

**GREENWICH ACADEMY  
STUDENT HANDBOOK  
COVID-19 SUPPLEMENT  
8/31/2021**

The health and safety of students, employees and the entire campus community remains Greenwich Academy's top priority. We must take responsibility for our own health, the health of our families and the health of the GA community. As such, we are requiring all members of our community to respect and follow all health and safety measures and policies, including those outlined in this supplement, as we work towards limiting the spread of COVID-19. It is also important for our students and families to understand that, despite our health and safety precautions and reasonable vigilance by all, there is no way to guarantee that there will be no outbreak of infection at our school. Families are asked to acknowledge this shared responsibility and confirm their understanding of key information related to COVID-19 as well as the rules, policies and procedures of the student handbook by completing the acknowledgement at the beginning of this handbook which should be returned to your daughter's advisor/homeroom teacher no later than September 15, 2021.

This is a live, iterative document and as such may change during the course of the school year as the response to the pandemic dictates. Significant changes will be communicated to families via email.

To the extent that there are discrepancies between these policies and protocols and the student handbook, the policies and procedures in the COVID-19 Supplement, and legal mandates, will control.

#### **Our Overarching Goal**

Greenwich Academy, Inc. (Greenwich Academy or the School) is committed to providing a healthy and safe environment for all of our students and staff. To support this goal, it is imperative that all members of our community take seriously our individual and collective responsibility to protect one another by adhering to the health and safety protocols developed to mitigate the ongoing risks caused by COVID-19 and its variants (collectively, "COVID-19").

Though this school year will undoubtedly look different than last year, COVID-19 continues to impact our daily lives and the operation of our school programs. It remains imperative that all students and families understand the ongoing risks associated with COVID-19 and the importance of continuing to respect and abide by the School's protocols and other preventative measures.

#### **Information About COVID-19**

COVID-19 is an illness caused by a virus that can spread from person to person, primarily through respiratory droplets, even when an infected person is asymptomatic. COVID-19 symptoms can range from mild (or no symptoms) to severe illness and may appear 2-14 days after exposure to the virus and may include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. The specific symptoms and how this virus manifests itself in different individuals varies and may change our understanding as COVID-19 continues to evolve.

Current information indicates that people's risk of severe illness increases with age or when a person has underlying medical conditions (such as chronic lung disease, moderate to severe asthma, serious heart conditions, severe obesity, diabetes, chronic kidney or liver disease, or those who are immunocompromised). These symptoms and risk factors are non-exhaustive and may change based on updated CDC and public health findings and guidelines. While fewer children have been sick with COVID-19 compared to adults, children can be infected and become ill, and can spread the virus to others.

Since last year, there are now authorized and recommended vaccines to prevent COVID-19 and the CDC recommends that age-eligible individuals receive a COVID-19 vaccine. However, despite the relatively high vaccinated rate in our community, families must keep in mind that not all people are currently vaccinated and even though the vaccines have proven effective in preventing serious illness, we are still learning how well vaccines prevent people from spreading the virus to others.

#### **Health and Safety Policies**

The School continues to closely monitor updated guidance and applicable rules, regulations and policy related to COVID-19. Families should expect that the School will continue to have policies and other preventative measures in place for this

school year that are aimed at reducing the spread of COVID-19. Our policies and other health measures will evolve in response to updated public health guidance and are likely to include rules regarding:

- masks
- physically distancing
- group size limitations
- restrictions on large group activities
- testing
- contact tracing
- hand hygiene
- facility disinfecting
- travel restrictions and
- other preventative measures

Though Greenwich Academy is not currently mandating vaccines for students, families should also be aware that the School reserves the right to require that students be vaccinated against COVID-19 based on our review of public health data and the needs of our school community. Should the School adopt a policy that requires that students be vaccinated against COVID-19, we will communicate this decision to our families in writing and will work with any families for whom this expectation may impact their decision to continue enrollment of their daughter at Greenwich Academy. In the meantime, though the majority of our age-eligible students have already been vaccinated, many of our students remain ineligible for vaccines, and therefore, it is exceedingly important for our community to continue efforts to protect against the spread of the virus within our community.

The School's current rules and policies related to COVID-19 are included in this Student Handbook and/or will be communicated through other direct communications to students and families. As we modify, revise, develop or update these rules and protocols, we will continue to provide written notice to our students and families regarding important changes and expectations surrounding COVID-19.

Though these measures are designed to minimize the chance of exposure and transmission in our community, the risk inherent in any in-person activities due to this virus cannot be completely eliminated.

We will be educating our students on our new health and safety policies and the consequences for violating our COVID-19 safety procedures. Parents and guardians are expected to reinforce these policies with their daughters. Any student who is intentionally or repeatedly non-compliant with the health and safety standards may be required to leave campus.

If the School is made aware that a student has tested positive for COVID-19, the School will be required to work with local health authorities who will follow applicable protocols for contact tracing, which may require the School releasing names to the health authorities of relevant contacts of the student testing positive without further consent for such disclosure. The School may also notify members of the school community if a member of our community has tested positive, however, in light of applicable health and privacy laws, any communication from the School will not include individual names or specific identifying information unless explicitly directed and authorized by the public health officials and permitted by law.

Students and their families must educate themselves and follow State guidance and any applicable orders relating to COVID-19, including restrictions on travel, masking or outside activities.

Additional information regarding COVID-19, applicable guidance and policies/protocols are available on the following websites:

- Center for Disease Control: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- CT Department of Public Health: <https://portal.ct.gov/Coronavirus>

#### **Monitoring your Family's Health**

Each student and family must understand that we have an individual and collective responsibility to protect one another from the risks posed by COVID-19. In enrolling in Greenwich Academy, each student and her family therefore agree to the following household responsibilities:

1. following protocols communicated to you by health professionals if anyone in your household is identified as a contact of anyone who has been determined to be positive for COVID-19

2. following protocols communicated to you by health professionals if someone in your household tests positive for COVID-19
3. timely reporting of any known or potential exposures to COVID-19 in your household to the School health professionals
4. monitoring your household for the symptoms associated with COVID-19 and communicating such symptoms to the School health professionals prior to your daughter coming to school
5. keeping your daughter home if she is feeling ill
6. participating fully and honestly with contact tracing associated with any potential or confirmed exposure to COVID-19 related to the School
7. instructing your daughter to follow the School's health and safety policies and protocols, which may include: masking, physical distancing, participating in testing, frequently washing and/or sanitizing her hands, and minimizing group gatherings
8. following applicable state and federal guidance related to travel restrictions, masking and restrictions on outside activities
9. following the School's health and safety policies should anyone in our household need to visit Greenwich Academy's campuses

### **Social Contract**

In enrolling your daughter at Greenwich Academy, and in signing the Student Handbook acknowledgement, you and your daughter attest that you have read and understand the information above, including the information about COVID and understand the potential health implications of COVID-19.

More specifically, you further acknowledge and understand that:

1. You have an obligation to continue to review updated information regarding COVID-19 and the School's policies including information available on the CDC and the CT Department of Public Health websites.
2. The School has established and will continue to develop reasonable preventative measures aimed at reducing the spread of COVID-19. These measures will require your daughter to respect and abide by the School's policies, including any rules regarding:
  - masking
  - physically distancing
  - testing
  - contact tracing
  - group size limitations
  - hand hygiene
  - other preventative measures, including any School policy requiring students to be vaccinated against COVID-19 as determined by the School based on review of public health data and the needs of our school community

You understand that the School rules and policies relating to COVID-19 may be revised throughout your daughter's enrollment based on evolving information about the virus and updated recommendations for effective mitigation practices.

3. There may be consequences for your daughter if she intentionally or repeatedly violates the School's COVID-19 health and safety procedures and if she fails to comply with health and safety procedures and standards may be required to leave campus.
4. Your daughter will be expected to participate in contact tracing efforts which may include appropriate disclosures to public health officials or other school officials as may be needed to protect and safeguard the health and wellbeing of the school community.
5. By enrolling my daughter in Greenwich Academy and in signing below, you understand the importance of abiding by the School's health and safety policies as they may evolve in response to updated public health guidance. More importantly, you expressly understand that it is the shared responsibility of every member of the School community to do their part to minimize the risks associated with COVID-19 and will ensure that your daughter understands the importance of following the School's health and safety policies prior to her arriving on campus.

## **HEALTH AND SAFETY PROTOCOLS FOR THE 2021-2022 SCHOOL YEAR**

GA will be actively monitoring best practices around health and safety and reserves the right to require any reasonable health and safety measures to support these goals as advised by public health officials, appropriate governmental agencies and other consulting experts. These measures may include, but are not limited to, additional screening, testing, vaccination and/or other changes to our on-campus programming. More detailed information regarding GA's health and safety policies can be found within this handbook, and the school will notify families as these measures are updated.

If at any time you or a family member tests positive for the virus, please consult with your physician and communicate accordingly with the school. While COVID-19 is a notifiable disease and thus the physician who prescribes or administers a test is mandated to report positive results to the health department, GA will also notify the Greenwich Department of Health of any cases that occur among students. In the event that a case is identified in the school community, with the support of the Greenwich Health Department, and while respecting all applicable privacy laws, we will support contact tracing and align with quarantine guidelines for cases and contacts. There will likely be cases within the school community this year. Greenwich Academy will collaborate with the Greenwich Department of Health when cases do occur.

### **Testing**

GA is requiring all unvaccinated students to be tested for COVID-19 prior to the start of school. While we recognize the significant limitations of one-time testing, our goal is to provide a successful launch to the school year. The test must be a PCR test, not a rapid antigen test or an antibody test. Additional testing may be required during the school year as deemed necessary.

Given the current presence and high transmissibility of the Delta variant, we will begin the 2021-22 school year with weekly PCR testing, provided by GA, for all students under 12 who are ineligible for the vaccine. We found that last year's weekly testing program contributed to GA's ability to successfully stay open through the school year. We will actively monitor the need for testing, hopefully reducing the frequency as the need diminishes over the course of the fall. The cost for the under-12 population will follow last year's model—shared by the school and family, and for those who qualify for need-based financial aid, paid for by the school.

Those who are eligible for the vaccine but opt not to have it will be required to provide a negative PCR test from an outside provider aligned with GA's weekly schedule in order to attend school.

### **Cloth Face Coverings**

Students, faculty and staff are required to wear cloth face coverings while on campus that fully cover their nose and mouth and have a snug fit. Exemptions will be permitted for documented medical reasons. Based on current CDC guidance masks are not required while outside regardless of vaccination status. Governor Lamont's current executive order, effective through September 30, requires everyone in a classroom setting to be masked. If this changes, we will follow suit.

### **Social Distancing Measures**

A cloth face covering is not a substitute for social distancing. Students must remain six feet apart from faculty and other students to the best of their ability. In a classroom setting while wearing a mask, social distancing is reduced to three feet. Avoid congregating in groups, even if wearing a face covering.

### **Handwashing and Health Precautions**

- Students should wash or sanitize their hands often, especially after contact with frequently touched surfaces, such as door knobs, vending machines, or copy machines. Sanitizer is available throughout the school at entrances, in hallways, in all classrooms, and at the entrance to the cafeteria.
- Cover coughs and sneezes. Cough into your elbows. Immediately dispose of any tissues and wash hands.

## **ATTENDANCE POLICY ADDENDUM FOR THE 2021-2022 SCHOOL YEAR**

During the 2020-21 school year, mindful of the existence of a global pandemic, Greenwich Academy will exercise greater flexibility to families in terms of attendance in situations involving health-related absences. GA will expect that families will adhere to all state, federal and/or local guidelines, as well as any GA health and safety protocols regarding

travel or other health-related restrictions as they may evolve during the year. Specifically, a student should NOT come to campus AND should notify the school if

- She is ill or has symptoms associated with COVID-19 such as fever, fatigue, headache, cough, muscle or body aches, shortness of breath or difficulty breathing, etc.
- She has been diagnosed with COVID-19 or has come into close contact with someone who has tested positive for COVID-19.
- She has been asked or directed to quarantine by a medical or other professional.
- She has recently travelled to any location for which there is a travel advisory recommendation or mandate to quarantine.

If a student becomes ill with any of the above symptoms while at school, she should immediately report to the school nurse who will arrange for her parent to pick her up. The family medical provider should be consulted immediately.

Beyond that, families should do what they feel is right for their daughter's health and well-being and the school will seek to support each family's wishes within reason. Any concerns should be directed to the appropriate Division Head or if needed, to the Head of School. Likewise, the school will reach out to individual families if absences are deemed excessive to discuss appropriate next steps.

If a student is ill or meets any of the conditions above, her parent or guardian should contact the division office by 7:45 AM, or 8:45 AM on Wednesdays, (Lower School 203.625.8906; Middle School 203.625.8905; Upper School 203.625.8980) to report the absence. This will facilitate the school's effort to keep accurate attendance records. If not informed by that time, the division assistant will call the absent student's home.

Any plans for a special absence must be stated in writing and given to the division head in advance of the absence. Planned Absence forms are available online and in the division offices for students who will be missing school for any reason other than illness. This advanced notice allows the student and her teachers time to discuss work that will be missed. Each student is responsible for all work assigned in her absence.

#### **Shared Attendance Policy with Brunswick's Upper School**

- Should a student have to stay home for a mandated quarantine period, or for other reasons associated with COVID-19, we have established the following guidelines to allow some measure of participation in in-person classes being held on campus.
- Unless the entire Upper School division is closed and defaulting to remote learning protocols, all enrolled students are expected to attend classes in person on all school days.
- While school is in regular session, should a student be absent due to occasional non-COVID related illness or a conflicting appointment, she will not be offered remote-learning access.
- In cases of extended absence (exceeding five school days), a remote-learning option will be considered under the following guidelines:

a) The extent and nature of the absence must be confirmed in writing by a treating physician and/or officially sanctioned or requested by the school.

b) The extent of the absence must be expected to exceed five school days.

c) Although not physically in school, the student must be healthy enough to be able to participate (albeit remotely) in classroom discussion.

d) The student, while remotely learning, must abide by all generally accepted classroom expectations of decorum in terms of participation and attentiveness.

e) While remote learning, students will not be permitted to sit for any graded assignments and will be required to make up any missed work upon return to school.

## **DISTANCE LEARNING**

If Greenwich Academy needs to close a cohort, class, grade, division or the entire school, the faculty will continue to offer our students an enriching online experience, so that students continue to be challenged academically and feel connected to GA.

For our fully remote learning plan, families can expect the following:

- A combination of live synchronous instruction, pre-recorded asynchronous lessons, and optional creative project-based learning opportunities (as appropriate by division).
- Teachers will continue to assign academic work and provide feedback and assessment in a timely way.
- Students will continue to be offered a full and enriching curriculum, including regular lessons in arts, STEM, health and wellness, diversity, equity, and inclusion, physical education, and community-building opportunities.
- We will use age-appropriate digital learning platforms including Seesaw, Google Classroom, IXL, Canvas, and Zoom.
- Families can expect a regular, predictable weekly schedule to allow for planning purposes.
- For Middle and Upper School, advisory will continue to provide group camaraderie and individual check-ins with students. For Lower School, head teachers, associate teachers, and specialists will facilitate large and small group connections.
- As appropriate per division, we will strive to offer a wide array of extracurricular opportunities including team workouts, performing-arts productions, school publications, student affinity groups, clubs, and the like.
- All families will be encouraged to reach out for academic, technological, and counseling support as needed.

## **VISITOR POLICY**

As a tight-knit community, the school under normal circumstances welcomes many parents and visitors onto campus to participate in our events and support our students. However, it is in the best interest of our students and employees to amend this practice during the pandemic. Greenwich Academy is limiting visitors to those whose presence is essential to the function of the school (repairs, deliveries, etc.). Parents are permitted on campus only in a vehicle to drop off or pick up students. Parents may not enter the building except by special arrangement.

GAPA volunteers must show proof of vaccination in order to participate in volunteering opportunities.

