

Westhill High School



Westhill and Proud

125 Roxbury Road

Stamford, CT 06902

Main Office: 203-977-4477

Fax: 203-977-4996

www.westhillweb.com

Student Handbook 2018-2019

IMPORTANT WHS SCHOOL PHONE NUMBERS

Administration

Department Heads

Principal		
Michael Rinaldi	977-4480	
Assistant Principals:		
9th Grade Administrator		
Claudia Obas	977-4484	
10th Grade Administrator		
Peter Rinaldi	977-5322	
11th Grade Administrator		
Chase Dunlap	977-6683	
12th Grade Administrator		
PJ Wax	977-5957	
Dean of Students		
Thomas Pereira	977-5305	
Athletic Director		
Richard Cerone	977-4696	

Business/Technology Ed		
Kim Kumar	977-5617	
Custodial		
Dom Plateroti	977-4488	
English Learners		
Jose Ortiz Rivera	977-5635	
English		
Christine Wheeler	977-5628	
Fine Arts – Arts & Music		
Robin Konrad	977-5634	
Guidance		
Carole De Luca	977-4501	
Math		
Michael Capriotti	977-5619	
Media		
Jan Benedict	977-5637	
Physical Education/Health		
Camille Quattrocchi	977-4238	
Science		
Diane McNamara	977-5629	
Security		
Vacant	977-4758	
Social Studies		
Lisa Forbes	977-5633	
Special Education		
Elayne Cuttitta	977-4463	
World Language		
Ann Herz	977-5618	

Guidance Counselors

Carole Deluca, Dept. Head	977-4501
Joseph Andrews	977-5514
Ashley Bunn	977-5992
Melissa Dunsmore	977-5747
Dinie James	977-4503
Aland Joseph	977-4697
Mark Marchesani	977-5750
Mindy Midy	977-4499
Spiro Milas	977-5748
Christine Mitchell	977-4431
Paola Ochoa	977-4483
Thomas Stepkoski	977-5535

Secretarial Staff

Executive Secretary Records-Freshman Office		
Alison Corbo	977-4481	
Data Processing		
Anita Barkan	977-4067	
SPED-Raynor Office		
Nicole Di Nardo	977-4498	
Finch Office		
Jennifer Bartlett	977-5531	
Elizabeth Dukes	977-4838	
Account Clerk		
Pratima Makanji	977-4895	

Security Guards

Vacant	977-4758
Darlene Birch	
Kareem Brivett	
Luis Gil	
Matthew Lessard	
Elreatha Newton	
Mark Neysmith	
Gordon Perdue	
Sean Segovia	
Jamar Smith	
Ramona Spinelli	



SCHOOL HOURS

7:25 a.m. - 2:05 p.m.

(except dismissal at 11:45 a.m. on early release days)

OTHER IMPORTANT NUMBERS

Agriscience Program	Virginia Cipolla Main Number	977-2747 977-4974
Athletic Director	Richard Cerone	977-4696
Health Center	Receptionist	977-5581
JROTC	Major William Weber Sgt. Maj. Lance Finick	977-5075
Psychologist	Judy Quinn Theresa Telesco	977-6653 977-5745
School Nurse	Jean Fererro Julette Surgeon	977-4487
School Resource Officers	Anna Edwards Felix Martinez	977-6130
Social Worker	Mary Curley Elba Quinones Alexis Schwach	977-5916 977-5760 977-5616
Speech & Language	Laura Dias	977-5744

Snow Days:

When it is necessary to close or delay schools due to inclement weather, the announcement will be made over a variety of media:

Worldwide Web

www.stamfordpublicschools.org

AM Radio

WICC 600 AM
WGCH 1490 AM

FM Radio

WRKI 95.1 FM
WEFX 95.9 FM
WEBE 108 FM
WEZN 99.9 FM

Television

Cablevision News 12
WTNH-TV Ch.8
WVIT Ch. 30
WFSB Ch 3

Delayed Opening:

The start of school will be delayed for 2 hours, starting at 9:25 a.m.

Early Dismissal:

Weather conditions may result in early dismissals. Listen for announcements over the above radio stations.

School Messenger:

School Messenger is a phone-based messaging system that is used to communicate important information to parents/families throughout the year. The messages are automated and will be sent out by the Central Office/Building. If you are not receiving Parent Link communications, please notify your child's grade level administrator. It is important to have updated and accurate phone numbers.

Fire Drills

Each room in the school prominently displays an exit route, which you must follow in the event of a fire. Periodically, as prescribed by law, the school will have fire drills to simulate what should be done in the event of an actual fire. When the drill is completed, teachers will announce when to return to the building. You should remain silent while leaving the building and then move in a straight line as far from the building as practical. You must remain in class groups and not stray near automobiles in the parking area or block the driveway.

PARENT ORGANIZATIONS

These parent groups were formed to provide assistance, financial and otherwise, to the programs at Westhill High School in which their students are involved. We encourage all parents to support whatever activities their children choose to participate in.

