

Student Handbook

2023-2024



Griswold High School

WELCOME TO GRISWOLD HIGH SCHOOL

Parents/Guardians and Students:

We warmly welcome you to Griswold High School. The administration, faculty, and staff are dedicated to providing a safe and comfortable environment for students to maximize their learning and grow in preparation for a successful future in today's exciting world. Our goal is to educate for excellence by empowering students to become compassionate, confident, creative, resourceful members of society. We want our students prepared to reach their highest potential; whether that be college, competitive career, continued training and/or the military.

Griswold High School is home to students from Griswold, as well as Canterbury, Voluntown, Lisbon, Norwich, Preston, Sprague and Franklin. Parents and educators alike are responsible for preparing our students for today's fast paced and ever-changing world. We focus on student's taking an active role in maximizing their education by emphasizing student engagement, personalized learning, and rigorous course content and curriculum. In addition, we strive to provide our students with multiple opportunities to demonstrate, give and receive feedback, and grow in all areas of Griswold's Vision of the Graduate: Critical Thinker, Resilient Problem Solver, Engaged Citizen, Effective Communicator. These are essential skills needed in today's world. Students are required to graduate from high school with the most challenging courses available in all areas of Humanities, Science, Technology, Engineering and Mathematics. As a professional and collaborative learning community, all academic departments work to provide a unique and personalized learning experience for all students based on a foundation of respect for one another and our school community.

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

We encourage students to take advantage of the many challenging and exciting opportunities Griswold High School has to offer, while building lasting memories and friendships within the school community. Administration, faculty and staff are here to support students through their journey. I look forward to a wonderful and exciting 2023-2024 school year!

Erin Palonen
Principal, Griswold High School



Effective Communicator

The Griswold graduate demonstrates an ability to communicate effectively and confidently through writing, speaking, listening, presenting, collaborating and other forms of creative expression.

Resilient Problem Solver

The Griswold graduate demonstrates an ability to achieve goals by taking risks, and solving problems with flexibility, strategic planning, attention to detail, and perseverance.

Critical Thinker

The Griswold graduate demonstrates an ability to gather and evaluate information, analyze objectively, form a judgment, develop a hypothesis, and initiate inquiry through the mastery of multiple literacies.

Engaged Citizen

The Griswold graduate demonstrates an ability to engage in service-oriented and civic-minded activities and to utilize cultural literacy and integrity to make responsible and culturally sensitive decisions.

Table of Contents

Faculty and Staff Information	4
Academic Information	6
Student Activities	14
School Services	16
School Procedures	20
Behavioral Expectations and Guidelines	40
Student Code of Conduct	47
Board of Education Policy	57
Rights of Questioned Students and Faculty	61

Faculty and Staff Information

Administration

Erin Palonen, Principal
Art Howe, Associate Principal
Christopher Champlin, Director of Special Education
Stephen Cravinho, Athletic Director

Administrative Assistants

Melissa Blondet, Main Office
Pamela Getter, Nurse's Office
Jennifer Lowell, Main Office
Darlene Melgey, School Counseling
Melissa Russell, Attendance

Art

Cordelia Baker

Business

Jodene Bromley
Greg Schoen
Melissa Wooten

English

Brian Browne
Beth Gervase*
Jennifer Kinsall
Timothy Moore
Sarah Schatz
Kelsey Tobler
Michelle Yu

Family & Consumer Science

Briana Neeley

Health Sciences

Deborah Laliberte*

Health & Physical Education

James Bruno
Kostas Efthimiou
Melissa Moore
Alecia Sexton
Jennifer Whelan

History

Cole Bocciarelli
Douglas Craig*
Craig Demars
Spiro Mandes
Connor McManus
Logan Tonucci

Math

David Blanchard
Matthew Camarco
Dana Cooke
Katie Trudelle
James Wilson*
Julia Zawacki

Music

Michael Albaine
Raymond Churchill
Amanda Richmond

Science

Nancy Coolidge
Erik Gynther
Lori Hatajik*
Tiffani Kaminski
Katia Kingston
Stacey O'Donnell

Technology

Tim Conner
TBD
Andrew Meislitzer*
James Rand

World Language

Kasey Hosmer*
Nathan Moore
Carmen Oulahan
Rebecca Santana

Special Education

David Bennett
Meghan Davis
Amanda Gates-Lamothe
Jennifer Howe
Stacey Jewell
Jessica Viccarelli*

*Academic Team Leader

Community Service Coordinator
Jaselyn Caviness

Main Office: 860-376-7640
Nurse's Office: 860-376-7647
School Counseling Office: 860-376-7680

Interventionists
Stephanie Rourke, Reading
Julie Stillman, Math
Rebecca Rodriguez-Moore, ELL

Library Media Specialist
Laureen Anthony

Nurse
Stephanie Bibeau

Security
James Collins

Support Staff
Stefanie Burelle, Social Worker
John Cormier, School Psychologist
Lorenzo Chavez, School Counselor
Sheila DePonte, Student Supervisor
Kiley Flynn, School Counselor
Samantha Grader, Speech & Language Pathologist
Caitlin Pichette, School Counseling Intern
Elaine Taylor, Director of School Counseling

Technology Support
Corey Beck
Jill Curioso
Kyle Gunderman
Lisa Sawyer

Vocational Coordinator
Meg Czmyr

To contact any member of the GHS faculty by email, use first initial last name @griswoldpublicschools.org (e.g. AHowe@griswoldpublicschools.org for Mr. Howe)

Academic Information

Daily Schedules

Regular School Day Schedule	
7:35 - 8:53	Period A
8:58 - 9:40	FLEX
9:45 - 11:03	Period B
11:08 - 12:56	Period C & Lunch Waves 11:08-11:38 - 1st Lunch 11:47-12:17 - 2nd Lunch 12:26-12:56 - 3rd Lunch
1:01 - 2:19	Period D

Two Hour Delay Schedule	
9:35 - 10:33	Period A
10:38 - 11:36	Period B
11:41 - 1:15	Period C & Lunch Waves 11:41 - 12:11 - 1st Lunch 12:13 - 12:43 - 2nd Lunch 12:46 - 1:16 - 3rd Lunch
1:21 - 2:19	Period D

Half Day Schedule	
7:35 - 8:26	Period A
8:31 - 9:24	Period B
9:29 - 10:22	Period D
10:26-12:00	Period C & Lunch Waves 10:26 - 10:56 - 1st Lunch 10:58 - 11:28 - 2nd Lunch 11:30 - 12:00 - 3rd Lunch

EARLY DISMISSAL INFORMATION

In the event of early dismissal due to weather or other circumstances:

- Every attempt will be made to provide lunch to all students.
 - Dismissal times may vary for tuition town students.
 - All students will remain in class/cafeteria until dismissal.
- It is essential that all students listen to the announcements.

Grading and Marking System

Grades are reported numerically in Infinite Campus and on report cards.

Numerical Grade	Letter Equivalent
97-100	A+
93-96	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
68-69	D+
66-67	D
65	D-
<65	F

Student grades can be viewed and monitored through Infinite Campus and are to be updated by teachers on a minimum of a biweekly basis. Each quarter, Progress Reports are posted at the midpoint and Report Cards are posted a maximum of five days after the end of the quarter. All incompletes due to extenuating circumstances must be cleared no later than 10 school days after the end of the marking period.

Final Grade Calculation

1.0 Credit / Full Year Course

<i>Final Grade</i>					
<i>Semester 1 Average 50%</i>			<i>Semester 2 Average 50%</i>		
<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>Midterm</i>	<i>3rd Quarter</i>	<i>4th Quarter</i>	<i>Final Exam</i>
<i>20%</i>	<i>20%</i>	<i>10%</i>	<i>20%</i>	<i>20%</i>	<i>10%</i>

0.5 Credit / Half Year Course

<i>Final Grade</i>		
<i>1st/3rd Quarter</i>	<i>2nd/4th Quarter</i>	<i>Final Exam</i>
40%	40%	20%

Honor Roll

Honor Roll is determined quarterly using the following criteria:

High Honors	Quarter unweighted GPA 93-100 No grades < 85
Honors	Quarter unweighted GPA 87-92.99 No grades < 80
General Honors	Quarter unweighted GPA 80-86.99 No grades < 75

Grade Promotion

A student's grade classification depends upon his/her actual earned credit status, not on the number of years he/she has been in high school. Students are promoted according to the following accumulation of credits

Grade 10	6 credits
Grade 11	12 credits
Grade 12	18 credits

Graduation Requirements

A Griswold High School diploma will be awarded following the successful completion of:

10.0 Humanities Credits	4.0 credits of English
	3.0 credits of Social Studies, including 0.5 credit of Civics
	1.0 credit of World Language
	2.0 credits of Humanities courses of choice
9.0 Science, Technology, Engineering, & Mathematics (STEM) Credits	3.0 credits of Science
	3.0 credits of Mathematics
	3.0 credits of STEM courses of choice
1.0 Physical Education Credit	0.5 credit of Physical Education 9
	0.5 credit of Physical Education 10
1.0 Health Credit	0.5 credit of Health

	0.5 credit of Safety & Wellness
1.0 Capstone Credit	0.5 credit of Capstone - Personal Finance
	0.5 credit of Capstone - Vision of the Graduate
1.0 Community Service	40 hours (or prorated equivalent)
2.0 Electives	Courses of Choice
Total Credits	25.0 Credits

Credits

A credit is defined as a class of block time, per year, equivalent to 200 minutes per week. One-half credit is given for courses that complete work in one semester for every other day courses or one quarter for every day courses. Only courses taken in grades nine through twelve, inclusive, and that are in accordance with the state-wide subject matter content standards, adopted by the State Board of Education shall satisfy this graduation requirement. A student may be granted credit (1) toward meeting the high school graduation requirements upon the successful demonstration of mastery of the subject matter content described in this section achieved through education experiences and opportunities that provide flexible and multiple pathways to learning, including cross-curricular graduation requirements, career and technical education, virtual learning, work-based learning, high school courses taken during middle school (taught at the high school campus only), service learning, dual enrollment and early college courses, internships and student designed independent studies or (2) for the successful completion of coursework at an institution accredited by the Department of Higher Education or regionally accredited. A three-credit semester course, or its equivalent, shall equal one-half high school credit.

State Mandated Health Education & Policy for Exemption from AIDS Instruction

All 9th and 11th Grade students are required to take Health & Safety Education. As part of Health Education, students will receive instruction about AIDS. Students may be exempt from AIDS Education and Human Sexuality Education upon written request from a parent/guardian.

Physical Education Policy

All 9th and 10th Grade students are required to take Physical Education. If a student is unable to participate in Physical Education for a medical reason, documentation signed by a physician clearly stating the limitation and length of time the student is to be excused from participation must be provided to the Nurse’s Office.