If any special exceptions are made, visitors and parents will be asked to attest to being symptom free and having no known COVID-19 exposures in the 72 hours prior to their arrival to campus. Any visitor to campus must wear a mask at all times and their movement should be limited to those areas essential to their visit.

## STATEMENT OF PURPOSE

### *Our Mission:*

Greenwich Academy is an independent college-preparatory day school for girls and young women that seeks to foster excellence. Its mission is to provide a challenging, comprehensive educational experience grounded in a rigorous liberal arts curriculum within an inclusive, diverse community. The school's objective is to develop girls and young women of exceptional character and achievement who demonstrate independence, resilience, courage, integrity and compassion. We strive, above all, to honor our motto, "Toward the Building of Character."

### *Our Guiding Principles:*

Greenwich Academy's students, faculty, staff, parents and alumnae form a community with a shared commitment to:

- Encourage all students to achieve excellence in their academic and personal pursuits.
- Promote the highest ethical and moral values.
- Provide an environment that celebrates the joy of discovery in academics, the arts, athletics and community service within the context of a rigorous liberal arts curriculum.
- Sustain a richly diverse community in which every individual is respected and affirmed.
- Recognize the profound benefits of single-sex education in the elementary and middle school years, and support coordination with Brunswick School as integral and enriching to the Upper School experience.
- Develop self-confidence and exceptional character in girls and young women as a foundation for decision-making that is healthy, balanced and respectful.
- Encourage intelligent, responsible citizenship and leadership through meaningful service to the life of the school and the broader community.
- Attract and retain outstanding teachers who inspire a passion for learning, demonstrate excellence and serve as exemplary role models.
- Honor GA's history and traditions in order to create a lifelong connection to the school community.

## DIVERSITY STATEMENT

In keeping with the school's motto "Toward the Building of Character," Greenwich Academy affirms and respects the individuality of all members of the community. The school's ultimate goal is for students to develop the confidence and compassion to interact freely and authentically with people who represent a rich variety of backgrounds and beliefs in terms of race, ethnicity, culture, religion, socioeconomic status, sexual orientation and family composition. All members of the Greenwich Academy community—students and alumnae, faculty and staff, parents and trustees—are expected to honor and value the school's Diversity Mission Statement.

## SCHOOL MOTTO

*Ad ingenium faciendum:* "Toward the Building of Character"

## ACADEMY SONG

Eleanor Foster

César Borré

What gifts are these, which thou dost impart  
To those who ask of thee?  
An eager mind, a joyous heart,  
A spirit fair and free.

The armour strong of courage high,  
Which laughs at every foolish fear,  
The sword of truth, which none may buy,  
The light of friendliness and cheer.

Academy, we raise  
To thee our song of praise;  
We link the strength of all thy past  
To glorious future days.

## ACADEMY PRAYER

Class of 1961

Dear Lord, Upon this day we offer Thee our joys and sufferings. We ask Thee to guide our thoughts, words and deeds, knowing that each day is a prayer that we must dedicate to Thy will and glory. Help us, O Lord, to keep our thoughts free from evil and prejudices, our words free from spite; and may all our deeds further Thy divine purpose. Amen.



## ALL-SCHOOL EVENTS

### Opening Day Assembly

The school year opens with an all-school assembly at which the Head of School and student school president address students and faculty.

### Ingathering

At Ingathering, a special assembly preceding the Thanksgiving Recess, the entire school contributes food and other items for local distribution. At this time, ongoing community service projects are announced.

### Mumming

Mumming is the Christmas celebration and a GA tradition dating back to the 1920s. Group XII students lead the administration, faculty and students through the halls of the Upper School to Raether Athletic Center, singing traditional carols and ending with a live tableau. Participating in Mumming is optional as it takes place either before or after the official school day.

### Martin Luther King Jr. Assembly

This is an all-school celebration focusing on civil rights leader Martin Luther King Jr. and his message of freedom, opportunity and justice for all. During the assembly, a clip of Dr. King's famous "I Have A Dream" speech is shown. The Gospel Choir, which is made up of students, faculty and staff, performs, and everyone joins in the singing of the Negro National Anthem, "Lift Every Voice and Sing."

### Charter Day

The founding of Greenwich Academy is celebrated on Charter Day, typically the last Friday in April. Highlights include the election of school officers, a special assembly, an Upper School-sponsored carnival and an all-school cookout to which parents are invited.

### Commencement

Students from Groups VII through XII attend. Lower School students participate as flower girls for the seniors; other students contribute to the musical portions of the program.

## GENERAL SCHOOL POLICIES

### ARRIVAL AND DISMISSAL TIME

On Monday, Tuesday, Thursday and Friday, the school day begins at 7:45 AM in Middle and Upper School and at 8:00 AM in Connecting Class – Group IV. Pre-Connecting Class begins at 8:15 AM. On Wednesdays, we have a one hour delay: 8:45 AM in Middle and Upper School and 9 AM in CC-Group IV. PC begins at 9:15 AM.

Dismissal for each division is as follows:

#### UPPER SCHOOL

Dismissal is after the student's last commitment. Intramural activities generally end by 4:00 PM and interscholastic practices by 5:30 PM, depending on the sport.

MIDDLE SCHOOL	Mon.-Thurs.	3:30 PM
	Fri.	2:40 PM

Groups V and VI pick-up at LS pagoda  
Groups VII and VIII pick-up at US circle

#### LOWER SCHOOL

Pre-Connecting Class	Mon.-Thurs.	2:40 PM
	Fri.	11:30 AM
Connecting Class	Mon.-Thurs.	2:55 PM
	Fri.	11:45 AM
Group I	Mon.-Thurs.	2:50 PM
	Fri.	11:40 AM
Group II	Mon.-Thurs.	3:00 PM
	Fri.	11:50 AM
Group III	Mon.-Thurs.	3:10 PM
	Fri.	12:00 PM
Group IV	Mon.-Thurs.	3:20 PM
	Fri.	12:10 PM

Not all bus companies provide Friday afternoon pick-up.

Students are required to remain on campus during school hours. They may remain on campus after dismissal, if their athletic and extracurricular commitments or other responsibilities require their participation. It is important that parents/guardians and students be aware of student schedules and plan prompt pick-ups to minimize waiting time.

### ATTENDANCE

If a student is ill, her parent or guardian should contact the division office by 7:45 AM (Lower School 203.625.8906; Middle School 203.625.8905; Upper School 203.625.8980) to report the absence. This will facilitate the school's effort to keep accurate attendance records. If not informed by that time, the division assistant will call the absent student's home.

All absences and tardies are documented on students' report cards.

GA discourages student absence from scheduled class days. The school has arranged generous vacation periods and asks parents'/guardians' cooperation in keeping their daughter's vacation within the dates prescribed. Whenever a student misses classes, the classroom is affected, and an additional burden for make-up work is placed on both student and teacher. GA recognizes, however, that there are occasional circumstances that may require a student's absence.

Any plans for a special absence must be stated in writing and given to the division head in advance of the absence. Planned Absence forms are available online and in the division offices for students who will be missing school for any reason other than illness. This advanced notice allows the student and her teachers time to discuss work that will be missed. Each student is responsible for all work assigned in her absence.

Greenwich Academy reserves the right to review the status of any student whose absence record is excessive.

#### APPOINTMENTS

Outside appointments should be scheduled after school hours and during vacations, or, if that proves impossible, during a study hall or non-class period. In the case of emergency appointments or any other requests to leave during the school day, **direct communication from a parent/guardian** should be sent to the appropriate division office in advance. If leaving prior to the end of the school day, all students must sign out in their divisional office and must sign in if returning to school.

#### BUS SERVICE

There are several transportation options open to Greenwich Academy students. Bus service to GA is provided free of charge by the Town of Greenwich for all Greenwich residents. Questions and concerns should be directed to the transportation coordinator at Greenwich Academy (203.625.8900) from 8:00 AM to 4:30 PM, Monday through Friday. For students living in New York State, free transportation also may be provided by the student's local board of education.

**Due to insurance regulations, the bus companies dictate that only subscribed riders are permitted on the bus. If a student invites a friend to her home, they must be driven by car to the hostess's home.** Children under five years of age and those living within a one-mile radius of the school are not permitted to ride on the buses. There is no Greenwich bus pickup for Greenwich Academy Middle School students or Greenwich Academy and Brunswick Upper School students on Friday afternoon.

In addition, Greenwich Academy operates a bus service with stops in Darien, Stamford and the Metro-North railroad stations in both Greenwich and Stamford. GA also operates the Gator Shuttle every weekday morning from Old Greenwich. GA will provide transportation for students who find themselves staying late on campus due to athletic or any other extracurricular commitments. Please contact the Greenwich Academy transportation coordinator at 203.625.8900 for further information.

Information regarding specific bus routes and schedules may be found online at [www.greenwichacademy.org/admission/transportation](http://www.greenwichacademy.org/admission/transportation).

#### BUSINESS MATTERS

Please direct all queries regarding billing, charges and student insurance by calling, writing or emailing the Business Office. (203.625.8911)

#### CANCELLATIONS AND DELAYED OPENINGS

GA uses an automated telephone system to communicate school closings and delayed openings. Notice of school cancellation will also be given on the early news radio broadcasts of WGCH (1490 AM-Greenwich), WSTC (1400 AM-Stamford), WKHL (96.7 FM-Stamford), WNLK (1350 AM-Norwalk), WEFX (95.9 FM-Fairfield County), WFAS (1230 AM or 103.9 FM-White Plains), WFAS (106.3 FM-Mt. Kisco) and WINS (1010 AM-New York). News 12 on television channel 12 and Connecticut News 30 Snow Alert on television channels 4 and 30 will include Greenwich Academy. There will also be a recorded message on GA's school closing hotline, 203.552.4451, and a posting on the school's website ([www.greenwichacademy.org](http://www.greenwichacademy.org)). When Greenwich public schools are closed because of inclement weather, school buses will not run, and Greenwich Academy will close.

At times, there may be a delayed school opening. The daily schedule will be adjusted accordingly.

Should inclement weather require school to close early, the AlertNow automatic telephone system will notify all families.

Updated information on GA school closings and delays may also be found at [www.greenwichtime.com](http://www.greenwichtime.com) or [www.greenwich.patch.com](http://www.greenwich.patch.com).

#### COUNSELING

The health and well-being of all students is a fundamental concern of Greenwich Academy. The faculty and administration are available for consultation regarding individual student concerns. Counselors are available

to support students and families as needed. If concerns arise about unhealthy behaviors, on or off campus, the student's advisor and/or the school counselor should be contacted. The school also reserves the right to designate specific professional caregivers to aid in the assessment and treatment of a medical leave. Lastly, in order to best serve any student under treatment, Greenwich Academy reserves the right to require confidential communication between the school counselor and the medical professional(s) involved. If behaviors become part of a pattern that is dangerous to a student, or others, the school reserves the right to require a medical leave for the purpose of sustained treatment.

#### DRUG AND ALCOHOL POLICY

It is the policy of Greenwich Academy that the possession, purchase, distribution, use and/or abuse of any drugs, alcohol or paraphernalia are prohibited because they are completely illegal, antithetical to Greenwich Academy's value system and extremely dangerous and unhealthy for students. All students attending GA and their families are expected to support and adhere to this policy and value system as a condition of admission to and/or continued attendance at GA.

The school looks to parents/guardians as partners in the ongoing effort to educate GA students about the dangers of drugs and alcohol and the need for thoughtful and judicious decision making on their part. Parents/guardians who commit to sending their daughter to Greenwich Academy agree to promote GA's prohibition of the possession, purchase, distribution or use and/or abuse of any drugs, alcohol and/or paraphernalia.

#### Parent/Guardian Responsibilities

By signing the enrollment contract, parents/guardians agree to the following:

- Parents/guardians agree to support and abide by the rules of the school, making sure their daughters agree to abide by these rules, and will not permit any behavior that violates the school rules or is illegal or unhealthy. Parents/guardians will review the Drug and Alcohol Policy, as well as the Student Behavior, Discipline and Technology Use policies, with their daughters at the beginning of each school year.
- Parents/guardians will uphold state and federal laws.
- Parents/guardians agree and acknowledge that permitting the possession or use of alcohol by any underage person in their home is a violation of the policies of Greenwich Academy and the laws of the State of Connecticut and the State of New York. Parents/guardians agree and acknowledge that failure to abide by this policy may result in the reporting of any misconduct to the

appropriate authorities and/or the administering of appropriate discipline of their daughters up to and including expulsion from Greenwich Academy.

- Parents/guardians will permit students to host parties or other gatherings in their home only if they and/or other responsible adults are present to supervise the student and her guests.
- Parents/guardians are expected to notify the school, promptly and fully, of any potentially harmful situations that may put members of the GA community at risk.

#### Student Responsibilities and Rules: Drugs, Alcohol and Paraphernalia

##### Definitions

The term "drugs" shall include, but shall not be limited to, any medicinal preparation (prescription and non-prescription) and any controlled substance whose possession, sale, distribution, use or consumption is illegal under state and/or federal law.

"Paraphernalia" is defined as any object or item used or designed to be used in the consumption, sale or distribution of drugs and/or alcohol.

##### Conduct on School Grounds or at School-Sponsored Activities

Any student who possesses, purchases, distributes, offers for sale or uses drugs and/or alcohol on school grounds or at school-sponsored activities (athletic events, dances, extracurricular activities, school-sanctioned trips, etc.) shall be subject to discipline up to and including expulsion from GA.

GA also reserves the right to contact the Greenwich Police Department or any other law enforcement agency to report any criminal activity and/or suspected criminal activity occurring on its grounds or at school-sponsored activities, including but not limited to the possession, purchasing, distribution, offering for sale or use of drugs, alcohol and/or paraphernalia. Further, GA reserves the right to conduct a reasonable search of any student and/or her personal effects, including locker and/or personal automobile, when the administration has reason to believe that the student possesses drugs, alcohol or paraphernalia on school grounds or at a school-sponsored activity.

Any student found by the division head and/or Head of School to violate this policy shall be subject to discipline up to and including suspension and/or expulsion from Greenwich Academy. Please refer to the Upper School and Middle School sections of this handbook for additional expectations specific to students in those divisions.

### EDUCATIONAL ACCOMMODATIONS

The academic program at Greenwich Academy is rigorous and requires sustained effort and natural ability. Students who require significant accommodations and support may have difficulty being successful despite their best efforts.

In certain cases, the school will make accommodations for a student who has a recently documented disability that substantially impacts her academic performance. Accommodations are not offered to optimize performance; rather the goal is to level the playing field for a student with a disability, in order to promote fairness. The School's three-person team of learning specialists, one representing each division, makes all decisions for accommodations.

The School's policy regarding accommodations is based on three principles: consistency, communication and confidentiality.

#### Consistency

Our criteria for granting accommodations are consistent with the law and with national norms established by the College Board and the ACT. This consistency increases the likelihood that whatever accommodation is allowed at school will also be allowed for the College Board and ACT exams. However, there can be no guarantees that a student who has been granted accommodations at Greenwich Academy will be given accommodations on standardized tests.

#### Communication

GA requires open communication between the School and any outside professional that evaluates a student. Our learning specialist acts as the liaison between the school and the family. The Learning Specialist team must receive a complete copy of the evaluation in order for any accommodation to be made.

#### Confidentiality

All reports are confidential, and the School strives to find the right balance between protecting a student's confidentiality and providing a student's teachers with the information they need to support the student. When a request for an accommodation is made, the learning specialist will gather information from teachers regarding the student's performance within the classroom setting. When an accommodation is granted, the learning specialist will prepare a report for the student's teachers, advisor and division head, outlining strengths and weaknesses, as well as suggestions for helping the student within the classroom. The student's parents will be given this report and an opportunity to review it with the learning specialist prior to the report being distributed to others.

### LOST AND FOUND

Each division maintains its own lost and found area. Please contact the appropriate division administrative assistant for further information

### MAJOR SCHOOL RULES

The major school rules outlined below exist to ensure a safe and productive school climate that is consistent with the mission of Greenwich Academy. Violation of any of these major rules or GA'S expectation that students demonstrate appropriate, respectful, civil and courteous behavior toward one another, staff, teachers, parents/guardians and any other visitors to the school will be subject to discipline up to and including dismissal from Greenwich Academy.

