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#### **WELCOME TO GRISWOLD HIGH SCHOOL**

Parents/Guardians and Students:

 We warmly welcome you to Griswold High School. The administration, faculty, and staff are dedicated to providing a safe and comfortable environment for students to maximize their learning and grow in preparation for a successful future in today’s exciting world. Our goal is to educate for excellence by empowering students to become compassionate, confident, creative, resourceful members of society.

 Griswold High School is home to students from our community, as well as Canterbury, Voluntown, Lisbon, and Sprague. Parents and educators alike are responsible for preparing our students for today’s fast paced and ever-changing world. We are working to align with Connecticut’s Plan for Secondary High School Reform, which focuses on student engagement, personalized learning, 21st Century Skills, and rigorous course content and curriculum. Students are required to graduate from high school with the most challenging courses available in English, Math, Science and Social Studies. In addition, World Language, engineering technology and business knowledge are also essential elements. As a professional and collaborative learning community, all academic departments work to provide a unique and personalized learning experience for all students.

 This handbook is your essential guide and reference in regards to policies, procedures, rules and regulations ensuring a positive experience for all students at Griswold High School. It is important to note, administrators reserve the right to address situations in a fair and equitable manner, assess incidents on an individual basis, and determine consequences accordingly. Every effort has been made to ensure that the information included in this handbook is consistent with Griswold Board of Education policies. If inconsistencies are discovered, Board of Education policy will prevail. It is our hope and expectation that you will adhere to all policies and procedures.

 We encourage students to take advantage of the many challenging and exciting opportunities Griswold High School has to offer, while building lasting memories and friendships within the school community. Administration, faculty and staff are here to support students through their journey. I look so forward to a wonderful and exciting 2017-2018 school year!

Erin Palonen

 Principal, Griswold High School

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##### **CIVIL AND LEGAL RIGHTS AND RESPONSIBILITIES**

 The Griswold Board of Education recognizes its responsibility to provide a free, appropriate public education to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Furthermore, no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any district program or activity or those provided through the District through contractual or other arrangements. District aids, benefits and services will afford qualified students with disabilities equal opportunity to obtain the same result gain the same benefit or reach the same level of achievement as student without disabilities in the most integrated setting appropriate to the student’s needs. Programs and activities shall be accessible to and usable by individuals with disabilities as prescribed by law.

**STATEMENT OF NON-DISCRIMINATION**

 In compliance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973, the Board of Education does not discriminate on the basis of race, creed, color, national origin, age, sex, marital status, religion, sexual preference or disability in hiring and employment practices and establishing and providing school activities and educational programs.

Title IX Coordinator – Curriculum Director – 376-7606

Civil Rights Coordinator – Curriculum Director – 376-7606

Section 504 Coordinator –Suzanne Alfiero– 376-7681

**RELEASE OF INFORMATION**

 Educational records, defined as records directly related to a student, will be kept for each student and will reflect the physical, emotional, social and academic aspects of a student’s development in the educational process.The Board of Education recognizes the need to comply with the legal state and federal requirements regarding the confidentiality, access to and amendment of student records. The procedures for the confidentiality of student records shall be consistent with federal statutes, including FERPA, as amended, and its implementing and revised regulations, the No Child Left Behind Act of 2001, and the CT General Statutes.

**DIRECTORY INFORMATION**

Certain information regarding student records is considered directory information. Directory information includes, but is not limited to, one or more of the following items: parent’s name and/or email address, student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographic, computer and/or video images, grade levels, electronic mail address, awards received in school, and most recent previous school attended.

 Directory information may be released by the district to anyone who requests it, unless the parent or eligible student objects to the release. If you would like to restrict the release of the above information, please fill out and return to the high school counselor’s office, the “Restrict Directory Information Form” that was mailed to you in your summer packet. If you need an additional form, please contact the school counseling office at extension 4162. A new form must be completed by the parent/guardian and submitted for each school year.

**AGE OF MAJORITY**

 Connecticut General Statutes, Sec. 1-1D establishes 18 years of age as the age of majority. As a result, the following regulations have been adopted by Griswold High School.

1. All school regulations, including attendance matters, shall apply equally to all.

2. The school system recognizes its responsibility to the parents regardless of the age of the student in its charge. All contacts should continue to be maintained with the home. Eighteen-year-old students may request direct communication and parents shall be notified of that action. The school will, nevertheless, continue to inform the parents of all students who reside at home and/or continue to receive support from parents.

**AGES OF ATTENDANCE**

Parents and those who have the control of children five years of age and over and under eighteen years of age, are obligated by Connecticut law to require their children to attend public day school or its equivalent in the district in which such child resides, unless such child is a high school graduate or the parent or person having control of such child is able to show that the child is elsewhere receiving equivalent instruction in the studies taught in the public schools. The parent or person having control of a child sixteen or seventeen years of age must consent to such child’s withdrawal from school. The parent or person shall exercise this option by personally appearing at the school district office to sign a withdrawal form. The district shall provide the parent or person with information on the educational opportunities available in the school system and in the community.

A child who has attained the age of seventeen and who has voluntarily terminated enrollment in the district’s schools and subsequently seeks readmission may be denied readmission for up to ninety school days from the date of such termination unless the child seeks readmission to the district not later than ten (10) school day after such termination which case the Board shall provide school accommodations to such child not later than three school days after such child seeks readmission.

A child who has attained the age of nineteen or older may be placed in an alternative school program or other suitable educational program if he/she cannot acquire a sufficient number of credits for graduation by age twenty-one.

**HOMELESS STUDENTS**

 The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to their education. It is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal and state statutes, residing within the district or residing in temporary shelters in the district are entitled to free school privileges.

 Homeless students within the district not placed in a shelter remain the district’s responsibility to provide continued educational services. **Please contact Griswold High School’s Homeless Liaison Penny Avalos for more information @ 376-7640.**

**BOARD POLICY REVIEW GUIDELINES**

 The Griswold Board of Education has developed a comprehensive set of policies to govern the Griswold Public Schools. Parents/guardians/interested parties are welcome to stop by the Griswold High School office to review the entire collection of policies.

######  **DISTRICT MISSION STATEMENT**

The community of Griswold Public Schools educates for excellence by empowering students to become compassionate, confident, creative and resourceful members of society.

**DISTRICT VISION**

The community of Griswold Public Schools excels at education for excellence for all students to be college and/or career ready.

**TO PROMOTE STUDENT ACHIEVEMENT, WE WILL COLLABORATIVELY FOCUS ON:**

1. Aligning and integrating the district mission, vision, and Griswold 2025 into building goals, teacher evaluation, and administrator evaluation.
2. Professional learning that is integrated with on-going curriculum work and on-going instruction for learning.
3. Community engagement that includes effective communication, community outreach, and district-wide events.

### **GRISWOLD HIGH SCHOOL MISSION STATEMENT**

### The faculty and staff of Griswold High School provide a safe and accepting atmosphere in which all individuals learn, broaden their horizons, and achieve their full potential. Through the high expectations of a diverse and challenging curriculum, students acquire the knowledge and skills essential to take their places as responsible citizens and productive members of society. In alliance with the community, parents, students and faculty share responsibility for the success of the mission.

 **21st Century Learning Expectations**

The Griswold High School graduate:

1. Will communicate and receive information utilizing, reading, writing, speaking, and/or artistic/creative expression;
2. Will engage in critical thinking and effective problem solving;
3. Will use real-world digital and other research tools to access, evaluate and effectively apply information appropriate for authentic tasks;
4. Will take responsibility in both independent and cooperative learning environments to achieve goals.

**Civic and Social Expectations for Student Learning**

The Griswold High School graduate:

1. Demonstrates respect for all members of the school community

2. Manages time to meet the demands of academic responsibilities along with social and extracurricular activities

3. Accepts responsibility for his or her own actions and behavior

4. Recognizes the importance of social and civic responsibilities to a community

5. Exhibits an understanding of diverse perspectives and cultures

6. Understands the importance of physical fitness and healthy lifestyle choices

**Faculty Approval 5/3/05 Board of Education Approval 5/9/05 Revised 3/26/07**

# **CHANGE OF ADDRESS OR OTHER INFORMATION**

 A Change of Information Form should be completed by the parent and turned into Mrs. Melgey in the School Counseling (Guidance) Office, when there are updates to student information regarding changes in address, telephone number, or other personal database information. A copy of the Change of Information Form may be obtained from the School Counseling Office or can be found on the Griswold High School website at [www.griswold.k12.ct.us](http://www.griswold.k12.ct.us).

**STUDENT IDENTIFICATION CARDS**

 Students will receive a picture identification card shortly after the beginning of the school year. Students should have their Identification Card (I.D.) on them at all times.

**SCHOOL CLOSING/CANCELLATION**

 In the event of inclement weather, the following stations will broadcast school closing/delay notices:

**WCTY (97.7 FM) WICH (1310 AM) Q105 FM**

**WILI (98.3 FM) WSFB (Channel 3) WTNH (Channel 8) WKSS (95.7 FM) WVIT (Channel 30) WDRC (102.9 FM)**

 The School Messenger Notify automated phone service will be used as one form of communication with families in the event of cancellations, delayed openings, and early dismissals. Parents and students should pay close attention on questionable days. Whenever possible, the Superintendent will choose a DELAYED OPENING rather than a cancellation.

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| ***TWO HOUR DELAY*** |
| Warning Bells | 9:30, then 9:34 |
| Period A | 9:35 – 10:27 |
| Period B | 10:32 – 11:24 |
| Period C | 11:29 – 12:48 (with lunch embedded)1st lunch: 11:29 – 11:542nd lunch: 11:56 – 12:213rd lunch: 12:23 – 12:48 |
| Period D | 12:53 – 1:44 |
| W.E.B. | 1:49 – 2:19 |
| ***HALF-DAY SCHEDULE***  |
| Warning Bell | 7:30 |
| Period A | 7:35 - 8:33 |
| Period B | 8:38 – 9:36 |
| Period **D** | 9:41 – 10:38 |
| Period **C** | 10:43 – 12:06 |
| Lunch Waves | 1st Lunch: 10:43 – 11:082nd Lunch: 11:12 – 11:373rd Lunch: 11:41 – 12:06 |
| **EARLY DISMISSAL INFORMATION**In the event of early dismissal due to weather or other circumstances:* Every attempt will be made to provide lunch to all students.
* Dismissal times may vary for tuition town students.
* All students will remain in class/ cafeteria until dismissal.
* It is essential that all students listen to the announcements.
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**BELL SCHEDULE**

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| --- | --- |
| Time | Portion of Day (Green/White) |
|   7:35 – 8:57 |  A-Period: *(Morning Announcements will occur during**first five minutes of class)* |
|  8:57 – 9:02  |  Passing Time |
|  9:02 – 10:19  |  B- Period |
|  10:19 – 10:24  |  Passing Time |
| **10:24 – 12:11** | **C- Period****10:24 – 10:49 1st Lunch 10:53 – 12:11 class****11:04 – 11:29 2nd Lunch 10:24 – 11:02/11:33 – 12:11 class****11:46 – 12:11 3rd Lunch 10:24 – 11:44 class**  |
|  12:11 – 12:16  |  Passing Time |
|  12:16 – 1:33  |  4th Period |
|  1:33 – 1:38  |  Passing Time |
|  1:38 – 2:19  |  The W.E.B.*Wolverine Enrichment Block*  |
|  2:19  |  Dismissal Time |

**WORKING PAPERS**

 If a student obtains employment when he/she becomes sixteen (16), he/she must acquire “working papers”. Working papers are issued by the GHS Main Office, Monday-Friday, during school hours. A student should present a “Promise of Employment” form completed by the employer as well as a birth certificate or driver’s license to be issued working papers.

**LOST AND FOUND**

 Students may check for lost items in the Lost & Found area located in the Main Office. Items left unclaimed longer than 30 days will be discarded

**HALLWAY PASS**

 Students in the hallway while classes are in session must have a signed agenda verifying a legitimate reason for being out of class. Students accompanied by a staff member do not require an agenda.

**STUDENT AGENDA**

Each student is given an agenda at the beginning of the school year. The agenda is the property of Griswold Public Schools. A $5.00 replacement fee will be charged to all students who lose, deface, or destroy their agenda.

**Why Do We Issue Each Student a School Agenda?**

 This School Agenda has been designed to help students manage their time and plan their day, so they can take an active part in controlling academic achievement.

All students attending Griswold High School are **required** to maintain and carry an agenda at all times. Students who do not possess an agenda will not be allowed out of class. Students without an agenda may ask to borrow a faculty agenda at the teacher’s discretion.

 Teachers, will expect students to record homework assignments in their agendas, and they may ask students to show them that this has been done. Students should be aware of exactly what each teacher expects and when assignments are due. Students should also be aware of their standing in each course at any time during the year.

# **DRESS AND APPEARANCE**

# The Board of Education encourages students to dress in clothing appropriate to the school situation. Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

# 1) Is unsafe either for the student or those around the student;

# 2) Is disruptive to school operations and the education process in general;

# 3) Is contrary to law.

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# **GRISWOLD HIGH SCHOOL DRESS CODE**

# **The following dress code expectations have been established and are strictly enforced:**

* Clothing should be clean, neat, and worn as designed; excessively ripped or torn clothing is not acceptable; underwear garments are not to be visible;
* Tops and shirts may not reveal cleavage, torso, or undergarments, (such as bra-straps).
* Muscle tops, spaghetti-strap tops, tube tops, crop-tops, and beachwear are not acceptable. See-through items are not allowed;
* Skirts and shorts must be at least fingertip length; a slit may not be open above fingertip length;
* Pajama bottoms and see-through tights or leggings are prohibited;
* Pants/jeans must be worn at the waist and may not expose underwear;
* Skin-tight skirts and dresses are not permitted;
* Shoes must be worn at all times; slippers are not permitted. Footwear requirements of particular classes must be followed (i.e., P.E., Foods, Construction, etc.);
* Head coverings ( caps, hats, hoods, bandanas) may not be worn inside;
* Sunglasses may not be worn inside;
* Clothing with pictures or sayings of a profane or suggestive nature, is related to drugs, alcohol, or any illegal substance, is offensive to others, contains advertising any product or service not permitted by law to minors, or promotes violence is prohibited;
* Apparel should not present a threat to the health or safety of others; chains or metal studded items are not permitted;
* The wearing of apparel or accessories signifying gang or group affiliation is not permitted;
* All outerwear items are to be stored in lockers during the day.

Students are expected to comply when asked by a staff member to adjust any clothing or to remove inappropriate items. Students who refuse to comply may be referred to an administrator. Any decision made by building administration about whether or not a student is violating the dress code is final. Standard discipline referral procedures will be followed.

**1st violation**- Warning and possible change of clothing;

 **2nd violation**- Change of clothing, parent notification

 **Additional violations-** Administration reserves the right to impose additional progressive disciplinary consequences.

**PUBLIC DISPLAYS OF AFFECTION**

 Students are expected to refrain from public displays of affection in school. Excessive embracing and kissing can be embarrassing or offensive to bystanders and is inappropriate behavior in an educational environment.

**GAMBLING**

Gambling is NOT PERMITTED in school. This includes card playing, betting pools of any type, and other games of chance.

# **BOOK BAGS/BACK PACKS/PURSES**

 Book bags and backpacks are designed to transport books and other items needed for school activities between home and school. Book bags, backpacks, and large purses/handbags are a space and safety issue in the hallways and in the classrooms and should be stored in lockers during the school day. *Any purse/handbag that is big enough to carry a US History textbook is too large to carry around school and should be stored in the student’s locker.* Students who have medical issues or other needs which would require them to carry a backpack, must first receive permission from School Administration and/or the School Counseling Department before toting book bags throughout the building during the school day. Eligible students will receive a “Backpack Pass”, which student will keep attached to his/her bag at all times.

**LOCKERS**

 Each student is assigned a locker at the beginning of the school year. Lockers are intended for storage of books, jackets or outerwear, book bags/backpacks, and other items for use in school and in school-sponsored activities. Students are cautioned against sharing a locker or revealing their locker combination to others. GHS assumes no responsibility for articles misplaced or stolen from lockers.

 The Griswold Board of Education or its designee, reserves the right to search the lockers, desks, person and personal belongings of a student when it is believed to be necessary for the maintenance of the educational process; to protect the health, safety or welfare of other students; or whenever there are reasonable grounds for suspecting that such a search will turn up evidence that the student has violated or is violating the law or rules of the school.

**USE OF SURVEILLANCE CAMERAS**

 The Board of Education and building administrators may use video surveillance on school transportation vehicles and in and around the school campus: 1) to monitor and protect District property; 2) to foster the safety and security of student, staff, and visitors while at work or participating in school functions; 3) in response to specific inquiries and proceedings relating to law enforcement; and 4) when warranted, for specific student discipline. Further information about the use of video surveillance can be found in Board policy 5131.111.

**MONEY**

 Money should never be left in a student’s locker. Please bring all money to the office with your name and WEB classroom plainly marked. It will be placed in the office safe, and returned at the end of the school day.

**SCHOOL TELEPHONES**

Telephone calls during the day may be made in the main office in case of emergencies only. A student must have a signed agenda from a staff member to use the office phone. Emergency telephone calls may be made with the assistance of your **school counselor or support staff.** Calls to check on rides home or to be dismissed from school ARE NOT considered an emergency; therefore, these calls must take place during non-academic times.

 **USE OF ELECTRONIC DEVICES**

 Griswold High School acknowledges the valuable role technology plays in education to support access to information, seamless collaboration, and as a means of organization and communication. It is our intention to allow access to electronic devices during school hours (7:35 AM – 2:19 PM) for educational and productive uses and to promote appropriate use and etiquette in a public setting. Access to personal technology resources during the school day is considered a privilege and not a right. Students are expected to make responsible and ethical decisions at all times when using their devices.

 Throughout these guidelines, we will refer to “privately owned technology devices” as those devices that students bring to school that they own themselves; examples of privately owned devices include, but are not limited to, cell phones, IPod, IPad, headphones, ear buds, laptops, tablets, e-readers, and calculators). The use of privately owned devices is permitted according to the following conditions:

* Classroom use of privately owned devices is at the discretion of the teacher and must be connected to an educational purpose; They cannot be used at any other times within the classroom without teacher permission;
* All electronic devices must be put on silent mode during school hours to prevent interrupting the educational setting;
* All electronic devices must be stored away and out of sight when students are taking an assessment, unless the teacher *specifically* ties the use of privately owned devices into the assessment;
* Privately owned devices are the responsibility of the students who bring them to school, and no student will be *required* to bring his/her device to school.
* ***The school will not assume any responsibility* *for devices that are lost, stolen or damaged*. In addition, administration is not required to investigate incidents involving lost, stolen, or damaged devices.**
* Privately owned devices may be used during study hall only if they are being used for educational purposes and with the study hall teacher’s permission and supervision;
* Headphones may be worn to listen to music as a privilege while in Cafeteria Study Hall or at the teacher’s discretion. Music must be played at a moderate volume that cannot be heard by others around;
* Headphones must be out of sight and put away at all other times, including during passing times in the hallways. Students are permitted to use headphones in the cafeteria during lunch waves.

