4360 ext. 7113 or 7115, between the hours of 7:00 a.m. and 2:00 p.m.

1. **HEALTH PROBLEMS/SPECIAL NEEDS:** If your child has a medical problem or special needs, information should be shared with the school nurse.
2. **EMERGENCY INFORMATION:** Every child should have a written record of information such as home and work numbers and emergency contacts. This information is supplied by the parent/guardian. Any change in information, phone numbers or contact persons should be immediately shared with school personnel. It is extremely important for all information to be current. Emergency contacts should be notified by parent/guardian and available to take responsibility for your child if you can't be reached. Please provide an emergency contact that is local and has transportation. If your designated person changes, you must notify the school as soon as possible.
3. **ILLNESS/ACCIDENT/ATTENDANCE:** If your child is unable to attend school for any reason, the parent/guardian must notify the school. Each school has a telephone number for attendance. The attendance number for WHHS is (203) 931-6899.
4. **GUIDELINES FOR ILLNESS:**
   a. **Fever:** Fever of 100 or more, keep your child home until temperature is normal for twenty-four hours.
   b. **Vomiting and Diarrhea:** Keep your child home if either occurs during the evening or before school.
   c. **Communicable Illness:** Communicable illness such as strep throat, impetigo, pink eye, head lice, ringworm, chicken pox, etc., should be reported to the school nurse. Guidelines for returning to school are as directed by the school nurse. Your child's health and that of his or her schoolmates shall be best served if you follow these guidelines. Please feel free to contact your school nurse if you have any questions.
5. **MEDICATION IN SCHOOL:** Prescribed medication will be administered during school hours only if it is not possible to achieve the desired effects by home administration. All medication administered in school must be:
a. Brought to school by parent or responsible adult.
b. In original pharmacy container with name of student, authorized prescriber, name of medication, dosage and frequency.
c. Given to school nurse, or in her absence, the school principal.
d. Accompanied by a signed authorization from authorized prescriber and parent/guardian with time to be taken, reason and duration. (Forms are available from the school nurse.)
e. Aspirin, Tylenol, or any over the counter medications must follow the same rules, except the container must be a new unopened one. Students MAY NOT carry these over the counter medications to school.
f. No more than a 3 month supply will be accepted. A parent or responsible adult must pick up any unused medication or it will be destroyed after one week.
g. All conditions must be met in order to ensure the safety and well-being of your child.

Option: Parents may come to school and administer the medication.

Reference: Policy #5141.21

Standing Order: For students who experience a life threatening allergic reaction (anaphylaxis) to food, medication or other substance while at school, school nurses follow the standing order of the school medical advisor to administer epinephrine when no order from the student’s doctor or health provider is on file.

Epinephrine is the first choice medication for anaphylaxis. If epinephrine is given to your child for a life threatening allergic reaction, you will be notified.

Administration of Epinephrine: In addition to school nurses, trained school personnel may administer epinephrine to a student who experiences anaphylaxis (allergic reaction) for the first time on school grounds.

Parents/ Guardians who do not want to have trained school staff administer epinephrine in such circumstances must contact the school nurse.

6. PHYSICAL EXAMINATIONS AND IMMUNIZATIONS: New entrants must provide written evidence of a physical examination and immunizations before a child is enrolled in school (Sec. 10-206 of the State Statutes). Evidence from other school districts will be accepted, if the student is a transfer, as long as all requirements are complete. Physical examinations and immunizations for all students must comply with State of Connecticut and local requirements. Without written evidence of physical examination and adequate immunizations, a child will be excluded from school. Children entering school must be cleared by the school nurse. All questions may be directed to your school nurse.

7. SPORTS PHYSICALS/SPORTS OFFERED: If your child plans to participate in a sport sponsored by West Haven High School, they must have a current sports physical on record at WHHS. A sports physical will be good for 13 months from the date it was done, and therefore must be updated yearly. The state mandated Blue Form for physicals is the same form used for sports physical clearance. This must be on file in the Medical Office at WHHS before your child can even tryout.

8. MEDICAL AND DENTAL APPOINTMENTS: Please try to schedule visits for after school hours if at all possible. Remember, each time a child is dismissed; he/she misses valuable class time and is required to make up any work covered during his/her absence.

10. HOMEBOUND: When a student is unable to attend school for medical or other reasons, for an
extended period of time, it may be possible to have instruction take place in the home. Parents are urged to contact the school when their child must be absent for a period of 10 days or more. The Board of Education shall provide homebound and hospitalized instruction when recommended by the Planning and Placement Team (PPT), for medical or psychological reasons, or at the discretion of the Superintendent. (Policy 6173a)

11. **PROCEDURE FOR STUDENTS USING CRUTCHES AND ELEVATORS:**
   a. Students need a written statement from their physician as to the nature and duration of the problem, use of crutches, use of elevator, gym restrictions or other modifications.
   b. Parents must sign an agreement to borrow an elevator key.
   c. If a student is returning to school after an injury, the parent/guardian must accompany the student to school or contact the school nurse.
   d. Students on crutches may use a buddy system to assist with carrying books to classes and locker. Students are expected to maintain proper safety procedures with their crutches. Using crutches to trip or poke other students is cause for disciplinary action.
   e. Students that will require the use of a wheelchair in school need a doctor's note and parent/guardian must notify the nurse prior to the student returning to school.
   f. Students will report to the nurse's office on their first day at school with crutches. The nurse will issue a pass for early dismissal from classes and, with a $5.00 deposit; an elevator key will be given for use while on crutches. The deposit will be reimbursed when the elevator key is returned.
   g. Students will need a written doctor's order to resume full activity, including gym.

**Breakfast/Lunch**
All West Haven High School Students receive free breakfast and lunch. Breakfast will be available from 7-7:30. All students will have lunch during one of four lunch waves during period 4 daily. Students must promptly report to the cafeteria during their scheduled lunch. No student will be allowed to roam the corridors during their lunch period. Everyone is expected to conduct him/herself in an orderly manner during lunch. Refuse is placed in receptacles provided. Misconduct will result in loss of lunch privileges and disciplinary action.

**Cafeteria Rules**
1. Students are to deposit all wrappers, cartons, and left over food in the trash barrels. Trays are to be deposited in the appropriate area.
2. Students are not to throw anything in the cafeteria. This includes throwing debris towards a trashcan. This behavior may result in a suspension.
3. Should a student accidentally spill food or drink on a table or floor, she/he will clean the table or floor.
4. Students leaving the cafeteria with food mush have a pass from a teacher and must dispose of the trash properly.
5. No one is to be out of his/her seat without permission.
6. Backpacks are not allowed in the serving line.

**Lost and Found**
All articles of any descriptions whatsoever, that are found, are to be turned into the main office on the first floor. Students who have lost any items should report the loss to the main office. Any unclaimed clothing, including any confiscated articles of clothing, will be held for two (2) weeks and then donated to a charitable organization or discarded.
Valuables
Valuables should not be brought to school. The school will not be held liable for any lost or stolen valuables. This policy applies to students during the school day and those involved in athletics or after school activities as well.

Care of Property
Students are responsible for books, equipment and general care of the building. Such property should be treated with the same careful attention as one’s personal property. Students will be held financially responsible for lost or extraordinary depreciation of books and equipment issued to them. Any willful destruction of school property is a serious offense. Any student guilty of such an offense shall restore or pay in full the cost of the property. An estimate of the cost shall be made and a bill sent to the student’s parent(s) or guardian(s). Other disciplinary measures will be taken as deemed appropriate.

Student Insurance
The West Haven Board of Education shall not require that students carry accident insurance. They may, however, exclude from athletic activities those students who do not elect to carry insurance.

General Regulations and Procedures Regarding Schoolwork

Homework
1. Teachers in the West Haven Schools will assign homework that is consistent with sound educational practice.
2. Homework should be an extension to the regular school program. Consequently, it is the responsibility of the educator to provide learning experiences that can be undertaken independently by the student.
3. Homework can provide necessary additional learning experiences and challenging enrichment activities for all students.

Policy – Teachers will work out a schedule on an individual basis with the student concerned. Physical Education teachers will assign written assignments when appropriate. All teachers will contact parents with any particular concerns relating to absences.

Student Responsibilities – Students must take the responsibility for ascertaining what they have missed and, if necessary, come to the next office hours for help or see the teacher during a study period.

Incomplete Grades – Incomplete grades may be given only with administrative approval.

Extra Help and Make-up Appointments
Teachers are available in the rooms for extra help and make-up immediately after the close of school. Students who need assistance should make appointments with their teachers in order to prevent conflicts. The student who has lost time due to illness should make every effort to make up his/her work as soon as possible, ordinarily within a week of his absence. A list of office hours will be posted in each classroom.
Office Hours
All teachers will hold regularly scheduled office hours on a designated day at least once a week.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>Business</td>
</tr>
<tr>
<td>Family/Consumer Science</td>
<td>Social Studies</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Technology</td>
</tr>
<tr>
<td>Special Education</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Thursday</th>
</tr>
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<tbody>
<tr>
<td>English</td>
<td>Science</td>
</tr>
<tr>
<td>World Language</td>
<td>Art</td>
</tr>
<tr>
<td>School Counseling</td>
<td>Health</td>
</tr>
</tbody>
</table>

Safety & Security

Fire Drills
Directions for fire drills are posted in every room. Students should learn these directions from each room in which they have class or study. The signal for a fire drill is given by the horns in the corridors. When the signal is given, students should follow the instructions promptly and in good order, without talking.

Protect In Place
In the event that the administration needs to secure the facility, the school will follow a Protect in Place procedure.

All students will remain in the class that they are in until we return to a normal schedule. No student will be allowed to leave their classroom during the Protect in Place procedure. Any student violating the Stay in Place procedure may place themselves and others in danger. Students violating the Protect in Place procedure will be disciplined by their administrator.

Lockdown
A Lock-Down shall be initiated for the reported presence of an armed intruder, any weapons-related violence, or the presence of an emotionally disturbed person in the building or on school grounds. A Lock-Down is utilized to delay or deny the attacker access to potential victims and is intended as a defense against an interior attack. It may be necessary to remain in a lockdown beyond the normal school day, in the event of an emergency.

Video Surveillance
West Haven High School is equipped with a number of security cameras, both inside and outside of our complex.

Students should be aware that these cameras will be in a record mode 24 hours a day, seven (7) days a week.

Gangs/Fraternities/Sororities
The high school administration reserves the right to maintain a safe and orderly environment. Gangs, fraternities, sororities, and secret organizations are not recognized by the school administration. No demonstration by members of the groups will be tolerated in school, or at any of its functions. The wearing
of any fraternal or sorority attire will not be permitted at West Haven High School. This pertains also to all school activities, including those activities held off school grounds or at other schools.

**West Haven High School has the right to prohibit brands associated with gangs.**

Students found in the school building, or at school activities, participating in initiation ceremonies or activities, or wearing any fraternity/sorority insignia or attire, will be suspended from school for a minimum of five (5) days to a maximum of ten (10) days.

### Blended Learning

Blended Learning is an alternative program for students who have not been successful in the regular school setting. The program meets from 2:00 - 4:30 p.m. The goal of the program is to identify the appropriate path that will lead to a high school diploma as well as college or career readiness and facilitate the student’s journey down that path. These paths may include a transition to day school, to adult education, to Job Corps or to a GED program. The program consists of four core classes, two elective classes, remedial reading instruction, small group math instruction and social work groups. Students are instructed through a blend of online classes and direct instruction.

### PACE Program

Students who are enrolled in the PACE program are participating in the program because they have struggled in school. The PACE program offers credit recovery and an intensive support system so that these students can learn the appropriate skills and behaviors needed to be successful in high school and beyond. The PACE program takes a unique “outside the box” approach to teaching and learning in order to re-engage students in their own education and create a feeling of connectedness to their school community. Because these students have a displayed a lack of competency in basic skills, the program incorporates a ninety-minute block of language arts and a ninety-minute block of mathematics. Students are also enrolled in contemporary issues and environmental education classes in order to gain an awareness of their own community and surroundings. Students participate in an internship program in order to gain work skills. All students enrolled in the program are required to participate in the Odysseyware online credit recovery program. The program services both regular and special education students.

### Odysseyware

ODYSSEYWARE is a revolutionary internet-based learning environment that features a media-rich curriculum for elementary, middle and high school students. The broad and varied collection of teaching tools and resources gives West Haven High School the flexibility it needs to individualize instruction. Odysseyware is utilized for a variety of purposes at West Haven High School including:

- Credit Recovery/Drop-out Prevention
- SIFE (Students with Interrupted Formal Education)
- Enrichment
- Scheduling Conflicts
- Academic Interventions
- Tutorials
Students who wish to take a class through Odysseyware must attend an orientation session. These sessions are held each Tuesday from 2PM until 2:30PM in the Library Media Center.