BAND PARENT ASSOCIATION

This organization supports the Westhill High School Band, Jazz Band, Orchestra, and Color Guard programs.

Contacts:

Patty Travaligno	203-952-9552	yttap@hotmail.com
Jennifer DiGiacomo	203-554-1417	jennidgmd@yahoo.com

TOUCHDOWN CLUB

This organization supports the Westhill High School Football Team.

Sean O'Connor	203-273-6131	seanoc29@gmail.com
Jodee MacDonald	203-914-4517	jodeemacdonald1118@gmail.com

BLUE LINE CLUB

This group supports the Westhill High/Stamford High Boys Ice Hockey Team.

Contacts:

Vacant
Vacant

NORTHSTAR PARENT PRODUCTION GROUP (NPPG)

This organization supports the dramatic arts at Westhill High School.

Contacts:

Janice Steinberg	Janice@alfacreative.com
Mary Schiro	schiro2004@yahoo.com

WESTHILL HIGH SCHOOL CLASS ADVISORS

Class of 2022

<u>Advisors</u>	Maria DeAngelis
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<u>Administrator</u>	Claudia Obas
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Class of 2021

<u>Advisor</u>	Kate Tobin
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<u>Administrator</u>	Peter Rinaldi
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Class of 2020

<u>Advisor</u>	Tanesha Poyser Nicole Sansone
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<u>Administrator</u>	Chase Dunlap
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Class of 2019

<u>Advisors</u>	Maria Miraballes Carley Grant
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<u>Administrator</u>	PJ Wax
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Westhill and Proud

Westhill Parent Teacher Student Organization (WPTSO)

Executive Board and Committees 2018-2019

Executive Board

Co-Presidents	J	Melissa Friedman	203-329-6567	melijim@optonline.net
		udy Klym	203-921-9039	judyklym@gmail.com
VP of Communications		Doris Frattaroli	203-524-7003	dorrilito@aol.com
VP of Fundraising		Open		
VP of Non-Fundraising		Tara Shapiro	203-536-7912	tarasshapiro@gmail.com
Secretary		Deb Ehret	203-968-8054	debehret@me.com
Treasurer		Sandra McDonald	203-249-4890	sandramc0704@gmail.com
PT Council Rep		Christine Meek	917-848-0179	cmbuono@aol.com
Teacher Representatives		Kate Tobin	203-617-1205	ktobin@stamfordct.gov
		Virginia Cipolla	203-977-2747	vcipolla@stamfordct.gov
Members at Large		Stephanie Bocuzzi 2	03-912-7336	steph_bocuzzi@yahoo.com
		Nicole Raucher	203-918-4838	nicoleraucher@hotmail.com
SGC Representative		Stella Cohen	203-858-1312	stellcohen@gmail.com

Committee Chairs

After Prom		Barbara Friedlander	203-912-3314	BarbaraF203@yahoo.com
		Tara Shapiro	203-536-7912	tarasshapiro@gmail.com
Backpack Program		Jeannie Kriftcher	203-329-3431	jeanlesliek@yahoo.com
		Liz Rubin	203-253-1980	lizzier1221@yahoo.com
Off the Rack Program		Open		
Donors Choose		Open		
Spiritwear Sales		Teresa Fritz	203-322-1524	wftf94@aol.com
		Lisa Hansen	203-536-5952	calihansens@yahoo.com
Stop and Shop cards		Andrea Greenburg	203-979-7134	andreamgreenburg@hotmail.com
School Photo Days		Beth St James	203-517-7189	Divinebat@mac.com
Raffle fundraiser		Sandra McDonald	203-249-4890	sandramc0704@gmail.com
		Marne Spingola	203-858-7982	mspin@optonline.net
Social fundraiser		Toni Brennan		brennanparty@hotmail.com
		Open		
Staff Holiday Breakfast and Appreciation		Mary Schiro	203-273-2437	schiro2004@yahoo.com
		Violet Veseli	203-536-4603	vveseli@aol.com
Senior Brunch		Open		
Staff Lunch		Open (2 chairs)		
Career Center:				
Jr. Book Awards		Deb Ehret	203-968-8054	debehret@me.com
		Open		
Scholarships		Mara Hammerman		marajct@aol.com
College visits		Melissa Friedman	203-329-6567	melijim@optonline.net
		Elicia Lang	203-912-0808	elicialang@yahoo.com

Central Office

Superintendent of Schools	Mr. Earl Kim
Assistant Superintendent Secondary	Dr. Tamu Lucero



Board of Education

President	Geoff Alswanger
Vice President	David Mannis
Secretary	Mike Altamura
Ass't Secretary	Andy George
Betsy Allen	Jennienne Burke
Jackie Heftman	Antoine Savage



WESTHILL HIGH SCHOOL BELL SCHEDULES 2018-2019



WHS DAILY SCHEDULE

BLOCK	FROM	TO
1	7:25	8:21
2	8:27	9:17
3	9:23	10:13
4	10:19	11:09
5	11:15	1:09
1 ST WAVE	11:15-11:41	
2 ND WAVE	11:59-12:25	
3 RD WAVE	12:43-1:09	
6	1:15	2:05