Note: With regard to the adherence to school rules, "campus" or "school grounds" refers to all Greenwich Academy property as well as the property of the Brunswick School. These rules and regulations also apply to any school-sponsored trip.

I. **The Honor Code.** The principle of personal and academic integrity is the cornerstone of a school community. A student risks her standing at Greenwich Academy if she is involved with any of the following:

**Dishonesty:** The willful perversion of the truth with the intent to deceive.

**Cheating:** The willful giving or receiving of any unfair advantage on any academic exercise.

**Plagiarism:** The submission of another's work as one's own.

ACADEMIC INTEGRITY is further elaborated in the Academic Section of the Upper School Handbook.

**II. Abusive or Cruel Treatment of Others.** Behavior, whether overt or subtle, that intimidates, harasses, insults, ridicules, humiliates or demeans another human being is unacceptable within this school community, as it is in society. Infliction of physical or verbal abuse, damaging or destroying the property of others (including the school's), threats, intimidation, sexual misconduct or behavior that adversely affects the well-being of an individual will be subject to appropriate action, including possible dismissal.

**III. Unsafe Practices.** Because we value the safety and well-being of all members of the community, students may not place themselves or others at risk by engaging in the following behaviors, even if the conduct is intended as a joke:

- Possession of any weapons or weapon facsimile, or any other dangerous object.
- Unauthorized entry into any school building or area, or aiding and abetting an unauthorized entry.
- Engaging in dangerous pranks or other activities (such as climbing outside a building above the ground floor, tampering with security system items such as fire alarms, smoke detectors or security cameras).
- Driving recklessly on or around the GA or Brunswick campuses.

**IV. Drugs/Alcohol/Tobacco.** Substance abuse is detrimental to the health and well-being of the individual and this community. In addition, possession is prohibited by the state and federal law and is fundamentally incompatible with the purposes and objectives of GA. Purchase, possession, distribution of drugs (legal or illegal) or drug paraphernalia or abuse of any other chemical substances (including over-the-counter medications, alcohol, e-cigarettes or tobacco) are grounds for disciplinary action that may result in dismissal. Any misuse or abuse of one's own prescription (e.g., Ritalin) or another student's prescription is a dismissal-level offense. Please see DRUG AND ALCOHOL POLICY for a fuller description of GA's policy on drug and alcohol use.

**V. Behavioral Standards.** Behavior that violates propriety is unacceptable at GA and will be subject to discipline. Such behavior includes, but is not limited to:

- Use of offensive or obscene language or gestures.
- Possession and/or display of obscenity or pornographic images or nudity.
- Rudeness.
- Refusal to obey a member of the school staff, faculty, law enforcement authorities or school volunteers.
- Disruptive classroom behavior.
- Sexual intimacy of any sort on school grounds, including sexually suggestive dancing.
- Abuse of the campus network (see TECHNOLOGY USE POLICY).
- Theft.
- Leaving the scene of an accident.
- Violation of any local, state or federal law.

#### MEDICAL ISSUES

In order to protect the health of our students, we ask that parents/guardians keep students home from school if they have any of the following symptoms, especially those associated with symptoms of Covid-19:

- Fever of 100.4 or higher
- Sudden loss of taste or smell
- Shortness of breath or difficulty breathing
- New onset of cough
- Sore throat
- Cold symptoms with excessive runny nose
- Nausea, vomiting or diarrhea

- Headache, fatigue, body ache
- Undiagnosed rash associated with fever

A student who becomes ill during the day should first inform her teacher and then report to the nurse or division head's office. Parents/guardians will be called; however, if no one can be reached, either at home or at the designated emergency number, the student will be kept at school until someone can be notified. Parents/guardians must authorize a student's departure.

Students should remain at home:

- Until fever free for 24 hours without the use of fever reducing medications
- For 24 hours after vomiting/diarrhea has ended
- After a positive strep culture until 24 hours after antibiotics are started
- Until initiation of treatment for bacterial conjunctivitis
- Until adequately treated for head lice, communicable illness or skin infection. A physician's note may be required for return to school based on nursing judgement.

Students unable to participate in PE class and/or recess due to an injury or illness must bring a note to the nurse from the student's Health Care Provider that includes duration of restrictions (i.e. crutches or splint/cast) and date of return to activity.

#### Annual Student Health Forms and Physicals

Student health forms and physicals (include a health assessment and immunization record signed by a healthcare provider) must be submitted each year for all new and returning students and may be downloaded from the GA website. The required form profile is accessible on the GA website and must be signed by the parent/guardian and submitted before the start of school.

In 2021, the American Academy of Pediatrics called for cardiac screening of all children entering middle or upper school (Groups V-XII), regardless of athletic status. This screening takes place in a physician's office and consists of several questions and a physical exam. The physician will decide if your child or teenager needs any further cardiac workup including EKG or a visit with a cardiologist. A signed physical will be required prior to school attendance and will assume that cardiac screening has taken place. Physicals must be turned in prior to preseason practices.

#### Medication

The following over-the-counter medications are kept in the nurse's office: Advil, Tylenol, Benadryl, Tums and throat lozenges. The nurse will administer these medications to the student as needed if indicated on the front of the student health form by the parent/guardian.

All prescription medications are to be administered by the nurse. A medication administration form must be filled out and signed by the prescribing physician indicating the reason for the medication and the name, strength, and dosage. A student may not carry prescription medication including controlled substances for attention disorders (e.g., Ritalin, Adderall) on campus. Prescription medications must be brought to school by the parent/guardian in the original labeled container from the pharmacy.

#### Allergy/Asthma Action Plan

An emergency health care plan can be downloaded from the GA website or obtained from one of the nurses. It must be completed and signed by the student's physician and parent/guardian every year. Medications for allergies/asthma will be kept in the nurse's office. Inhalers and EpiPens (for emergency use) must have written orders from a physician and a parent's/guardian's authorization. All faculty are educated annually in the use of an EpiPen in the event of an emergency.

#### Special Dietary Needs and School Snacks

Greenwich Academy makes every effort to be a peanut-free and nut-aware campus. Parents/guardians should read the ingredients on all food packages sent to school as treats. Items containing nuts, peanuts or peanut butter may never be sent to school, including snacks and lunches for field trips. Any questions about food ingredients, dietary needs or food allergies should be directed to the school nurses.

### Head Lice Policy

In accordance with the American Academy of Pediatrics, Greenwich Academy has discontinued its "no nit policy". If a student becomes symptomatic while at school, parents or guardians will be alerted by the end of the school day. Students may return to school after one treatment. To learn more about the diagnosis and treatment of head lice, please go to [headlice.org](http://headlice.org) or [kidshealth.org](http://kidshealth.org). These informative websites will answer many questions and help remove the stigma of this perennial nuisance.

### MONEY AND OTHER VALUABLES

GA strongly discourages students from carrying money, jewelry or any other valuables to school.

### MUTUAL RESPECT POLICY AND NON-HARASSMENT POLICY

It is expected that all members of the Greenwich Academy community will treat one another and members of the public with respect, courtesy, civility and tolerance. Bullying, hazing, baiting, harassment of any kind (including sex discrimination and sexual harassment) or any other behavior that encroaches upon the personal rights of others or undermines the safety of the learning environment at GA will not be tolerated. Violation of this policy by any member of the community may result in permanent removal from the campus.

### NO SMOKING POLICY

Greenwich Academy strives to be a smoke-free environment. Students are prohibited from possessing, distributing and/or using cigarettes or any other tobacco products on school grounds. Any student found to have violated this policy may be subject to GA's disciplinary procedures.

### POOL PARTIES

Any swimming party held at the home of the parents/guardians of a Greenwich Academy student is the sole responsibility of the parents/guardians hosting the party. Parents/guardians and students acknowledge and agree that Greenwich Academy is not responsible for any pool parties or any other social functions held off school grounds.

### RE-ENROLLMENT

In accordance with the policies set out in the re-enrollment contract, the status of all students is reviewed annually by the appropriate division head and the Head of School.

### RELIGIOUS HOLIDAYS

Greenwich Academy will be closed for Rosh Hashanah, Yom Kippur and Good Friday. Students who choose to take additional time in order to participate in these or any other religious observances will be granted excused absences. Any student who needs to leave early to participate in a religious observance will be excused from all school responsibilities; notification should be given to the division head prior to the absence or early dismissal.

### SCHOOL STORE

The Greenwich Academy School Store is open Monday and Thursday from 8:00 AM to 3:00 PM, from 8:00 AM to 1:30 PM on Tuesday and Friday, and from 9 AM-12 PM on Wednesday. The School Store sells all Upper School required textbooks, school supplies, athletic wear and GA logo gifts. Purchases may be made on a GA charge-only basis, and a monthly bill is sent to parents/guardians from the Business Office. Upper School students will be required to scan their ID to make purchases. If you are interested in purchasing your books elsewhere, please contact the School Store Manager for details. Lower School girls do not use the School Store as their supplies are furnished in the classroom, but they may visit the School Store with their parents/guardians at any time. Middle School girls may visit the School Store and make purchases as their schedule permits. School store online orders also may be picked up at the store. Please see the website for available pick up times.

### SECURITY

GA has an emergency response team headed by the Director of Safety and Security. All faculty and staff have been trained to deal with emergencies.

In the event of an emergency or security-related issue, please contact the Director of Safety and Security at 203.552.4449.

All visitors to campus, including parents/guardians, must sign in with the receptionist in Ruth West Campbell Hall or at the relevant division office to obtain a visitor's pass.



## SPECTATOR POLICY

The Fairchester Athletic Association is a group of independent schools that share similar educational missions and athletic philosophies. The association aspires to hold students, teachers, alumnae/alumni and parents/guardians to standards of behavior that reflect the very highest values in society. Athletic competition should be a forum to model these behaviors and should serve the broader purpose of education in all schools.

The association is committed to providing students with a full and rich athletic program. Important lessons are taught through athletic participation. Games and practices are “classrooms” in which coaches can teach many lessons.

The association acknowledges that athletes and coaches as well as spectators can, on occasion, be caught up in the intensity of a particular game or match. However, this should never be an excuse for irresponsible behavior. Just as good schools expect civility and self-control in the classroom, they must apply the same to athletic contests. Sportsmanship, civility and healthy competition must be an association priority.

With these priorities in mind, the Fairchester Athletic Association has established the following guidelines that govern spectator behavior at all athletic events:

- It will be the responsibility of a host school and its head to ensure adequate faculty supervision at each contest: faculty member(s) not involved in coaching the game. If possible, there should be an adult timer at each home game.
- The head of each school (or his/her delegate) will speak to the full faculty and student bodies about sportsmanship and spectator responsibilities at the start of each athletic season.
- For players and coaches: ejection for unsportsmanlike conduct or flagrant misconduct will result in suspension from the next game. The suspended player will not be allowed to attend the game from which he or she has been suspended. Suspension during the last game of the season will carry over to the following season.
- Spectators will watch games only from those areas defined by each school as spectator areas.
- Use of alcohol, tobacco or drugs at athletic contests will not be tolerated.
- Spectators must not:
  - 1) Run up and down the sidelines;
  - 2) Call players, coaches or officials in an unsportsmanlike manner;
  - 3) Go onto the field of play;
  - 4) Stand near opposing teams for the purpose of taunting or heckling;
  - 5) Engage in cheers that are profane or mocking;
  - 6) Deface, destroy or remove property;
  - 7) Directly coach a player by shouting playing instructions, etc.

Spectators who abuse the above guidelines may be asked to leave the game, be subject to further school action and also may cause the game to be forfeited on the grounds of unsportsmanlike conduct.

Spectator buses will have faculty chaperones who will be responsible for the behavior of the students both on the bus and at the athletic contest.

The association expects that all school constituencies will join in strengthening the commitment to use athletics to further educational goals. The association views these guidelines as essential to the teaching and learning aspects of school life.

*(Source: Fairchester Athletic Association)*

GA is in full agreement with this policy and expects all members of its community to uphold it.

## TELEPHONES AND MESSAGES

All divisions of the school may be reached through the Greenwich Academy switchboard, 203.625.8900, which is open from 8:00 AM until 4:30 PM, Monday to Friday. GA has a system of direct dial and voicemail (see Administration/Faculty/Staff section for listings). GA also has a sports hotline, 203.625.8932, which updates information about game cancellations, schedule changes and location changes. In the event of inclement weather,

parents/guardians are encouraged to check the emergency closing hotline at 203.552.4451 or the website for information regarding a delayed opening or an early dismissal.

GA urges parents/guardians not to call the school with messages for students unless there is an **urgent and immediate** need. Messages of this nature will be relayed to the student by the appropriate division office, and, in the case of the younger students, aid will be given in dealing with the emergency.

Any faculty member can be reached at school by contacting the appropriate office of the division administrative assistant or by emailing the teacher directly. If the teacher is not available, a message may be left, and he/she will return the call. Except in cases of emergency, **teachers and administrators should not be called at home.**

Students must secure permission before using the phones in divisional offices or in Ruth West Campbell Hall. Many students have individual cell phones. These may be used only prior to the start of the academic day (7:45 AM) and after (3:30 PM), or in case of emergency.

#### TECHNOLOGY USE POLICY

Computers, computer networks, Internet access and email are effective and important technological resources in today's educational environment. Greenwich Academy has installed a computer network, including Internet access and an email system (referred to collectively as "the computer systems"), in order to enhance the educational opportunities for its students. Greenwich Academy is pleased to offer students access to its computer systems, as it believes access to these computer systems will be beneficial to their education. Accordingly, such access is provided solely for education-related purposes.

As the property of Greenwich Academy, these computer systems must be carefully handled and their integrity preserved for the benefit of all students. Therefore access to the computer systems (laptops included) is a privilege, and not a right. Students will be required to adhere to the policies and procedures, as set forth in the appendix "Technology Use Policies".

**As the owner of the computer systems, Greenwich Academy reserves the right to monitor the use of laptops and/or computer systems by students, faculty, staff and others, and the students and their parents/guardians expressly agree and acknowledge that they do not have an expectation of personal privacy.**

Violations of this acceptable-use policy may lead to withdrawal of the access privilege and/or disciplinary measures up to and including expulsion from Greenwich Academy.

#### TRANSCRIPTS AND RECORDS

Parents/guardians contemplating a change of school for their daughter should make an appointment to discuss this with the appropriate division head and/or the Head of School.

All requests for transcripts and records, with the exception of college applications, which are handled by the College Counseling Office, should be made in writing to the appropriate division head. All forms that need to be completed by GA, including teacher reference forms, should be given to the

division head. If there is an outstanding balance to be paid on the student's account, a notation of unpaid balance will be made on the released transcript. Parents/guardians should notify the Head of School in writing of their intention to withdraw their daughter from Greenwich Academy.

#### TUTORING

##### Tutoring and Academic Support

All GA faculty members are committed to providing extra help for students. This may occur in small group settings or one-on-one meetings. Students who are struggling are expected to work with their teachers on a regular basis. If a student requires extensive on-going support that is beyond what the teacher can reasonably provide, tutoring may be recommended by the school. The goal of tutoring is to provide support and remediation to students with learning differences and to those in need of short-term academic support. It is the school's objective to help all students become independent and successful learners.

If a parent or guardian wishes to initiate tutoring with a GA faculty member, he or she must contact the Learning Specialist or Division Head before contacting GA faculty directly. If a parent/guardian enlists an outside tutor, it is strongly recommended that the family and the tutor be in contact with the teacher and the divisional Learning

Specialist. Tutoring arrangements made in coordination with the school are most successful for the student. Having qualified for Honors or AP level courses, students may not be tutored for these classes.

#### Tutoring Guidelines with GA Teachers

Tutoring sessions by GA teachers may not be held during work hours (7:45 AM – 4:00 PM Monday – Thursday and 7:45 AM – 3:00 PM on Friday).