West Haven High School Library Media Center (LMC)
The WHHS Media Center offers a welcoming space, a friendly staff and a large collection of materials and resources for reading, research and study. Our collection is a direct reflection on the curriculum. The Media Center provides online periodical and reference databases available 24/7 from computers anywhere.

Mission:
Ensure that students and staff are effective users of ideas and information. In the heart of the WHHS learning experience, lies the Library Media Center. Integrating media of all kinds, it is the place for reading, research, study, preparation, production and presentation.

Exploring and Learning:
Students are encouraged to explore topics related to coursework and discover new interests in welcoming surroundings. Our library and its contents are designed to encourage students' knowing and liking the world. Two full computer labs and a wide range of resources make research efficient and allow students to gain new and different impact regarding subjects of all kinds.

Preparing for the 21st Century:
Students are encouraged to make full use of the library media center to further their study, broaden and deepen their minds, and express creativity with a hope that they will use knowledge on behalf of social, emotional and educational gains.

Students may utilize the LMC during a study-hall period, before school, or after school.

School Counseling Services

Listed below is the breakdown of the school counselors. You are to report to the counselor by the alphabetical breakdown of YOUR LAST NAME.

<table>
<thead>
<tr>
<th>Grade 9-10 A – C</th>
<th>Grade 9-10 D-Ha</th>
<th>Grade 9-10 He – Mc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 11-12 A-Bo</td>
<td>Grade 11 &amp; 12 Bp-Ev</td>
<td>Grade 11 &amp; 12 Ew - Lan</td>
</tr>
<tr>
<td>Mrs. Angel Clohessey, ext. 4132</td>
<td>Ms. Norma Merced, ext. 4133</td>
<td>Mrs. Heather Kannengeiser, ext. 4134</td>
</tr>
<tr>
<td><a href="mailto:angel.clohessey@whschools.org">mailto:angel.clohessey@whschools.org</a></td>
<td><a href="mailto:norma.merced@whschools.org">mailto:norma.merced@whschools.org</a></td>
<td><a href="mailto:heather.kannengeiser@whschools.org">mailto:heather.kannengeiser@whschools.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade 9-10 Me-Pf</th>
<th>Grade 9-10 Ph – Sanc</th>
<th>Grade 9 &amp; 10 Sand- Z</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 11-12 Lao - Pas</td>
<td>Grade 11-12 Past – Sa PACE</td>
<td>Grade 11-12 Sb - Z</td>
</tr>
<tr>
<td>Mrs. Heather Doraz, ext. 4135</td>
<td>Mrs. Deborah Kachmar, ext.4136</td>
<td>Mrs. Holly Benedetti, ext. 4137</td>
</tr>
<tr>
<td><a href="mailto:heather.doraz@whschools.org">mailto:heather.doraz@whschools.org</a></td>
<td><a href="mailto:Deborah.Kachmar@whschools.org">Deborah.Kachmar@whschools.org</a></td>
<td><a href="mailto:holly.benedetti@whschools.org">mailto:holly.benedetti@whschools.org</a></td>
</tr>
</tbody>
</table>

Appointments with Counselors
This year the school counseling department is launching an online system to schedule appointments. More information to come.
Registration of New Students
Unless a student is 18 years of age and emancipated, he/she must be accompanied by a parent when registering as a new student at the high school. All new registrants must report to the school counseling office, and must provide satisfactory proof of residency in West Haven, as per Board of Education policy. **A student who does not satisfy residency requirements cannot attend school.** Students who register with an affidavit of residency are subject to verification by the West Haven Police Department. New students will be assigned a counselor, and will select subjects based on needs, ability, interests and availability. New students will be photographed during the registration process and issued a photo ID.

### Graduation and Promotion Requirements

#### Promotion Requirements
The yearly minimum number of successfully completed credits necessary for grade promotion is:
- **Freshman** (9th grade) to **Sophomore** (10th grade) = 6 credits
- **Sophomore** (10th grade) to **Junior** (11th grade) = 12 credits
- **Junior** (11th grade) to **Senior** (12th grade) = 18 credits

All students in grades 9 and 10 must carry 7 credits. Students in grades 11 and 12 must carry at least 6 credits.

#### Explanation of Course Grades
Grades range from A+ to F, with D- being the minimum passing mark. Class rank is determined by assigning quality points to grades and giving weighted grades designated by honors and advanced placement. Only grades earned at West Haven High School are considered when calculating class rank at West Haven High School. Points are assigned according to the chart below.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Numeric Average</th>
<th>GPA Calculations</th>
<th>QUALITY POINTS - weighted for class rank and for honor roll</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>ALL COURSES</td>
<td>HONORS</td>
</tr>
<tr>
<td>A+</td>
<td>98-100</td>
<td>4.33</td>
<td>5.2</td>
</tr>
<tr>
<td>A</td>
<td>93-97</td>
<td>4</td>
<td>4.8</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.67</td>
<td>4.4</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.33</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3</td>
<td>3.6</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.67</td>
<td>3.2</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.33</td>
<td>2.8</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2</td>
<td>2.4</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.67</td>
<td>2</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.33</td>
<td>1.6</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
<td>1</td>
<td>1.2</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
<td>0.67</td>
<td>0.8</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>---</td>
<td>------</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Weight Multiplier</td>
<td>1</td>
<td>1.2</td>
<td>1.25</td>
</tr>
</tbody>
</table>

Note: All courses carry a weight of one full credit, unless otherwise specified.

Class Rank
To be eligible for class rank or for any honors pertaining to class rank, the student must be enrolled and taking classes at West Haven High School during their last three years and for a minimum of nine (9) marking periods. With the exception of Educational Center for the Arts (ECA), any grades transferred from any other source will not be credited toward class rank or GPA.

Grades and Course Credit
To earn credit toward graduation in any course a student is obligated to:
- Fulfill the course requirements as may be established by the teacher, and
- Not exceed 16 attendance points.

Physical Education/Health Grading System
The Physical Education Department grading system is UNLIKE any other half year course. The grading procedure is based on ONE grade for the entire semester. Students will receive a comment at the end of the first or third marking period, depending upon the semester enrolled. The comment will state one of the following:
- The student is currently at an A level, B level, C level, D level, or
- The student is failing, please contact the teacher

The grade is based on 80% PARTICIPATION and 20% SKILL. Classes missed in excess will have an effect on the final grade. Medical complications are handled on an individual basis. The PE/Health department makes every effort to reach a solution that will be beneficial to the student. Any questions regarding medical exceptions should be directed to the PE Department Head. PE/Health grades are updated in the PowerSchool Parent Portal at the end of the individual unit. The units change approximately every 15 days.

Graduation Requirements for students graduating prior to 2023.
All students are required to take and successfully complete twenty-four (24) credits for graduation. The following units are required of all students:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>English</td>
</tr>
<tr>
<td>3</td>
<td>Mathematics</td>
</tr>
<tr>
<td>3</td>
<td>Social Studies</td>
</tr>
<tr>
<td></td>
<td>(.5 credits must be Civics or its equivalent)</td>
</tr>
<tr>
<td></td>
<td>(1 credit must be United States History or its equivalent)</td>
</tr>
<tr>
<td>3</td>
<td>Science</td>
</tr>
<tr>
<td>1</td>
<td>Physical Education</td>
</tr>
<tr>
<td></td>
<td>(Students are required to take and pass PE twice while attending WHHS,</td>
</tr>
<tr>
<td></td>
<td>Fall of their sophomore year is required)</td>
</tr>
<tr>
<td>1</td>
<td>Art or Vocational Education</td>
</tr>
<tr>
<td>9</td>
<td>Electives</td>
</tr>
</tbody>
</table>
Graduation requirements for students in the Class of 2023 and beyond.

All students will be required to take and successfully complete twenty-five (25) credits for graduation. The following units are required of all students:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Humanities, including civics and the arts</td>
</tr>
<tr>
<td>9</td>
<td>Science, Technology, engineering, and mathematics</td>
</tr>
<tr>
<td>1</td>
<td>Health and Safety education</td>
</tr>
<tr>
<td>1</td>
<td>World languages</td>
</tr>
<tr>
<td>1</td>
<td>World languages</td>
</tr>
<tr>
<td>1</td>
<td>Mastery-based diploma assessment</td>
</tr>
<tr>
<td>4</td>
<td>Electives</td>
</tr>
</tbody>
</table>

Any student who presents a certificate from a physician stating that physical education is medically prohibitive will be excused from physical education. However, a program to meet the student’s needs will be provided only with administrative approval. A decision will be made after consultation with teacher, school, and in/outside medical personnel.

Summer School

West Haven High School Summer School is a fee-based program for high school students to makeup courses that were not passed during the academic year.

No more than two courses per year and no more than eight courses total during the student’s entire 9-12 course sequence may be completed in summer school. The tuition for West Haven High School summer school will be $175 per course offering.

**IMPORTANT: Some colleges will not accept the SAT I test, only the ACT.** This is also true of the SAT I Test (some colleges will not accept the ACT in place of it). Read college catalogs and/or college guides to see which test is acceptable to a particular college to which you are applying.

Like the SAT I, the ACT will be approximately three hours long and tests the student’s knowledge in four specific areas: English, Mathematics, Reading, and Science. Since it is more specific than the SAT I test, students must have a good working knowledge of all the areas listed above.

The ACT is NOT given at West Haven High School. Interested students should obtain a copy of the ACT information package (available in the school counseling office) to secure a list of test centers.

Application Procedures for Transcripts for Post High School Institutions

(*Colleges, Trade, Technical and Business Schools, etc.*)

Transcript Requests for College and Scholarships

WHHS is now using Naviance for processing of ALL high school transcripts. All transcripts must be requested through Naviance two weeks prior to the deadline. Please see Naviance senior homepage for instruction. ([http://connection.naviance.com/westhaven](http://connection.naviance.com/westhaven))
NOTE: Transcripts and other school records cannot be sent for any student who is in arrears due to lost textbooks or other property.

## Schedule Changes and Dropping/Adding of Subjects

### Schedule Changes
Students register in the spring for the coming school year, and should choose wisely, as they will be held to their choices. Schedule changes may only be made during the first week of each semester, or during the previous semester. To request a schedule change, a student must meet one of the following criteria:

- Lack of pre-requisite
- Class previously completed
- Previous failure from the teacher
- Misplacement (per teacher/counselor)

The administration and school counseling office strongly discourages the dropping of any subjects. Lack of interest in a difficult subject and unwillingness to put forth the necessary effort are not acceptable reasons for the withdrawal from a scheduled class.

No full-year course may be dropped after September 30th unless there are extenuating circumstances. These circumstances must be presented to the principal to be considered for approval. Any student dropping a course after the stated time period will receive a grade of (WP) or (WF) for each dropped course on their report card and transcript.

Students must maintain the minimum of 7 credits for grades 9 and 10 and 6 credits for grades 11 and 12. No course can be dropped during the first 5 days of classes except as outlined above. All procedures must be followed accordingly.

### Adding of Classes
NO full credit subject may be added after the second week of the second marking period. NO half-year course may be added after the 20th day of class. Students who enter a class are responsible for making up all missed work. Teachers must ensure that any missing grades for the first marking period must be issued by the end of the second marking period.

### Senior Privilege
Senior who are free during block 1 may report to school after block 1 but must be in time for homeroom. Seniors who are free block 5 may leave school at the conclusion of block 4.

### Withdrawing From School
Students who withdraw from school must complete a form provided by the school counseling office. Lockers must be cleaned out, books returned and bills paid before transcripts or other records can be sent out.

### Working Papers
Working papers are issued to West Haven residents between the ages of 15 and 18 in the main office from 7:30 a.m. to 2:30 p.m. daily.

### Independent Study Program
Forms are available for Independent Study Program in the Tract Administrator’s office. Independent Study approvals may only be made by Mrs. Robles in accordance with procedures below. If there are questions or contentions regarding placement, the Principal will rule on the matter.

To qualify, students must meet the following criteria:

- Meet with their teacher to establish the framework for an Independent Study.
- Complete a program request provided by the Independent Study Coordinator.
- Adhere to the posted timelines, (.5 credit requested and approved by the second week of the semester; 1 credit requested and approved by Mrs. Robles by the third week of the school year)
- Carry a minimum of 6 credits

*Students cannot receive credit for both Independent Study and Work Study in the same academic year. A student can only receive a maximum of one (1) credit per year for either Independent Study or Work Study.*

**Work Study Program**

In order to request work study credit, students must be carrying a minimum of six (6) credits. The Work Study Program will provide students with an opportunity to gain academic credit through:

1. Working in school offices to provide clerical or organizational assistance. Any student who wishes to pursue work study for any other purpose must receive special approval from Mrs. Robles.

