The Gilbert School
Student/Parent Handbook
2026-2027

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Please visit our website regularly for important announcements and information
www.gilbertschool.org

The Gilbert School

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THE GILBERT SCHOOL
MISSION STATEMENT

The Gilbert School is committed to assuring that all of our students are prepared to be thoughtful and productive citizens in a complex, global society.

In pursuing this mission, we believe that:

- All students can learn and be successful.
- All students are valued and deserve an education that addresses their academic, physical, social and emotional needs.
- All students are entitled to a safe, healthy and respectful learning environment.
- All members of The Gilbert School community must uphold high expectations, be accountable, and demonstrate a commitment to excellence.
- Celebrating the heritage of The Gilbert School strengthens community pride and inspires individual accomplishments.

PORTRAIT OF A LEARNER

A Portrait of a Learner aligns with our Theories of Action and identifies key skills and dispositions that our learning community has identified as essential components for all learners and ultimately all graduates. This Portrait of a Learner complements our academic and social-emotional focus and further demonstrates our district's commitment to educating the whole student enabling them to succeed in college, career, and in life.

Our Portrait of a Learner was developed in a collaborative manner with stakeholders from all levels of the Winchester and Gilbert PreK-12 continuum, including, teachers, parents, board members, administrators, and students.

Our Portrait of a Learner focuses on four (4) essential skills and four (4) key dispositions that our learning community has identified as paramount for our students in grades PreK-12 to succeed in a 21st-century world with growing challenges and demands. These skills are:

- Collaboration
- Communication
- Critical Thinking
- Creativity

The identified dispositions that the group prioritized for students are:

- Integrity
- Perseverance
- having a Growth Mindset
- being an Inclusive person

It is important to have a clear vision and clearly defined goals for all of our students in Winsted at all levels from Preschool through 12th grade. The carryover from elementary through middle and high school will provide a consistent focus on these priorities we have all identified for our students. These essential skills and dispositions along with a guaranteed and viable curriculum rooted in research-based pedagogy, coupled with a robust social-emotional program will help us redefine what student success means in our schools enabling them to succeed in college, career, and in life.

PREFACE

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general school information, rules and procedures and is not intended to either enlarge or diminish any W.L. Gilbert School Corporation policy, administrative regulation or negotiated agreement. Material contained herein may therefore be superseded by such policy, administrative regulation or negotiated agreement. Any information contained in this handbook is subject to unilateral revision or elimination from time-to-time without notice.

This booklet is written for our students and their parents. It contains required and useful information. Because it cannot be as personal a communication as we would like, we address students not directly as "you" but rather as "the student," "students," or "children." Likewise, the term "the student's parent" may refer to the parent, legal guardian, or other person who has agreed to assume responsibility for the student.

The Student Handbook is designed to be in harmony with Board policy. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect portions of this Handbook will be made available to students and parents through newsletters, web pages, and other communications.

EQUAL OPPORTUNITY and NON-DISCRIMINATION

Each student is encouraged to develop and achieve individual educational goals. The school will provide every student with equal educational opportunities regardless of race, color, creed, gender, sexual orientation, gender identity or expression, national origin, religion, age, economic status, marital status, or disability. No student will be excluded on such a basis from participating in or having access to any course offerings, student athletics, counseling services, employment assistance, extracurricular activities or other school resources. Programs and activities shall be accessible and usable by individuals with disabilities as prescribed by law. The designated district compliance officer will coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

EQUALITY OF OPPORTUNITY STATEMENT

The Gilbert School recognizes and accepts the need to prepare students to live and work productively in an increasingly diverse society. This is an integral part of the school system's commitment to offer an educational program of excellence, which includes teaching students awareness and understanding of the diverse cultures and heritages that form our society.

The school will not tolerate student behavior which insults, degrades or stereotypes and race, religion, gender, sexual orientation, disability, physical or mental condition or ethnic group.

EQUITY AND DIVERSITY

Students deserve a respectful learning environment in which their cultural, racial, and ethnic diversity is valued and contributes to successful academic outcomes. The school learning and work environment is enriched and improved by the contributions, perspectives, and the very presence of diverse participants.

ACADEMIC HELP

2:16p.m. – 2:46 p.m. Teachers Available for Extra Help

All teachers are available for academic help after regular school hours. Students should arrange an appointment in advance that is mutually convenient. Teachers may also request a student to report for academic help.

ACADEMIC DISHONESTY

If a student is expected to work alone but provides, uses, or accepts inappropriate assistance, then the student has acted dishonestly in the learning environment and is subject to discipline for cheating.

Examples of the kinds of acts and behaviors that are viewed as cheating are listed below. The list is a sampling only; it is not all-inclusive:

- During tests or quizzes
  - cheat sheets with answers
  - answers programmed into electronic devices
  - answers written on hands, arms, clothing, etc.
  - looking at another student's answers
  - looking into texts, notebooks, etc.
  - communicating with other students
  - offering/providing answers to others
  - aiding/abetting another student's dishonesty
  - Sending or receiving pictures, texts or other electronic communication
- On projects, papers, reports, keyboarding, computer accounts
  - claiming another student's/person's work as your own
  - plagiarism: copying words or ideas and not giving credit to the sources
- Other
  - If previously warned by a teacher that a given behavior will be considered cheating
  - If a behavior violates the ground rules for academic honesty set by the teacher

Students are expected to pursue their school-work with integrity and honesty. Cheating and plagiarism demonstrates a lack of integrity and character. That is inconsistent with school goals and values. All forms of cheating and plagiarism are not acceptable. Consequences for cheating will take into account the grade level of the student and the severity of the misrepresentation.

Students who have been found to have plagiarized an assignment will have the opportunity to redo the assignment for ***half credit*** *if it is their first offense. Credit for subsequent offenses will be at the discretion of Administration. All instances will be logged through the office so that progressive consequences can be determined.*

ACCIDENTS

Any accident involving possible injury to a student or damage to school property must be reported immediately to the teacher in charge of the area and to the administration.

The Gilbert School does not carry accident insurance; however, in order for an accident to be documented

for possible insurance claims through personal policy coverage, certain forms must be completed and returned to the office within twenty-four (24) hours of the accident. It is the responsibility of the student to obtain and complete such forms.

