

# **WHEELER HIGH SCHOOL/ WHEELER MIDDLE SCHOOL STUDENT HANDBOOK 2023-2024**

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***HOME OF THE LIONS***  
297 Norwich-Westerly Road  
North Stonington, CT 06359  
*www.northstonington.k12.ct.us*

## **School Phone Numbers**

Main Office: (860) 535-0377  
Counseling: (860) 535-0377 x2150  
Fax: (860) 535-1117  
Attendance: (860) 535-0377 x8  
Superintendent: (860) 535-2800  
Student Services: (860) 535-4451  
Facilities: (860) 535-2800 x2177  
M&J Bus Co: (860) 535-8051  
Aramark Food Services: (860) 535-2800 x4305

## **School Hours**

Normal: 7:45 am - 2:25 pm  
Early Closing: 7:45 am - 12:00 pm  
Two Hour Delay: 9:45 am - 2:25 pm

## **Significant North Stonington Board of Education Policies/Programs**

All North Stonington Public School Policies are posted on the North Stonington Board of Education website. If you do not have access to a computer, please contact Central Office at (860) 535-2800.

Administration follows all Board of Education policy. The policies reflected in our handbook are selected because they are the ones that most significantly affect our students and families. Please understand though, that all policy components may not necessarily be present in this handbook but that at any time, full language can be located on the district website.

Dear Students and Parents/Guardians:

Welcome back to all of our returning Wheeler Families! We would especially like to welcome our incoming 7<sup>th</sup> graders and their families just entering our school community for the first time! We would also like to welcome our incoming Preston and Voluntown students and are so excited that they chose Wheeler as their high school experience! We are excited about the prospect of a new year and look forward to coming back together as a Wheeler family.

At Wheeler, our mission continues to *work in partnership with families and community, to provide students with the education that will best help them to live a life of accomplishment and satisfaction in a complex and changing world.* This mission continues to be embedded in all of our educational programs at Wheeler. Whether you are new to our school or you are a returning member of our community, your presence at Wheeler as an active and engaged citizen is highly valued. Wheeler High School/Middle School is a superb institution of higher learning. We offer a challenging academic curriculum, fine athletic and arts program and we provide opportunities for all of our students to have a real voice within our school community. We make it a goal at Wheeler to provide our students with opportunities to attain all of their future goals and aspirations. On behalf of our faculty and staff, I extend a warm welcome to each of you with sincere wishes for an enjoyable and successful school year.

Wheeler is a wonderful place that is rich with history and tradition. It is our goal for all students to be challenged meaningfully, to grow personally and to achieve academic, athletic, and artistic success while also gaining a level of civic fulfillment. The staff members at Wheeler are dedicated individuals who are committed to helping make this happen for every student, and in partnership with the families and community, we have every reason to believe that it can happen.

All communities have rules and expectations of behavior and Wheeler High School/Middle School is no different. Within this handbook, we have tried to chronicle all the major expectations and procedures we have that enable us to thrive and prosper together. It is very important for you to read this handbook thoroughly, because with a clearer understanding of what the school expectations are, we can better cohere as a school community.

I want to wish you all the best for the 2023-2024 school year! Please know that at Wheeler, there is always someone here to help you. Whether it is our school counseling office, our administrative team, our teachers, our coaches- someone will always be there to lend a hand when one is needed. **#weareWHEELER**

Our doors are always open to students and families. Please contact us if you have any questions. Have a great school year. Make every day count!

Kristen St. Germain  
Principal

Allison Reyes  
Associate Principal

# **WHEELER HIGH SCHOOL WHEELER MIDDLE SCHOOL HANDBOOK ACKNOWLEDGEMENT School Year 2023-2024**

**By signing this acknowledgement, I am voluntarily agreeing that:**

- I have reviewed the online version of the Wheeler High School/Wheeler Middle School Handbook;
- I understand that the Wheeler High School/Wheeler Middle School Handbook contains a number of rules governing student behavior and provides that students may be disciplined for violating many of these rules, including being suspended or expelled from school;
- I have had a chance to read and review the Wheeler High School/Wheeler Middle School Handbook
- I have reviewed and discussed the Wheeler High School/Wheeler Middle School Handbook with my child; and
- I understand and accept the contents of the Wheeler High School/Wheeler Middle School Handbook.

**Parent or Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Parent or Guardian Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Student Name:** \_\_\_\_\_

## **Wheeler High School/Wheeler Middle School Faculty and Staff**

### **Board of Education**

Mrs. Christine Wagner, Chair  
Mr. Alex Karpinski, Vice Chair  
Mr. Bryan Burdick  
Mrs. Stephanie Mastroianni  
Mrs. Lisa Mazzella  
Mr. Phillip Mendolia  
Mr. Stanley Stefanowicz  
Ms. Jamie Towle-Weicksel,  
Secretary

### **Administration**

Mr. Troy Hopkins, Superintendent  
Mrs. Kristen St. Germain, Principal,  
Wheeler High/Middle School  
Mrs. Allison Reyes, Associate  
Principal of Wheeler  
Mr. Robert Cillino, Principal, North  
Stonington Elementary School  
Mrs. Alison Mullane, Student  
Services Director

### **Secretarial Staff**

Mrs. Cara Salegna, Administration  
Secretary  
Mrs. Melody Melia, Attendance  
Secretary  
Mrs. Emily Knowles, Counseling  
Secretary/PowerSchool Director

### **Paraprofessional Staff**

Mrs. Deb Karpinski  
Mrs. Kim Harrington  
Mrs. Karla McAdams  
Mr. Caleb Bogue  
Mrs. Stephanie Forbes

### **Building Substitutes**

Miss Margot Paynter  
Miss Nicole Yakaitis  
Ms. Diana Serra  
Miss Lydia Markett  
Miss Emma Smith

### **Student Services/Counseling**

Miss Nancy Liner, School  
Counselor  
Mrs. Jayme Hansen, School  
Counselor  
Mrs. Carley Higginbotham, School  
Psychologist  
Miss Cailin Sorder, Social Worker  
Mr. Ryan Austin, Special  
Education  
Ms. Amy Tobin, Special Education  
Ms. Keyokah Mars-Garrick,  
Special Education  
Mrs. Jessica Kessler, RN

### **English Department**

Mrs. Jessica Cawley  
Mr. Joseph Cawley  
Mrs. Marybeth Tavares  
Ms. Kathryn McGuire  
Miss Faith Parker  
Mrs. Kristine Charles  
**Mrs. Natasha Zannelli, Reading  
Specialist, Program Supervisor**

### **Science Department**

Mrs. Jen Welborn  
Mr. Andreas Connal-Nicolaou  
Mr. Michael Shugrue  
**Mrs. Meghan Mason, Program  
Supervisor**  
Mrs. Rebecca Costello

### **Social Studies Department**

Mrs. Shannon Curioso  
Mr. William Heughins  
Mr. Seth Mann  
Mr. Marc Tardiff  
**Mrs. Kimberly Haggerty,  
Program Supervisor**

### **Math Department**

Mr. James Cervini  
Mr. Tom Dinoto  
Mr. David Grande  
Miss Adrianna Lublin  
Mrs. Nancy Staub  
Mrs. Jennifer Mitchell, Math  
Interventionist  
**Mrs. Kim Van Horn, Program  
Supervisor**

### **World Language**

Ms. Paloma Autran  
Mrs. Janet Devaux  
Mrs. Cheryl Dutrumble

### **Unified Arts Team**

Mrs. Sarah Booker, Art  
Miss Haley Smith, Art  
Mr. Carl Weber, Physical Education/  
Health  
Mrs. Ellen Turner, Physical  
Education  
Mr. Stephan Bailey, Physical  
Education/Health  
Ms. Liz McCusker,  
Computer/Business Education  
Mr. Christopher Zyrilis, Business  
Education  
Mr. David Bradanini  
**Ms. Noel Devine, Technology  
Education, Program Supervisor**  
Mrs. Annie Oosterwyk, Library  
Media Specialist  
Mrs. Olivia Black, Chorus  
Mr. Sean McCormick, Band



**A WHEELER GRADUATE**  
*demonstrates aptitude in the  
following school-wide expectations:*

**ACADEMIC  
EXPECTATIONS**

Analysis  
Collaboration  
Communication  
Literacy

**SOCIAL/CIVIC  
EXPECTATIONS**

Resiliency  
Respect  
Responsibility

## MISSION

The Mission of Wheeler High School/Middle School, in partnership with families and community, is to provide students with the education that will best help them to live lives of accomplishment and satisfaction in a complex and changing world.

## CORE VALUES

We are committed to the belief that ALL children are capable and have a fundamental right to attain high levels of educational achievement so they can lead highly rewarding lives and demonstrate responsible citizenship.

We believe that in order to have the largest impact upon student learning and to provide opportunity for high level achievement, it must start with the instructional core, specifically through:

- Changing the role of the students in the instructional process to be active participants;
- Ensuring a high level of complexity of the content within the curriculum;
- Supporting the knowledge and skill development of teachers; and
- Assessing student work using our school-wide rubrics and using the data to drive instruction across ALL grade levels and departments.

We believe that in order to ensure an environment for continuous improvement we must constantly review and improve systems and structures so our focus can remain on learning for ALL students.

## SCHOOL-WIDE RUBRICS

Academic Expectation: **ANALYSIS**

Name (first & last): \_\_\_\_\_

Date work completed: \_\_\_\_\_

DOMAINS	PROFICIENCY	RATING			EVIDENCE
<b>Usage of Resources</b>	- Able to select a variety of appropriate resources/strategies to use to arrive at a solution for a question, task or problem	Approaching	Meets	Exceeds	
<b>Application and Analysis</b>	- Analyzes key information, questions/tasks and problems - Makes inferences based on background knowledge, observations and/or information to arrive at a solution	Approaching	Meets	Exceeds	
<b>Organization and Evaluation</b>	- Evaluates according to a given set of criteria - Collects, organizes and communicates information in an appropriate format	Approaching	Meets	Exceeds	
<b>Synthesis and Reflection</b>	- Evaluates process and validity of results to create new ideas and/or draws appropriate conclusions based upon knowledge and experiences from several areas	Approaching	Meets	Exceeds	
<b>Utilization of Technology (if applicable)</b>	- Demonstrates an appropriate use of technology to address an objective or task when applicable	Approaching	Meets	Exceeds	

OVERALL SCORE	Description	Other
<b>Exceeds</b>	Went above and beyond the expectation	Work was completed independently <b>Y N</b>
<b>Meets</b>	Met the expectation	
<b>Approaching</b>	Approaching the expectation	Assessment at grade level <b>Y N</b>

Academic Expectation: **COLLABORATION**

Name (first & last): \_\_\_\_\_

Date work completed: \_\_\_\_\_

DOMAINS	PROFICIENCY	RATING			EVIDENCE
<b>Awareness of Self</b>	- Monitors and adjusts own behaviors in order to contribute to group success	Approaching	Meets	Exceeds	
<b>Awareness of Others</b>	- Works interdependently toward the achievement of group goals	Approaching	Meets	Exceeds	
<b>Accountability</b>	- Demonstrates awareness of social expectations - Exhibits appropriate behavior	Approaching	Meets	Exceeds	
<b>Application of Technology (if applicable)</b>	- Understands the capabilities of technology in collaboration - Demonstrates skill in its use when applicable	Approaching	Meets	Exceeds	

OVERALL SCORE	Description	Other
<b>Exceeds</b>	Went above and beyond the expectation	Work was completed independently <b>Y N</b>
<b>Meets</b>	Met the expectation	
<b>Approaching</b>	Approaching the expectation	Assessment at grade level <b>Y N</b>

Academic Expectation: **LITERACY**

Name (first & last): \_\_\_\_\_

Date work completed: \_\_\_\_\_

DOMAINS	PROFICIENCY	RATING			EVIDENCE
Purpose and Focus	<ul style="list-style-type: none"> <li>- Clearly states main idea</li> <li>- Focus is maintained throughout content-area assessment</li> </ul>	Approaching	Meets	Exceeds	
Comprehension and Analysis	<ul style="list-style-type: none"> <li>- Understands key concepts in content-area reading</li> <li>- Draws inferences and conclusions</li> <li>- Supports interpretation with a variety of sources</li> </ul>	Approaching	Meets	Exceeds	
Organization and Structure	<ul style="list-style-type: none"> <li>- Sequence of ideas is clear and coherent in written and/or oral expression</li> </ul>	Approaching	Meets	Exceeds	
Evidence and Explanation	<ul style="list-style-type: none"> <li>- Uses evidence to make inferences and support ideas</li> <li>- Explains and interprets main ideas in oral/written form</li> <li>- Synthesizes material to support ideas</li> </ul>	Approaching	Meets	Exceeds	
Presentation and Media	<ul style="list-style-type: none"> <li>- Work is presented correctly with proper mechanics</li> <li>- Special attention given to overall presentation using technology when applicable</li> </ul>	Approaching	Meets	Exceeds	

OVERALL SCORE	Description	Other
<b>Exceeds</b>	Went above and beyond the expectation	Work was completed independently <b>Y N</b>
<b>Meets</b>	Met the expectation	
<b>Approaching</b>	Approaching the expectation	Assessment at grade level <b>Y N</b>

Academic Expectation: **COMMUNICATION**

Name (first & last): \_\_\_\_\_

Date work completed: \_\_\_\_\_

DOMAINS	PROFICIENCY	RATING			EVIDENCE
Purpose/Audience	<ul style="list-style-type: none"> <li>- Communicates appropriately for a variety of situations</li> </ul>	Approaching	Meets	Exceeds	
Clarity	<ul style="list-style-type: none"> <li>- Expresses ideas clearly in a well-organized fashion</li> </ul>	Approaching	Meets	Exceeds	
Variety	<ul style="list-style-type: none"> <li>- Communicates using content area language within various means of expression</li> </ul>	Approaching	Meets	Exceeds	
Impact	<ul style="list-style-type: none"> <li>- Communication meets purpose of intended audience/group</li> </ul>	Approaching	Meets	Exceeds	
Application of Technology (if applicable)	<ul style="list-style-type: none"> <li>- Understands the capabilities of technology in communication and demonstrates skill in their use when applicable</li> </ul>	Approaching	Meets	Exceeds	

OVERALL SCORE	Description	Other
<b>Exceeds</b>	Went above and beyond the expectation	Work was completed independently <b>Y N</b>
<b>Meets</b>	Met the expectation	
<b>Approaching</b>	Approaching the expectation	Assessment at grade level <b>Y N</b>

**Social/Civic Expectations: RESPECT, RESPONSIBILITY, RESILIENCY**

Name (first & last): \_\_\_\_\_

Date: \_\_\_\_\_

S1    S2    (circle one)

DOMAINS	PROFICIENCY	RATING	Student	Teacher	EVIDENCE/COMMENTS
<b>Respect</b>	- During Advisory/Club time, student respects self and all rules, persons/property/ opinions and differences of others	Approaching    Meets    Exceeds			
<b>Responsibility</b>	- Shows an ability to act independently and is accountable for all actions during Advisory/Club time	Approaching    Meets    Exceeds			
<b>Resiliency</b>	- Shows an ability to adapt appropriately both socially and academically to Advisory/Club activities and topics	Approaching    Meets    Exceeds			

OVERALL SCORE	Description
<b><i>Exceeds</i></b>	Went above and beyond the expectation
<b><i>Meets</i></b>	Met the expectation
<b><i>Approaching</i></b>	Approaching the expectation



# GENERAL SCHOOL POLICIES AND PROCEDURES

## **ADVISORY PROGRAM**

*Mission Statement: The Advisory Program of Wheeler High School/Wheeler Middle School will provide the opportunity for every student to feel safe, known, heard and respected. Advisory will facilitate and build caring relationships based on open communication, trust and respect.*

The Advisory Program at Wheeler is a time when students can check in with their advisory support person each day. Advisory activities will be scheduled throughout the year, and will focus on themes that align with our social/civic expectations at Wheeler. These activities are designed to promote positive interactions between students and staff and are created to nurture a strong climate and culture at Wheeler. Advisory will also provide opportunities for students to mentor and work collaboratively with other staff members for extra support or to participate in extra-curricular clubs and activities. All students are expected to be present in their assigned Advisory classrooms during the scheduled Advisory times and unexcused absences will be dealt with by the administration.

**Advisory** is another opportunity for students to feel connected to a staff member at Wheeler. Our advisory schedule will run on Mondays and Thursdays and will periodically cover important topics from our School Counseling Office.