Standardized Testing Schedule

Test	Grade Level(s)	Date	Purpose
PSAT (Preliminary Scholastic	9, 10, 11	October 11, 2023	The PSAT is offered to provide practice experiences for the SAT, provide individualized information regarding students' knowledge areas and skills,

Aptitude Test)			qualify for the National Merit Scholarship Program, and have access to over \$300 million in additional scholarships.
SAT (Scholastic Aptitude Test)	11	March 29, 2024	The SAT is required of all 11th grade students in Connecticut. It provides a measure of college and career readiness and may be required for college admissions and scholarship applications.
NGSS (Next Generation Science Standards)	11	April 30, 2024	The NGSS assessment is required of all 11th grade students in Connecticut. Real-world science applications and questions are given to provide students the opportunity to use science and engineering practices to demonstrate their understanding of science content.

Demonstration of Mastery of the Vision of the Graduate

In addition to the credit-based graduation requirements, all Griswold High School students must receive a passing score on their Vision of the Graduate Showcase during their Senior year.

Connecticut Seal of Biliteracy

Students who have achieved a high level of proficiency in English and one or more foreign languages as evidenced by passing scores on the Assessment of Performance toward Proficiency, will have the Connecticut State Seal of Biliteracy affixed to their diplomas.

Awarding of High School Diploma

Students who complete all graduation requirements shall receive a diploma at the June commencement. Individuals also may satisfy graduation requirements by the satisfactory completion of the following:

1. Successful completion of a summer course or summer courses comparable (as determined by the Principal) to the subject(s) in which the student was deficient.
2. Honorable discharge from the United States Armed Forces after a minimum of ninety days of active service during World War II for individuals who withdrew from school to join the Armed Forces and for veterans of the Korean Hostilities and for veterans of the Vietnam Era.
3. Honorable discharge from the United States Armed Forces for individuals who left high school prior to graduation and did not receive a diploma as a consequence of such service.
4. Withdrawal from high school prior to graduation to work on a job that assisted the war effort during World War II, December 7, 1941 through December 31, 1946, not receiving a diploma as a consequence of such work and has been a resident of Connecticut for at least fifty (50) consecutive years.

Policy Revised: June 24, 2019

Graduation Ceremony

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

Class Rank & Course Leveling

All students will receive a ranking as determined by their performance as compared with that of their grade-level peers. Class Rank is calculated by students' weighted cumulative grade point average. A ranking is assigned after the completion of two semesters at Griswold High School.

Course Level	Weight	Impact on Weighted GPA Example (final grade x weight)
Advanced (AP/ECE)	1.20	80 x 1.20 = 96.0
Honors	1.15	80 x 1.15 = 92.0
Standard	1.10	80 x 1.10 = 88.0
General	1.05	80 x 1.05 = 84.0

Students are encouraged to enroll in courses that provide appropriate challenge and rigor and in alignments with their college and career aspirations.

Schedules

Student schedules are released in August. Students must maintain 7.0 credits per year with a maximum of one Study Hall per semester. Seniors in good academic standing are permitted to enroll in 6.0 credits with a maximum of one Study Hall per day. The Griswold High School Course Catalog is updated annually and is available on the [School Counseling website](#).

Students who earn a 75 or higher in all classes from the previous quarter are eligible for Cafe Study Hall. Students who earn between a 70-74 in AP/ECE courses will be permitted in Cafe Study Hall so long as all other courses have a grade of 75 or higher. Students who earn below a 75 in one or more courses will be placed in a Silent Study Hall, which provides a more structured environment. Eligibility is reviewed and schedules are changed on a date designated by the School Counseling Office following the finalization of quarter grades.

Schedule Changes

The Add/Drop occurs during the first two weeks of the school year for first semester and full year courses and during the first two weeks of the second semester for second semester courses. After the Add/Drop period ends, students are no longer able to pursue schedule changes with the exception of course level changes.

A course level change can occur throughout the school year if recommended and all efforts to remain in the course are exhausted. In this case, grades to date will follow the student into the new placement. Additionally, this may have an impact on the student's overall schedule.

Students who pursue dropping a course after the Add/Drop period will receive a Withdraw-Fail (WF) on the transcript, which calculates as a 60 into the student's GPA. In this instance, a course is only dropped with the permission or acknowledgement from the parent/guardian, the school counselor, and an administrator.

Course Appeals

Griswold High School values teacher recommendations for course placement. We recognize, however, that students may want to challenge themselves with more rigorous coursework.

Students may appeal their course recommendation by completing a Course Appeals Form in the School Counseling Office. To ensure successful completion of the course, students who appeal into a course will have their grade monitored and are expected to hold a minimum of a 75 average at the end of the first quarter. If students are not meeting the minimum grade, they will be placed in the course originally recommended. This may affect a student's schedule/elective options.

Homework

Homework is an integral part of the instructional program and learning process, which allows students to follow through on their personal commitment to academic work. Access to homework assignments may be obtained through Infinite Campus and/or individual teacher's Google Classrooms.

Midterm and Final Exams

Students are expected to report for their Midterm and Final Exams for all courses, with the exception of Study Halls. These assessments are essential to the teaching and learning process. All full year courses will have both a Midterm and a Final Exam. Semester-long courses will only have a Final Exam. Attendance of Midterm and Final Exams is mandatory. Students who are tardy will be permitted into their exam room only with teacher permission. No students will be allowed to leave an exam before the scheduled time, except in the case of a medical emergency. Only those students with excused absences will be allowed to make up their assessment.

Seniors with a Final Grade of a 90 or higher prior to Final Exams may be exempt from Final Exams.

Summer School

Griswold High School offers Summer School for credit recovery in courses required for graduation only. Students must have a final grade between 55-64 to be eligible and registration is at the expense of the parent/guardian. Students may only earn credit for one Summer School course per subject area during their high school career. Students who recover their credit will receive a revised grade of 65 on their transcript.

Student Activities

Athletics

Dear Parent / Guardian and Prospective Athlete:

I would like to welcome you to the Griswold Public Schools Department of Activities and Athletics. I look forward to getting to know you as you progress through our athletic programs. This handbook is designed to provide information about the Griswold Public Schools athletic programs available to you. It also serves as a guide for all athletes, parents and coaches.

Successful athletic programs include: a positive experience for every athlete and a great sense of camaraderie and unity within their team; an environment that ensures high ethical standards and expectations for fairness, equity, and sportsmanship for all of our student athletes and coaches. In addition, successful programs also include dedicated coaches, active support from the student body, outstanding leadership from school administrators, and a great sense of pride in the entire community. The Athletic Department's goal is to facilitate all those facets together to create the best athletic programs possible.

A *true* "Wolverine" is someone of high moral character with a great work ethic. They will contribute to a team in many different roles and always strive for improvement, in practice and competition. Wolverines play hard, play fair, and are dedicated to being the best they can be on the field and in the classroom. Experiences gained from athletic competition will benefit future endeavors as a productive member of society.

A complete athletics practices and policy manual, including the Athletic Code of Conduct and consequences, can be found [HERE](#).

Thank you,

Stephen Cravinho
Campus Wide Activities and Athletic Director

National Honor Society **(Ms. Debbie Laliberte)**

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

eligibility on the basis of the strength of the package submitted by the student, and the assessment of faculty and staff. It is crucial for the students to fill out the Student Activity Information Form completely, and document carefully how they have demonstrated each of the attributes to be considered, as the quality of this submission is a major factor in their selection or non-selection.

Maintaining Eligibility

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

Student Leadership Council **(Mrs. Logan Tonucci)**

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

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

Tri-M Honor Society **(Mr. Raymond Churchill & Ms. Amanda Richmond)**

Tri-M, being the sole national honor society for student musicians in grades 6-12, boasts a presence across all 50 states with over 1,900 chapters and a membership of over 75,000 students. Every year, these students actively engage in community service and fundraising efforts that align with their interests. The service experiences offered by Tri-M not only foster leadership skills, including decision-making, strategic planning, and holding leadership positions within the society, but also extend to mentoring younger students and motivating them to assume leadership roles. Furthermore, Tri-M emphasizes the pursuit of opportunities for personal development and learning. It holds a distinguished status as a nationally acknowledged Music Honor Society.

To be eligible for admission to this a group, a student must:

- Be a member of a GHS Performing Ensemble
- Have a total GPA of a 3.0 or Higher
- Have received no grade lower than an "A" in any music class.
- Apply and be accepted in the spring semester.

School Services

School Counseling Services

The School Counseling Program at Griswold High School is founded on the belief that students are individual learners capable of reaching their academic, social-emotional, and career potential when appropriate, comprehensive supports are in place. Students are provided developmental opportunities in a safe, supportive environment that fosters student growth. Collaboration with educational and community members further enhances this process so that students are equipped with the knowledge and skills to be both productive and successful.

The School Counselors of Griswold High School provide services through:

Direct Student Services

Direct services are in-person interactions between school counselors and students and include the following:

- *The School Counseling core curriculum:* This curriculum consists of structured lessons designed to help students attain the desired competencies and to provide all students with the knowledge, attitudes and skills appropriate for their developmental level. The school counseling core curriculum is delivered throughout the school's overall curriculum and is systematically presented by school counselors in collaboration with other professional educators in classroom and group activities.
- *Individual student planning:* School counselors coordinate ongoing systemic activities designed to assist students in establishing personal goals and developing future plans.
- *Responsive services:* Responsive services are activities designed to meet students' immediate needs and concerns. Responsive services may include counseling in individual or small-group settings or crisis response. Additional resources that may be collaborated with are the Student Supervisor, Associate Principal, Principal, School Social Worker, School Psychologist, and/or a Clinical Referral.

Indirect Student Services

Indirect services are provided on behalf of students as a result of the school counselor's interactions with others including referrals for additional assistance, consultation and collaboration with parents, teachers, other educators and community organizations. (American School Counselor Association National Model)

School Counseling Assignments

Last Names A-G Mr. Lorenzo Chavez lchavez@griswoldpublicschools.org	Last Names H-R Mrs. Kiley Flynn kflynn@griswoldpublicschools.org	Last Names S-Z Mrs. Elaine Taylor, Director etaylor@griswoldpublicschools.org
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Students requesting to visit the School Counseling Office should:

1. Make an appointment with your School Counselor before school, during lunch or a study hall, or after school, preferably in advance via e-mail or through Google Calendar.
2. If urgent, request for a teacher to call the School Counseling Office to ensure connecting with a support staff member.

School Security Officer:

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

SEL Interventionist/Student Support:

The SEL Interventionist is a member of our support staff and disciplinary/behavior intervention team who assists the administration in enforcing school rules; addressing disciplinary matters with students, teachers, and parents; as well as student supervision and safety.

Nurse's Office

The Health Office has issued protocols which align with CDC and Uncas Health guidelines for safety.