WHS CONNECT SCHEDULE

BLOCK	FROM	TO
1	7:25	8:15
2	8:21	9:08
CONNECT TIME	9:14	9:38
3	9:44	10:31
4	10:37	11:24
5	11:30	1:10
1 ST WAVE	11:30-11:56	
2 ND WAVE	12:07-12:33	
3 RD WAVE	12:44-1:10	
6	1:16	2:05

EARLY RELEASE SCHEDULE

BLOCK	FROM	TO
1	7:25	7:58
2	8:03	8:36
3	8:41	9:14
4	9:19	9:52
5	9:57	10:30
6	10:35	11:08
7	11:13	11:45

DELAYED OPENING SCHEDULE

BLOCK	FROM	TO
1	9:25	10:01
2	10:06	10:39
3	10:44	11:17
4	11:22	11:55
5	12:00	1:27
1 ST WAVE	12:00-12:25	
2 ND WAVE	12:31-12:56	
3 RD WAVE	1:02-1:27	
6	1:32	2:05

WESTHILL HIGH SCHOOL DAY CYCLE CALENDAR 2018-2019

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
AUG	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	PD	PD	9TH	1-7	1-7	
SEP	*	*	**	A	B	C+	D	*	*	**	**	E	F	G+	*	*	A	B	**	C+	D	*	*	E	F	1-7 PD/ER	G+	A	*	*		
OCT	B	C+	D	E	F	*	*	**	G+	A	B	C+	*	*	D	E	F	G+	A	*	*	B	C+	D	E	F	*	*	G+	A	1-7 PD/ER	
NOV	B	C+	*	*	D	PD	E	F	G+	*	*	**	A	B	C+	D	*	*	E	F	1-7 ER	**	**	*	*	G+	A	1-7 PD/ER	B	C+		
DEC	*	*	D	E	F	G+	A	*	*	B	C+	D	E	F	*	*	G+	A	B	C+	D	*	*	**	**	**	**	**	**	*	*	**
JAN	**	E	F	G+	*	*	A	B	C+	D	E	*	*	F	G+	A	1-7	1-7	*	*	**	1&2	3&4	5&6	7&M	*	*	B	C	1-7 PD/ER	D+	
FEB	E	*	*	F	G	A+	B	C	*	*	D+	E	F	G	**	*	*	**	PD	A+	B	C	*	*	D+	E	F	G				
MAR	A+	*	*	B	C	D+	E	F	*	*	G	A+	B	C	D+	*	*	E	F	G	A+	B	*	*	C	D+	1-7 PD/ER	E	F	*	*	
APR	G	A+	B	C	D+	*	*	E	F	G	A+	B	*	*	**	**	**	**	**	*	*	C	D+	1-7 PD/ER	E	F	*	*	G	A+		
MAY	B	C	D+	*	*	E	F	G	A+	B	*	*	C	D+	E	F	G	*	*	A+	B	C	D+	E	*	*	**	F	1-7 PD/ER	G	A+	
JUN	*	*	B	1-7	1-7	1&2	3&4	*	*	5&6	7&M	1-7 ER	1-7 ER	1-7 ER																		

11/2 - 1st Q
1/25 - 2nd Q
3/29 - 3rd Q
6/11 - 4th Q (tentative)

** Denotes Holiday or Break

SEMESTER 1			Connection Waves
Wave 1	500's, 600's & ART	11:15-11:41	Wave 1-11:30-11:56
Wave 2	100's, 400's & AgSci	11:59-12:25	Wave 2-12:07-12:33
Wave 3	200's, 300's & GYM	12:43-1:09	Wave 3-12:44-1:10
SEMESTER 2			Connection Waves
Wave 1	200's, 300's & ART	11:15-11:41	Wave 1-11:30-11:56
Wave 2	500's, 600's & AgSci	11:59-12:25	Wave 2-12:07-12:33
Wave 3	100's, 400's & GYM	12:43-1:09	Wave 3-12:44-1:10

	A	B	C	D	E	F	G
BLOCK 1	1	7	6	5	4	3	2
BLOCK 2	2	1	7	6	5	4	3
CONNECT	S2		S1	S2			S1
BLOCK 3	3	2	1	7	6	5	4
BLOCK 4	4	3	2	1	7	6	5
BLOCK 5	5	4	3	2	1	7	6
BLOCK 6	6	5	4	3	2	1	7



(LUNCH)

ACADEMICS

Requirements for Graduation

English	4 years
Fine Arts*	1 year
Health	2 semesters
Mathematics	3 years
Science	2 years
Social Studies	3 years
(Students must take and pass 1 year of US History and 1 semester of Civics)	
Physical Education	2 semesters
World Language	2-3 years
*Career & Tech Education may be used to fulfil Fine Arts requirement	

Point System

Students must have 20 credits to graduate. The maximum credits a student may earn each academic year is 7; 2 in summer school.