## **AFTER-SCHOOL TIME**

Students who remain after school beyond 2:25 pm must be **supervised by an authorized adult**. All school rules apply during this time period. A late bus is available two days a week for those students staying after school for an authorized activity. Students may not leave school grounds and then return to ride the late bus. Middle School students participating in athletics should report immediately to practice after school. If practices are at a later hour, students should plan to stay with a teacher, or go home until their scheduled practice begins. Students may not wait in the Gymnasium for practices to begin. **ALL STUDENTS MUST BE SUPERVISED!**

## **ATTENDANCE AND TRUANCY POLICIES** (BOE Policy #5113 and #5113.2)

Attendance Connecticut state law requires parents to cause their children, ages five through eighteen inclusive, to attend school regularly during the hours and terms the public school is in session. Parents or persons having control of a child five years of age have the option of not sending the child to school until ages six or seven. Mandatory attendance terminates upon graduation or withdrawal with written parent/guardian consent at age seventeen.

A student is considered to be "in attendance" if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion should always be considered absent. A student not meeting the definition of "in attendance" shall be considered absent.

Classroom learning experiences are the basis for public school education. Time lost from class is lost instructional opportunity. The Board of Education requires that accurate records be kept of the attendance of each child, and students should not be absent from school without parental knowledge and consent.

Chronically absent child: An enrolled student whose total number of absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

Excuses Note: The use of the state approved definitions of "excused" and "unexcused" absences are for state purposes for the reporting of truancy. Districts are not precluded from using separate definitions of such absences for their internal uses such as involving decisions on areas such as promotion and grading. A student's absence from school shall be considered "excused" if written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

- A. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.
- B. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:
  1. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
  2. Student's observance of a religious holiday;
  3. Death in the student's family or other emergency beyond the control of the student's family;
  4. Mandated court appearances (documentation required);
  5. The lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation required);
  6. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance.

- C. A student's absence from school shall be considered unexcused unless:
1. The absence meets the definition of an excused absence and meets the documentation requirements; or
  2. The absence meets the definition of a disciplinary absence, which is the result of school or District disciplinary action and are excluded from these State Board of Education approved definitions.

When the school in which a child is enrolled receives no notification from a parent or other person having control of the child is aware of the child's absence, a reasonable effort shall be made by school personnel or volunteers under the direction of school personnel to notify by telephone and by mail such parent or other person having control of the child.

#### Unexcused Absence

An unexcused absence occurs when a student is out of school beyond the first nine (9) absences, parent documentation is not provided for the first nine (9) absences and the absences does not meet one of the excused absence reasons listed above.

#### Tuancy

"Truant" shall mean a student age five to eighteen, inclusive, who has four unexcused absences in any one month, or ten unexcused absences in one school year.

#### Tardy to Class

If a student is more than twenty-five (25) minutes late for class, other than because of a school-sanctioned event, he or she will be considered absent from class.

#### Limit on Total Number of Absences

No student will receive course credit after having been absent from that course for more than 20 class periods for a full year course and 10 class periods for a semester course during the school year excluding excused absences.

#### Notification Procedures

Parents/guardians will be notified when a student is considered chronically absent or truant as well as when a student has accumulated one-half (10) full year or five (5) half year, of the maximum allowed number of total absences for a particular course excluding excused absences.

Using PowerSchool, it is the responsibility of the student and parent to monitor student attendance.

#### Appeal Procedures

1. Any student who has accumulated more absences than allowed under this policy, and who is thus threatened with loss of credit in a particular course or courses, may appeal to the attendance committee, which consists of the Associate Principal, school nurse, attendance secretary, and four other faculty members for a waiver of the applicable provisions of this policy. A statement of the reason or reasons, which the student feels, warrants the waiver, shall accompany the appeal. Upon receipt of the appeal, the committee will meet with the student, and if requested, the student's parents/guardians. Any information, which the student feels justifies the granting of the appeal, may be presented to the committee for consideration. The committee, in determining whether a waiver is justified, shall determine whether the student has exhibited outstanding effort or performance in the class and also shall consider the reasons for the absences, state and federal law and the need to accommodate disabilities and other factors deemed relevant.

2. Any student whose appeal of a loss of course credit has been denied by the committee may request a review of such denial by the building Principal.

Seniors that appeal credit will lose end-of-year Senior Privileges.

#### Applicability to Special Education Students

The provisions of this policy shall be applicable to all high school students, including special education students and students identified pursuant to #504 of the Rehabilitation Act of 1973, provided, however, a planning and placement team, in developing an educational plan for the student, may waive all or parts of this policy if deemed educationally appropriate.

#### Middle School Attendance (Grades 7 – 8)

A maximum of twenty (20) absences (excused or unexcused) will be permitted without academic penalty. Students who exceed the maximum twenty (20) days may be considered for non-promotion. In an effort to inform parents/guardians of the importance of regular school attendance the school will:

1. Inform the parent/guardian in writing after ten (10) absences are recorded.
2. A meeting will be scheduled with the parent/guardian after fifteen (15) absences are recorded.
3. A letter will be sent to the parents/guardians after twenty (20) absences have been recorded, indicating that the child may be considered for non-promotion.

### Tardiness to School

After the 5th tardy per quarter, students will be issued an after-school office detention. Seniors will lose Senior Privileges once they accumulate more than 5 tardies per quarter for the rest of the quarter. After the 10<sup>th</sup>, 15<sup>th</sup>, ...tardy, students will be issued two after-school office detentions. Students who are continuously late, even after these consequences are issued, will be required to attend a meeting with their parents to discuss a plan of action to change the behavior and will receive an additional consequence as deemed appropriate by the Associate Principal.

\*Please Note: Any student absent from school, or not in attendance for four (4) hours during the school day, may not attend, participate in, or be on school grounds for any school-sponsored activity that day without administrative approval. Any student suspended from school may not attend or participate in any school-sponsored activity on the day of suspension until the morning of the next school day.

### **ATTENDANCE AND EXTRA CURRICULAR ACTIVITIES**

Students participating in extracurricular activities such as clubs or sports must be in school for a minimum of four (4) hours to participate on the day of a scheduled event or athletic contest. If there is a scheduled early dismissal, students should be in attendance for half of that abbreviated day. If activities fall on a weekend, the student must attend school for a minimum of four (4) hours the Friday before. Exceptions are made on a case by case basis and medical appointments, college visits and DMV appointments with documentation are considered excused and do not count towards this school rule.

### **BRING YOUR OWN DEVICE (BYOD)** (BOE Policy #6141.328)

The North Stonington Board of Education is committed to aiding students and staff in creating a 21<sup>st</sup> Century learning environment. Therefore, students and staff will be permitted to access the District's wireless network with their personal devices during the school day. With teacher and parent/guardian approval, students may use their own devices to access the internet and collaborate with other students. All specific information on the BYOD Policy is available on our website.

### **CANCELLATION OF SCHOOL / DELAYED OPENINGS / EARLY DISMISSALS**

If weather conditions require that schools will be cancelled, a Power Announcement call will be made to each household. Please be sure to update your contact information in PowerSchool. Announcements will also be made on local radio and television stations no later than 6:00 A.M.

Two (2) Hour Delayed Openings: Weather conditions may dictate the need to delay the starting time of school. When this occurs, a Power Announcement call will be made to each household. Delayed opening announcements will also be found on local radio and television stations no later than 6:30 A.M. Bus pick-up times will be adjusted accordingly.

Early Dismissals: In an emergency situation, early dismissals are the most difficult because many parents have to make alternate arrangements for childcare. If this were to occur, a Power Announcement will be made, the times of the early dismissals will be posted on our website, and the dismissal will be announced on the local radio and television stations.

**Please note:** If school is canceled or dismissed early, all extra-curricular activities are also canceled for that afternoon and evening.

### **CELL PHONES**

In an effort to create a safe, productive environment, we added an addendum to our existing BYOD (Bring Your Own Device) acceptable user policy at Wheeler. We certainly respect that students live in a digital era, and we will continue to utilize this advancement in technology in our classrooms, but with some specific differences for Middle and High School students.

ALL high school students are permitted to carry their cell phones and access them at lunch and during study hall time each day. Middle school students are not permitted to have their phones out at any point unless a teacher grants permission for a specific use. However, during class time, all student will be asked to place their phones in the classroom phone holders at the front of every classroom in Wheeler. Students will have an opportunity during each class to take a break and access their phones at a time denoted by the classroom teacher, but will have to return their phones to the holder when the teacher asks.

Teachers can grant permission for phone use on an individualized basis, but again, the expectation is that phones are placed in the holders during the majority of class. We are working very hard to support our student's wellbeing, and from surveying all of our stakeholders, have heard loud and clear that our students need a formalized break from their screens.

1. Cell phones must be placed in the cell phone holders in each classroom when they enter their classrooms;
2. Cell phones can only be used in study hall if a student is NOT ON the D and F list;
3. Students should not be talking on cell phones at any time unless they come down to the main office to make an emergency call. School phones are available in our main office if a student needs to call home at any time and we encourage this practice if needed;

4. Cell phones should not be used to record or photograph students or teachers without their permission. If this occurs, students will be disciplined appropriately and will automatically lose their privilege of carrying a cell temporarily as deemed appropriate by school administration;
5. Cell phones will remain in the cell phone holders when students use the bathroom or locker room in an effort to prevent photos or video from happening there. A student caught recording with a cell phone in any of these areas will receive appropriate disciplinary action including a possible in-school suspension; and
6. Cell phones must be in the cell phone holders during assessments or exams and cannot be used as calculators during such assessments.

**Cell Phone Progressive Discipline Approach: If a student does not place their phone in the holder upon entering classroom:**

**First offense:** Teacher warning and the opportunity for student to correct the behavior by putting the phone in the cell phone holder.

**Second offense:** Student will receive a Level 1 consequence from his or her classroom teacher and will have to put phone in the cell phone holder. Teacher will contact home.

**Third offense:** Student will receive a Level 2 consequence from the main office and will have to turn their cell phone in to the office each school day throughout the remainder of the marking period. Administration will contact home.

**Additional offense:** Phone required to be turned in to the main office for the remainder of the school year and can result in an ISS or the possible loss of senior privileges.

**DRESS CODE** (BOE Policy #5132)

We would like to begin by letting you know that one of the most driving principles behind our dress code at Wheeler is that we want students to understand there is a time and place for everything. We want students to think about concepts like dressing for success and have modified our dress code to reflect this idea. This is not driven by our personal beliefs, but instead, by what we are trying to teach our students about respect, responsibility and resiliency. We continue to work hard to update our dress code and to make sure that we are not targeting body image and creating a self-esteem issue for our students. We are asking staff to have private conversations with students who they feel are violating dress code. If a staff member is not comfortable doing so, they can request administration to have that conversation. We are not calling out students in front of their peers regardless of how insignificant a violation. Instead, we are taking the time to speak privately to give our students an opportunity to rectify the violation with minimal disturbance to their day. See the updated guidelines below:

Any clothing, in the opinion of the faculty and administration that disrupts the educational process can be a violation. The final decision as to what is appropriate rests with the administration.

- Footwear must be worn in school at all times. Appropriate footwear for PE is sneakers only.
- Clothing or other personal items worn, that advertises, promotes, or expresses: discrimination against any classified group, bigotry, hate, violence, illegal activities, nicotine products, or alcohol are not permitted. Also, clothing and/or personal items that contain obscene language, explicit sexual references or sexual innuendos are not permitted.
- Sunglasses, unless medically required, may not be worn in school.
- Clothing must provide appropriate coverage.
- Tops/dresses should provide appropriate coverage and should run across the body from armpit to armpit.
- Torsos should not be exposed. If they are exposed, students may be asked to put on a jacket or sweatshirt.
- See-through or mesh garments must not be worn without appropriate coverage underneath.
- Hats/Hoods are teacher discretion in the classroom but MAY NOT BE WORN during testing.

Any student that violates the dress code will have the opportunity, without consequence, to change his or her attire to conform to the appropriate standard.

Parents will be contacted if a student refuses or is unable to change their attire and that student will receive a consequence as deemed appropriate by administration of staff. Repeat offenses will require parents/guardians to come in for a meeting with administration.

**Physical Education Dress Code:** Students are required to change into appropriate clothing for PE class and wear sneakers for class. Your PE teacher will establish guidelines pertaining to clothing. A medical excuse is required if a student is unable to participate in class due to an illness or injury. This medical excuse must be submitted to the nurse who will inform your teacher.

**EARLY DISMISSALS**

If a student must be dismissed before the close of school, a written request from the parent or guardian stating the reason for dismissal must be presented to the main office attendance secretary and the student will be given an early dismissal pass. At dismissal time, the student informs his/her teacher and reports to the office and signs out prior to leaving. The administration reserves the right to confirm any early dismissal with the parent/guardian or physician if necessary. Doctor, dentist, and business

appointments should be made after school hours whenever possible. Students are responsible for obtaining information regarding the work and assignments from classes that will be missed. Except for certain circumstances, students are to obtain that information before school that morning or prior to the day of early dismissal.

### **EXTRA HELP**

Students who are experiencing difficulty academically are urged to seek extra help. Teachers make every effort to be available after school, in order to assist students who wish to have or who need this help. We request that parents communicate with the team via e-mail concerning the need for extra help. Students and parents are encouraged to monitor student progress through the PowerSchool program to receive up to date information concerning on academics and attendance. There will also be times during our Monday and Wednesday Advisory blocks for students to make scheduled appointments with teachers for extra support.

### **FAMILY TRAVEL / VACATION**

Student's absence from class for purposes of family travel or vacation is a loss of valuable class time. If circumstances demand that students accompany their parents during the school year, disciplinary action will not be taken, but the number of days missed will be counted in the total number of days absent in determining course credit. Students are encouraged to talk with their teachers prior to missing school to obtain any assignments. Class work (such as science labs or presentations) may not be able to be made up. Students who plan to be absent should seek approval by speaking with an administrator prior to missing school.

### **FIELD TRIPS / CLASS TRIPS** (BOE Policy #6153)

A student's privilege of going on a field trip or an overnight class trip will be determined by a number of factors, such as attitude, academic performance, and disciplinary record. A student who has compiled a disciplinary record or who is experiencing academic difficulties, or who, for other reasons deemed inappropriate by the advisors, may not be allowed to go on field trips or overnight trips. The ultimate decision to deny a student this privilege will rest completely with the school administrators, after consultation with the teacher advisors/trip coordinator who are responsible for the trip. **Students are responsible for any missed work if they are on a field trip.**

#### **Class Field Trips Guidelines**

1. All students are expected to participate in field trips planned by their classroom teachers and be responsible for the curriculum presented.
2. All school rules of behavior apply on field trips. Students should remember that they represent their school, their families, and their community.
3. Financial arrangements for students who would otherwise not be able to attend may be made on a case-by- case basis through the administration.

#### **Overnight Field Trips Guidelines (BOE Approval necessary)**

1. Students will abide by all regulations throughout the trip or they may be sent home at the expense of the parents or guardians.
2. Night curfews will be set by the advisor and obeyed by all students.
3. Property destruction and theft will not be tolerated at any time. Breakage will be charged to those individuals responsible.
4. The purchase or use of alcoholic beverages or illegal drugs will result in the student being sent home at the expense of the parents or guardians. Further disciplinary action may be taken as per the discipline policy of the Board of Education.
5. Students will move about in groups and never be left alone at any time.
6. No person will be permitted to leave the hotel/motel once the group has returned for the night.
7. Student dress for day or evening activities will be by direction of the chaperones.
8. Behavior of all students will be positive and mature and reflect cooperation and courtesy toward each other and toward all chaperones.
9. The chaperones will make final decisions on any matter affecting the welfare of the students and the success of the trip. All laws of the United States apply.

### **FOOD DELIVERIES**

Food deliveries will not be accepted via the main office. If food is delivered by an outside agency such as Door Dash, Grub Hub...etc., the main office staff will leave it down on the table in the front office vestibule. They will not call students down to pick it up and students will not be permitted to pick it up to bring to a classroom.

### **LATE BUS PROCEDURES**

The North Stonington Board of Education provides a 4:00 p.m. late bus for students two days a week to use in order to provide students participating in after school activities the ability to get home. The late bus stops at the front entrance of Wheeler High School/Middle School. Students can only use the late bus if they are staying after for an approved extra-curricular activity (such as a sport or club). Students are to sign in on the bus and are required to follow the above procedures. The late bus is a privilege for the Wheeler Community.

## **LOCKERS FOR HIGH SCHOOL STUDENTS**

All high school students can request a locker through their class advisor. Middle School students are not issued lockers. This locker is owned by the North Stonington Board of Education. **It is the student's responsibility to see that his or her locker is kept locked and in order at all times.** Combinations must be kept confidential. The school has an obligation to maintain a proper environment. When there is suspicion of a condition that endangers the health, welfare, or safety of any student, the school not only has the right, but the obligation, to examine locker contents.