2. Adhere to the posted timelines. (.5 credit requested and approved by Mrs. Robles by the second week of the semester; 1 credit requested and approved by Mrs. Robles by the third week of the school year.) Grades will be a pass/fail basis. Students are required to complete time sheets weekly with their teacher to receive credit.

3. Students will need to follow guidelines as established for the Independent Study Program.

A maximum of 1.0 credit can be earned per year as a work study student.

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**West Haven High School Community Service Guidelines**

Community Service serves as the keystone for a solid community. Integrated into everyday lives, community service not only gets important jobs done (e.g. caring for stray animals, tutoring people with autism, feeding people who are hungry, etc.), but also enhances the lives of community members and strengthens the ties that bind the community together. It is our hope that you will branch out into new experiences through the community service program.

Community Service is not simply doing someone a favor, nor is it just not getting paid to do something that you would normally be paid to do. Community Service goes well beyond that. It is volunteering at a non-profit agency, or doing work for someone who is physically unable to do it for him or herself.

Students are strongly encouraged to complete a minimum of 40 hours of community service over the course of their four (4) years at West Haven High School. **This is NOT a requirement for graduation, but you will receive a cord at graduation for completing 40 hours.** You are strongly encouraged to get involved in an activity early in your WHHS career.

Many scholarship opportunities exist for students involved with extensive Community Service.

**Community Service guidelines are as follows:**

- You may not be paid for your service hours.
- You may not receive credit for service done during the school day unless it is during your own free time, either lunch or study period.
• In-school fundraising (i.e. for your class) does not count as community service
• Any questions concerning a Community Service placement, please see your school counselor.
• Students who complete 40 hours of Community Service will be recognized at Commencement.
• Forms should be turned into Mrs. Palmer in room F105 during homeroom.

West Haven High School Athletic Code of Conduct

Our athletes have a responsibility to provide a positive image in the classroom, on the playing field, and in our community. They must be reminded that participation in athletics is a privilege and not a right. All athletes are expected to meet this athletic code and failure to comply during their season could result in suspension or removal from a team. All athletes and parents must sign our Athletic Code of Conduct prior to participation.

While at School: a good athlete is also a good student and one who obeys all school rules and regulations. This means good attendance, participation, effort and behavior. An athlete must be in school and attend all scheduled classes (including physical education) in order to participate in any practices or contests. If an athlete is suspended from school, he/she may not participate in practices or games during his/her suspension period.

On the playing field or courts: Fair play and good sportsmanship is expected at all times. No athlete will use profanity. An athlete will respect teammates, opponents, officials and spectators.

The use of illegal substances: Any use, possession or involvement with illegal substances (drugs/alcohol) of an athlete is prohibited. This is a twenty-four (24) hour rule, extends beyond the school day, and includes the following circumstances:
• Being in a motor vehicle with alcohol or drugs regardless of whether the athlete is the passenger or driver, or whether the athlete is in personal possession of any alcohol or drugs.
• Permitting the illegal consumption of alcohol or use of drugs in the athlete’s home or on an athlete’s premises.
• Posting on blogs and social-networking websites that confirm a violation.

Failure to comply with this code will result in the following consequences:
• First offense – A two (2) week suspension from all practices and games (minimum of two games). The athlete will be required to meet with his/her school social worker prior to rejoining the team. Upon completion of the suspension, the athlete may apply for reinstatement through a conference with the Athletic Director, Coach and Parent(s).
• Subsequent offense – A subsequent offence during the school year, will result in the removal of the athlete from their team for the remainder of their current season. The athlete will be ineligible for any post-season awards, recognition or participation at team events, and excluded from the opportunity of becoming a varsity captain.

The use of androgenic/anabolic steroids or other performance-enhancing substances: Any athlete who has been determined to have used, in or out of season, androgenic/anabolic steroids or other performance enhancing substances shall be declared ineligible for all CIAC-controlled activities for one hundred eighty (180) school days on each occurrence. This one hundred eighty (180) school day period of ineligibility commences on the day the CIAC Board of Control makes such determination.

The use of tobacco products: An athlete shall not use or have in possession any tobacco products. This is a twenty-four (24) hour rule and extends beyond the school day. Failure to comply with his code will result in a one-week suspension for all practices and games (minimum of one game).
The West Haven High School Athletic Department does not wish to penalize an athlete attempting to act correctly in situations not of their own making or that could not be avoided. The Athletic Director and Coach will assess each alleged violation and provide enforcement of this code when and where it is appropriate. A violation of the Athletic Code of Conduct or Blue Devil rules during team tryouts could negatively impact an athlete’s selection to that team.

I have read the **West Haven High School Athletic Code of Conduct** and agree to adhere to it while participating in athletics at West Haven High School. Failure to comply could result in suspension or dismissal from the team(s).

Athlete’s Signature ___________________________ Date ____________

Parent/Guardian Signature ___________________________ Date ____________
This page is intentionally left blank by Athletic Code of Conduct
## Interscholastic Sports Offered to West Haven High School Students

<table>
<thead>
<tr>
<th></th>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>Football</td>
<td>Swimming</td>
</tr>
<tr>
<td></td>
<td>Soccer</td>
<td>Volleyball</td>
</tr>
<tr>
<td></td>
<td>Cross Country</td>
<td>Soccer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cross Country</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cheerleading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dance</td>
</tr>
<tr>
<td><strong>Winter</strong></td>
<td>Swimming</td>
<td>Basketball</td>
</tr>
<tr>
<td></td>
<td>Hockey</td>
<td>Hockey (Club only)</td>
</tr>
<tr>
<td></td>
<td>Basketball</td>
<td>Indoor Track</td>
</tr>
<tr>
<td></td>
<td>Indoor Track</td>
<td>Cheerleading</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dance</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td>Baseball</td>
<td>Softball</td>
</tr>
<tr>
<td></td>
<td>Lacrosse</td>
<td>Lacrosse</td>
</tr>
<tr>
<td></td>
<td>Track</td>
<td>Track</td>
</tr>
<tr>
<td></td>
<td>Tennis</td>
<td>Tennis</td>
</tr>
</tbody>
</table>

### Proposition 48

Any student planning to participate in collegiate sports at a **Level I or II College or University** should contact their school counselor and ask about Proposition 48.

### Drug Testing of Athletes

The West Haven Board of Education reserves the right to conduct random drug testing of athletes, in accordance with the recent decision of the United States Supreme Court.

### Connecticut Interscholastic Athletic Conference (CIAC) Eligibility Rules

The following is a digest of the rules governing student athletes.

Athletes are not eligible to participate in sports…

- If they are 19 years of age before September 1.
- If they have changed schools without a change of legal residence.
- If they have played the same sport for more than 3 seasons in grades 10, 11, 12.
- If they play or practice with an outside team in the same sport while a member of the school team after the first scheduled game in any season.
- If they receive personal economic gain for participation in any C.I.A.C. sport.

It should be understood that CIAC regulations are minimal and do not prohibit a school from establishing more rigid eligibility standards.
West Haven Public Schools Academic Eligibility Policy

The West Haven Board of Education recognizes the value to students of their participation in extracurricular activities. The interaction with others to achieve a common goal is an important lifelong skill that students can acquire through such activities.

Membership on a team or participation in an activity is a privilege earned through a combination of skill, effort and attitude. The administration, advisors, coaches and the community expect that students participating in extracurricular activities shall effectively handle the rigors of classroom obligations as well as the demands of the extracurricular activity. Therefore, the following standards of academic eligibility for participation in school-sponsored extracurricular activities including athletics shall apply to high school students in the West Haven Public Schools.

To be eligible for participation in extracurricular activities, a student must earn an average of not less than a C (2.0 unweighted) with no more than one F. Eligibility will be determined by grades earned at the close of the previous marking period. For freshmen, eligibility will be based upon their most recent report card. Students must meet the C (2.0 unweighted) rule regardless of the course level.

Please refer to West Haven Board of Education Policy 6145.2, Extracurricular Activities for complete details.

Note: See your Athletic Handbook or coach for complete C.I.A.C Rules of Eligibility.

All student athletes should visit the Athletic Department website to read the updates from the C.I.A.C. regarding due process, rules of eligibility and controls for boys' and girls' high school athletics and more.

West Haven Board of Education Policies

Truancy Policy – Policy No. 5113.2

1. Annually at the beginning of the school year and upon the enrollment of any child during the school year, the administration shall notify the parent or other person having control of the student in writing of the obligations pursuant to Conn. Gen. Stat. §10-184 to assure that such a student attends school regularly or to show that the child is elsewhere receiving equivalent instruction in the studies taught in the West Haven Public Schools.

2. Parents/other persons will be required to annually complete emergency cards providing their contact information and telephone numbers indicating where they can be reached during the school day: subsequent changes in this information are to be reported to the school in a timely fashion.

3. Each school shall implement a system of monitoring individual unexcused absences of students. Whenever such a student fails to report to school on a regularly scheduled school day, school personnel under the direction of the building principal or his/her designee shall make a reasonable effort to notify the parent or other person having control of such student, by telephone and additionally by mail for students in grades K-8, of the student's absence, unless school personnel have received an indication that the parent or other person is aware of the student's absence. Reasonable efforts shall
include two (2) attempts to reach the parent or other person at the telephone number provided by the parent or other person. Such attempts shall be recorded on a form provided by the Superintendent. As required by state law, the mailed notice must include a warning that two unexcused absences from school in a month or five unexcused absences in a school year may result in a complaint filed with the Superior Court alleging the belief that the child’s family is a family with service needs. Any person who, in good faith, gives or fails to give such notice shall be immune from liability, civil or criminal, which might otherwise be incurred or imposed and shall have the same immunity with respect to any judicial proceeding which results from such notice or failure to give notice.

*Note: State law mandates notification and monitoring only with regard to students in grades K-8. Boards of Education are free, however, to extend the application of monitoring and intervention procedures to students at all grade levels.

4. When a student is absent four times in one month or ten times in a given school year, the building principal or his/her designee shall send a letter notifying the parent of the student’s truant status and inviting the parent/other person having control of such student to a meeting with appropriate school personnel to review and evaluate the reasons for the student’s truancy. This meeting shall be held no later than ten (10) days after the student becomes truant. The district shall document the meeting and any recommendations or plans that result from such meeting. If a parent or other person declines to attend the meeting, or is otherwise non-responsive, that fact shall also be documented and the meeting shall proceed with school personnel in attendance.

Parents/other persons are encouraged to bring any information related to their child’s attendance to this meeting. If it is determined that the student is a truant, a plan will be developed to address the truancy; such plan may include referrals to community services, referral to a school Student Assistance Team or to a PPT, when appropriate. Follow-up meetings and referrals will occur as necessary. A failure by the parents/other persons to cooperate with the school to resolve the truancy issue will result in the filing of a Family with Services Need Petition with the courts. Documentation shall be kept at each stage.

5. When a student has twenty (20) unexcused absences within a school year, he/she will be considered a “habitual truant”.

6. The school personnel must report annually to the State Department of Education, on a school-by-school basis, the number of children enrolled in its school who are truants.

**Teacher Responsibilities**

1. Keep an accurate record of student absences.
2. Notify the instructional leader of all student absences.

**Instructional Leader Responsibilities**

1. The Instructional Leader or his/her designee will determine when a child has four (4) unexcused absences in a month and/or ten (10) unexcused absences in a year or has reached the status of a habitual truant, i.e. twenty (20) unexcused absences within a school year.
2. The Instructional Leader will direct that a truancy file be established and maintained.
**Instructional Leaders, Guidance Counselors, Support Personnel Responsibilities**

1. To ensure that notice of absence and notice of truancy letters are sent to parents/other persons and to arrange meetings with parents and appropriate school personnel after four (4) unexcused absences in a month or ten (10) unexcused absences in a year. Everything pertaining to this child's truancy shall be maintained in the truancy file.
2. To document the meetings and plans developed during the meeting.
3. To complete a Family with Service Needs (FWSN) referral if the parent/guardian fails to attend a scheduled meeting at school or fails to cooperate in striving to eliminate the truancy problem.

**Director of Pupil Personnel Responsibilities**

1. To review the Family with Service Needs (FWSN) referral.
2. To forward the Family with Service Needs (FWSN) referral to the Superintendent for his signature.
3. After the Family with Service Needs (FWSN) referral is signed by the Superintendent, submit the form to juvenile court.

**Suspension/Expulsion: Terms and Conditions**

Unless otherwise specifically authorized in writing by the Superintendent or designee or the building Principal, a student who is suspended/expelled from the West Haven Public Schools shall not set foot on the grounds or property of the West Haven Board of Education or the West Haven Public Schools and shall not be present or participate in any school related or school sponsored events during such periods of suspension/expulsion. Any student who violates this policy shall be subject to removal and/or arrest for trespassing.