For promotion from one grade to the next, students must have earned the following number of credits:

Freshman to sophomore	4.5 credits
Sophomore to junior	7.6 credits
Junior to senior	13 credits

Grading System and Class Rank

At the end of every quarter, students receive course grades.

Letters are used to represent achievement:

A = 4.0	C = 2.0
A- = 3.75	C- = 1.75
B+ = 3.50	D+ = 1.50
B = 3.0	D = 1.0
B- = 2.75	D- = .75
C+ = 2.50	F = 0

Each student will receive two class ranks. One weighted and the other unweighted. The weighted rank is calculated by adding .05 weight for Honors courses and .07 weight for Advanced Placement courses to the unweighted average. Unweighted marks are a grade point average of the final marks the student has received in every subject except P/F, Physical Education and Independent Study. Any course change after the first marking period will be noted on transcripts with a "W" = withdrawn.

Progress Reports

*Mailed home: We 10/17/18; We 12/19/18 ; We 3/6/19; and We 5/15/19

**Subject to change at the discretion of the BOE.*

Report Cards

Report cards are issued each 10-week period to inform the pupil and parents of the quality of work during the past grading period. Grades shall be indicative of quality of cumulative work done during the quarter. Incompletes must be made up within 15 school days. Work must be completed within that time or an "F" will be issued. The only exception will be made for documented circumstances. *Distribution dates are: Th 11/16/18; Th 2//7/19; Fr 4/12/19; Fr 6/21/19.

Subject to change at the discretion of the BOE.

Parent/Teacher Communication

Effective communication between teachers and parents is most important in our students education process. There are at least eight commonplace readily available methods or situations wherein teachers and parents can communicate with each other. They are as follows:

1. Open School Night, Thursday, October 5, 2017
2. Parent Portal Telephone Calls
3. Warning notices/progress reports (mailed home at the end of each quarter)
4. Letters from teachers
5. Email
6. Report cards
7. Parental conferences by appointment
8. School Messenger
9. Guidance counselor

Each method has its own advantages, please choose the method best suited for your situation. Parents are encouraged to make an appointment to discuss student progress at any time. If an appointment is desired, call the departments office and leave your name and contact number to reach you (phone numbers are listed elsewhere in this handbook). The teacher will return the call back at their earliest convenience. Guidance counselors and administrators are available in much of the same way. If your child is having difficulty in a particular class it is strongly advised that the parent speak to the classroom teacher.

Attendance

The administration expects that students will attend every class daily (except in cases of serious illness, extreme emergency, or calendar religious holidays). Teachers, students and parents/guardians share responsibility for student attendance.

Teachers must record attendance daily. Administrators must enforce attendance policy and regulation. Guidance Counselors must inform administrators of absence patterns. Students must attend classes, keep track of any absences and make up any missed work. Parents must provide the school with updated phone numbers and support the emphasis on regular daily attendance. Automated phone messages are made home when students are not present in a class/classes during the school day.

A complete copy of the Stamford Public School Attendance Policy is available upon request.

Notification

If a student will be or has been absent for a doctor's appointment, a long-term illness, a religious holiday, or a funeral, parents must notify the student's grade level administrator with a note bearing the parent's signature. Notes for other absences should be forwarded as well in case an appeal is necessary at the end of the quarter. An automated telephone message will attempt to notify parents/guardians to report absences daily.

Early Dismissal Procedure

So as not to interrupt instructional time, it is required that parents send in a dismissal note (with a phone number for office personnel to confirm) explaining what time the student is being picked up or driving themselves off campus. Main Office personnel will speak to the parent and issue the student a dismissal pass. Any student going home ill needs to report to the nurse's office to obtain a dismissal pass. Dismissal passes for sick students are not issued in the Main Office. Adhering to these guidelines will result in a prompt dismissal and in many cases avoids interrupting classroom instruction.

Visitors

WHS encourages and welcomes parents, members of the community and those having legitimate business in the school. All visitors must sign into the Main Office and state the purpose for their visit. This ensures to protect the welfare of our students and staff members. Students requiring to shadow for the day must be scheduled through our Dean of Students prior to their arrival at school.

Late Busses

Late Busses run to the North, South, East and West ends of Stamford. They leave Westhill from the front of the building at 3:30 and 6:00. Any questions please contact Tom Pereira 977-5305.

Bullying

Bullying behavior by any student in the Stamford Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Bullying" means any overt acts by a student or a group of students while on school grounds or at a school-sponsored activity, which acts are repeated against the same student over time. Students and parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

Loss of Credit

To achieve a passing grade and credit in a course, students must be in attendance regularly except in cases of serious illness, extreme emergency or a calendar religious holiday.

Should a student be absent from a course in excess of ten (10) Appealable and/or Unappealable absences per semesterised course or twenty (20) Appealable and or/Unappealable absences per full-year course, the student will lose credit for that course.