### **Hallway Locker Guidelines**

1. All high school students can reserve a locker if they want one. They secure this through their class advisors each fall.
2. Students are not to share their lockers with anyone.
3. The up-keep and cleanliness of the locker is the responsibility of the individual student. Damage to a locker will result in financial obligation.
4. Students should keep their lockers locked at all times as the school is not responsible for lost or stolen articles. Any damage to the lockers or lock must be reported to the Main Office.
5. Students may not change locker assignments without authorization from the Main Office.

### **Athletic Locker Guidelines**

Members of athletic teams are permitted to use designated gym lockers to store their personal items, including athletic equipment during the season they participate. At the end of the season, students must remove all personal property from the locker. Failure to do so will require the Athletic Department to remove all items.

**Locker Searches:** The Board of Education provides lockers as depositories for students' personal belongings and school-related materials. Students shall be responsible for maintaining lockers in an orderly and sanitary condition. Therefore, the Board of Education, through the school administration, maintains ultimate control over all student lockers. The school administration may open and examine any and all lockers without individualized suspicion at any time when such examination is in the best interest of the school system.

## **LOST AND FOUND**

Articles found should be deposited in an appropriate "Lost and Found" container. If a student does lose any items, he or she is encouraged to check first in the Main Office, and in the lost and found container located in the Commons. Unclaimed items turned in to the office, with the exception of books, will be given to a suitable charitable organization. An announcement will be made prior to the donation. Personal property loss/theft should be reported to the administration, upon which time an investigation and record of the circumstances will be made. The school is not responsible for articles taken from unlocked lockers. Periodically, the school reserves the right to empty the Lost and Found and send it to various non-profit organizations.

## **MEDIA CENTER** (BOE Policy # 6163.1)

The Media Center is located on the first level of the high school building. The media center is a quality educational facility with a variety of resources available to all students, staff, and faculty, including:

- Reference instruction and assistance on one-on-one and large group basis
- Interlibrary loan service for classroom and personal materials
- Print collection (fiction and nonfiction) of approximately 9,000 volumes, including a substantial periodical collection to meet research and recreational needs.
- Electronic books available in a variety of formats, including streaming, downloadable onto personal devices, and via circulating eBook devices.
- Extensive collection of audio books (cassette, CD, digital formats).
- Fiction and nonfiction videos and DVDs available for circulation and classroom use.
- Audio-video equipment including media projectors, laptop computers, webcams, iPods, digital cameras, and microphones.
- Internet-connected computers available for research and digital production
- Interactive whiteboard available for student and faculty use
- Photocopier, scanner, and laminator available
- Rotating displays of artwork created by students and community members

## **MEDITATION / PLEDGE OF ALLEGIANCE** (BOE Policy # 6115)

**Meditation:** Consistent with the mandate of State law, it is the policy of the Board of Education of North Stonington to provide an opportunity for each student and each teacher to observe a time of silent meditation. At such time those students and teachers

who wish may utilize such period for silent meditation. Any student who chooses not to engage in such silent meditation shall nevertheless remain quietly seated in the classroom. Any teacher who chooses not to engage in such silent meditation shall nevertheless remain in the classroom to provide professional supervision.

***Pledge of Allegiance:*** Each school within the district shall provide time each school day to recite the Pledge of Allegiance. Such recitation is voluntary consistent with the mandate of Federal and State law. If, because of some personal philosophy or belief, a student/staff member has made the decision not to recite the "Pledge," he/she may choose to remain silent. Non-participants are expected to maintain order and decorum appropriate to the school environment.

### **MENTAL HEALTH WELLNESS DAYS**

Students are permitted to take two (2) *Mental Health Wellness Days* during the school year that will be considered "excused."

**These days CANNOT be taken consecutively and a parent MUST call in such a day to the main office on the day that the student is taking the Mental Health Wellness Day.** Mental Health Wellness Days are considered a school day during which a student attends to their emotional and psychological well-being in lieu of attending school. Students may not use a mental health wellness day on any scheduled district Wellness Day.

### **MORNING ARRIVAL**

All students should be in their first period class no later than 7:45 a.m. each day. Students may enter the building at 7:30am each day and go directly to their first period class.

### **NORTH STONINGTON PARENT-TEACHER ORGANIZATION**

All parents, teachers, and administrators in the North Stonington School System are automatically members of the N.S.P.T.O. There are no formal registration requirements or dues. We are all working for the same goals:

1. To open the lines of communication between parents, teachers, students, administrators, the Board of Education, and residents
2. To work within the current system to improve the quality of education for the entire community

To achieve our goals, we need your help. By becoming active in the N.S.P.T.O., you will demonstrate your commitment to the education of our children, and you will be an informed, contributing partner in education.

### **ONE TO ONE (1:1)**

All high school students will have the option of receiving a Chromebook to use between home and school. Middle School students will have access to such devices during the school day, and with permission, will be able to take them home when necessary. Students are responsible to maintain proper use of such devices and are responsible for any damage to those devices. All parents/guardians/students will sign off on a form to receive these devices. This form will be handed out at the start of the school year. Students will not receive a device without a signed consent form.

### **PARENT PICK UP / DROP-OFF**

Parent Pick up and Drop off is located in the front of Wheeler High School/Middle School. The back entrance to the building is for staff entrance and for students who ride the bus. Please do not pick up or drop off your children at the back entrance of the school as this will cause traffic congestion for our buses.

### **PARENT-TEACHER CONFERENCES**

It is essential that regular, ongoing communication be maintained between the school and the parents of our students. Conferences to discuss student progress and/or concerns can be scheduled at any time during the school year by simply contacting the teacher and scheduling an appointment. Parents or guardians desiring to confer with any faculty member, administrator, or school counselor are encouraged to telephone the main office (860-535-0377) for an appointment. Upon arrival at school, the parent or guardian must report to the main office to obtain a visitor's pass. That pass must be worn while on school grounds and in any of the school buildings. There are two scheduled parent/teacher conferences each year at Wheeler in the fall and spring.

### **PHOTOGRAPHY/VIDEOTAPING OF STUDENTS** (BOE Policy #5131.111)

Throughout the school year, there may be occasions when your child's photograph or video image may be taken for our school newsletter, website, or local newspapers. For your child's safety and protection, we ask that you complete and return the permission slip included in the packet of paperwork received during registration or on the first day of school so we may be made aware of your wishes regarding this matter. If the permission slip is not returned, we will assume implied consent.

The Board of Education authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. The district shall notify staff and students through the proper handbooks that video surveillance may occur on district property. Video recordings may become a part of a student's educational record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

### **SIGN IN/OUT SHEETS IN CLASSROOMS**

At all times during the school day, each student is scheduled to be in a specific room. Whenever it is necessary to leave that room, the student is responsible for signing out and in when they return. Students who wish to speak with the school social worker or psychologist should make an appointment during study halls or in the morning before school.

### **STUDENTS RIDING THE ELEMENTARY BUS**

Students with elementary bus passes will be allowed to ride the bus at the elementary school when space on the bus is available and per Admin approval. Students using the elementary bus must follow these procedures:

1. Students must obtain a stamped elementary bus pass from the Wheeler High School/Middle School Main Office. No student will be allowed on the bus without a pass.
2. When their afternoon activity is over, students must report to the elementary school no earlier than 3:10 via the pedestrian underpass. The elementary bus will leave by 3:15.
3. Wait underneath the canopy in front of the main entrance.
4. Be polite and courteous and observe all school rules. Any disciplinary problems will be dealt with according to this Student Handbook.
5. Do not enter the North Stonington Elementary School without permission.
6. When your bus arrives, promptly board the bus, ask the bus driver where you should sit, and remain on the bus.

**Please Note:** Students may use the elementary bus when space is available. Riding the elementary school bus is a privilege and not a right. Students may be excluded from riding an elementary bus if there is no room available after all elementary students have a seat.

### **STUDENT SOCIAL EVENTS**

All social events involving the students are planned by student committees and supervised by the faculty sponsors of the classes, clubs, or activities. Students are expected to follow the Wheeler handbook and all regulations and policies listed during all social activities. Reservation for space and time for such events must be approved by the building principal and/or the Central Office for school calendar availability.

- All students attending an activity shall be restricted to the area of the activity. Any student leaving a school-sponsored event before it concludes will not be allowed to return.
- Possession, consumption, or being under the influence of alcoholic beverages or drugs during a student activity is not permitted. (see disciplinary code for consequences)
- The administration may establish regulations for the conduct of a student activity on a case-by-case basis consistent with Board policies.

### **TELECOMMUNICATIONS/INTERNET: ACCEPTABLE USE** (BOE Policy #6156)

Student use of the Internet and any other electronic information retrieval services is a privilege. Students may use the Internet and any other electronic information retrieving systems owned by the Board of Education only when supervised by a teacher or a paraprofessional. Further guidelines for the use of these electronic services can be found on the website in the policy manual.

### **TELEPHONE USE**

Students are allowed to use the Main Office phone for emergencies only. Calls home due to illness will be made by our nurse.

**Please discourage your child from calling you directly from a cell phone to be dismissed if they do not feel well.** Students who are not feeling well **MUST** be seen by our school nurse for such a dismissal. If it is necessary to leave a message for a child, contact the school office and the teacher will be notified. In the event of an emergency, students will be called to the office.

### **VISITORS**

On occasion, prospective students or foreign exchange students may be allowed to visit for a part of the school day after prior approval of the administration. **No past graduates should visit the school or the specific classroom during the school day without advanced permission from the school administration.** It should be strongly stressed that the facilities of the school are for the use of registered students of Wheeler High School/Wheeler Middle School only. Visitors involved in school business must obtain a visitor's badge in the Main Office before proceeding to their destination. These visitors will also have to submit a license so they can be checked through our RAPTOR program. These visitors will also be wearing a visible badge that identifies them. If you see an unfamiliar face without a badge, please approach them and direct them back to the main office. If you see suspicious person, please contact administration immediately. The Administration will report to the Police Department the name of anyone located in the school without such a pass if necessary.

### **WORKING PAPERS**

All individuals under 18 years of age must have working papers issued by the school for employment. Each applicant must appear in person with evidence of age and a written signed statement from the employer on his/her letterhead stating the conditions of employment. Please see the Central Office Administrative Assistant if you need working papers for your child



## **HIGH SCHOOL GENERAL SCHOOL POLICIES AND PROCEDURES**

### **NATIONAL HONOR SOCIETY** (BOE Policy #6145.51)

Selection to the National Honor Society is a privilege, not a right. Students **with a GPA of 3.7 (A-) are invited** to apply for membership during their junior year as well as during the fall of their senior year. Membership is granted only to those students selected by the NHS Faculty Council, by meeting the requirements of service, leadership and character. Besides submitting a completed application and essay, students must submit one faculty referral proving authentic leadership at Wheeler High School.

All students should understand that accountability for their actions plays an important role in the selection process for National Honor Society. Any student with a serious, documented violation of the WHS Code of Conduct (including but not limited to cheating, plagiarism, vandalism, drug and alcohol violations, and harassment) will be denied membership in the National Honor Society. In turn, violations of the WHS Code of Conduct will be grounds for dismissal from the National Honor Society.

### **SENIOR RELEASE**

This privilege, which grants seniors a certain amount of independence, requires parental permission.

Seniors who qualify will be allowed to eat lunch outside at the picnic tables, and leave school when their study halls fall at the beginning or end of each school day. This privilege has the following guidelines:

- **All seniors will start the school year with senior privileges once the signed permission slip is submitted to their class advisor.**
- **If a student has two study halls at the end of the day or two study halls in the beginning of the day, both study halls will qualify for Senior Release. Also, if seniors have a study hall at the beginning of the day and the end of the day, they may come in late and leave early on those days as well.**
- **All senior grades will be checked at the middle and end of each quarter. At these check points, if the student should have any D's or F's, they will lose this privilege for the remainder of the quarter. Students can also earn them back at this time as well.**
- **If a student hits their limit on tardies during a marking period, they automatically lose their senior privilege for the entire quarter.**
- **Students who have any major disciplinary infractions (Level 2) may also lose their privileges for the following marking period.**
- **Senior release is also up to the discretion of administration and can be taken away at any time by admin.**

Students must sign in directly with the attendance secretary no later than 5 minutes before the start of their first period class. They must also sign out before leaving the building at the end of the day if they are leaving early. **Seniors may not leave early on scheduled advisory days or special school days such as Wellness Day, Senior Project Day, and any scheduled testing days.**

### **STUDENTS DRIVING TO CAMPUS** (BOE Policy #5142.3)

Parking on school grounds is a privilege extended to students by the school administration. Students who park on the property of Wheeler High School/Wheeler Middle School do so **at their own risk**. The North Stonington Board of Education assumes no responsibility for damage to or theft from any vehicle parked or driven on WHS property. Students must register their cars by returning the appropriate form to the Main Office and obtain a parking pass **BEFORE** driving to school. Forms may be obtained from the Main Office.

Automobiles will not be used for any purpose during the school day. Once the student enters the school, he/she cannot return to their vehicle until the time of dismissal. No motor vehicle of any kind is to be driven or parked on the lawns, walkways, or athletic fields at any time. Automobiles illegally parked (fire lanes, handicapped spaces, faculty spaces, lawn, etc.) will be towed at the owner's expense. Students must park in their assigned areas: seniors out front and juniors in the back lot. Anyone parking in the DEEP lot, does so at their own risk of being towed as this is NOT Wheeler property.

Failure to obey all traffic regulations will mean loss of the privilege of parking on the school grounds and possible further disciplinary action. Some (not all) of the traffic regulations are:

1. **Speed limit—10 mph on school property**
2. **No “peeling out” or driving in a reckless manner**
3. **No passing buses at ANY time**
4. **Pedestrians have the right of way**

Violation of any of the regulations listed above, or any others deemed unsafe by school administrators, will mean loss of the privilege of parking as follows:

1st offense: one week

2nd offense: two weeks

3rd offense: remainder of the school year

### **STUDENT SOCIAL EVENTS – HIGH SCHOOL**

All social events involving the students are planned by student committees and supervised by the faculty sponsors of the classes, clubs, or activities. **Students should be reminded that these opportunities are privileges and that administration deems the right to deny access to such events based on significant disciplinary infractions.** Students are expected to follow all the school rules and policies during all social activities. Reservation for space and time for such events must be approved **by the Administration** for school calendar availability.

#### **Dance Guidelines:**

1. Wheeler High School students will be allowed one out-of-town guest. Students wishing to bring a guest to a Wheeler High School dance must return a Student Information Form to the Main Office on the Wednesday before the scheduled dance.
  - a) The guest is the sole responsibility of the student, and disciplinary action can result to a Wheeler High student for the behavior of the guest.
  - b) Student Information Forms **MUST** be signed by a parent and a school administrator if the guest attends another school
  - c) If a guest is out of high school, the Student Information Form **MUST** be signed by a parent and the driver's license number and date of birth of the guest must be written on the form.
  - d) All guests outside of high school will be run through our school RAPTOR program to identify any background issues that the school needs to be aware of.
  - e) Administration reserves the right to deny a guest ticket to anyone that has any background disciplinary action that is concerning to the safety of the Wheeler student body.
  - f) Guests over the age of 21 will not be permitted to a school dance.
2. No middle school students are allowed
3. Any student determined to have consumed alcohol or other drugs at the time he or she is admitted to the dance will be detained, reported to the police, and have his or her parents/guardians notified. Disciplinary action will be taken per Board of Education Policy.
4. Students who break school rules, or whose conduct is unacceptable, will be removed from the dance and their parents/guardians will be notified. Disciplinary action will be taken.
5. Student members of the organization sponsoring the dance are to assist in the setting up and cleaning up.
6. Once a person leaves the dance, he or she shall not be readmitted. No one will be permitted to loiter on the school grounds during or after a dance.
- 7. Students must attend school for a minimum of four (4) hours on the day of the social event or, in the case of a Saturday event, the student must attend school for a minimum of four (4) hours the school day prior to the social event.**
8. If an outsider creates a disturbance, or violates Board Policy or school rules, he or she will be removed and not allowed to participate in any future events. The student inviting a guest who creates a disturbance may be restricted from inviting guests to future activities.
9. Students must have a ride to and from the event. Parents should be at the school to pick up their child when the event is over.
10. Students must arrive at the dance within one half hour of the starting time unless prearranged in writing with an administrator. Anyone arriving more than one half hour after the start of the dance will not be admitted.