The maximum number of tutoring sessions on and/or off campus is two times per week. Additional tutoring may be permitted by the Division Head on a case-by-case basis.

Rates for tutoring on campus will be \$110 per hour, \$100 per 45 minutes and \$90 for 30 minutes. Rates for small group tutoring (2-3 students) will be assessed at 65 percent per child of the hourly charge. Please note, support specialist rates may vary. On campus tutoring will be billed through the Business Office. Off campus tutoring rates are determined by the teacher and family. Need-based financial aid may be available for tutoring recommended by GA.

- Teachers may not tutor their own students, advisees or their siblings.
- Students may only be tutored on-campus if the tutoring was recommended by Greenwich Academy.
- No college prep (SAT, ACT, etc.) tutoring will be permitted on campus during the school year.

#### UNIFORM

Uniform items may be ordered directly by mail, email or telephone from Mills Uniforms (800.541.1850 or [www.millswear.com](http://www.millswear.com)). The Clothing Nook, located in the Wallace Performing Arts Center, accepts and sells used uniforms in good condition. Please refer to divisional sections for specific uniform requirements.

#### VISITORS

All visitors to campus including parents/guardians must sign in with the receptionist in Ruth West Campbell Hall or in the relevant division office and state the reason for their visit.

A student who wishes to have a friend visit must make arrangements with the division head in advance.

Visitors are asked to park in the areas designated as **Visitor Parking**. Visitor parking can be found on the main circle in front of Ruth West Campbell Hall on either side of the fire lanes. In addition, any un-numbered space in the lower lot may be used by visitors. No parking is permitted in the YELLOW-MARKED fire lanes.

SCHOOL AND CLASS OFFICERS FOR 2021-2022

President of the School	Aiyanna Ojukwu
Vice President of the School	Ali Jaquery
Arts Board President	Sydney Liu
Athletic Board President	Emily Greenshaw
Community Engagement President	Eloise Osman
Diversity, Equity and Inclusion President	Liyana Calyanis

Senior Class Officers:

President	Lucy Burdett
Vice President	Jessie Ong

Junior Class Officers:

President	Zoe Tulchinsky
Vice President	Sarah Prevot

Sophomore Class Officers:

President	Melina Salame
Vice President	Grace Martucci

Freshman Class Officers:

President	Sarah Huber
Vice President	Elsa Burgess

(Forum consists of the All-School Officers and the Presidents and Vice-Presidents of each class.)

MIDDLE SCHOOL OFFICERS FOR 2021-2022

President	Lucy Ryan
Vice President of Programming	Madison Hurns
Vice President of Community Service	Mallory Walker

## GENERAL INFORMATION LOWER SCHOOL

The Lower School is for girls in Pre-Connecting Class through Group IV. It is a community of children, parents/guardians and teachers working together to foster a love of learning and compassion for others. The Lower School provides a positive and safe environment in which each child can develop a healthy mind, body and spirit. It aims to:

- Develop a strong foundation in academic skills.
- Build character and develop citizenship.
- Expose children to the visual and performing arts.
- Involve students in varied physical activities.
- Heighten an awareness of a diverse world.
- Promote participation of parents/guardians.

### ABSENCE AND ATTENDANCE (See also GENERAL SCHOOL POLICIES.)

Daily attendance at school must be a priority. The Lower School believes that consistent and continuous engagement in classroom activities and with the teacher is critical to each student's success. All tardies and absences will be noted on the student's report card.

Planned Absence Forms should be submitted to the Lower School Head at least one week prior to a planned absence. The form is available in the Lower School Parents Portal on the Greenwich Academy website. Hard copies are also kept in the Lower School Office.

Students with excessive absences (more than 4 missed school days per trimester or more than 12 absences for the year) may be placed on probation. A student's reenrollment contract may be held if her attendance is an ongoing concern.

### ARRIVAL AND DEPARTURE

(See also GENERAL SCHOOL POLICIES for Lower School arrival and departure times.)

Pre-Connecting and Connecting Class students on the Ridgeview Avenue Campus already experience a long day at school so parents/guardians are asked not to drop-off students more than 20 minutes before school begins: PC students no earlier than 7:55 AM; CC students no earlier than 7:40 AM.

Group I-IV students may arrive for school beginning at 7:30 AM and join classmates in the library for a supervised period until 7:45 AM when they are released to the classrooms. There is no formal supervision of students until 7:30 AM. *If a student must be dropped off earlier than 7:30 AM,*

*parents/guardians are asked to contact the Head of Lower School to make special arrangements.*

### **Drop-Off and Pick-up**

The safety of students on campus is our primary concern. Teachers and school administrators provide supervision at drop-off and dismissal each day on both the main campus and Ridgeview Avenue Campus. On both campuses, the following rules apply:

- Drivers are expected to use extreme caution, to practice patience when dropping off/picking up students and to diligently observe the one-way traffic flow pattern and pick-up/drop-off points.
- Group-level stickers should be displayed on the rear window (driver's side) of *each car used* for pick-up of students. Name cards should be displayed on the dashboard for quick identification of a student's car.
- Cell phones (hand-held or hands-free) should never be used in cars during pick-up or dismissal.
- Family pets are best left at home. When they are passengers in cars, they potentially compromise everyone's safety because they distract students and the adults in charge.
- *Due to the placement of the Ridgeview Avenue Campus drop-off point, PC/CC students and car seats should be on the driver's side of the back seat.*
- *Due to the placement of the main campus drop-off point, Group I-IV students and booster seats should be on the passenger side of the back seat.*
- Unless a younger sibling is being dropped off at the Cowan Center, use of the sidewalk to the Lower School building is strongly discouraged. Each time the sidewalk is used, the traffic has to be stopped twice—once,

while the parent/guardian walks the student across and again when the parent/guardian returns to his/her car. Traffic flow is impacted considerably. If the sidewalk must be used, an adult should accompany students.

- Cars should not be parked in the Cowan Center parking lot or along the driveway on either side of the Lower School pagoda.

*Courteous behavior, cooperation with the teachers and other adults on duty as well as observance of the rules are expected at all times from all drivers responsible for a student's drop-off and pick-up.*

Any variation in departure, e.g., playdates, must be noted in writing. Change of Departure notepads are provided to each family at the beginning of the year. When an after-school playdate is planned in PC, CC and Group I, **both guest and hostess must bring in a note from home.** Notes should be dated and sent to the teacher of each girl on the day of the visit. **THE LOWER SCHOOL OFFICE SHOULD BE CALLED ONLY IN CASES OF EMERGENCY.**

Parents/guardians' cooperation in arranging playdates in advance and in diligently sending notes about dismissal changes saves much confusion and uncertainty for everyone.

#### Student Release Authorization Form

Before the school year begins, parents/guardians are asked to complete a Student Release Authorization form online and to inform the Lower School Office of any changes to the information (especially telephone numbers and babysitter changes) during the summer and school year. No student will be released to another adult unless his/her name appears on the student's release form or, in the case of a temporary arrangement for pick-up, without prior notification in writing from the parents/guardians.

#### BIRTHDAYS AND BIRTHDAY PARTIES

Parents/guardians may send in a special treat as a classroom snack on their daughter's birthday. Typical treats are fruit kebabs, cupcakes, brownies or cookies. Parents/guardians are asked to review the guidelines for food items in SPECIAL DIETARY NEEDS AND SCHOOL SNACKS of the GENERAL SCHOOL POLICIES section before sending in a treat and to give advance notice of a treat to the head teacher. No party favors, birthday gifts or special decorations should be sent in with the treat.

Parents/guardians are asked to model sensitivity toward the feelings of others and discretion when planning a birthday party or group playdate/sleepover for their daughter. A party or playdate is a happy occasion for the student hosting the event and for her classmates who have been invited; it can be a distressing time for those who have not been invited.

This is especially true on Fridays when parties and social events are typically held after school. Parents/guardians are asked not to organize carpools from the Lower School pagoda for the attendees. In Groups PC through IV, all students in the classroom (not necessarily the whole grade) should be invited. Should you want to have a smaller birthday party, please keep the number of invitations to fewer than half of the class. If you are inviting your daughter's entire class and would like to include classmates from the other section, please invite either the whole section or keep the number of invitations to no more than six students from the section.

Party invitations and birthday gifts may not be distributed at school.

#### CLASS PLACEMENT

The school strongly discourages requests for specific teachers. The faculty and Head of Lower School spend a great deal of time carefully considering a number of factors in placing students. Parents/guardians are asked to trust the professional judgment of the school. Parents/guardians and students are informed of these assignments in late August when teachers write their welcome notes to students.

#### COMMUNITY SERVICE

The Lower School participates in a broad and important program of community service involving every student in the school. Projects are chosen that are meaningful to children and from which the greatest amount of discussion and learning can result. Students participate in a variety of ways and are taught that they are part of a larger world in which there are many people in need whose sadness or suffering can be alleviated by the efforts of others. Parents/guardians are partners with the school in teaching these lessons and in encouraging children's thoughtful participation.

#### CONCERTS

Lower School students prepare and participate in a variety of musical performances during the course of the year. Students look forward with great excitement to performing for their parents, and parents/guardians are strongly encouraged to attend these events. PLEASE NOTE: Because the focus during these performances should be on the child

who is performing, parents/guardians are advised to bring siblings ONLY if they are old enough to stay still and quiet throughout the performance and will not in any way detract from the attention on the students performing. The holiday and spring concerts are recorded, and DVD order forms are made available before each event. Parents/guardians may also bring their own cameras to take pictures or to record the presentation. Parents/guardians also are welcome to attend the final rehearsal of a play or concert if they are unable to attend the actual performance. The final rehearsal is typically scheduled the day prior to the actual event and is attended by Lower School students.

#### EXTRACURRICULAR ACTIVITIES

Serendipity, an after-school activity program for students in Groups I through IV, offers a variety of stimulating, creative activities including science, computer, drama, chess, cooking, newspaper, arts and crafts and sports activities. There are three sessions per year, and a brochure describing the offerings is available on the GA website prior to registration. Every effort is made to give each child her first choice, but in the event it is not possible because a class is oversubscribed, the school guarantees that child's priority in the next Serendipity session.

Group PC-IV students also may participate in a GAPA-sponsored Friday-After program. Details are sent home prior to the sessions two times a year and are available online.

#### FIELD TRIPS

Field trips are a privilege and a form of academic enrichment. Students are expected to be on their best behavior at all times and to be respectful toward all adults they encounter on the field trip. Uniforms must be worn on all outings unless a note to the contrary is sent home. Parents will be notified in advance of each trip.

#### GRANDPARENTS' AND SPECIAL FRIENDS' DAY

The Lower Schools at GA and Brunswick take turns each year hosting this important event. At GA, the event occurs the day following Commencement and is an opportunity for grandparents and special friends to spend a morning in the Lower School participating in classroom activities and enjoying a concert. Although a specific date is set aside every other year at GA to honor grandparents and special friends, the Lower School welcomes visits from family members and friends at any time during the school year.

#### ILLNESS

(Please see ABSENCE, GENERAL SCHOOL POLICIES.)

Homework and missed assignments for girls in Groups I-IV will be available for collection on the bench outside the Lower School Office at 2:00 PM.

#### MEDICAL ISSUES

Please see GENERAL SCHOOL POLICIES for further information.

#### PARENT CONFERENCES AND STUDENT PROGRESS REPORTS

Parent/Teacher conferences are scheduled twice a year. In addition, parents/guardians receive two written reports per year that include notes on their child's progress and areas for growth relative to grade-level expectations. These reports are also archived in the Parent Portal. Informal conferences may be arranged at any time during the year.

Sometimes, quick exchanges or impromptu conferences can be helpful in sharing useful information. Parents/guardians are asked, however, not to conference informally with teachers in the morning before school begins. Teachers need the early morning to prepare for the day and to focus on the whole class when school begins. Parents/guardians are asked to make an appointment with the teacher at a more opportune time.

Along with the classroom teachers, Greenwich Academy's Lower School counselor is also available to work and meet parents/guardians to help children develop emotionally, socially and academically. Typical issues that may arise with Lower School students may include interpersonal relationships, peer pressure or family issues. Parents/guardians are welcome to contact the counselor about any concerns they may have about their child.

In addition, a learning specialist is available to work with parents/guardians, teachers and students and to recommend off-campus support and diagnostic professionals. Standardized testing results for Groups II, III and IV may be discussed with the learning specialist. The learning specialist also oversees the Lower School tutoring program on campus and ensures that regular communication occurs between tutor and parents.

Parents/guardians receive regular updates from all support teachers.

## RULES AND CONDUCT

Please see MUTUAL RESPECT and NON-HARASSMENT POLICIES in GENERAL SCHOOL POLICIES.

## STUDENT GOVERNMENT

Group IV students act as positive role models for the younger students and lead regular Lower School assemblies.

Group IV students also participate in a weekly leadership program and participate in variety of Student Government committees.

## TUTORING

Please see GENERAL SCHOOL POLICIES for further information.

## UNIFORM

It is expected that all students adhere to the Lower School uniform guidelines, including dance and physical education requirements. Parents/guardians are asked to label all items of clothing, including shoes, with the student's **full name** (no initials, please).

When a "Civvies Day" is awarded to Lower School students, neat and appropriate dress is expected. Specific requirements for "appropriate dress" are sent home prior to any civvies day. Parents/guardians are expected to monitor and approve their daughter's clothing choices and to fully support the school.

### **Lower School Uniform Requirements**

Mills Uniforms 1.800.541.1850: [www.millswear.com](http://www.millswear.com)

GA School Code: 7731

*Gently used items are often available in the Clothing Nook located in the Wallace Performing Arts Center.*

**Please label all items of clothing, including shoes.**

## ACADEMIC

NO nail polish, makeup or jewelry except quiet watches, stud pierced earrings and religious necklaces.

## REQUIRED ITEMS

Jumper Designated style (appropriate length at or just below knees).

Tops Any white collared blouse, white shirt or white turtleneck (no color trim, no design). A white, long-sleeved GA shirt is required for formal occasions (concerts, all school assemblies, etc.).

Leggings Hunter green, footless, ankle length leggings (from Mills or from Putnam Avenue) to be worn under jumpers in cold weather. Beam and Barre, 241 E.

Shorts Hunter green (Mills or GA School Store). In warmer weather, girls may prefer to wear shorts under their jumpers.

Socks White knee socks or short socks. No socks with any trim or accessories.

Shoes Groups I-IV girls wear PRIMARILY WHITE (with minimal trim) ATHLETIC SHOES.

Otherwise, beige, brown, black or navy blue rubber-soled Merrell-type shoes will be permitted. No sneakers with flashing lights. White shoelaces only. *PC and CC girls should wear white sneakers with*

*Velcro fasteners. Merrell-type shoes are not allowed in PC/CC.*

Winter boots may be worn as the weather dictates, but white sneakers or Merrells (Groups I-IV) are still expected to be worn throughout the day in the classroom.

## OPTIONAL ITEMS

Sweaters Hunter green, yellow, navy or white cardigan sweater.

Fleece Navy blue GA fleece jackets for PC-IV (available in the GA School Jackets Store). Green GA fleece jackets also allowed should your daughter already own one.

Sweatshirt Hunter green or gray GA sweatshirt (sold at Mills or GA School Store) as well as uniform-approved Book Fair sweatshirts.

Sweat-pants Gray GA sweatpants sold at the GA School Store, uniform-

approved Book Fair sweatpants, or plain gray sweatpants are allowable all year.

Shorts must be worn underneath.



PHYSICAL EDUCATION

*For P.E. classes, students remove their jumpers and wear their white shirts and shorts/leggings. Girls are expected to wear white cross-training or court sneakers with minimal trim for every P.E. class. Running shoes or Merrells for P.E. are not allowed as neither one has proper lateral support.*

Shoes White cross-training/court sneakers, minimal trim.

Sweatshirt Please see above.

Sweat- Please see above.

pants

Mouth guards/ Shin guards

Junior-sized mouth guards and shin guards are required for

Groups III and IV only.