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**West Haven Public Schools: Acceptable Usage Policy**

Dear Parent/Guardian:

We are very excited about our Computer and Technology program. The use of these resources will permit students to reach out to many people to share information, learn concepts, and research subjects. With this educational opportunity comes responsibility. The West Haven Board of Education has approved an Electronic Information Resources Policy (copy enclosed) in which the Board permits the use of electronic information resources in the schools to educate, conduct research, and to inform.

The District will take steps, such as using filtering programs, access controls, and monitoring by teachers, to restrict access to controversial material. On a global information network, such as the Internet, however, it is impossible to restrict access to all potentially inappropriate materials. It is the responsibility, therefore, of students, parents and staff to understand and abide by the Board’s Electronic Information Resources Policy to ensure that access to those resources provided by the District is not abused.

Enclosed is a Responsible Use Agreement for electronic Information Resources. Please review this agreement and the Board’s policy with your child so that he/she will understand his/her responsibilities when accessing and using the District’s electronic resources. Compliance with this agreement by all users of these resources will help protect all students from misuse of those resources, and it will help protect the computer equipment from abuse.

Failure to abide with the agreement and the Board’s policy may result in the loss of the privilege to use this educational tool, may result in disciplinary action, and may result in the assessment of costs as reimbursement for damage caused by willful misuse.

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If you wish your child to be able to access the Internet, please be sure to sign the ACKNOWLEDGEMENT OF RECEIPT OF 2019-2020 PARENT STUDENT HANDBOOK online or return the signed Responsible Use Agreement to his/her period 1 teacher promptly. If you have any questions concerning the Board’s policy or the Responsible Use Agreement, please do not hesitate to contact me. No child will be allowed to access the Internet alone if this form is not signed and returned, however there may be times when they will take part in teacher directed instruction on the Internet.

Sincerely yours,
Neil C. Cavallaro

**Technology and Instruction**

Electronic information resources, such as local area computer networks, CD-ROMs, software programs, and the Internet, may be used in the schools to educate and to inform. The District’s connection to the Internet will provide access to local, national and international sources of information and collaboration opportunities, which are vital to intellectual inquiry in our schools. Access to the Internet will provide students and staff with electronic mail (e-mail) communication; information and new services; public domain software and shareware of all types; and connections to many libraries, companies, agencies, and businesses.

On a global information network, such as the Internet, however, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate. The availability of such electronic information does not imply endorsement by the Board of Education of its content nor of the use of such information by students and staff. It is the responsibility, therefore, of students, parents, and staff to learn and abide by this Electronic Information Resources Policy to ensure that the access to electronic information resources provided by the District is undertaken for educational and research purposes only and is not abused.

The District shall take steps, such as using filtering programs, access controls, and active supervision by staff, to monitor and/or restrict access to the electronic information resources. Active supervision by staff means that staff is present when students are using the electronic resources, observing and interacting with students as they use the resources, and promoting the responsible use standards.

**Training and Education**

All staff shall be trained prior to instructing other (students or staff) in their (electronic information resources) access or use.

All students with access to electronic information resources shall be taught to evaluate the appropriateness of these resources and to use them responsibly to meet the student’s educational and research goals. This training shall include information regarding responsible use of the network and the use of copyrighted and licensed materials.

Staff shall be permitted to offer training in the use of electronic information resources for parents.

**Responsible Use Standards**

A. All electronic information resources shall be used only for educational and research purposes and only as those purposes are consistent with the educational objectives of the West Haven Board of Education;

B. All students and staff using electronic information resources shall act in a responsible, ethical, and legal manner at all times;

C. Students shall use electronic information resources only with the permission of a staff member;

D. Students use of the Internet shall be actively supervised by a staff member;
E. All users of electronic information resources shall be considerate of other users and their privacy and shall use polite and appropriate language at all times while accessing and using these resources;
F. Student users of electronic information resources shall not give out personal information other than first name and school e-mail address;
G. Staff users may only give out personal information about themselves;
H. All user of electronic information resources shall make responsible decisions while accessing and using these resources;
I. Users of electronic information resources shall not knowingly degrade or disrupt the electronic information resources, services, or equipment; this includes, but is limited to, tampering with computer hardware and software, vandalizing data or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services or to personal files of other users, ad violating copyright laws;
J. All users of electronic information resources shall immediately report any problems or breaches of these responsibilities, or any inappropriate messages received, to the appropriate staff;
K. All user of electronic information shall avoid all other activities that are considered to be inappropriate in the non-electronic school environment;
L. All users of electronic information resources shall be prohibited from using the resources for any commercial or retail transactions unless authorized by central office;
M. All users of electronic information resources shall be prohibited from encrypting or password protecting any file or access to computers in such a way as to make such files or their information content inaccessible to Administration.

Note: The Department of Education shall distribute a copy of this policy to parents, students, and staff.

Right of Access and Review
All material that is electronically stored on the District’s computers is the property of the West Haven School District. The Board retains the right to access, review, edit, restrict or limit access to, and delete all user files and any material stored on any system provided by the District. It is the responsibility of all users to maintain a backup of their files.

In the event the administration believes that a professional staff member’s file is inappropriate or otherwise needs to be restricted, edits, or deleted, it will be copied to an appropriate storage medium. The professional staff member will then be notified. In the event of a dispute, the file shall be secured by the administrator (except in the case of illegal use of software which may be deleted), until a resolution is reached. Any dispute concerning a teacher’s file or information, shall be resolved in accordance with Article 1, Section 2c of the collective bargaining agreement between the West Haven Federation of Teachers and the Board.

Lost, Damaged, or Unavailable Material
The Board makes no warranties of any kind, whether express or implied, for the service it is providing. The Board shall not be liable for damages suffered by the user either from the users or the Board’s errors or omissions. Such damage may include, but is not limited to, loss of data resulting from delay, non-deliveries, mis-deliveries, or service interruptions. Use of information obtained from these resources is made at the user’s risk, and the Board specifically denies any liability for the accuracy or quality of the information obtained through these resources.

Penalties for Violations
The use of the District’s electronic information resources is a privilege, not a right, and inappropriate use shall result in disciplinary action.
Any user of electronic information resources who is found to have violated any provision of this policy shall also be subject to having his/her privilege to access and use of electronic information resources revoked and shall be required to compensate the District or others for damage caused by his/her violation of this policy.

**Note:** Please complete the GREEN Acceptable Use Permission (AUP) form enclosed in the student handbook. Return it to your first period teacher by the third day of school. Please note, unless this form is signed by a parent/guardian and returned, annually, the student will not have Internet privileges.

**Asbestos Hazard Emergency Response Act (AHERA) Notification**

This notice is to inform you that the Asbestos Hazard Emergency Response Act (AHERA) requires that all building occupants must be informed of the following provisions of the AHERA Management Plan:

1. Inspections must be performed once every three (3) years by a certified inspector.
2. Re-inspections must be performed once every six (6) months by a qualified individual from the Maintenance Department.
3. Response actions to the provisions of the management plan indicate that continuous inspections must be performed until such conditions require repair or removal. No immediate repairs or removals are required as of this notification.
4. Additional information will be available at such time further steps are required to protect building occupants.

**AHERA NOTIFICATION**

This notice is to inform you that the Asbestos Hazard Emergency Response act (AHERA) requires that all building occupants must be informed of the following provisions of the AHERA Management Plan:

1. Inspections must be performed once every three years by a certified inspector.
2. A qualified individual from the Maintenance Department must perform re-inspections once *every* six months.
3. Response actions to the provisions of the management plan indicate that continuous inspections must be performed until such conditions require repair or removal. No immediate repairs or removal are required as of this notification.
4. Additional information will be available at such time further steps are required to protect building occupants.

5131.911(a), 4118.114, 1251.1

**West Haven Public Schools Standard of Conduct**

**Exclusion of Pupil**

If pupils seriously disrupt the educational process, endanger themselves or others, or commit conduct which is incompatible with the educational process, on or off school grounds, it may become necessary to exclude them from the classroom and/or school setting.

**Definitions**
a) **Exclusion** means any denial of public school privileges to a pupil for disciplinary purposes.

b) **Removal** means an exclusion of a pupil from a classroom for all or part of a single class period, provided such exclusion shall not extend beyond ninety minutes.

c) **School Sponsored Activity** means any activity sponsored, recognized, or authorized by the Board and includes activities conducted on or off school property.

d) **In-School Suspension** means an exclusion from regular classroom activity for no more than five (5) consecutive days, but not exclusion from school, provided such exclusion shall not extend beyond the end of the school year in which such in-school suspension was imposed; and provided further that no pupil shall be placed in in-school suspension more than fifteen (15) times or a total of fifty (50) days in one year, whichever results in a fewer days of exclusion. If the in-school suspension limits are exhausted, other disciplinary alternatives may be considered.

e) **Suspension** means an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which suspension was imposed; and further provided no pupil shall be suspended more that ten (10) times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless such pupil is granted a formal hearing as provided below.

f) **Expulsion** means an exclusion from school privileges for more that ten (10) consecutive school days provided such exclusion shall not extend beyond one calendar year. Such period of expulsion may extend into the school year following the school year in which the exclusion was imposed.

g) **Deadly weapon** means any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy-club, blackjack, bludgeon or metal knuckles.

h) **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.

i) **Martial arts weapon** means a nunchaku, kama, kasari-fundo, octagon sai, tonfa, or Chinese star.

j) **Firearm** means 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, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device, provided that such term shall include a shotgun, sawed-off shotgun, machine gun, rifle, pistol, revolver or other weapon whether loaded or unloaded.

k) **Destructive device** means any explosive, incendiary, or poison gas bomb, grenade, or similar device, or any combination of parts from which such a device may readily be assembled.

l) **Emergency** means any situation under which the continued presence of the pupil in school poses such a danger to persons or property or such a disruption to the educational process that the pupil may be immediately excluded from school, with a hearing delayed until a time as soon after the exclusion of the pupil as possible.

m) **Informal hearing** means an opportunity for the pupil to meet with an administrator, be informed of the reasons for the disciplinary action proposed, and be given opportunity to explain the situation.

n) **Formal hearing** means a hearing before at least three (3) members of the Board of Education or an impartial hearing board conducted pursuant to Section 10-233d, 4-17e to 4-18a and 4-181a of the Connecticut General Statutes.

**Procedures**

a) **Removal**

A pupil may be removed from class if he/she causes a serious disruption of the educational process within the classroom, provided no pupil shall be removed from class more than six (6) times in any school year or more than twice in one week unless such pupil is referred to the building Principal or his/her designee and granted an informal hearing.
The school shall designate an area to which teacher shall send pupils who are removed from the classroom. The Principal or his/her designee shall be notified of the name of the pupil removed and the reason for the removal, and shall notify the parent/guardian of any minor pupil removed from class within twenty-four (24) hours of the removal and the reasons therefore.

b) In-School Suspension
A pupil may be assigned an in-school suspension if his/her conduct endangers persons or property, or is seriously disruptive of the educational process, or violates a publicized policy of the Board of Education. No pupil shall be placed in in-school suspension without an informal hearing before the Principal or his/her designee. Whenever administration seeks to impose an in-school suspension period on a pupil with a disability requiring special education or accommodation, the administrator shall determine the number of days of in-school suspension or suspension already imposed on said pupil during the school year, and to initiate compliance with state and federal special education laws and regulations with respect to holding an IEP team or 504 team meeting if necessary.

c) Suspension
1) A pupil may be suspended from school if his/her conduct on school grounds or at a school-sponsored activity endangers persons or property, is seriously disruptive of the educational process, or violates a publicized policy of the Board of Education. A pupil may also be suspended if his/her conduct off school grounds violates a publicized policy of the Board of Education and is seriously disruptive of the educational process.
2) A pupil may be suspended from transportation services and/or from school if his/her conduct while awaiting or receiving transportation to and from school endangers persons or property or violate a publicized policy of the Board of Education.
3) In considering whether a pupil’s conduct is seriously disruptive of the educational process, the administration may consider, but such consideration shall not be limited to:
   i. Whether the incident occurred within close proximity of a school;
   ii. Whether other students from the school were involved or whether there was any gang involvement;
   iii. Whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, and whether any injuries occurred;
   iv. Whether the conduct involved the use of alcohol and/or drugs.
4) In determining the length of the suspension period, the administration may consider evidence of past disciplinary problems, which have led to removal from a classroom, suspension, or expulsion of a pupil.
5) Unless an emergency exists, no pupil shall be suspended without an informal hearing.
6) Whenever administration seeks to impose a suspension period on a pupil with a disability requiring special education or accommodations, the administrator shall determine the number of days of in-school suspension or suspension already imposed on said pupil during the school year, and to initiate compliance with state and federal special education laws and regulations with respect to holding an IEP team or 504 meeting if necessary.
7) Whenever a pupil is suspended, the Principal or his/her designed shall, within twenty-four (24) hours, notify the superintendent or his/her designee of the name of the pupil and the reasons for disciplinary action. The Principal or his/her designee shall also notify any minor pupil’s parent/guardian of the suspension, either orally or in writing with twenty-four (24) hours.
8) Any pupil who is suspended shall be given a reasonable opportunity to complete any class work including, but not limited to, examinations, which such pupil missed during the period of suspension.
9) Whenever a pupil is suspended, notice of the suspension and conduct for which the pupil was suspended shall be included on the pupil’s cumulative educational record, and shall be expunged only if the pupil graduates from high school.
d) Expulsion

1) The Board of Education, at a meeting of three or more members of the Board, or an impartial hearing board, may expel any pupil whose conduct on school ground endangers persons or property, is seriously disruptive to the educational process, or violates a publicized policy of the Board of Education, or whose conduct off school grounds violates a publicized policy of the Board of Education and is seriously disruptive to the educational process.