ACTIVITY PERIOD

Activity period is held approximately once a month during the school year. TGS offers a range of extra-curricular activities covering varied interests. It is desirable that every student partake in at least one club. A list of clubs offered during Activity Periods for the school year will be available before the first Activity Period meeting. It is understood that all students will be held to a high standard of academic and behavioral achievement. Advisors will inform students of the requirements for each particular club.

ADMISSION/PLACEMENT

A student seeking enrollment in The Gilbert School for the first time or following attendance in another Connecticut public school district, out-of-state attendance, private school attendance or admission through a bona fide foreign exchange program should contact the Head of School. A student who is transferring from non-public schools or schools outside TGS will be placed at his/her current grade level pending evaluation and observation of the student after such assessment and consultation with the parents, the principal will determine the grade placement of the child.

The parent or person having control of a child seventeen years of age may consent to such child's withdrawal from school. The parent or person having control of a child seventeen years of age may exercise the option by personally appearing at the school office to sign a withdrawal form. This form will include an attestation from the school's guidance counselor or a school administrator that the school has provided the parent or person with information on the educational options available in the school system and in the community.

A student who has attained the age of seventeen and who has voluntary terminated enrollment in the school and subsequently seeks admission may be denied readmission for up to ninety school days from the date of such termination unless such student seeks readmission to the school not later than ten school days after such termination in which school accommodation will be provided not later than three school days after such student seeks readmission. A student, nineteen years of age 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. Students who are classified as homeless under federal law and do not have a fixed residence will be admitted pursuant to federal law.

Parents of students attending TGS have the option to enroll their child(ren) in a magnet school with which the TGS is a nonparticipating district, if the magnet school has unused student capacity. The school will pay any tuition charge.

ADMISSION TESTING PROGRAMS OF THE COLLEGE ENTRANCE EXAMINATION BOARD

Registration for these examinations are done online. Check the testing website for dates and deadlines. See your Counselor for more information.
ACT www.actstudent.org

SAT www.collegeboard.com

ADVANCED PLACEMENT CLASSES/ EXAMS

TGS's Advanced Placement (AP) Program is designed and committed to offering our students the opportunity to experience college-like classes to better prepare them for life after TGS. These AP classes are College Board® approved for both content and rigor and ensure that the class meets the necessary requirements to be labeled as an AP class. By enrolling in an AP class(s) your child will be exposed to the challenges and demands of college-like work.

Students enrolled in an AP course **must** take the AP exam if they wish to get AP credit.

- Students electing to enroll in an AP class must meet all prerequisite requirements.
- All AP classes have summer work prior to the class beginning in the fall. It is the expectation that all students enrolled in an AP class will complete the work by the designated due dates.
- Students may drop an AP class without penalty until the end of the first quarter. Parents, counselors, and administration must have prior notification.

Exam Dates: May 4–16.

NOTE: See your school counselor or AP teacher if you have any questions regarding these tests.

ADVISORY

TGS Advisory period is to provide an environment that personalizes the school community through learning about the school, learning about oneself, developing inner resources, increasing student accountability and responsibility, and learning from one another in a smaller group setting.

AFTER SCHOOL DETENTION

Office detention will be open from 2:20-3:20 pm Monday through Thursday for any student needing to stay after school.

AGE OF MAJORITY

In 1972, the State of Connecticut established eighteen (18) as the age of majority. As applied to school, this means that any student eighteen (18) years of age or older may assume all rights and responsibilities regarding his/her education which have been delegated to the parents of minors, as long as a note from a parent/guardian is on file expressing this desire. Students in this category may write their own excuses for absences and tardies, inspect their records, and make their own curricular selections. All field trip permission forms still require a parent/guardian's signature.

Note: Requests for early dismissals must be in compliance with TGS Early Dismissal procedures/policy. Only legitimate reasons will be allowed for dismissal passes. Adult students are still subject to all disciplinary restrictions enforced by the school. Furthermore, their actions and decisions are subject to verification by the school.

The school recognizes its moral responsibility to the parent regardless of the age of the students in its charge and will attempt to cooperate with the parent to provide the best educational experience for the student, especially in situations where the student still resides with the parent. Eighteen-year-old students

may request direct communications and parents/guardians will be notified of that action. The school reserves the right to revoke age of majority privileges when a student has acted deceptively or used poor judgment.

AMERICAN WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 ensures support for individuals with disabilities. Individuals with disabilities are provided a free and appropriate education (FAPE), and are accommodated and employed without discrimination related to their disabilities.

It is the intent of the school to provide a free and appropriate public education to each Section 504/ADA qualified and eligible student with a disability within its jurisdiction, as defined in 28 CFR, Parts 35 and 36, of the Amendments to Americans with Disabilities Act, Title II and Title III.

Section 504 prohibits discrimination against persons with disabilities (both students and staff members) by school districts receiving federal assistance of any kind for any program or activity. The school may not discriminate against any person with a disability, regardless of whether the program or activity after enrollment, may also take a screening exam.

All individuals who are disabled or "handicapped" are protected under Section 504. However, individuals who have been determined to be "handicapped" under Section 504 may not be considered disabled under IDEA. IDEA, which can be viewed as a subcategory of Section 504, provides for special programming or placement, while Section 504 protects the rights of individuals with handicaps. Under IDEA, students are qualified for services under 13 IDEA disabling conditions; specially designed individual education programs are planned for each student by Individualized Education Program (IEP) teams. Under Section 504, students with "handicaps" are entitled to special accommodations to ensure that they can participate in and benefit from public education and programs, and a 504 accommodation plan is designed for each student according to individual needs.

Section 504 is not an aspect of special education, but is, rather, a responsibility of the comprehensive general public education system. Unlike an eligibility system based on clinic categories of disabilities, Section 504 works on a more functional premise. Under 504 [29 U.S.C. & § 706(8)] a person is considered to have a disability if that person:

1. has a physical or mental impairment which substantially limits one or more of such person's major life activities;
2. has a record of such an impairment; or
3. is regarded as having such an impairment

While Section 504 provides a means for preventing discrimination against students with disabilities, this does not mean that 504 plans must focus on the disabling condition or on addressing the disability directly. Rather, 504 plans offer a means for focusing on students' strengths, for capitalizing on what students bring to the instruction process - not on what they lack.