### **STUDY HALL**

HS Study halls are held in the Commons, unless they fall during our scheduled lunch periods. Study Hall teachers will use the D and F list to better support students who are struggling and will require any student on the D and F list to stay off their phone during this time. Seniors in study hall who fall on the D and F list at the start of a quarter and at the midway check, will lose their senior privileges for the remainder of the study hall. Students should not be roaming the hallways during their study halls and should be using the time to complete schoolwork.

### **MIDDLE SCHOOL GENERAL SCHOOL POLICIES AND PROCEDURES**

The middle school experience is a unique one that serves the emerging adolescent. The Wheeler Middle School program was designed with this type of adolescent in mind. During a student's time in this community, he/she will experience changes as they grow from childhood through adolescence. These changes are physical, mental, social, and emotional. This program was designed to help the students move through this transitional period and help them to grow and mature during these important developmental years of

their lives.

While here in our community, teachers attempt to initiate an atmosphere of self-responsibility and self-concept that will assist the students in developing a better understanding of who they are. While enrolled in Wheeler Middle School, students will explore new academic areas, develop new academic skills, mature in their decision-making ability, strengthen their ability to organize their time, and learn responsibility.

### **DANCE/ACTIVITY NIGHT RULES**

Dances and social events are scheduled periodically throughout the year. These events are for Wheeler Middle School students only, and some events may only be for particular grades. Students are expected to follow the rules of the school handbook during all social activities.

Tickets for these events are sold during the school day and will not be sold at the door of the event, unless otherwise announced. Students must have the school issued permission slip completed before purchasing a ticket. The last day to purchase tickets and turn in a permission slip is the Friday before the dance. The following rules apply for these events:

1. Students who have been suspended from school will lose the privilege of attending the event.
2. Student must be in school four (4) hours the day of the event.
3. Students must conduct themselves in a proper manner or they will be asked to leave. As a result, the privilege of attending other school events may be curtailed.
4. Students must remain in designated areas.
5. Once a student leaves the building, he/she may not return.
6. Students must have a ride to and from the event. Parents should be at the school to pick up their child when the event is over. If a student is picked up more than fifteen (15) minutes after the conclusion of the event, he/she will not be allowed to attend the next event.
7. The dress code requirements that must be followed during the school day must be followed during the social events.

### **MIDDLE SCHOOL TEAM APPROACH**

The Teacher Team Approach at Wheeler Middle School is an arrangement in which four teachers, one from each of the core subjects, taking advantage of their respective competencies, schedule, plan, instruct, and evaluate the performance of Wheeler Middle School students. Each team works collaboratively and in a collegial manner to plan and share instructional strategies that foster opportunities for student success. We view this as a cooperative effort among students, families, and teachers, and look forward to working together throughout this year.

The teachers on each team meet daily to discuss the specific needs of the middle school adolescents. This is accomplished by:

1. planning ways to assist individual students
2. monitoring student progress
3. creating common expectations for learning of each student
4. discussing student issues concerning discipline and recognition
5. planning team activities, which include field trips, interdisciplinary projects, and assemblies
6. meeting with parents

## **ACADEMICS AT WHEELER**

Throughout this document, the "Parent" means the parent, guardian, or other person having control of a child who is enrolled in Wheeler High/Middle School. There is more specific academic information for each school located in the others sections of the handbook.

### **ACADEMIC EXPECTATIONS/ASSESSMENTS (Rubrics are included in the forward of this handbook)**

As part of our NEASC work in measuring student growth in our academic expectations, Wheeler staff will administer an assessment to students that covers all domains in their chosen academic expectation each semester. During our two assessment week schedules, each semester, students will take an assessment in a two-hour block in each of their classes. Staff will upload student work so students and parents are informed on growth or areas of deficit. Students who miss an exam due to illness may take it during any scheduled afternoon during assessment week. Students who will miss any of the assessment days MUST contact the teacher to reschedule a time THAT WEEK in the afternoons to retake the missed assessment.

### **ACADEMIC INTEGRITY** (BOE Policy #5143)

The faculty and administration of Wheeler High School/Wheeler Middle School demand high standards of academic performance and academic honesty. Anything less would jeopardize quality education and allow our students to deny themselves needed skills and knowledge. For this reason, students who cheat on their assigned work, reports, research papers, quizzes, tests, or examinations risk prompt and punitive action by both their teacher and the school. Examples of violations may include, but are not limited to:

- Plagiarizing work and handing in as your own
- Giving or receiving aid on any assigned work
- Unauthorized talking during tests
- Copying tests, homework or any assignments
- Unapproved discussion of examinations/assignments contents
- Using any unapproved technological assistance to complete work unauthorized by staff (translators, Photomath. etc.)
- Sharing personal google documents with other students who turn them in as their own

Documentation of all sources is important to avoid plagiarism, which is the stealing of another's ideas, words, writing, or academic work, and implying that it is original. Both quoting and paraphrasing information from an outside source, including using any technology, without crediting that source is a form of plagiarism. Students who are found cheating or plagiarizing will be subject to the following actions:

#### **First offense:**

- Administration notified (by teachers completing a blue behavior referral form)
- Academic penalty up to and including zero (teacher discretion)
- Parent contacted by teacher

#### **Subsequent offenses:**

- Administration notified (by teachers completing a blue behavior referral form) Academic penalty up to and including zero (teacher discretion)
- Parent meeting
- Disciplinary action by administration which may include office detention or suspension

### **ELIGIBILITY FOR ACTIVITIES** (BOE Policy #5114.2)

Participation in sports and extracurricular activities is a privilege, not a right; therefore, students are expected to be positive school and community citizens. Serious violations of school rules and community laws could result in suspension of these privileges. Student activities provide an opportunity for each student to further develop individual interests and abilities, to develop personal relationships, initiative, cooperation, dependability, and organizational ability. Success is not measured by the number of activities in which a student participates, but by the amount and quality of work done in each. All students involved in club, music, or athletic activities must conform to current eligibility requirements. The requirements are as follows:

The student must have earned at least four credits in the year immediately preceding the one in which he/she is competing and must carry at least five credits in the year he/she is competing.

- Eligibility for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters is based upon the previous quarter's grades.
- Students must pass a minimum of four Carnegie units the quarter prior.
- Students who fail more than one course will automatically be considered ineligible.
- Misbehaviors may be cause for restricted participation in extra-curricular activities. (please refer to the *Wheeler Athletic Handbook*)

### **EXEMPTION FROM INSTRUCTION** (BOE Policy # 6144.1)

The North Stonington Board of Education allows exemption from instruction for religious or medical reasons and or instruction on the following curriculum: AIDS/HIV, dissection of animals, and family life/sex education upon receipt of a written request from a parent/guardian for such exemption to the principal.

### **GRADE LEVEL PROMOTION**

At the end of Grade 8: Students who successfully pass all four core subjects – English, Mathematics, Science, and Social Studies – will be unconditionally promoted to the next higher grade. Decisions concerning unique cases will be made by the administration after consultation with the school counseling department and the grade level teams.

At the end of Grade 9: A student must have earned six credits (6.5), including a credit in English I, for promotion to Grade 10.

At the end of Grade 10: A student must have earned twelve (13) credits, including a credit in English II, for promotion to Grade 11.

For promotion to Grade 12: A student must have earned eighteen (19.5) credits, including a credit in English III.

### **HONOR ROLL**

To be eligible for the Honor Roll, the following requirements must be met:

High Honors: Students achieving grades between A- and A+ or with only one grade in the B to B+ range (excluding physical education) will receive high honors.

Honors: Students achieving grades between B- and A + or with only one grade in the C to C+ range (excluding physical education) will receive honors.

Please Note: Physical Education grades must be in the A, B, or C range for a student to be included on the honor roll.

### **MARKING PERIOD DATES / GRADING INFORMATION 2023-2024**

#### **Semester 1**

Quarter One (45)	August 30 November 3	Q1 Starts (First/Shortened Day) Q1 Ends
Quarter Two (45) (4 days of assessments)	November 6 January 19	Q2 Starts Q2 Ends

**\*Students will return to their Quarter 2 groups on January 18<sup>th</sup> and 19<sup>th</sup> to wrap up for the semester and to review midyear assessments.**

Exams/Course Assessments: January 11-12, 16-17 (1/2 days with 2 sessions meeting each day) Academic Expectations Assessments

#### **Semester 2**

Quarter Three (45)	January 22 March 28	Q3 Starts Q3 Ends
Quarter Four (47) (4 days of assessments)	April 1 June 14	Q4 Starts Q4 Ends

Exams/Course Assessments: June 10<sup>th</sup>-14<sup>th</sup> (1/2 days with 2 sessions meeting each day) Academic Expectations Assessments

**\*Seniors will not be in classes from June 10<sup>th</sup> -14<sup>th</sup> outside of graduation rehearsals, senior events and senior week activities.**

**Academic Expectations Assessments:** This schedule allows students to rotate through their eight periods to complete these assessments in your classrooms. This time can also be used to teach, have students self-assess, and for student/teacher meetings to review assessments. The afternoons will be spent to finish scoring, load work to portfolios or for planning. Please also be aware that students who miss assessments should be rescheduling them with you during the afternoons during the assessment windows.

### **REPORTING STUDENT PROGRESS** (BOE Policy #5124)

PowerSchool: Wheeler High School/ Middle School uses an on-line web portal grading system which allows parents/guardians and students the ability to log on at any time to see student progress. If you have questions concerning access, lost password, etc... please contact the Guidance Department. If a parent/guardian does not have access to a computer, or would like a paper copy of a student grade report, contact the Guidance Department. Please allow teachers up to two weeks' time to record grades in the PowerSchool portal.

Report Cards: Report cards are issued approximately one week after the marking period ends. Paper copies of report cards can be made upon request, but printed report cards are only printed at the end of each semester. The final report cards are mailed home at the end of the school year. At any time, parents can access student grades by using the Power School Parent Portal. Parents will also receive semester progress updates on how high school students are performing in regard to our four (4) Academic Expectations: Analysis, Communication, Collaboration and Literacy.

### **SUMMER SCHOOL** (BOE Policy #6174)

Wheeler High School offers online summer school for high school students who do not receive credit and wish to pursue credit recovery options or course redo's. If a student enrolls at LEARN or any other summer school option for credit recovery or enrichment, the following rules apply:

1. The student and parent assume costs of those programs.
2. Credit recovery will be granted only if, during the regular school year, the student has previously taken, completed, and failed the course with an F grade.
3. A course may not be dropped and then taken for credit in summer school.
4. Credit will be granted based upon the credit value of the course failed. For example, a student failing a one-credit course will be granted one credit upon successful completion of that course in summer school. Under no circumstance will a student receive more credit for a summer school course than would have been earned if the course had been passed during the school year.
5. Students are responsible for having their summer school grades sent to Wheeler High School if completed outside of Wheeler.
6. Summer school grades will be recorded on the permanent record. Summer school credit recovery grades will be averaged in the G.P.A. as a D-.

### **WHEELER MIDDLE SCHOOL "AT RISK" SUMMER SCHOOL**

Wheeler offers a middle school summer program for students who need more support before entering high school. Recommendations for this program are based on teacher recommendation, attendance records, student performance and grade reports. This is a five (4) week program at Wheeler running in July through the first week of August. Special emphasis on executive functioning and ELA and Mathematics.

### **ACADEMICS AT WHEELER HIGH SCHOOL**

#### **ADD DROP OR SCHEDULE CHANGES**

Students may add or drop a course, however there is a time frame that needs to be adhered to. If the add/drop is taking place within the first two days of the new semester, students may do so with a counselor's approval.

#### **If an add/drop takes place after the first two days of the semester, students must adhere to the following:**

Student must make an appointment with their school counselor to request an Add/Drop Form, and to discuss reasons for the schedule change.

1. Student must arrange a conference with the classroom teacher to discuss reason for the drop.
2. If applicable, student must arrange a conference with the classroom teacher they are hoping to add to their schedule.
3. Students have a three week add/drop window to make a schedule change without receiving a W (Withdrawal) on their transcript.
4. A class drop will not be allowed if it causes the student to go below the minimum required credits.
5. Parent approval on the Add/Drop form is also required.

#### **If an add/drop takes place after the allotted seven-day window, students must do the following:**

1. Student must make an appointment with their school counselor to request an Add/Drop Form, and to discuss reasons for the schedule change.
2. Student must arrange a conference with the classroom teacher to discuss reason for the drop.
3. If applicable, student must arrange a conference with the classroom teacher they are hoping to add to their schedule.
4. Students will receive a W (Withdrawal) on their transcript for any class dropped after the three-week window has expired unless deemed otherwise by administration.
5. A class drop will not be allowed if it causes the student to go below the minimum required credits.
6. If a student is failing a course at the time of the drop, that student will automatically lose eligibility for honor roll for that marking period.
7. Parent approval on the Add/Drop form is also required.

#### **ADVANCED PLACEMENT COURSES/ECE COURSES:**

Advanced Placement (AP), offered through College Board, and Early College Experience (ECE) offered through UCONN, are college level courses taught in a secondary school environment. AP/ECE courses are taught by highly qualified high school teachers whose curriculum is guided by the College Board *AP Course/UCONN Course Descriptions*. Students who take AP courses have the opportunity to receive college credit, depending on how they score on the AP exam (a 3, 4, or 5) and as determined by individual colleges and universities. Students who take an AP course are **required** to take an AP exam, usually given in May. Students who take an ECE course are also required to take an exam to receive college credit and must score a 73% or higher.

**\*PLEASE NOTE: Students and families are responsible to pay the full cost of their AP exam(s). These fees will be applied at the start of each school year after the add/drop period has concluded. All AP test fees must be paid in full by October 1st.**

### **AGE OF MAJORITY**

Any student in Connecticut who is eighteen (18) years old has reached the age of majority and, as a student, has certain responsibilities:

School regulations concerning all attendance matters (ie. early dismissal, field trips, late arrival, etc.) shall continue to be handled as they were previously. Eighteen-year-olds not living with parent(s) or guardian(s) will be dealt with directly in attendance matters.

1. The school system recognizes its moral responsibility to the parent regardless of the age of the students in its charge. All contacts and records shall continue to be maintained with the home.
2. The school recognizes the right of the eighteen-year-old to examine all personal records.
3. Any student at or above the age of majority, who is independent of parents, taking up residence in the town and enrolling in the school system, shall submit a proper certificate of residency.

### **CLASS RANK\* / GPA** (BOE Policy #6146.11)

Class rank will be determined by multiplying the grade point value weight of the grade earned in a course by the credit value (F grades receive no weight). The result is then divided by the total number of units attempted. Class rank is published at the end of a class' junior year.

**\*Students transferring to Wheeler after the close of Semester 1 of their Junior year will not be included in class rank.**

### **Grade and Quality Point Table**

<b>Grade</b>	<b>Level 0 (Non-Honors)</b>	<b>Level 1 (Honors)</b>	<b>Level 2 (AP)</b>
A+	4.30	4.63	4.96
A	4.00	4.33	4.66
A-	3.70	4.03	4.36
B+	3.30	3.63	3.96
B	3.00	3.33	3.66
B-	2.70	3.03	3.36
C+	2.30	2.63	2.96
C	2.00	2.33	2.66
C-	1.70	2.03	2.36
D+	1.30	1.63	1.96
D	1.00	1.33	1.66
D-	0.70	1.03	1.36
F	0.00	0.00	0.00
I	0.00	0.00	0.00
P	0.00	0.00	0.00
W	0.00	0.00	0.00

### **COURSE LEVELS**

Students need not be in the same level for all courses

Advanced Placement Courses: These courses are college courses and are extremely rigorous. Students may receive college credit for them if they score a 3, 4, or 5 on the Advanced Placement Examination given in May each year. Grade prerequisites and teacher recommendations are required. (Level 2 on Quality Point Table)

Honors Courses: These rigorous courses are intended for students who are in the top 20% of their class. Grade prerequisites and teacher recommendations are required. (Level 1 on the Quality Point Table)

Academic Courses: These courses are for very serious students who are planning to attend college. These are students who are committed to a challenging program that will prepare them academically for the rigors of college. (Level 0 on the Quality Point Table)

General Courses: General courses are for those students who are not yet ready for the challenges of the Academic courses, but who are looking for a solid educational foundation. These courses will prepare the student for further education or work. (Level 0 on the Quality Point Table)

### **FULL TIME STUDENT CREDIT POLICY**

All students attending Wheeler High School must carry a minimum of six and a half (6.5) credits each year. A total of six and a half (6.5) credits, including English, must be earned for promotion. Administration deems the right to determine changes to this policy

should there be extenuating circumstances which may warrant reconsideration.