Use of privately owned devices must be done so in accordance with the District’s Acceptable Use Policy 6141.321(a);

Inappropriate or irresponsible use of privately owned devices is unacceptable. If this occurs, the devices can be confiscated by a faculty member and turned into the office. Based on the nature of the infraction, the device could be searched by administration if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating school or district policy or the law. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

If a student’s privately owned device is confiscated by a faculty member and turned into the office, the following procedures will be followed:

· **1st Offense**: the device is held until the end of the school day and the student can retrieve it from the Student Supervisor’s office after school has ended;

· **2nd Offense**: the device will be held in the Student Supervisor’s office until the end of the day, and administration will contact parents/guardian;

· **3rd Offense and beyond**: the device will be held in the Student Supervisor’s office until the end of the school day; administration will require a parent meeting; progressive disciplinary consequences may occur.

It is increasingly important for students to understand *responsible and ethical use of technology*. Improper use of electronic devices is strictly prohibited and will result in disciplinary action. Some examples of improper use of technology (whether it is privately owned or district owned) include, but are not limited to:

· Any activity that interferes with the operation of the District’s wireless or wired network;

· Sending any form of harassing, threatening, or intimidating messages at any time to any person (such communications may also be a crime). This includes cyber-bullying;

· Gaining or seeking unauthorized access to Board technology resources;

· Damaging Board technology resources;

· Accessing or attempting to access any material that is obscene, pornographic, or otherwise inappropriate;

· Using any device to photograph, audio record, or video record another individual without the permission of the individual and/or a school staff member;

· Using devices in a manner that disrupts the educational environment; or

Taking any action prohibited by any Federal or State law.

**HOW INFORMATION IS SHARED**

 Griswold High School has established many tools that students and staff members may use to get and post information for everyone to see. Information pertinent to athletics, club and team meetings, upcoming test schedules (CAPT, SATs, etc.), deadlines, and countless other announcements are posted and shared regularly. Some, but not all, resources that you can use to get information include:

* Morning announcements during A-Period
* 5 LCD TVs posted in the cafeteria and in the main lobby in front of the Cafeteria, the Main

 Office, and the Auditorium

* Various bulletin boards and display cases around the school
* Griswold High School Website
* Google Classroom
* Front counter in the Main Office
* School Messenger Notify call, text, & email communications
* Plus Portals
* Griswold Athletic Mobile App
* Monthly Parent Advisory Council meeting in the Library Media Center
* Naviance

 In addition to these resources, be sure to ask teachers, advisors, and office personnel. REMEMBER, you are not to expect that others will remind you of your obligations. This is your responsibility. Always ask a staff member if you have a question. Making announcements over the intercom during class time is avoided whenever possible, and will require prior administrative approval.

**BULLETIN BOARDS** **AND POSTINGS**

 Bulletin boards are essential for communicating information about the official and social life of Griswold High School. The following guidelines should be observed:

1. Notices may not be posted without permission of a faculty advisor.

2. All notices should be neatly lettered.

3. Posters and notices should clearly indicate the date, day, time and place of the event or meeting.

4. Groups/individuals should remove posters/notices when the event has happened.

5. Unauthorized posters/notices will be removed by the administration.

**MORNING ANNOUNCEMENTS**

 The Video Club broadcasts live morning announcements at the beginning of first period every morning on Channel 22. Announcements should be e-mailed to morning@ griswold.k12.ct.us. Teachers will provide daily access to announcements, and students are expected to be quiet and attentive during morning announcements.

##### **ASSEMBLIES**

 An assembly is called when important information is discussed with a class or for a student performance. Students are expected to enter the auditorium and be seated promptly in the designated area for each class. Appropriate behavior is expected.

##### **PARENT ADVISORY COUNCIL**

 Parent Advisory Council (P.A.C.) meetings are held monthly. All parents are invited to participate in the meetings which involve an information session related to pertinent topics, a Principal’s report, and a question and answer session. Meetings begin in September and continue monthly through May. Information about Parent Advisory Council, including the minutes from each meeting, can be found on the Griswold High School website under Parent Resources.

**ADVISORY PROGRAM**

The Advisory Program of Griswold High School will support the academic, social, and personal development of each student by providing regular interaction with an adult advisor through discussion and planned activities in a small-group setting. The Advisory Program will meet on Mondays in lieu of WEB after Period D.

##### **STUDENT SUCCESS PLANS**

 The Student Success Plan (SSP) is an individualized student-centered plan that engages every student based on their unique interests and strengths helping them to understand the relevancy of education to achieve postsecondary educational and career goals. The SSP will begin in Grade 6 and continue through high school via Naviance. It will provide the student support and assistance in setting goals for academic, career, social, emotional, and physical development that meet rigorous high school and postsecondary expectations.

**STUDENT SUCCESS TEAM (SST)**

Students are referred for SST services through classroom teacher recommendation following communication with parents and school counseling staff. The SST meets weekly to review student referrals and monitor intervention plans. Close communication on intervention plan success is maintained with parents. For more information, please contact John Cormier –GHS School Psychologist/SST Facilitator.

At Griswold High School, success for all students is the goal. Early intervention is believed critical to improving learning outcomes. Working collaboratively with teachers, related service staff, families, and students, the Student Success Team (SST) plays an integral part in the early intervention process. The Team’s focus is to clarify the needs of students showing a lack of success in assigned courses, develop and monitor data-driven intervention plans, and provide supplemental instruction in reading, writing and math when needed. Additionally, assistance with academic organization/planning may be provided through skill center participation. Consultation and short-term intervention services with school counseling staff takes place for students requiring social-emotional assistance. Students continuing to show academic difficulty despite progressing through tiered interventions of increasing intensity may be referred for more intensive and long-term intervention services through a Section 504 Team meeting or Planning and Placement Team (PPT) meeting.

 **VISITORS**

 In order to gain entry into the building, all visitors must verify their name and nature of their business through the main entry intercom. Once entry is granted, and door is unlocked, visitors are required to report directly to the main office where one of our staff members will scan their Driver’s License or other acceptable form of identification through our RAPTOR security system. Visitors will be issued a visitors’ pass to be worn while in the building.

Former students who are visiting teachers should make arrangements with the teachers they are visiting in advance. Visits may only occur after 2:19 pm, and former students must check into the office upon entry to the building.

##### **GUESTS/SHADOWING**

 A shadowing program is available that allows a prospective student from a tuition town to accompany a GHS student for a day. All student visitors must be pre-approved by their sending district’s administration and GHS’s School Counseling Office and have completed the forms necessary to arrange the visit.

**TEXTBOOKS**

 Class textbooks are issued to students at the beginning of each school year. These books are the property of Griswold High School and are on loan to the individual student and should be treated with care. Students are encouraged to cover books to reduce wear and tear.

 All textbooks issued to each student will be logged electronically into our Follett Textbook Manager software in order to maintain accurate inventories and student accountability. At the end of the course, the student is responsible for the condition of textbooks issued to him/her. If a book is lost or returned in poor condition, the student will pay the replacement cost of the book. Students not having the required text will not be allowed to take his/her exam. Seniors who have not returned or paid the replacement cost of missing books will not be permitted to walk at the graduation ceremony in June.

 **EDUCATIONAL MATERIALS**

 The student is responsible for notebooks, writing materials and other such items necessary for class work. It is each student's responsibility to come to class fully prepared and ready to participate in a learning experience.

Library books, textbooks, instruments, uniforms, and other educational materials are loaned to the students for their use, and shall be returned when requested by school authorities. Teachers shall emphasize to students that texts and materials are the public’s property, and should be appropriately cared for. Students must pay the full replacement cost of any book or material lost or damaged beyond ordinary wear.

 Students who fail to return or pay for texts and materials promptly may be excluded from extracurricular activities and ceremonies, such as high school graduation.

**COMPUTERS**

 The Griswold Public School District believes in the educational value of communications, the Internet, and electronic information services, and recognizes their potential to support its educational program, the curriculum and student learning. Resource sharing, communications, and innovation capabilities for both students and teachers have been increased with access to telecommunications and to the Internet. The district will make every effort to protect students and teachers from any misuses or abuses as a result of experience with electronic information service. It is therefore imperative that members of the school community conduct themselves in a responsible, decent, ethical, and polite manner while using any network. Further, they must abide by all local, state, and federal laws.

 Free access to the computer network implies a level of trust and personal responsibility on the part of each user. It is expected that activities conducted on the computer network will be appropriate for the educational environment and within the expected and intended use. All users are expected to co-exist on the network and any one person's use will not negatively impact access or infringe upon the use of any other person. Access to social media sites is prohibited.

1. Users are expected to remember their login names and their personal passwords. Students are cautioned against sharing their passwords with others to prevent unauthorized access to files. Private passwords safeguard the integrity of each user's files on the network.

2. Programs are loaded onto the network for use within the scope of the GHS network. Any attempt to download programs to disk for personal use at another site is software piracy (i.e. theft). Abusers may forfeit access to the network and may be subject to the school discipline policy..

3. The network administrator and faculty have selected programs on the network to fulfill specific needs within the educational environment. Computer games or entertainment programs do not fall within these guidelines. Students are not permitted to load additional programs to their own files on the network or to the hard drive of any computer from disk, or to download programs from any other drive on the network to their own files. Abusers may forfeit access to the network and may be subject to the school discipline policy.

4. Students found tampering with or altering the setup/configuration of any computer, thereby infringing on the use of the next person, may forfeit their access to these areas and may be subject to the school discipline policy.

5. Students are expected to notice and comply with any written instructions posted on any individual computer in any area of the building as well as any verbal instructions given by the person in charge of the area (i.e. "Do not log out of this computer").

6. Any problems with any computer should be addressed immediately to the faculty in charge of the area.

7. The administration and the network administrator reserve the right to modify and/or expand these guidelines as the changing technology or situation may warrant.

8. Any misuse of a computer may subject students not only to GHS sanctions, but also to applicable Connecticut General Statutes, including Section 53a‑251, "Computer Crime."

**LIBRARY MEDIA CENTER**

 The goal of the Griswold High School Library Media Center is to be the central point for student and teacher activities. The Library Media Center is staffed by Maralee Parker, certified Library Media Specialist and Heather Edge, Library Technical Assistant. We strive to educate our students to search for and manage information effectively and efficiently and encourage our students to be lifelong learners. The mission is accomplished by:

* Offering a place for academic work during study halls and after school based on personnel availability.
* Providing instruction in Information Literacy; including research techniques and evaluation of information.
* Offering activities that stimulate interest in reading for information and pleasure.
* Maintaining a collection of resources and reading materials for all readers in various formats.
* Supporting the school’s curriculum and reading initiatives.

 Students who are registered for Virtual High School courses use the computers in the library during that class period.

 We have e-readers available for student loan for a four week period. Before students are allowed to check the e-reader out, they must hand in a signed permission slip from their parent/guardian. In signing the permission slip, the parent/guardian agrees to be responsible for the replacement cost of the e-reader ($130.00) if the item is lost or damaged.

 Students are welcome to use the Library Media Center for academic work during Study Hall and WEB. It is expected that students will conduct themselves in an appropriate manner, being respectful to the property and other people in attendance at all times.

 Books are checked out for a four week period. If books are not returned the student is responsible for the replacement cost of the item. Seniors are required to pay all outstanding fees before being allowed to participate in senior class activities at the end of the school year.

 **FIELD TRIPS**

 Trips away from campus can be valuable teaching tools, providing real life experiences, demonstrations, and hands-on activities related to curriculum goals. Field trips designed to stimulate student interest and inquiry provide opportunities for social growth and development and are considered appropriate extensions of the classroom.

Student participation in field trips is subject to the following guidelines:

1. Students participating in a school-sanctioned trip must submit an authorized permission slip, signed by a parent/guardian. Any money necessary for the trip should be submitted at the same time.

2. Students will not be allowed to participate in a field trip if it is felt that their absence from other classes would be detrimental to their academic success.

3. Students participating in field trips are responsible for all class material covered that day in all of their other classes.

4. Students shall not be penalized in one class/course for participating in a field trip for another class/course.

5. Exemplary conduct is expected of all students involved in a school-sanctioned trip. All school rules are in effect while on the trip.

6. Students are to leave from and return to school in the transportation provided.

7. Participation in certain field trips (i.e. Freshman Success) may have academic or behavior qualifying requirements, with approval of the administration.

**Participation in field trips is a privilege.** The administration reserves the right to limit/deny a student’s participation at any time.

**CAFETERIA GUIDELINES**

Each day, the GHS cafeteria serves breakfast, a hot lunch, a variety of a la carte items and milk for purchase by students and faculty. Applications for free or reduced-price lunches are distributed to all students at the beginning of the school year. The patio area is reserved for members of the senior class.

**All food and drinks are to be consumed in the cafeteria.** No food or drinks other than water are to be taken out of the cafeteria.

**Common courtesy is expected from all students in the cafeteria and on the patio area.**

All students are expected to:

1. Consume all food items within the cafeteria/patio

2. Keep the table areas clean; return all trays and utensils to the dishwashing area

3. Deposit all refuse in designated receptacles; deposit all recyclables in the proper containers

4. Use school-appropriate table and eating manners

5. Speak in a conversational tone of voice without shouting

6. Proceed directly to the cafeteria during their assigned lunch wave; no one should be “late”

7. Remain seated in the cafeteria until the dismissal bell rings

8. Observe the designated entrance and exit doors for smooth traffic flow

**Students are not to:**

1. Cut in line
2. Save a place in line for anyone
3. Leave a lunch line & expect to return to the same place in line
4. Loiter or stand near the railing
5. Ask others to purchase food for them
6. Pass money to anyone who is in line for any reason
7. Throw or toss anything at or to another person

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##### **WATER CONSUMPTION**

 Students are allowed to consume water during the school day under the following conditions:

· Water bottles must be **clear plastic**

· Water bottles must be left in the student’s locker during class time unless the teacher allows them in his/her classroom

· Water bottles are not allowed in the auditorium, Library Media Center, gymnasium, computer labs, or at assemblies

· Water bottles must be properly disposed of (recycled)

· Water bottles are not to be shared

 **Abuse of this privilege will result in immediate intervention/discipline.**

##### **FOOD AND BEVERAGE**

Due to health, cleanliness and safety concerns, the consumption of food and beverage by students is restricted to the cafeteria. Students are required to consume coffee/tea beverages prior to the start of the school day. Special programs and situations involving food and beverages in classrooms may be planned with the permission of an administrator. Students are not permitted to distribute food or beverages in classrooms without administration’s approval. All students and staff are expected to utilize the recycling bins and trash containers located throughout the building.

 Vending machines are available in the cafeteria for students to use before school, after school, or during lunch time. Students should not be purchasing items from the vending machines during any other time throughout the school day.

**RECYCLING**

 Recycling is essential to maintaining a healthy environment. As an educational institution we are responsible for teaching\learning about conservation and resource management. We accomplish this by educating you both in and out of the classroom. Please, pay attention to your teachers and to the recycling bins located in the cafeteria and throughout your building. Remember, recycling is everyone’s responsibility and you do make a difference.

 Please contact your building Principal if you have any questions about your school’s recycling program.

**\\\\\\\\\\ SCHOOL COUNSELING //////////**

School counseling services are available to each student at GHS. These services include assistance with course/program selection, interpretation of test scores, college and other post-secondary planning, career information, and any topic the student feels he/she would like to discuss with a counselor. Students requesting to visit the School Counseling Office should:

1. Obtain an appointment card from School Counseling Office before school, during lunch or after school.

2. Make an appointment during an assigned study hall or WEB; a teacher may call the School Counseling Office to check on counselor availability and willingness to meet with a student. Students should be advised that going to the School Counseling Office between classes is not allowed due to time constraints.

##### **SCHOOL COUNSELORS**

**Suzanne Alfiero Kathy Kissack Elaine Taylor**

School Counseling Director School Counselor School Counselor

Grade 9-12: A-C Grade 9-12: D-MGrade 9-12: N-Z

**Darlene Melgey,** School Counseling Secretary

##### **Griswold High School CEEB Code: 070325**

**PROGRAM OF STUDIES**

 The Program of Studies Book is distributed annually to students in early spring and is available on the school website. This document contains course descriptions, course sequences, curriculum requirements, graduation requirements, and other information to help students with their educational planning.

 Students and parents should refer to the Program of Studies Booklet when making selections for course registration and schedule changes.

##### **COURSE CHANGES**

 Under all but the most unusual circumstances, no changes of courses will be allowed after the *first two weeks* for the ensuing school year & during the first two weeks of the second semester for second semester courses. These changes can only be made with the completion of an approval form signed by the parent/guardian in conjunction with the school counselor. This applies to students over the age of 18 as well as those under age 18.

**Note:** In the case of moving up or down a level in the same course, any posted quarter grade (s) and the grade to date of withdrawal will follow a student to the new course level.

**DROPPING A COURSE**

 Students are not normally allowed to drop a course for which they have registered. In those instances when a course is dropped, it is done so only with the permission of the parent/guardian, the school counselor, and an administrator, regardless of the age of the student. When a course is dropped, the student will receive a “withdrawn” (W). **A course must be completed in order for a student to qualify for summer credit recovery.**

**PSAT – SAT – ACT COLLEGE ADMISSIONS EXAMS**

 Griswold High School administers the PSAT 9 exam to *all* freshman, the PSAT exam to *all* sophomores and juniors in October, and the SAT exam to *all* juniors in the spring on a designated school day. The cost of all exams are covered by the school district and state of Connecticut at this time. PSAT results are an essential tool for college readiness and postsecondary planning. Students will receive a detailed test report, online review information and connection to resources on Khan Academy to prepare for the SAT.

Students may also take the ACT exam, another test option for college admissions. Interested students should register in the spring of the junior year and again in the fall of the senior year. Test registration is available online at [www.act.org](http://www.act.org). Fee waivers for retaking the SAT or taking the ACT are available for students who qualify for free and reduced lunch and have completed a ‘consent to share’ form; please speak to your counselor for more information.

**SAT**  [www.collegeboard.org](http://www.collegeboard.org/)/ **ACT**  [www.act.org](http://www.act.org/)

##### **\\\\\\\\\\ GRADING SYSTEM //////////**

**PERIODIC GRADING SYSTEM AND MIDTERM/FINAL ASSESSMENTS**

 Grades are given in terms of an agreed upon system. Numerical grades are used on report cards. The letter equivalents of the numerical grades are listed below. The first and second semester grades should be averaged for one final grade for the year.