2) In considering whether a pupil’s conduct is seriously disruptive of the educational process, the administration may consider, but such consideration shall not be limited to:
   i. Whether the incident occurred within the close proximity of a school;
   ii. Whether other students from the school were involved or whether there was any gang involvement;
   iii. Whether the conduct involved violence, threats of violence, or the unlawful use of weapons, and whether any injuries occurred;
   iv. Whether the conduct involved the use of alcohol and/or drugs.

3) Expulsion proceedings shall be required, except as provided below in paragraph (11), whenever there is reason to believe that any pupil:
   i. On school grounds or at a school sponsored activity, was in possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapon;
   ii. Off school grounds, unlawfully possessed a firearm, or possessed and used a firearm, deadly weapon, dangerous instrument or martial arts weapon in the commission of a crime;
   iii. On or off school ground, offered for sale or distribution a controlled substance whose manufacture, distribution, sale, prescription, dispensing, transporting with intent to sell or dispense, offering or administering is subject to criminal penalties under applicable laws of the State of Connecticut.

Any pupil found by the Board of Education or impartial hearing board to have committed such conduct shall be expelled for one (1) calendar year, provided the Board of Education or impartial hearing board may modify the period of expulsion for a pupil on a case-by-case basis.

4) Unless an emergency exists, no pupil shall be expelled without a formal hearing conducted by the Board of Education or impartial hearing board. If such emergency exists, such a hearing shall be held as soon after the expulsion as possible. The Superintendent or his/her designee shall notify the parent /guardian of any minor pupil expelled twenty-four (24) hours of the decision.

5) In determining the length of the expulsion and the nature of the alternative educational opportunity to be provided to the pupil during the period of any expulsion imposed, the Board of Education or impartial hearing board may consider evidence of past disciplinary problems, which have led to removal from a classroom, suspension, or expulsion of each pupil.

6) Any pupil under sixteen (16) years of age, and any pupil between the ages of sixteen (16) and eighteen (18) expelled for the first time, shall be offered an alternative educational opportunity during the period of expulsion imposed; provided, however, that such an alternative educational opportunity shall not be required for any pupil between the ages of sixteen (16) and eighteen (18) who is expelled for conduct which endangers persons involving possession of a firearm, deadly weapon, dangerous instrument or martial arts weapon on school grounds or at a school sponsored activity, or offering a controlled substance for sale or distribution on school grounds or at a school sponsored activity.

7) The alternative educational opportunity for any pupil over the age of sixteen (16) may include placement in an adult education program. Any pupil between the ages of sixteen (16) and eighteen (18) who has previously been expelled from school, and any pupil over the age of
eighteen (18) at the time of expulsion, may be offered an alternative educational opportunity is the sole discretion of the Board of Education.

8) If a pupil is expelled for possession of a firearm or deadly weapon on school grounds or at a school sponsored activity, the Principal or his/her designee shall report the violation to the West Haven Police Department or other appropriate authority.

9) If a pupil is expelled for offering a controlled substance for sale or distribution on school grounds or at a sponsored activity, the Principal or his/her designee shall refer the pupil to an appropriate State or local agency for rehabilitation, intervention, or job training, or any combination thereof, and inform the agency of the referral.

10) Whenever a pupil is expelled, notice of the expulsion and the conduct for which the pupil was expelled shall be included on the pupil’s cumulative educational record, and except for notice of an expulsion for possession of a firearm or deadly weapon, shall be expunged from the pupil’s record if the pupil graduates from high school.

11) Prior to conducting an expulsion hearing for a pupil requiring special education and related services, the pupil’s planning and placement team shall convene to determine whether the misconduct was caused by the pupil’s disability. If it is determined that the misconduct was caused by the disability, the pupil shall not be expelled. If it is determined that the misconduct was not caused by the disability, the expulsion hearing may proceed. Notwithstanding the provisions above relating to the provisions of an alternate educational opportunity to pupils who are expelled from school, whenever a pupil requiring special education and related services is expelled, an alternative educational opportunity consistent with the pupil’s educational needs and applicable State and Federal laws shall be provided during the period of expulsion.

12) Any expelled pupil may apply to the Superintendent of Schools for early readmission to school. The decision to grant or deny the pupil’s request for readmission shall be at the sole discretion of the Superintendent of Schools, who may grant readmission conditioned on specified criteria.

**Conduct Leading to Disciplinary Action**

Students may be subject to disciplinary action including suspension or expulsion for conduct on or off school property, on school transportation, or at a school sponsored activity that endangers persons or property or is seriously disruptive of the educational process, or that violates a publicized policy of the Board of Education. Such conduct includes, but is not limited to the following:

1) Willfully striking or assaulting a student, members of the school staff or any other individual;
2) Theft, including possession of stolen goods;
3) Use of obscene or profane language or gestures to a student or member of the school staff;
4) Commission of an act of discrimination or harassment toward any student or school staff member based on race, color, sexual orientation, religion, national origin, ancestry or disability;
5) Violation of smoking (including e-cigarettes), dress, or transportation regulations;
6) Deliberate refusal to obey an order or directive from a member of the school staff, or disruptive classroom, hallway and/or cafeteria behavior;
7) Deliberate refusal by a student to identify him/her self correctly to a staff member when asked;
8) A walk-out from or sit-in within a classroom or school building;
9) Blackmailing, threatening, or intimidating school staff or students;
10) Possession of any weapon, deadly weapon, pistol, knife, blackjack, bludgeon, metal knuckles, pellet gun, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or facsimile or replica thereof;
11) Unauthorized entrance into any school building or aiding or abetting an unauthorized entrance;
12) Possession or ignition of any fireworks or other explosive materials, or ignition of any material causing a fire;
13) Violation of Network/Internet policy;
14) Unauthorized possession, sale, and distribution, offering for sale or distribution, or consumption of a controlled substance, drug narcotic, or alcoholic beverage. Controlled substances, drugs and narcotics may include but are not limited to amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic-type, morphine-type, and other stimulant and depressant drugs, and in addition those substances known as Methaqualone. Unauthorized use or possession of such substances shall mean use or possession without a valid prescription.

15) Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of dangerous drugs or narcotics, as defined in sub-paragraph (14) above;

16) Willful destruction of real, personal or school property, such as cutting, defacing or otherwise injuring property in any way;

17) Accumulation of minor offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention;

18) Trespassing on school grounds while on suspension or expulsion;

19) Falsely reporting an incident (such as a ‘bomb threat’/tampering with or engaging the fire alarm system) to school, to police or to the fire department;

20) Repeated and/or intentional defiance of school rules and the valid authority of teachers, supervisors, or administrators;

21) Repeated and/or intentional defiance of student transportation rules;

22) Class truancy and leaving school or school property without permission;

23) Possession or use of a laser pointer, beeper, pager, CD player, MP3 player, or walkman;

24) Gambling of any kind, playing or trading cards of any kind are prohibited;

25) Any violation of school rules or regulations or a series of violations, which makes the presence of the student in school seriously disruptive of the educational process.

Approved by the Board of Education, 5-17-1993
Revised by the Board of Education, 1-19-1999

References:
Connecticut General Statutes - 10-233a Definitions
Connecticut General Statutes – 10-233b Removal of pupils from class
Connecticut General Statutes – 10-233c Suspensions
Connecticut General Statutes – 10-233dExpulsion of pupils
Connecticut General Statutes – 10-233eNotice as to disciplinary policies
Connecticut General Statutes – 10-233f In-school suspension of pupils
Connecticut General Statutes – 10-233j -18 Possession and use of telecommunication devices
United States Code of Annotated 921 Definition of Firearm and destructive devices
Connecticut General Statutes 53a 3-20 Definition of deadly weapon, dangerous instrument and martial arts weapons
United States Code Annotated 1415 Individuals with Disabilities Education Act as amended 1997; procedural safeguards for student with disabilities

Extracurricular Activities – Policy 6145.2

The West Haven Board of Education recognizes the value to students of their participation in extracurricular activities. The interaction with others to achieve a common goal is an important lifelong skill that students can acquire through such activities.

Membership on a team or participation in an activity is a privilege earned through a combination of skill, effort and attitude. The administration, advisors, coaches and the community expect that students participating in extracurricular activities shall effectively handle the rigors of classroom obligations as well as the demands of the extracurricular activity. Therefore, the following standards of academic eligibility for participation in school-sponsored extracurricular activities including athletics shall apply to high school students in the West Haven Public Schools.

To be eligible for participation in extracurricular activities, a student must earn an average of not less than a C (2.0 unweighted) with no more than one F. Eligibility will be determined by
grades earned at the close of the previous marking period. For freshmen, eligibility will be based upon their most recent report card. Students must meet the C (2.0 unweighted) rule regardless of the course level.

At the principal's discretion, there may be a one-time exception to the C (2.0 unweighted) rule in a student's career. If a student does not have a C (2.0 unweighted) or has more than one "F", but meets CIAC eligibility regulations, the student may be offered one of the following options to earn the right to participate in an extracurricular activity. A student may use only one of these options (but not both) in his/her high school career.

Option 1: Probation
1. Student must present a detailed plan to the principal to return his/her grades to C (2.0 unweighted) or greater. This must include plans for:
   a) attending tutoring;
   b) obtaining extra help from classroom teacher;
   c) monitoring progress;
   d) documenting efforts with commentary from tutors, teachers, or other individuals with first-hand knowledge of the student’s progress.

2. If the student does not have a C (2.0 unweighted) at progress report time, he/she will lose the privilege of participating in extracurricular activities.

3. The student must be at, or above, a C (2.0 unweighted) at the end of the marking period. If the student is not at, or above, a C (2.0 unweighted) at the end of the marking period, the student loses privileges to participate in extracurricular activities.

4. At this point, the student has used his one-time exception for his career. From this time on, this student must maintain a C (2.0 unweighted) in order to participate in any extracurricular activities.

Option 2: Reinstatement
At the principal’s discretion, the principal may offer a student reinstatement to an extracurricular activity if the student has an average of a C (2.0 unweighted) or greater after the progress report. The following details apply:
1. A student must present to the principal a plan to maintain his/her grades at a C (2.0 unweighted) or above. The plan must include:
   a) attending tutoring;
   b) obtaining extra help from classroom teachers;
   c) monitoring progress toward goal;
   d) a method of documenting efforts including a provision for commentary from tutors, teachers or other individuals with first-hand knowledge of the student’s progress;

2. If a student has earned a C (2.0 unweighted) at progress report time, the student may join the team or extracurricular activity.

3. The student must continue his/her plan to end of the marking period.
4. If the student is not at or above a C (2.0 unweighted) average at the end of the
marking period, the student loses privileges to participate in extracurricular activities.

Parents and students will be notified of the academic requirements for eligibility as well as the support structures available to students.


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**POSITIVE SAFE SCHOOL CLIMATE**

**HARASSMENT, DISCRIMINATION AND BULLYING PROHIBITED**

The Board of Education does not discriminate based upon race, color, national origin, religion, sex, sexual orientation, gender identity and expression, disability, marital status or age against its students and staff.

The Board prohibits acts of bullying, harassment, or discrimination. A safe and civil environment in school is necessary for individuals to work, learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both an individual's ability to perform and a school's ability to educate its individuals in a safe environment; and since individuals learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

**Definitions:**

**Bullying is:**

The repeated use by one or more students of written, oral or electronic communication, such as cyberbullying, directed at or referring to another student attending school in the same school district, or a physical act or gesture by one or more students repeatedly directed at another student attending school in the same school district that:

a) Causes physical or emotional harm to such student or damage to such student's property;

b) Places such student in reasonable fear of harm to himself or herself, or of damage to his or her property;

c) Creates a hostile environment at school for such student (bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate);

d) Infringes on the rights of such student at school; or

e) Substantially disrupts the education process or the orderly operation of a school.