### **GRADES AND COURSE CREDIT**

Grades earned in any course shall reflect the student's daily attendance, as well as the fulfillment of other academic requirements as may be established by the teacher.

Incompletes: All incomplete grades must be converted to a letter grade within two weeks of the close of the marking period. Extenuating circumstances will be dealt with by Administration and Guidance Department on a case-by-case basis.

### **GRADING SYSTEM**

The Wheeler Community uses a traditional grading system:

A+	(97 – 100)	C	(73 – 76)
A	(93 – 96)	C-	(70 – 72)
A-	(90 – 92)	D+	(67 – 69)
B+	(87 – 89)	D	(63 – 66)
B	(83 – 86)	D-	(60 – 62)
B-	(80 – 82)	F	(0 – 59)
C+	(77 – 79)		

To receive credit in any subject, a student must achieve a passing grade (D-).

### **GRADUATION REQUIREMENTS** (BOE Policy #6146)

#### **Wheeler High School Graduation Requirements**

<u>Graduation Requirements</u>	<b>Class of 2022 and beyond Total 26 Credits</b>	
	<b># Credits</b>	<b>Total Credits by Cluster</b>
Cluster 1: Science, Technology, Engineering and Mathematics		<b>9</b>
Math	3	
Science	3	
STEM Elective	3	
Cluster 2: Humanities		<b>9</b>
English	4	
Social Studies	2	
Fine Arts		
Humanities Electives	3	
Cluster 3: Career and Life Skills		<b>8</b>
Physical Education	1.5	
Health	1	
Personal Finance	0.5	
World Language	1	
Electives	3	
Senior Project	1	

*\*Students who still have less than or equal to 1.0 Carnegie unit/credit to still earn at the end of their senior year, CAN walk at Wheeler's Graduation Ceremony, but will not receive their diploma until completion of their course requirements. Students who have more than 1.0 credits to earn WILL NOT be permitted to walk at graduation and will be required to finish either over the summer, or come back in the fall to earn their credit. Administration will be in constant contact with students and families in either of these scenarios. Students not earning enough credit to graduate in either scenario WILL NOT be permitted to attend Senior Week activities and will be asked to come in each day to*



*continue their coursework.*

### **INDEPENDENT STUDY PROGRAM** (BOE Policy #6141.4)

The primary objective of the Independent Study program is to provide academic students an opportunity to design, with assistance of family members, an individual course or project that is above and beyond the required academic experience. Independent Study is for serious, mature, and well-motivated students who possess the intellectual ability and self-discipline to pursue a program of interest and focused study. It will be the primary responsibility of the supervising teacher to help the student in his/her pursuit of the Independent Study goals. The following criteria will be applied in determining whether a student should be allowed to participate in this program:

The following criteria will be applied in determining whether a student should be allowed to participate in this program:

1. A completed form must be submitted to your school counselor before the end of the add/drop period for any proposed independent study to take place in the fall semester, and by the end of the add/drop period for any proposed independent study to take place in the spring semester.
2. Students must submit one letter of recommendation from a former teacher that speaks to their commitment and dedication as a student, as well as their ability to be independent and self-reliant.
3. Students must have met or shown evidence that they will meet all Wheeler course requirements to be successful in their Independent Study. This includes course prerequisites that are typically met.
4. Independent study credits cannot be used to meet credit or distribution requirements for graduation, EXCEPT on those rare occasions when the schedule of our small school will make it impossible to schedule required courses. In these rare instances on-line courses may be accepted to meet credit and distribution requirements. This will occur only after all other possibilities have been exhausted.
5. The student must have exhausted all departmental courses that relate to the independent study.

The following requirements will apply to all students who are accepted to participate in the Independent Study program:

- The student must spend a minimum of **63** hours per semester for .5 credit and **126** hours per semester for 1 credit. The expectation is that credited Independent Study requirements will include work both in and outside of school.
- The student must maintain a weekly log of activities and times associated with the Independent Study. The supervising teacher will sign off on the log on a weekly basis and, make a copy of the log, to be handed in to the school counseling office at the end of the semester. (Log sheet provided by Guidance Office) Each week, the assisting teacher will enter a grade based on the overall effort of the student during that week.
- The student must also maintain a journal with a minimum of bi-weekly, one-page reflections on his/her experiences, his/her insights and growth, and his/her learning challenges and frustrations. After this journal is graded by the teacher, it will be turned in to administration as part of the student's record.
- The student must present a performance outcome to an audience beyond the immediate supervising teacher at the conclusion of the Independent Study. The audience must consist of faculty, administration, student's parents/guardians, students and will be scheduled and organized by the cooperating teacher.
- The student may withdraw from the Independent Study without penalty provided he/she withdraws prior to the school withdrawal deadline each semester.
- Independent Study courses that are an extension of the academic "core" curriculum will be considered and reviewed on a case-by-case basis for their inclusion in our GPA rank system.

### **PARENT OVERRIDES**

If a parent and student choose to appeal the recommendation of a teacher for level placement in a particular course, they must follow the outlined procedure:

1. Turn in an override form with all necessary signatures by the date that all schedule requests are due.
2. Override forms received after the assigned date will be considered on an individual basis after the master schedule is developed, depending on class sections and size.
3. If a student/parent overrides a class against a faculty recommendation, parents and students understand that a future level change may not be possible as outlined on the course override form.
4. Override students will be reviewed at the end of the first month of class and students who are struggling may be recommended by a classroom teacher to drop back down to a lower level if there is an available seat in the class.

### **PATHWAY OPPORTUNITIES**

At the end of Freshmen year, students can choose to join one of our offered pathways: Engineering/ Business and Education. A full presentation of our Pathways Program will take place during the Fall of Freshmen year and will highlight the program. Pathway students will specialize in elective offerings around their chosen pathway and will complete a minimum of a 60 hours internship during their senior year. Pathway students will carry a rigorous course load during their sophomore and junior years so they can free up their schedules to complete these internships. Pathway students will present their senior project on their pathway experience the Spring

of their senior year.

### **SENIOR CAPSTONE PROJECT**

The Wheeler Senior Capstone Project challenges students to demonstrate and display mastery of the skills acquired while attending Wheeler High School. One of the goals of the Senior Capstone Project is to allow students to take control of and have a powerful voice in their own education and development, both as learners and as individuals. Student choice and personal interest are valued and recognized during each phase of the Senior Project. It is an opportunity for students to demonstrate what they know and are able to do by showcasing these achievements in a real-world situation.

This graduation requirement provides students with the opportunity to apply and broaden their knowledge and skills in an area of personal interest. Throughout their senior year, under the guidance of their senior English teacher, community mentors and the Senior Project Committee, seniors will complete an educational experience determined to be worthy in scope and content. Students will receive a grade based on their completed digital portfolio, presentation, paper and professional skills checklist. The Senior Project Committee, evaluation team, community mentor and English teacher will determine the final grade. See your school counselor with questions or see the Senior Project Handbook on the Wheeler website: [www.northstonington.k12.ct.us](http://www.northstonington.k12.ct.us).

### **WORK STUDY**

Per Admin approval, students may apply to participate in work study opportunities their junior or senior year for credit. Such opportunities must align to graduation requirements and must be a minimum of 60 hours for .5 credit to be granted, or 120 hours for 1.0 credit to be granted.

### **ACADEMICS AT WHEELER MIDDLE SCHOOL**

#### **ACCELERATED MATH PROGRAM**

All middle school students who qualify for an accelerated math program will be placed in a separate accelerated class for mathematics. 8<sup>th</sup> grade students qualifying for Honors Geometry placement will go to the high school each day for mathematics. Successful completion of this course will earn 8<sup>th</sup> grade students high school mathematics credit.

**There will be no parent overrides when it comes to placement in these classes.** Instead, all middle school students will be put through specific criteria each year that will determine whether or not they qualify to be part of an accelerated math program. The criteria for these courses will be based on the following areas:

- STAR data (district in-house computer adaptive math test)
- SBAC Results from year prior
- A test and quiz average in math for the prior school year up to the time recommendations are made
- Teacher recommendation

#### **EARNING HIGH SCHOOL CREDIT AT WHEELER MIDDLE SCHOOL**

The graduation requirements for Wheeler High School place a heavy emphasis on post-secondary readiness. The mission of Wheeler is *to provide students with the education that will best help them to live a life of accomplishment and satisfaction in a complex and changing world*, our commitment to this mission is reflected in the graduation requirements and the coursework our students must complete in the broad range of academic disciplines.

These requirements have created opportunities for Middle School students to take more challenging courses. Wheeler Middle School students can earn high school math and world language credit for high school courses available in the middle school. By meeting the eligibility requirements delineated below, students will be able to take higher level and challenging courses during their high school career.

#### **Eligibility Requirements**

Middle School students are eligible to earn Wheeler High School graduation credit taught at the middle school level by meeting the following requirements:

- Pass the course, and
- Complete all four quarters for the year-long course.

Students meeting all of the above requirements will receive credit and the information will be on their high school transcript. Any courses taken for high school math credit **will** count toward a student's GPA.

#### **PRIDE CRITERIA**

The middle school continues to promote academic and social/civic responsibility at Wheeler. Each semester, ALL students will take part in a semester celebration of their hard work in these areas. Students who may struggle during the semester will be pulled for

restorative work/interventions throughout the semester to help them find success moving forward, but all students will now be able to participate in these semester celebrations. The program focuses on:

- Grades
- Tardies and attendance
- Discipline

PRIDE qualifiers will be successful, responsible, honest and safe and working towards achieving Wheeler's Social/Academic Expectations: RESPECT, RESPONSIBILITY and RESILIENCY.

### **SRBI**

All students have an SRBI block (Scientific Research Based Intervention) built into their daily schedule at Wheeler Middle School. During this time, core academic teachers as well as reading and math interventionists will use this time to service students in the areas of reading and math should they have any notable deficiencies. Students who do not qualify for these services will participate in enrichment activities during this time. Those students identified for Tier 2 interventions will be scheduled accordingly throughout the week and will be progress monitored by their Tier 2 teachers. Information used to identify Tier 2 students includes teacher recommendations, SAT information, Performance Series test scores, Smarter Balance test scores and overall performance and grades.

Students requiring additional services (Tier 3) in the areas of reading and math will be referred specifically to our reading and math interventionists and could possibly be pulled in addition to Tier 2 time from other classes. If your child is receiving Tier 3 services, you will be contacted by one of our interventionists directly. Students not receiving Tier 2 or 3 support participate in enrichment opportunities during this time.

## **DISCIPLINE PROCEDURES AT WHEELER**

Recognizing that parents have the primary right, responsibility, and obligation for the education of their children, the Wheeler Community strives to complement, reinforce, and extend these family efforts. Wheeler is committed to enhancing mutual respect, student responsibility, and cooperation between school and home. Through an individualized problem-solving process which incorporates appropriate alternative behavioral procedures, students and their families will try to set up a productive plan to prevent unwanted behaviors from occurring again. In many cases of a more serious nature, parent/student/administration conferences will be standard procedure.

The primary responsibility of Wheeler High School/Wheeler Middle School is to provide students a rewarding education. Wheeler has established behavior expectations that must be followed in order to maintain an environment that is conducive to learning. To attain this, a sequence of corrective consequences has been developed to address a broad range of student behaviors. At all levels of infractions, we are committed to implement a variety of instructional activities and actions, which are geared toward positive student behavioral development. However, more serious or repetitive negative behaviors by students will result in a system of progressive discipline in which consequences become increasingly more severe.

Wheeler practices a restorative approach to discipline. Administration investigates and looks at all circumstances surrounding disciplinary events, as well as student records and statements from staff and students that are relative. Wheeler administration practices a progressive approach to discipline to reinforce to students that mistakes happen and that students have opportunities to make amends. Although we do not have a "cookie-cutter" approach to discipline, there are disciplinary infractions that we **MUST** by law, address specifically. Those include possession or distribution of drugs or weapons on campus. Those infractions are automatic ten (10) day suspensions pending a hearing with the Superintendent of Schools and an impartial hearing officer.

### **SCOPE OF THE STUDENT DISCIPLINE POLICY** (BOE Policy # 5114)

#### **A. Conduct on School Grounds or at a School-Sponsored Activity:**

1. Suspension. Students may be suspended for conduct on school grounds or at any school-sponsored activity that **violates a publicized policy of the Board or is seriously disruptive of the educational process, or endangers persons or property.**
2. Expulsion. Students may be expelled for conduct on school grounds or at any school-sponsored activity that either (1) violates a publicized policy of the Board and is seriously disruptive of the educational process, or (2) endangers persons or property

#### **B. Conduct off School Grounds:**

Discipline. Students may be disciplined, including suspension and/or expulsion for conduct off school grounds if

such conduct violates a publicized policy of the Board and is seriously disruptive of the educational process.

C. Seriously disruptive of the Educational Process:

In making a determination as to whether such conduct is seriously disruptive of the educational process, the Administration and the Board of Education may consider, but such consideration shall not be limited to, the following factors: (1) **whether the incident occurred within close proximity of a school**; (2) **whether other students from the school were involved or whether there was any gang involvement**; (3) **whether the conduct involved violence, threats of violence, or the unlawful use of a weapon**, as defined in Section 29-38 of the Connecticut General Statutes,, and **whether any injuries occurred**; and (4) **whether the conduct involved the use of alcohol**.

The Administration and/or the Board of Education may also consider (5) whether the off-campus conduct involved the illegal use of drugs.

The Wheeler Community believes in using a progressive discipline model. The school administration may undertake any of the following disciplinary procedures for conduct off school grounds or at a school sponsored activity, which meet the conditions above.

Warning: A warning is a brief discussion between the student who is a first-time offender and a teacher/administrator regarding less serious infractions. During the discussion, the student is told that subsequent violation of the school rules will result in more severe school disciplinary procedures.

In-School Suspension: The administration is authorized under Board of Education Policy #5114 to invoke in-school suspension for a period of up to ten (10) days, for all suspendable offenses, except for those that pose an immediate danger to persons or property, or that are so disruptive to the educational process that the suspension must be served out of school provided such exclusion shall not extend beyond the end of the school year in which such in- school suspension was imposed. No student shall be placed on in-school suspension more than fifteen (15) times or a total of fifty (50) days in one (1) school year, whichever results in fewer days of exclusion. Students will complete class work provided by their individual teachers during the suspension.

Out-of-School Suspension: The administration is authorized under Board of Education Policy #5114 to invoke suspension for a period of up to ten (10) days, or of any student for one or more of the reasons stated below in accordance with the procedure outlined in policy #5114. Moreover, the administration is authorized to suspend from transportation services any student whose conduct while receiving transportation violates the standards set forth below.

Actions Leading to Disciplinary Action, including Removal from Class, Suspension and/or Expulsion: Conduct which may lead to disciplinary action (including, but not limited to, removal from class, suspension, and/or expulsion) includes conduct on school grounds or at a school-sponsored activity, and conduct off school grounds, as set forth above. Such conduct includes, but is not limited to, the following:

1. Striking or assaulting a student, members of the school staff, or other persons.
2. Theft.
3. The use of obscene or profane language or gestures, the possession and/or display of obscenity or pornographic images, or the unauthorized or inappropriate possession and/or display of images, pictures, or photographs depicting nudity.
4. Violation of smoking, dress, transportation regulations, or other regulations and/or policies governing student conduct.
5. Refusal to obey a member of the school staff, law enforcement authorities, or school volunteers, or disruptive classroom behavior.
6. Any act of harassment based on an individual's sex, sexual orientation, race, color, religion, disability, national origin, alienage, ancestry, gender identity or expression, marital status, age, pregnancy, veteran status of any other characteristic protected by law.
7. Refusal by a student to identify himself/herself to a staff member when asked, misidentification of oneself to such person(s), lying to school officials, or otherwise engaging in dishonest behavior.
8. Inappropriate displays of public affection of a sexual nature and/or sexual activity on school grounds or at a school-sponsored activity.
9. A walk-out from or sit-in within a classroom or school building or school grounds.
10. Blackmailing, threatening or intimidating school staff or students (or acting in a manner that could be construed to constitute blackmail, a threat, or intimidation, regardless of whether intended as a joke).
11. Possession of any weapon, weapon facsimile, deadly weapon, martial arts weapon, electronic defense weapon, pistol, knife, blackjack, bludgeon, box cutter, metal knuckles, pellet gun, air pistol, explosive device, firearm, whether loaded or unloaded, whether functional or not, or any other dangerous object or

instrument. This includes the possession and/or use of any object or device that has been converted or modified for use as a weapon.

12. Possession of any ammunition for any weapon described above in Paragraph 11.

13. Unauthorized entrance into any school facility or portion of a school facility or aiding or abetting an unauthorized entrance.