+ FROM THE STAMFORD PUBLIC SCHOOLS REGULATION 5113A-R

Gym Lockers

Students will use the lockers in the gym locker room, a lock will be provided for you. The school is not responsible for the loss or theft of any articles kept in these lockers. The school administration reserves the right to inspect lockers.

Lockers

Combinations for assigned lockers are given out during homeroom at the beginning of the school year. Locker combinations are changed every year. If a lock is broken, see the secretary in the Raynor Building for a replacement. The high school is not responsible for articles taken from lockers, under no circumstance should you keep any valuables in your locker. Sharing of lockers is not permitted. You are responsible to keep your locker clean during the school year and remove all of its contents at the end of the year. Lockers remain the property of the Stamford School System. Your locker may be opened by school authorities if it is suspected that it might contain contraband of dangerous materials or implements. Every effort will be made to insure your privacy.

Cafeteria

You are expected to help keep the cafeteria clean, please dispose of waste material after eating. Numerous trash cans are always available. All food and beverages should be consumed in the cafeteria and not carried out to any other part of the building. In order to ensure enjoyable pleasant dining for all, you should conform to standards of eating etiquette that would be proper in any restaurant setting. These standards include sitting on chairs and not tables, waiting courteously in food lines, eating food not throwing it, and avoiding excessive shouting or noise making.



Class Cuts and Tardiness

"Cuts" and tardiness are not tolerated. A "cut" is an absence from a class without permission when the student is in school for the day. Absence from class for a school activity, with prior approval from the teacher, will be counted as an absence, but not a "cut". Any "cut" may result in a grade of zero for the day and appropriate disciplinary action.

"Tardies" cannot be appealed and will be considered an Unappealable absence as follows:

Four (4) "tardies" to a class will be recorded as one (1) Unappealable absence. A tardy of more than 15 minutes will be counted as one (1) Unappealable absence even if the student is present for the remainder of the class. Students with sixteen (16) or more tardies per semester in any one course forfeit the right to appeal for credit. Late passes to class are not considered documented. The exception to this rule will be Late Bus passes distributed when a school bus arrives late to school. Excessive tardies, more than eight (8) in a quarter are subject to disciplinary action. And necessitate school official communication with a parent/guardian to support regular attendance.

Study halls and other "non-credit bearing" classes are not an "optional" part of a student's schedule and **must** be attended. Privileges, such as attending prom, parking on school property, or participation in extra-curricular activities may be revoked.

Goals and Expectations

Teachers are asked to individually and collectively help students to meet the following expectations:

1. Be present and on time for every class.
2. Bring learning materials - books, pens, calculators, etc.
3. Respect other people and their property.
4. Complete all assignments.
5. Use appropriate language.

Appeal Procedure

Students may be eligible for a review of absences contributing to a failing grade as follows:

Students must have made up any work missed in a semester/full year course and have a passing grade to qualify for an appeal.

The principal or his/her administrative designee may exempt absences due to extended illnesses of 3 or more consecutive days if the student gives a doctor's note to the grade administrator when he/she returns to school. Exempts are also given for a death in the immediate family or for a religious observance. These notes will not be accepted at the end of the quarter. In such cases, no further appeal is required. Activities receiving pre-approval from the Board of Education or the Superintendent or the Principal need not be appealed.

School Obligations

All textbooks and equipment (including athletic uniforms) are the property of the Board of Education and are to be preserved carefully. Each student is personally responsible for his/her textbooks and any school equipment assigned to his/her care. Any student who loses a book, assigned equipment or material must reimburse the school for the loss. Outstanding obligation notifications are mailed home twice a year for undergraduates and four times during student's senior year. No senior will be issued a diploma until all financial obligations are taken care of. **All books and/or uniforms and equipment not returned, going back to freshman year must be paid for.**

School Dances

Students must be in positive academic and social standing in order to attend. It is required that all students arrive at school-sponsored dances no later than 8:00 PM. After that time, admission will be denied. School dances are held from 7:00 PM until 11:00 PM.

Student Parking and Regulations

Student parking at Westhill High School is limited as a result of a lack of space. There is no parking on campus without a valid permit. *Students with parking passes must park in assigned spaces*, student parking permits will be issued to seniors on a first come first serve basis. Students are **not** permitted to go to their cars during the school day. All items needed for school can be stored in their lockers or backpacks. Failure to adhere to these guidelines will result in disciplinary measures. Direct any questions or concerns to your grade administrator, Mr. Wax at (203)977-5957 for seniors and Mr. Dunlap at (203) 977-6683 for juniors.

School Traffic

WHS has a clearly defined traffic pattern to maximize the safety of our students, staff, parents and community. Please exercise extreme caution when entering or leaving school campus. A limit of 15 mph is in effect and pedestrians have the right of way. During arrival and dismissal times, drivers are not to interfere with the busses and are expected to drop students or pick them up at the designated areas.