Students with disabilities, pursuant to Section 504 and/or ADA will be provided a free appropriate public

education which may include, but is not limited to, providing a structured learning environment; repeating and simplifying instructions about in-class and homework assignments; supplemented verbal instructions with visual instructions; adjusting class schedules, modifying test delivery; computer-assisted instructions; using modified textbooks and tailoring homework assignments.

Should you have any questions regarding Section 504, please call either your child's school administration or the Civil Rights Coordinator for the school district at (860) 379-8521.

Any eligible person, including any student, parent/guardian, staff member or other employee who feels that he/she has been discriminated against on the basis of disability may submit a written complaint to the designated Section 504 Coordinator within 30 days of the alleged occurrence.

ANTI-RACISM

The Gilbert School rejects all forms of racism as destructive to the mission, vision, values and goals of this school system. All forms of racism must be eliminated from the school. Children must find school a safe and welcoming place, where they are able to achieve success, irrespective of their racial or ethnic background. Racism will not be tolerated in any form. The goal is to enable all students to thrive in a socially cohesive community within a positive, multi-cultural society.

ASBESTOS

Legislation requires all school buildings to be reevaluated to determine if asbestos is present and if it poses a significant health hazard to the building's occupants. The school has on file plans showing the location of asbestos in each building and measures undertaken to comply with regulations to maintain a safe school environment. Requests to review these plans may be made in the school office.

ASSEMBLIES

Throughout the year, several assemblies will be presented to various classes. Some of these assemblies are mandatory, others are optional. During assemblies, students are expected to give courteous attention to the program, thus allowing other students their right to enjoy the presentation. Inappropriate behavior may lead to disciplinary consequences and the suspension of assembly privileges throughout the year.

ATTENDANCE

Connecticut State Board of Education
Definitions of Excused and Unexcused Absences
The following definitions are for the use by Connecticut school districts and schools for the purpose of carrying out the provisions of section 10-198a of the Connecticut General Statutes (Policies and procedures concerning truants), and for the purpose of reporting truancy, pursuant to subsection (c) of Section 10-220 of the Connecticut General Statutes. The use of these definitions for state purposes does not preclude districts from using separate definitions of excused and unexcused absences for their internal uses (including decisions on promotion/retention, grading and disciplinary action).

EXCUSED ABSENCES

By state statute, a student is allowed 9 excused absences each year. A student's absence from school shall be considered excused if written documentation of the reason for the absence has been submitted within ten school days of the student's return to school or in accordance with Section 10-210 of the Connecticut General Statutes and meets the following criteria:

A. For **absences one through nine**, a student's absences from school are considered excused when the student's parent/guardian approves such absence and submits appropriate documentation (a written note from parent and or Dr.);

The following situations do not count toward a student's 9 excused absences:

- Field Trips
- Testing
- Travel for school activity or athletics
- Suspension from school

B. For the **tenth absence and all absences thereafter**, a student's absences from school <u>are only considered excused</u> for the following reasons:

1. student illness (Note: all student illness absences must be verified by an appropriately licensed medical professional to be deemed excused, regardless of the length of absence); Excessive excused absences may result in school personnel communicating with the student's medical providers.
2. student's observance of a religious holiday;
3. death in the student's family or other emergencies beyond the control of the student's family;
4. mandated court appearances (additional documentation required);
5. the lack of transportation that is normally provided by a district other than the one the student attends (no parental documentation is required for this reason); or
6. extraordinary educational opportunities pre-approved by district administrators and in accordance with Connecticut State Department of Education guidance.

UNEXCUSED ABSENCES

All absences from school will be considered unexcused unless they meet one of the following criteria:

1. the absence meets the criteria of excused as stated above
2. the absence is due to discipline issued by the school
3. all absences not reported by a parent /guardian call and a note are considered unexcused.
4. all absences after the 9th absence are considered unexcused unless they meet the criteria outlined in section B above

The penalty for all unexcused absences is a"0" for all work missed with no makeup privileges.

All absences excused (1-9) or unexcused (10+) require a handwritten signed note, even if there was a call. This note may be scanned/photographed and emailed to the school by parent/guardian within 10 days of the absence.

Parents/guardians are urged to coordinate family vacations with the school calendar for vacation periods. Parent/guardian requests for student absences from school for vacations or trips must follow the above State Laws for excused and unexcused absences. The mutual goal of all is to keep all such excused absences to a minimum.

Students who are not in the building for at least half of the day (4 hours on a full day/ 2 hours on a half day) will be marked absent for the day per the CT State Department of Education

EXCESSIVE ABSENCES

1. Students absent five (5) or more consecutive days due to illness or any communicable disease must have a doctor's statement (could be by phone) of good health to the school nurse prior to re-admission to school.
2. If a student continues to be a chronic absentee*, the principal (or designee) may contact the Juvenile Review Panel (JRP) or the Department of Children and Families (DCF)
3. Given reasonable cause to believe a student is truant from school, the school administration may ask the school social worker to visit the student's home to verify the cause of the absence. Such home visits may be scheduled outside of regular school hours.
4. The administration reserves the right not to excuse students who are chronically absent and to require written verification of reason.
5. Connecticut State Statute Sec. 10-198a – Truant: Any child between the ages of seven and sixteen who has had four (4) unexcused absences from school in any one month or ten (10) unexcused absences in any school year. Sec. 10-Habitual Truant: Any child having twenty (20) unexcused absences within a school year.

Tardiness

Students who are not in their 1st period class by 7:45 A.M. are considered tardy and must report directly to the Main Office to get an E-Hall pass. A student discovered on school grounds who has not signed in at the office will also be considered tardy. A student who is repeatedly tardy may be considered truant. Students may be subject to disciplinary action including suspension if the administration determines that tardiness is excessive.