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

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

A doctor's note is required anytime a student is hospitalized and/or sustains an injury that requires absence from Physical Education class, or impacts physical activity, i.e. fractures, strains, sprains, etc.

This note must include:

- Student's name
- Date of hospitalization and/or injury
- Restrictions required: ie: orthopedic devices, elevator access, etc.
- Length of time required for restrictions
- Any medication necessary for child at school*

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

Accidents

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

Use of AEDs in School

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

Medications

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

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

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

1. An [authorization form](#) from the doctor must be completed and signed by the parent and the prescriber. This must include the name of the medication, dosage, route, administration time and length of time to be given. No medication may be given without a **written doctor's order**.
2. Medications must be in a pharmacy bottle labeled with:
 - a. a. Student's name
 - b. b. Name of the medication
 - c. c. Dosage
 - d. d. Route
 - e. e. Time medication is to be given
3. Long Term Medication Orders Are **Renewed Each School Year**.

Elevator Keys and Use

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

administrator to ride the elevator and/or accompany a student who has been given permission to use the elevator.

The regulations have been formulated for the protection of your child. We appreciate your cooperation. If any problems or questions arise, please contact the Health Office at (860) 376-7647 between 7:30 a.m. and 2:30 p.m.

Learning Commons

(Mrs. Laureen Anthony)

The goal of the Griswold High School Learning Commons is to be the central point for student and teacher activities. The Learning Commons is staffed by Mrs. Anthony, certified Library Media Specialist. We strive to educate our students to search for and manage information effectively and efficiently and encourage our students to be lifelong learners. The mission is accomplished by:

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

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

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

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

Community Service

Community Service Coordinator

(Ms. Jaselyn Caviness)

The community service coordinator is responsible for the expectations of the community service graduation requirements as set forth by the board of education. At present students from the class of 2023 must complete 30 hours of community service, 10 hours a year, in order to earn the 1 credit required in order to graduate. (please note that 10 hours were removed due to the pandemic shut down of all schools back in march of 2020.) The classes of 2024 and later must earn 40 hours of community service, 10 hours a year, by the time of their senior year to earn the 1 credit required for graduation.

Each incoming class will have a community service assembly to discuss the guidelines and expectations. Mrs. Caviness will reach out throughout the year and continue to share opportunities, advise projects and track your student's hours. for more information, guidelines and hours forms please visit the community service website:

<https://www.griswold.k12.ct.us/ghs/student-life/capstonecommunity-service>

Student Success Team / Multi-Tiered System of Support

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

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

Homeless Students

The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment and eliminate existing barriers to obtaining their education. It is the policy of the Board of Education that no child or youth shall be discriminated against or stigmatized in this school district because of homelessness. Homeless students, as defined by federal statutes, residing in temporary housing are entitled to certain school services per the McKinney-Vento Act. Students who are experiencing homelessness should contact the **Griswold High School's Homeless Liaison, Stefanie Burelle, for more information @ (860)376-7640.**

School Procedures

Age of Attendance

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

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

provide school accommodations to such child not later than three school days after such child seeks readmission.

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

Attendance Policy

At Griswold High School, we believe that promptness and regular attendance contributes to success, both in school and later in life. Regular attendance in classes will promote academic success and help students to develop positive work habits. Regular school attendance is the single most important factor in school achievement and success. In contrast, research shows that missing too much school (chronic absence and truancy) can lead to school drop-out, academic failure and juvenile delinquency. To that end, our attendance policy and practices will assist students in becoming responsible individuals who will become productive members of society.

The Griswold High School Attendance Improvement Plan is based on the most recent research and guidelines published by the Connecticut State Department of Education and aligns with Griswold Public Schools Board of Education Policy. This document contains information regarding the most recent updates to Griswold High School's attendance practices.

Definitions

"Absence" shall mean an excused absence, unexcused absence or disciplinary absence, as those terms are defined by the State Board of Education or an in-school suspension that is greater than or equal to one-half of a school day.

"Chronically Absent" is an enrolled student whose total number of all (excused, unexcused, and disciplinary) absences at any time during a school year is equal to or greater than ten percent of the total number of days that such student has been enrolled at such school during such school year.

"Excused Absence" a student's absence from school shall be considered "excused" if written documentation of the reason for such absence has been submitted within ten (10) school days of the student's return to school and meets the following criteria:

1. For absences one through nine, a student's absences from school are considered "excused" when the student's parent/guardian approves such absence and submits appropriate documentation to school officials.
 - a. Such documentation includes a signed note from the student's parent/guardian, a signed note from a school official that spoke in person with the parent/guardian regarding the absence, or a note confirming the absence by the school nurse or by a licensed medical professional, as appropriate. Documentation should explain the nature of and the reason for the absence as well as the length of the absence. Separate documentation must be submitted for each incidence of absenteeism.
2. For the tenth absence and all absences thereafter, a student's absences from school are considered excused for the following reasons:

- a. Student illness (must be verified by a licensed medical professional to be deemed excused, regardless of the length of the absence);
- b. Religious obligations;
- c. Death in the student's family or other emergency beyond the control of the student's family;
- d. Mandated court appearances (documentation required);
- e. The lack of transportation that is normally provided by a district or sending district;
- f. Extraordinary educational opportunities pre-approved by District administration and to be in accordance with Connecticut State Department of Education guidance;
- g. Children of Service Members: An enrolled student, whose parent or legal guardian is an active duty member of the armed forces, as defined in section 27-103, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting, shall be granted ten days of excused absences in any school year and, at the discretion of the Board of Education, additional excused absences to visit such child's parent or legal guardian with respect to such leave or deployment of the parent or legal guardian. In the case of such excused absences such child and parent or legal guardian shall be responsible for obtaining assignments from the student's teacher prior to any period of excused absence, and for ensuring that such assignments are completed by such child prior to his or her return to school from such period of excused absence.

“Disciplinary Absence” shall mean any absence as a result of school or district disciplinary action. Any student serving an out-of-school suspension or expulsion should be considered absent. Such absence is not considered excused or unexcused.

“In attendance” shall mean a student if present at his/her assigned school, or an activity sponsored by the school (e.g., field trip), for at least half of the regular school day. A student who is serving an out-of-school suspension or expulsion will have his or her attendance recorded as such.

1. A student serving an out of school suspension or expulsion shall be reported as absent unless he or she receives an alternative educational program for at least one half of the regular school day. In any event, the absence is considered a disciplinary absence, and will not be designated as excused or unexcused.
2. On early dismissal days and days shortened due to inclement weather, the regular school day for attendance purposes is considered to be the amount of instructional time offered to students on that day. For example, if school is open for four hours on a shortened day scheduled, a student must be present for a minimum of two hours in order to be considered “in attendance.”
3. Students placed on homebound instruction due to illness or injury in accordance with applicable regulations and requirements are counted as being “in attendance” for every day that they receive instruction from an appropriately certified teacher for an amount of

time deemed adequate by the administration so as to ensure that the student is able to successfully return to the regular classroom setting.

"**Mental Health Wellness Day**" describes a school day during which a student attends to his/her emotional and/or psychological well-being in lieu of attending school. Students may take two (non-consecutive) mental health wellness days during the school year. These absences will be considered "excused".

"**Tardy**" shall mean arriving at school or class after the designated start time.

"**Truant**" shall mean a student who has four unexcused absences in any one month, or ten unexcused absences in one school year.

"**Unexcused absence**" any absence from a regularly scheduled school day for at least one half of the school day, which is not excused or considered a disciplinary absence. The determination of whether an absence is excused will be made by the building principal or his/her designee. Parents or other persons having control of the child may appeal that decision to the Superintendent or his/her designee, whose decision shall be final.

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

Procedure To Report Absences, Early Dismissals, And Tardiness

Absences And Tardiness

1. Email Attendance (Preferred Method)
 - a. Email GAttendance@griswoldpublicschools.org
 - b. Email should contain student's name, family member's name, and reason for absence
 - i. An email will not require a written note when student returns

OR

2. Call Attendance Line
 - a. Call GHS Main Office at (860) 376-7640
 - b. Press 1 for attendance
 - c. Speak to attendance representative
 - i. If unable to speak to attendance representative, leave message with student's name, parent/guardian that is calling, and reason for absence
 1. Calling the attendance line will stop the automated absence call
 - d. Student must bring in a note upon their return to school

Early Dismissals

1. Email Attendance (Preferred Method)
 - a. Email GAttendance@griswoldpublicschools.org
 - b. Email should include student's name, time of dismissal, and reason for dismissal
 - i. Please send email as early as possible to ensure student is dismissed at the requested time

OR

2. Written Note
 - a. Student must submit note by 9am to attendance representative in GHS Main Office
 - b. Written note should include date, student's name, name of family member, time of dismissal, reason for dismissal, and phone number for verification
 - i. Permission for students to make phone calls for dismissal during school hours that are not health office related must be approved by administration.

Policies

When a student reaches a certain number of absences, that student will be referred to the Attendance Committee. The committee's responsibilities include creating intervention plans, assisting families and students, providing resources to improve attendance, and potentially involving state organizations if needed. This approach aims to address attendance issues and ensure that students are actively engaged in their education.

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

Responsibility for completion of missed classwork lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

NOTE: Teachers are not obligated to provide work for class periods where a student has accrued an unexcused absence.

Morning Arrival At School

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

Attendance On The Day Of A School Sponsored Activity

Students who participate in any school-sponsored activities (i.e., sports, drama, dances, etc.) must be in attendance by 9:00 AM on the day of the event or on the last official school day prior to the event, and remain in school until at least 1:00 PM. Any student arriving at school after 9:00 AM or requesting to be dismissed early, before 1:00 PM, must have a verified written excuse approved by administration in order to participate in the activity.

Class/Study Hall/Detention Cuts

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

Early Dismissals

1. A written request for early dismissal signed by the student's parent/guardian must be presented to the main office by 9am on the day of dismissal.
2. Request notes must contain the date, time, reason for dismissal, and telephone number of parent/guardian for verification. Acceptable reasons for dismissal include:
 - a. Family emergency (admin approval required);
 - b. Response to a legal process; (i.e. court date)
 - c. Medical Appointment;
 - d. Death in a family
 - e. Religious observance
 - f. Participating in a school-sponsored activity
3. Students must obtain a dismissal slip from the office BEFORE the student is dismissed.
4. Permission for students to make phone calls for dismissal during school hours that are not health office related must be approved by administration.

Family Vacation/Trips

Griswold High School strongly discourages travel outside of school vacation periods. Students will be required to notify the office of any trips scheduled during the school year. Students and parents/guardians should realize that if extended vacations contribute to excessive absence, an appeal for reinstatement of credit will not be possible.