Student Assemblies

Student assemblies are scheduled to offer important information, learning experiences and entertainment. It is expected during the program that you are courteous and conduct yourself with politeness and consideration towards others. Students are to enter and exit the assembly quickly and quietly .

School Resource Officer

The School Resource Officer (SRO) program places law enforcement officers in the school with the goal of creating and maintaining safe, secure, and orderly learning environments for students, teachers, and staff. The program reflects the community's desire to ensure the safety and security of its schools. The SRO represents a proactive strategy designed to bring prevention and intervention into the schools.

Stolen Items

Items that are stolen should be reported security. Appropriate forms should be filled out. There is no compensation for lost or stolen items that includes cell phones and computers, etc.

Plagiarism

Plagiarism is a form of cheating when a student claims someone else's work, words, and/or ideas are his/her own. Plagiarism may be deliberate or accidental--be sure to cite sources for information and ideas not your own.

Examples of plagiarism:

- Cutting and pasting directly from the Internet (unless it is put into quotation marks and the source is cited).
- Buying or copying a paper/essay.
- Hiring someone to write a paper.
- Using the words found in a source of information with only minor changes (not paraphrasing properly).
- Not citing sources of information used in papers and essays.
- Not citing sources for ideas taken from someone else.

Why you should not plagiarize:

Intellectual Property:

- People own the words, work, and/or ideas they have created. They own the copyright to what they have written or created.
- Theft of someone's intellectual property is as serious as any other kind of stealing.
- The courts take cases of copyright infringement seriously and so does Westhill.

Consequences:

The consequences for cheating/plagiarizing at Westhill are at the discretion of the teacher and can range from failing the assignment to losing credit for the class. A copy of Westhill's plagiarism handbook is available online.

Discipline Policy

An effective disciplined school requires a concerted effort by everyone in the school community. The statements below form the focus of Westhill High School's Discipline Policy.

1. There is a "no-cut" policy at Westhill. Students are required to attend all scheduled classes and study halls.
2. Westhill is a "closed-campus." Students are not allowed to leave the school grounds during the school hours without parental and administrative permission.
3. In accordance with state law, smoking is not permitted in the building or on school grounds.

4. Students must identify themselves when requested to do so by any teacher or security personnel.

5. Students may not carry, use or wear iPods, headphones, cellular phones or iPhones in school. Electronic devices will be confiscated and returned in June. **Hats or any head gear may not be worn in school.**

6. Students may not wear any clothing that is offensive.

Electronic Devices

All two-way electronic devices (cell phones, etc.) must be turned off upon arrival to school and not taken out or in clear view for any reason during the school day.

Failure to comply may result in confiscation. **NO TEXTING COMMUNICATIONS ARE ALLOWED THROUGHOUT THE SCHOOL DAY.** Taking photos, taping classroom lessons or streaming video is prohibited. Any student who does not abide by these rules is in violation of school procedures and consequences will follow. Students should encourage their friends parents and acquaintances (outside the school community) to adhere to our policy. The WHS staff can determine that other electronic devices may be utilized in the instructional process teachers have designed, and within the scope of their lessons.

After an initial warning, the device will be turned into the students grade administrator, the name of the student is catalogued, and the phone returned to the student when a parent/guardian comes into pick it up.

Student Telephones

A student dedicated telephone is available for use and is located in the Finch Building Office. The student is required to have a pass from their teacher. Students are not permitted to use office staff telephones with the exception of a long distance call.

Student Passes

If you leave your class during class time, you are required to obtain and carry a hall pass. This pass must be signed by a teacher and include, your name, date, time and destination. Security guards and staff will check passes as you travel through the halls.

Substitute Teachers, Volunteers and Aides

Substitute teachers, school volunteers, and aides are important contributors to the progress of our educational goals. They should be treated with the same respect and cooperation that is given to our teachers and staff members.

Working Papers

Working papers are issued from the Finch Office throughout the year. In order to be Eligible for working papers, you must meet the following requirements:

1. Proof of a legal document such as a birth certificate, drivers license, or passport. If you are a WHS student we may use your student record.
2. You must also have a "Promise of Employment" which is a letter from your future employer stating what position you will hold (cashier, stock clerk, etc.) your rate of pay and the number of hours that you will work.

Violations and Consequences

1. Using abusive language to a staff member

Immediate suspension

2. Cutting Class

One cut may result in a "0" for that class and a teacher penalty.

3. Leaving School Grounds

First - 3 days in school suspension

Any repeated offense will result in out of school suspension beginning with a 3 day suspension.

4. Smoking on Campus

First - 3 days in school suspension

Second – 3 days out of school suspension

Third - 5 days out of school suspension

Fourth - Referral for exclusion

5. Refusal to identify self

Immediate suspension

6. Use or wearing of hats, headphones, iPods, cellular/i-Phones

Confiscate (Administrator/Security). Refusal to surrender listed items will result in parental contact and potential suspension.

Second offense - immediate suspension.

7. Inappropriate clothing/jewelry

Immediate referral to grade administrator

Second - 3 days suspension

Possession of these items is a violation of Board policy.