1. If a student has an unexcused tardy, they will receive a "0" for any missed work. For example, if a student arrives "tardy unexcused" at 10:00 a.m. and misses a quiz in a class the student had earlier that day, the student will receive a "0" for that quiz. Any class missed prior to arriving late to school will be considered a class cut unless the tardiness is excused.
2. If a student is at a doctor's appointment, a note must be brought from the doctor in order to excuse the tardy. Missing the bus and car troubles are unexcused tardies.
3. Tardiness to all classes will be dealt with by the teacher in charge. Chronic problems in tardiness will be referred to the school administration.
    a. One (1) unexcused tardy will result in a verbal warning.
    b. Two (2) unexcused tardies will result in a half-hour detention issued by the teacher.
    c. Three (3) unexcused tardies will result in a one hour detention issued by the teacher.
    d. Repeated unexcused tardies to class (more than three) will result in a referral process to

the appropriate administrator.

e. Students will receive a "0" for all work missed when tardy and have no right to make up any work resulting from unexcused tardiness.

4. Tardiness to school will be dealt with by the main office.
    a. First 3 tardies: Excused
    b. Once tardy #4 is reached -1 hour Office Detention
    c. Once tardy #8 is reached - 3 hour Saturday School
    d. Once tardy #12 is reached - Mandatory parent meeting with student's AP; possible suspension or further disciplinary consequences
        i. If student skips 1 hour office detention= assigned 2 1-hour detentions
        ii. if student skips both assigned detentions- Saturday school for 3 hours
        iii. If student skips Saturday school- mandatory parent meeting and possible referral to Juvenile Review Board

5. The same rules apply to athletes for them to participate in athletic events that day.

Chronic Absenteeism

A student whose total number of absences at anytime during a school year is equal to or greater than the percent of the total number of days that such student has been enrolled at such school during the school year is considered to be a "chronically absent child," Such a student will be subject to review by the attendance review team and the chronic absenteeism prevention and intervention plan developed by the State Department of Education.

Leaving School Grounds/Release of Students From School

Under no circumstances may a student leave the school or school grounds during school hours without permission from his/her parents or guardians and school administration. In the event it is necessary for a student to be dismissed early, a parent or guardian should send a written request to the office. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Children of single-parent families will be released only upon the request of the parent whom the court holds directly responsible for the child and who is identified as such in the school records, unless prior arrangements have been made with the school. Arrangements should be made with the building administrator or the parent or guardian to pick up the student in the school office. If someone other than a parent/guardian picks up the student, the person appearing in the school office should bring a note of identification from the parent or guardian.

Truancy

A student aged five to eighteen inclusive with 4 (four) unexcused absences in one month or 10 (ten) unexcused absences in a school year will be considered a truant. Disciplinary action may include hours of after school detention, internal suspension, and/or referral to DCF. Tests and academic work missed in class that day will be recorded as a zero grade.

Parents have the responsibility to assist school officials in remedying and preventing truancy. The School will file a written complaint with DCF if the parent fails to cooperate with the school in trying to solve the student's truancy problem. Information about truancy will also be posted in the annual strategic school profile reports.

Attendance, Loss of Credit
In accordance with the attendance policy of The Gilbert School, the following limits and procedures have been developed and will be distributed to parents and students before the start of each school year.

1. Five class absences in a quarter class, ten class absences in semester courses and fifteen class absences in full-year courses will result in no course credit being issued in those offerings. Please note that classes such as Technology Lab, Physical Education, etc. that meet less than five days a week will have a proportionate limit of absences.

2. An appeal process will be made available in the case of extraordinary circumstances, i.e. emergency family situations, legal appointments, etc.

In sequential courses, i.e. Spanish I, Algebra I etc., a student absent from that course for more than the allowable limit will not receive credit for that course, but may be allowed to continue in the sequence and progress to the next level.

Appeal Process
If a student has exceeded the above mentioned limits and therefore has lost credit for the course, the student and a parent may wish to appeal the loss of credit on the basis of extenuating circumstances. In these cases, the student and parent must submit a written request for a hearing to the administration who will act on the merits of the appeal. This request must be submitted to the administration within five calendar days from the date of having been notified of the loss of credit. An informal hearing will be conducted by the principal or by his/her designee within ten (10) days of receiving the request and a decision will be rendered within five (5) days after the hearing. Further appeals may be made to the Board through the office of the Head of Schools.
Ref. Policy 5113

ABSENTEE LIST
A list of students absent for the day is distributed to all teachers, based on period attendance. No student should be in the school building without having officially reported to the main office. A student who is in school but listed as absent must report to his/her appropriate administrator's office to correct the error.

ATHLETICS
TGS offers an extensive interscholastic athletic program. P.E. lockers are available from the physical education instructors for after-school athletic participation and should be kept locked at all times. Students are personally responsible for securing their valuables. Student athlete guidelines are outlined in further detail in the Athletic Handbook.

Out of respect for personal privacy, any type of recording device (audio and/or visual) is strictly prohibited in bathrooms and physical education locker rooms.

Eligibility For Sports Program

In order to participate in athletics at The Gilbert School each student must abide by the rules of eligibility adopted by the Connecticut Interscholastic Athletic Conference, Inc. (CIAC)

1. A student must be a member of Grades 9, 10, 11, 12.
2. A student must not have reached his/her nineteenth birthday unless such person is nineteen on or after September 1.
3. A student must have passed four units of work (courses) for which he/she has received credit toward graduation, and must take at least five units of work in a given semester.
4. A student must not have changed schools without a legal change of address.
5. A student must not have played the same sport for more than 3 seasons in grades 10, 11, and 12.

Anyone who does not conform to these rules is not eligible to compete in interscholastic competition. Violations would place the school under penalty.

Spectator Code of Behavior

- Respect decisions made by contest and school officials;
- Refrain from taunting, booing, heckling, and the use of inappropriate language;
- Attendance at this contest is not a license to verbally assault others or to be generally offensive;
- No noisemakers;
- Respect athletes, coaches, officials, and fans;
- Obey all local and school regulations;
- Be a fan, not a fanatic.

Violations of these rules may result in removal from the event and exclusion from any further athletic events. Violations of these rules may also result in school disciplinary consequences.