DANCE

PC-Group IV: Students remove their jumpers and wear their white uniform shorts/leggings. No special footwear is required.

shirts and

## GENERAL INFORMATION MIDDLE SCHOOL

The Middle School is for girls in Groups V-VIII. It is a community that aims to:

- Provide a rich and rigorous academic program
- Develop strong academic and social skills
- Teach the girls to think logically, creatively, critically and independently
- Expose students to athletics and the arts
- Support and guide students as they navigate these challenging years
- Build character in accordance with the school's motto, "Towards the Building of Character," by teaching students the importance of honesty, respect and compassion.

### GREENWICH ACADEMY HONOR CODE

As a member of the Greenwich Academy community, I will respect myself and others and encourage fellow students to uphold a high level of integrity. I will honor the morals and values set forth by the school, resisting any influences that would jeopardize this mutual commitment. In all aspects of life in the GA community, I will do my best to strive toward the building of character. I understand that if I fail to adhere to the school's rules and policies, I may be subject to discipline up to and including expulsion from Greenwich Academy.

Middle school students learn about the importance of the Honor Code and the core values of the school—honesty, respect and compassion. Students are expected to adhere to and promote all school rules.

### ABSENCES

Daily attendance at school must be a priority. The Middle School believes that consistent and continuous engagement in classroom activities and with the teacher is critical to each student's success. All tardies and absences will be noted on the student's report card.

When a student misses school due to illness, her parent/guardian should call the Middle School Office to report the absence. Homework assignments and in-class handouts are posted online through *Canvas*, which your daughter(s) can access from home. Students can call a classmate to see if textbooks or other materials need to be picked up from school. When necessary, homework and books can be picked up between 3:00 PM and 5:00 PM from the homework folders located in the hallway across from the Middle School Office.

If a student misses more than half the school day, she may not participate in the extracurricular activities on that particular day.

When a student has a planned absence, she and her parent/guardian must fill out the top portion of the Planned Absence form and submit it to the Head of Middle School at least one week prior to the absence. Once the form is approved, the student must get the form signed by all of her academic teachers. All assignments and assessments will be rescheduled according to the teacher's discretion. The Planned Absence form is available online and in the Middle School Office.

Students with excessive absences (more than 4 missed school days per trimester or more than 12 absences for the year) may be placed on probation, and may receive an incomplete grade for that trimester. A student's re-enrollment contract may be held if her attendance is an ongoing concern.

### ACADEMIC INTEGRITY

Academic integrity is at the foundation of any educational institution and is fundamental to Greenwich Academy. All members of the Middle School are bound by the same standards of intellectual honesty, and all are responsible for understanding and acting upon those standards. A student's name on her work is her pledge that the work is her own. Issues of academic honesty are complex, but in general, the expectation is that every individual will abide by the principles of fair work and will acknowledge the source of ideas and words. Greenwich Academy guides students in appropriate methods of scholarship; when in doubt, students should seek clarification from their teachers. In an effort to provide clarity, some examples of academic dishonesty are:

- Copying someone else's work, whether on homework, a quiz, lab report, paper, test or examination.
- Giving or receiving unauthorized assistance on any form of work completed for credit, including quizzes or tests taken by other students in previous years.

- Using unauthorized notes during an examination, test or quiz.
- Giving or obtaining information about an examination, test or quiz given in an earlier section of the course.
- Submitting work done for one course as original work for another course.
- Taking another's ideas and using them as one's own, whether consciously or unconsciously, deliberately or inadvertently. Plagiarism occurs in the absence of proper citation and generally takes the form of verbatim copying, unacknowledged paraphrasing of original ideas or appropriation of the structure or series of phrases from another's work.
- The unauthorized use of translators is prohibited in Language classes.

### ASSEMBLIES

Presentations by special speakers, performances and workshops are held throughout the year. Parents/guardians are welcome to attend any assembly in which their daughters are performing or speaking.

### BIG SISTER/LITTLE SISTER PROGRAM

Each Group VIII student is paired with a Group V student at the beginning of the school year. The two classes participate in a number of friendship-building activities throughout the school year.

### BIRTHDAYS

If a student wishes to celebrate her birthday in school, she may provide treats for her entire grade or for her advisory only. When birthday treats are brought to school, they must be labeled with the student's name and grade and stored in the Dining Hall. If parties outside of school are scheduled, it is requested that invitations not be distributed in school unless the entire grade is invited. Parents/guardians are asked to be sensitive to students' feelings when planning parties. The Middle School suggests inviting fewer than half the grade or the entire grade.

### CLUBS, ACTIVITIES AND STUDENT ORGANIZATIONS

To encourage leadership, citizenship and good companionship, a number of clubs and activities are sponsored by the Middle School faculty and meet regularly. Listed below are descriptions of some of these activities:

- Student Leadership Council: A student leadership group that is composed of a Unity, Programming and Community Service committee. Elected student officers and representatives from each grade level serve as the Middle School leaders.
- Conservation Club: A student group that learns about and teaches others about preserving the environment.
- Yearbook: The yearbook committee works on the Middle School portion of the yearbook.
- Literary Magazine: Students from all grade levels may contribute to *Aurora*, the Middle School online literary publication.
- MS Ambassador Program: These students from Group VIII represent the school during visits from prospective students and their families.

In addition to these school-day groups and clubs, students may elect to participate in several faculty-sponsored after-school activities.

### CONFERENCES AND TEACHER COMMUNICATION

Parent/Teacher Conference Day is held in the fall. Additional conferences may be scheduled by parents/guardians or teachers as needed or desired. All teachers are accessible by email. A phone message for a teacher may be left in the Middle School Office. Parents/guardians should not call teachers at home except in the case of an emergency.

### DISCIPLINARY ACTIONS

#### Infractions and Detention

In the event of student misconduct or violation of school rules, a faculty member may issue an infraction to the student. In a given school year, if a student accumulates three infractions, she will receive a detention. Detention is served after school for one hour on Fridays.

If a student accumulates two detentions, she must meet with the Head of Middle School. Three detentions might require a meeting with the Head of School.

### Academic Detention

A student will be required to serve an academic detention if, after repeated reminders, she fails to meet her academic obligations.

If a student has been unable to meet her academic responsibilities, she may be asked to attend a proctored study hall on that day or the following day from 3:30 to 4:00 PM. If academic irresponsibility becomes a recurring problem, a student may be asked to attend a Friday Academic Detention. This is a supervised one-hour study session after school on Friday.

### Probation, Suspension, Expulsion

The penalty for violation of a major school rule may be probation, suspension or expulsion. In such cases, the final decision will be made by the Head of School.

Probation is a period of time, the duration of which is decided by the Head of School, when a student's behavior is closely monitored. Any violation of a school rule during the probation period is extremely serious because the consequences may include expulsion. A student who is on probation may not hold or run for an elected leadership position. A Middle School student placed on probation may participate in non-academic activities during and after the period of probation with the approval of the Head of Middle School and the Head of School.

Suspension means that a student may not attend classes or any other activities at the school for a time decided upon by the Head of School. For serious violation of school rules, suspension may be imposed for an extensive period of time. Any Middle School student who is suspended may not participate in non-academic activities (i.e., athletic teams, performing arts programs, clubs, publications, community service, etc.) during the period of suspension.

All students elected to Middle School offices are considered role models for other students and are expected to maintain a standard of behavior that exemplifies the values of Greenwich Academy. For this reason, when an officer of a class or organization breaks a major school rule, she will be asked to relinquish her position.

The school reserves the right to take what it considers to be appropriate action when the illegal or unethical behavior of any one of its students compromises the good name of the school. Although GA has limited responsibility for student behavior outside of school during off-school hours, it continues to take the position that should the behavior of any student reflect badly on the school's reputation or represent a danger to herself or others, it reserves the right to impose disciplinary sanctions. Greenwich Academy looks to parents/guardians to work in partnership with the school in the best interest of all the students.

### EARLY DISMISSAL

In the event that school is unexpectedly closed early, Middle School students will be dismissed from their regular locations. A special dismissal plan is created each year for Middle School girls with siblings in GA's Lower School.

Any student leaving campus for an appointment must submit a **signed, written request** from a parent/guardian to the Middle School Office when arriving in the morning. An email from a parent/guardian is also acceptable if submitted prior to 8 AM. When leaving campus during the school day, the student must sign out in the Middle School Office and sign in upon her return. Group V and VI students leaving during the school day must be picked up by a parent/guardian from the Middle School Office. Group VII and VIII students leaving campus during the day may walk on their own to the Upper School Circle for their pickup.

### FIELD TRIPS

Field trips are arranged by classroom teachers and advisors to enrich the school curriculum. Chartered buses are used for most out-of-town trips. Letters describing more extensive trips will be emailed to parents.

### FOOD

Food is **not** allowed in the Middle School building at any time. All snacks and treats are served outside or in the Dining Hall.

## GRADING SYSTEM

Grades are issued at the end of each trimester for students in Groups VI-VIII.

A+	98-100	C+	77-79
A	93-97	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	59 or below

Students in Group VIII whose academic average is B+ or above for a specific marking period are on the Honor Roll. "Honor Roll" status is listed on the report card.

Effort grades are given each trimester. Effort grades denote:

- 5 Exceptional quality of work
- 4 A very high standard of work
- 3 Work that meets the expectation of the course
- 2 Inconsistent work
- 1 Failure to meet the expectations of the course

Students in Group V do not receive letter grades. Instead, each student receives comments from her teachers that include a test/quiz average.

A report card is sent home at the end of each trimester. Comments are written for all students at the end of the first and second trimesters and at the midpoint of each trimester as needed. A letter from the advisor is sent home as a year-end summary of each student's performance and growth.

## GUIDANCE

Advising and guidance are an important part of the Middle School curriculum. Students are assigned an advisor who monitors their academic and social progress, confers with other faculty members when problems seem imminent and discusses with the students ways to address concerns and resolve conflicts. All students meet frequently with their advisory groups.

A professional school counselor is available to all students. Should ongoing counseling be required, recommendations and referrals will be made by the Head of Middle School and the School Counselor.

## HOMEWORK AND ASSIGNMENTS

All students in the Middle School can expect to have homework every night. The amount varies from day to day, from subject to subject, from student to student and from group to group. In Groups V and VI, students should expect fifteen minutes per night per academic subject, and Group VII and VIII students should expect twenty minutes per academic subject. Efficient use of study hall and other free time is another variable in the amount of a student's take-home work.

All homework assignments are posted on Canvas, our learning management system. Students are responsible for all assignments. A pattern of missed and/or incomplete assignments may result in an academic detention. Special arrangements are made for long absences.

No assignments will be given during the Thanksgiving, winter and spring breaks. Other "no-homework" and "light-homework" nights will be granted on occasion throughout the school year. These dates are available for students in their planners.

## ILLNESS

When a student feels sick during the school day, she should first inform her teacher and then report to the nurse. If the nurse determines that the student needs to go home, she will contact the parent/guardian to arrange pickup. Students are not allowed to call home to make their own pickup arrangements.

Students demonstrating symptoms related to health/mental health issues will meet with the Middle School counselor, school nurse and/or Head of Middle School.

The school may require a family to provide certification from a qualified medical and/or mental health professional establishing that the student's continued enrollment does not pose a threat to her own health or safety or to the health or safety of others. In addition, the school reserves the right to refer the student to a specialist(s) recommended by the school.

In consultation with the student's doctor, therapist and/or treatment facility, Greenwich Academy will try to accommodate the student's needs. If necessary, the school is prepared to make reasonable adjustments in the student's academic program. Please note, however, any adjustments will be subject to meeting GA's guidelines.

If a student who has been identified refuses referral and/or treatment, the school reserves the right to suspend or enforce withdrawal of a student if, in the judgment of the Head of School, the student's continued enrollment is not in the best interest of the student or jeopardizes the student's welfare, the welfare of other students or the general welfare of the school.

#### LATENESS

Students are expected to arrive at school on time every morning. Students are marked tardy if they are not in their advisory location by 7:45 AM. When a student is tardy three times in a trimester, she will receive an infraction. Students are also expected to be on time for all school classes, class meetings, assemblies, lunches and appointments. Individual teachers will explain their policy regarding tardiness to class, lateness of papers and homework assignments, and the students are expected to meet these expectations or face the appropriate consequence.

Students should be picked up promptly at 3:30 PM Monday through Thursday and at 2:40 PM on Friday.

If a student must stay after 3:30 PM on Monday through Thursday, she will attend Middle School Homework Hall. This after-school program is a supervised study hall from 3:30-5:00 PM. A snack is provided, and there is no need to sign up ahead of time.

#### LOCKERS

Middle School students are strongly discouraged from carrying money or valuables to school. Each student in Groups V through VIII is assigned a locker in which to keep her books, supplies and coat. Students should not open any lockers other than their own. iPads and other expensive electronics must be left at home. Clothing and books are to be kept in lockers and should be clearly labeled with the student's name. Items left around the Middle School will be placed in the Middle School Lost and Found. Unclaimed and unlabeled items will be sent to the Clothing Nook or distributed to charities.

All Middle School students will also be assigned a gym locker and are given the option of using a combination lock.

#### LUNCH AND SNACK

Lunch and snack are served in the Dining Hall. Any special dietary needs or requirements must be discussed with the nurse.

#### MESSAGES FOR STUDENTS

Parents/guardians should confirm all pickup arrangements with their daughter before the start of the school day. Parents/guardians should not call the school with messages for students unless there is an urgent need. Messages can be sent to Group VII or VIII students via email as the girls may have access to their laptops throughout the day. Middle School students are not allowed to use their cell phones between 7:45 AM and 3:30 PM except in case of emergency.

#### NOTICES

Student bulletin boards and grade-level white boards are maintained in the Middle School building for each grade level. All students are expected to read the notices daily and are responsible for information posted there. Personal messages from faculty and staff are taped to students' lockers.

#### SPORTS PROGRAM

Middle School sports programs, which provide significant opportunities for skill development and interscholastic competition, are designed specifically for this age group. Groups VII and VIII have many opportunities to play competitively with other schools, and all Middle School students are expected to participate in the GA sports program. It is the school's policy not to permit Middle School students to play on Upper School teams. Exceptions are made only with the permission of the Head of the Middle School and the Head of School.

### SPECTATOR POLICY

Spectators are expected to abide by the guidelines outlined in the SPECTATOR POLICY section in the GENERAL POLICIES section.

### TESTING

In the spring, all Middle School students take a standardized test called the Educational Records Bureau Comprehensive Testing Program IV (ERB). Parents/guardians interested in obtaining their child's scores may contact the Middle School learning specialist.

In order to qualify for extended time on classroom tests, exams and standardized tests, a student must have on file recent testing results from a neuropsychological evaluation. Prepared by an outside clinician, the evaluation should recommend testing accommodations that meet the guidelines of federal law. The testing recommendations are reviewed by the administration and forwarded to the Educational Testing Services for review. Individual arrangements are made to help the student perform to her fullest potential.

### UNIFORM

Middle School students are expected to adhere to the uniform requirements listed below.

**Academic Uniform:** Mills Uniforms, Inc. (Tel: 800.541.1850). School Code: 7731. [www.millsweat.com](http://www.millsweat.com)

**Kilts:** Purchased from Mills Uniform Co., *no shorter than 3 inches above the knee.*

**Shirts:** Uniform shirts with GA logo only.  
Purchased from Mills Uniforms or Clothing Nook.

\*\*CLASS COLOR shirts are required for designated assemblies, such as Ingathering. On non-class color days, students are allowed to wear shirts from earlier grade levels.

#### **CLASS COLORS:**

Group V	White
Group VI	Yellow
Group VII	Hunter green
Group VIII	Navy blue

**Socks:** When visible above the ankle, solid colors only.

**Shoes:** Sneakers, such as cross-trainers or court shoes strongly recommended. (Please be aware that students must wear non-marking athletic sneakers with good arch and lateral support for PE/athletics times. Canvas sneakers such as Keds or Converse are NOT permitted for PE and Athletics.)