Drug and Weapons Offense

Students and parents are hereby notified that pursuant to State law, students who offer a controlled substance for sale or distribution either on or off school grounds, students who are found in possession of a firearm, deadly weapon or dangerous instrument on school grounds or at a school sponsored activity, and students who are found to have used a weapon in the commission of a crime either on or off school grounds must be brought before the Stamford Board of Education or Hearing Officer for an expulsion hearing. If the student is found to have committed one of these offenses, the student will be expelled from school for one full calendar year, provided that the Board or Hearing Officer may modify the period of expulsion on a case-by-case basis. In addition, it is the policy and practice of the Administration of the Stamford Public Schools to recommend the immediate expulsion of any student found in possession of and/or using a controlled substance on school grounds or at a school sponsored activity, including transportation.

Off Campus Misconduct

Students and parents are hereby notified that in addition to the offenses listed above under the caption Sale/Distribution of Drugs/Weapons Offenses for which students must be expelled from school, students may also be expelled from school if their conduct off

school grounds violates a publicized policy of Stamford Board of Education and is seriously disruptive of the educational process. In deciding whether a student's conduct is seriously disruptive of the educational process, the Administration of the Stamford Public Schools may consider, among other appropriate factors:

Whether the conduct occurred within close proximity of a school

Whether other students were involved or whether there was any gang involvement

Whether the conduct involved violence, threats of violence, or the unlawful use of a weapon, and whether any injuries occurred: and whether the conduct involved the use of alcohol or drugs. Expulsion proceedings will be initiated with the respect to any student whose conduct off school grounds both violates a policy of the Stamford Board of Education and which demonstrates a reasonable likelihood of seriously disrupting the educational process of other students in the Stamford Public Schools. Off campus behavior will result in consideration of discipline includes, but is not limited to, misconduct involving drugs or narcotics, weapons, and violence or disruptive conduct among the student body whether on or off school grounds, will not be tolerated. Violent or disruptive conduct among the student body, whether on or off school grounds, will not be tolerated.

Student Dress Code

The Board of Education encourages students to dress in a manner that reflects pride in and respect for themselves, their school, and their community. To promote a positive, safe and non-disruptive learning environment, proper attire should be worn. Therefore, the following attire is prohibited from being worn in Stamford Public Schools during the academic school day:

1. Attire or accessories which portray disruptive or obscene writing or pictures;
2. Attire or accessories that depict logos or emblems that encourage the use of drugs, tobacco products or alcoholic beverages;
3. Shirts and/or blouses that reveal the abdomen, chest, breasts or undergarments;
4. See-through clothing;
5. Shorts, miniskirts or pants that reveal the upper thigh or undergarments;
6. Other attire or accessories, which, in the opinion of the principal, are not in good taste or depict vulgar, illegal, racial or sexist viewpoints;
7. Head covering of any kind including, but not limited to scarves, bandanas, masks, kerchiefs, hoods, etc. which prevent the easy identification of students during the school day. Headwear for bona fide religious reasons may be worn;
Students are not permitted to carry hats;
8. Footwear that damages floors or is a safety hazard;
9. Sunglasses (unless required by a doctor's orders);
10. Spiked or studded bracelets, oversized or multi-finger rings, belts or any other article of attire with spikes or studs attached.
11. Gang colors as identified by administration.
12. Jewelry or any other object that depicts gang affiliation.

WESTHILL VIKINGS : ATHLETIC HANDBOOK

Dick Cerone
(203) 977-4696

Interscholastic athletics is a vital part of school life. Westhill High School has 29 varsity sports and many sub-varsity sports. All students are strongly encouraged to participate in the athletic program.

Westhill is a member of the Fairfield County Interscholastic Athletic Conference (FCIAC). The league is made up of nineteen schools. Bassick, Central, Danbury, Darien, Fairfield-Ludlowe, Fairfield-Warde, Greenwich, Harding, McMahan, New Canaan, Norwalk, Ridgefield, St. Joseph, Stamford, Staples, Trinity, Trumbull, Westhill and Wilton.

Westhill High School is also a member of the Connecticut Interscholastic Athletic Conference. The C.I.A.C. is the governing body for high school sports in the state. State tournaments take place after the F.C.I.A.C. schedule at the end of each session.

Schedules for each sport are available from the athletic director, and are updated daily. Each schedule is posted in every room of the school and in the local newspapers. The best way to access all of our schedules is on the internet at www.casciac.org.

Requirements for participation

No one will be permitted to participate in any athletic activity until all of the following are completed:

The School Nurse is provided with

- An Athletic Physical Form and Medical History Form signed by the athlete's physician and parent/guardian. An athletic physical is valid for 13 months.
- A Parental Permission Form and the Purple Emergency Card signed by their parent/guardian. The Purple Emergency Card will be stamped by the School Nurse and presented to the Athletic Director, clearing the athlete for participation.