14. Possession or ignition of any firework, combustible or other explosive materials, or ignition of any material causing a fire.

Possession of any materials designed to be used in the ignition of combustible materials including matches or lighters.

15. Possession, sale, distribution, use, or consumption of tobacco, electronic nicotine delivery systems (e.g., e-cigarettes), or vapor products, or the unlawful possession, sale, distribution, use or consumption of drugs, narcotics or alcoholic beverages (or any facsimile of tobacco, drugs, narcotics or alcoholic beverages, or any item represented to be tobacco, drugs or alcoholic beverages), including being under the influence of any such substances or aiding in the procurement of any such substances. For the purposes of this Paragraph 15, the term "electronic nicotine delivery system" shall mean an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or electronic hookah and any related device and any cartridge or other component of such device, including, but not limited to, electronic cigarette liquid. For the purposes of Paragraph 15, the term "vapor product" shall mean any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine and is inhaled by the user of such product. For the purposes of this Paragraph 15, the term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

16. Sale, distribution, or consumption of substances contained in household items including, but not limited to, glue, paint, accelerants/propellants for aerosol canisters, and/or items such as the aerators for whipped cream; if sold, distributed, or consumed for the purpose of inducing a stimulant, depressant, hallucinogenic, or mind-altering effect.

17. Possession of paraphernalia used or designed to be used in the consumption, sale or distribution of drugs, alcohol or tobacco, as described in (Paragraph 15) above. For purposes of this policy, drug paraphernalia includes any equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or injecting, ingesting, inhaling or otherwise introducing controlled drugs or controlled substances into the human body, including but not limited to items such as "bongs," pipes, "roach clips," vials, tobacco rolling papers, and any object or container used, intended or designed for use in storing, concealing, possessing, distributing or selling controlled drugs or controlled substances.

18. The destruction of real, personal, or school property, such as cutting, defacing, or otherwise damaging property in any way.

19. Accumulation of offenses such as school and class tardiness, class or study hall cutting, or failure to attend detention.

20. Trespassing on school grounds while on out-of-school suspension or expulsion.

21. Making false bomb threats or other threats to the safety of students, staff members, and/or other persons.

22. Defiance of school rules and the valid authority of teachers, supervisors, administrators, other staff members, and/or law enforcement authorities.

23. Throwing snowballs, rocks, sticks, and/or similar objects, except as specifically authorized by school staff.

24. Unauthorized and/or reckless and/or improper operation of a motor vehicle on school grounds or at any school-sponsored activity.

25. Leaving school grounds, school transportation, or a school-sponsored activity without authorization.

26. Use of or copying of the academic work of another individual and presenting it as the student's own work, without proper attribution; or any other form of academic dishonesty, cheating or plagiarism.

27. Possession and/or use of a cellular telephone, radio, portable audio player, CD player, blackberry, personal data assistant, walkie talkie, Smartphone, mobile or handheld device, or similar electronic device, on school grounds or at a school-sponsored activity in violation of Board policy and/or administrative regulations regulating the use of such devices.

28. Possession and/or use of a beeper or paging device on school grounds or at a school-sponsored activity without the written permission of the principal or his/her designee.

29. Unauthorized use of or tampering with any school computer, computer system, computer software, Internet connection, or similar school property or system, or the use of such property or system for inappropriate purposes.

30. Possession and/or use of a laser pointer, unless the student possesses the laser pointer temporarily for an educational purpose while under the direct supervision of a responsible adult.

31. Hazing.

32. Bullying, which means an act that is direct or indirect and severe, persistent or pervasive, which: (1) causes physical or emotional harm to an individual; (2) places an individual in reasonable fear of physical or emotional harm; or (3) infringes on the rights or opportunities of an individual at school. Bullying shall include, but need not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

33. Cyberbullying, defined as any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile

telephone or other mobile electronic devices or any electronic communications.

34. Acting in any manner that creates a health and/or safety hazard for staff members, students, or the public, regardless of whether the conduct is intended as a joke, including but not limited to violating school or district health and safety protocols.

35. Engaging in a plan to stage or create a violent situation for the purposes of recording it by electronic means; or recording by electronic means acts of violence for purposes of later publication to persons other than school officials.

36. Engaging in a plan to stage sexual activity for the purposes of recording it by electronic means; or recording by electronic means sexual acts for purposes of later publication to persons other than school officials.

37. Using computer systems, including email, distance learning platforms, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

38. Use of a privately owned electronic or technological device in violation of school rules, including the unauthorized recording (photographic or audio) of another individual without permission of the individual or a school staff member.

39. Engaging in teen dating violence, defined as any act of physical, emotional or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship.

40. Any action prohibited by any Federal or State law.

41. Any other 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 and/or a danger to persons or property.

Discretionary and Mandatory Expulsions: A principal may consider recommendation of expulsion of a student in grades three to twelve, inclusive, in a case where he/she has reason to believe the student has engaged in conduct described at Sections II.A. or II.B., above. B. A principal must recommend expulsion proceedings in all cases against any student in grades kindergarten to twelve, inclusive, whom the Administration has reason to believe:

1. was in **possession on school grounds** or at a **school-sponsored activity** of a **deadly weapon, dangerous instrument, martial arts weapon, or firearm** as defined in 18 U.S.C. § 921 as amended from time to time; or
2. **off school grounds, possessed a firearm** as defined in 18 U.S.C. § 921, in violation of Conn. Gen. Stat. § 29-35, or **possessed and used a firearm** as defined in 18 U.S.C. § 921, a **deadly weapon, a dangerous instrument or a martial arts weapon** in the **commission of a crime** under chapter 952 of the Connecticut General Statutes; or
3. was engaged **on or off school grounds** in **offering for sale or distribution a controlled substance** (as defined in Conn. Gen. Stat. § 21a-240(9)), whose manufacturing, distribution, sale, prescription, dispensing, transporting, or possessing with intent to sell or dispense, offering or administering is subject to criminal penalties under Conn. Gen. Stat. §§21a-277 and 21a-278.

Procedures Governing In-School Suspension:

A: The principal or designee may impose in-school suspension in cases where a student's conduct endangers persons or property, violates school policy, or seriously disrupts the educational process as determined by the principal or designee.

B: In-school suspension may not be imposed on a student without an informal hearing by the building principal or designee.

C: In-school suspension may be served in the school that the student regularly attends or in any other school building within the jurisdiction of the Board.

D: No student shall be placed on in-school suspension more than fifteen (15) times or for a total of fifty (50) days in one school year, whichever results in fewer days of exclusion.

E: The parents or guardian of any minor student placed on in-school suspension shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the period of the in-school suspension.

Students will follow all school rules and policies while serving the suspension and the student's teachers will be contacted and provide all classwork and homework assigned for that day. The length of the suspension can be adjusted depending on the behavior and conduct of the student while serving the suspension.

Procedures Governing Suspension: The principal of a school, or designee on the administrative staff, shall have the right to suspend any student for an offense listed above for not more than ten (10) consecutive school days. In cases where a student's suspension will result in the student being suspended more than ten (10) times or for a total of fifty (50) days in a school year, whichever results in fewer days of exclusion, the student shall, prior to the pending suspension, be granted a formal hearing before the Board of Education. The principal or designee shall report the student to the Superintendent or designee and request a formal Board hearing. If an emergency situation exists, such hearing shall be held as soon after the suspension as possible. In cases where suspension is contemplated, the following procedures shall be followed.

1. Unless an emergency situation exists, no student shall be suspended prior to having an informal hearing before the principal or designee at which the student is informed of the charges and given an opportunity to respond. In the event of an emergency, the informal hearing shall be held as soon after the suspension as possible.
2. If suspended, such suspension shall be an in-school suspension unless, during the informal hearing, the principal or designee determines that the student: (a) poses such a danger to persons or property; or (b) is so disruptive of the educational process that he or she must serve the suspension out of school.

3. Evidence of past disciplinary problems that have led to removal from a classroom, suspension, or expulsion of a student who is the subject of an informal hearing may be received by the principal or designee, but only considered in the determination of the length of suspensions.
4. By telephone, the principal or designee shall make reasonable attempts to immediately notify the parent or guardian of a minor student following the suspension and to state the cause(s) leading to the suspension.
5. Whether or not telephone contact is made with the parent or guardian of such minor student, the principal or designee shall forward a letter promptly to such parent or guardian to the last address reported on school records (or to a newer address if known by the principal or designee), offering the parent or guardian an opportunity for a conference to discuss same.
6. In all cases, the parent or guardian of any minor student who has been suspended shall be given notice of such suspension within twenty-four (24) hours of the time of the institution of the suspension.
7. Not later than twenty-four (24) hours after the commencement of the suspension, the principal or designee shall also notify the Superintendent or his/her designee of the name of the student being suspended and the reason for the suspension.
8. The student shall be allowed to complete any classwork, including examinations, without penalty, which he or she missed while under suspension.
9. The school administration may, in its discretion, shorten or waive the suspension period for a student who has not previously been suspended or expelled, if the student completes an administration-specified program and meets any other conditions required by the administration. Such administration-specified program shall not require the student and/or the student's parents to pay for participation in the program.
10. Notice of the suspension shall be recorded in the student's cumulative educational record. Such notice shall be expunged from the cumulative educational record if the student graduates from high school. In cases where the student's period of suspension is shortened or waived the administration may choose to expunge the suspension notice from the cumulative record at the time the student completes the administration-specified program and meets any other conditions required by the administration.
11. If the student has not previously been suspended or expelled, and the administration chooses to expunge the suspension notice from the student's cumulative record prior to graduation, the administration may refer to the existence of the expunged disciplinary notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspensions or expulsions by the student would constitute the student's first such offense.
12. The decision of the principal or designee with regard to disciplinary actions up to and including suspensions shall be final.
13. During any period of suspension served out-of-school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, unless the principal specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

#### Procedures Governing Expulsion Hearing

1. Emergency Exception: Except in an emergency situation, the Board of Education shall, prior to expelling any student, conduct a hearing to be governed by the procedures outlined herein and consistent with the requirements of Conn. Gen. Stat. § 10-233d and the applicable provisions of the Uniform Administrative Procedures Act, Conn. Gen. Stat. §§ 4-176e to 4-180a, and § 4-181a. Whenever an emergency exists, the hearing provided for herein shall be held as soon as possible after the expulsion.
2. Hearing Panel: The Board of Education appoints an impartial hearing officer to hear and decide the expulsion matter, provided that no member of the Board may serve as such hearing officer.
3. Hearing Notice: Written notice of the expulsion hearing must be given to the student, and, if the student is a minor, to his/her parent(s) or guardian(s) at least five (5) business days before such hearing. A copy of the Board policy on student discipline shall also be given to the student, and if the student is a minor, to his/her parent(s) or guardian(s), at the time the notice is sent that an expulsion hearing will be convened. The written notice of the expulsion hearing shall inform the student of the following:
  - a. The date, time, place and nature of the hearing, including if the hearing will be held virtually, via video conference.
  - b. The legal authority and jurisdiction under which the hearing is to be held, including a reference to the particular sections of the legal statutes involved.
  - c. A short, plain description of the conduct alleged by the administration.
  - d. The student may present as evidence relevant testimony and documents concerning the conduct alleged and the appropriate length and conditions of expulsion; and that the expulsion hearing may be the student's sole opportunity to present such evidence.
  - e. The student may cross-examine witnesses called by the Administration.
  - f. The student may be represented by an attorney or other advocate of his/her choice, at his/her expense or at the expense of his/her parent(s) or guardian(s).
  - g. A student is entitled to the services of a translator or interpreter, to be provided by the Board of Education, whenever the student or his/her parent(s) or guardian(s) requires the services of an interpreter because he/she/they do(es) not speak the English language or is(are) disabled.
  - h. The conditions under which the Board is not legally required to give the student an alternative educational opportunity (if applicable).

#### 4. Hearing Procedures:

- a. The hearing will be conducted by the Presiding Officer, who will call the meeting to order, introduce the parties, and counsel, briefly explain the hearing procedures, and swear in any witnesses called by the Administration or the student.
- b. The hearing will be conducted in executive session. A verbatim record of the hearing will be made, either by tape recording or by a stenographer. A record of the hearing will be maintained, including the verbatim record, all written notices, and documents relating to the case and all evidence received or considered at hearing.
- c. The Administration shall bear the burden of production to come forward with evidence to support its case and shall bear the burden of persuasion. The standard of proof shall be a preponderance of the evidence.
- d. Formal rules of evidence will not be followed. The Hearing Officer has the right to accept hearsay and other evidence if it deems that evidence relevant or material to its determination. The Officer will rule on testimony or evidence as to it being immaterial or irrelevant.
- e. The hearing will be conducted in two (2) parts. In the first part of the hearing, the Hearing Officer will receive and consider evidence regarding the conduct alleged by the Administration. In the first part of the hearing, the charges will be introduced into the record by the Superintendent or his/her designee.
- f. Each witness for the Administration will be called and sworn. After a witness has finished testifying, he/she will be subject to cross-examination by the opposite party or his/her legal counsel or by the Hearing Officer.
- g. After the Administration has presented its case, the student will be asked if he/she has any witnesses or evidence to present concerning the charges. If so, the witnesses will be sworn, will testify, and will be subject to cross examination and to questioning by the Hearing Officer. The student may also choose to make a statement at this time. If the student chooses to make a statement, he or she will be sworn and subject to cross examination and questioning by the Hearing Officer. Concluding statements will be made by the Administration and then by the student and/or his or her representative.
- h. In cases where the student has denied the allegation, the Hearing Officer must determine whether the student committed the offense(s) as charged by the Superintendent.
- i. If the Hearing Officer determines that the student has committed the conduct as alleged, then the Hearing Officer shall proceed with the second portion of the hearing, during which the Hearing Officer will receive and consider relevant evidence regarding the length and conditions of expulsion.
- j. When considering the length and conditions of expulsion, the Hearing Officer may review the student's attendance, academic performance, and past disciplinary records. The Hearing Officer may not review notices of prior expulsions or suspensions which have been expunged from the student's cumulative record. The Hearing Officer may ask the Superintendent for a recommendation as to the discipline to be imposed.
- k. Evidence of past disciplinary problems which have led to removal from a classroom, suspension, or expulsion of a student being considered for expulsion may be considered only during the second portion of the hearing, during which the Hearing Officer is considering length of expulsion and nature of alternative educational opportunity to be offered.
- l. The Superintendent may, after reviewing the incident with administrators and reviewing the student's records, make a recommendation to the Hearing Officer as to the appropriate discipline to be applied.
- m. The Hearing Officer shall make findings as to the truth of the charges, if the student has denied them; and, in all cases, the disciplinary action, if any, to be imposed.
- n. The Hearing Officer may, Except for a student who has been expelled based on possession of a firearm or deadly weapon as described in subsection IV.B(1) and (2) above, his/her discretion, shorten or waive the expulsion period for a student who has not previously been suspended or expelled, if the student completes a specified program and meets any other conditions required. The specified program shall not require the student and/or the student's parents to pay for participation in the program.
- o. The Hearing Officer shall report its final decision in writing to the student, or if such student is a minor, also to the parent(s) or guardian(s), stating the reasons on which the decision is based, and the disciplinary action to be imposed. Said decision shall be based solely on evidence presented at the hearing. The parents or any minor student who has been expelled shall be given notice of such disciplinary action within twenty-four (24) hours of the time of the institution of the period of the expulsion.
- p. The hearing may be conducted virtually, via video conference, at the direction of the Board, in the event school buildings are closed to students or individuals are provided limited access to school buildings due to a serious health emergency. Any virtual hearing must provide the student the due process rights identified in this Subsection D.

Presence on School Grounds and Participation in School-Sponsored Activities During Expulsion: During the period of expulsion, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities, except for the student's participation in any alternative educational opportunity provided by the district, unless the Superintendent specifically authorizes the student to enter school property for a specified purpose or to participate in a particular school-sponsored activity.