1. Family vacations and trips should not be scheduled during exam periods, such as Midterms, Finals, AP, PSAT, SAT, and NGSS testing.
2. Students must submit completed Pre Planned Absence Form to the Associate Principal prior to the absence in order to be eligible to make-up assignments.

Leaving School Grounds Or The School Building

Any student leaving school grounds or the building without a verified note and/or administrative permission is subject to administrative discipline that may result in suspension from school.

Returning To Campus

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

Tardiness

Tardy To School

- A. Any student tardy to school, whether excused or unexcused, must report directly to the main office to sign in and submit his/her parent note. Students will receive a tardy slip and be sent to his/her class.
- B. Tardy greater than 15 minutes
 - a. An unexcused tardy greater than fifteen minutes equals an unexcused absence.
 - b. An excused tardy greater than fifteen minutes equals an excused absence.

- C. Four unexcused tardies to school will result in a meeting with the Student Supervisor or Associate Principal and may result in disciplinary consequences beginning with one lunch detention.
- D. Chronic tardiness will result in a referral to the Attendance Team and may result in a parent and student hearing.
- E. Progressive disciplinary and/or loss of credit may be a consequence of chronic tardiness.
- F. All written excuses must be submitted on the day the student is tardy.

Tardy To Class

- A. All students are expected to be on time to class, (in the room when the bell rings).
- B. If a student is detained or required to be out of class for part of a class period, the student must present a pass when they arrive.
- C. Unexcused tardies of more than fifteen minutes will be considered a class cut & referred to the office for possible consequences.
- D. Four unexcused tardies to class in any quarter will result in a disciplinary referral to the office.

Assemblies

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

Book Bags/Backpacks/Purses

Book bags and backpacks are designed to transport books and other items needed for school activities between home and school. Book bags, backpacks, and large purses/handbags are a space and safety issue in the hallways and in the classrooms and should be stored in lockers during the school day and until dismissal at 2:19. *Any purse/handbag that is big enough to carry a textbook is too large to carry around school and should be stored in the student's locker.* **Students who have medical issues or other needs which would require them to carry a backpack, must first receive permission from the School Administration and/or the Nurse before toting book bags throughout the building during the school day.** Eligible students will receive a "Backpack Pass", which student will keep attached to his/her bag at all times.

Bring Your Own Device (BYOD)

Griswold High School acknowledges the valuable role technology plays in education to support access to information, seamless collaboration, and as a means of organization and communication. It is our intention to allow access to electronic devices during school hours (7:35 AM – 2:15 PM) for educational and productive uses and to promote appropriate use and etiquette in a public setting.

Inappropriate or irresponsible use of privately owned devices is unacceptable. If this occurs, the devices can be confiscated by a faculty/staff member and turned into the Student Supervisor or an administrator. **Access to personal technology resources during the school day is considered a privilege and not a right.** Students are expected to make responsible and ethical decisions at all times when using their devices.

Griswold High School has a strictly enforced policy regarding the use of cell phones and personal electronics during school time. We ask for parent/guardians help with the enforcement of this policy. If you wish to reach your student please call the main office at 860-376-7640 for urgent matters or email ghsoffice@griswoldpublicschools.org for less urgent

messages. We will be using the following protocol for student use of cell phones during class time.

Cell Phone Rules

- Students will ONLY be permitted to use their cell phones during lunch and passing time or at the discretion of the classroom teacher..
- The restriction of use of cell phones is extended to connected devices that includes but is not limited to tablets, earbuds, speakers, and smartwatches.

Cell phone use enforcement policy

If student uses phone after the teacher has warned them, the teacher will then:

1st Offense

Student will be sent to the main office to hand in their cell phone. They will be allowed to pick up the phone at the end of the day.

2nd Offense

Student will be sent to the main office to hand in their cell phone. Their parent/guardian will be contacted and the phone will be released to the student later that day.

3rd Offense

Student will be sent to the main office to hand in their cell phone. The parent will be contacted and be asked to pick up the phone from school at their earliest convenience. The student will be required to check their phone in at the office at the beginning and end of school each day for two weeks. This will be continued possibly for increased timeframes with additional infractions.

Thank you in advance for your support with our efforts to provide a learning environment free of distractions for all GHS students.

Search Of Privately Owned Electronic Devices

Based on the nature of the infraction, the device could be searched by administration if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating school or district policy or the law. Any such search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. (*Acceptable Use Policy 6141.321(a)*)

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

- **Classroom use and storage of privately owned devices is at the discretion of the teacher and must be connected to an educational purpose;** They cannot be used at any other times within the classroom without teacher permission. Failure to comply with teacher directives and expectations related to classroom cell phone use will be considered insubordination.
- **Faculty and administration have the right to confiscate electronic devices if the student is using the device during unauthorized time or inappropriately.**

- All electronic devices must be put on silent mode during school hours to prevent interrupting the educational setting;
- Privately owned devices are the responsibility of the students who bring them to school, and no student will be *required* to bring his/her device to school.
- ***The school will not assume any responsibility for devices that are lost, stolen or damaged.*** In addition, the Administration is not required to investigate incidents involving lost, stolen, or damaged devices.
- Privately owned devices may be used during Cafe Study Hall under the supervision of the study hall teacher;

Use Of Earbuds/Headphones

It is increasingly important for students to understand *responsible, safe, and ethical use of technology*. Therefore, **students are allowed to responsibly use earbuds during passing times, in the cafeteria during lunch waves, and at the classroom teacher's discretion.** Students should be alert and present during the school day, so they are aware of their surroundings and can hear important announcements, instructions, and alarms with limited distractions. Thus, students should limit earbud use to one ear during passing times, and keep the volume of their music to a minimum, so they are able to hear instructions and announcements. Failure to use earbuds responsibly will result in loss of the privilege and possibly disciplinary consequences.

Noise canceling headphones/headsets are prohibited and may not be worn, used, or visible during the school day.

If a student's privately owned device and/or earbuds/headphones are confiscated by a faculty member due to improper or unauthorized use and are turned into the office, the following procedures will be followed:

- **1st Offense:** the device and/or earbuds are held until the end of the school day and the student can retrieve it from the office after school has ended;
- **2nd Offense:** the device will be held in the office until the end of the day, and administration will contact parents/guardian; detention will be issued
- **3rd Offense and beyond:** the device will be held in the Student Supervisor's office until the end of the school day; administration will require a parent meeting.

Improper use of electronic devices is strictly prohibited and will result in disciplinary action. Some examples of improper use of technology (whether it is privately owned or district owned) include, but are not limited to:

- Any activity that interferes with the operation of the District's wireless or wired network;
- Sending any form of harassing, threatening, or intimidating messages at any time to any person (such communications may also be a crime). This includes cyber-bullying;
- Gaining or seeking unauthorized access to Board technology resources;
- Damaging Board technology resources;
- Accessing or attempting to access any material that is obscene, pornographic, or otherwise inappropriate;
- Using any device to photograph, audio record, or video record another individual without the permission of the individual and/or a school staff member;

- Using devices in a manner that disrupts the educational environment; or taking any action prohibited by any Federal or State law.

Bulletin Boards And Postings

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

1. Notices may not be posted without permission of a faculty advisor.
2. All notices should be neatly lettered.
3. Posters and notices should clearly indicate the date, day, time and place of the event or meeting.
4. Groups/individuals should remove posters/notices when the event has happened.
5. Unauthorized posters/notices will be removed by the administration.

Cafeteria And Lunch Guidelines

Students are prohibited from leaving school grounds to purchase food/beverages and may not order food delivery to GHS while school is in session. Failure to comply with this rule may result in disciplinary consequences.

Lunch drop-offs by parents/guardians should not be a regular practice and may only occur in the event that the student failed to bring his/her lunch to school. In the unlikely event that a parent/guardian needs to drop-off lunch to his/her child, then a staff member will greet the parent at the main entrance. Photo identification will be required, and the student will not be called out of class to retrieve his/her lunch from parents/guardians.

Common courtesy, social distancing, and adherence to school rules is expected from all students in the cafeteria and on the senior patio area.

All students are expected to:

- Remain seated unless purchasing or throwing away food/drink
- Notify a staff member before leaving the cafeteria for any reason
- Consume all food items within the cafeteria/patio
- Keep the table areas clean
- Deposit all refuse in designated receptacles; deposit all recyclables in the proper containers
- Use school-appropriate table and eating manners
- Speak in a conversational tone of voice without shouting
- Refrain from playing music without use of headphones/earbuds
- Proceed directly to the cafeteria during their assigned lunch wave; no one should be “late” without a signed agenda
- Observe the designated entrance and exit doors for smooth traffic flow

Students are not to:

- Move from one seat to another or visit peers at other tables
- Cut in line
- Play music without using earbuds/headphones

- Bring backpacks into the cafeteria during lunch waves (except third lunch wave on early dismissal days)
- Save a place in line for anyone
- Leave a lunch line & expect to return to the same place in line
- Loiter or stand near the railing
- Ask others to purchase food for them
- Flip water bottles
- Pass money to anyone who is in line for any reason
- Throw or toss anything at or to another person;
- Leave the cafeteria without permission

Connection Program

The Griswold High School Advisory/SEL Program will support the social, emotional, and academic development of each student by providing on-going interaction with faculty members through discussion and planned activities in the classroom setting. Sessions will occur during Connections on Wednesdays.

Attendance and participation are key components to the success and effectiveness of each advisory. All students are expected to attend. Students who are frequently dismissed during Advisory/SEL may be required to meet with the Associate Principal, who will investigate the purpose of frequent dismissals and determine if further action needs to be taken to improve students' attendance in advisory.

Computers

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

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

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

2. Programs are loaded onto the network for use within the scope of the GHS network. Any attempt to download programs to disk for personal use at another site is software piracy (i.e. theft). Abusers may forfeit access to the network and may be subject to the school discipline policy..
3. The network administrator and faculty have selected programs on the network to fulfill specific needs within the educational environment. Computer games or entertainment programs do not fall within these guidelines. Students are not permitted to load additional programs to their own files on the network or to the hard drive of any computer from disk, or to download programs from any other drive on the network to their own files. Abusers may forfeit access to the network and may be subject to the school discipline policy.
4. Students found tampering with or altering the setup/configuration of any computer, thereby infringing on the use of the next person, may forfeit their access to these areas and may be subject to the school discipline policy.
5. Students are expected to notice and comply with any written instructions posted on any individual computer in any area of the building as well as any verbal instructions given by the person in charge of the area (i.e. "Do not log out of this computer").
6. Any problems with any computer should be addressed immediately to the faculty in charge of the area.
7. The administration and the network administrator reserve the right to modify and/or expand these guidelines as the changing technology or situation may warrant.
8. Any misuse of a computer may subject students not only to GHS sanctions, but also to applicable Connecticut General Statutes, including Section 53a-251, "Computer Crime."