**90 - 100 =A 80 - 89 = B 70 - 79 = C 65 - 69 = D 64 or Below = F**

 The primary purpose of grading is to keep parents and students fully informed of a student’s progress and to provide a continuous and accurate record of each student’s achievement for use in instruction. The Board of Education shall approve the grading and reporting systems as developed by the administration and faculty upon recommendation of the Superintendent of Schools. (Cf. 5124 – Reporting to the Parents)

Midterm and final assessments are essential to the teaching and learning process. All teachers are expected to administer a midterm assessment in a full-year course and a final assessment in all courses to determine student mastery of content, skills and related course work. All students are required to take their assessments seriously by preparing and performing their best. The assessment experience affords every student the opportunity to fulfill many of the required student outcomes (communication, critical thinking, collaboration, and creativity) outlined in the Griswold Public Schools 2025 plan. Therefore, any student that does not participate in a scheduled assessment experience may forfeit their credit earned for that course. It is essential that students are in attendance for every assessment and only those students with an excused absence will be allowed the opportunity to make up their assessment. Every student has a responsibility to demonstrate *applied skills* (21st Century Skills) by maintaining an appropriate level of professionalism and work ethic up to the last day of school and beyond.

##### **WEIGHTED GRADES**

The curriculum contains a wide variety of courses at various levels of academic challenge. Students are allowed considerable choice and are encouraged to strive for academic excellence. A system of grade weighting recognizes the differences in student achievement. Grade weighting encourages and rewards students for selecting courses at more challenging levels of difficulty.

 **GRADE WEIGHTING/CLASS RANKING**

High school courses are assigned to one of four categories according to the following:

**Honors**—Courses offered at this level are designed for the above-average student who is extremely motivated and demonstrates a high degree of interest in the subject area. In some instances, college credit may be earned.

**Level I**—Courses offered at this level are designed for the college preparatory student with a high degree of interest and a willingness to work in some depth within a subject area.

**Level II**—Courses offered at this level include lower level elective courses and general level core academic courses for students needing additional instruction and reinforcement of basic skills.

**Level III**—Courses offered at this level include introductory elective courses.

**Weighting System**

**Advanced** Final Grade x 1.20 = Quality Points

 Example: 80 x 1.20 = 96.0

**Honors** Final Grade x 1.15 = Quality Points

 Example: 80 x 1.15 = 92.0

**Level I** Final Grade x 1.10 = Quality Points

Example: 80 x 1.10 = 88.0

**Level II** Final Grade x 1.05 = Quality Points

 Example: 80 x 1.05 = 84.0

**Level III** Final Grade x 1.00 = Quality Points

 Example: 80 x 1.00 = 80.0

Weighted grades are used only for class rank and do not affect honor roll or grades recorded on permanent record.

**CALCULATIONS OF CLASS RANK**

 Class rank is recognized as an ordering of high school students by academic achievement. The weighted system is applied to class ranking. Class rank serves a variety of purposes. Class ranks are periodically recalculated and may reorder students in rank at various points in a high school career.

 For the purposes of determining class valedictorian, salutatorian, and marshals, class ranks will be recalculated after the third quarter of senior year. While actual rank will be determined by calculation, privileges, honors, and awards associated with the rank will be assigned at the discretion of school administration. Such may be withheld as a result of discipline or other just cause.

#####  **HONOR ROLL**

In order to be eligible for the honor roll, a student must have an “80” (B-) or higher in EACH class.

80 - 86.99 General Honors

87 - 92.99 Honors

93 - 99.99 High Honors

##### **PROGRESS REPORTS & REPORT CARDS**

 Student grades can be seen at any time through PlusPortals and are to be updated by teachers on a minimum of a biweekly basis. Any question about a student’s progress can be directed to the teacher via email or by contacting the student’s school counselor. Quarter report cards will be posted a maximum of five days after the end of the quarter through PlusPortals. Parent/Guardians without Internet access should contact the School Counseling Office in order for a printed copy to be mailed home.

**COURSE INCOMPLETES**

 Course incompletes are only granted due to extenuating circumstances such as a prolonged illness or other medical issue. Incompletes must be cleared *no later than 10 days after the end of the marking period*. Non-completion of necessary work may result in a failing grade for the quarter.

##### **STATE MANDATED HEALTH EDUCATION & POLICY FOR EXEMPTION FROM AIDS INSTRUCTION**

 All 9th Grade students are required to take Health Education and receive a passing grade to be eligible for a GHS diploma. As part of Health Ed, students will receive instruction about AIDS as taught by legally qualified teachers. Students may be exempt from AIDS Education and Human Sexuality Education upon written request from a parent/guardian.

##### **PHYSICAL EDUCATION POLICY**

 One credit (two semesters) in Physical Education is required for graduation from GHS. All students enrolled in P.E. must participate in class activities to earn credit. All students must wear appropriate attire for P.E. as established by the teacher.

 If a student is unable to participate in P.E. for a medical reason, a statement signed by a physician, clearly stating the limitation and the length of time the student is to be excused from participation must be presented to the Nurse in the Health Office. It is the student's responsibility to procure and turn in excused P.E. documentation.

**MAKE-UP WORK**

 All students will be given the opportunity to make up work missed due to excused absences. It is mandatory that students who are absent assume responsibility for making up missed work with their teachers. Students who have not completed the Pre-Planned Absence Form or with unexcused absences, may not be allowed to make up specific assignments and/or assessments. In some cases, classroom activities, such as discussion, labs, and presentations, cannot be duplicated.

##### **ENGLISH CREDIT RECOVERY**

 Students failing an English course and denied credit are not allowed to register for two English courses the following year. The one exception is that seniors may enroll in English III and English IV if necessary. It is suggested that English failures be made up immediately in summer school or through private tutoring.

 A junior who does not successfully pass sophomore English during the school year or through summer school will be retained. A student cannot complete three years of English in the senior year.

##### **GRADUATION REQUIREMENTS / EXIT STANDARDS**

 To qualify for a diploma from Griswold High School, the following requirements must be met: All Students must take a minimum of 7 credits per year & may have no more than one study hall.

**Total Credits Required for Graduation: 23 (24 beginning with the class of 2019)**

All students must meet the following requirements:

4 years of English 4 credits

3 years of Social Studies 3 credits

3 years of Science 3 credits

3 years of Mathematics 3 credits

2 semesters of Physical Education 1 credit

1 semester of Health ½ credit

1 semester of Financial and Professional Management ½ credit

2 semesters of Computer Applications (I & II) 1 credit (**CLASS OF 2018 ONLY**)

1 year of Art/Voc Education 1 credit

Other electives 6 credits (8 credits Class of 2019+)

**TOTAL** **23 required credits (Class of 2018)**

 **24 required credits (Class of 2019+)**

**CREDITS**

 Twenty-three credits are required for graduation for the class of 2018 & twenty-four credits are required for graduation for subsequent classes. Students are promoted to the next higher grade (and as a result move into a higher grade WEB) according to the following accumulation of credits:

 Grade 9 to Grade 10 5.5 credits

 Grade 10 to Grade 11 11 credits

 Grade 11 to Grade 12 17 credits

 *A student’s grade classification depends upon his/her actual earned credit status, not on the number of years he/she has been in high school.*

##### **GRISWOLD HIGH SCHOOL EXIT STANDARDS - GRADUATION**

**Required Performance Standards for Graduation:**

**Language Arts:** By the end of Grade 12, students will produce a literature-based essay that is focused, organized, elaborated, and edited for Standard English conventions.

**Math:** By the end of Grade 12, students will apply proficiently a range of numerical, algebraic, geometric, and statistical concepts and skills to formulate, analyze and solve real-world problems: to facilitate inquiry and the exploration of real-world phenomena, and to support continued development and appreciation of mathematics as a discipline.

**Technology/Applied Education:** By the end of Grade 12, students will know about the nature, power, influence, and effects of technology and will be able to design and develop products, systems, and environments to solve problems.

**Science:** By the end of Grade 12, students will know the basic concepts of, and the interrelationships among, the life, physical and earth sciences, and will be able to apply scientific skills, processes and methods of inquiry to real-world settings.

**Social Studies**: By the end of Grade 12, students will develop the ability to apply content knowledge to developing and presenting arguments, analyze data to determine cause/effect relationships, and assume the responsibilities ofa citizen in a democratic republic.

##### **SUMMER SCHOOL CRITERIA**

 When a student fails to obtain credit for a course, make up credit for that course, may be obtained by attending an approved summer school or hiring a private tutor approved by the School Counseling Director.

The following guidelines are summer school requirements:

1. A student must have at least a 55 final average in order to qualify.

2. A student may only earn credit for one summer school course per subject area during his/her high school career.

 **Example: John cannot earn credits for Eng. I, II, and III in summer school.**

**Credit Recovery Eligibility/Requirements:**

1. All Griswold High School students are eligible.

2. The student will pay any and all costs incurred *prior* to the beginning of summer school.

3. It is the student's responsibility to obtain a tutor.

4. Students must have been enrolled in the course at GHS at the end of the school year.

5. A maximum of 2 credits may be made up in summer school/private tutoring.

6. Student must have a minimum passing grade upon the conclusion of summer school/tutoring. Course credit and a grade of \*65 will be given when the credit recovery is complete.

**Approved Tutor Criteria**

1. Must be certified in the subject area.

2. A GHS faculty member is a preferred tutor. However, it is not recommended that the teacher who issued the failing grade during the school year conduct the tutoring.

**Deadline for completion of makeup credit:**

1. Summer School - Determined by the availability of grades.

2. Private tutor - All work completed/graded by August 15. The student must meet with the tutor for a **minimum** of 30 hours for a full credit course, or 15 hours for a one-semester course. Tutoring normally will be spread out over the summer.

3. Tutoring cannot be completed prior to graduation exercises.

**Diploma Through Credit Recovery Programs**

 In order to qualify for a GHS diploma through makeup, course work must be completed within one year of the graduation date. A diploma will be awarded upon completion of all graduation requirements.

**GRADUATION CEREMONY**

 The date of graduation is not set until April 1 of the school year. Students may be denied participation in the graduation ceremony if they have outstanding obligations or fines owed to the school. In addition, students may be excluded from graduation exercises for disciplinary reasons.

The following is a list of student responsibilities and obligations that must be met prior to graduation:

· Seniors must fulfill all final exam requirements, unless exempted.

· All fees, fines and other monetary obligations must be paid in full.

· All school property such as uniforms, equipment, instruments, books, and other loaned materials must be returned and in acceptable condition.

· The student is not currently suspended from school or involved in expulsion proceedings.

- Students must complete their school counseling exit survey on future plans.

**VIRTUAL HIGH SCHOOL**

 Highly motivated Griswold High School students may enroll in courses through the Virtual High School (VHS) program. Selected juniors and seniors may take a variety of courses for additional learning opportunities. Application information can be obtained from school counselors, from Mrs. Maralee Parker (VHS facilitator), or the VHS web site at<http://www.vhs.org>.

 VHS courses include advanced academic courses, technical and specialized classes, and unique electives. Students are not permitted to enroll in any online course that is identical to one offered at GHS. Courses can be either a semester or a year in length and GHS course credit is awarded at completion. Enrolled students access courses from any computer with an Internet connection 24 hours per day. Teachers post assignments, information and discussion questions. Students reply through the VHS Blackboard interface and interact with the other students in the class via text postings. Students opting to take an AP course through VHS are required to register for and take the corresponding AP Exam in May.

 VHS students are assigned to the Library Media Center one period per day and Mrs. Parker acts as the on-site facilitator. Although students have the freedom to work on a VHS course at any time, instructors expect them to log into class daily and complete assignments by their due dates. Students must be self-motivated and possess good computer skills.

**THE COLLEGE CAREER PATHWAY PROGRAM**

 The College Career Pathways Program (CCP) is a curriculum option available to Griswold High School students in conjunction with Three Rivers Community College or Quinebaug Valley Community College. Sophomores with a GPA of 80 or above who meet pre-requisite course requirements are eligible to participate in the CCP program. Students must complete both a CCP registration form & a course registration form.

 **This program offers students the opportunity to obtain college credit in the following courses:**

Algebra II (CP or Honors) Medical Terminology I & II

 Early Childhood Education Diversified Health Occupations

 CADD II Sports & Fitness Nutrition

 Anatomy & Physiology Computer Applications I & II

 Griswold High School students who successfully complete the CCP program earn a high school diploma and free college credits. All credit earned while a member of the program will be accepted at the local community colleges. Students can apply to other colleges and bring the transcript of their CCP course work for possible transfer credit. In order to earn college credits, a student must earn a final grade of 75 or better in all required coursework. Contact the School Counseling Office for more information regarding the CCP program.

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##### **GRADS**

 GRADS (Graduation, Reality and Dual Role Skills) are available to pregnant and parenting students, both male and female. Students may enter the course any time throughout the school year for credit. GRADS classes focus on knowledge and skills related to positive self, pregnancy, parenting and economic independence. The four goals of the GRADS program are for students to:

1. Remain in school through graduation;

2. Appreciate the importance of prenatal care;

3. Learn practical parenting and child development skills; and

4. Set goals towards balancing work and family.

 The GRADS faculty works closely with the school social worker and both adults are available to assist students who may be unable to enroll in the program for credit. Support services, agency referrals, and assistance with community agencies are offered as part of the program.

**ON-CAMPUS RECRUITMENT**

 Directory information or class lists of student names and/or addresses shall not be distributed without the consent of the parent or legal guardian of the student, or by the student who has attained majority status.

 Military recruiters or institutions of higher learning shall have access to secondary school student names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent. The Board of Education shall notify parents of the option to make such a request and shall comply with any request received.

**WITHDRAWAL OF STUDENTS**

The following guidelines are adhered to when a student is transferring or withdrawing from school.

1. The student must have signed permission from his/her parent or guardian.

2. The student must obtain a “Withdrawal and Clearance” form from the school counseling office, and have it completed by the individuals indicated on the form.

3. The withdrawal will be finalized (student removed from rolls) only when one or more of the following occur:

a. A request for records from another school is documented in the School Counseling Office.

b. A sending town requests the School Counseling Office remove a student from the rolls.

c. The student reaches the age of 18 years.

d. Parent/Student (17 years) choosing to drop out (including Adult Education) must sign both the “Acknowledgement of Option to Withdraw” form and the regular “Withdrawal and Clearance” form.

e. Reasonable efforts are made by school staff to contact family and complete paperwork. Including, and not limited to the following; (a registered letter, phone calls by the student’s counselor, home visit by social worker or SRO, or agency referral-Juvenile Court, Department of Children and Families, if warranted).

4. Students who are over the age of eighteen (18) registered in June and do not show up to school the following year will be withdrawn only after the following:

a. A withdrawal letter is sent on or before 10 consecutive days after the start of the new school year.

b. Reasonable efforts are made by school staff to contact the family and complete required paperwork.

c. On or before September 30th, students not attending will be removed from the roll.

 *\* The parent or person having control of a child seventeen years of age must consent to such child’s withdrawal from school. The parent or person responsible shall exercise this option by personally appearing at the school office to sign a withdrawal form. The district shall provide the parent or person with information on the educational opportunities available in the school and the community.*

**HOMEWORK**

 Homework is an integral part of the learning process and includes opportunities for children to practice, prepare for, and extend classroom learning. It should be meaningful, engaging, and purposefully support the curriculum while helping children develop responsibility and good work habits.

 Homework can play an important role in a child’s achievement, and should be assigned with consideration for the varying needs of children. Most homework is designed to be done independently and should be used by teachers to assist in planning future instruction.

**Teachers**

* Provide children and parents with clear explanations about homework policies and guidelines at the beginning of the school year or course.
* Design and assign homework that is meaningful, engaging and supportive of the curriculum.
* Ensure that children have been taught necessary skills and content prior to the assignment.
* Regulate homework assignments so that they conform to suggested time guidelines.
* Ensure that children have directions, expectations, materials and grading information necessary to complete homework assignments and long-term projects.
* Collect, check, grade or otherwise process homework in accordance with preset expectations, provide feedback and return in a timely manner.
* Make reasonable efforts to coordinate major homework assignments and routines with other staff that share the same students.
* Maintain communications with parents about homework and specific problems that occur.

**Students**

* Pay attention to teacher directions and record homework assignments as appropriate to grade/level.
* Organize and transport materials necessary for homework completion to and from school.
* Establish and maintain routines and schedules that are conducive to quality completion of homework.
* Complete homework and submit in a timely manner.
* Seek assistance as appropriate and necessary in clarifying and completing assignments.
* Report to teachers, problems with skill and concept attainment, volume of homework, or other circumstances that need attention.
* Use special program support for homework as needed.

**Parents**

* Become familiar with the homework policies and expectations for their child’s level.
* Make homework a priority activity in daily routines at home.
* Guide children in establishing an appropriate schedule and setting for homework.
* Help child to maintain an appropriate balance between independence and assistance in completing homework.
* Monitor child’s homework completion as needed.
* Ensure that significant or continuing difficulties with homework are reported to the teacher.
* Support recognition and consequences for homework habits.

**TIME GUIDELINES**

 This is a recommended guideline and represents time on task. Some variances in homework are expected due to assignment difficulty, student pacing, and abilities. When the amount of homework consistently deviates to a significant degree, teachers should be advised.

 Time guideline is recommended for the week to allow for flexibility in regards to the variety of assignment types at the high school level.

 These times represent the total amount for all subjects and assignments. This time allotment includes long-term projects, but does not include independent daily reading.

##### **\\\\\\\\\\ ATTENDANCE POLICY //////////**

 At Griswold High School, we believe that promptness and regular attendance contribute to success, both in school and in later life. Regular attendance in classes is a valid, reasonable requirement, one that will promote academic success, and develop positive work habits. To that end, our attendance policy will assist students in becoming responsible individuals who will become productive members of society.

 The Griswold High School Attendance Improvement Plan is based on the most recent research and guidelines published by the Connecticut State Department of Education and aligns with Griswold Public Schools Board of Education Policy. This document contains information regarding the most recent changes to Griswold High School’s attendance practices. Detailed information regarding Griswold High School’s attendance policy is published in the 2017-2018 *Griswold High School Attendance Plan and Practices.*

During the summer of 2012, the CT State Department of Education standardized the guidelines for excused and unexcused absences for all schools in CT. In accordance with these guidelines, GHS has adopted these regulations. The Administration will determine whether absences are excused or unexcused. The school does not consider all absences from class or school, which have been explained by parents to be excused. ***If you have any questions at all about excusing your child’s absence(s), please contact the main office at 376-7640.***

**Types of Absences and Definitions**

**Exempt Absences:** Do not count towards loss of credit include, but may not be limited to the following:

* + School related activities (athletics, school-approved extracurricular activities, field-trips)
	+ Suspensions: in-school or out-of-school
	+ Homebound instruction
	+ Religious Observance
	+ office or school counseling appointments scheduled by faculty/administration
	+ Juniors/Seniors ONLY- two college visits. Students must fill-out and submit a Pre-Planned Absence Form to the Associate Principal’s Office prior to going on a college visit. Failure to do so will result in the visit being counted as an appealable absence.

**Appealable Absences:** Absences for which the school receives and verifies written documentation from the student’s parent/guardian. **Documentation should be submitted upon the student’s return within two school days and must include the following information**:

1. **student’s first and last name;**
2. **date(s) of the student’s absence(s);**
3. **reason the student was absent;**
4. **parent/guardian’s signature with the date.**

In addition to parent documentation, students may be required to complete and submit a Pre-Planned Absence Form prior to a planned absence. Please review the form in the Appendix for more information.