All Athletes, as well as a parent/guardian, must sign both the Concussion Awareness Form and the Sudden Cardiac Arrest Form and return **both** to the Athletic Director.



In order to be eligible

THE ELIGIBILITY RULES OF THE CIAC* WILL BE ADHERED TO BY ALL STUDENT ATHLETES. IN ADDITION:

All athletes must take at least five courses and pass four of these courses in the marking period previous to and during the sport, **and** attain a 2.3 average in the marking period previous to and during the sport.

Each school principal or his/her designee shall determine eligibility prior to the start of each season's athletics. If a student becomes ineligible for an academic reason, the student shall have the right to appeal the decision. The appeal process will be as defined in Regulation 5118 of the Board of Education.

Students who receive **more than one out-of-school suspension in a school year** will be ineligible to participate in any sport for the remainder of that school year.

+ FROM THE STAMFORD PUBLIC SCHOOLS REGULATION 5118

* THE CIAC ELIGIBILITY RULES CAN BE FOUND IN THE CIAC handbook at http://www.casciac.org/pdfs/ciachandbook_1617.pdf

All athletes must not play or practice with an outside team in the same sport while a member of the school team after the first scheduled game of any season.

NOTE: Marking period grades (not semester grades) are to be used in determining scholastic eligibility, except for fall eligibility.

(THESE RULES ARE PROVIDED BY THE CIAC)

Code of Conduct for Athletes

The Westhill High School Athletic Program believes our athletes are special. As such, our athletes have a responsibility to provide a positive image on the fields and courts, in the classroom, and in the community. Our athletes are expected to conduct themselves in accordance with this code.

On the playing fields and courts: Fair play is expected at all times. An athlete does not use profanity. An athlete has respect for coaches, teammates, opponents, officials, and spectators.

In the classroom: A good athlete is also a good student. This does not necessarily mean the top of the class, but it does mean good attendance, participation, effort, and behavior. An athlete cannot participate in practices or contests on days when not in attendance in school without permission from the Athletic Director.

In our community: The way an athlete acts in our community is very important. As athletes, we shall represent our team, Westhill High School, and the City of Stamford with dignity.

Athletic Rules and Regulations

All athletes must use transportation provided by the school, or because of special circumstances, be transported by that player's parent only. Any other travel arrangements must be approved by the Athletic Director.

Uniforms and equipment are on a loan basis to an athlete and are to be worn only when authorized by the coach. If lost or stolen, the athlete will be responsible for the replacement cost.

All injuries, minor and major, are to be reported to the coach and athletic trainer. Please make the trainer aware of an injury and follow any recommendation for treatment the trainer may make.

The Athletic Trainers room is to be used by the athletes only under the supervision of the athletic trainer. During each Season, training room hours are: 2 - 6 PM, Monday through Friday & Saturday by appointment.

College Bound Athletes

It is suggested that the athletes speak with their coach to decide which level of competition would be best for them. Athletes should discuss with their guidance counselor the colleges that would be academically and socially appropriate. The athlete should make the guidance counselor aware of intentions of playing a collegiate sport so that all NCAA eligibility requirements are met. The guidance counselor will also assist athletes in NCAA Clearing-house procedures.



Connecticut Interscholastic Athletic Conference

Westhill High School is a member of the Connecticut Interscholastic Athletic Conference (CIAC). The CIAC controls boys and girls athletics in the State of Connecticut. The CIAC regulates and determines eligibility, supervises tournament play, and sets game limitations and practice dates.

Expectations of Parents

1. Be positive and let your children know that something good is being accomplished simply by being part of a team.
2. Encourage your children to improve their self-esteem by believing in themselves. Any added pressures will only make it more difficult to improve self-image.
3. Encourage your child to work hard and to do their best. Don't criticize coaches or offer excuses if they are not playing.
4. Assist your children in following the Westhill High School Athletic Code of Conduct.
5. Insist on an academic commitment from your children. Insist on a willingness to do one's best.
6. As a spectator you are entitled to cheer and shout at sporting events. Please do not become belligerent and arrogant towards players, coaches, officials, or other spectators. Cheer for Westhill teams, not against our opponent.
7. Insist that your children exhibit true sportsmanship during athletic contests. Emphasize that they should never embarrass themselves, their family, team, school, or community through inappropriate acts during competition.
8. Encourage your children to participate in interscholastic athletics because they love to play, not because they want to achieve a college scholarship. College scholarships are few and far between and are in the hands of the college recruiters.

Note to Parents

You may not always agree with the philosophy or coaching techniques of your child's coach, but it is important to respect these differences. Your child will have many tutors as he or she matures. Dealing with these different influences enhances the maturation process.

If you find that your disagreement is sufficiently strong, be fair with the coach and openly discuss your concerns with him or her at the appropriate time (not after a game). If this communication proves unproductive, you are encouraged to discuss the issue with the Athletic Director. Please do not approach the Athletic Director without first discussing your concerns with the coach. Also, please refrain from "coach bashing". Such activity creates a negative environment which polarizes rather than solves problems.