Stipulated Agreements: In lieu of the procedures used in this section, the Administration and the parent(s) or legal guardian(s) of a student facing expulsion may choose to enter into a *Joint Stipulation of the Facts* and a *Joint Recommendation* to the Hearing Officer concerning the length and conditions of expulsion. Such *Joint Stipulation and Recommendation* shall include language indicating that the parents (or legal guardians) understand their right to have an expulsion hearing held pursuant to these procedures,



and language indicating that the Hearing Officer, in his/her discretion, has the right to accept or reject the *Joint Stipulation of Facts and Recommendation*. If the Hearing Officer rejects either the Joint Stipulation of Facts or the Recommendation, an expulsion hearing shall be held pursuant to the procedures outlined herein. If the Student is eighteen years of age or older, the student shall have the authority to enter into a Joint Stipulation and Recommendation on his or her own behalf. If the parties agree on the facts, but not on the disciplinary recommendation, the Administration and the parents (or legal guardians) of a student facing expulsion may also choose to enter into a Joint Stipulation of the Facts and submit only the Stipulation of the Facts to the Hearing Officer in lieu of holding the first part of the hearing, as described above. Such Joint Stipulation shall include language indicating that the parents understand their right to have a hearing to determine whether the student engaged in the alleged misconduct and that the Hearing Officer, in his/her discretion, has the right to accept or reject the Joint Stipulation of Facts. If the Hearing Officer rejects the Joint Stipulation of Facts, a full expulsion hearing shall be held pursuant to the procedures outlined herein.

#### Alternative Educational Programs for Expelled Students

Students under sixteen (16) years of age: Whenever the Board of Education expels a student under sixteen (16) years of age, it shall offer any such student an alternative educational opportunity.

Students sixteen (16) to eighteen (18) years of age:

1. The Board of Education shall provide an alternative educational opportunity to a sixteen- (16) to eighteen- (18) year-old student expelled for the first time if he/she requests it and if he/she agrees to the conditions set by the Board of Education. Such alternative educational opportunity may include, but shall not be limited to, the placement of a pupil who is at least seventeen years of age in an adult education program. Any pupil participating in an adult education program during a period of expulsion shall not be required to withdraw from school as a condition to his/her participation in the adult education program.
2. The Board of Education is not required to offer an alternative educational opportunity to any student between the ages of sixteen (16) and eighteen (18) who is expelled for a second, or subsequent time.
3. The Board of Education shall count the expulsion of a pupil when he/she was under sixteen (16) years of age for purposes of determining whether an alternative educational opportunity is required for such pupil when he/she is between the ages of sixteen and eighteen.

Students eighteen (18) years of age or older: The Board of Education is not required to offer an alternative educational program to expelled students eighteen (18) years of age or older.

Students identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"):

If the Board of Education expels a student who has been identified as eligible for services under the Individuals with Disabilities Education Act ("IDEA"), it shall offer an alternative educational opportunity to such student in accordance with the requirements of IDEA, as it may be amended from time to time and in accordance with the Standards for Educational Opportunities for Students Who Have Been Expelled, adopted by the State Board of Education.

Students for whom an alternative educational opportunity is not required:

The Board of Education may offer an alternative educational opportunity to a pupil for whom such alternative educational opportunity is not required by law or as described in this policy. In such cases, the Board, or if delegated by the Board, the Administration, shall determine the components, including nature, frequency and duration of such services, of any such alternative educational opportunity.

Notice of Student Expulsion on Cumulative Record: Notice of expulsion and the conduct for which the student was expelled shall be included on the student's cumulative educational record. except for notice of an expulsion of a student in grades nine through twelve, inclusive, based upon possession of a firearm or deadly weapon, shall be expunged from the cumulative educational record by the Board if the student graduates from high school.

In cases where the student's period of expulsion is shortened or waived the Board or the Superintendent, may choose to expunge the expulsion notice from the cumulative record at the time the student completes the Board-specified program and meets any other conditions required by the Board.

If a student's period of expulsion was not shortened or waived, the Board may choose to expunge the expulsion notice from the student's cumulative record prior to graduation if such student has demonstrated to the Board that the student's conduct and behavior in the years following such expulsion warrants an expungement. In deciding whether to expunge the expulsion notice, the Board may receive and consider evidence of any subsequent disciplinary problems that have led to removal from a classroom, suspension or expulsion of the student.

If the student has not previously been suspended or expelled, and the Administration chooses to expunge the expulsion notice

from the student's cumulative record prior to graduation, the Administration may refer to the existence of the expunged notice, notwithstanding the fact that such notice may have been expunged from the student's cumulative file, for the limited purpose of determining whether any subsequent suspension or expulsion by the student would constitute the student's first such offense.

#### Change of Residence During Expulsion Proceedings

1. Student moving into the school district: If a student enrolls in the district while an expulsion hearing is pending in another district, such student shall not be excluded from school pending completion of the expulsion hearing unless an emergency exists, as defined previously. The Board shall retain the authority to suspend the student or to conduct its own expulsion hearing. Where a student enrolls in the district during the period of expulsion from another public-school district, the Board may adopt the decision of the student expulsion hearing conducted by such other school district. The student shall be excluded from school pending such hearing. The excluded student shall be offered an alternative educational opportunity in accordance with statutory requirements. The Board shall make its determination based upon a hearing, which shall be limited to a determination of whether the conduct which was the basis of the previous public-school district's expulsion would also warrant expulsion by the Board.
2. Student moving out of the school district: Where a student withdraws from school after having been notified that an expulsion hearing is pending, but before a decision has been rendered, the notice of the pending expulsion hearing shall be included on the student's cumulative record and the expulsion hearing shall be completed and a decision rendered. If the Board subsequently renders a decision to expel the student, a notice of the expulsion shall be included on the student's cumulative record.

#### Procedures Governing Suspension and Expulsion of Students Identified as Eligible for Services under the Individuals with Disabilities Education Act ("IDEA")

1. Suspension of IDEA students: Notwithstanding the foregoing, if the Administration suspends a student identified as eligible for services under the IDEA (an "IDEA student") who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:
  - a. The Administration shall make reasonable attempts to immediately notify the parents of the student of the decision to suspend on the date on which the decision to suspend was made, and a copy of the special education procedural safeguards must either be hand-delivered or sent by mail to the parents on the date that the decision to suspend was made.
  - b. During the period of suspension, the school district is not required to provide any educational services to the IDEA student beyond that which is provided to all students suspended by the school district.
2. Expulsion and Suspensions that Constitute Changes in Placement for IDEA students: Notwithstanding any provision to the contrary, if the Administration recommends for expulsion an IDEA student who has violated any rule or code of conduct of the school district that applies to all students, the procedures described in this section shall apply. The procedures described in this section shall also apply for students whom the administration has suspended in a manner that is considered under the IDEA, as it may be amended from time to time, to be a change in educational placement:
  - a. Upon the decision of the Administration to recommend expulsion or imposes a suspension that would constitute a change in educational placement, the Administration shall promptly notify the parent(s) or guardian(s) of the student of the recommendation of expulsion or recommend for expulsion the suspension that would constitute a change in educational placement and provide the parent(s)/guardian(s) a copy of the special education procedural safeguards either by hand delivery or by mail (unless other means of transmission have been arranged).
  - b. The school district shall immediately convene the student's planning and placement team ("PPT"), but in no case later than ten (10) school days after the recommendation for expulsion or the suspension that constitutes a change in placement was made. The student's PPT shall consider the relationship between the student's disability and the behavior that led to the recommendation for expulsion or the suspension which constitutes a change in placement, in order to determine whether the student's behavior was a manifestation of his/her disability.
  - c. If the student's PPT finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommendation for expulsion or the suspension that constitutes a change in placement.
  - d. If the student's PPT finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion or suspension that constitutes a change in placement.
  - e. During any period of expulsion, or suspension of greater than ten (10) days per school year, the Administration shall provide the student with an alternative education program in accordance with the provisions of the IDEA.
  - f. When determining whether to recommend an expulsion or a suspension that constitutes a change in placement, the building administrator (or his or her designee) should consider the nature of the misconduct and any relevant educational records of the student.

3. Removal of Special Education Students for Certain Offenses: School personnel may remove a student eligible for Special Education under the IDEA student to an appropriate interim alternative educational setting for not more than forty-five (45) school days if the student:
  - a. Was in possession of a dangerous weapon, as defined in 18 U.S.C. 930(g)(2), as amended from time to time, on school grounds or at a school-sponsored activity; or

- b. Knowingly possessed or used illegal drugs or sold or solicited the sale of a controlled substance while at school or at a school-sponsored activity; or
- c. Has inflicted serious bodily injury upon another person while at school, on school premises, or at a school function.

#### Procedures Governing Expulsions for Students Identified as Eligible under Section 504 of the Rehabilitation Act of 1973 ("Section 504")

Except as provided in subsection B below, notwithstanding any provision to the contrary, if the Administration recommends for expulsion a student identified as eligible for educational accommodations under Section 504 who has violated any rule or code of conduct of the school district that applies to all students, the following procedures shall apply:

1. The parents of the student must be notified of the decision to recommend the student for expulsion.
2. The district shall immediately convene the student's Section 504 team ("504 team") for the purpose of reviewing the relationship between the student's disability and the behavior that led to the recommendation for expulsion. The 504 team will determine whether the student's behavior was a manifestation of his/her disability.
3. If the 504 team finds that the behavior was a manifestation of the student's disability, the Administration shall not proceed with the recommended expulsion.
4. If the 504 team finds that the behavior was not a manifestation of the student's disability, the Administration may proceed with the recommended expulsion.

The Board may take disciplinary action for violations pertaining to the use or possession of illegal drugs or alcohol against any student with a disability who currently is engaging in the illegal use of drugs or alcohol to the same extent that such disciplinary action is taken against nondisabled students. Thus, when a student with a disability is recommended for expulsion based solely on the illegal use or possession of drugs or alcohol, the 504 team shall not be required to meet to review the relationship between the student's disability and the behavior that led to the recommendation for expulsion.

#### **CLASSROOM DETENTION**

Each teacher is responsible for establishing classroom rules and reviewing behavioral expectations which will assure the best learning environment possible. Students will be made aware of the expectations at the beginning of the course by each teacher through the distribution of course expectations which include behavioral expectations.

Teachers may assign an after-school teacher detention for any misconduct occurring in the classroom. Teacher detentions take precedence over other commitments such as practice or other extra-curricular activities. Teacher detentions may be any length of time up to ninety minutes. If a student skips a teacher detention, the student will be referred to the office and the student's parents will be notified. Students must be given advanced notice of twenty- four-hours for any after school teacher detention, unless the teacher and the parent have discussed this consequence and have agreed to this detention. Examples of offenses that may lead to a teacher detention may include, but are not limited to:

- violation of teacher's classroom rules
- plagiarism or cheating
- misuse of a cell phones
- inappropriate language
- insubordination

#### **HOME/SCHOOL/LAW ENFORCEMENT RELATIONS**

Law enforcement officers of the State Police routinely visit the Wheeler community to support efforts to create a healthy, safe, orderly, and cooperative school environment. With the support of parents and our resident troopers, Wheeler affords students a productive and comprehensive approach to behavior management. Student behavior that jeopardizes the safety or well-being of any member of our school community may be referred to law enforcement officials.

#### **INSPECTION AND SEARCH** (BOE Policy #5145.12)

Student Searches: The building principal or his or her designee is authorized to search a student's person or effects where there exist reasonable grounds for suspecting the search will produce evidence that the student has violated or is violating either the law or a school rule. In all cases of a proposed search of a student's person or effects, the Superintendent of Schools will be consulted where possible. The building principal or his or her designee shall be expected to use sound professional judgment in deciding whether a search should be conducted. A search of a student's person shall be conducted only by a person of the same sex as the student.

#### **NOTIFICATION OF RIGHTS; FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education

records.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of eighteen (18) or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the schools. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that the school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has a right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his/her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

1. School officials with legitimate educational interest
2. Other schools to which a student is transferring
3. Specified officials for audit or evaluation purposes
4. Appropriate parties in connection with financial aid to a student
5. Organizations conducting certain studies on behalf of the school
6. Accrediting organizations
7. To comply with a judicial order or lawfully issued subpoena
8. State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. At the beginning of each school year, a letter is sent to the parents/guardians of the eligible students informing them of this information and providing a form to request that the names of their students not be disclosed.

Under the *Armed Forces Recruiter Access to Students and Student Recruiting Information Act*, schools are now required to provide student directory-type information - including name, address, and phone number - to military recruiters and other institutes of higher education. The parent/guardian may annually deny such access of information by completing the letter sent home at the beginning of the school year and returning it to the main office.

### **OFFICE DETENTION**

While the Administration is in charge of office detention, supervision of detentions will be carried out by individual teachers per the duty schedule. Detention begins promptly at 2:30 p.m. and ends at 3:45 p.m. in the room of the teacher who will be supervising; it is the responsibility of the student to check in with the Main Office to find out where the detention will be held. All students are to remain seated and quiet for the entire time. There is to be no communication of any kind between any students serving detention. **THERE ARE NO CELL PHONES ALLOWED DURING DETENTION.** Students are required to bring their own work and are required to work for the entire time. Any student who does not come with work will be given an assignment by the supervising teacher. Failure to abide by the above will result in further disciplinary action by the administration. If a student is asked to leave a detention, that detention does not count as being served and the student will be referred to the office for further consequences.

The following behaviors may result in office detention:

- excessive tardiness
- classroom or hallway disruption
- skipping teacher detention
- skipping class
- bus misconduct
- plagiarism or cheating
- misuse of a cell phones
- other infractions deemed appropriate by the administration

### **USE/UNDER THE INFLUENCE OF/ SALE OF/POSSESSION OF TOBACCO** (BOE Policy #5131.6)

The Board of Education is vitally interested in providing and maintaining a safe and healthy environment in the public schools of North Stonington. Therefore, effective July 1, 1995, smoking or the use of tobacco products is prohibited anywhere in the school

buildings or on the school grounds. It is also prohibited during any school- sponsored activity occurring off the property of the North Stonington Public Schools.

#### **USE/SALE/UNDER THE INFLUENCE OF/POSSESSION OF ALCOHOL/DRUGS** (BOE Policy #5131.6)

The following procedure will be followed:

1. parents notified
2. school medical personnel notified
3. suspension from school - up to 10 days and possible expulsion recommendation.
4. police may be notified (in cases of possession and/or sale, the police will be notified)
5. mandatory in-school or out-of-school counseling

In addition to the prohibitions pertaining to alcohol, drugs, and tobacco contained in Board policy #5131.6 (above), no student shall inhale, ingest, apply, use, or possess an abusable glue, aerosol paint, or substance containing a volatile chemical with intent to inhale, ingest, apply, or use any of these in a manner:

1. Contrary to directions for use, cautions or warnings appearing on a label of a container of glue, paint aerosol, or substance; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination or elation, or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.

***In cases of reasonable suspicion, students will be searched by school personnel.***

#### **VAPING**

As vaping continues to be an epidemic among teenagers, we will continue to monitor our bathrooms and hallways to make sure that behaviors such as this one is not happening on school grounds. Consequences for vaping are established to approach this behavior in a progressive manner. If students are caught vaping, the following procedures will take place:

First Offense: Three (3) days of in-school suspension with a research-based report completed on the dangers of vaping and one (1) week removal from athletic and extra-curricular events.

Second Offense: One (1) week of in-school suspension and full removal from athletics and extra-curricular events and mandatory school counseling assigned.

IF A STUDENT IS CAUGHT VAPING THC Products, it will be treated as possession of narcotics. Please refer to our discipline procedures for such events.

#### **VANDALISM** (BOE Policy #5131.5)

Vandalism or destruction of school property, books, or supplies will be treated as a serious offense. Payment for destruction of property will be required from the student before he/she is restored to full status in all school activities.

## **SCHOOL SAFETY**

#### **ACCIDENTS / INJURIES** (BOE Policy 5143.1)

A student who suffers an accident/injury in the school, on school grounds, or on the way to or from school, should report the circumstances immediately to the teacher/adult in charge. The accident/injury must be reported to the school nurse and an accident/injury report will be completed. The student will be provided first aid by the school nurse or by other certified school personnel and additional medical attention will be arranged if circumstances appear to warrant it, but the school will not be financially responsible for the medical expenses beyond the first aid and liability insurance coverage carried by the Board of Education. Students who because of religious beliefs are not to receive medical attention in the event of an accident must have filed a statement previously to this effect with the nurse.

Pupil insurance is not compulsory, although it is recommended. Athletes are insured by the school for any injuries sustained during the playing season. To be assured of compensation, claimants must follow company regulations; the school offers the coverage as a service, but does not act as an insurance agency. Students who do not carry school insurance and who are injured on school property must first file a claim with his/her parents' insurance company.