**A doctor’s must include the following information:**

· Student’s name

· Date student was seen by physician

· Diagnosis and number of days required absence from school

· Any medication necessary for child at school

\*MUST INCLUDE AN AUTHORIZATION TO ADMINISTER MEDICATION FORM SIGNED BY THE PRESCRIBER AND THE PARENT. (See page 63)

**Excused (Appealable) Absences:** Do not meet the criteria of *Exempt Absences*; therefore,***excused absences count towards loss of credit.*** Appealable Absences, however, allow for students to make up missed work and apply it to their grade. Reasons for excused absences include, but may not be limited to the following:

* + Short-Term illness up to three (3) consecutive days verified by a note from the parent/guardian or physician.
	+ Death or critical illness in the family
	+ Response to a legal process
	+ Medical Appointment (which cannot be scheduled outside of the school day)
	+ College visit beyond two (juniors and seniors only)
	+ Student-initiated Appointments/ Visits to support staff/counselors without an appointment for greater than 15 minutes during a class period.
	+ Visits to the Nurse for greater than 15 minutes (if the student brings a pass from a teacher and Nurse deems the visit necessary).
	+ Excused Tardy to class greater than 15 minutes
	+ Approved early dismissal in which the student will miss more than fifteen minutes of class.
* **Family Vacations/Trips\***: Discretion should be used in planning such events. Griswold High School strongly discourages travel outside of school vacation periods. Students and parent/guardians should realize that if extended vacations contribute to excessive absence, an appeal for reinstatement of credit will not be possible. **Family vacations and trips should not be scheduled during midterm or final exam periods.**

**\****Student must submit completed* ***Pre Planned Absence Form*** *to the Assistant Principal prior to the absence in order to be eligible to make-up assignments*.

**Unappealable Absences** are absences for which the school receives no documentation, documentation received beyond the two (2) school days notification requirement, or absences that do not meet the criteria to be considered appealable. Unappealable absences count towards loss of credit. Students may receive a grade of zero for all missed work. Students with five (5) or more Unappealable absences per semester in any one course forfeit the right to appeal for credit.

* **Unexcused Absences** include:
	+ All absences not identified above are considered unexcused
	+ Absences that are not explained by Pre-Planned Absence Form, a note and/or telephone call from a parent within 48 hours after the student’s return to school from an absence
	+ An absence deemed “unexcused” by an administrator.
	+ An unexcused tardy greater than fifteen minutes or dismissal
	+ **Accumulation of four (4) unexcused tardies (each less than 15 minutes) to school.**
	+ Unexcused early dismissal in which student misses more than fifteen minutes or more of class (including study halls).
	+ Please note: teachers are not obligated to provide work for class periods where a student has accrued an unexcused absence.

**CLASS/STUDY HALL/DETENTION CUTS**

 Students discovered as absent *unexcused* from class, study hall, or detention will be referred to the Associate Principal and/or Student Supervisor. A student who fails to report to teacher-assigned detention will be referred to the Student Supervisor for further discipline. Excessive cutting and/or failure to report to office detentions will result in further disciplinary measures by school administration. Students are reminded that all cuts, including class, study hall, and detention, will have a negative impact on the credit appeal’s process.

**MORNING ARRIVAL AT SCHOOL**

#####  Students arriving at school BEFORE 7:20 AM will report directly to the cafeteria to wait for dismissal to Period A. Any student having a morning meeting with a teacher must show a signed agenda to the staff person in the cafeteria to be allowed within the building.

**TARDY TO SCHOOL**

1. Any student tardy to school, whether excused or unexcused, must report directly to the main office to sign in and submit his/her note. Student will receive a tardy slip and be sent to his/her class.

* **Tardy less than 15 minutes**
	+ The accumulation of **four (4) *unexcused* tardies to school,** **each less than fifteen (15) minutes equals an unexcused absence.**
	+ The accumulation of **four (4) *excused* tardies to school,** **each less than fifteen minutes equals an excused absence.**
* **Tardy greater than 15 minutes**
	+ An unexcused tardy greater than fifteen minutes equals an unexcused absence.
	+ An excused tardy greater than fifteen minutes equals an excused absence.

2. Chronic tardiness will result in a referral to the Attendance Team and may result in a parent and student hearing.

3. Progressive disciplinary and/or loss of credit may be consequence of chronic tardiness.

4. All written excuses must be submitted on the day the student is tardy.

**TARDY TO CLASS**

1. All students are expected to be on time to classes, (i.e. in the room when the bell rings).

2. If a student is detained or required to be out of class for part of a class period, the student must present a pass when they arrive. Unexcused tardies of more than fifteen minutes will be considered a class cut.

3. Three unexcused tardies to class in any quarter will result in a teacher detention. Teachers will manage a student’s first three unexcused tardies and will hold detentions for a maximum of thirty minutes. Four (4) unexcused tardies and beyond, will result in the teacher will complete a discipline referral form with documentation of previous actions for administrators who will then take action.

**LOSS OF CREDIT**

**Loss of credit in a course may occur through the accumulation of excused and unexcused absences.**

|  |  |
| --- | --- |
| **COURSE CREDIT** | **ABSENCE LIMIT** |
| 2 Credit/ Full Year | 18 classes |
| 1 Credit/Full Year | 12 classes |
| .5 Credit/ Semester | 6 classes |
| .25 Credit/ Quarter | 4 classes |

**Communication to Students and Parents (Warning/Loss of Credit Notices)**

Teachers and Attendance Team review student attendance at mid-quarter and end-of-quarter checkpoints throughout the school year. Students and parents will be notified concerning absences by mail utilizing the following letters:

**First Warning Letter (Attendance Office):** generated after student absences pass the following thresholds in a course:

|  |  |
| --- | --- |
| 2 Credit/ Full Year Course | 4 |
| 1 Credit/Full Year Course  | 4 |
| .5 Credit/ Semester Course | 2 |
| .25 Credit/ Quarter Course | 1 |

**Second** **Warning Letter (School Counseling Office)**:

|  |  |
| --- | --- |
| 2 Credit/ Full Year Course | 12 |
| 1 Credit/Full Year Course | 8 |
| .5 Credit/ Semester Course | 4 |
| .25 Credit/ Quarter Course | 2 |

**Third Letter- Loss of Credit Notice (Associate Principal’s Office)**:

|  |  |
| --- | --- |
| 2 Credit/ Full Year Course | 18 |
| 1 Credit/Full Year Course | 12 |
| .5 Credit/ Semester Course | 6 |
| .25 Credit/ Quarter Course | 4 |

**Loss of Credit Appeals Process**

Once a student has received a Loss of Credit Notice, s/he will have the opportunity to appeal this decision by presenting medical or other official documentation to prove that s/he was excessively absent for unavoidable reasons. Whatever is submitted at this time should be supplemental to any documents that were required as per the current policy of **reporting absences within two school days from when the student has returned from his/her absence**. The appeals packet must be received no later than the last class day of the semester in which credit has been lost, unless otherwise notified.

**Student Procedure to Appeal:**

1. The Appeals Process, including the deadline to sign up for an appeal, will be communicated to students and posted on the school’s website.
2. Students will see his/her school counselor to sign up for an appeal.
3. Appeals will be heard on a “first to sign up, first to be heard” basis.
4. School Counselors will notify parents/student when student’s appeal hearing will take place.
5. **Appeals will be heard during January (following midterm exams) for first semester loss of credit and June for second semester loss of credit. (A first semester loss of credit must be appealed in January; it may not be appealed in June).**
6. The Appeals Board will not hear cases if the deadline for submitting the appeal request is missed.
7. The decision of the Appeals Board will be based on a majority vote.
8. Decisions will be made within one week of the Appeals Process. The Appeals Board will notify parents/guardians, in writing of its decision.

**Appeals Board:** Consists of members of the Attendance Team and Griswold High School Administration. The appeals board will review submitted documents in a private meeting, make a decision, and rule on all cases. If class cuts/ (unexcused) amount to more than 50% of a student’s total absences, he/she will automatically be disqualified for credit recovery. The appeals board will make their decision solely on the data provided at the time the absences occurred and any supplemental documents. The committee will review all student academic and attendance records maintained by the district before making a decision. Hearings will be held with student and parent/guardian.

**Parent/guardian Responsibility:** Provide, in writing, a convincing level of evidence to prove there was a legitimate reason for the majority of his/her absences. The decision of the appeals board will be based on the vote of the majority to either reinstate credit or maintain credit loss. The student and parent/guardian will receive a phone call and a letter mailed to the home informing the student of the committee’s final decision. No further appeals may be made.

**EARLY DISMISSALS**

**1. A written request for early dismissal signed by the student’s parent/guardian must be presented to the main office before first period on the day of dismissal.**

2. Request notes must contain the date, time, reason for dismissal, and telephone number of parent/guardian for verification.

3. Student must obtain a dismissal slip from the office BEFORE the student is dismissed.

4. Permission for students to make phone calls for dismissal during school hours that are not health office related must be approved through the Student Supervisor or administration.

**Returning to Campus:** Students who are absent from school or dismissed early and return to anywhere on campus during school hours must report to the Main Office and sign in.

 **ATTENDANCE ON THE DAY OF A SCHOOL SPONSORED ACTIVITY**

Students who participate in any school-sponsored activities (i.e., sports, drama, dances, etc.) must be in attendance by 10:00 AM on the day of the event or on the last official school day prior to the event, and remain in school until the conclusion of the day. ***Any student arriving to school after 10:00 a.m. or requesting to be dismissed early must have a verified written excuse approved by administration in order to participate in the activity.***

Notification of excessive absences and consequences will be mailed to the parents/guardians of those students with negative attendance patterns throughout each quarter. Tiered attendance interventions and procedures will take place in response to a student’s excessive absences.

**RETURNING TO CAMPUS**

Students who are absent from school or dismissed early and return to anywhere on campus during school hours must report to the Main Office and sign in.

**GRISWOLD HIGH SCHOOL**

**PRE-PLANNED ABSENCE FORM**

**Completed form should be handed into the Attendance Secretary.**

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

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent/guardian) request the release of my son/daughter from classes for \_\_\_\_\_\_\_\_\_\_ school days during the period beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The reason for this request is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that my son/daughter assumes responsibility for completion of all assignments during this period of voluntary absence.

Your son/daughter **must** have their teachers sign below indicating that each teacher is aware that the student will be absent from the class and that they have discussed the assignments that will be due during the time of the absence.

I further understand that certain classroom activities, such as film, class discussion, labs, and presentations may not be duplicated and could result in a lower grade.

**I am aware that Griswold High School’s attendance policy limits the total number of absences, excused or unexcused, in any given course.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/Guardian**

**TEACHERS’/SCHOOL COUNSELOR’S SIGNATURES**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 7) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 8) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Counselor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This form must be completed and returned PRIOR to this absence. Any form not submitted after the absence will not be accepted.**

**HEALTH OFFICE**

 The Health Office hours are from 7:30AM to 2:30PM and the office is staffed by a Registered Nurse and a School Health Aide. Students who need to visit the Health Office must have an agenda signed by the teacher with the exception of an emergency situation. Students who are ill should report to the Health Office for assistance, or to call parents.

 Students who are granted an early dismissal from the Health Office may not participate in after-school extracurricular/athletic activities or events on the day of the Health Office dismissal.

A doctor’s note is required anytime a student is hospitalized and/or sustains an injury that requires absence from

Physical Education class, or impacts physical activity, i.e. fractures, strains, sprains, etc. This note must include:

· Student’s name

· Date of hospitalization and/or injury

· Restrictions required

· Length of time required for restrictions

· Any medication necessary for child at school\*

\*MUST INCLUDE AN AUTHORIZATION TO ADMINISTER MEDICATION FORM SIGNED BY THE PRESCRIBER AND THE PARENT. (Form available on GHS website)

#####  **ACCIDENTS**

All accidents must be reported to the nurse immediately,including accidents, which occur on the way to, while in, and going home from school. The teacher or coach reporting the accident is to complete the accident report form available in the Health Office.

**USE OF AEDS IN SCHOOL**

 An AED (Automated External Defibrillator) is a portable medical device that may be used in the event that someone has a cardiac emergency. Griswold High School has invested in this technology to further insure the health and safety of people on the high school campus. Campus patrol, medical staff, and athletic and coaching staff are trained to effectively and appropriately use them. An AED is located outside the cafeteria in the main hallway, and campus patrol carries one in his car after school. Coaches also have the ability to sign out an AED to have with the team when they go to an away sporting event.

**MEDICATIONS**

 Students requiring medication during the school day must bring the medication to the Health Office. Medications are to be given to the school nurse by an adult, unless other arrangements are made between the nurse and the parent/guardian of the child. Connecticut State Law requires authorization on file in the Health Office signed by physician and parent, describing medication, dosage, and possible side effects. **All medications (including aspirin) must be kept by the nurse and distributed by her at the appropriate times.** A copy of the Authorization to Administer Medication Form can be found on our school website and in the Health Office.

 All medication needing to be given during school hours is given by the school nurse. In her absence, a school administrator or teacher may administer medications.

 DO NOT send medication of any kind in any amount to school with your child with instructions for him/her to “take it on his/her own.” The student will not be permitted to assume this responsibility. If your child must receive medication during school hours, please abide by the following:

1. An authorization form from the doctor must be completed and signed by the parent and the prescriber. This must include the name of the medication, the dosage, and length of time to be given. No medication may be given without a written doctor’s order.

2. Medications must be in a pharmacy bottle labeled with:

a. The student’s name

b. The name of the medication

c. What time it is to be given

3. Long Term Medication Orders Are Renewed Each School Year.

 The regulations have been formulated for the protection of your child. We appreciate your cooperation. If any problem or questions arise, please contact the Health Office at GRISWOLD HIGH SCHOOL between 7:30 a.m. and 2:30 p.m. (376-7647). A copy of the Authorization Form can be found in the back of this handbook.

**CORRIDOR COURTESY**

 For safety and efficient movement through the hallways, students are expected to keep to the right when walking in the corridors and stairways, and to avoid congregating in areas that will impede traffic flow.

**ELEVATOR KEYS**

 Elevator keys are available through the Health Office for those students who are unable to use the stairs due to a medical condition. Elevator keys must be returned to the Health Office at the end of each school day, unless special arrangements have been made. A $5.00 replacement fee will be charged for all unreturned elevator keys.

##### **SKATEBOARDING AND ROLLERBLADE USE**

 Due to the inherent dangers both to participant and nonparticipant, combined with the potential liability assumption, the use of skateboards/roller blades on district grounds is not allowed. Students will be informed they are not allowed to bring their skateboard or rollerblades to school. Skateboards and roller blades will be confiscated by school authorities and placed in the Principal’s Office for parents to retrieve.

##### **WEIGHT ROOM/GYMNASIUM USE**

 Any use of the weight room or gym by students during or after school hours must be under faculty supervision. In order to utilize the weight room after school hours, students must adhere to the following rules:

* After-school weight room hours are subject to change depending on athletic schedules and supervisor availability. However, the weight room will close to students daily at 5:00pm or when supervisors leave. This does not apply athletic teams under the supervision of coaches.
* Weekly schedules of weight room times will be uploaded on the GHS Athletic website.
* Parent/Guardian must register student through FamilyID.com;
* Student must sign the Weight Room Student Form upon each entry to the weight room and record his/her name, the date, and time of usage. Student must sign out as well and indicate the time.
* Supervisors and coaches reserve the right to deny entry and/or dismiss any student from the weight room who is disruptive, disrespectful to others, and/or demonstrates misuse of equipment.
* Supervisors are required to report any student misbehavior to the Athletic Director and/or Associate Principal in a timely manner.
* Any student who is reported to administration by supervisors may be subject to disciplinary consequences and loss of weight room privileges based on the severity of the infraction.
* Administration reserves the right to prohibit any student’s use of the weight room throughout the year.
* Under the supervision of coaches, athletic teams reserve the right to first priority use of facilities.
* Coaches have the right to deny student entry to the weight room on days that the team is using the facility.

**MOTOR VEHICLES ON CAMPUS**

 Operating a motor vehicle on campus and parking in the student lot are privileges that may be revoked at any time. All students who drive on campus **must** register and obtain a parking permit through the GHS Main Office.

**To obtain a parking permit** students must provide: (1). A valid driver’s license, (2) valid automobile registration, and (3) proof of insurance for each vehicle driven to school.

 Only a registered driver with an approved parking permit may operate a vehicle on school grounds. Failure to comply may result in towing the car at the student’s expense and/or disciplinary action.

**Parking permit guidelines:**

1. All parking permits are the property of Griswold Public Schools.

2. Parking permits must be displayed properly at all times (i.e. attached to the rear-view mirror with the front of the tag showing through the windshield).

3. Students are responsible for their parking permits; lost or stolen permits must be replaced at a cost of five dollars.

4. Permits are not transferable without administrative approval. Students who give their permits to other students will lose their driving/parking privileges.

5. Temporary parking permits may be issued to students with 24-hour advance notice and administrative approval.

6. Any change in vehicle/ license number must be reported immediately.

**The following rules are in effect for parking/driving on campus:**

1. Student parking is permitted in the student lot, located near the tennis courts. Students are not to park in front of or in back of the high school building, or anywhere else on campus without administrative approval.

2. Student vehicles must occupy only one parking space in the assignedstudent parking areas. Student vehicles parked in faculty or in visitor spaces may be towed at the owner’s expense.

3. Vehicles parked on school property are subject to the search and seizure policy of the Griswold Public Schools.

4. Cars must be locked. Vehicles parked on school grounds are parked at the owner’s risk. The Griswold Board of Education/GHS administration accept no liability for theft of personal items or damage to any vehicle as a result of vehicular incidents occurring on school property.

5. Entering and leaving the parking lot is at the posted speed of 15mph. Reckless driving on campus or while entering/exiting will result in disciplinary consequences, loss of parking privileges and/or potential referral to the CT State Police.

6. Drivers may not have more passengers in a car than allowed by law.

7. The parking lot is off limits to students during school hours (7:35AM - 2:19PM) unless administrator approval is obtained and the student signs out in the Main Office. Students who violate this policy are considered truant and are subject to disciplinary action.

8. Students who leave school in their vehicles without permission will lose driving/parking privileges.

9. Students are not to loiter in the parking lot before or after school hours.

10. Five unexcused tardies will result in the loss of driving/parking privileges.

11. Smoking, use of other tobacco products, including e-cigarettes is not permitted on campus, including within student-operated automobiles.

12. Stereos must be kept at a low volume(i.e. not audible outside the vehicle) while entering/exiting/parked in the parking lot.

13. Drivers are to refrain from blowing the horn, yelling, revving engines or other distracting actions while on school grounds.

14. All litter is to be deposited in the appropriate receptacles.

15. Drivers are responsible for the actions of their passengers.

16. Any violation of student driving/parking regulations or violations of the student code of conduct may result in removal of driving/parking privileges and/or disciplinary consequences as determined by school administration.

**SMOKE FREE ENVIRONMENT**

Students: There shall be no smoking, vaping, or use of other use of any tobacco products by students in any school building, grounds or vehicle at any time. An ongoing program of student support and counseling will be offered to provide assistance for students who wish to break the smoking habit.