Directory

Certain information regarding student records is considered directory information. Directory information includes, but is not limited to, one or more of the following items: parent's name and/or email address, student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographic, computer and/or video images, grade levels, electronic mail address, awards received in school, and most recent previous school attended. Directory information may be released by the district to anyone who requests it, unless the parent or eligible student objects to the release. If you would like to restrict the release of the above information, please fill out and return to the high school counselor's office, the "Restrict Directory Information Form" that was mailed to you in your summer packet. If you need an additional form, please contact the school counseling office at extension 4162. A new form must be completed by the parent/guardian and submitted for each school year.

Dress Code

Philosophy

Student dress codes should support equitable educational access and should not reinforce gender or cultural stereotypes. Student dress codes and their enforcement should not lead to or

reinforce marginalization or oppression of any group based on race, gender, ethnicity, religion, sexual orientation, household income, gender identity, cultural observance or disability.

Students are encouraged to dress in clothing appropriate to maintaining a safe learning environment that is responsive to the specific needs of different classroom environments (e.g., protective clothing in lab settings, athletic attire in PE classes, etc.). Our goal is to ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

Restrictions on freedom of student dress may be applied whenever the mode of dress in question:

- 1) Is unsafe either for the student or those around the student.
- 2) Is disruptive to school operations and the education process in general.
- 3) Is contrary to law.

No restrictions on freedom of dress will be imposed which:

- 1) Violates the students' civil rights.
- 2) Enforce particular codes of morality or religious tenets.
- 3) Attempt to dictate or adjudicate style or taste.

Dress Code Expectations

Certain body parts must be covered for all students:

Clothes must be worn in an appropriate manner, so that certain body parts are covered with opaque (not able to see through) material.

Students Must Wear:

- **Shirt** with fabric covering the front, back, and on the sides under the arms.
- **Bottom:** pants, sweatpants, shorts, skirt, dress, and/or leggings
- **Shoes:** activity-specific shoe requirements are permitted (e.g. for PE classes or sports)

Students May Not Wear:

- Hats or hoods and/or distracting head coverings, worn for religious reasons.
- Clothing that advertises substances that are illegal for teens (drugs, alcohol, nicotine products) or language (Hate speech, profanity, pornography) or writing that is otherwise inappropriate or offensive based on gender, race, ethnicity, religion, sexual orientation, household income, gender identify, cultural observance, or disability.
- Sunglasses, unless required by a doctor.
- Any apparel or accessories signifying gang or group affiliation
- Chains or metal studded items.
- Outerwear, including long coats, trench coats, dusters, blankets, etc.
- Students shall not dress in a manner that undergarments are exposed.
- The following items of apparel may not be worn : shirts that are transparent, short shirts showing the back and midriff, tank tops, strapless, one shoulder, off the shoulder and halter tops and swimming apparel.
- All pants shall be worn so that the waistband is worn at the waist.
- Shorts and skirts that do not reach around mid-thigh length.
- Athletic compression shorts (generally made of spandex, also known as volleyball shorts)
- Pajamas, lounge pants, certain types of leggings and slippers. Pajamas are defined by fabric type and print. Final determination of these definitions will be made by the administration.

Students are expected to comply when asked by a staff member to adjust any clothing or to remove inappropriate items. Students who refuse to comply will be referred to an administrator.

1st violation: Warning and possible change of clothing;

2nd violation: Change of clothing, parent notification

Additional violations: Parent/guardian and student mandatory meeting; further disciplinary action may be taken.

Educational Materials

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

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

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

Textbooks

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

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

Evacuation Procedures

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

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

If students are not in a regular classroom, they should evacuate under the direction of the nearest faculty or staff member and adhere to the procedures outlined above. Students who use

the Refuge Area are to remain in that area until the designated faculty member or proper authority arrives and provides direct instruction.

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

Field Trips

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

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

1. Students participating in a school-sanctioned trip must submit an authorized permission slip, signed by a parent/guardian. Any money necessary for the trip should be submitted at the same time.
2. Students will not be allowed to participate in a field trip if it is felt that their absence from other classes would be detrimental to their academic success.
3. Students may not be allowed to participate in field trips if they have any accountabilities including but not limited to unserved detentions or suspensions.
4. Students participating in field trips are responsible for all class material covered that day in all of their other classes.
5. Students shall not be penalized in one class/course for participating in a field trip for another class/course.
6. Exemplary conduct is expected of all students involved in a school-sanctioned trip. All school rules are in effect while on the trip.
7. Students are to leave from school and return to school in the transportation provided.
8. Participation in certain field trips may have academic or behavior qualifying requirements, with approval of the administration.

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

Food And Beverage

Due to health, cleanliness and safety concerns, the consumption of food and beverage by students is restricted to the cafeteria and/or classroom at the teacher's discretion. Special programs and situations involving food and beverages in classrooms may be planned with the permission of a staff member and/or administration. Students are not permitted to distribute food or beverages in classrooms without the teacher's/administration's approval. All students and staff are expected to utilize the recycling bins and trash containers located throughout the building.

Vending machines are available in the cafeteria for students to use before school, after school, or during lunch time. Students should not be purchasing items from the vending machines during any other time throughout the school day unless they've been authorized to do so by a staff member or administrator.

Gambling

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

Guests/Shadowing A shadowing program allows a prospective student from a tuition town to accompany a GHS student for a day. All student visitors must be pre-approved by their sending district's administration and GHS's School Counseling Office and have completed the forms necessary to arrange the visit. Shadowing is highly encouraged to take place on designated Shadow Days.

Lockdown Procedures

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

Lockers

Each student is assigned a locker at the beginning of the school year. Lockers are intended for storage of books, jackets, hats and/or outerwear, book bags/backpacks, and other items for use in school and in school-sponsored activities. **Students are not permitted to share a locker and are cautioned not to share their locker combination with others.** GHS assumes no responsibility for articles misplaced or stolen from lockers.

Lost And Found

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

Money

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

Motor Vehicles On Campus

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

To obtain a parking permit students must provide:

1. A valid driver's license
2. Valid automobile registration,
3. Proof of insurance for each vehicle driven to school.

Only a registered driver with an approved parking permit may operate a vehicle on school grounds. Failure to comply may result in towing the car at the student's expense and/or disciplinary action. Parking permits must be obtained in the office prior to parking on campus.

Parking permit guidelines:

1. All parking permits are the property of Griswold Public Schools.
2. Parking permits must be displayed properly at all times (i.e. attached to the rear-view mirror with the front of the tag showing through the windshield).
3. Students are responsible for their parking permits.
4. Permits are not transferable without administrative approval. Students who give their permits to other students will lose their driving/parking privileges.
5. Temporary parking permits may be issued to students with 24-hour advance notice and administrative approval.
6. Any change in vehicle/ license number must be reported immediately.

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

1. Student parking is permitted in the student lot, located near the tennis courts. Students are not to park in front of or in the back of the high school building, or anywhere else on campus without administrative approval.
2. Student vehicles must occupy only one parking space in the assigned student parking areas. Student vehicles parked in faculty or in visitor spaces may be towed at the owner's expense.
3. Vehicles parked on school property are subject to the search and seizure policy of the Griswold Public Schools.
4. Cars must be locked. Vehicles parked on school grounds are parked at the owner's risk. The Griswold Board of Education/GHS administration accepts no liability for theft of personal items or damage to any vehicle as a result of vehicular incidents occurring on school property.
5. Entering and leaving the parking lot is at the posted speed of 15mph. Reckless driving on campus or while entering/exiting will result in disciplinary consequences, loss of parking privileges and/or potential referral to the CT State Police.
6. Drivers may not have more passengers in a car than allowed by law.
7. The parking lot is off limits to students during school hours (7:35AM - 2:19PM) unless administrator approval is obtained and the student signs out in the Main Office. Students who violate this policy are considered truant and are subject to disciplinary action.
8. Students who leave school in their vehicles without permission will lose driving/parking privileges.
9. Students are not to loiter in the parking lot before or after school hours.
10. Five unexcused tardies will result in the loss of driving/parking privileges.
11. Smoking, use of other tobacco products, including e-cigarettes is not permitted on campus, including within student-operated automobiles.
12. Stereos must be kept at a low volume (i.e. not audible outside the vehicle) while entering/exiting/parked in the parking lot.
13. Drivers are to refrain from blowing the horn, yelling, revving engines or other distracting actions while on school grounds.
14. All litter is to be deposited in the appropriate receptacles.
15. Drivers are responsible for the actions of their passengers.
16. Any violation of student driving/parking regulations or violations of the student code of conduct may result in removal of driving/parking privileges and/or disciplinary consequences as determined by school administration.

On-Campus Recruitment

Griswold High School shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and State Armed Services as are offered to nonmilitary recruiters, recruiters for commercial concerns and recruiters representing institutions of higher education.

The Board shall also provide full access for the recruitment of students by technical high schools, regional agricultural science and technology education centers, inter-district magnet schools, charter schools and inter-district student attendance programs, provided such recruitment is not for the purpose of interscholastic athletic competition.

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

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

Military recruiters or institutions of higher learning shall have access to secondary school student names, addresses, and telephone listings unless a secondary student or the parent of the student requests that such information not be released without prior written parental consent.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meeting where the holding of such meeting will materially and substantially interfere with the proper and orderly operation of the school.

Recycling

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

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

Release of Information

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

Skateboarding And Rollerblade Use

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

Smoke Free Environment

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

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

Visitors

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

Water Consumption

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

- Water bottles must be properly disposed of (recycled)
- Water bottles are not to be shared under any condition.

Weapons And Dangerous Instruments Policy

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

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

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

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

Weapons

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

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

1. Any pistol, revolver, rifle, shotgun, air gun or spring gun
2. Any slingshot, bludgeon, brass knuckles or artificial knuckles of any kind
3. Any knives having a blade of greater than two inches, any knife the blades of which can be opened by a flick of a button or pressure on the handle
4. Any pocketknife where the blade is carried in a partially opened position
5. Any martial arts weapon or destructive device.
6. Any firearms
7. Any destructive device

(See Weapons and Dangerous Instruments 5131.7 for definitions)

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

1. Unannounced inspections of students' lockers.
2. Inspection of student automobiles parked on school property.
3. Inspection of the contents of a student's pockets, purse and/or bags if there is a reasonable suspicion that the student is in possession of a weapon or dangerous instrument.

Weight Room/Gymnasium Use

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

- Any updates regarding weight room times will be uploaded on the GHS Athletic website.
- Parent/Guardian must register student through FamilyID.com;
- Student's must sign the Weight Room Student Form upon each entry to the weight room and record his/her name, the date, and time of usage. Student's must sign out as well and indicate the time.
- Supervisors and coaches reserve the right to deny entry and/or dismiss any student from the weight room who is disruptive, disrespectful to others, and/or demonstrates misuse of equipment.
- Supervisors are required to report any student misbehavior to the Athletic Director and/or Associate Principal in a timely manner.
- Any student who is reported to administration by supervisors may be subject to disciplinary consequences and loss of weight room privileges based on the severity of the infraction.
- Administration reserves the right to prohibit any student's use of the weight room throughout the year.
- Under the supervision of coaches, athletic teams reserve the right to first priority use of facilities.
- Coaches have the right to deny student entry to the weight room on days that the team is using the facility.