**Anti-Bullying Program:**

The Board has adopted a multi-faceted anti-bullying program that includes the adoption of a Safe School Climate Plan to be implemented in each school in the district, the appointment of a Safe School Climate Specialist in each school, the designation or establishment of a Safe School Committee in each school and the appointment by the Supt. of Schools of a District Safe School Climate Coordinator.

The Safe School Climate Plan is incorporated into Policy 5131.911 which may be accessed on the Board and individual school websites and is available at each district school or at the Board offices. The plan includes, but is not limited to, annual parental and student notification of the complaint process, in-service training for all school employees, reporting requirements of all school employees, offering separate meetings with school personnel and parents of both victims and perpetrators, requirements for case by case intervention for victims and perpetrators that may include counseling and discipline, establishment of
safety support plans for victims, annual provision of the safe school climate plan to all school employees, allowance of anonymous reports of bullying by students only, distribution of biannual climate assessments, adoption of a prevention and intervention strategy and requirements for notification of verified instances of bullying to parents of the victim and perpetrator within 48 hours of the completion of an investigation, and procedures for the maintenance of reports and investigations of bullying and the maintenance of a log of verified incidents of bullying.

**Harassment** may take many forms, including but not limited to verbal or written acts, name calling, graphic statements, pictures, or other conduct that may be physically threatening, harmful, or humiliating and may occur through the use of written, verbal or electronic communications. Harassment includes sexual harassment which is defined as any unwelcome conduct of a sexual nature. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

For full definitions of harassment, discrimination and bullying and to access the entire safe school climate plan refer to the Positive Safe School Climate Policy.

**Reporting:**
A standardized form is to be used by students, parents, staff or others to make a written report of either harassment, discrimination or bullying. This form is available on the district website, at the Board offices, at each district school available through the school’s safe school climate specialist, and may also be obtained through a district civil rights coordinator.

**Bullying:**
Reports of suspected bullying against a West Haven Public School student by another student(s) in the school district that either occurs on school property, at any school sponsored-function or activity whether or not it occurs on school grounds, on a school bus, bus stop or on a school owned or leased vehicle are to be reported by a student, parent, school employees or other individuals to the safe school climate specialist at the student’s school or to the appropriate district civil rights coordinator directly. Incidents occurring outside of school involving students in the school district may be actionable if a case-by-case determination by the safe school climate specialist or civil rights coordinator confirms that the alleged conduct either creates a hostile environment at school for the student, infringes on his/her rights at school or substantially disrupts the educational process or the orderly operation of school. Reports of bullying will be investigated by a Safe School Climate Specialist or his designee and resolutions determined in accordance with the District’s Safe School Climate Plan and any additional guidelines issued by the Superintendent of Schools or his designees, as well as in accordance with state and federal law.

**Harassment or discrimination:**
If any student, parent or employee feels he/she has been the victim of discrimination or harassment by an adult or student, he/she should seek the help of the appropriate Civil Rights Coordinator, or their Safe School Climate Specialist. The Safe School Climate Specialist shall be responsible for referring the complainant to the appropriate coordinator for investigation when discrimination/discriminatory harassment is alleged.

Grievance procedures are provided below for complaints under Title VI, Title VII, Title II and Section 504 and will be followed in instances when a complaint of harassment, discrimination, or bullying is based upon race, color, national origin, religion, sex, sexual orientation, gender identify or expression, disability, marital status or age and constitutes allegations of an actionable civil rights violation.

**Grievance Procedures for Discrimination/Discriminatory Harassment**
The following grievance procedure shall be utilized by any student, parent or employee in making a complaint or inquiry concerning alleged discrimination, harassment, or Section 504 complaint in the West Haven Public Schools. Officials shall be governed by this procedure:
Level I: The complainant shall discuss the alleged discriminatory act or practice with the appropriate Civil Rights Coordinator, Safe School Climate specialist or the individual closest to the daily decision-making level. This will normally be a principal, teacher, counselor, department chairperson, head custodian or cafeteria manager. If satisfaction cannot be achieved through informal discussion, the following procedure must be initialed.

Level II: The complainant shall, within forty (40) calendar days of the alleged incident, on forms provided, put the complaint in writing and file it with either the Safe School Climate Specialist at his/her school or the appropriate Civil Rights Coordinator. Complaints lodged with a Safe School Climate Specialist adjudged by him/her to contain allegations of discrimination/discriminatory harassment must be promptly forwarded to an appropriate Civil Rights Coordinator. Within five (5) working days of receipt by the Civil Rights Coordinator a conference must be held. The Civil Rights Coordinator should interview the complainant and consider all documents offered before rendering a response. Within five (5) working days following the conference, the complaint must be resolved to the satisfaction of both parties or be referred to the Superintendent of Schools. Within five (5) working days, the Civil Rights Officer shall notify the Superintendent and must notify the complainant of this notification. The Board will be apprised by the Superintendent of any grievance reaching Level II.

Level III: Within ten (10) working days after receipt of such complaint, the Superintendent must hold a hearing; and within five (5) working days of the hearing, resolve the complaint, negotiate a long-term solution or refer the matter to the Board of Education for consideration.

Level IV: The Board of Education, Superintendent and the Civil Rights Officers shall proceed in accordance with appropriate laws or regulations.

If harassment is found, immediate and appropriate action will be taken to stop the harassment and deter its recurrence. The Board is committed to providing a safe educational environment free from discrimination.

In addition to the internal complaint procedures set forth herein, complaints of discrimination and/or discriminatory harassment can be reported to:

Office for Civil Rights
U.S. Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111
Fax: 617-289-0150; TDD: 877-521-2172
Email: OCR.Boston@ed.gov
http://www2.ed.gov/about/offices/list/ocr/complaintintro.html

Employees who wish to report discrimination complaints may report to:

Connecticut Commission on Human Rights and Opportunities
25 Sigourney Street
Hartford, CT 06106
Telephone: 860-541-3400
Connecticut Toll Free 1-800-477-5737
Fax: 860-246-5068; TDD: 860-541-3459
http://www.ct.gov/chro/site/default.asp
The following is a list of safe school climate specialists by school as well as a list of district civil rights coordinators:

**Safe School Climate Specialists:** Gary Palermo, Principal, Pagels School 26 Benham Hill Rd, West Haven, CT 06516  203-931-6840  

**District Safe School Climate Coordinator:** Jolene Barnes, Personnel Director, PO Box 26010, West Haven, CT 06516  203-937-4300 ext. 7129  

**District Civil Rights Coordinators:** Jolene Barnes, Personnel Director, P.O. Box 26010, West Haven, CT 06516  203-937-4300 ext. 7129  

**Title VI Coordinator:** Jolene Barnes, Personnel Director, P.O. Box 26010, West Haven, CT 06516  203-937-4300 ext. 7129  

**Title VII Coordinator:** Jolene Barnes, Personnel Director, P.O. Box 26010, West Haven, CT 06516  203-937-4300 ext. 7129  

**Title IX Coordinator:** Jolene Barnes, Personnel Director, P.O. Box 26010, West Haven, CT 06516  203-937-4300 ext. 7129  

**Title II Coordinator:** Jolene Barnes, Personnel Director, P.O. Box 26010, West Haven, CT 06516  203-937-4333  

**Section 504 Coordinator:** Joseph Lucibello, Director of Pupil Services, P.O. Box 26010, West Haven, CT 06516  203-937-4333

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**West Haven Board of Education Drug and Alcohol Policy #5131.6**

**Students 1.6(a)**

**Drug and Alcohol**

Drug/Mood Altering Substances/Alcohol - shall include any alcohol or malt beverage, any drug listed as a controlled substance, chemical, abused substance or medication for which a prescription is required under the law, and/or substance which is intended to alter mood.

Examples of the above include, but are not limited to: beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look alike substances and any capsules or pills not registered with the nurse, annotated within the student’s health record and given in accordance with the School district policy for the administration of medication to students in school. (See subdivision (8) of section 10-433 of C.G.S. and section 30-1 of Liquor Control Act.)

Support System – is a multi-disciplinary team composed of school personnel (teacher, staff, administrators, nurses, counselors) and other members of the community. This team has been trained to understand and work on the issues of chemical use, abuse, and dependency and will play a primary role in the identification and referral process of students and employees coming to their attention through the procedures outline in this policy.

**Students 1.6 (b)**

**Drug and Alcohol**

**Rules and Regulations**
Professional School Personnel – those employees specified in Section 10-154 (a), (b), and (c) of the General Statutes

Distributing – deliver, sell, pass, share or give any alcohol, drug or mood altering substance, as defined by this policy, from one person to another or to aid therein.

Cooperative Behavior – shall be defined as the willingness of a person to work with staff and school personnel in a reasonable and helpful manner, complying with requests and recommendations of the numbers of the support system.

Uncooperative Behavior – is resistance or refusal, verbal, physical or passive, on the part of a person to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit, and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendation of the members of the support system.

Drug Paraphernalia – includes any utensil or item which in the school’s judgment can be associated with the use of drugs, alcohol, or mood alternating substances. Examples include but are not limited to roach clips, pipes and bowls.

Drug and Alcohol Distribution in the School
School personnel are forbidden to act in a law enforcement capacity. All individuals suspected of drug or alcohol distribution on school property or at a school sponsored activity must be reported to the principal who, after determining that distribution has occurred, will call a law enforcement official.

In all cases of emergency or of clear danger, the school will cooperate with the police.

Whenever a student is expelled for the sale or distribution of drugs or alcohol, the student will be referred for counseling and rehabilitation. The name of the student will be sent to the commissioner of education within thirty (30) days after the student is expelled. Whenever the Board of Education notifies a student between the ages of sixteen (16) and eighteen (18) or the parents/guardians of such students that an expulsion hearing will be held, the notification will include a statement that the Board is not required to offer an alternative educational opportunity to any student who is found guilty of offering for sale or distribution alcohol or controlled drugs on school property or at a school sponsored activity.

School Guidelines
As an integral part of the West Haven School System Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood altering substances and alcohol related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood altering substances and alcohol related incidents. The West Haven School System will provide a safe and healthy environment for students and employees with due consideration for their legal rights and responsibilities. The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

1. A student or employee who on school grounds, during a school session, or anywhere at a school-sponsored activity, is under the influence of alcohol, drugs or mood altering substances or possesses, uses, dispenses, sells or aids in the procurement of alcohol, narcotics, restricted drugs, mood altering substances, or any substance purported to be a restricted substance or over the counter drugs shall be subjected to discipline pursuant to the provisions and procedures outlined below.

2. Professional school personnel shall refer people suspected of being users, possessors, or sellers of an alcohol, drug or mood alternating substance to the building administrators, or any member of
the Support Team who will then inform the building administrator, except when such information is obtained under the confidentiality procedures of Section 10-154 of the Connecticut General Statutes.

3. Within 24 hours of receiving this information, the building administrator, using the assistance of the Support Team, shall gather and document all relevant facts and information including the date, time and place alcohol, drug abuse, nature of that abuse, physical and emotional effects on the person involved, location of any alcohol/drugs seized, results of analysis of said alcohol/drugs, witnesses present, and any other information which may be relevant to a decision with regard to this person.

**Emergencies**

If a student’s condition or behavior creates an emergency situation which may be due to drug or alcohol activity, the actions toward the student should be channeled through the school nurse under the direction of the Principal.

A professional staff person perceiving a student to be under the influence of alcohol, drugs or other substances will immediately notify the Principal and the school nurse giving all pertinent information. It is advisable to have someone remain to assist the nurse to begin the necessary telephone contacts while she is caring for the person. After the nurse’s assessment of the persons’ condition, he/she shall proceed to take whatever measures seem most appropriate.

I. Give immediate necessary First Aid

II. Ascertain, if possible, name, amount and dosage of drug ingested

III. Contact the Poison Control Center 1-800-222-1222 (If person is unconscious, attempt to arouse, but give nothing by mouth).

IV. Contact 911 for appropriate transportation to a Hospital emergency Room. Contact closest listed next of kin.

V. Contact emergency Room to advise them of person’s condition, name, age, parent’s name and telephone numbers; name, amount of dosage of drug ingested, if know, and expected time of arrival. (it is advisable, in severe emergencies, to make plans for person to be transported to a Hospital Emergency Room rather than to a physician’s office for medical treatment).

The school nurse will advise the school Principal of the severity of the emergency.

A. If it is determined that a student under the influence of drugs or alcohol is in need of immediate medical attention, the student will be transported to an area hospital and the parent/guardian notified.

B. If immediate medical attention is not required, the parent or guardian will be called and asked to take the student home.

Written records of the incident will be kept in the Principal’s confidential file.

Follow up procedures should begin as soon as possible after the emergency phase subsides. If it has been necessary to remove the person because of condition to a hospital/physician, after the person is treated and returns to school, the procedure as outlined below under First and Second violation, whichever is pertinent, will be followed.