**Make-up:** No visible make-up; minimal jewelry.

**Hair:** No more than ¼ of one's head may be dramatically altered (brightly-colored dye, shaved, etc.). Students are encouraged to speak to Ms. Montgelas with questions or proposals ahead of time.

### OPTIONAL UNIFORM ATTIRE:

**Outerwear:** Hunter green fleece with logo from GA School Store.  
Hunter green or gray GA sweatshirt from GA School Store.

**Leggings:** Black only.

**Sweatpants:** Gray GA sweatpants from GA School Store or Mills.

### ATHLETIC UNIFORM:

GA athletic attire is available from Mills Uniforms, the GA School Store and the Clothing Nook.

**Shorts:** Hunter green or black GA shorts

**Shirt:** Gray, white or green GA crewneck T-shirt.

**Sweatpants:** Gray.

**Sweatshirt:** Hunter green or gray.

**Shoes:** Non-marking athletic sneakers with good arch and lateral support. Cross-trainers or court sneakers are

strongly recommended as they may be used throughout the year in various sports. Canvas sneakers (e.g. Keds or Converse) are NOT permitted. Nike Frees not recommended.

Mouth guards are required for field hockey and lacrosse. Goggles are required for field hockey, lacrosse and squash. Shin guards are also required for field hockey and soccer. Shin guards are available at the GA School Store mouth guards are available in the athletic office for \$2.00 and protective eyewear is provided.

Groups VII and VIII: Hunter green sports kilts (available from GA Athletic Office) and cleats or cross trainers are required for field sports. Hunter green mesh shorts are required for some teams as well. Coaches will provide guidance at the beginning of each season.

#### DANCE CLASS ATTIRE

Groups V-VII: Leotards, dance/yoga tops, fitted tank tops or t-shirts, leggings, spandex shorts and jazz pants are all appropriate. All shirts and tops must still cover abdomen when arms are raised.

Group VIII: Comfortable clothing that does not inhibit movement and still fits well enough to highlight movement; no kilts or GA shirts.

#### CIVVIES ATTIRE

On occasion, the Middle School declares civvies or “free-dress” days when students may elect to wear non-uniform clothing. While some civvies days specify colors or themes, on all civvies days the girls are expected to dress modestly, consider the weather and be prepared to change into PE attire as necessary. Flip-flops, sandals and slippers are not permitted.

\*Gently used items are available in the GA Clothing Nook.

\*\*PLEASE PUT THE STUDENT’S FULL NAME ON EVERY ARTICLE OF CLOTHING.

#### VISITORS

All visitors to the Middle School, including parents/guardians, must stop in the Middle School Office to sign in and pick up a visitor’s pass.

#### CONTACT INFORMATION

Students or parents who have questions or concerns should contact the following people:

Head of Middle School	Becky Walker bwalker@greenwichacademy.org 203.625.8905
Assistant Head of Middle School	Caroline Montgela cmontgela@greenwichacademy.org 203.554.4444
Middle School Office	Sarah Barringer (Mon.-Weds.) Jenny Collins (Thurs.-Fri.) msoffice@greenwichacademy.org 203.625.8905
Middle School Counselor	Nikki Bazie Hayes nbaziehayes@greenwichacademy.org 203.552.4418
Middle School Learning Specialist	Lauren Winston lwinston@greenwichacademy.org 203.552.4432
Middle School Nurse	Krystyn Martin (Groups V and VI) kmartin@greenwichacademy.org 203.625.8915



Jane Cupkovic  
(Groups VII and VIII)  
jcupkovic@greenwichacademy.org  
203.625.8924

## GENERAL INFORMATION UPPER SCHOOL

### UPPER SCHOOL MISSION

The Upper School experience is the culmination of Greenwich Academy's two overarching goals: to provide a rich and rigorous academic culture and to nurture the ongoing development of character—*Ad ingenium faciendum*.

The curriculum encourages students to think critically, logically, creatively and reflectively; to articulate their ideas effectively in a variety of forms and media; to develop habits of physical exercise and good health; and to participate in, create and appreciate the arts.

In accordance with the school's motto, "Toward the Building of Character," Greenwich Academy strives toward three core values:

- **Honesty** in academic work and in our personal lives.
- **Respect** for ourselves, others and GA.
- **Compassion** by developing sympathy for others and offering support for those in need.

Among the assets of the Upper School program is Greenwich Academy's coordination with Brunswick School.

In 2000, the student governments of Greenwich Academy and Brunswick School created the following Statement of Commitment.

*As students of the Upper School, we will do our personal best to maintain the standards of honor and integrity that define our schools. We acknowledge that our actions both on and off the campus reflect our reputations. While we recognize the unique characteristics of each school, we pledge to preserve the high standards and values that unify and bind these two institutions.*

### GREENWICH ACADEMY HONOR CODE

As a member of the Greenwich Academy community, I will respect myself and others and encourage fellow students to uphold a high level of integrity. I will honor the morals and values set forth by the school, resisting any influences that would jeopardize this mutual commitment. In all aspects of life in the GA community, I will do my best to strive toward the building of character. I understand that if I fail to adhere to the school's rules and policies, I may be subject to discipline up to and including expulsion from Greenwich Academy.

*Ad ingenium faciendum* cannot be a one-sided endeavor. The partnership of students, their families and the school in realizing the core values cited above, and upholding the rules of the school listed below, is key to our success as an exemplary school. Students are expected to adhere to and promote all school rules, including, without limitation, the Honor Code, major school rules and general behavioral standards.

### PROCEDURES GOVERNING DISCIPLINE

In the Upper School, either the Head of Upper School or Head of School, in his/her sole discretion, may convene the Judicial Council to hear specific cases prior to imposing final discipline in a matter. The Judicial Council is a body of administrators, faculty and elected student representatives, whose role is to provide recommendations as to the appropriate discipline to impose. The final decision regarding the imposition and/or terms and conditions of student discipline in cases of violations of major school rules shall be made by the Head of School and shall not be subject to challenge by the student and/or her parents/guardians.

### OFF-CAMPUS CONDUCT

While GA is not responsible for conduct that occurs off school grounds (except for school-sponsored activities), students are expected to conduct themselves in accordance with the policies of this handbook. GA expects parents/guardians to work in partnership with the school in addressing off-campus behavior to ensure that it is in keeping with the law and the values and policies of GA. In cases where students have violated the law in a manner that potentially damages their reputation as well as that of the school, GA reserves the right to impose the appropriate discipline as described in this handbook. **In all cases, if a student finds herself or a peer in a potentially life-threatening condition, she is expected to immediately contact the proper emergency services.** Students and families are expected to be in close contact with the school to ensure the future safety and well-being of the student(s).

## DISCIPLINARY ACTIONS

### Infraction

In the event of student misconduct or violation of school policies or rules, any faculty member of GA or Brunswick School may issue an infraction (pink slip) to the student. If a student accumulates three infractions within a marking period, she will receive a detention. Typically, an infraction is issued for offenses such as:

- Late arrival to class or school
- Dress-code violations
- Inappropriate behavior
- Failure to sign in or out of school
- Any other minor violation as determined by a faculty member

### Detention

Faculty members may issue a detention to any student found to have engaged in misconduct, including, but not limited to, violation of school policies or rules such as:

- Late arrival or unexcused absence from class, assembly or similar obligation
- Disrespectful behavior
- Accumulation of three infractions
- Driving or parking violation
- Any other violation as determined by a faculty member

If a student receives an infraction after serving three detentions within any one marking period, she may be asked to appear before the Judicial Council.

Detention must be served at 7:45-8:45 AM on the first Wednesday following the detention notice. (An alternate date and time may be determined by the Head of Upper School.)

A copy of each detention notice will be sent to the student's advisor and to the home of her parents/guardians.

## DISCIPLINARY DEFINITIONS

### Warning

A series of detentions, a violation of the Honor Code or a breach of a major school rule or behavioral standard will result in a formal warning. A warning remains in the student's disciplinary file, and the student's parents/guardians will be notified. A meeting will occur involving the student, her advisor and relevant administrators early in the period of warning to discuss the situation and to make clear the length and conditions of this warning. A subsequent offense in the same category (i.e., Honor Code or Major School Rules) will likely result in suspension or in more serious cases, dismissal.

An **Honor Code Warning** may be issued for violations of personal integrity (e.g., dishonesty or behavior that is insensitive to another person or persons in the community).

A **Disciplinary Warning** may be issued to students who are unwilling or unable to adhere to GA'S basic rules and expectations (e.g., dress code, attendance, driving).

### Administrative Review

When a student is placed under Administrative Review, the effect is probationary. The length of the Administrative Review period and the provisions therein are determined by the Head of Upper School, in consultation with the Head of School, and, if convened, the Judicial Council. A letter will be sent to the student's home by the Head of Upper School, and a meeting will occur early in the period of Administrative Review with the student's advisor, parents/guardians and relevant administrators to discuss the meaning of the event and to make clear the conditions of the Administrative Review.

An **Honor Code Warning with Administrative Review** may be issued when there is a violation of academic or personal integrity that is less than Suspension-level but more significant than a simple Warning-level offense. On an academic matter, in addition to meeting the conditions of Administrative Review outlined above, the student will receive a failing grade (59%) for the assignment.

A **Disciplinary Warning with Administrative Review** applies if a major school rule is broken, or if there is an accumulation of minor offenses (for which the student already has received a Warning).

#### Suspension

A student whose violation of the Honor Code or major school rules is more egregious than a warning-level offense but falls short of dismissal may be suspended. A student also may be suspended for a repeat offense for which she has already received a warning. The Head of Upper School, in consultation with the Head of School and the Judicial Council, will determine the length of the suspension. A suspension is always accompanied by Administrative Review.

During the period of suspension from school, the student shall not be permitted to be on school property and shall not be permitted to attend or participate in any school-sponsored activities.

Notice of the suspension shall be recorded in the student's cumulative disciplinary record, and, if asked, GA will report a suspension to any of the secondary schools, colleges and universities to which the student applies.

A post-suspension meeting will occur involving the student and her family, the advisor and relevant administrators soon after the period of suspension to discuss the meaning of the event in the student's life and to make clear the conditions of the Administrative Review connected to the suspension.

A student who has been suspended during her junior year is not eligible to run for any of the five all-school offices (president, vice president, community service president, athletic board president, arts board president). A senior who has been suspended during her tenure of one of these offices will be asked to resign.

A subsequent suspension-level offense within the same category (i.e., Honor Code or Major School Rules) will likely result in dismissal.

An **Honor Suspension** may be issued when a student has acted in violation of the Honor Code in a manner that is more egregious than would warrant simply an Administrative Review, but falls short of dismissal. Administrative Review will automatically accompany a suspension, the length of which will be recommended by the Judicial Council and the Head of School. Both the suspension and Administrative Review are likely to remain with the student for the duration of her GA career as an indication of the seriousness of the offense.

A **Disciplinary Suspension** may be issued to a student who violates a major school rule or who has accumulated more than one Administrative Review. Administrative Review automatically will accompany any Disciplinary Suspension.

#### Dismissal

A student whose violation of the Honor Code or Major School Rules is more egregious than a Suspension-level offense or who has repeated a breach of any Major School Rule or Honor Code may be dismissed. A student may opt to discuss withdrawal from GA with the Head of School while under disciplinary investigation on a dismissal-level offense.

Notice of the suspension shall be recorded in the student's cumulative disciplinary record, and GA will report a suspension to any of the secondary schools, colleges and universities to which the student applies.

An **Honor Dismissal** may be issued by the Judicial Council and Head of School when a breach of the Honor Code is more egregious than a Suspension-level offense, or if the student is already on Administrative Review for any other type of Honor Code violation.

A **Disciplinary Dismissal** may be issued to a student with a record of repeat rule violations while on Administrative Review or with a single breach of a major school rule or behavioral standard that is extraordinarily egregious.

Parents/guardians must understand that the Head of School reserves the right to deal unilaterally with any disciplinary situation that transcends routine procedures (without recourse to or consultation with the Judicial Council, deans or division heads).

#### The Coordinate Committee on Interpersonal Relationships

The Coordinate Committee on Interpersonal Relationships ("CCIR") is a joint process for addressing potential violations of major school rules that involve students from both schools, including, but not limited to, allegations of

hazing, baiting, stalking, discrimination, bullying, cyberbullying, violence (including relationship violence), sexual harassment, sexual assault, and/or any behavior that encroaches upon the personal rights of others, whether on- or off-campus. The CCIR, and the shared standards of student conduct that the CCIR is meant to uphold, was created in recognition of the longstanding coordinate relationship between Greenwich Academy and Brunswick School, as well as the numerous ways in which our communities and students overlap and interact. The two schools are committed to reinforcing expectations for healthy, respectful, and reaffirming relationships between all members of the shared communities of Brunswick School and Greenwich Academy and are equally committed to the CCIR affording a fair and transparent process to all participating students.

#### What Is The CCIR?

The CCIR is a coordinate committee that has been granted authority by Greenwich Academy and Brunswick School to investigate potential violations of major school rules that involve a Greenwich Academy student and a Brunswick School student. The CCIR will only investigate alleged violations that are referred to it by the schools. As described in greater detail below, once a matter is referred, the CCIR will investigate the allegation, make findings about whether a violation occurred, make recommendations, if any, and refer the matter to the school administrations for a disciplinary determination.

The CCIR is in addition to, and does not change or replace, the existing disciplinary framework for violations of major school rules that do not fall under the CCIR's authority, such as incidents that do not involve students from both schools, or incidents that involve violations of other policies. Neither the CCIR nor the schools' coordinate relationship alter the fact that Greenwich Academy and Brunswick School are separate and independent schools with their own boards, administrations, policies, and procedures, and retain sole authority to impose discipline on their enrolled students for violations of major school rules and other potential discipline events.

#### CCIR Composition

The CCIR will be composed of two faculty members from Greenwich Academy and two faculty members from Brunswick School. Two of the four members of the CCIR will be female, and the other two will be male.

#### How To Report A Violation

If a student believes that another member of the coordinate community has violated a major school rule, they should disclose that to a faculty member, advisor, counselor, or administrator of either school as soon as possible, although there is no specified period of time within which a report must be made. Once informed, the adult who received the information will promptly notify a member of the administration of their respective school. That school will promptly inform the administration of the other school and the two schools will jointly determine whether or not the alleged offense is appropriate for referral to the CCIR. If the two schools cannot reach a consensus on whether to submit a matter to the CCIR and where Greenwich Academy is the school of the accused, the Executive Committee of the Board of Greenwich Academy will make the final decision following consultation with the board chairs of both schools. The schools may also make a report to local and state law enforcement authorities, if necessary.

#### CCIR Investigative Process and Outcome

Once a matter has been referred for investigation, the CCIR will consider all relevant information, including meeting with the students involved and any relevant witnesses. The accuser and accused student are required to participate in meetings of the CCIR. The accused student will be informed by the CCIR of the nature of the possible major school rule violations that have been alleged. The CCIR will conduct itself in a manner that ensures that all students are treated equally and fairly and will take account of confidentiality and privacy concerns as well as the needs of all the involved students. Meetings of the CCIR will not be recorded.

Support services, including counseling and academic accommodations, will be made available if needed.

At the end of its investigation, the CCIR will make findings of fact based on a "clear and convincing" evidentiary standard, which requires more proof than a "preponderance of evidence" standard (i.e., more likely than not), but less than the "beyond a reasonable doubt" standard, which applies in criminal cases. The CCIR will refer the matter for disciplinary action if there is clear and convincing evidence that the alleged offense occurred. Even if the "clear and convincing" standard is not met for the alleged offense, the CCIR may still refer the matter for disciplinary action if the standard is met for a lesser offense, such as if the student showed poor judgment or concerning or questionable behavior.

Consistent with our goal that all students learn and grow from challenges, professional counseling may be recommended or mandated as an appropriate outcome for matters referred to the CCIR.

#### Final Disciplinary Determinations by School Administrations

Once the CCIR determines that a violation has occurred, the investigative findings and recommendation will be communicated to the administrations of both schools for a final disciplinary determination by the school of the accused. All referrals from the CCIR will be communicated to the heads of both schools and their board chairs before a final disciplinary determination is made.