Withdrawal of Students

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

1. The student must have signed permission from his/her parent or guardian.
2. The student must obtain a “Withdrawal and Clearance” form from the school counseling office, and have it completed by the individuals indicated on the form.
3. The withdrawal will be finalized (student removed from rolls) only when one or more of the following occur:
 - a. A request for records from another school is documented in the School Counseling Office.
 - b. A sending town requests the School Counseling Office remove a student from the rolls.
 - c. The student reaches the age of 18 years.
 - d. Parent/Student (17 years) choosing to drop out (including Adult Education) must sign both the “Acknowledgement of Option to Withdraw” form and the regular “Withdrawal and Clearance” form.
 - e. Reasonable efforts are made by school staff to contact family and complete paperwork. Including, and not limited to the following; (a registered letter, phone calls by the student’s counselor, home visit by social worker or SRO, or agency referral-Juvenile Court, Department of Children and Families, if warranted).
4. Students who are over the age of eighteen (18) registered in June and do not show up to school the following year will be withdrawn only after the following:
 - a. A withdrawal letter is sent on or before 10 consecutive days after the start of the new school year.
 - b. Reasonable efforts are made by school staff to contact the family and complete required paperwork.
 - c. On or before September 30th, students not attending will be removed from the roll.

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

Working Papers

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

Student Behavior

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

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

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

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

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

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

Bus Conduct Policy

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

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

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

Student Behavior While Boarding and Departing the Bus

Students will:

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

Student Behavior on the Bus

Students will:

- Wear masks at all times while on the bus;

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

Violation Procedure

1. The first reported and confirmed violation shall require the driver to fill out a written report, on a form supplied by the school system, and turn in the report to school administration. A copy of the report shall be mailed to the parent(s) and the original filed in the school office.
2. The second reported and confirmed violation shall follow the same procedures used in the first violation with the following additions. The student may be relieved of the privilege to ride pending a meeting by the student and parents with the building administration at which time the principal or associate principal shall determine when the privilege to ride will be restored. Maximum loss of riding privilege is 1-10 days.
3. A third reported and confirmed violation, the student shall be relieved of the privilege to ride and may be suspended from school (all suspensions and expulsions will be in accordance with Board policies and state statutes) pending a meeting by the student, parents, and bus driver with the principal or associate principal at which time the principal or associate principal shall determine whether the student may be relieved permanently of the privilege to ride and when the student shall be permitted to return to school.
4. **Vocational Technical School Students** - Vocational Technical School bus drivers will present students with an **Incident Referral Notice** concerning student behavior. It is the student's responsibility to share this notice with the parent/guardian in case the incident is severe enough to warrant immediate (following school day) bus suspension.

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

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

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

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

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

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

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

1. Parents or students who wish to view videotape in response to disciplinary action taken against a student may request such access under the procedures set out in the Video Surveillance policy and regulation.
2. Persons unrelated to a disciplinary incident shall not be permitted to view bus videotapes.

Bus Note/Pass

A student may not arbitrarily ride any bus other than his/her designated bus nor may he/she leave the bus at any stop other than his/her regular stop.

The Family Education Rights And Privacy Act (FERPA)

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as

an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.

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

Hallway Pass

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

Honesty & Academic Integrity

In accordance with the Griswold Public School's mission statement and objectives, Griswold Schools will develop a culture that promotes responsibility, respect, honesty, and integrity. The Griswold High School Vision of the Graduate sets civic and social expectations for student learning including that the student accepts responsibility for his or her own actions and behavior and recognizes the importance of social and civic responsibilities to the community.

For the purposes of this policy, here on forward the term assessment refers to homework, assignments, tests, quizzes, essays, projects, and any academic work performed by a student. Acts of Academic Dishonesty are defined as, but not limited to, the following:

Plagiarism: presenting another's work (ideas, design, words, writing) and implying that it is original. Griswold High School deciphers between *Intentional Plagiarism* and *Unintentional Plagiarism*, which are defined as follows:

Intentional Plagiarism

- Obvious, substantial, verbatim reproduction of information. Example: cutting and pasting from a source and failing to give credit to the original author
- Fabrication of sources, inventing/counterfeiting sources, falsification of page numbers, or other deliberate mis-documentation
- Submission of others' work as the student's own. Example: having a parent or another person write an essay and submit it as one's own work, purchasing or copying pre-written papers, work completed with a tutor or other instructional aide reflecting the tutor or instructional aide has done the majority of the work, etc.

Unintentional Plagiarism

- Inadequate paraphrasing
- Improper citation or documentation that misrepresents a source
- Insufficient citation of factual information not held to be common knowledge (*common knowledge* is defined as facts readily available from a variety of sources)
- Poor integration of direct quotations with the student's own writing

- Paraphrasing/summarizing an unoriginal thought without proper citation and/or acknowledgement to the person who originated the thought.

Cheating: deliberately seeking one’s own gain or assisting in another’s gain in academic, extracurricular, or other school work in order to (or with the intent to) obtain an unfair advantage. Examples: unauthorized exchange of information during a test or while others are taking a test, using unauthorized materials to complete an assessment, unpermitted collaboration on assessments (including copying another student’s work), sharing test questions, selling/supplying your work, etc.

Lying or Committing a Fraud: to make a statement one knows is false, with the intent to deceive the evaluator or with disregard for the truth; to give a false impression. Examples: fabrication of data or information, citing sources in a bibliography not used in the academic exercise in order to meet a minimum requirement of sources, changing a grade in a teacher’s grade book.

Multiple submissions: submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher. Examples: Turning in the same paper for Freshman English and Sophomore English.

Stealing: encompasses taking or appropriating without the right or permission to do so and with the intent to keep or improperly use the school work or materials of another student or the instructional materials of a teacher. Example: stealing copies of tests or quizzes, stealing another student’s homework.

Determination of Academic Dishonesty

Parents and school counselors must be informed immediately by the teacher(s) involved when a student is suspected of Academic Dishonesty. Teachers will complete an Office Referral to be submitted to the Student Supervisor and provide documented evidence of the misconduct. The Student Supervisor/Associate Principal and Library Media Specialist will review the information and determine if evidence exists to show that academic dishonesty has occurred and, if so, what definition applies. The Student Supervisor/Associate Principal will inform the teacher, school counselor, parent, and student of the outcome.

Response to Academic Dishonesty

For the purpose of the actions below, *Academic* consequences will be imposed by the teacher of record and the *Disciplinary* consequences will be imposed by the Student Supervisor and/or Administration.

<i>Offense</i>	<i>1st Offense</i>	<i>2nd Offense</i>	<i>Subsequent Offenses</i>
<u>Intentional Plagiarism</u> <i>Academic</i> <i>Disciplinary</i>	Grade of zero on the assessment After school detention Academic Honesty Remediation Packet	Grade of zero on the assessment 1 day ISS Academic Honesty Remediation Packet	Grade of zero on the assessment 3 days ISS Academic Honesty Remediation Packet
<u>Unintentional Plagiarism</u> <i>Academic</i>	A deduction of points to be determined by the teacher, based on the	A deduction of points to be determined by the teacher, based on the severity and number of	A deduction of points to be determined by the teacher, based on the severity and number of

<i>Disciplinary</i>	severity and number of occurrences within the assessment in which plagiarism occurs. View Unintentional Plagiarism Presentation Answer questions	occurrences within the assessment in which plagiarism occurs. Lunch Detention View Unintentional Plagiarism Presentation Answer questions	occurrences within the assessment in which plagiarism occurs. 2 Lunch Detentions Meet with the Library Media Specialist to discuss Unintentional Plagiarism
<u>Cheating</u> <i>Academic</i> <i>Disciplinary</i>	Grade of zero on the assessment After school detention Academic Honesty Remediation Packet	Grade of zero on the assessment 1 day ISS Academic Honesty Remediation Packet	Grade of zero on the assessment 3 days ISS Academic Honesty Remediation Packet
<u>Lying or Fraud</u> <i>Academic</i> <i>Disciplinary</i>	A deduction of points on the assessment or grade category, whichever is applicable After school detention Remediation Packet	A deduction of points on the assessment or grade category, whichever is applicable 1 day ISS Remediation Packet	A deduction of points on the assessment or grade category, whichever is applicable 3 days ISS Remediation Packet
<u>Multiple Submissions</u> <i>Academic</i> <i>Disciplinary</i>	Grade of zero on the assessment for which has been found to be previously submitted After school detention Remediation Packet	Grade of zero on the assessment for which has been found to be previously submitted 1 day ISS Remediation Packet	Grade of zero on the assessment for which has been found to be previously submitted 3 days ISS Remediation Packet
<u>Stealing</u> <i>Academic</i> <i>Disciplinary</i>	Grade of zero on the assessment for which has been stolen ½ day ISS Remediation Packet	Grade of zero on the assessment for which has been stolen 1 day ISS and 1 After school detention Remediation Packet	Grade of zero on the assessment for which has been stolen 3 days ISS Remediation Packet

Student Agenda

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

Why Do We Issue Each Student a School Agenda?

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

All students attending Griswold High School are **required** to maintain and carry an agenda at all times. Students who do not possess an agenda will be required to obtain a signed hallway pass from a faculty/staff member.

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

Student Code of Conduct

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

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

All students are expected to:

1. Respect the educational process and environment through the display of appropriate language, attitude and physical behavior.
2. Respect and honor the rights of school staff and other students to work and learn in an environment free of intimidation and harassment.
3. Maintain satisfactory attendance and punctuality to school and class.
4. To know and follow the policies, procedures, and rules of the school and each classroom teacher.

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

1. Any purposeful action (s) that results in bodily harm to another human being.
2. Use or possession of a deadly weapon, dangerous instrument, or anything that is used as a weapon. (Possession defined as on self or school property.)
3. Use, possession, sale or distribution of drugs, drug paraphernalia and/or alcoholic beverages on school premises or at any school-sponsored activity. (Per the Griswold BOE Drug/Alcohol/Tobacco policy)
4. Acts of arson.
5. Acts of stalking, bullying, or any other actions that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed or molested.