Staff and Public: There shall be no smoking, vaping or use of other tobacco products on school grounds at any time. Spectators and visitors to the GPS campus are prohibited from smoking.

**WEAPONS AND DANGEROUS INSTRUMENTS POLICY**

 The Board of Education determines that possession and/or use of a weapon or dangerous instrument by a student is detrimental to the welfare and safety of the students and school personnel within the district. Possession and/or use of any dangerous or deadly weapon, firearm, or destructive device in any school building, on school grounds, in any school vehicle, or at any school sponsored activity is prohibited.

 A “dangerous weapon” is any weapon, device, instrument, material or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious injury. A “deadly weapon” is any instrument, article or substance specifically designed for and presently capable of causing death or serious injury.

 The possession or use of any such weapon or dangerous instrument will require that the proceedings for the suspension and/or expulsion of the student involved will be initiated immediately by the building administrator. If the student is found to have possessed a firearm or other dangerous weapon as defined in C.G.S. 53-a-3 in violation of 29-35 or 53-206, in or on the real property of a school or at any school activity as defined in C.G.S. 10-233a, he/she must be expelled for one calendar year (C.G.S. 10-233d). The Board of Education or hearing board may modify the period of expulsion on a case-by-case basis. All legal restrictions and requirements will be adhered to pertaining to special education students.

 The Board shall consider a student’s conduct off school grounds that is seriously disruptive of the educational process or is in violation of publicized policies of the Board as grounds for expulsion.

**WEAPONS**

**Students are forbidden to have in their possession any firearm, dangerous instrument or deadly weapon on school property or at any school sponsored event.**

Items may include, but are not limited to, the following:

1. Any pistol, revolver, rifle, shotgun, air gun or spring gun

2. Any slingshot, bludgeon, brass knuckles or artificial knuckles of any kind

3. Any knives having a blade of greater than two inches, any knife the blades of which can be opened by a flick of a button or pressure on the handle

4. Any pocketknife where the blade is carried in a partially opened position

5. Any martial arts weapon or destructive device.

6. Any firearms

7. Any destructive device

(See Weapons and Dangerous Instruments 5131.7 for definitions)

 A student found in violation of the above policy will be subject to school discipline and law enforcement intervention. Use of any weapon or dangerous instrument will result in criminal prosecution. To enforce this policy, the building principal may authorize:

1. Unannounced inspections of students lockers.

2. Inspection of student automobiles parked on school property.

3. Inspection of the contents of a student’s pockets, purse and/or bags if there is a reasonable suspicion that the

 student is in possession of a weapon or dangerous instrument.

**LOCKDOWN PROCEDURES**

 Should an emergency or crisis arise in a particular area of your school, “Code Red,” “Code Yellow,” or “Code Green” will be announced over the intercom. When the announcement is heard, students will be requested by faculty, staff, and administrators to execute the prescribed lockdown or evacuation procedures according to our district crisis plan. In a Code Red, all faculty, staff, and students must immediately go into lockdown and must be out of sight, with no movement or sound. In a Code Yellow, all faculty, staff, and students will be in a modified lockdown in which no one moves around the building at all. Everyone stays where they are, but classes can resume within the classrooms. In a Code Green, all faculty, staff, and students must evacuate to the determined locations in a safe and orderly fashion. In all three instances, it is important to remain calm, patient, and wait for further instructions from administration.

**EVACUATION PROCEDURES**

 All persons in the building are expected to respond to the first sound of an evacuation alarm or public announcement. Evacuation instructions are posted by the door in every classroom and should be reviewed and followed exactly.

 Students should walk from the building to the predetermined area (*a safe area away from buildings and emergency vehicles*) or in some instances to an alternate site. In either situation, all students are required to follow instructions and stay with their assigned teacher with whom they exited when the alarm or public address sounded. Faculty, staff, and students will only re-enter the building when signaled (*all clear*) by the administration or his/her designee. All students will remain with their assigned teacher or support staff from the time the alarm sounds until they return to class or receive further instructions from the administration or designees.

 If students are not in a regular classroom, they should evacuate under the direction of the nearest faculty or staff member and adhere to the procedures outlined above. Students who use the Refuge Area are to remain in that area until the designated faculty member or proper authority arrives and provides direct instruction.

 False alarms, pranks or not adhering to these procedures are subject to the school discipline policy, and may result in police notification and arrest.

 **\\\\\\\\\\ STUDENT BEHAVIOR //////////**

 Our ideal environment is one in which the dignity of each individual is respected. In this environment, all are expected to respect themselves and others, act as responsible, productive citizens and demonstrate the ability to solve problems, predict consequences and make appropriate choices.

**Introduction**

 The student is the reason for our being. All members of the Griswold High School Community know that our students have diverse backgrounds and needs. Our charge and challenge is to accept these differences and meet each student's needs as we educate the adult citizens of tomorrow. We are responsible for creating a school climate characterized by an atmosphere of respect for the rights and dignity of others.

 The success of our students in our school system is dependent upon creating a safe and secure environment where the behavior of all is conducive to successful learning. The desire for a quality life in our schools and our community compels us to expect and teach our students to be responsible, productive adult citizens.

 The Griswold High School community recognizes that family involvement and commitment can help students achieve success in school. Each child's education is the shared responsibility of the school, the parent, and the student. This collaborative partnership can help motivate, support and encourage the student.

 Within our school and classrooms we must set clear expectations for student behavior with a range of appropriate consequences. Every staff member must be a model of a responsible, productive citizen.

 Students must be given the knowledge and taught the skills for becoming responsible, productive citizens. The dignity and self-worth of every individual in the school community must be promoted and respected. Developing responsible, respectful, problem-solving citizens who are able to predict consequences and make wise behavior choices is one of our goals as educators.

##### **RESOURCE GUIDE**

GHS PHONE: 376-7640 GHS FAX: 376-7684

Web Site:  [www.griswold.k12.ct.us](http://www.griswold.k12.ct.us)

Principal: Erin Palonen Associate Principal: Marceline Macrino

School Counseling Office...............................................................................376-7680

Student Supervisor: Sheila DePonte……..……………………………….........Ext. 4159

School Security Officer: Jimmy Collins………………………………………....Ext. 4159

Nurse: Denise Tedeschi ............................................................................... 376-7647

**School Support Staff**

School Psychologist: John Cormier

Social Work Counselor: Penny Avalos

Special Education Director: Chris Champlin

Educational Services & Career Center: Meg Czmyr

Academic Academy: Susan Salley, Sarah Schatz

Vocational Coordinator: Meg Czmyr

Reading Interventionist: Kerri Flanagan

Freshman Connection Advisors: Kerri Flanagan & Meg Czmyr

**For information regarding community services see the bulletin board outside the GHS Main Office or call Penny Avalos at (860) 376-7640.**

**HONESTY & ACADEMIC INTEGRITY**

 Cheating, plagiarism, or falsification (lying) of any kind will not be tolerated. Students who violate academic integrity will subjected to potential disciplinary and academic consequences.

“Cheating” is classified as:

* Copying or allowing another student to copy any assignment by any method;
* Use of any unauthorized aid on assignments, performance tasks, and assessments;
* Stealing, possessing or viewing a copy of a test beforehand;
* Giving or receiving help from an unauthorized person, site, or device on a test;
* Taking someone else’s work and submitting it as his/her own
* Altering or forging any school document
* Intentionally or unintentionally plagiarizing, i.e. submitting material written or designed by another without giving the author/creator credit or identifying the source; or submit work created by family, friends, or tutors.

##### **CODE OF CONDUCT**

The GHS community is striving for an environment in which the dignity of each individual is respected. All members are expected to treat others, as they would like to be treated, and assume responsibility for their behavior and actions.

 Requiring appropriate student behavior and self-discipline is intended to produce a positive and safe atmosphere with few interruptions of teaching and learning. All students are expected to demonstrate the ability to make appropriate choices, and accept the consequences for any inappropriate ones.

**All students are expected to:**

1. Respect the educational process and environment through the display of appropriate language, attitude and physical behavior.

2. Respect and honor the rights of school staff and other students to work and learn in an environment free of intimidation and harassment.

3. Maintain satisfactory attendance and punctuality to school and to class.

4. To know and follow the policies, procedures, and rules of the school and each classroom teacher.

**The following behaviors are considered unacceptable by Griswold High School and will result in an administrative hearing to determine suspension and/or expulsion from school. The behaviors listed below apply to actions during school hours anywhere on school property and during all school-sponsored activities:**

1. Any purposeful action (s) that results in bodily harm to another human being.

2. Use or possession of a deadly weapon, dangerous instrument, or anything that is used as a weapon. (Possession defined as on self or school property.)

3. Use, possession, sale or distribution of drugs, drug paraphernalia and/or alcoholic beverages on school premises or at any school-sponsored activity. (Per the Griswold BOE Drug/Alcohol/Tobacco policy)

4. Acts of arson.

5. Acts of stalking, bullying, or any other actions that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested.

**Consequences for noncompliance for the expectations listed above shall include, but not be limited to, those listed below. The severity or the repetitive nature of a student's behavior will be given consideration when determining appropriate consequences.**

Warnings

Detention

Parent contact or conference

Intervention by Student Supervisors

Hallway restriction

 Intervention by school staff/counselors

Denial of privileges

Denial of participation in school activities

In-school/out-of-school suspension

Bullying intervention

Crisis intervention

Referral to appropriate law enforcement or other governmental agency

Expulsion

**OFF-CAMPUS CONDUCT**

 Students are subject to discipline, up to and including suspension and expulsion, for misconduct which is seriously disruptive to the educational process (markedly interrupts or severely impedes the day to day operation of the school) or is a violation of a publicized Board policy, even if such misconduct occurs off-school property and during non-school time.

 Such discipline may result whether: 1) the incident was initiated in the school or on school grounds, 2) if the incident occurred or was initiated off-school grounds, (including social media activity), during non-school time, or 3) if after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruption of the school education or its process by threatening:

* The school’s orderly operations
* The safety and proximity of school property
* The welfare of the persons who work or study there

Examples of off-campus misconduct that may result in such discipline include, but are not limited to:

* Use, possession, sale, or distribution of dangerous weapons; (as defined C.G.S. 53a-3, 53-206, and 29-35)
* Use, possession, sale, or distribution of illegal drugs; or
* Conduct involving violence, threats of violence or use of weapons and whether injuries occurred
* Involvement of other students from the school or gang involvement;
* Conduct involving the use of alcohol;
* Close proximity to the school where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

**DEFINITIONS OF DISCIPLINARY INTERVENTIONS**

**HALLWAY RESTRICTION:**utilized when a student’s educational performance is hindered by their inability to use unsupervised time appropriately. The student will not be allowed out of any classroom at any point during the day. The student and parent(s) may be notified that any hallway activity (bathroom, locker, support services, etc.) will take place between classes and will not have a negative impact on class tardiness, attendance, or behavior.

**DETENTION:** The staff shall and can detain students after school for disciplinary purposes as it relates to their studies and behavior. Parents will be notified in writing prior to their child staying after school. A detention slip will be completed by the teacher and given to the student along with an explanation and verbal instructions. Students will be instructed to give the detention slip to their parent/guardian for review, signature, and return it to the teacher the following school day.

**IN SCHOOL SUSPENSION (ISS):**The goal of in-school suspension is to allow for disciplinary action to identified students without an absence. It will provide a setting where students, parents and educators commit themselves to dealing with problems in a structured setting. This setting will provide an environment that is removed from the normal school routine and activities.

* An in-school suspension assignment is the temporary isolation of a student from classes while under proper supervision. It is an alternative step utilized in an effort to address and correct a student’s behavior.
* Students will be removed from the regular classroom and cafeteria atmosphere and expected to accomplish specific assignments and adhere to the strict observance of the rules of the in-school suspension program.
* All electronic devices will be confiscated by the ISS Supervisor for the duration of the in-school suspension.

**OUT OF SCHOOL SUSPENSION (OSS):** Shall be defined as an exclusion from school privileges or from transportation services for no more than ten (10) consecutive school days, provided such exclusion shall not extend beyond the end of the school year in which such suspension was imposed. Students who violate more serious rules or who repeatedly violate school rules will be given out-of-school suspension. Students who are suspended may not take part in any extracurricular activity and may not be present on school property.

**EXPULSION:** Shall be defined as an exclusion from school privileges for more than ten (10) consecutive school days and shall be deemed to include but not be limited to, exclusion from the school to which such student was assigned at the time such disciplinary action was taken, provided that assignment to a regular classroom program in a different school in the district shall not constitute a suspension or an expulsion. Such period of exclusion may extend to the school year following the school year in which the exclusion was imposed, up to one calendar year. Prolonged expulsion requiring coursework to be completed outside through tutoring or other arrangements made by the Board may affect grade weighting for courses taken and may consequently affect class ranking.

**SEARCH AND SEIZURE:** School authorities are authorized to conduct searches of students or their property when reasonable suspicion indicates that a particular student is in possession of an item or a substance that represents a material threat to school routine or is prohibited by school board regulations or by law. Student property shall include, but not be limited to, purses, book bags and cars. If students don’t have access to their cars during school hours, the justification for searching student-driven cars is removed. School authorities in cooperation with the police department reserve the right to conduct sniff searches with dogs of school property and student-driven cars.

 **SCHOOL SECURITY OFFICER:** The School Security Officer’s role includes but is not limited to the following three functions:They first are keepers of the peace, as one would expect of law enforcement officers. They also serve to ensure a safe learning environment for the students, teachers, and administration. Second, they are counselors who provide guidance to students and act as links to support services inside and outside the school setting. Third, SRO's are teachers who provide schools with an additional resource in and outside the classroom, such as peer mediation and conflict resolution.

**School Security Officer (SRO)**

Retired State Trooper Jimmy Collins has an office at GHSand can be reached at 376-7640.

**NON-EMERGENCY SITUATION:** Students requesting support services from Mr. Cormier, Mrs. Avalos, School Counselors, Educational Services & Career Center, Athletic Director, Student Supervisor, or Administration on a non-emergency basis should have their agenda signed before school, after school, or during their lunch period. Students should not be stopping by between classes and no student should be sent from any class without an escort.

**EMERGENCY SITUATION:**Students requesting or teachers requiring any of the above mentioned support services for an emergency situation or any situation that involves intervention beyond your means must be processed through the main office. Faculty and staff will contact the student supervisor **(Ext. 4159)** or the Associate Principal (**Ext. 4161)** to come to their classroom to arrange an escort. If a student supervisor does not answer the phone, call the main office at Ext. 4150**.**

##### **BEHAVIOR INTERVENTION STRUCTURE**

 The following chart outlines inappropriate behaviors or actions and the degrees of consequences that may be sanctioned. The maximum degree may be used for a first-time violation if it is of an unusually serious nature.

|  |  |
| --- | --- |
|  **INAPPROPRIATE** **BEHAVIORS****OR****ACTIONS** |   **RESPONSIBILITY** **AND** **CONSEQUENCES** |
|  **MINIMUM****DEGREE** | **MAXIMUM****DEGREE** |
| **Possession or use of anything that may be considered a weapon or dangerous instrument. NOTE: Possession of a weapon on school grounds: Class D felony** | **O. S. S. for 10 days****Parent/Police notification** | **Automatic expulsion proceedings****required by CGS 10-233d** |
| **Use, possession, sale or distribution of drugs, drug paraphernalia and/or alcoholic beverages**, **or involvement or participation in a transaction of the above is prohibited at any time on school premises or at any school-sponsored activity.** | **O. S. S. for 10 days****Parent/Police notification** | **Automatic expulsion proceedings****required by CGS 10-233d** |
| **Possession, consumption or exchange of prescription or non-prescription medication** |  **Confiscation/parental notification** | **10-day O.S.S.****Recommendation to Board of Ed. for****Expulsion** |
| **Possession, use, or consumption of any tobacco products or products which light fires on grounds, on school buses, or at school-sponsored events** | **Confiscation/hallway****restriction, community/ school****service, agency referral** | **10-day O.S.S.****Recommendation to Board of Ed.****for Expulsion** |
| **Vandalism or willful destruction of school or private personal property on school grounds** | **Hallway restriction,****community/ school service,****notification of parents** | **10-day O.S.S.****Recommendation to Board of Ed. for****Expulsion** |
| **Use of obscene or profane language or gestures** | **Detention,parent notification** | **10-day O.S.S.** |

|  |  |  |
| --- | --- | --- |
| **Deliberate refusal by word or action to comply with a reasonable request from faculty or staff** | **I.S.S., parent notification**  | **10-day O.S.S.** |

|  |  |  |
| --- | --- | --- |
| **Physical aggression (fighting), threatening, intimidating behavior, bullying or attempting to blackmail faculty, staff or other students** | **Intervention of****professional****staff/ESC/ parental/police****notification** | **10-day O.S.S.****Recommendation to Board of Ed. for****Expulsion** |

|  |  |  |
| --- | --- | --- |
| **Leaving a class or school grounds without following established dismissal procedures** | **Office detention/****hallway restriction** | **10-day O.S.S.** |
| **Disruptive Behavior, including participation in a walk-out or sit-in on school grounds** | **Detained in office/****intervention by professional****staff; ISS** | **10-day O.S.S.****Recommendation to Board of Ed. for****Expulsion** |
| **Harassment of faculty, staff or others due to race, color, creed, sex, national origin, mental or physical disability** | **Parental notification/ISS** | **10-day O.S.S.****Recommendation to Board of Ed. for****Expulsion** |
| **Theft**  | **Responsible for items and****repayment/Parent****notification** | **10-day O.S.S.****Police notification** |
| **Unexcused absence from class (skipping, cu** | **Parental notification/ hallway****restriction/ office detention** | **10-day O.S.S.** |
| **Unauthorized use of any school facilities, equipment, or supplies.** | **Intervention by professional****staff** | **10-day O.S.S.****Police Notification** |
| **Failure to adhere to cafeteria policy** | **Warning, community/ school service** | **10-day O.S.S** |
| **Unauthorized use of electronic devices** | **Confiscation of item** | **10-day O.S.S.** |
| **Possession or use of any object that may cause disruption (water pistol, snowballs, electronic devices, fidget spinners, etc.)** | **Confiscation of item****Parental notification** | **10-day O.S.S.** |
| **Gambling** | **Intervention by professional staff** | **10-day O.S.S.** |
| **Dishonesty** **(cheating, forgery, plagiarism)** | **Staff intervention/Parental notification** | **10-day O.S.S.** |

 **BULLYING POLICY**

 The Board of Education promotes a secure and safe school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore, it shall be the policy of the Board that bullying of a student by another student is prohibited.

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

A. Causes physical or emotional harm to such student or damage to such student’s property,

B. Places such student in reasonable fear of harm to himself/herself, or of damage to his/her property,

C. Creates a hostile environment at school for such student,

D. Infringes on the rights of student at school, or

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

**Types of bullying conduct include:**

1) Physical intimidation and/or attacks.