BOARD OF EDUCATION POLICY

The W.L. Gilbert School Corporation policies are available on the school's website at www.gilbertschool.org The policies are subject to modifications by the School Corporation at any time.

BOOKS

Each student is responsible for maintaining and returning each textbook issued to him/her. To increase the life of the book, books should be covered. The teachers will stress the covering of textbooks. Damage to or loss of books is the student's responsibility. Certain student privileges may be withheld from students who fail to satisfy outstanding obligations.

BUILDING HOURS

TGS is open for students from 7:00 am to 2:45 pm unless under the direct supervision of a teacher, coach or parent. After school students are not permitted to "hang around" classrooms/corridors unless they have reason for being there (clubs, extra help, etc). Students waiting for practice, an event, or for a ride must report to the first floor front foyer to wait.

BULLYING

The Board of directors of The W. L. Gilbert School Corporation (Board) promotes a secure and happy school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Therefore it shall be the policy of the Board that bullying of a student by another

student is prohibited.

The Board believes that a school environment in which students feel safe, supported, engaged and helpfully challenged is optimal for learning and healthy development. The Board seeks an environment in which students and adults feel socially, emotionally, intellectually and physically safe; an environment that is free of harassment, intimidation and bullying. The Gilbert School will not tolerate (bullying) this behavior and a zero tolerance approach is expected.

Definitions

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

A. causes physical or emotional harm to such student or damage to such student's property,
B. places such student in reasonable fear of harm to himself or herself, or of damage to his or her property,
C. creates a hostile environment at school for such student,
D. infringes on the rights of such student at school, or
E. substantially disrupts the education process or the orderly operation of a school.

Bullying shall include, but not be limited to, a written, oral, 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 mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics. (*The student against whom the activity is directed must be attending school in the same district as the students engaged in the activity.)*

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. Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

BULLETIN BOARDS

The various bulletin boards located throughout the school are intended only for approved school-related information. Materials publicizing events and activities unrelated to the school may not be posted. Committee members in charge must submit to the Head of School posters and/or fliers publicizing school-sponsored events for approval before they may be posted.

CAFETERIA

Rules of cleanliness are to be observed at all times. Misconduct in the cafeteria may be cause for receiving an assigned seat or forfeiting the right to eat in that location or such other disciplinary action deemed appropriate for the misconduct. Free and reduced priced lunches are available based on financial

need; information on this program can be obtained from the Director of Food Services at 860-379-8521 ext. 1430.

It is the intent of W.L. Gilbert School Corporation to encourage students to make nutritious food choices. Food and beverages offered for sale to students, whether in the cafeteria, school store, or vending machines will meet federal and state standards and guidelines. All sodas and sports drinks will not be available for sale.

In conformity with applicable law, necessary accommodations will be provided, where required, for students with food allergies, including emergency procedures to treat allergic reactions which may occur. Charging is not encouraged by the school but on those occasions that a student does not have money, they will be offered an alternate meal.

CHANNELS OF COMMUNICATIONS

If there is a question about a student's classes or work in school, it is best to first contact the person who is closest to the situation. In most cases this is the teacher. The proper channeling of complaints regarding instruction, discipline or learning materials is:

- ➔ Level 1: The particular Staff member
- ➔ Level 2: The Department Chairperson
- ➔ Level 3: HS Associate Principal/MS Associate Principal
- ➔ Level 4: School Principal
- ➔ Level 5: Head of School
- ➔ Level 6: The W.L. Gilbert School Corporation

CHANGE OF ADDRESS

A student whose home address changes within the Town of Winchester or Winsted or whose phone number has changed should notify the main office immediately.

CHILD ABUSE, NEGLECT AND SEXUAL ASSAULT

All school employees, including teachers, superintendents, administrators, coaches of intramural or interscholastic athletics, paraprofessionals and other professional school staff including guidance counselors, school counselors, paraprofessionals, social workers, psychologists, licensed nurses, physicians, licensed behavior analysts, and substitute teachers are obligated by law (C.G.S. 17a-101) to report suspected child abuse, neglect, or if a child is placed in imminent danger of serious harm or sexual assault by a school employee to the Connecticut State Department of Children and Families Services. Specific procedures governing the reporting of abuse and neglect are in effect, and staff receive training in their use, as required by state law.

Reporting of child abuse, neglect and sexual assault by a school employee is a responsibility which is taken seriously. If there is any doubt about reporting suspected abuse, neglect or a sexual assault a report will be made. The school will work with the parents and appropriate social agencies in all cases.

Child abuse is defined as any physical injury inflicted by other than accidental means or injuries which are not in keeping with the explanation given for their cause. Improper treatment such as malnutrition,

sexual molestation, deprivation of necessities, emotional abuse, cruel punishment or neglect are also considered child abuse.

CLASS RANKING/GRADE WEIGHTING

Students are provided with weighted grade point averages (GPAs) at the end of each academic year, excluding senior year. Final senior GPAs will be determined after seven semesters of academic rank. Weighted GPA is used for purposes of determining decile rank. Courses are assigned a weighting factor based upon the level of study designated for each course in which a student is enrolled. The more rigorous the level of study, the greater weighted value assigned to the course.

1. Students must have completed four semesters of coursework at The Gilbert School to be included in decile rank.
2. Summer school coursework will not be included as part of class rank.
3. Students must be carrying at least five (5) ranked credits per year to be included in the ranking process.
4. Students who seek to accelerate the graduation process and graduate in less than four years will not be ranked with the senior class. These students will be given equivalent decile ranks for purposes of college applications and scholarships. Accelerated students will not displace seniors in the ranking process.
5. Courses completed in the Independent Study Program will not routinely be included in decile rank. A course taken in the Independent Study Program may be considered for inclusion in decile rank if the following conditions exist: a) the course is an approved course within the curricular offerings of the school; and b) the contact hours for it were offered during the regular school day. An academic review panel including representation of high school administrator(s), guidance counselors(s), teachers(s) and directors(s) will meet at the beginning of each academic year to determine if any courses(s) fulfill the eligibility requirements to be included in decile rank. If a course is approved for inclusion in decile rank, all students enrolled in the course will have that course included in their decile rank calculations.
6. Students and parents will be provided with general percentile rank at the end of freshman, sophomore and junior years.
7. A weighted GPA will be determined for each senior after six semesters of study for the purpose of decile rank for college applications. Final graduation rank will be determined after seven semesters of study. At the conclusion of semester seven, class rank and GPA will be based on courses where credit has been earned. The valedictorian, salutatorian and Gilbert Award will be named after the seventh semester. Students will be provided with decile rank information for ranking and college application purposes.