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

Warnings

Detention (during class, lunch, or after-school)

Parent contact or conference

Intervention by Student Supervisor/Associate Principal

Hallway Pass Restriction

Intervention by school staff/counselors

Denial of privileges and/or participation in school activities

In-school/out-of-school suspension

Juvenile Review Board (JRB)

Bullying intervention

Crisis intervention

Referral to appropriate law enforcement, local Juvenile Review Board or other governmental agency

Expulsion

Off-Campus Misconduct

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

Such discipline may result whether: 1) the incident was initiated in the school or on school grounds, or 2) even if the incident occurred or was initiated off-school grounds and non-school time; if after the occurrence there was a reasonable likelihood that return of the student would contribute to a disruptive effect on the school education or its process by threatening:

1. The school's orderly operations;
2. The safety and proximity of school property;
3. The welfare of the person's who work or study there.

Examples of the type of such off-school misconduct that may result in such discipline include but are not limited to:

1. Use, possession, sale, or distribution of dangerous weapons; (as defined C.G.S. [53a-3](#), [53-206](#), and [29-35](#))
2. Use, possession, sale, or distribution of illegal drugs; or
3. Conduct involving violence, threats of violence or use of weapons and whether injuries occurred;
4. Involvement of other students from the school or gang involvement;
5. Conduct involving the use of alcohol.

Where any such activity has the reasonable likelihood of threatening the health, safety or welfare of school property, individuals thereon, and/or the educational process.

A student found to be in possession of a firearm or deadly weapon shall be expelled for one calendar year unless said expulsion is modified on an individual case basis.

Gang Activity Or Association

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazings, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The Superintendent will establish procedures and regulations to ensure that any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

Hazing

Hazing, harassment, intimidation or any act that injures, degrades, or disgraces a student or staff member will not be tolerated. Any student who engages in such behavior is subject to disciplinary action including suspension, expulsion or referral to law enforcement officials.

No person in charge of a school sponsored activity will permit the above mentioned behavior. Violations will result in disciplinary action.

Definitions Of Disciplinary Interventions

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

LUNCH DETENTIONS: The administration and faculty shall and can detain students during scheduled lunch waves for disciplinary purposes. Prior to reporting to the designated detention room, students will have an opportunity to get lunch from their classroom or quickly purchase lunch in the cafeteria and bring their lunch to the detention room. Students will eat their lunch in the assigned detention room and are expected to comply with the rules and expectations that are set forth by the designated supervisor. Parents will be notified prior to their child serving the assigned lunch detention.

AFTER-SCHOOL DETENTION: The administration and faculty shall and can detain students after school for disciplinary purposes. Parents will be notified prior to their child staying after school. A detention slip will be completed by the teacher and given to the student along with an explanation and verbal instructions. Students will be instructed to give the detention slip to

their parent/guardian for review, signature, and return it to the teacher the following school day. After school detentions will be held until 3:30 pm.

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

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

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

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

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

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

EMERGENCY SITUATION:Students requesting or teachers requiring any of the above mentioned support services for an emergency situation or any situation that involves

intervention beyond your means must be processed through the main office. Faculty and staff will contact the student supervisor (Ext. 4159) or the Associate Principal (Ext. 4161) to come to their classroom to arrange an escort. If a student supervisor does not answer the phone, call the main office at Ext. 4150.

Behavior Intervention Structure

The following chart outlines examples of inappropriate behaviors or actions and the degrees of consequences that may be sanctioned. The maximum degree may be used for a first-time violation if it is of an unusually serious nature. Parents/guardians will be contacted regarding disciplinary incidents and consequences specific to your child. Information regarding other students is confidential.

INAPPROPRIATE BEHAVIORS OR ACTIONS	RESPONSIBILITY AND CONSEQUENCES	
	MINIMUM DEGREE	MAXIMUM DEGREE
Possession or use of anything that may be considered a weapon or dangerous instrument. NOTE: Possession of a weapon on school grounds: Class D felony	Parent/Police notification O. S. S. for 10 days	Automatic expulsion proceedings required by CGS 10-233d
Use or possession of drugs, drug paraphernalia and/or alcoholic beverages, is prohibited at any time on school premises or at any school-sponsored activity.	Parent/Police notification O. S. S.	O.S.S.; possible referral to Superintendent for Expulsion; Possible police notification and possible arrest
Sale or distribution of drugs, drug paraphernalia and/or alcoholic beverages, or involvement or participation in a transaction of the above is prohibited at any time on school premises or at any school-sponsored activity.	Parent/Police notification O. S. S.	Automatic expulsion proceedings required by CGS 10-233d
Possession, consumption or exchange of prescription or non-prescription medication	Parent notification; health assessment by School Nurse; police notification	O.S.S; Recommendation to Superintendent for expulsion

Sexual Misconduct, includes but is not limited to sexual harassment, sexual assault, and sexual exploitation	Police/Parent/DCF notification; suspension (in-school or out of school depending on circumstance)	O.S.S.; Recommendation to Superintendent for expulsion
Sexual Activity on School Grounds	Parent notification; ISS; hallway restriction; possible DCF referral;	O.S.S; police notification; DCF notification; Recommendation to Superintendent for expulsion
Possession, use, or consumption of any tobacco products, e-cigarette/nicotine delivering service, or products which light fires on grounds, on school buses, or at school-sponsored events	Parent notification Confiscation/hallway Restriction; agency referral/student support services; Online Training Module; ISS	Referral to Juvenile Review Board; Police Notification O.S.S; Recommendation to Superintendent for Expulsion
Vandalism or willful destruction of school or private personal property on school grounds	Parent notification Hallway restriction; ISS; Restorative Practices Intervention, such as community/ school service;	O.S.S.; police notification; Recommendation to Superintendent for Expulsion
Use of obscene or profane language or gestures	Parent notification; detention	O.S.S.
Deliberate refusal by word or action to comply with a reasonable request from faculty or staff	Parent notification; detention	O.S.S.
Physical aggression (fighting), threatening, intimidating behavior, bullying or attempting to blackmail faculty, staff or other students	Parent notification; Intervention of professional staff; ISS	Police notification and possible arrest; Possible Referral to Juvenile Review Board; O.S.S.; Recommendation to Superintendent. for expulsion
Leaving a class or school grounds without following established dismissal procedures	Parent notification; detention	I.S.S.
Inappropriate/unauthorized use of electronic devices, including but not limited to earbuds, headphones	Parent notification; detention; confiscation of equipment;	OSS; loss of technology privileges; Parent meeting
Dress Code Violation	Parent notification; Detention; Change of clothing	OSS; parent meeting
Theft	Parent notification; ISS; Restorative Practices; possible Juvenile Review Board referral	O.S.S.; referral to Superintendent for Expulsion;

		Police notification and possible arrest
Unexcused absence from class (skipping, cutting class)	Parent notification; intervention by professional staff; detention	ISS; pass restriction; Parent Meeting
Unauthorized use of any school facilities, equipment, or supplies.	Parent notification; detention; Possible Hallway Restriction	O.S.S. Police notification and possible arrest
Failure to adhere to cafeteria policy	Parent notification; Removal from cafeteria; detention	O.S.S
Possession or use of any object that may cause disruption (water pistol, snowballs, electronic devices, fidget spinners, etc.)	Parent notification; Confiscation of item; Detention	O.S.S.
Gambling	Parent notification; ISS; Intervention by professional staff;	O.S.S.; police notification
Dishonesty (cheating, forgery, plagiarism)	Parent notification; academic penalty; detention	O.S.S.; loss of extracurricular privileges

Bullying Policy

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

“Bullying” means an act that is direct or indirect and severe, persistent or pervasive, which (A) causes physical or emotional harm to an individual, (B) places an individual in reasonable fear of physical or emotional harm, or (C) infringes on the rights or opportunities of an individual at school.

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

Students who engage in any act of bullying, on school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by the Board of Education, or through the use of an electronic device or an electronic mobile device owned, leased or used by the Board of Education, and outside of the school setting if such bullying:

- A. Creates a hostile environment at school for the student against whom such bullying was directed,
- B. infringes on the rights of the student against whom such bullying was directed at school,
- C. Substantially disrupts the education process or the orderly operation of a school.

Students and/or parents may file verbal or written complaints concerning suspected bullying behavior, and students shall be permitted to anonymously report acts of bullying to school employees. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

“Cyberbullying” means any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications;

“Teen Dating Violence” means any act of physical, emotional, or sexual abuse, including stalking, harassing and threatening, that occurs between two students who are currently in or who have recently been in a dating relationship;

“Mobile electronic device” means any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted;

“Electronic communication” means any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo-optical system;

“Hostile environment” means a situation in which bullying among students is sufficiently severe or pervasive to alter the conditions of the school climate;

“Outside of the school setting” means at a location, activity or program that is not school related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by a local or regional board of education;

“School employee” means (A) a teacher, substitute teacher, school administrator, school superintendent, guidance counselor, psychologist, social worker, nurse, physician, school paraprofessional or coach employed by a local or regional board of education or working in a public elementary, middle or high school; or (B) any other individual who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled in a public elementary, middle or high school, pursuant to a contract with the local or regional board of education;

“School climate” means the quality and character of school life based on patterns of students’, parents’ and guardians’ and school employees’ experiences of school life, including, but not limited to, norms, goals, values, interpersonal relationships, teaching and learning practices and organizational structures;

“Positive school climate” means a school climate in which (A) the norms, values, expectations, and beliefs that support feelings of social, emotional and physical safety are promoted, (B) students, parents, and guardians of students and school employees feel engaged and respected and work together to develop and contribute to a shared school vision, (C) educators model and nurture attitudes that emphasize the benefits and satisfaction of gained from learning, and (D) each person feels comfortable contributing to the operation of the school and care of the physical environment of the school;

“Emotional Intelligence” means the ability to (A) perceive, recognize and understand emotions in oneself or others, (B) use emotions to facilitate cognitive activities, including, but not limited

to, reasoning, problem solving and interpersonal communication, (C) understand and identify emotions, and (D) manage emotions in oneself and others; and

“**Social and emotional learning**” means the process through which children and adults achieve emotional intelligence through the competencies of self-awareness, self-management, social awareness, relationship skills and responsible decision making.