The disciplinary determination by the school of the accused will be communicated to the board chair of the school of the accused and the head of the other school before it is imposed.

Possible outcomes of the process include, but are not limited to, one or more of the following:

- A mediated resolution mutually acceptable to the students
- Formal separation of the students from each other, which could include schedule adjustment and campus restrictions
- Infraction
- Detention
- Warning and administrative review
- Suspension
- Dismissal
- Mandatory counseling services.

The outcome will be communicated to the students involved and their parents. This communication will include the heads of both schools or their representatives.

#### Protection Against Retaliation and Bullying

Both schools will make every effort to protect all students involved in the CCIR process from retaliation and bullying, which are strictly prohibited and violate major school rules. If a participant in the CCIR process complains about retaliation or bullying, the complaint will be promptly reported to the heads of both schools, who will implement, after consulting with each other, appropriate measures to protect the student and prevent the behavior, including disciplinary action for any student found to engage in retaliation or bullying against those who participate in the CCIR process. Greenwich Academy's head of school will determine, after consultation with Brunswick School, whether the accuser and accused need to remain on their respective school campuses during any investigation by law enforcement, the School, or the CCIR.

#### Advisors

Any student meeting with the CCIR may be accompanied by an advisor of their choice from either school, which can be any professional employed by the schools. External advisors or attorneys are not permitted in this process.

#### Law Enforcement Involvement

In the event of a pending or imminent law enforcement investigation of an incident eligible to be referred to the CCIR, the school of the accused will decide whether to defer to the law enforcement investigation, especially in cases where the incident occurred at an off-campus, non-school-sanctioned event. If the law enforcement investigation is suspended or concludes with no arrest made or criminal charges filed, the school of the accused will decide whether to refer the matter to the CCIR for an investigation. In either of the above situations, if a student enrolled at the other school is also involved, the school of the accused will consult with that school before reaching its final decision. If the law enforcement investigation results in the student being arrested or criminally charged, Brunswick School and Greenwich Academy may dismiss the student or suspend the student pending the outcome of the law enforcement investigation.

#### STUDENTS WHO TURN 18 AT GREENWICH ACADEMY

*Greenwich Academy believes in the importance of developing an effective partnership with families to support students during their academic tenure at the school. To help foster such collaboration, GA routinely communicates with parents and/or guardians regarding student progress and other matters and may, at times, require specific permission of a parent/guardian in connection with certain school events (e.g. off campus trips, activities, etc.). For this reason, even though a student may turn 18 while enrolled at GA, the school will continue to maintain regular communication with parents/guardians and will expect the same degree of parent involvement for all students, regardless of age, in all aspects of GA's program. Any student who remains enrolled in the school following her 18th birthday must therefore understand that in choosing to remain at the school, she is providing consent for the school to discuss and/or release information and records to her parents/guardians to the same extent as if she were a minor, including information related to academics, enrollment, attendance, discipline, and health matters and may still require parent/guardian consent for specified activities.*

### ACADEMIC LIFE

Greenwich Academy is a college-preparatory school. Mindful of its responsibility to provide its students with a strong academic program and at the same time to recognize individual talents and special interests, GA provides a balanced offering of required and elective courses. Honors sections in many courses provide able students with academic challenges. Electives are offered in all disciplines, providing students enrichment and variety in academic areas including the arts (visual arts, dance, drama and music).

Students who wish to carry more than three Advanced Placement courses must have the permission of the Head of Upper School.

### GRADUATION REQUIREMENTS

<u>ENGLISH:</u>	Four years
<u>HISTORY:</u>	Three years (including Modern World History and U.S. History)
<u>MATHEMATICS:</u>	Three years (including Geometry)
<u>SCIENCE:</u>	Three years (Biology, Chemistry and Physics)
<u>WORLD LANGUAGES:</u>	Completion of Level III in one language (Arabic, Chinese, French, Italian, Latin or Spanish)
<u>ARTS:</u>	One year (both semesters in a studio or performance course)
<u>HEALTH:</u>	One half-year

Students are required to participate in athletics or physical education for all four years of their Upper School careers.

### COORDINATION WITH BRUNSWICK

Students in Groups X, XI and XII are encouraged to take courses at both Greenwich Academy and Brunswick School. Coordination for Group IX is limited to language, history, science and arts. Students attending classes or taking part in functions at Brunswick are subject to the regulations of the Brunswick School and Greenwich Academy.

### MARKING SYSTEM

A+	98-100	C+	77-79
A	93-97	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
		F	59 or below

GA and Brunswick have the same standard for Honor Roll: Honors, 88.0 and up; High Honors, 93.0 and up.

Brunswick and GA Upper School students sit for mid-year and final exams in their academic subjects. The exams are weighted as 20 percent of the semester average. Thus, a semester grade is based on the two quarter grades (40 percent each) and the exam grade (20 percent). First and second semester grades are averaged equally to yield the final course grade.

AP students take the AP exam and do not take a final exam.

### LETTER GRADES

A = Top level of achievement both in the mastery of the material and performance.

B = High level of achievement with a firm grasp of the material and consistently good performance.

C = Satisfactory achievement with a basic understanding of essential material.

D = Weak achievement in handling the material and generally weak performance.

F = Failure to sustain even a minimal achievement in understanding the elementary aspects of the material.

### EFFORT/COOPERATION GRADES

3 Student demonstrates outstanding effort and cooperation beyond the normal requirements of the course.

- 2 Student fulfills the requirements of the course and consistently meets the teacher's expectations regarding effort and cooperation.
- 1 Student does not demonstrate the effort and/or cooperation necessary to meet the requirements of the course. A comment from the teacher must be enclosed with this grade.

Parents/guardians will be notified by email when reports are available online in early November, late January, early April and late June. Comments from all teachers are included in the November and April reports. Comments for physical education and dance classes are written in November, February and June. Personal advisors write comments at the end of each semester. If necessary, Interim Reports are posted online midway through each quarter to indicate existing deficiencies and plans for improvement.

No grades will be changed unless the school has made a computational error. No students or parents/guardians may ask for additional work, extra credit or re-takes for a grading term that has already passed.

#### ACADEMIC INTEGRITY

Academic integrity is at the foundation of any educational institution and is fundamental to Greenwich Academy. All members of the Upper School are bound by the same standards of intellectual honesty, and all are responsible for understanding and acting upon those standards. A student's name on her work is her pledge that the work is her own. Issues of academic honesty are complex, but in general, the expectation is that every individual will abide by the principles of fair work and will acknowledge the source of ideas and words. Greenwich Academy guides students in appropriate methods of scholarship; **when in doubt, students should seek clarification from their teachers.** In an effort to provide clarity, some examples of academic dishonesty are:

- Copying someone else's work, whether on homework, a quiz, lab report, paper, test or examination.
- Giving or receiving unauthorized assistance on any form of work completed for credit, including quizzes or tests taken by other students in previous years.
- Using unauthorized notes during an examination, test or quiz.
- Giving or obtaining information about an examination, test or quiz given in an earlier section of the course.
- Submitting work done for one course as original work for another course.
- Taking another's ideas and using them as one's own, whether consciously or unconsciously, deliberately or inadvertently. Plagiarism occurs in the absence of proper citation and generally takes the form of verbatim copying, unacknowledged paraphrasing of original ideas or appropriation of the structure or series of phrases from another's work.
- The unauthorized use of translators in language classes.

#### GPA's

Students' grade point averages are not recorded on school records but are used when determining High Honors and Honors status at the end of the first semester and at year's end. In calculating GPAs, GA adds 5 points in Honors and AP classes and 2.5 points in Accelerated Math classes. Students at Greenwich Academy are not ranked.

#### CUM LAUDE SOCIETY

The Cum Laude Society, modeled on Phi Beta Kappa, was founded in 1906. The Greenwich Academy Chapter was installed in 1977. The purpose of Cum Laude is "to promote learning and scholarship in secondary schools and to recognize scholastic achievement." Greenwich Academy members are chosen from those students in the senior class who have distinguished themselves academically throughout their Upper School experience. A maximum of 20 percent of the senior class may be elected to Cum Laude membership. Especially outstanding students may be selected at the end of their junior year. Students must have completed a minimum of three semesters in GA's Upper School to be considered for Cum Laude.

#### ADVANCED PLACEMENT COURSES

An Advanced Placement course is a college-level course offered in the Upper School, chiefly in Groups XI and XII. Students are carefully selected for AP courses according to the following criteria: recommendations of previous teachers, suitable grades in relative subjects earned the previous year, suitable College Board scores relevant to that subject and due consideration of the student's total academic load. The work of a typical AP course might involve homework of one hour or more each night. A sufficiently high score on an AP examination may earn credit in college. Students enrolled in AP courses are required to take the AP examinations in those disciplines. On rare occasions, students may be allowed to sit for an AP examination without having taken the course.



### HONORS COURSES

Honors course work is expected to show greater depth, inferential reasoning or creativity than a regular-level course. An Honors course also may involve a greater volume of subject matter to be covered than a regular course. Students who meet stated pre-requisites are recommended for Honors courses by the department chair after a consultation with the teacher of the previous year and a review of the relevant student records.

### COURSE CHANGES

Students may not add or drop courses or change sections without the permission of the Head of Upper School. If a student moves from one course to another either mid-quarter or mid-semester, teachers of both courses determine the cumulative average for the marking period in question in consultation with the registrar. If a student has completed course work for a full semester and subsequently moves into another course, the grades recorded for both of those courses will remain on the report card and transcript.

### COURSE POLICY SHEETS

Every fall in the opening days of classes, teachers distribute policy sheets to students in which they outline their course objectives, expectations and grading policies.

### TECHNOLOGY IN THE CLASSROOM

The school's laptop computer program integrates technology skills that promote project-based, student-centered learning and the development of media and information literacy. In the Upper School, technology plays a prominent role in instruction, research and communication; therefore, all students are expected to come to class with a working laptop. Students are expected to adhere to all rules regarding the use of technology and to use it appropriately in the classroom. Unauthorized photography and/or recording in class or any group meeting is considered a breach of trust and of the major school rules.

### HOMEWORK

Upper School students should expect three hours of homework per night. This does not, however, include time for special long-term assignments such as research papers. Students in Honors and Advanced Placement courses should anticipate additional time for course preparation.

Teachers who electronically post the next day's assignments must do so by 5 PM. All assignments must be posted on school days.

### SUMMER READING

Upper School students are assigned summer reading for their English and history courses and occasionally for other courses as well. Students should be prepared for assessments of this material during the following school year.

### TEST POLICY

When a student learns that she will have more than two major assessments (a test, lab, major essay or paper constitutes a major assessment) scheduled within one school day, she is encouraged to make arrangements as early as possible with her teachers to reschedule one of those assessments.

### MAKE-UP TESTS

In-class assessments that require rescheduling due to absence must be arranged with the teacher during a mutually convenient time and in an appropriately supervised location. A test missed as the result of an unexcused absence or one that is not taken promptly upon the student's return is subject to point deductions determined by the individual teacher. Policies on make-up work will be outlined clearly in writing by each teacher at the beginning of the year.

### STANDARDIZED TESTING

A school testing and evaluation program assists a student, her teachers and her advisors throughout her years at GA. All group testing comes under the supervision of the Office of College Counseling, which apprises students of upcoming test dates and pertinent information. Please see the College Counseling web pages on the GA website for further details.

### TUTORING POLICY

See TUTORING POLICY in GENERAL SCHOOL POLICIES.

## STUDY PERIODS

Students are encouraged to make wise use of their free time. During the first quarter, only those students on academic warning are assigned to study hall. During the second, third and fourth quarters, anyone who has earned a grade of C- or below or an effort grade of 1 at the end of the preceding quarter may be required to attend study hall.

## TEACHER ABSENCES

When a teacher is absent, an attempt is made to provide a substitute. Students are expected to report to the classroom and wait for further instructions and assignments. Students are responsible for keeping all homework and other assignments up to date.

## ACADEMIC WARNING

If there are consistent concerns relating to a student's failure to thrive in GA's academic environment as evidenced in any combination of grades, effort and/or sustained learning, a student may be placed on:

### Academic Warning

All teachers, the school counselor and learning specialist will be solicited for feedback by the class dean. A plan of action will be developed with the advisor, student, learning specialist and class dean followed by a meeting of the parents/guardians, advisor, Head of Upper School or Assistant Head of Upper School to outline concerns. The plan of action will be agreed upon and may include attendance at study halls during free periods and evidence of consistent, proactive efforts.

Sustained concerns and/or a lack of progress can lead to a student being placed on:

### Academic Final Warning

Continued concerns will be communicated in person to a student and her parents/guardians by the class dean. An adjusted schedule may be required. In addition, the re-enrollment contract will be withheld until an end-of-semester conference with Head of School, Head of Upper School, advisor and parents/guardians. Parents/guardians, with the support of GA, should consider alternatives in case the contract cannot be released.

Any other subsequent concern will result in a non-renewal of the contract for the following year. Greenwich Academy will work with parents/guardians to place the student in a more suitable academic environment.

## STUDENT LIFE

Students are encouraged to develop close, working relationships with their teachers, advisors and class dean.

### Advisors

The advisor plays an important role in the student's academic and social development. Assigned to students new to the Upper School and selected by returning students, the advisor meets at least three times weekly with his/her advisory group. The advisor serves as an advocate for the student, helps the student in planning the curriculum for the following year and, twice a year, writes comments about the student's overall performance and involvement in school. Teachers communicate with advisors to record significant developments in a student's academic life. **Advisors should serve as the first line of communication between parents/guardians and the school. After the advisor is contacted, the order of communication may proceed to class dean and then to the Head of Upper School.**

### Class Deans

Class deans oversee the welfare of an entire grade level, academically and socially. The class dean meets with the class once a week. Deans work with students on planning group activities and consult students on matters of major social, academic or disciplinary significance. A dean coordinates the grade level advisory team and meets regularly with the Head of Upper School and the other deans.

Contact information for the Class Deans can be found in the front of the Student Planner on the Greenwich Academy Upper School Administrative Directory page.

### College Counseling

As a college-preparatory school, GA is committed to preparing young women to thrive in any college setting. The College Counseling Office aims to match each student's abilities, strengths, personal preferences and career aspirations to the best possible college or university.

The college counseling process is dedicated to a highly personalized experience. College counseling assignments are made by advisory group in the winter of junior year. At that time, the college counselors begin meeting individually with each girl and her parents to discuss her college planning process. In addition to the one-on-one meetings held during the junior and senior years, counselors also conduct workshops for Group IX and X parents on various aspects of the college admissions process.

#### Counseling

The Upper School counselor is available as a resource for students and parents for confidential counseling needs. Should students require ongoing support, the Upper School counselor will make recommendations and referrals.

#### Learning Specialist

The Upper School learning specialist reviews psychoeducational evaluations, writes educational plans and works with students, faculty and other sources of educational support.

#### Matters of Student Welfare

Greenwich Academy strives to establish a sense of community and mutual trust where students feel supported in their academic as well as social-emotional development. Students who wish to receive information, supportive counseling or treatment related to health/mental health issues have several professional resources at school to talk to. They can speak to the school counselor, school psychologist and/or the school nurse. These resources are available to students who wish to discuss concerns about themselves, family members or peers. Students do not need a referral from teachers, advisors, coaches or administrators to talk to these resources. However, teachers, advisors, coaches or administrators can be instrumental in connecting students and/or their families to counseling resources at the school.

Students demonstrating symptoms related to health/mental health issues, including, but not limited to, eating issues, depression, anxiety, alcohol or drug abuse or self-harm behaviors will meet with the Upper School counselor, school nurse and/or Head of Upper School.

The school may require a family to provide certification from a qualified medical and/or mental health professional establishing that the student's continued enrollment does not pose a threat to her own health or safety or to the health or safety of others. In addition, the school reserves the right to refer the student to a specialist(s) recommended by the school.