The Gilbert School believes it is necessary and important to provide differentiated quality points for the purpose of weighting its academic course offerings at the high school. Quality points are the weights that are assigned to courses in order to communicate their differing academic challenge. Calculation of the quality points assigned to academic courses multiplied by the grades a student achieves determines a student's Grade Point Average (GPA).

Weights assigned to academic courses communicate the level of academic challenge inherent in each course to students and their parents; therefore, the weights assigned help students to make more

appropriate course selections. Additional weights assigned to college preparatory courses recognize that more challenging courses require advanced levels of work; therefore, advanced courses have higher course weights and impact the Grade Point Average accordingly.

Advanced Placement courses will be distinguished from honors courses with higher weights and honors courses will be distinguished from other college preparatory courses with higher weights for the determination of Grade Point Average and class rank. In addition, The Gilbert School seeks to encourage students to take a wide range of courses from the elective offerings in order to broaden their education without encountering any negative impact to their Grade Point Averages. For that reason, The Gilbert School will not weight the majority of its elective course offerings, with the only exceptions being honors and Advanced Placement elective courses.

All courses have been assigned one of the following levels: Advanced Placement (AP), Honors (H), NCCC transfer credits, and College Preparatory (CP).

Numerical Value of Marks by Level/Quality Points			
	CP	**H/NCCC**	**AP**
A+	4.3	4.8	5.3
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.2	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.8	2.3
D	1.0	1.5	2.0
D-	0.7	1.2	1.7
F	0.0	0.0	0.0

In order to determine the weighted rank in class, the quality point average for each student is calculated by multiplying the quality points of each grade (see chart above) by the number of credits, summing this product over all courses, and dividing the results by the total number of credits. (See the following chart for an example.)

Sample Calculation		
Course and Level	**Grade and Credits**	**Weight**
English Lit (AP)	A- 4.7 x 1.0	4.700
Civics (semester class)	B+ 3.3 x.5	1.650
Calculus (H)	B 3.5 x 1.0	3.500
Physics (H)	B- 3.2 x 1.0	3.200
Art (semester class)	A 4.0 x .5	2.000
Band	A- 3.7 x 1.0	3.700
Computer App (semester class)	A+ 4.3 x .5	2.150
Wellness (semester class)	A 4.0 x .5	2.000
Total Weight/Total Credits		22.9/6 = 3.8167

Grading Guidelines

The grading system is based on the following scale:

A+	97-100
A	93-96 Excellent
A-	90-92
B+	87-89
B	83-86 Good
B-	80-82
C+	77-79
C	73-76 Satisfactory
C-	70-72
D+	67-69
D	63-66 Passing
D-	60-62

F+	50-59 Below 60 - Failing
F	0-49
I	Incomplete
P	Passing
WP	Withdrew Passing
WF	Withdrew Failing
NG	No Grade

GPA and Rank in Class

GPA is calculated by finding the arithmetic mean of all final course grades as weighted by their credit value. Rank in class is determined by the numerically ordered ranking of GPA of students who will have attended The Gilbert School for the equivalent of four full semesters by the time graduation honors are determined for that graduating class. A relative rank in class will be provided for transitional students as needed for scholarships and college or other post-secondary applications. A transitional student's relative rank in class is determined according to his/her GPA in comparison to permanent students and other transitional students. Transitional students are students with less than four semesters at The Gilbert School. The cumulative GPA used to determine eligibility for academic awards will be calculated at the end of the third quarterly ranking period immediately preceding graduation, and third quarter grades will be prorated as final grades.

Students' grades that transfer from another school are reviewed and evaluated by the principal or his/her designee to determine weighted grade values in accordance with criteria established for all course grades. Once evaluated the course grade is included in the grade point average or decile ranking depending on the quality point system average used by the school.

Academic Awards

Academic awards are determined by either GPA or Rank in Class. Rank in Class is determined by GPA and length of enrollment at The Gilbert School. Students must attend The Gilbert School for the equivalent of four full semesters to be considered a permanent student and therefore to be eligible for any academic awards that are limited to students with permanent student status.

High Honors Award

The High Honors Awards is given to any graduating senior with a cumulative GPA of 3.67 or greater from courses taken while enrolled at The Gilbert School.

Gilbert Award

The Gilbert Award is given to the members of the graduating class representing the top 15% of Rank in Class among all permanent students in that class.

Salutatorian
Recognition as salutatorian is given to the member of the graduating class with the second-highest Rank in Class among all permanent students in that class.

Valedictorian
Recognition as valedictorian is given to the member of the graduating class with the highest Rank in Class among all permanent students in that class.

Students must attend The Gilbert School for six (6) semesters to be considered for salutatorian and valedictorian.

COMMON CONCERNS

Concern	Where to go for help
Locker Problems	Receptionist
Lost/Found	Main Office/Cafeteria
Parking Permit Application	Associate Principal's Office
Permission to Leave Building	Administration
Working Papers	Main Office

COMPUTER USE RULES
All students are issued a chromebook. Chromebooks are to be used for school-related activities only. Misuse will result in loss of privileges and other disciplinary measures. All users are expected to use the chromebooks responsibly in accordance with the Network and Internet Access Policy.

The following rules also apply to all users:
Computer Users May:

- Complete homework assignments;
- Go on-line to complete school research projects.

Users May Not:

- Change any computer settings or render the system inoperable;
- Use another person's username or password;
- Download software, music, or other copyrighted material;
- Stream movies or videos;
- Install software;
- Access personal email, chat rooms, or instant messaging;
- Access or transmit obscene or inappropriate material;
- Access other's computer files;
- Harass any individual
- Use any computer games;
- Violate any local, state, or federal statute;

TGS uses Google to access the internet and to create and store student work. All uses are filtered and inappropriate passwords, searches, text, and documents are flagged.