Response To Alleged Acts Of Bullying

1. Students may anonymously report acts of bullying to school employees via email at gbullyline@griswoldpublicschools.org; or calling our **anonymous hotline at (860) 376-7688**.
2. Students and/or parents/guardians of students may file reports of suspected bullying by completing the *Bullying, Harassment, or Intimidation Reporting Form* and submitting it to the Associate Principal, Social Emotional Interventionist, or School Security Officer. The form can be found on the Griswold High School website, or a hard copy can be obtained from the School Counseling Office, Main Office, Health Office, or any member of our support staff.
3. Students and/or parents/guardians or students may report bullying situations to members of the school staff in writing.
4. Student and/or parent/guardians of students reports shall be reported to the school administration.
5. School administrators shall investigate all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports made under this section and that the parents/guardian of the student alleged to have committed an act or acts of bullying and the parents/guardians against whom such alleged act or acts were directed receive prompt notice that such investigation has commenced.
6. School administration will notify the parents/guardians of students who commit any verified acts of bullying and the parents/guardians of students against who such acts were directed no later than forty-eight hours after the completion of the investigation of the (A) results of such investigation and (B) verbally and by electronic mail, that such parents or guardians may refer to the plain language of explanation of the rights and remedies available under sections 10-4a and 10-4b.
7. School will invite the parents or guardians of the student against whom such an act was directed to a meeting to communicate the measures being taken by the school to ensure the safety of the student against whom such act was directed and the policies and procedures in place to prevent further acts of bullying.
8. School will invite the parents/guardians of a student who commits any verified act of bullying to a meeting to discuss specific interventions undertaken by the school to prevent further acts of bullying.
9. A list shall be maintained in the Principal’s Office of verified bullying acts. Such a list is available on request to the public.
10. Language about bullying and the scope of the policy shall be included in all student/parent/employee handbooks.

Civil And Legal Rights And Responsibilities Policy

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

The district’s aim is to provide an environment in which a student’s rights and freedoms are respected, and to provide opportunities which stimulate and challenge the student’s

interests and abilities to his or her highest potential. These opportunities will be available as long as the student pursues these interests and studies in an appropriate manner, and does not infringe upon the rights of others. It shall be the right of each district student:

1. To have a safe, healthy, orderly, and courteous school environment;
2. To take part in all district activities on an equal basis regardless of race, sex, national origin or disability;
3. To attend school and participate in school programs unless suspended from instruction and participation for legally sufficient cause as determined in accordance with due process of law;
4. To have school rules and conditions available for review and, whenever necessary, explained by school personnel;
5. To be suspended from instruction only after his or her legal rights have been observed;
6. In all disciplinary matters, to have the opportunity to present his or her version of the facts and circumstances leading to imposition of disciplinary sanctions to the professional staff member imposing such sanction;
7. Not to submit to a survey, analysis or evaluation that reveals information concerning political affiliation; mental and psychological problems potentially embarrassing to the student or his/her family; illegal, antisocial, self-incriminating and demeaning behavior;
8. Critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged and comparable relationships, such as those of lawyers, physicians, and ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program); without the prior written consent of the student, if over 18 years of age, or without the prior written consent of the parent/guardian for those students under 18 years of age. However, such survey, analysis or evaluation may be conducted on a wholly voluntary basis, provided that the student and his/her parent/guardian have been notified of their rights and of their right to inspect all materials related to the above. All instructional material, including teachers' manuals, films, tapes or other supplementary instructional material to be used shall be available for inspection by the parents or guardians of the children.

It shall be the responsibility of each district student:

1. To be familiar with and abide by all district policies, rules and regulations pertaining to student conduct;
2. To work to the best of his or her ability in all academic and extracurricular pursuits and strive toward the highest level of achievement possible;
3. To conduct himself or herself, when participating in or attending school-sponsored extracurricular events, as a representative of the district and as such hold himself or herself to the highest standards of conduct, demeanor, and sportsmanship, and accept responsibility for his or her actions;
4. To seek help in solving problems that might lead to discipline problems;

5. To be in regular attendance at school and in class;
6. To contribute to the maintenance of an environment that is conducive to learning and to show due respect to other persons and to property;
7. To dress in accordance with standards promulgated by the Board and the Superintendent; and
8. To make constructive contributions to the school, and to report fairly the circumstances of school related issues.

Griswold Public Schools Policy Related To Alcohol Use, Drugs, And Tobacco (Including Performance Enhancing Substances)

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

Alcohol, tobacco, stimulants, street drugs, including but not limited to marijuana, heroin and cocaine; anabolic steroids, hormones and analogues, diuretics and other performance enhancing substances; including supplements and Creatine, are addressed by this policy and accompanying administrative regulations.

Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2 and bath salts are addressed by this policy.

Definitions

Drugs: Any substance that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient's physical, mental, or emotional state. Drugs may include, but not be limited to, alcoholic beverages; controlled substances such as marijuana, hallucinogens, cocaine, barbiturates, amphetamines, narcotics; and non-authorized prescription drugs.

Controlled substances: Include all controlled substances prohibited by federal and state law, look-alike drugs, alcoholic beverages, anabolic steroids, drug paraphernalia, any volatile solvents or inhalants, such as but not limited to glue and aerosol products, and prescription or patent drugs, except those for which permission for use in school has been granted pursuant to Board policy.

Under the influence, for purposes of this policy shall include any consumption or ingestion of controlled substances by a student.

Electronic nicotine delivery system means an electronic device that may be used to simulate smoking in the delivery of nicotine or other substance to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo,

electronic pipe or electronic hookah and any related device and any cartridge or other component of such device.

Liquid nicotine container means a container that holds a liquid substance containing nicotine that is sold, marketed or intended for use in an electronic nicotine delivery system or vapor product.

Vapor product means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may or may not include nicotine that is inhaled by the user of such a product.

Performance-Enhancing Substances include any performance-enhancing drug, including anabolic agents or steroids, used for the intent of bodybuilding and muscle enhancement of physical ability and not for a valid medical purpose as defined by a physician.

Possession of Controlled Substances means to possess or hold, any alcohol, drug, or mood altering substance determined to be illegal, or as defined by this regulation, on one's person, in one's personal belongings, one's locker, car, backpack, etc.

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

Distribution or Sale of Controlled Substance: Deliver, sell, pass, share or give any alcohol, drug or mood altering substance, as defined by this policy, from one person to another or to aid therein.

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

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

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

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

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

Workplace: The site for the performance of work done in connection with a federal grant. That includes any school building or any school premises; and school-owned vehicle or any other school approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function,

such as a field trip or athletic event, where students are under the jurisdiction of the school district where work on a federal grant is performed.

Illegal Activities

Use, possession, sale or distribution of drugs, including prescription drugs, drug paraphernalia and/or alcoholic beverages in violation of state law or Board of Education policy is prohibited at any time on school premises or at any school-sponsored activity. If a student is under the influence of a drug or alcohol, or engaged in the illegal activity of possessing or selling drugs and/or alcohol, the police will be notified, his/her parent(s)/guardian will be contacted, he/she will be suspended from school, referred to a Student Support Team, and considered for expulsion. In cases of illegal activity of possessing or selling drugs or alcohol, students will be referred to the appropriate law enforcement authorities. If a student is arrested and is awaiting trial for possession of, or possession-of with intent to sell drugs in or on school property or at a school-sponsored event, the student will not be allowed to attend school without the permission of the Superintendent, per the guidelines set forth in Policy #5114.

Drugs And Alcohol

It is the policy of the Board to prevent and prohibit the use (except as duly authorized through the school nurse), possession, distribution or sale of any drug, drug paraphernalia, or alcohol by any student at any time on school property, at school-sponsored events or on school-provided transportation. The District provides (1) a supportive environment for recovering chemically dependent students during and/or after their involvement in a treatment program for chemical dependency; and will provide (2) assistance to those students who are affected by drug/alcohol possession or use by others. Any student in District schools found to be using, selling, distributing, in possession of or under the influence of intoxicants, mood altering drugs or substances, or look-alike drugs, or in possession of any related drug paraphernalia during a school session, on school premises, or anywhere at a school-sponsored activity or trip, on school-provided transportation, or otherwise off school grounds when such student's conduct violates the substance abuse policy and is seriously disruptive of the educational process shall be subject to consequences as stated in the student handbook.

Inhalant Abuse

In addition to the prohibitions pertaining to alcohol, drugs and tobacco contained in this policy, no student shall inhale, ingest, apply, use or possess an abusable glue, aerosol paint or substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these. Any student in the District schools found to be in possession of, using, distributing, or selling potentially abusable inhalant materials shall be subject to disciplinary action as outlined in this policy, up to and including suspension and a recommendation for expulsion. Violators of this policy may also be required to complete an appropriate rehabilitation program.

Performance-Enhancing Drugs (including food supplement)

In addition to the prohibition pertaining to alcohol, drugs, tobacco and inhalants, the Board of Education prohibits the use, possession, distribution or sale of performance-enhancing drugs, including anabolic steroids and food supplements, including Creatine, by students involved in school-related athletics or any co-curricular or extracurricular school activity/program, other than use for a valid medical purpose as documented by a physician. Bodybuilding and enhancement of athletic ability and performance are not considered valid medical purposes. Students who violate this policy will be subject to disciplinary action.

Tobacco/Electronic Nicotine Delivery system Use by Students

There shall be no smoking or any other unauthorized use or possession of tobacco, tobacco products, including chewing tobacco or tobacco paraphernalia by students in any school building or school vehicle at any time or on any school grounds during the school day, or at any time when the student is subject to the supervision of designated school personnel. Such as when the student is at any school function, extracurricular event, field trip, or school related activity such as a work-study program. An ongoing program of student support and counseling will be offered to provide support for students who wish to break the smoking habit. Tobacco includes, but is not limited to cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals, or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. Students who violate this policy will be subject to disciplinary action.

Medical Marijuana

The conditions which follow are applicable to a District student, eighteen years of age or older, who holds a certificate authorizing the palliative use of marijuana issued by the Connecticut Department of Consumer Protection (DCP) for the medical use of marijuana.

A student medical marijuana certificate holder is subject to, without bias, the same code of conduct and disciplinary standards applicable to all students attending District schools.

A student medical marijuana certificate holder shall not:

- Undertake any task under the influence of marijuana that would constitute negligence;
- Possess or engage in the medical use of marijuana
 - On a school bus,
 - On the grounds of any preschool, elementary or secondary school,
- Smoke marijuana on any form of public transportation or in any public place;
- Use marijuana in any manner not authorized by P.A. 12-55; or
- Offer to give, sell, or dispense medical marijuana to another student or other individual on school property, in school-provided vehicles, at school events, or when functioning as a representative of the school.

If District officials have reasonable belief that a student may be under the influence, in possession of, or distributing medical marijuana, in a manner not authorized by the medical marijuana statute, law enforcement authorities will be informed.

A student who violates any portion of this policy shall be subject to disciplinary action and applicable criminal prosecution.

Rights Of Questioned Students And Faculty

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

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

Privacy Rights

Personal privacy rights of students shall be protected as provided by law. School properties may be inspected by school authorities to maintain health and safety. Searches to locate drugs, narcotics, liquor, weapons, poisons, and missing properties are matters relating to health and safety and may be regarded as reasonable grounds for searches by school personnel. Privileged communication between a certified or paraprofessional employee and a student concerning drug abuse shall remain confidential except in cases where the employee is obtaining physical evidence of a controlled substance, and/or where there is an immediate threat to, or where students' health, safety, and welfare may be jeopardized.

Confidentiality Of Communications

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

Procedures Related To Drug And Alcohol Abuse Policy

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

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

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