2) Verbal taunts, teasing, cruel rumors, false accusations, name-calling and put-downs, including taunts based on ethnicity, gender, religion, sexual orientation or other protected and/or individual characteristics and social isolation.

3) Oral or written threats and intimidation (including use of electronic devices and social media, and off campus actions if they negatively affect school performance).

4) Threatening looks, gestures or actions. Students who engage in any act of bullying while at school, at any school function or in connection to or with any district sponsored activity or event are subject to appropriate disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement officials.

Anonymous reporting of bullying incidents can be made through the **BULLYING HOTLINE (376-7688).**

##### **RESPONSE TO ALLEGED ACTS OF BULLYING**

1. Students may report bullying situations anonymously to members of the school staff.

2. Students may report bullying by filling out the *Bullying, Harassment, or Intimidation Reporting Form* and submitting it to the Associate Principal or the Student Supervisors. The form can be found on the Griswold High School website, or a hard copy can be obtained from the Student Supervisors.

3. Parents/guardians may report bullying situations to members of the school staff in writing.

4. Student and/or parent/guardian reports shall be reported to the school administration.

5. School administrators shall investigate in a timely fashion parent’s written reports and review students’ anonymous reports to determine the action required.

6. Written notice shall be provided to the parents/guardians of a child involved in a verified act of bullying. The notice shall describe the school’s response and any consequences that may result from further acts of bullying.

7. A list shall be maintained in the Principal’s Office of verified bullying acts. Such a list is available on request to the public.

8. Language about bullying and the scope of the policy shall be included in all student/parent/employee handbooks.

**STAFF RESPONSIBILITIES:**

1. To implement procedures to confront bullying in any form.

2. To listen to all parties involved in incidents.

3. To investigate as fully as possible, and to report such incidents to the school administration.

4. To take appropriate action, or to refer the matter to a member of the administration.

5. To record and inform parents of bullying incidents.

6. To promote the use of a range of teaching and learning styles and strategies which challenge bullying behavior.

7. To promote open management styles which facilitate communication and consultation throughout the school settings.

8. To foster by example the values the school believes in.

9. To promote the use of interventions which are least intrusive and most effective.

10. To hold regular discussions on this issue with administration, staff, students and parents/guardians.

11. To support victims of bullying by means of individual and peer counseling.

12. To initiate efforts to change the behavior of the bullies through class discussions, counseling, reinforcement and sanctions where appropriate.

**SEXUAL HARASSMENT POLICY**

 The Griswold Board of Education will not tolerate sexual harassment of the employees or students of the Griswold Public Schools. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment of fulfillment of school responsibilities; (b) submission to or rejection of such conduct by an individual is used as the basis for employment of school-related decisions interfering with an individual’s work or school performance or creating an intimidating, hostile or offensive working or academic environment. Sexual harassment includes the display or circulation of written materials or pictures degrading to either gender.

 To avoid even the unintentional creation of an intimidating, hostile or offensive working or academic environment, contact such as hugging or touching, sexually explicit or suggestive language, other than that which is part of the curriculum or other verbal or physical contact of a sexual nature, is to be avoided. When such conduct comes to the attention of any supervisor or administrator, appropriate inquiry and action will be taken.

The following behaviors are grounds for disciplinary action:

1. Abusing the dignity of a student or employee through insulting or degrading sexual remarks or conduct;

2. Threats, demands or suggestions that a student or employee’s status is contingent upon her/his tolerance or acquiescence to sexual advances;

3. Retaliation against a student or employee for complaining about the behaviors stated above.

Grievance Procedure: Any complaint related to sexual harassment should be initiated immediately. It should be referred to the Title IX coordinator. The complaint procedure is available at all school offices and at the office of the Title IX coordinator. Investigation should be undertaken by the smallest possible groups to protect the confidentiality of the information. For students, it is important to have a same sex support representative present during the investigation.

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##### **STUDENTS HARASSMENT, 504, CIVIL RIGHTS COMPLAINT PROCEDURE**

 “Complaint” shall mean a claim based upon an event or condition, which affects the education of a qualified student with a disability, as, defined by the Americans with Disabilities Act.

1. A complaint must be made orally or in writing to the appropriate coordinator within forty (40) days of the alleged occurrence.

 Title IX (harassment) – Curriculum Director

 504 - Suzanne Alfiero

 Civil Rights – Curriculum Director

2. The Coordinator will inform the Superintendent and school Principaland any other person who may be involved (including any person who is accused of harassment or violation) within two working days.

3. A panel of the following will be formed:

 A. Coordinator

 B. School Counselor

 C. Principal

If one of these members is the alleged harasser, the Superintendent will appoint another member.

**PROCEDURE FOR RESOLUTION**

1. Within fifteen (15) school days from the receipt of the complaint, the panel will convene during school hours to informally investigate the complaint. The person bringing the complaint will be interviewed as well as any persons against whom the complaint is made.

2. The student bringing the complaint may have an advocate/parent present.

3. Every effort will be made to resolve the complaint on an informal basis.

4. If the complaint is not resolved at the informal level, the aggrieved party may request a second formal meeting with the Superintendent of Schools, the Coordinator and the school Principal (unless one of these is the alleged harasser/violator, in which case another member shall be appointed by the Superintendent of the other two members.)

5. In the event of a second meeting, a summary will be written along with the findings of the investigation and any corrective or disciplinary action to be recommended.

6. If the complainant is not satisfied with the outcome of this second meeting, she/he may file a complaint with the Office of Civil Rights within 180 days of the alleged incident.

7. In all cases, all records will remain confidential and will be shared with only those who “have a need to know.” All parties involved are expected to protect the confidentiality of all individuals involved in the case.

**BUS CONDUCT POLICY**

 **Responsibility for the safe transportation of the students lies with the** **Griswold Board of Education**, and in order to carry out that responsibility, certain rules and regulations regarding bus discipline have been established.

 Free bus transportation is provided to students (including vocational technical school students) who are eligible based upon the transportation policy of the Board of Education. Free bus transportation, however, is not an unlimited right granted the student. The student will be held to reasonable regulations, which, if abridged, may cause the student to be excluded from bus transportation. All Griswold school district rules and regulations apply while students are on the bus.

 A student may be suspended or expelled in accordance with Board policy covering suspension and expulsion for a period of time from bus transportation and school. The regulations for the conduct of students riding on school buses are as follows:

**Student Behavior While Boarding and Departing the Bus**

 Students will:

* Be at the designated bus stop before the designated time;
* Wait for the bus on the shoulder of the highway, or sidewalk if available, in the designated area;
* Wait until the bus comes to a complete stop before attempting to board;
* Enter the bus in an orderly manner without pushing, crowding, loud talking or horseplay;
* Not bring articles of any injurious or objectionable nature aboard the bus;
* Depart in an orderly manner without pushing, crowding, loud talking or horseplay;
* Go directly to their destination after leaving the bus.

**Student Behavior on the Bus**

 Students will:

* Remain seated until ready to depart the bus,
* Obey the driver at all times,
* Not exhibit aggressive behavior (fighting, pushing, tripping, etc.)
* Refrain from putting any part of their body out of any window,
* Not throw objects in or out of the bus,
* Not use tobacco, drugs, or any controlled substance in any form,
* Refrain from spitting or littering,
* Refrain from unnecessary noise,
* Not tamper with bus equipment,
* Refrain from rude, discourteous and/or annoying conduct,
* Not swear and/or use vulgar language,
* Not distract the driver,
* Not open windows without permission.

**Violation Procedure**

1. The first reported and confirmed violation shall require the driver to fill out a written report, on a form supplied by the school system, and turn in the report to school administration. A copy of the report shall be mailed to the parent(s) and the original filed in the school office.

2. The second reported and confirmed violation shall follow the same procedures used in the first violation with the following additions. The student may be relieved of the privilege to ride pending a meeting by the student and parents with the building administration at which time the principal or associate principal shall determine when the privilege to ride will be restored. Maximum loss of riding privilege is 1-10 days.

3. A third reported and confirmed violation, the student shall be relieved of the privilege to ride and may be suspended from school (all suspensions and expulsions will be in accordance with Board policies and state statutes) pending a meeting by the student, parents, and bus driver with the principal or associate principal at which time the principal or associate principal shall determine whether the student may be relieved permanently of the privilege to ride and when the student shall be permitted to return to school.

4. **Vocational Technical School Students** - Vocational Technical School bus drivers will present students with an **Incident Referral Notice** concerning student behavior. It is the student’s responsibility to share this notice with the parent/guardian in case the incident is severe enough to warrant immediate (following school day) bus suspension.

 Parents/guardians should contact Griswold administration as soon as possible after reviewing bus Incident Referral Notice. All Vocational Technical School infractions will be handled as outlined in sections 1-5.

**Note:** Suspendable behavior will be handled according to the Board policy covering suspension and expulsion. In addition, students and their parents shall be held liable for any damage or abuse caused by them. **Serious 1st or 2nd offenses may result in immediate loss of riding privilege, as well as suspension from school.**

 If a student loses his privilege to ride the school bus, either temporarily or permanently, parents will be responsible for ensuring that their child gets to school.

**Notice to Students and Parents Regarding the Use of Video Recorders on School Buses**

 The district will be videotaping bus routes at random during the upcoming school year. Each bus has been equipped with a video monitor box, in which a video recording device may be installed. Students will not be notified when a recording device has been installed on their bus.

 Tapes shall be reviewed on a routine basis by the Principal and evidence of student misconduct will be documented. Students found to be in violation of the district’s bus conduct rules shall be notified and disciplinary action initiated.

 Videotapes shall be treated as protected student records under the Family Educational Rights Privacy Act. The following guidelines shall apply:

1. Parents or students who wish to view videotape in response to disciplinary action taken against a student may request such access under the procedures set out in the Video Surveillance policy and regulation.

2. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

**BUS NOTE/PASS**

 A student may not arbitrarily ride any bus other than his/her designated bus nor may he/she leave the bus at any stop other than his/her regular stop. To ride an alternate bus after school, the student must present a note signed by their parent or guardian to an administrator before school. The bus note will be verified and space/seat availability will be established before a bus pass is issued. The bus pass must be presented to the bus driver upon boarding the bus.

**THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.

The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirement of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW Washington DC 20202-4605.

**CIVIL AND LEGAL RIGHTS AND RESPONSIBILITIES POLICY**

 The Board of Education assures district students that they shall have all the rights afforded them by federal and state constitutions and statutes. The district recognizes all federal, state and local laws in connection with these rights, and reminds students that certain responsibilities accompany these rights.

 The district’s aim is to provide an environment in which a student’s rights and freedoms are respected, and to provide opportunities which stimulate and challenge the student’s interests and abilities to his or her highest potential. These opportunities will be available as long as the student pursues these interests and studies in an appropriate manner, and does not infringe upon the rights of others. It shall be the right of each district student:

1. To have a safe, healthy, orderly, and courteous school environment;

2. To take part in all district activities on an equal basis regardless of race, sex, national origin or disability;

3. To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law;

4. To have school rules and conditions available for review and, whenever necessary, explained by school personnel;

5. To be suspended from instruction only after his or her legal rights have been observed;

6. In all disciplinary matters, to have the opportunity to present his or her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction;

7. Not to submit to a survey, analysis or evaluation that reveals information concerning political affiliation; mental and psychological problems potentially embarrassing to the student of his/her family; illegal, antisocial, self-incriminating and demeaning behavior;

8. Critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and comparable relationships, such as those of lawyers, physicians, and ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); without the prior written consent of the student, if over 18 years of age, or without the prior written consent of the parent/guardian for those students under 18 years of age. However, such survey, analysis or evaluation may be conducted on a wholly voluntary basis, provided that the student and his/her parent/guardian have been notified of their rights and of their right to inspect all materials related to the above. All instructional material, including teachers’ manuals, films, tapes or other supplementary instructional material to be used shall be available for inspection by the parents or guardians of the children.

**It shall be the responsibility of each district student:**

1. To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct;

2. To work to the best of his or her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;

3. To conduct himself or herself, when participating in or attending school-sponsored extracurricular events, as a representative of the district and as such hold himself or herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his or her actions;

4. To seek help in solving problems that might lead to discipline problems;

5. To be in regular attendance at school and in class;

6. To contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and to property;

7. To dress in accordance with standards promulgated by the Board and the Superintendent; and

8. To make constructive contributions to the school, and to report fairly the circumstances of school related issues.

**GRISWOLD PUBLIC SCHOOLS POLICY RELATED TO DRUG USE**

##### **DRUGS AND ALCOHOL FREE SCHOOLS**

 Pursuant to the goal of the Board of Education to maintain a drug and alcohol free school district, schools shall take positive action through education, counseling, parental involvement, and medical and police referral in handling incidents in the schools involving possession, sale, and/or use of behavior affecting substances. These substances shall include, but not be limited to, alcohol and controlled substances as defined in the Penal Code of the State of Connecticut. (cf.6173 Drugs/Alcohol and Tobacco).

 Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel. (cf.5149 Search and Seizure)

 Use, possession, sale or distribution of drugs, drug paraphernalia and/or alcoholic beverages are prohibited at any time on school premises or at any school sponsored activity. If it is determined that a student has consumed or is affected by a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, his/her parents will be contacted, he/she will be suspended from school, referred to the appropriate treatment agency, and possibly considered for expulsion. In cases of the illegal activity of possessing or selling drugs or alcohol, students will be referred to the appropriate law enforcement authorities.

##### **ALCOHOL USE, DRUGS, AND TOBACCO**

As an integral part of the Griswold School District Drug and Alcohol Prevention Program, the guidelines developed represent one component in a district-wide effort to respond effectively to drug, mood altering substance and alcohol related situations that may occur at school or at school sponsored activities. These guidelines are intended to provide a consistent disciplinary means to respond to drug, mood altering substance and alcohol related incidents. The Griswold School District will provide a safe and healthy environment for students with due consideration for their legal rights and responsibilities.

 Through the use of curricula, classroom activities, community support and resources, a strong and consistent administrative and faculty effort, and rehabilitative and disciplinary procedures, the Griswold School District will work to educate, prevent, and intervene in the use and abuse of all drug, alcohol, and mood altering substances by the entire student population.

 **RIGHTS OF QUESTIONED STUDENTS AND FACULTY**

 Questioning of a student or teacher in school or on school premises by the police department, state police or other law enforcement officials will be done also in the presence of the school principal, or anyone designated by the principal. The student’s right to remain silent or to speak through an attorney or parent may not be abridged in any hearing which carries an implication of the possible allegation of guilt or the furnishing of information leading to an indictment. The school Principal, or designee, will maintain an informal record of the interview showing the time, place, persons and summary of discussion and find logs.

 In case of emergency or of clear and present danger, the schools will cooperate with the police. Section 17‑65 provides that a child may be arrested "with or without a warrant...except that no child shall be taken into custody on such process except on apprehension in the act, or on speedy information or in other cases when the use of such process appears imperative. "The judge is thereupon instructed to transfer the child immediately to the juvenile courts.”

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##### **CONFIDENTIALITY OF COMMUNICATIONS**

 School personnel are protected from legal suit for maintaining confidentiality. They are not required to disclose any information acquired through a professional communication with a student when such information concerns alcohol or drug abuse information or physical evidence regarding an offense by the student. However, if physical evidence indicating “that a crime has been or is being committed by such student, such employees shall be required to turn such evidence over to school administration or law enforcement officials, provided in no such case shall such employee be required to disclose the name of the student from whom he obtained such evidence and such employee shall be immune from arrest and prosecution for the possession of such evidence obtained from such student.”

**DEFINITION OF TERMS**

**Controlled Substances:** includes any alcohol or malt beverage, any drug listed as a controlled substance, chemical abuse substance or medication for which a prescription is required under the law, and/or any substance which is intended to alter mood.

**Performance-Enhancing Substances:** include any performance-enhancing drug, including anabolic agents or steroids, used for the intent of bodybuilding and muscle enhancement of physical ability and not for a valid medical purpose as defined by a physician; includes, but is not limited to, those performance enhancing drugs/substances identified on the CIAC comprehensive list.

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

**Drug/mood altering substance/alcohol:** Any alcohol or drug listed as a controlled substance, chemical, abused substance or medication for which a prescription is required under law, and/or any substance, which is intended to alter mood. Examples of the above include but are not limited to: beer, malt, wine, liquor, marijuana, hashish, ethno botanical plants, chemical solvents, cocaine, glue, crack, look‑alike substances, and any capsules or pills not registered with the nurse, and noted within the student's health record and given in accordance with the school board's policy. **NOTE:** This policy is not intended to cover students using drugs pursuant to a valid prescription issued to them.

**Drug paraphernalia:** Any object or device used, related to use or designed for use in ingesting, inhaling, injecting or otherwise introducing controlled substance into the human body (e.g., including, but not limited, pipes, bongs, roach clips, tobacco rolling papers) or any object or container used, related to use, or designed to use in storing, concealing or distributing controlled substance.

**Hearing:** A discussion before the Board of Education of a disciplinary action to exclude a student from school.

**In‑School Program:** Any special program as may be established by the school to provide discipline or help to students who are found to be in violation of this and other school policies.

**Possession:** Possess or hold, without any attempt to distribute, any alcohol, drug or mood altering substance determined to be illegal, or as defined by this policy.

**Student Support Personnel:** Administrators, nurses, social workers, school counselors, psychologist and other human services providers as designated by the administrator.

**Uncooperative Behavior:** Resistance or refusal, either verbal, physical or passive on the part of the student to comply with the reasonable request or recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative student behavior.

**PROCEDURES RELATED TO DRUG AND ALCOHOL ABUSE POLICY**

 The following is important information on procedures to be expected by students, parents, staff members, and all other personnel if any incident of drug or alcohol abuse occurs on school property including buses) and at all school sponsored activities. The professional and nonprofessional staff shall, at all times, act in a manner, which protects and guarantees the rights of students and parents.

 Violators of any of these disciplinary guidelines may be ineligible to hold office in any school organization, ineligible to participate in interscholastic athletics or competitions, and may be ineligible to participate in any school-sponsored activity for up to (90) school days.

 Graduating students who violate Board of Education policies on alcoholic beverages, controlled dangerous substances or other intoxicants at any time during the last four weeks prior to the last scheduled day for graduating students, or during the time between the last scheduled day and at the graduation ceremony, whether the activity takes place within a school building or upon school property, or during any school related or Board of Education sponsored activity, whether held on school property or at locations off school property, shall be prohibited from participating in all senior activities, e.g., prom, award ceremonies, graduation ceremonies, etc.. The student’s diploma will be mailed to the student following the graduation ceremonies.

**ACTIVITIES AND ATHLETICS**

 Our activities program is designed with as many different types of activities as possible to meet the interests of the student body. All clubs meet at times convenient to their members, usually after school. The plans, activities, and functions of each club are decided upon and carried out by the members and their elected officers, with the help of an advisor. The success of each activity depends upon the loyalty and work of the members. A club is only as good as its members make it.

 Griswold High School's athletic program sponsors the teams listed below, subject to school and C.I.A.C. regulations. Programs not fielding freshman teams include freshmen on their junior varsity or varsity teams. All students need to register through FamilyID.com. Information about creating an account and registering for an athletic team are found in the appendix.