Administration may be notified of any references including but not limited to drugs, sex, racial comments, or swears, along with searches to bypass the filter. Students may face disciplinary consequences including possible loss of privilege, suspension or arrest. Police or other authorities may also be contacted. DO NOT USE SWEARS or make reference to drugs, sex or racial comments.

CONDUCT

Students are responsible for conducting themselves properly in a responsible manner appropriate to their age and level of maturity. They must accept responsibility for misbehavior and engage with school staff to identify how a different choice of action could result in a better outcome. The school has authority over students during the regular school day and while going to and from school on school transportation. This jurisdiction includes any school-related activity, regardless of time or location, and any off campus school-related misconduct, regardless of time or location.

Student responsibilities for achieving a positive learning environment in school or school related activities include:

1. Attending all classes, regularly and on time.
2. Being prepared for each class with appropriate materials and assignments
3. Being dressed appropriately.*
4. Showing respect toward others, engaging in civil discourse.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Abiding by the code of conduct.
8. Obeying all school rules, including safety rules, and rules pertaining to internet safety.
9. Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
10. Cooperating with staff investigations of disciplinary cases and volunteering information relating to a serious offense.

Students who violate these rules will be subject to disciplinary action and shall be referred when appropriate to legal authorities for violation of the law.

Parents/guardians, the community, and the school have worked together to provide students with a staff, building, and equipment to help prepare students for a future of success. TGS is committed to giving students the best education and know students will take special pride in keeping our school “First Class.”

If the usual interventions between a teacher and a student fail to resolve a concern, the parent can expect to be contacted by the classroom teacher. The following are a series of procedures that may be taken to resolve a classroom situation.

1. Conference with teacher;
2. Meeting with the department chairperson

3. Request for guidance intervention;
4. Assign/reassign detention;
5. Call to parents/guardians from teacher;
6. Referral to administration.

Students are urged to participate in efforts to build a positive school climate as well as alternatives to exclusionary discipline such as restorative circles or peer monitoring.

Students are subject to disciplinary action, including suspension and expulsion, for misconduct which is seriously disruptive of the educational process and is a violation of publicized W.L. Gilbert School Corporation policy, even if such conduct occurs off-school property and during non-school time. In determining whether conduct is "seriously disruptive of the education process" for purposes of suspension and expulsion, the administration in cases of suspension, and the W.L. Gilbert School Corporation or impartial hearing board, in matters of expulsion may consider, but consideration is not limited to (1) whether the incident occurred within close proximity of a school, (2) whether other students were involved, or whether there was gang involvement, (3) whether the conduct involved violence, threats of violence, or the unlawful use of a weapon and whether any injuries occurred, and (4) whether the conduct involved the use of alcohol.

Dangerous Weapons and Instruments
No guns, knives or any other objects, including martial arts weapons and facsimiles of weapons, capable of threatening or causing injury or death may be brought onto school grounds. Any object used to cause injury will be considered a weapon. Violators will be subject to arrest and prosecution, as well as, appropriate disciplinary action. Any student found to possess a weapon on school grounds or during a school-activity will be expelled from school.

An expelled student may apply for early readmission to school. Such readmission is at the discretion of the W. L. Gilbert School Corporation (unless the school corporation has delegated authority for readmission decisions to the Head of School.) The W.L. Gilbert School Corporation or The Head of School, as appropriate, may condition such readmission on specified criteria.

COURSE CHANGES
As a matter of practice, no changes will be made to a student's schedule except for the following reasons:

- clear cut computer entry error
- completion of Summer School course
- level changes
- Planning and Placement Team meeting recommendation

Changes to a student's schedule will not be made for the following reasons:

- teacher change request
- to accommodate early dismissal or late arrival
- student changed their mind about taking the course

Minimum credit requirements must be maintained at all times. All students must carry a minimum of 6 credits. Students with extenuating circumstances must schedule a meeting with the school principal.

COURSE DROPS

Students are allowed two (2) school weeks from the first day of the school year to add or drop full-year courses and one (1) school week for semester courses. The only exception are AP courses which are handled on a case by case basis.

The standard add-drop procedure must be followed for all courses. Written authorization from a parent, completion of an Add-Drop Form, and approval by administrative or counseling staff are required. Teachers involved must be notified of all schedule changes.

After the Drop Deadline
Students dropping a course after the drop deadline, will receive a grade of "WF" (Withdraw Fail). A grade of F will figure into the student's GPA. Students may not drop classes if it will put them below the minimum requirement.

Level Change Procedure

1. No level changes will be made after the beginning of the third quarter.
2. Discuss the concern with the teacher of the course, counselor and parents.
3. Initiate formal level change request with the counselor.
4. Continue to attend class until all transfer paperwork is complete and the counselor and student have met for a new schedule.
5. A ten-point differential can be added to a student's grade when dropping a level based on student performance in the new class.

COURSE LEVELS
Courses are offered by levels in order to challenge students academically. The following are the various levels of courses offered at The Gilbert School: AIM, College Prep, Honors, Advanced Placement.

Each student is given material that is selected according to the ability of the students. Vocabulary and reading difficulty increase commensurate with the level of the course. In each level of instruction, supplementary materials are also used.

The placement of students into a particular level of a course depends on many factors. The following procedure is used for The Gilbert School:

1. The teacher of the student recommends placement into a particular level of instruction after considering:
    a. the student's achievement
    b. standardized test results
2. The student's school counselor then reviews teacher recommendations.

The entire scheduling process is a cooperative effort between parent, student, teacher, and counselor. Parents are encouraged to work closely with the student and the counselor to ensure placement in the most

appropriate level of instruction.

COVID-19/HEALTH EMERGENCY MEASURES

In order to ensure the safe and healthy delivery of educational services to students on school property and a safe workplace, protocols adopted by the W.L. Gilbert School Corporation, based on coordination with state and local health officials and the Connecticut State Department of Education will be followed during a declared health emergency.