Students treated for emergencies related to alcohol or drug abuse will be suspended from school.

Students suspended from school for possession and/or use of a controlled drug or alcoholic beverage are required to meet with student’s parent/guardian, a guidance counselor, department of student services mental health professional, and school nurse. Corrective plans will be recommended and the parents/guardian notified in writing at the time of suspension. Arrangements for further follow-up contact will be made. Immediately after the person receives necessary emergency care, the administrator shall record all of the relevant facts including his/her observations, and the nurse shall record his/her finding and assessment.
In the event that a student is hospitalized for alcohol, drug, or substance abuse related problems, the planning and placement team will convene and consult with the student’s medical and/or psychiatric advisers, his/her parents or guardians and, if feasible, with the student to plan an individualized education program. The Board of Education will assume legitimate educational costs.

The student will remain on the individualized education program until such time as medical opinion, the planning and placement team, the parents/guardians, and the student conclude it is not longer necessary. Readmission to schools will be on the advice of the student’s medical or psychiatric consultant(s).

**Instruction**

The professional staff shall become more aware of the problem, and become more expert in recognition of the symptoms of such use. Annually, teachers in each grade shall emphasize the effect of alcohol, nicotine, tobacco, and drugs on health, character, and personality development wherever appropriate in the health education program and such other contexts which touch on the subject.

It is desired that the administration make use of in-service training sessions for both certified and non-certified staff in order to achieve the goals of this board-adopted regulations, and that full cooperation with community agencies be given wherever such cooperation can work to the advantage of the student.

**Legal References**

- Connecticut General Statutes
  - 10-16(b) Prescribed courses of study
  - 10-19 Effect of alcohol, nicotine or tobacco and drugs to be taught.
  - Training of Personnel
  - Study of Prevention Programs
  - Report of Findings and Recommendations
  - 10-154(a) Professional Communication between Teacher or Nurse and Student
  - Surrender of Physical Evidence Obtained from Students
  - 10-220(b) Policy Statement on Drugs
  - 10-221(d) Boards of Education to Prescribe Rules
  - 10-223 (d) Expulsion of Pupils
  - Hearing Formats
  - Age Limitation for the Provisions of an Alternative Educational Opportunity; exceptions
  - 21(a)-240 Definitions (8) Controlled Drugs
  - 21-(a)-277 Penalty for Illegal Manufacture, Distribution, Sale, Prescription, Dispensing
  - 21(a)-278 Penalty for Illegal Manufacture, Distribution, Sale, Prescription or Administration by non-drug dependent person

Regulation approved: April 5, 1999, West Haven Public Schools, West Haven, Connecticut
<table>
<thead>
<tr>
<th>Situation/Category</th>
<th>Immediate Action</th>
<th>Investigation</th>
<th>Notification of Parent/Guardian</th>
<th>Notification of Police</th>
<th>Disposition of Substance</th>
<th>Discipline/Rehabilitation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person is suspected of drug or alcohol use. No violations or physical evidence</td>
<td>Person is informed of available help and encouraged to seek assistance</td>
<td>Limited to help from the Support Team</td>
<td>Limited to behavior problems</td>
<td>N/A</td>
<td>N/A</td>
<td>Referral to the Support Team</td>
</tr>
<tr>
<td>Person contacts staff member on behalf of another person</td>
<td>Person is encouraged to get person with Problem to personally seek help</td>
<td>Limited to help from the Support Team</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Referral to the Support Team</td>
</tr>
<tr>
<td>Person volunteers information about personal drug and alcohol use and seeks help</td>
<td>Person is informed of services and encouraged to seek help</td>
<td>Limited to help from the Support Team</td>
<td>Only with the consent of the student, unless there is a clear and imminent danger</td>
<td>N/A</td>
<td>N/A</td>
<td>Referral to the Support Team</td>
</tr>
<tr>
<td>Person has a drug or alcohol related medical emergency</td>
<td>Nurse summoned immediately. Person transported to medical facility</td>
<td>Administrat or investigates; may include a search of person, locker and other possessions</td>
<td>Notification in case of health problem or medical emergency</td>
<td>Yes</td>
<td>Analysis will be made</td>
<td>Discipline under first or second offences procedures. Phone numbers of certified agency(s) must be provided</td>
</tr>
<tr>
<td>Person possessing drug paraphernalia. No evidence of use</td>
<td>Administra tor is summoned. Parapherna lia is confiscated. Anecdotal report made</td>
<td>Person, locker, possessions searched. Confiscation of substance(s)</td>
<td>Yes</td>
<td>Yes</td>
<td>Analysis if warranted</td>
<td>Required meeting with Support Team. Phone numbers of certified agency(s) must be provided</td>
</tr>
<tr>
<td>Person possesses, uses, or is under influence. First offense, cooperative behavior</td>
<td>Administra tor is summoned, Staff member writes anecdotal</td>
<td>Person, locker, and possessions are search. Confiscation of substance</td>
<td>Yes, parent/guardian conference is arranged as soon as possible</td>
<td>Yes</td>
<td>Analysis will be made</td>
<td>Informal hearing if student 5-10 day suspension, if employee, suspension</td>
</tr>
</tbody>
</table>

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</thead>
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<tr>
<td>Person possesses, uses, is under the influence at a school related activity on or off school property</td>
<td>Chaperone will contact the group advisor or administrator</td>
<td>Person, locker, and possessions are searched. Confiscation of substance.</td>
<td>Yes</td>
<td>Yes</td>
<td>Analysis will be made</td>
<td>Parent may pick up student, or student may be sent home at parent expense. Employee will be handled by police. Further discipline will follow per first or second offence procedures.</td>
</tr>
<tr>
<td>Person is caught again possessing, using, or under the influence</td>
<td>Chaperone will contact the group advisor or administrator</td>
<td>Person, locker, and possessions are searched. Confiscation of substance.</td>
<td>Yes, requested to come to administrator’s office immediately.</td>
<td>Yes</td>
<td>Analysis will be made</td>
<td>Informal hearing 10 day suspension. Formal hearing for expulsion or termination of employment. Return to school only after assessment by a lic, abuse facility and compliance with recommend of facility</td>
</tr>
<tr>
<td>Person is distributing a drug, alcohol or controlled substance</td>
<td>Chaperone will contact the group advisor or administrator</td>
<td>Person, locker, and possessions are searched. Confiscation</td>
<td>Yes, requested to come to administrator’s office immediately.</td>
<td>Yes, in order that they may take further action</td>
<td>Analysis will be made</td>
<td>Informal hearing 10 day suspension. Formal hearing for</td>
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**Wellness Policy**

The West Haven Board of Education recognizes the importance of a coordinated school health model and student achievement. The West Haven Board of Education is committed to a school environment that promotes the health, well being, and academic success of students. This commitment is evidenced by a school environment that enhances learning and encourages development of lifelong wellness practices.

**Administrative Regulations**

**Nutrition Education and Promotion:**

1. Schools will provide sequential nutrition education to foster lifelong habits of healthy eating.
2. Professional development and training opportunities will be available to staff.
3. Nutrition information will be offered throughout the school.
4. Students will receive positive messages about healthy eating from school personnel. Staff should model healthy eating habits.
5. Staff is encouraged to integrate nutritional themes and the health benefits of good nutrition into daily lessons.
6. The district nutrition policy shall reinforce this education and help students practice skills in a supportive school environment.

1. The West Haven Board of Education shall provide physical activity and physical education aligned with the Connecticut Physical Education Framework that provides students with the knowledge and skills to develop a physically active lifestyle.
2. Physical education classes and physical activity opportunities shall be available for all students.
3. As recommended by the National Association of Sport and Physical Education (NASPE), school leaders of physical activity and physical education shall guide students through a process that will enable them to achieve and maintain a high level of personal fitness through the following:
   - Expose students to a wide variety of physical activities.
   - Teach physical skills to help maintain a lifetime of health and fitness.
   - Encourage students to self-assess their physical activity and set personal goals.
   - Focus student attention on personal best rather than product.
   - Physical education/health instructors shall serve as role models.
4. It is recommended that students receive at least 100 minutes of physical activity each school week.
5. Physical education shall not be taken away from students as a form of punishment.
6. Students at the elementary level should have the opportunity to participate in daily recess and physical activity.
7. Students shall not be denied recess period(s) as a form of punishment unless there is no alternative consequence.
8. During inclement weather, students may participate in a physical fitness recess period.
9. The West Haven Board of Education shall provide co-curricular physical activity programs, including intramural and interscholastic athletic programs. Students shall be encouraged to participate in such programs.
10. Some form of physical activity may be incorporated into classroom lessons.

Nutrition Standards for School Foods and Beverages:
1. The West Haven Board of Education supports the philosophy of the National School Lunch and Breakfast Programs and shall provide wholesome and nutritious meals for students.
2. All competitive foods and beverages sold or served during the school instructional day will progressively meet the recommended nutrition standards published by the Connecticut State Department of Education, Child Nutrition Program.
3. When foods or beverages are available for purchase by students during the instructional school day, foods or beverages sold or served shall include nutritious, low-fat foods and drinks, water, natural fruit juice, fresh or dried fruits. (PA 04-224, Section 10-221.)
4. Based on Connecticut PA 04-224 Section 10-215, any group, such as the PTA, school store or clubs may not sell or distribute food or beverage anywhere on school premises from 30 minutes prior to the start of the National School Lunch Program up until 30 minutes after the end of the last lunch wave. Any income from the sale of such food or beverage distributed anywhere on the school premises during this timeframe must accrue to the food service account.

Other School–Based Activities to Promote Student Wellness:
1. Vending sales of candy will not be permitted on school grounds at any time.
2. Vending sales of soda or artificially sweetened drinks to students will not be permitted on school grounds when school lunch programs are operating.
3. The non-vending sale of soda or artificially sweetened drinks to students will not be permitted on school grounds both prior to the start of the school day and throughout the instructional day.
4. Healthy food choices or non-food items should be used for learning incentives.
5. It is recommended that healthy food choices or non-food activities will be used for classroom celebrations.
6. All food used by teachers/staff for parties and celebrations should be chosen in collaboration with the building principal and should support the wellness guidelines.
7. The district should ensure the integrity of the school meals program by prohibiting food sales/parties for students held during school hours, which are in direct conflict with the National School Lunch Program.
8. Organizations operating concessions at school functions should strive to include some healthy foods in their choices. It is recommended that these groups market healthy options at a lower profit margin to encourage student selection.

Lunchroom:
1. Students should have access to hand washing before eating lunch.
2. Schools will strive to provide an environment that is safe and comfortable.
3. Schools will allow ample time (at least 20 minutes) and space for eating meals.
4. Schools will implement rules for safe behavior that are consistently enforced.
5. Appropriate supervision will be provided at lunch and recess.

Fundraising Activities:
1. Any fund-raising activity requires administrative approval.
2. Non-food items such as books, wrapping paper, candles, etc. should be considered instead of candy or unhealthy food items.

Family and Community Involvement:
1. Materials related to nutrition and physical activities are made available to families.
2. Families are encouraged to promote participation in the school meal program. If their children do not participate in the school meal program, families should provide their children with healthy snacks/meals.
3. Students shall be encouraged to participate in daily physical activity outside of school.
4. School staff should collaborate with outside agencies and community groups to provide opportunities for student projects related to nutrition and physical activity.

**Communication and Promotion**
1. The Wellness Policy will be shared with school staff, families, and community agencies through the district website, the food service menu, school and PTA newsletters, programs and pamphlets.
2. The Wellness Policy will be published using local media.

**Program Evaluation**
At the district level the following procedures shall be used to evaluate the effectiveness of the wellness policy:
1. A district wellness committee shall be established for the purpose of implementing and monitoring a wellness policy, evaluating policy progress, serving as a resource, and for making recommendations for policy.
2. The membership of the committee shall include the Supervisor of Health Services, Food Service Director, parent representative, administrative representative, physical education and/or health representative, Board of Education representative, and a student representative.
3. The committee shall meet a minimum of once annually. Additional meetings may be scheduled as needed.
4. The policy shall be reviewed, at least annually, to determine if it meets current district needs, state and federal requirements, and promotes healthy eating and physical activity.