**TEAM SPORTS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Fall Program** | **Freshman** | **Junior Varsity** | **Varsity** | **Winter****Program** | **Freshman** | **Junior Varsity** | **Varsity** |
| Cheerleading |   |  X |  X | Basketball (boys) |   | X | X |
| Football |   | X | X | Basketball (girls) |   | X | X |
| Soccer (girls) |   |   | X | Cheerleading |   | X | X |
| Soccer (boys) |   |   | X | Indoor Track (coed) |   | X | X |
| Volleyball (girls) |   | X | X | Wrestling |   | X | X |
|   |   |   |   | Fencing (coed) |   | X | X |

|  |  |  |  |
| --- | --- | --- | --- |
| **Spring Program** | **Freshman** | **Junior Varsity** | **Varsity** |
| Baseball (boys) |   | X | X |
| Golf (boys) |   | X | X |
| Softball (girls) |   | X | X |
| Lacrosse Club (boys & girls) |   |   | X |
| Track (boys & girls) |   | X | X |

**STUDENT ELIGIBILITY FOR ATHLETICS**

 Griswold High School follows the guidelines established by the Connecticut Interscholastic Athletic Council for Rules of Eligibility and Control for Boys and Girls High School Athletics in Connecticut Generally, to be eligible for participation in interscholastic athletics at GHS, students must:

1. Be full time students at GHS;

2. Not have reached their 20th birthday;

3. Be passing the equivalent of four units of courses from the previous marking period;

4. Have met annual physical exam requirements.

**PLEASE NOTE**: ***These criteria are MINIMUM standards. Individual coaches may choose to add conditions pertaining to behavior, training rules, grades, etc.***  Questions or more information about eligibility may be addressed to the Athletic Director or to a team coach.

\*The full Athletic Eligibility Policy is available in the office of the Athletic Director or online at<http://www.casciac.org/pdfs/eligrules070116.pdf> .

##### **ATHLETIC AWARDS**

 Athletic awards are given at the Sports Awards Night at the end of each season. Numerals, letters and stars are earned on the basis of practice, points earned and games played. The requirements vary with each sport as determined by the coaches.

**VOCATIONAL SERVICES**

**Meg Czmyr, Vocational Coordinator, (860) 376-7668**

 The focus of the Transition Services Program at Griswold High School is to assist students sixteen and older transitioning from high school to adult life. The program offers students the ability to try a variety of work experiences “on for size.” Participating in a work-study placement enables students to better prepare for their future. Thanks to the generous support of local businesses, students are exploring the world of work. This hands-on approach aids students in deciding what jobs they are interested in pursuing in the future. The Transition Services Coordinator assists students in acquiring the knowledge and skills essential to take their places as responsible citizens and productive members of society.

**EDUCATIONAL SERVICES & CAREER CENTER**

**Meg Czmyr (860) 376 - 7688**

 The Griswold High School Educational Services and Career Center (ESC) provides resources and guidance to all students allowing them to explore vocational and educational opportunities. The ESC offers students opportunities to develop the vocational and academic skills necessary for today’s job market. Students receive assistance with: interest inventories, job shadow placements, internships, college searches, Naviance, resume writing, employment applications, volunteer opportunities, and dress for success The ESC staff strives to support the future workforce by establishing and maintaining partnerships with the faculty, community, organizations, parents and corporations. The Educational Services and Career Center is committed to helping students build a foundation to enter the world of work, seek higher education or maintain a balance of both.

**THE ACADEMIC ACADEMY**

The Academic Academy assists students who are experiencing academic or executive skills (organizational) difficulty. This program also supports new students transferring into the high school. The Academy staff and interns support students in the core areas of English, Mathematics, Science, and Social Studies. Students are typically referred through the Student Success Team.

Students enrolled will continue to attend core classes and will spend part of the day in the Academy following an Individual Initiative Plan developed to address the student’s specific needs. Individualized attention, tutoring, and study skills strategies are components of the program. Further information about the Academy is available from school counselors.

**VIDEO CLUB/MORNING ANNOUNCEMENTS CLUB**

**(Mr. Tim Moore)**

Morning Announcements/Video Club participants produce and film daily morning announcements, and film other school events as needed.

**STUDENT MATCH PROGRAM**

**(Ms. Meg Czmyr)**

 The Student Match Program is modeled after a Big-Little mentoring program and pairs a high school student with an elementary student. Students must apply and are selected by the faculty advisor according to established criteria. Each student is matched with a student at Griswold Elementary School. Meeting times are arranged during WEB in order to minizmize time out of class.

**PEER TUTORS**

Student members of the Griswold Chapter of the National Honor Society are available as Peer Tutors. This tutoring is done during a scheduled study hall in a designated area on a regularly scheduled basis. Students having difficulty with a course should arrange with their teacher or school counselor to obtain a tutor.

**STUDENT COUNCIL**

The Griswold High School Student Council is a student run organization whose purpose is to represent the views and uphold the rights of the student body within the school community. GHSSC is charged with the following responsibilities; act as a bridge between the students and the administration; promote and maintain the mission and expectations of the Griswold High School; establish and maintain positive relations and awareness with the greater community; develop charitable activities for the benefit of individuals and charitable organizations.

 Membership is open to all students who are willing to volunteer their time to the organization. Council members are encouraged to participate in the annual election of the Executive Board. Students must meet eligibility requirements as outlined in the Constitution of the Griswold High School Student Council. Meetings are held during activity period and periodically after school. Throughout the school year, council members have the opportunity to participate in service projects, leadership conferences, charity events, volunteer and fundraising activities and school wide initiatives.

**GAY/STRAIGHT ALLIANCE**

 The Griswold Gay Straight Alliance (GSA) is a student run group founded in the fall of 2004 that meets during activity period. The mission of the GSA is to provide a safe, supportive environment for gay, lesbian, transgendered, questioning and straight youth to socialize and talk together about issues they hold in common. The goals of the Griswold Gay Straight Alliance are: to offer a support network to students, to share information regarding community resources and work to create a safe, more respectful school environment for all students. Interested students and parents are asked to contact Mrs. Holly Adriano for more information.

**FUND RAISING**

 All fund raising activities must be authorized by the administration. Information is available in the Main Office.

**NATIONAL HONOR SOCIETY**

**(Mr. Brian Browne)**

 Students are selected for National Honor Society in accordance with the guidelines provided in the National Honor Society Handbook point system method. Students selected must demonstrate scholarship, service, character and leadership. Initial screening for National Honor Society verifies the student’s satisfaction of the scholarship element, and is done on the basis of the student maintaining an unweighted grade point average of 88. Academically eligible students will receive notification that they are academically eligible and be requested to fill out the Student Activity Information Form showing how they satisfy the leadership, service and character requirements. Faculty and staff will be notified of those students who have returned the form indicating that they desire to be considered for the National Honor Society, and will be requested to submit comments on the demonstrated leadership, character and service of the students with whom they are familiar. That information will be assembled by the faculty advisor and disseminated to the five member faculty council appointed by the Principal for evaluation and assessment on the basis of a four point scale, 0 being that the student failed to demonstrate the area in question and 3 indicating that the student provided strong demonstration of the attribute. The results of the assessment of each member will be summed for each of the three areas of leadership, service and character, and a total point value (the sum of the points assigned for the three areas) will be assigned. Students will be ranked on the basis of the total points. The faculty council will then meet and discuss each student to determine eligibility on the basis of the strength of the package submitted by the student, and the assessment of faculty and staff. It is crucial for the students to fill out the Student Activity Information Form completely, and document carefully how they have demonstrated each of the attributes to be considered, as the quality of this submission is a major factor in their selection or non-selection.

**Maintaining Eligibility**

 Students selected to the National Honor Society are expected to continue to demonstrate the attributes of scholarship, leadership, character and service. Students are expected to attend at least one National Honor Society meeting per month, and to participate in National Honor Society service activities. Students who fail to maintain the standards of academic performance or behavior will be dismissed in accordance with the guidelines of the National Honor Society Handbook. Specifically, students are required to maintain the minimum unweighted grade point average of 85 specified in the National Honor Society handbook. They are also expected to maintain a passing grade in all subjects. Failure to maintain either of those requirements will result in the students being placed on academic probation for a quarter. Subsequent failures will result in a hearing before the Faculty Council, which will most likely result in permanent dismissal from the National Honor Society. Dismissal will be subject to appeal as specified in the National Honor Society Handbook and in district’s disciplinary appeals process. The National Council and the NASSP do not have authority to hear or make any decisions regarding appeals in dismissal cases.

**DANCES/PROM**

 The following guidelines have been established to insure that dances and proms provide a safe and pleasant social evening for all.

1. Dances/proms are open to high school students **only**. Permission slips are mandatory for ticket purchase and will be given out prior to ticket availability. Information required includes the name of student and guest, departure time and emergency contact number. Parents will be notified if their child is **not** in attendance.

2. A student not attending GHS may attend semi-formal dances as a guest with administrative permission. Permission is gained by submitting a signed permission slip to the **Associate Principal** with the name/school of the intended guest.

3. No attendees will be allowed to return to a dance/prom once they leave the event. At some events, students will not be allowed to leave prior to a designated time unless a parent signs them out and picks them up.

4. Students may not loiter on school grounds during school functions, but must either enter the event or leave the grounds. Once the function concludes, students are expected to leave school grounds within a reasonable period of time.

5. All school rules are in effect for all attendees. If circumstances warrant, a passive alcohol-sensing device may be used.

6. School functions are not immune to the law. Illegal activity of any kind will not be tolerated and may result in serious consequences for the offender.

**These guidelines may be modified for specific events or as deemed necessary by the administration.**

 **BEHAVIOR AT SCHOOL SPONSORED EVENTS**

**& CO-CURRICULAR ACTIVITIES**

 Valuable social and life skills are learned through participation in clubs, committees, sports, music, and other co-curricular activities. Students learn to balance academic requirements with non-classroom responsibilities.

 Each student is responsible for maintaining a proper standard of behavior at all times. Courtesy, consideration for others, respect for property and observance of school rules and regulations are expected at all times.

 The following expectations and guidelines apply to all students for all school-sponsored athletic events and social activities:

1. A student MAY NOT participate in any after-school activity if the student is absent from school on that particular day, is serving an out of school suspension (OSS), or is expelled.

2. A student who is tardy to school or dismissed early must have spent at least four hours in class or the student will be considered absent for the day, and therefore will not be eligible to participate in after-school activities and athletic events.

3. Students who are asked to report to a teacher after school must report even if doing so causes them to miss an activity.

4. Taunting, harassing, or racial/ethnic comments will not be tolerated at any school-sponsored events.

5. Any student removed from a GHS athletic event for inappropriate behavior will not be allowed to attend any other GHS athletic event, on or off-campus, for the rest of that athletic season.

6. Use, possession, sale or distribution of drugs, drug paraphernalia and/or alcoholic beverages is prohibited at any time on school premises or at any school-sponsored activity per the Drug/Alcohol policy.

7. Students who resort to physical force, violence, or vandalism will be subject to the school discipline policy.

8. Loitering on school grounds when social events are taking place is prohibited. Upon the conclusion of events, students are expected to leave school grounds within a reasonable period of time.

**Griswold Public Schools Code of Conduct for Participation in Extracurricular Activities**

All students in the Griswold Public Schools who participate on an athletic team or an extracurricular activity shall:

1. demonstrate good attendance in school and good attendance as part of the team or activity;

2. demonstrate good behavior and abide by all school rules and District policies;

3. demonstrate good citizenship/sportsmanship in both school and the community at large.

All students in the Griswold Public Schools who participate on an athletic team or an extracurricular activity shall refrain from the following:

1. the possession or use of tobacco products, alcohol, drugs, or other illegal substances;

2. the willful destruction or vandalism of personal or school property or any criminal activity;

3. the hazing or harassing of any student, teammate, staff member, or community member.

 All students who are a member Griswold Public Schools teams/clubs that include but are not limited to, athletic teams, student council, student support clubs, honor societies, performing groups are expected to abide by this Code of Conduct and are subject to disciplinary action for violation of any of the above **on or off school grounds**.

 In addition, the highest expectations are in place for team captains, student officers in any club or activity, any student in a leadership position, any student in a featured performance, or any student that represents the Griswold Public Schools in any school related or conference activity.

 Consequences for violations of the Griswold Public Schools Code of Conduct on school grounds, at any school-sponsored activity, off school grounds, **or references on social media** include probation, suspension, or dismissal from teams, honor societies, clubs, or activities and/or the removal from all student leadership positions for a time to be determined by the coach, advisor, Athletic Director, and/or Principal.

In addition, consequences for violations of the Griswold Public Schools Code of Conduct on school grounds, at any school sponsored activity, off school grounds, **or references on social media** may include suspension from school, expulsion, and police involvement.

 Coaches and advisors may add additional expectations with approval of the Building Principal or the Athletic Director.

**Griswold Public Schools**

**Athletic Department Code of Conduct**

The Griswold Public Schools Athletic Code of Conduct serves as an informative document about policy guidelines for student conduct and athletic department expectations. The Athletic Code of Conduct shall be enforced for the entire calendar year, including summer months and vacation periods. Student-athletes should understand that The Athletic Code of Conduct is not just limited to student behavior at school-sponsored activities or on school grounds. Athletes that violate The Athletic Code of Conduct are subject to disciplinary action.

**Mission and Vision Statement of the Griswold Public Schools**

*The community of Griswold Public Schools educates for excellence by empowering students to become compassionate, confident, creative, and resourceful members of society.*

**Philosophy**

Participation in Griswold Public Schools athletic programs is a privilege that requires student athletes to conduct themselves as responsible members of their school and community. Student athletes are expected to demonstrate the highest levels of behavior and abide by all school rules and policies during the season and in the off-season. It is the responsibility of student-athletes to become familiar with the specific rules and regulations of each sport as well as the general policies of this Athletic Code of Conduct.

**Expectations for Athletes**

I agree to uphold the district’s standards and conduct myself in accordance with all Griswold Public School rules and expectations. I will also adhere to all rules and expectations of my team. Additionally, I agree to the following:

* I will abide by all rules of student conduct as outlined in the Griswold Student/Parent/Teacher Handbook.
* I will dress, groom, and conduct myself as a positive representative of my team, school and community.
* I will safeguard and care for all equipment and uniforms that are issued and assume financial responsibility for that which is not returned in good condition.
* I will respect coaches, officials, spectators, teammates, and opposing players.
* I will not participate in or accept hazing or bullying in person or through social media. Such acts may include, but are not limited to: forcing, requiring, or pressuring other to consume alcohol or any other substance; forcing, requiring, or pressuring others to involuntarily perform physical activities, tattoo, pierce, or shave any part of the body; forcing, requiring, or pressuring others to take part in an illegal or indecent activity; or physically abusing others in any way.
* I will not make inappropriate or unwanted physical or verbal sexual advances on others.
* I will conduct myself with dignity when attending other athletic events as a spectator.
* I will meet requirements for physicals, permission slips and other documentation in a timely manner.
* I will adhere to school attendance and tardiness policies.
* I recognize that exclusions from school for disciplinary reasons render me ineligible for practice and play.
* I understand that my off campus behavior reflects on my team and realize that criminal conduct jeopardizes my status as a team member.
* I will take full responsibility for my academic progress and achievement.
* I will not engage in violent acts and assaults on persons or property.
* I will not possess or use tobacco products, alcoholic beverages, non-prescribed controlled substances (including steroids) or paraphernalia. I understand that if found to be engaging in or depicted in photographs or video on social media possessing, using, or distributing alcohol and or non-prescribed controlled substances, that I will be immediately removed from my athletic team for the current season. I understand that social media images and videos will be viewed as current by the Athletic Department. Social Media images deemed “current” include those that are posted during the entire school year (dating from July 1 – June 30).
* I will not write, post, or disseminate offensive content, photographs or other content on social media that reflects negatively on Griswold Public Schools, my team, teammates, individual students, or myself.
* I will not post photographs or texts on social media that could damage my reputation or the reputation of Griswold Public Schools.
* I will adhere to any additional team rules as provided by the coach or Athletic Department.

**Penalties**

Consequences for violations of the Griswold Athletic Code of Conduct on school grounds, at any school-sponsored athletic event, off school grounds, or references on social media include probation, suspension, or dismissal from teams for a time to be determined by the coach, advisor, Athletic Director, and /or Principal.

In addition, consequences for violations of the Griswold Athletic Code of Conduct on school grounds, at any school-sponsored athletic event, off school grounds, or references on social media may include suspension from school, expulsion, and police involvement.

***My signature indicates that I have read, understand, and agree to abide by this Athletic Code of Conduct for the 2017 – 2018 school year.***

|  |  |
| --- | --- |
| **Date** |  |
| **Sport** |  |
| **Student Name** |  |
| **Student Signature** |  |
| **Parent/Guardian Name** |  |
| **Parent/Guardian Signature** |  |

**Griswold High School**

**Sudden Cardiac Arrest**

**Student & Parent Informed Consent Form**

**2017-18**

**NOTE: This document was developed to provide student-athletes and parents/guardians with current and relevant information regarding sudden cardiac arrest. A new form is required to be read, signed, dated and kept on file by the student-athlete’s associated school district annually to comply with Connecticut General Statutes Chapter 163, Section 10-149f: SUDDEN CARDIAC ARREST AWARENESS EDUCATION PROGRAM.**

 ***Part I – SUDDEN CARDIAC ARREST*** - **What is sudden cardiac arrest?**

Sudden cardiac arrest (SCA) is when the heart stops beating, suddenly and unexpectedly. When this happens, blood stops flowing to the brain and other vital organs. SCA doesn’t just happen to adults; it takes the lives of students, too. However, the causes of sudden cardiac arrest in students and adults can be different. A student’s SCA will likely result from an inherited condition, while an adult’s SCA may be caused by either inherited or lifestyle issues.

SCA is NOT a heart attack. A heart attack may cause SCA, but they are not the same. A heart attack is caused by a blockage that stops the flow of blood to the heart. SCA is a malfunction in the heart’s electrical system, causing the heart to suddenly stop beating.

 ***PART II - HOW COMMON IS SUDDEN CARDIAC ARREST IN THE UNITED STATES?***

SCA is the #1 cause of death for adults in this country. There are about 300,000 cardiac arrests outside hospitals each year. It is a leading cause of death for student athletes.

According to an April 2014 study for PubMed the incidence was

· 0.63 per 100,000 in all students (6 in one million)

· 1.14 per 100,000 athletes (10 in one million)

· 0.31 per student non-athletes (3 in one million)

· The relative risk of SCA in student athletes vs non-athletes was 0.65

· There is a significantly higher risk of SCA for boys than girls

Leading causes of sudden death among high school and college athletes, according to the NCAA (on CBS News, June 28, 2012)\* are heat stroke, heart disease and traits associated with sickle cell anemia. Prevention of sudden death, the same study concludes, is associated with more advanced cardiac screening with attention to medical histories and birth records, improved emergency procedures, and good coaching and conditioning practices.