In consultation with the student's doctor, therapist and/or treatment facility, Greenwich Academy will try to accommodate the student's needs. If necessary, the school is prepared to *determine* reasonable adjustments in the student's academic program, *including pass/fail in lieu of grades*. Please note, however, any adjustments will be subject to meeting GA's guidelines.

If a student who has been identified refuses referral and/or treatment, the school reserves the right to suspend or enforce withdrawal of a student if, in the judgment of the Head of School, the student's continued enrollment is not in the best interest of the student or jeopardizes the student's welfare, the welfare of other students or the general welfare of the school.

#### DAILY LIFE AND RESPONSIBILITIES

This information details the daily routine of life at the Upper School. Please be reminded that an accumulation of a series of minor offenses in this area and/or a pattern of unexcused absences from school, activities or appointments will be grounds for discipline.

#### Attendance

Because the Upper School believes that real education and understanding come from continuous and consistent engagement in classroom activities, as well as ongoing communication between teacher and student, parents/guardians and students must prioritize daily attendance.

- The school day begins at 7:45 AM (or 8:45 AM on Wednesdays), regardless of whether or not a student has a first-period class.
- Students should avoid scheduling off-campus appointments during the school day (which extends until their final commitments: i.e., 4:00 PM for PE and dance classes, 5:30 PM for interscholastic sports practices).
- If a student is ill, a parent/guardian must call the Upper School Office (203.625.8980) by 7:45 AM on the day of the illness.

- If a student becomes ill during the school day, she must be excused by either the school nurse, the Head of Upper School or the Assistant Head of Upper School before leaving school.
- Students who leave school for any reason before their last commitment of the day must sign out at the Upper School front desk.
- Students who miss three blocks or more of a school day will be marked as absent for that day.
- Prior to breaks and vacations, students are expected to be in school until the end of their final commitment for the day. They are due back the day school resumes.
- Excused absences include medical emergencies, family emergencies, religious holidays, GA-sponsored activities, college visits (seniors only). In the case of any emergency situations, please contact the school immediately.
- A Planned Absence form is required in cases where the student and family are anticipating an absence from school. This form is available from the Head of Upper School and can be accessed on the GA website. This form must be submitted at least three academic days in advance of the planned absence and must be signed by all the student's teachers.
- Unexcused absences (e.g., early departure/return from vacation, elective off-campus activities, etc.) and/or tardiness, if excessive, will elicit a response from the school. All absences will be noted on the student's report card. If a student has more than three unexcused absences or a total of five missed meetings of any class in an academic quarter, she may be placed on Absence Warning and may receive a grade of incomplete in those classes for the quarter. Should a similar pattern of absence or tardiness occur in a subsequent quarter, disciplinary action may be considered and her re-enrollment contract may be withheld.
- Students arriving after 10:30 AM may not participate in any co-curricular activities, including athletic practices and games, performance rehearsals and productions, or other school-sponsored events.
- On the day of an AP exam, students in that course are expected to attend classes that do not conflict with the time of the test.

#### College Visits

Given that strong academic performance is an extremely important criterion in the selection process for college admission, students are urged to keep absences to a minimum and should not exceed three days per semester. The recommended time for extensive college visitation is during vacations (the spring vacation of the junior year and the summer between junior and senior years).

Seniors who find it necessary to be absent from school for college visits or interviews should be familiar with the following:

- A College Visit form must be completed and submitted to the Head of Upper School at least three days prior to the proposed visit. A member of the Office of College Counseling first must approve the visit.
- Any visit undertaken without proper prior approval will be deemed an unexcused absence and will be dealt with accordingly.
- The school reserves the right to withhold permission for college visits that it judges to be excessive and/or frivolous.

#### Driving and Parking

- Driving to school is permitted for seniors who have a valid driver's license and have registered their vehicles with the Upper School Office.
- A current parking sticker must be affixed to the left side of the rear window of the registered car. Anyone who drives an unregistered car to school risks losing her driving privileges.
- Unauthorized, reckless, improper or discourteous operation of a motor vehicle on school grounds or at any school-sponsored activity may result in disciplinary action.
- All accidents in the GA parking lots, immediate neighborhood, or at any school-sponsored activity must immediately be reported to the parties involved, to the appropriate Dean and to the Head of Upper School.
- Driving between GA and Brunswick during the school day is forbidden.
- No one may park at the top of the circle, and no student may park in the faculty lots during school hours. However, if there is a space available in the faculty lot after the academic day has ended, a student may park in it.
- GA discourages students from transporting underclassmen (freshmen or sophomores) as passengers. Such arrangements are the sole purview of each girl's parents/guardians. GA cannot be responsible for monitoring all drivers and their passengers. Parents/guardians of drivers should have detailed

discussions with their daughters regarding the responsibilities as well as the potential risks and liabilities of such arrangements.

DRESS CODE

Upper School Uniform Requirements

Academic Uniform

**Kilt:** (must be mid-thigh length) or **Khaki pants** (any style except cargo – no denim or spandex).

**Shirt:** Polo shirt with collar or GA gear (see box below).

**Leg Covering:** Solid black tights, leggings, dance pants or black spandex.

No sweatpants.

**Shoes:** Athletic shoes, or any closed-toe shoe. No flip-flops, sandals or slippers.

**Optional:** GA Fleece or GA Sweatshirt or a solid colored black sweater – To be worn over an allowable shirt (see box below):

College sweatshirts – *for Seniors only.*

<b>EVERYDAY WEAR</b>			
Students may wear the following colored polo shirts with the kilt or khaki pants according to their Group:			
Group IX	white, black or yellow		
Group X	white, black, yellow or hunter green		
Group XI	white, black, yellow, hunter green or navy blue		
Group XII	white, black, yellow, hunter green, navy blue or red		
OR			
Any GA shirt, GA sweater or GA sweatshirt sold in the School Store or by a GA team or organization (e.g. athletic gear flash sales, etc.)			
<b>CLASS COLORS:</b> Students must wear their <u>class color polo</u> on Class Color Days: <i>Opening Day, School Picture Day, Ingathering, Mumming, Martin Luther King Jr. Assembly, Charter Day Assembly and all awards assemblies.</i>			
Group IX	Yellow	Group XI	Navy Blue
Group X	Hunter Green	Group XII	Red

*GA kilts and polo shirts can be purchased from Mills, Inc. or picked up gently used in the Clothing Nook (on campus). The School Store has samples to try.*

*Mills Uniforms, Inc., 1834 Market Street, San Francisco, CA 94102 (www.millsweat.com or 800.541.1850)*

DINING HALL/FOOD IN UPPER SCHOOL

Food service is available in the Dining Hall during the following hours:

Breakfast:	7:15 AM to 8:00 AM (for faculty, staff and	the senior class
		only)
Snacks:	9:00 AM to 10:15 AM	
Lunch:	11:30 AM to 1:30 PM	

Snacks are also provided in the US Student Center prior to athletic practices.

Students may not order in food (nor may parents drop it off) during the academic day without permission from the appropriate class dean.

To promote the safety of all our students, we make every effort to be “nut aware” in the Upper School. We ask that students and families be extra vigilant in checking ingredients before sending or ordering food into school that might contain peanuts or nuts.

LOST AND FOUND

A lost-and-found bin is located in the Student Center.

Periodically the lost-and-found bin will be emptied. Students will be notified, in advance, through their school email accounts. Any items remaining after notification will be donated to charity.

### MAILBOXES

At the start of the year, each student will be assigned an individual mailbox in the Student Center. Students are expected to check their boxes on a daily basis to collect notices such as student schedules, infractions and messages.

### CO-CURRICULAR ACTIVITIES

#### Athletics

GA is committed to fostering a high level of physical fitness in its students and an appreciation for healthy competition and rivalry in the realm of athletics. The Department of Athletics and Physical Education offers a wide range of interscholastic sports and physical education programs. The athletic requirement can be met each season by playing on an interscholastic team, taking a physical education course or participating in the dance program. Students also are required to take two semesters of health education during their time in the Upper School. Spectators are expected to abide by the guidelines as outlined under SPECTATOR POLICY.

#### Performing Arts

In addition to the rich course offerings in the arts, students may elect to participate in after-school productions on either the Greenwich Academy or Brunswick School campus.

#### Community Service

To promote giving of one's time and talent to those in need, the Upper School maintains a thriving community service program under the leadership of the Director of Community Engagement. Students in all clubs are encouraged to plan and organize volunteer opportunities to help others. Examples of current projects include working with children in local after-school programs, serving meals at local shelters and assisting the elderly in the community.

#### Student Government

The main governmental body in the Upper School is Forum. The purpose of Forum is to provide a venue for regular discussion of issues vital to the well-being of the school community and to prepare specific recommendations for consideration by the Head of School.

Members are:

- Head of School
- Head of Upper School
- Assistant Head of Upper School
- President of School
- Vice President of School/Honor Board President
- President of Arts Board
- President of Athletic Board
- President of Community Engagement
- President of Diversity, Equity and Inclusion
- Class Presidents
- Class Vice Presidents

#### Honor Board

The Vice President of the School serves as head of this committee. The Assistant Head of Upper School serves as the faculty advisor. The purpose of this board is to provide a student forum to discuss matters of school life and personal integrity. Members of the Honor Board also serve as representatives on Judicial Councils.

#### Clubs and Publications

To foster self-discovery, personal enrichment and connection with peers and faculty, the Upper School has a wide variety of clubs and publications. Meetings are scheduled before school, after school and on weekends. During the first few weeks of the school year, a special assembly introduces the student body to the various extracurricular possibilities.

#### Field Trips, Assemblies and Other Student Activities

Upper School students, faculty or parents/guardians who wish to plan and/or schedule a trip, assembly program or any other activity should seek approval of the Head of Upper School and then work with the Assistant Head of Upper School, who will help with scheduling and will enter the event on the school calendar.

### Senior Privileges

Seniors who are in good standing may, with approval by the school and parents/guardians, be granted off-campus privileges. This means that they may leave campus during free periods and lunch. This does not mean that they may arrive late to school. An additional senior privilege may be granted in the spring. This privilege must be requested by the class and is not granted automatically. It allows seniors to arrive at school in time for their first academic class. Until this privilege is granted, all seniors are expected to be on campus by 7:45 AM. Both group and individual senior privilege status are subject to review at any time.

### Junior Privileges

In the spring of its junior year, the class may present a Request for Junior Privileges to the Head of Upper School. The request outlines the proven responsibility of the class and may or may not be granted.



## APPENDIX I TECHNOLOGY USE POLICIES

### Rights and Responsibilities

Every Greenwich Academy student using the computer systems has a responsibility to respect and protect the rights of every other user of the computer systems. Students are expected to abide by the principles of academic and personal honesty and integrity in using the computer systems. Each and every student user hereby agrees to adhere to all school rules and to follow this acceptable-use policy. Any student user who fails to adhere to her responsibilities under this policy shall be subject to discipline up to and including expulsion from GA. Further, students who observe or otherwise learn of student violations of this policy are expected to report such misconduct to their division head or the Head of School.

### Monitoring of Computer Systems

Students are responsible for appropriate behavior on GA'S computer systems just as they are in a classroom or a school hallway. It is expected that student users will comply with GA'S standards of conduct and will act in a responsible and legal manner at all times in accordance with GA'S standards, as well as with state and federal laws.

As part of the monitoring and reviewing process, Greenwich Academy will retain the capacity to bypass any individual password of a student or any other user. The system's security aspects, such as personal passwords and the message-delete function for email, can be bypassed for these purposes. The monitoring and reviewing process also includes oversight of Internet site access and of document downloading and printing.

Therefore, all users must be aware that they should not have any expectation of personal privacy in the use of these computer systems.

Further, Greenwich Academy will use Internet filtering software to prevent student access to inappropriate websites and/or materials (i.e., websites and/or electronically available materials that are obscene, contain child pornography or are harmful to minors).

### Student Conduct in Connection with Computer Systems

Student use of Greenwich Academy's computer systems is limited **solely** to legitimate educational purposes. Accordingly, personal use of GA's computer systems is expressly prohibited.

Conduct that constitutes inappropriate use includes, but is not limited to, the following:

- Creating, communicating or knowingly accessing or attempting to access any form of harassing, threatening or intimidating message, website or any other electronic material, at any time, to any person (such communications also may be a crime).
- Gaining or seeking to gain unauthorized access to computer systems.
- Damaging or attempting to damage computers, computer files, computer systems or computer networks.
- Downloading or modifying or attempting to download or modify GA's computer software in violation of GA's licensure agreement(s) and/or without authorization from a teacher or an administrator.
- Using, distributing, communicating or otherwise revealing another person's password or any other personally identifiable information, including, but not limited to, the person's name, user identification, password, account number, address, phone number, social security number or credit card number, under any circumstances.
- Knowingly accessing or attempting to access, trespassing or attempting to trespass in or tampering or attempting to tamper with any other person's folders, work or files.

- Creating, communicating, using or knowingly accessing or attempting to access any email message, website, address or any other electronic material that breaches GA's confidentiality requirements, or the confidentiality of students.
- Creating, communicating, using or knowingly accessing or attempting to access any message, website or any other electronic material that breaches GA's policies, including, but not limited to, GA's policies and school rules.
- Accessing, downloading, viewing, sending or otherwise using or attempting to access, download, view, send or otherwise use any copyrighted material over the system in violation of applicable law.
- **Using or attempting to use the computer systems for any personal purpose, or in a manner that interferes or is inconsistent with GA's educational programs, including, but not limited to, accessing, uploading, downloading or viewing or attempting to access, upload, download or view inappropriate links, websites, addresses or any other electronically available materials.**
- Creating, communicating, using or knowingly accessing or attempting to access any material that is obscene, contains child pornography or is harmful to minors.
- Creating, communicating, using or knowingly accessing or attempting to access email communications or information on the Internet for non-educational purposes, including transmitting or receiving obscene, abusive, lewd, vulgar, rude, disrespectful, degrading, inflammatory, threatening, sexually suggestive or otherwise inappropriate language.
- Sending or accepting receipt of bulk or mass postings of email that do not have direct relevance to all recipients (including chain emails).
- Sending email to or accepting receipt of email from individuals or organizations who cannot be identified. All electronic mail, including attachments, from unknown sources should be deleted or forwarded to the appropriate technology support staff.
- Knowingly accessing or attempting to access the computer systems, Internet or email of another person, including, but not limited to, another student; using accounts other than those provided by GA for school purposes.
- Using or attempting to use the computer systems for commercial purposes or financial gain.
- Using or attempting to use the computer systems for any form of illegal or inappropriate behavior.

Students expressly agree that they are responsible for rejecting the receipt of any links, websites, addresses or any other electronic material that violate the policies or school rules of Greenwich Academy.

In addition, as noted above, if a particular behavior or activity generally is prohibited by law, GA policy or any other school rules, use of these computer systems for the purpose of carrying out such behavior or activity also is prohibited.

Misuse of the computer systems or violations of these policies and/or school rules may result in loss of access to such computer systems as well as other disciplinary action up to and including expulsion from Greenwich Academy.

Any student who is aware of problems with the use of these computer systems or is aware of misuse of these computer systems, should report this to her teacher or division head immediately.

Most important, GA expects and encourages any student who receives any harassing, threatening, intimidating or any other improper message or any other communication or transmission through the computer systems to report this immediately to the division head or Head of School. It is the policy of Greenwich Academy that no student should be required to tolerate such messages, communication and/or treatment, regardless of the identity of the sender of the message. Students must report these events immediately.

As previously stated, students are expected to follow these guidelines at all times when using computers, computer systems, networks and/or the Internet. Failure to follow this policy and/or any other school rules may lead to disciplinary action up to and including expulsion from Greenwich Academy.

#### Internet Safety

Greenwich Academy will take measures to ensure the safety and security of students when using email, chat rooms and other forms of direct electronic communications; to prohibit unauthorized access, including “hacking” and any other unlawful activities by minors online; to prohibit unauthorized disclosure, use and dissemination of personally identifiable information regarding students; and to restrict students’ access to online materials harmful to minors, including obscene materials and child pornography.