## **BUS RULES AND REGULATIONS** (BOE Policy #5131.1)

The following rules are designed to promote good conduct on the school bus and to ensure that the safety and welfare of all individuals riding the bus can be maintained:

1. For morning school bus pick up, each student shall be at his or her designated pick-up at least five minutes prior to the scheduled pick up time.
2. Students waiting at their bus stops should stand in orderly fashion at a safe distance from the traveled portion of the road.
3. Students shall not move toward the bus until it has come to a complete stop and the entrance door has been opened. When a student must cross in front of the bus to get on or off a bus, he/she must wait for the driver's signal. The student should still check in both directions before crossing and must walk at least ten (10) feet in front of the bus so the driver can clearly keep him or her in sight.
4. Middle school students must sit in those seats before the emergency exit. High school students can sit from the emergency exits back.
5. While on the bus, students will remain seated at all times.
6. Throwing of objects, verbal abuse of the driver or other students, swearing, or fighting will not be tolerated.
7. Smoking or lighting of matches is not permitted.
8. Consumption of food (including chewing gum and candy) and beverages of any kind is not allowed on the bus.
9. Students may only exit at their own bus stops, unless they have written permission from parent/guardian and approval of the school.
10. Students are liable for expenses arising from damages or the defacing of school bus equipment.

The decision to remove or deny transportation to a student shall be made by the administration. The following guidelines shall be observed in such cases:

1. Bus drivers shall report, in writing, all violations to their bus supervisor.
2. The supervisor shall report such violations, in writing, to the administration responsible for the student(s) concerned.

In the event of a serious problem or repeated violation of bus regulations, the administration may:

1. Immediately suspend the student(s) from riding the bus.
2. Notify the parent(s)/guardian(s), by telephone of the decision to suspend.
3. Confirm the decision to suspend in a letter to the parent(s)/guardian(s).
4. Conduct a hearing prior to allowing a student back on the school bus. Persons invited to the hearing should include the parent(s)/guardian(s), bus officials, bus driver, and the student(s) involved.

## **BICYCLE USAGE**

Students may ride bicycles to school, but they must leave them outside the building in a bicycle rack. Bicycles are not allowed in the tunnel. The school is not responsible for bicycles that are stolen or damaged while stored on school grounds. Students should have their own bicycle locks and chains.

## **EMERGENCY RESPONSE POLICY**

Disaster Instructions (BOE Policy #6114)

In the event of a disaster or emergency in our part of the state, we will be taking some additional precautions to help ensure that our children are safe. There are a variety of contingency plans that we may employ. One may include going into a lock-down situation, where the children and their teacher will stay in the locked classroom. Our main concern would be to notify the parents in the event of any occurrence. We will use our Power Announcement system to notify parents. Our first consideration is to release the children to their families. If possible, the children would be taken home on their regular buses. It is very important that we have updated emergency contact information and phone numbers.

## **EVACUATION PROCEDURES** (BOE Policy #6114.1)

Evacuations are serious in nature and full cooperation is mandatory at all times by everyone in the school for their protection and safety. It is imperative that all students, faculty, and staff members follow the protocol that has been established by administration.

1. All classes will move away from the building at least twenty-five (25) yards to their assigned areas; please see the procedures posted in each classroom.
2. If exits are blocked during an evacuation drill, please move in an orderly fashion to the best alternative route.
3. Follow your classmates and remain with them during the drill. Check in with your teacher when you arrive at the assigned area, where attendance will be taken.

## **PEDESTRIAN UNDERPASS**

During the school day and in connection with any school activity, all students and members of the staff are prohibited from crossing Route 2 except by the underground walkway constructed between the middle/high school complex and the gymnasium/athletic field, or by other safe means established by the Superintendent of Schools. Such "safe means" shall not discriminate on the basis of physical disability and may include the use of vans or other vehicles to transport students and staff across Route 2. A student who crosses Route 2 in any manner other than that established under this policy, without first obtaining the written permission of his or her principal, shall be subject to discipline, including suspension or expulsion, under the student disciplinary policy of the Board of Education.

# **WHEELER HIGH SCHOOL/MIDDLE SCHOOL SAFETY PLAN RESPONSE CHART:**

<p><b><u>Lockdown</u></b> <i>Imminent danger or threat of an intruder in the building</i></p> <ul style="list-style-type: none"> <li>- Immediately lock classroom door; once locked no entry allowed</li> <li>- Turn lights off, cover classroom window, draw shades</li> <li>- Move students to a location in the room away from the door and windows. Students must be out of sight from the doorway.</li> <li>- Students must remain quiet.</li> <li>- If outside, do not enter building</li> <li>- Disregard fire alarm unless you see smoke or fire</li> <li>- Do not call main office</li> </ul> <p>If extreme life-threatening danger is perceived as imminent to yourself or students, be prepared to exit classroom thru any means or be prepared to defend yourself or your students</p> <ul style="list-style-type: none"> <li>- Commons: go to the media center computer lab or nurses' room</li> <li>- Outside in PE: stay outside and go away from the building</li> <li>- Office conference room: go to back of office in supply closet</li> <li>- Hall conference room 122: go to room 125</li> <li>- Staff room 124: will be let in the back of the office and go in supply closet or go in room 125</li> <li>- Counseling offices: go to guidance copy room</li> </ul> <p><i>All teachers have lockdown key (same as staff bathroom key) and can lock all doors from the inside</i></p>	<p><b><u>Evacuate</u></b> <i>Fire alarm, suspicious smell or bomb threat</i></p> <ul style="list-style-type: none"> <li>- Take your emergency clipboard</li> <li>- Evacuate the building following the building procedures</li> <li>- Guide all students out of classroom to pre-designated area</li> <li>- Check lavatories on the way out of the building for students who may not have heard the alarm</li> <li>- Once outside, take attendance and follow procedure with green, yellow, and red cards</li> <li>- Remain in safe area until notified, continue to monitor students</li> </ul> <p>If bomb threat, do not use cell phone or walkie-talkie</p>	<p><b><u>Shelter in Place- Lockout</u></b> <i>Suspicious activity or crime in town or surrounding town</i></p> <ul style="list-style-type: none"> <li>- Give explicit directions to staff and students</li> <li>- No one leaves or enters the building</li> <li>- Continue teaching and continue normal school operations</li> <li>- Lock classroom doors</li> </ul> <p><b><u>Shelter in Place- Lock in</u></b> <i>Safety issue or health issue</i></p> <ul style="list-style-type: none"> <li>- Give explicit directions to staff and students</li> <li>- Clear hallways, bring non-involved students into classroom</li> <li>- Immediately lock classroom doors and draw shade on classroom door</li> <li>- Remain in current class until notified; no passing to other classes</li> </ul> <p><b><u>Shelter in Place- Extreme Weather</u></b> <i>Extreme Weather Conditions</i></p> <p>-Follow instructions on where to remain safe -If power outage, remain in current class/area</p> <p>If Shelter in Place during after school activities: Outdoor activities suspended; people enter building to a safe area</p>
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## SAFE SCHOOL CLIMATE

All incidents that affect school culture and climate are taken very seriously by Wheeler Administration and all Board of Education procedures and policies will be followed. State policies and regulations continue to be updated each year. Please reference the BOE policies for updated policy information.

### **SAFE SCHOOL CLIMATE PLAN** (BOE Policy #5131.912)

The North Stonington School Board of Education (the "Board") is committed to creating and maintaining a physically, emotionally, and intellectually safe educational environment free from bullying, cyberbullying, teen dating violence, harassment and discrimination. The goal is the establishment of a positive school climate in which norms, values, and expectations make students and adults feel socially, emotionally, intellectually and physically safe. This commitment is an integral part of our comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and teen dating violence and other harmful and disruptive behavior that can impede the learning process. The District expects that all members of the school community will treat each other in a civil manner and with respect for differences.

In order to foster an atmosphere conducive to learning, the Board has developed the following Safe School Climate Plan, consistent with state law and Board policy. This Plan represents a comprehensive approach to addressing bullying, cyberbullying and teen dating violence and sets forth the Board's expectations for creating a positive school climate and thus preventing, intervening, and responding to incidents of bullying and teen dating violence.

Bullying behavior and teen dating violence are strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school. The District's commitment to addressing bullying behavior and teen dating violence, however, involves a multi-faceted approach, which includes education and the promotion of a positive school climate in which bullying will not be tolerated by students or school staff.

### **BULLYING PREVENTION AND INTERVENTION POLICY** (BOE Policy #5131.912)

Bullying behavior by any student in the North Stonington Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Bullying, which means an act that is direct or indirect and severe, persistent or pervasive, which: (1) causes physical or emotional harm to an individual; (2) places an individual in reasonable fear of physical or emotional harm; or (3) infringes on the rights or opportunities of an individual at school.

Bullying shall include, but need not be limited to, a written, verbal or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action will be taken against the perpetrator, consistent with his/her rights of due process. Board policy and regulation #5131.912 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

If a parent/guardian/student wishes to pursue a formal suspected bullying investigation, they can go on our website to access the Incident Report of Suspected Bullying Behaviors form.

Please understand that if such suspected bullying behavior is not reported to the school administration, it cannot be brought into another investigation in the future. Administration will investigate all suspected bullying or climate matters to verify if bullying or harassment occurs.

## STUDENT SERVICES

### **COUNSELING SERVICES** (BOE Policy #6164.2)

Counseling services are essential and integral parts of the total school program. Each student at Wheeler High School/Wheeler



Middle School is assigned a school counselor. Counselors confer with students individually and in groups regarding their school programs and career planning. They provide academic, vocational, and personal counseling, refer students to the school psychologist and social worker, and administer the standardized testing program. The Counseling department has an extensive file of occupational and collegiate materials. This resource center is available to students during study halls, as well as before and after school.

The following programs and services are provided to help students achieve their best and prepare for life after they graduate:

- individual and group counseling
- evening programs for students and parents
- career information center
- coordination with outside agencies
- career and college planning

Students are encouraged to visit their counselors often. Parents are encouraged to become an active part of the counseling program.

#### **HEALTH SERVICES** (BOE Policy # 5141)

Physical Exams: Connecticut State Law requires that each student receive a State Assessed Physical Exam (requirement by Connecticut School Health Law section 10-206c) prior to starting Kindergarten, Grade 7 and Grade 10. The State Physical (blue form) must be received **in the Nurse's office** no later than the first day of school. A physical less than twelve months old will be considered current.

**IF THE ABOVE STATE REQUIREMENTS ARE NOT MET, EXCLUSION WILL OCCUR.** *Please contact your school nurse or building principal prior to the 1<sup>st</sup> day of school with any problems.*

Sports Physicals: Every student participating in interscholastic sports must have a current physical performed during the past thirteen months. At no time shall an athlete be allowed to practice or compete if the physical exceeds thirteen months.

**No one can participate in practice or games until a physical has been completed and the proper forms submitted to the nurse's office. NO BRIDGE NOTES WILL BE ACCEPTED**

Immunizations: According to section 10a-204a of the General Statutes of Connecticut Immunization Requirements for 7<sup>th</sup> and 8<sup>th</sup> grade, students must show proof of the following:

- Tdap/Td: 1 dose for students who have completed their primary DTaP series. Students who start the series at age 7 or older only need a total of 3 doses of tetanus- diphtheria containing vaccine, one of which must be Tdap.
- Polio: At least 3 doses. The last dose must be given on or after the 4<sup>th</sup> birthday.
- MMR: 2 doses separated by at least 28 days, 1<sup>st</sup> dose on or after the 1<sup>st</sup> birthday.
- Meningococcal: 1 dose.
- Hep B: 3 doses, last dose on or after 24 weeks of age.
- Varicella: 2 doses separated by at least 3 months – 1<sup>st</sup> dose on or after the first birthday; or verification of disease.

Vision Screenings: Done annually in grades Kindergarten through Grade 6 and Grade 9.

Postural Screening: Done annually in Grades 5 through 9. If your child has received a physical this school year, which included scoliosis screening, or is under a physician's care for diagnosed scoliosis, an additional screening will not be necessary. All other students will be screened unless an exemption form is completed.

Hearing Screenings: Done annually in Kindergarten through Grade 3, Grade 5 and Grade 8.

Exclusion: Any student in school with coughing (uncontrollable), fever (temperature of 100 degrees or over), or vomiting more than once will be excluded. **Students exhibiting these symptoms prior to school should remain at home.** Students must be symptom-free for twenty-four hours before returning to school.

Parents will be notified if their child requires exclusion. It is the responsibility of the parents/guardians to plan for care. Designated individuals will be contacted to assume responsibility if parent cannot be reached.

It is important to notify the nurse's office if your child has any contagious disease to help prevent it from spreading

further. Please notify the nurse for strep throat, ringworm, head lice, chicken pox, and MRSA.

Annual Identification of Students without Health Insurance: The Connecticut State Department of Education and the Department of Social Services asked all schools to identify students without health insurance. In response, state physical forms will be reviewed annually in Grades 6 and 9 to update insurance information. Students who do not record health insurance on their physical form will be contacted by the school nurse and HUSKY information will be provided.

#### **HEALTH ASSESSMENTS AND IMMUNIZATIONS** (BOE Policy #5141.3)

The Board of Education recognizes the importance of periodic health assessments according to state health regulations. To determine health status of students, facilitate the removal of disabilities to learning and find whether some special adaptation of the school program may be necessary, the Board of Education requires that students have health assessments. The Board of Education adheres to those state laws and regulations that pertain to school immunizations and health assessments. It is the policy of the Board of Education to ensure that all enrolled students are adequately immunized against communicable diseases. The Board may deny continued attendance in school to any student who fails to obtain the health assessments required under C.G.S. 10-206, as may be periodically amended. The Board of Education shall annually designate a representative to receive reports of health assessments and immunizations from health care providers. Parents wishing their children exempted or excused from health assessments must request such exemption to the Superintendent of Schools in writing. This request must be signed by the parent/guardian. Parents/guardians wanting their children excused from immunizations on religious grounds (prior to kindergarten entry and grade 7 entry) must request such exemption in writing to the Superintendent of Schools if such immunization is contrary to the religious beliefs of the child or of the parent/guardian of the child. The request must be officially acknowledged by a notary public or a judge, a clerk or deputy clerk of a court having a seal, a town clerk, a justice of the peace, a Connecticut-licensed attorney or a school nurse. It is the responsibility of the Principal to ensure that each student enrolled has been adequately immunized and has fulfilled the required health assessments. The school nurse shall check and document immunizations and health assessments on all students enrolling in school and to report the status to the school principal. The school nurse shall also contact parents or guardians to make them aware if immunizations and/or health assessments are insufficient or not up-to-date. The school nurse will maintain in good order the immunization and health assessment records of each student enrolled. No record of any student's medical assessment may be open to the public. As required, the district will report, beginning in October 2017, on a triennial basis, to the Department of Public Health and to the local health director the asthma data obtained through the required asthma assessments, including student demographics. The district, as required, will also participate in annual school surveys conducted by the Department of Public Health pertaining to asthma. The Superintendent of Schools shall give written notice to the parent/guardian of each student who is found to have any defect of vision or disease of the eyes, with a brief statement describing such defect or disease and a recommendation that the student be examined by an appropriately licensed optometrist or ophthalmologist.

#### **MEDICATION** (BOE Policy #5141.21)

The Connecticut State Law and Regulations (Public Act #723) requires a physician's written order and written authorization of the parent/guardian for each medication ordered (prescription and over-the-counter medications). Students may be administered **acetaminophen, ibuprofen, and/or cough drops** by the school nurse as prescribed by the medical advisor. Parent authorization is required.

All medications must be delivered in and dispensed from a pharmacy labeled container with the name of the child, name and strength of medicine, physician's name, the date of the original prescription, and directions. Not more than a forty-five (45) day supply should be delivered to school.

Asthma, Respiratory Problems, Allergies (Bees/Insects, etc.): Students with any of these ailments should have the following information in their medical folders in the nurse's office:

1. Orders, provided by parents, from the physician for treatment of acute attacks.
2. Orders, from parents/physicians, in case of extreme emergencies and parents/guardians are not available, as to the preferred courses of action for student.
3. Inhaler, EpiPen, or other medication in the nurse's office at school at all times.

**AUTHORIZATION FOR ADMINISTRATION OF MEDICATION BY SCHOOL PERSONNEL FORMS ARE AVAILABLE IN THE NURSE'S OFFICE OR MAY BE DOWNLOADED FROM THE SCHOOLS WEBSITE. ALL FORMS MUST BE UPDATED ANNUALLY.**

New Entrants: All new students must have their health records reviewed by the school nurse before entering. A State Assessed Physical (blue form) is required for all exchange students before entering. Out of state students are required to have an up to date physical or a state assessed physical. Connecticut State Physical forms are available in the nurse's office or on the school's website.

**Please Note:** Confidentiality laws do not allow schools to disseminate medical information to the bus company (non-employees).

If you wish pertinent information about your child to be released to the bus company, a consent form will be provided by the nurse. All students with high-risk health conditions will be mailed a consent form. Please return this form to the school prior to the first day of school.