**Legal Reference: Connecticut General Statutes**
10-16b Health Education -Prescribed courses of study
10-221a Physical Education – High School graduation Requirements
10-221o Physical Activity – Lunch Periods and Recess
10-215b-1 Food & Beverages – Competitive Foods.
10-215b-23 Food & Beverages – Income from the sale of food items.
10-221p Food & Beverages – Boards to make available for purchase nutritious, low-fat foods an drinks.
10-266w Food & Beverages - School breakfast grant program.
Section 19-13-B42 of the Regulations for Connecticut State Agencies
Section 111 of Public Law 108-265 School Food Safety Program
USDA Regulations 7CFR 220.8 School Breakfast Program
7CFR 210.10 National School Lunch Program
210.11 (a) (2) Competitive Food Services
Policy Adopted: 5/15/06 WEST HAVEN PUBLIC SCHOOLS
West Haven, Connecticut
Authorization for the Administration of Medications By School Personnel

Connecticut State Law and Regulations require an authorized prescriber’s (physician, dentist, optometrist, advanced practice registered nurse, or physician’s assistant and for interscholastic and intramural athletic events only, a podiatrist) written order and parent or guardian’s authorization for a nurse to administer medications or, in the absence of the nurse, qualified school personnel to administer medications. Medications must be in the original properly labeled container and dispensed by a physician or pharmacist.

**PRESCRIBER’S AUTHORIZATION**

Name of Student ________________________ Date of Birth: __________________

Condition for which drug is being administered:
____________________________________________________________________

Drug/generic name: ___________________ Dose: __________________ Route: ______________

Time of administration: _________________ Frequency, if PRN: ____________________________

Relevant side effects: [ ] None expected [ ] Yes (Specify): ________________________________

ALLERGIES: [ ] NO [ ] YES (Specify) __________________________________________________

Medication shall be administered from (date) __________________ to (date) __________________

Medication needed for Field Trip: _____yes_____no  Medication to be given on half day: ______yes______no

Prescriber’s Name/Title: __________________________ Phone #: __________ Fax #: __________

Address: __________________________________________________________________________

Signature: __________________________________________ Date: ________________________

**PARENT/GUARDIAN AUTHORIZATION**

I hereby request that the above ordered medication be administered by school personnel. I understand that I must supply the school with no more than a 3 month supply of medication. I understand that this medication will be destroyed if it is not picked up within one week following termination of the order or the last day of school, whichever comes first. I grant permission for the school nurse to exchange information with this prescriber regarding the administration of this medication.

Parent/Guardian’s Signature: __________________________ Date: ________________________

Telephone (home) ___________________________________________ (work) __________________

**SELF ADMINISTRATION OF MEDICATION AUTHORIZATION/APPROVAL**

Self-administration of a medication may be authorized by the prescriber and parent/guardian for certain medications. Authorization must be presented to the school nurse in accordance with Board policy and district nursing protocols.

Prescriber’s authorization for self-administration: [ ] Yes [ ] No __________________________

Date: __________________________ (signature)

Parent/Guardian authorization for self administration: [ ] Yes [ ] No __________________________

Date: __________________________ (signature)

School nurse approve for self administration: [ ] Yes [ ] No __________________________ Date: __________________
West Haven School System Acceptable Usage Policy (Revision 1.01 10/2/97)
Technology and Instruction
Responsible Use Agreement for Electronic Information Resources Grades 6 - 12

I, _____________________________________________, as a user of the West Haven School District’s electronic information resources and computer networks, have read and will abide by the Electronic Information Resources Policy of the West Haven Board of Education and with the following pre-conditions of my use:

1. I will use electronic information resources only for educational and research purposes and only as those purposes are consistent with the educational objectives of the West Haven Board of Education.
2. I will use electronic information resources in a responsible, ethical, and legal manner at all times.
3. I will use electronic information resources only with the permission of a staff member.
4. I will be considerate of other electronic information users and their privacy; and I will use polite and appropriate language at all times while accessing and using these resources.
5. I will not give out any personal information about myself or anyone else while using these resources, other than my first name and school e-mail address.
6. I will make responsible decisions while accessing and using these resources.
7. I will not knowingly degrade or disrupt electronic information resources, services, or equipment, and I understand that such activity may be considered to be a crime; and includes, for example, tampering with computer hardware and software, vandalizing or modifying data without permission, invoking computer viruses, attempting to gain access to restricted or unauthorized networks or network services, or violating copyright laws.
8. I will immediately report any problems or breaches of these responsibilities, or any inappropriate messages received, to my teacher or to the school personnel who are supervising my use of these resources.
9. I will act responsibly at all times and will avoid all other activities that are considered to be inappropriate in the non-electronic school environment.
10. If I do not follow these rules, I know that I may lose my privileges to use the computers at school, that I may be disciplined for not following the rules, and that I may have to pay for any damages I cause by my misuses of these resources.
11. I am aware that the inappropriate use of these resources can be a violation of local, state, and federal laws, and that I may be prosecuted for violating those laws.

Signed: ___________________________ Date: ___________________________
(student)

Parental Consent
__YES, I give the West Haven School District my permission to allow my child to access and use electronic information resources for educational and research purposes.

I have read this Responsible Use Agreement and the Board’s Electronic Information Resources Policy and have explained and discussed its importance with my child. I understand that prior to my child’s use of these resources; he/she will be instructed by school staff in the use of these resources and will also be instructed to follow the Board’s Electronic Information Resources Policy.
I understand, and I explained to my child, that he/she may lose his/her privilege to use these resources at school and may face disciplinary action if he/she does not follow this Agreement and the Board’s Policy. I understand that I may be held liable for costs incurred by my child’s deliberate misuse of electronic information resources or of the District’s electronic equipment or software programs.
I understand that the West Haven School District has limited control over the content of the information available on the Internet. I understand that the District will employ filtering programs, access controls, and active supervision by staff to protect students from any misuses and abuses as a result of their use of the District’s electronic information services. I also understand that these controls, filters, and monitors are not foolproof and that my child may access material that I might consider controversial and offensive. I will not hold the Board liable for materials my child obtains from these electronic information resources.

__NO, I will not grant my child permission to access and use electronic information resources for educational and research purposes.

Signed: ___________________________ Date: ___________________________
(Parent or guardian)
West Haven High School
Application for Community Service Credit

Read and complete this entire page. Any missing information may result in your application being denied.

Name: _______________________________ Year of Graduation: __________________

1. Fill in all information regarding your proposed site:
   - Name of group/agency: __________________________________________________________
   - Group/agency address: __________________________________________________________
   - Group/agency phone number: ________________________________
   - Supervisor of activity: __________________________________________________________

Is this a school related activity? (Circle one)   YES  NO

2. Describe, in detail, what services you plan to perform for this group/agency.

   Date your service started: __________________________

   Date your service ended: ___________________________

   Total Hours: ______________________________________

   Brief description of activity:
   ______________________________________________________________________________
   ______________________________________________________________________________

By signing this form, you certify that…
   - The hours above were completed for no pay.
   - The hours above will not be used elsewhere.

   Student Signature: _______________________________ Date: _________________________

   School Counselor: _______________________________ Date: _________________________

   Supervisor Signature: _____________________________ Date: _________________________

TO BE COMPLETED & SUBMITTED WITHIN TEN (10) DAYS OF PARTICIPATION IN COMMUNITY SERVICE.
WHHS Student Parking Agreement

It is a privilege to drive to WHHS and park on campus. This privilege is reserved for seniors only.

YOU MUST BRING THE FOLLOWING WITH YOU IN ORDER TO PURCHASE A PARKING PERMIT
1. Car registration (for the car you drive daily); car must be registered in the name of parent, guardian or self.
2. Valid driver’s license.
3. Proof of insurance (current, not expired).
4. STUDENT ID
5. $5 CASH (no checks or money orders)

Student Parking Application-Consent to Search-Waiver of Liability

1. I agree that it is a privilege, not a right, to have a WHHS student parking permit, to drive or to park on the campus of West Haven High School. I agree that if I fail to comply with WHHS policy or the conditions contained in this application, WHHS will immediately suspend or revoke my parking permit and parking privilege.
2. I agree that the student parking decal I am issued and the parking lot is the property of WHHS.
3. I hereby waive any expectation of privacy in ANY VEHICLE (and its contents) that I drive or park on a WHHS campus. I give consent and authorize WHHS employees, agents, and any law enforcement officer of any agency located within the State of Connecticut, to open and search any vehicle and its contents that I drive or park on a WHHS campus at any time, without prior notice or additional consent and without my knowledge or presence. I specifically waive the provisions of Connecticut Statute (CGS §) 10-221 (d) and consent to the use of animals, such as dogs, trained to detect weapons or drugs. I agree that WHHS and all law enforcement agencies are hereby released and held harmless from all liability, claims, or damages, connected in any way with the search of the vehicle while on a WHHS campus, or the removal of a vehicle as provided herein.
4. I understand that if I refuse to cooperate with the search of a vehicle pursuant to this agreement, WHHS may have that vehicle towed or removed from the school’s campus at the owner’s expense.
5. I agree that WHHS and its officers, agents or employees, and any and all law enforcement personnel shall not be responsible and are released from liability of any theft, loss or damage to my property or vehicles while on a WHHS campus.
6. I understand that the parking decal must be hung and displayed on the rear view mirror of the car.
7. I understand that the parking permits are non-transferable. If lost or stolen, the student will be responsible for purchasing another decal at the cost of $5.
8. Once students arrive at school and park on campus, no one is allowed to enter the car until the school day is finished.
9. Students must leave their cars immediately upon parking them on campus. No sitting in vehicles allowed.
10. The administration has the right to suspend or revoke a parking permit for violation of school or district policy, including unexcused and/or excessive absences, tardies, failing grades or excessive suspensions.
11. Cars are not lockers. You will not be able to access books or materials stored in your vehicle during the day.
12. Failure to follow this rule may result in revocation of your parking permit.
13. No parking is allowed on sidewalks, no parking zones, fire lane or in spaces marked RESERVED.
14. I agree to follow the state, county, and city driving laws, including reporting accidents, following the posted speed limit, etc. Failure to follow driving laws will result in immediate suspension of the parking privilege.
15. I understand that the speed limit for the parking lot is 5mph. Reckless or dangerous driving will result in revocation of parking permit.
16. I agree to follow all verbal instructions of the security office in charge of the parking lot.
17. I UNDERSTAND THAT THE PARKING PERMITS ARE NON REFUNDABLE. NO EXCEPTIONS.

By signing this form, I agree to adhere to the policies stated on this form.

________________________________________________________________________
Student Printed Name                                          Student Signature                                      Date              Yr of Grad

________________________________________________________________________
Parent Printed Name                                          Parent Signature                                      Date

Obligations Clear          ☐Yes          ☐No

Office Staff signature/Print last name

Parking Permit # ______    Space# _________              Sold by: ________________________
WHHS STUDENT VEHICLE REGISTRATION FORM

Student Vehicle Information
(for vehicle authorized to park in designated parking space)

DRIVER’S INFORMATION
Driver’s Name _________________________________
License # ___________________________ Exp. Date _________
Address: ________________________________
Home Phone: __________________________ Cell Phone: _______________________
Year of Graduation: ______________________

VEHICLE INFORMATION
Vehicle #1
License Plate ________________________________
Year _____ Make ______________ Model___________ Color ___________

Vehicle #2
License Plate ________________________________
Year _____ Make ______________ Model___________ Color ___________

INSURANCE INFORMATION
Insured’s Name __________________________________________
Insured’s Address: _________________________________________
Insured’s Home Phone: __________________ Insured’s Cell Phone: __________________
Insurance Company _________________________________________
Insurance ID # ______________________________

Signature
I __________________________, do hereby attest that the information given above is
(print full name here)
complete and accurate to the best of my knowledge. I will also be responsible for contacting
West Haven High School if any changes or updates occur.

_____________________________ (sign here) ______________________________ (date)

For Office Use Only
Student Parking Permit #: ____________________

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Student Name/Last: _____________________ First: ____________________

School: West Haven High School

The Parent Student Handbook for your child's school configuration (elementary, middle, or high school) is located on the West Haven Public Schools Website at www.whschools.org.

1. Acknowledgement of Receipt

☐ By checking this box, I acknowledge my review of the West Haven Public Schools 2019-2020 Parent and Student Handbook, as published online. I have read the selected policies of the West Haven Board of Education contained therein and have reviewed them with my child.

2. Authorization to Photograph (check only one of the boxes below)

☐ I give permission for my child to be photographed or videotaped for the purpose of visually depicting a program or activity for a presentation or publication.

☐ I do not give permission for my child to be photographed or videotaped for the purpose of visually depicting a program or activity for a presentation or publication.

3. On Campus Recruitment (High School only - check only one of the boxes below)

☐ I give my permission to release the name, address and telephone number of my child to recruiters for the military.

☐ I do not give my permission to release the name, address and telephone number of my child to recruiters for the military.

Today’s Date ………………………………..

☐ I need a printed copy of the Parent and Student Handbook. I will return an Acknowledgement of Receipt after reviewing the printed copy.

_________________________________________  ______________________________________
Student’s Name (please print above)           Student’s Signature (above)

_________________________________________  ______________________________________
Parent/Guardian Name (please print above)    Parent/Guardian Signature (above)