 ***PART III - WHAT ARE THE WARNING SIGNS AND SYMPTOMS?***

Although SCA happens unexpectedly, some people may have signs or symptoms, such as: fainting or seizures during exercise; unexplained shortness of breath; dizziness; extreme fatigue; chest pains; or racing heart.

These symptoms can be unclear in athletes, since people often confuse these warning signs with physical exhaustion. SCA can be prevented if the underlying causes can be diagnosed and treated.

Sudden cardiac arrest is a medical emergency. If not treated immediately, it causes sudden cardiac death. With fast, appropriate medical care, survival is possible. Administering cardiopulmonary resuscitation (CPR) — or even just compressions to the chest — can improve the chances of survival until emergency personnel arrive. (<http://www.mayoclinic.org/diseases-conditions/sudden-cardiac-arrest/basics/>)

 ***WHAT ARE THE RISKS OF PRACTICING OR PLAYING AFTER EXPERIENCING THESE SYMPTOMS?***

There are risks associated with continuing to practice or play after experiencing these symptoms. When the heart stops, so does the blood that flows to the brain and other vital organs. Death or permanent brain damage can occur in just a few minutes. Most people who experience SCA die from it.

***REMOVAL FROM PLAY***

Any student-athlete who shows signs or symptoms of SCA must be removed from athletic activity and referred to a licensed healthcare professional trained specifically in the treatment of cardiac care. The symptoms can happen before, during or after activity.

***RETURN TO PLAY***

Before returning to play, the athlete must be evaluated. Clearance to return to play must be in writing. The evaluation must be performed and written clearance be provided by a licensed medical provider.

 ***To summarize:***

* SCA is, by definition, sudden and unexpected.
* SCA can happen in individuals who appear healthy and have no known heart disease.
* Most people who have SCA die from it, usually within minutes.
* Rapid treatment of SCA with a defibrillator can be lifesaving.
* Training in recognition of signs of cardiac arrest and SCA, and the availability of AEDs and personnel who possess the skills to use one, may save the life of someone who has had an SCA.

(National Heart, Lung, and Blood Institute)

**I have read and understand this document the “Student & Parent Informed Consent Form” and understand the severities associated with sudden cardiac arrest and the need for immediate treatment of any suspected condition.**

**Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_**

 **(Print Name)**

**Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I authorize my child to participate in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_for school year \_\_\_\_\_\_\_\_\_\_\_**

 **(Sport/Activity)**

**Parent/Guardian name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_**

 **(Print Name)**

**Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Sources:**

 **Simons Fund -**  [**http://www.simonsfund.org/**](http://www.simonsfund.org/)

 **Pennsylvania Department of Health -** [**http://www.simonsfund.org/wp-content/uploads/2012/06/Parent-Handout-SCA.pdf**](http://www.simonsfund.org/wp-content/uploads/2012/06/Parent-Handout-SCA.pdf)

**Griswold High School**

**Student and Parent Concussion Informed Consent Form**

**2017-18**

This consent form was developed to provide students and parents with current and relevant information regarding concussions and to comply with Connecticut General Statutes (C.G.S.) Chapter 163, Section 149b: *Concussions: Training courses for coaches. Education plan. Informed consent form. Development or approval by the State Board of Education* and Section 10-149c: *Student athletes and concussions. Removal from athletic activities. Notification of parent or legal guardian. Revocation of coaching permit.*

**What is a Concussion?**

**National Athletic Trainers Association (NATA) -***A concussion is a “trauma induced alteration in mental status that may or may not involve loss of consciousness.”*

**Centers for Disease Control and Prevention (CDC)** - *“A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head that can change the way your brain normally works. Concussions can also occur from a blow to the body that causes the head to move rapidly back and forth.”* -CDC, Heads Up: Concussion<http://www.cdc.gov/headsup/basics/concussion_whatis.html>

***Even a “ding,” “getting your bell rung,” or what seems to be mild bump or blow to the head can be serious”*** -CDC, Heads Up: Concussion Fact Sheet for Coaches<http://www.cdc.gov/concussion/HeadsUp/pdf/Fact_Sheet_Coaches-a.pdf>

**Section 1. Concussion Education Plan Summary**

The [Concussion Education Plan and Guidelines for Connecticut Schools](http://www.sde.ct.gov/sde/cwp/view.asp?a=2663&q=335572) was approved by the Connecticut State Board of Education in January 2015. Below is an outline of the requirements of the Plan. The complete document is accessible on the CSDE Web site: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2663&q=335572>

State law requires that each local and regional board of education must approve and then implement a concussion education plan by using written materials, online training or videos, or in-person training that addresses, at a minimum the following:

1. The recognition of signs or symptoms of concussion.
2. The means of obtaining proper medical treatment for a person suspected of sustaining a concussion.
3. The nature and risks of concussions, including the danger of continuing to engage in athletic activity after sustaining a concussion.
4. The proper procedures for allowing a student athlete who has sustained a concussion to return to athletic activity.
5. Current best practices in the prevention and treatment of a concussion.

**Section 2. Signs and Symptoms of a Concussion: Overview**

**A concussion should be suspected if any one or more of the following signs or symptoms are present, or if the coach/evaluator is unsure, following an impact or suspected impact as described in the CDC definition above.**

**Signs of a concussion may include (i.e. what the athlete displays/looks like to an observer):**

· Confusion/disorientation/irritability

· Trouble resting/getting comfortable

· Lack of concentration

· Slow response/drowsiness

· Incoherent/ slurred speech

· Slow/clumsy movements

· Loses consciousness

· Amnesia/memory problems

· Acts silly/combative/aggressive

· Repeatedly ask same questions

· Dazed appearance

· Restless/irritable

· Constant attempts to return to play

· Constant motion

· Disproportionate/inappropriate reactions

· Balance problems

**Symptoms of a concussion may include (i.e. what the athlete reports):**

· Headache or dizziness

· Nausea or vomiting

· Blurred or double vision

· Oversensitivity to sound/light/touch

· Ringing in ears

· Feeling foggy or groggy

State law requires that a coach MUST immediately remove a student-athlete from participating in any intramural or interscholastic athletic activity who: a) is observed to exhibit signs, symptoms or behaviors consistent with a concussion following a suspected blow to the head or body, or b) is diagnosed with a concussion, regardless of when such concussion or head injury may have occurred**. Upon removal of the athlete, a qualified school employee must notify the parent or legal guardian within 24 hours that the student athlete has exhibited signs and symptoms of a concussion.**

**Section 3. Return to Play (RTP) Protocol Overview**

Currently, it is impossible to accurately predict how long an individual’s concussion will last. There must be full recovery before a student-athlete is allowed to resume participating in athletic activity. Connecticut law now requires that no athlete may resume participation until they have received written medical clearance from a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.

***Concussion Management Requirements:***

1. No athlete SHALL return to participation in the athletic activity on the same day of concussion.

2. If there is any loss of consciousness, vomiting or seizures, the athlete MUST be immediately transported to the hospital.

3. Close observation of an athlete MUST continue following a concussion. The athlete should be monitored for an appropriate amount of time following the injury to ensure that there is no worsening/escalation of symptoms.

4. Any athlete with signs or symptoms related to a concussion MUST be evaluated by a licensed health care professional (physician, physician assistant, advanced practice registered nurse (APRN), athletic trainer) trained in the evaluation and management of concussions.

5. The athlete MUST obtain an initial written clearance from one of the licensed health care professionals identified above directing her/him into a well-defined RTP stepped protocol similar to the one outlined below. If at any time signs or symptoms return during the RTP progression, the athlete should cease activity\*.

6. After the RTP protocol has been successfully administered (no longer exhibits any signs or symptoms or behaviors consistent with concussions), final written medical clearance is required by one of the licensed health care professionals identified above for the athlete to fully return to unrestricted participation in practices and competitions.

***Medical Clearance RTP protocol (Recommended one full day between steps)***

|  |  |  |
| --- | --- | --- |
| **Rehabilitation stage** | **Functional exercise at each stage of rehabilitation** | **Objective of each stage** |
| 1. No activity | Complete physical and cognitive rest until asymptomatic. School may need to be modified. | Recovery |
| 2. Light aerobic exercise | Walking, swimming or stationary cycling maintainingintensity ,<70% of maximal exertion; no resistance training | Increase Heart Rate |
| 3. Sport specific exercise No contact | Skating drills in ice hockey, running drills in soccer; no head impact activities | Add Movement |
| 4. Non-contact sport drills | Progression to more complex training drills, ie. passing drills in football and ice hockey; may start progressive resistance training | Exercise, coordination and cognitive load |
| 5. Full contact sport drills | Following final medical clearance, participate in normal training activities | Restore confidence and assess functional skills by coaching staff |
| 6. Full activity | No restrictions | Return to full athletic participation |

\* If at any time signs or symptoms should worsen during the RTP progression the athlete should stop activity that day. If the athlete’s symptoms are gone the next day, she/he may resume the RTP progression at the last step completed in which no symptoms were present. If symptoms return and don’t resolve, the athlete should be referred back to her/his medical provider.

**Section 4.Local/Regional Board of Education Policies Regarding Concussions**

|  |
| --- |
|  BOE policy available on request |

**I have read and understand this document the “Student and Parent Concussion Informed Consent Form” and understand the severities associated with concussions and the need for immediate treatment of such injuries.**

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

**(Print Name)**

**I authorize my child to participate in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ for school year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Sport/Activity)**

**Parent/Guardian name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(Print Name)**

**References:**

1. NFHS. Concussions. 2008 NFHS Sports Medicine Handbook (Third Edition). 2008: 77-82.

<http://www.nfhs.org>.

<http://journals.lww.com/cjsportsmed/Fulltext/2009/05000/Consensus_Statement_on_Concussion_in_Sport_3rd.1.aspx>.

2. Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports*.<http://www.cdc.gov/NCIPC/tbi/Coaches_Tool_Kit.htm>.

3. CIAC Concussion Central -<http://concussioncentral.ciacsports.com/>

**Resources:**

· Centers for Disease Control and Prevention. *Injury Prevention & Control: Traumatic Brain Injury*. Retrieved on June 16, 2010.

<http://www.cdc.gov/TraumaticBrainInjury/index.html>

· Centers for Disease Control and Prevention. *Heads Up: Concussion in High School Sports Guide for Coaches*. Retrieved on June 16, 2014.

**FamilyID Registration For Athletics**

Registering for Athletics is now on-line through Family ID. If you already have a profile or account with FamilyID you can simply log-in and register after searching for Griswold Public Schools Athletics. Website:<https://www.familyid.com/>

Please use the following steps when creating a profile with FamiliyID:

1. To find your program, click on the link provided by the Organization above and select the registration form under the word ***Programs*** or search for Griswold High School from the FamilyID main page.
2. Next click on the green ***Register Now*** button and scroll, if necessary, to the ***Sign Up/Log In*** green buttons. If this is your first time using FamilyID, click ***Sign Up.*** Click ***Log In***, if you already have a FamilyID account.
3. ***Sign Up*** for your secure FamilyID account by entering the account owner First and Last names (parent/guardian), E-mail address and password. Select the agreement to the FamilyID Terms of Service. Click ***Sign Up.***
4. You will receive an email with a link to activate your new account. (If you don’t see the email, check your E-mail filters (spam, junk, etc.).
5. Click on the link in your activation E-mail, which will log you in to FamilyID.com
6. Once in the registration form, complete the information requested. All fields with a red\* are required to have an answer.
7. Click the ***Save & Continue*** button when your form is complete.
8. Review your registration summary.
9. Click the green ***Submit*** button. After selecting ‘Submit’, the registration will be complete. You will receive a completion email from FamilyID confirming your registration.

**SUPPORT:**

* If you need assistance with registration, **contact** FamilyID at**: 888-800-5583 x1 or support@familyid.com**.
* The FamilyID process can be completed on your cell phone or any device that has internet capability. If you need internet access please call the athletic department for assistance at 860-376-7636.

**SENIOR EARLY DISMISSAL**

Seniors who are in good academic and attendance standing may be eligible for one of the following privileges in the 2017-2018 school year:

❖ ***Late arrival (after A-period study hall) and WEB dismissal***

❖ ***Early dismissal from D-period study hall and WEB.***

Griswold High School administration reserves the right to revoke a student’s senior privilege at any time for failure to remain in good academic/attendance standing and/or violation of school rules.

**Late Arrival/Early Dismissal Eligibility**

In order to be considered eligible for senior late arrival/early dismissal privileges, the student must meet the following conditions:

● The student is a member of the senior class;

● Is projected to meet all graduation requirements by the end of the current school year;

● Must have a “75” or higher in each class;

● Is not in violation of school rules;

● Has no more than four absences (unexcused/excused) per quarter;

● Has no more than four tardies (unexcused) per quarter;

● Has no outstanding bills/balances, e.g., overdue/missing books, equipment, cafeteria balances, etc.

● (For late arrival), has an existing study hall scheduled for A1 or A2\*

**\* Note: Schedules will NOT be adjusted to accommodate late arrival/early dismissal.**

**Participation in School Activities/Clubs during WEB**

Seniors who participate in school clubs/activities that meet during WEB on scheduled days, must fulfill their obligation and remain in the building for the duration of the school day on these scheduled meeting days. These groups include but are not limited to the following: NHS, GSA, Student Council, Senior Class Advisory, music groups, and Student Match. Advisors/supervisors are responsible for giving notice of these dates in advance, so students may plan accordingly.

**Class/Teacher Requirements during WEB**

In addition, **teachers reserve the right to require senior students to stay during WEB for academic purposes, such as make- up assessments, labs or for scheduled extra help sessions that *cannot be completed at another time***. Teachers should notify school counselors and administration if student obligations are not met. Any classroom disciplinary incidents that could potentially affect a senior student’s arrival/dismissal privilege, requires the teacher to submit a discipline report to the student supervisor and/or associate principal for approval.

**SENIOR LATE ARRIVAL/EARLY DISMISSAL PROCEDURES**

*While Griswold High School administration and faculty recommend that students remain in the building to use study halls and the Wolverine Enrichment Block (WEB) in a constructive way, we will grant permission for the senior privilege of late arrival OR early dismissal pending the student’s compliance with eligibility requirements (see page one) and the following rules and procedures.*

**Late Arrival**

1. Parent/Guardian and student are responsible for completing the request form, and student is responsible for submitting the form on the next page to the GHS main office.
2. Students may not have a late arrival until they receive permission from the administration.
3. Students are responsible for providing his/her own transportation to school.
4. Students should report directly to the cafeteria no later than 8:50 am in order to be on time for their B-period class. Students do not have permission to report elsewhere unless they have a signed “pass” by the Cafeteria Study Hall teacher.
5. Any student who arrives after the B-period bell (9:02 am) will be considered tardy.

**Early Dismissal**

1. Parent/Guardian and student are responsible for completing the request form, and student is responsible for submitting the senior privilege request form on the next page to the GHS main office.
2. Students may not have an early dismissal until they receive permission from the administration.
3. Students are responsible for providing his/her own transportation from school.
4. Parents/students understand that school insurance terminates when the student leaves the school grounds.

**D-period Study Hall Dismissal**

1. Students *must* sign out in Cafeteria Study with their teacher and leave school grounds immediately following sign out.
2. Students may not leave and return prior to 2:19 pm, (cannot return for WEB).
3. If a student chooses to stay for D-period, he/she must report to Caf. Study on time.
4. Failure to sign out could result in revocation of the privilege.

**WEB Dismissal**

1. Students must report to the cafeteria for Senior Lounge sign-out prior to WEB dismissal. Failure to do so may result in the revocation of the privilege.
2. Students staying in school for a scheduled activity or obligation are expected to report to the cafeteria and follow Senior Lounge sign-in/attendance procedures prior to reporting to their WEB destination.
3. Students returning to campus for athletic/academic purposes may not re-enter the building until dismissal at 2:19.

**SENIOR LATE ARRIVAL/EARLY DISMISSAL REQUEST FORM**

*By signing the information below, you are acknowledging that you have read the entire document and understand the rules, regulations, and procedures related to the late arrival/early dismissal senior privilege for the 2017-2018 school year. You will receive a copy of this letter via email or regular mail indicating administrative approval or denial.*

**Please note that the administration reserves the right to revoke permission of this privilege at any time pending non-compliance with GHS rules, regulations, and expectations.**

**Student Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Student Contact Number (cell) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please check requested period for late arrival and/or early dismissal:**

**\_\_\_\_\_ Late Arrival: (circle period you will miss) A1 A2**

**\_\_\_\_\_ Early Dismissal: (circle all that apply) D1 D2 WEB**

**Parent/Guardian Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Parent/Guardian Contact Number (can be reached during school day): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **FOR OFFICE USE ONLY** **Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_ Person Reviewing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  **Approval \_\_\_\_\_\_\_\_(initial) Denial\_\_\_\_\_\_(initial) Meeting Required \_\_\_\_\_\_\_** |
|  **Administrator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

**RECORD OF PARENT ANNUAL NOTICE**

Dear Parent and Student:

You have been provided with a Griswold High School Student/Parent/Teacher Handbook for the 2017-2018 school year. It is important that you and your child read and review the contents of the handbook as it contains notices of rights that you and your child have under law. Please sign and return this page (receipt) to your WEB teacher as soon as possible. **Your signature indicates that you have read and reviewed this handbook with your child.**

I understand and consent to the responsibilities in the District’s student behavior policies as outlined in this handbook. I also understand and agree that my child shall be held accountable for the behavior, interventions, and consequences as outlined in the discipline policy at school and at school-sponsored and school-related activities, including school-sponsored travel, for any school-related misconduct, regardless of time or location, and for any misconduct that may occur off school grounds that can disrupt the educational environment at GHS. I understand that any student who violates the rules established by the Connecticut Interscholastic Athletic Conference is subject to suspension from participation as described in those rules. I further understand that any student who violates the school’s rules of behavior shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law.

Certain information regarding student records is considered directory information. Directory information includes: A student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Directory information may be released by the district to anyone who requests it, unless the parent or eligible student objects to the release by September 15th of each school year, or within ten school days of the time the student enrolls. If you would like to restrict the release of the above information, please fill out and return to the Counselor’s Office, the “Restrict Directory Information Form” that was mailed to you in your summer packet. If you need an additional form, please contact the Counselor’s Office at 376-7680. Please be aware that a new form must be completed and submitted for each school year.

The Griswold Public Schools provides computer access to students for educational purposes. I understand that any misuse of the computer network or software systems may subject students to GHS sanctions as well as to applicable **CT General Statutes, Section 53a-251 “Computer Crime.”**

***I understand and acknowledge the district’s procedures concerning the use of video recorders on school buses. I also understand that my child shall be held accountable for his/her conduct on district transportation and for the consequences outlined in the district’s discipline procedures for district-approved student transportation.***

***I have received and reviewed my copy of the 2017-2018 Griswold High School Student/Parent/Teacher Handbook.***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student’s Signature Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Parent’s/Guardian’s Signature Date

**All Record of Parent Annual Notice forms must be signed and submitted to the main office by Friday, September 1st.**