The protocols include physical distancing, group cohorts, face masks, enhanced cleaning and disinfecting, temperature screening, hand hygiene measures, identification of students exhibiting symptoms, and attention to ventilation. Transportation and food services will be modified as necessary.

Alternate means of educating students in the event of prolonged closings and/or extended absences will be implemented as necessary. The traditional class schedule and school calendar may be changed, as required, to include distance learning and a mix of in-person learning with distance learning.

The school will communicate with all involved via its website, press releases, written notices/fact sheets and the school notification system.

CREDIT REQUIREMENTS

Students are required in the freshman, sophomore, and junior years to take at least the equivalent of 6 credits. Advanced courses taken in grade 8, such as world language, algebra, etc, will be counted toward the next sequential course and earn high school credit if they successfully pass the course. As students select their courses, they will notice that many have prerequisites. However, this means that certain courses must have been taken and passed in order to be eligible to take a course. It is obvious that students must have passed Spanish I to enter Spanish II. It is less obvious but equally important that students must have had Algebra I and Geometry in order to enter Chemistry. Be sure all the prerequisites to the courses that you choose have been taken.

CREDITS REQUIRED TO PROGRESS	
To Progress	Minimum # of credits needed
From 9th to 10th grade	6
From 10th to 11th grade	12
From 11th to 12th grade	18

CYBERBULLYING

The School's computer network and the Internet, and the personal electronic devices of students, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly known as cyberbullying, are unacceptable, a violation of W.L. Gilbert School Corporation's policy and of the W.L. Gilbert School Corporation's acceptable computer use policy and procedures. 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.

Cyberbullying includes, but is not limited to, such misuses of technology as harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material may be disguised or logged on as someone else.

Students and community members who believe they have been the victims of such misuses of technology as described, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the administration. All reports of cyberbullying will be investigated by the administration.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operation of school. Also, such conduct must be violative of a publicized school policy. Such conduct includes, but is not limited to, threats, or making a threat off school grounds, to kill or hurt a teacher or student.

Disciplinary action may include loss of computer privileges, detention, suspension or expulsion. A communicated threat or a hate crime will be reported to the police. Students will be provided instruction about appropriate online behavior.

DEFIBRILLATORS IN SCHOOLS (AED'S)/SUDDEN CARDIAC ARREST

The school will have (1) one automatic external defibrillator (AED) and (2) school personnel trained in AED operation and cardiopulmonary resuscitation (CPR). The AED and trained personnel will be available during the school's normal operational hours, at school-sponsored athletic events and practices on school grounds and at school-sponsored events not taking place during normal school operational hours. The school also has an emergency action response plan addressing the use of trained school personnel to respond to individuals experiencing sudden cardiac arrest or similar life threatening emergencies. Coaches, as required by law, review before beginning his/her assignment the State's sudden cardiac awareness education plan. Parents of participating students will be provided with a copy of the State-adopted informed consent form authorizing their child to participate in the intramural or interscholastic athletics.

DISCIPLINE CONSEQUENCES

In addition to detentions assigned by individual teachers, there is also a general office detention each afternoon from 2:20 to 3:20 p.m. Students are assigned to this detention for disciplinary situations beyond the scope of the classroom teacher. Students and parents are expected to deal directly with the staff member who assigned the PM School regarding the scheduling of a detention period. Generally, students are allowed one day's advanced notice for the serving of PM School. Any student failing or neglecting to serve a PM School is subject to further disciplinary action, including suspension for

insubordination.

Loss of Privileges

It is possible for students to be denied school privileges as a result of misbehavior. Examples of privileges which can be denied include, but are not limited to:

1. Restriction of pass privileges;
2. Extra-curricular participation;
3. Use of facilities (i.e., Library, School Store, Cafeteria, etc.);
4. Participation in social events and class activities;
5. Senior class end-of-the-year events;
6. Parking privilege;
7. Restriction of late arrival or early dismissal privilege.
8. Age of Majority revoked.

Suspension

Students may be suspended for any of the following actions, which occur not only during the regular day but also on school buses and during school-sponsored activities including dances, sporting events, and field trips. This listing is not intended to be all-inclusive, but rather to familiarize the student with typical suspension situations:

1. Insubordination (unwillingness to follow directives of school staff, unwillingness to give his/her name);
2. Threatening or physical abuse of staff or students;
3. Use of offensive language or gestures;
4. Damage and/or theft of property;
5. Smoking/vaping tobacco policy violation;
6. Leaving school building and/or grounds without permission during the school day;
7. Disruptive behavior;
8. Possession of dangerous weapons or explosives of any type;
9. Possession and/or use of unauthorized drugs or other intoxicants;
10. Truancy;
11. Title IX violation.

The parents/guardians of a suspended student will be notified by telephone, email, or letter after the suspension is issued. No student will be suspended until that student has had an informal hearing with an administrator during which time the student will be informed of the charges and be given the opportunity to respond.

In-School Suspension

“In-school” suspension is assigned for disciplinary consequences for non-injurious offenses. Absences from class by an “in-school” suspension will not result in academic penalty if all academic work is made up. The responsibility for the completion of the make-up work rests with the student. At the time of suspension, class assignments will be obtained for him/her. Any student who refuses to serve an “in-school” suspension or comply with the procedures may be subject to an “out-of-school” suspension. Students who serve in-school suspension are ineligible to participate in sports or extracurricular activities

until the following day.

Out-Of-School Suspension
"Out-of-school" suspension is assigned for disciplinary offenses of a more serious nature. The period of "out-of-school" suspension can be from one to ten school days. During the period of "out-of-school" suspension, the student may not participate in any school activities and is **not allowed on school grounds AT ANY TIME (before, during, or after school hours) on the day(s) that the suspension is in effect.**

A STUDENT VIOLATING THIS RULE WILL BE CONSIDERED TRESPASSING AND SUBJECT TO ARREST.

Expulsion
"Expulsion" is defined as exclusion from school privileges for more than 10 consecutive days due to serious offenses and is a duty of the W.L. Gilbert School Corporation.

POSSESSION OF ANY TYPE OF WEAPON OR AUTHENTIC LOOKING WEAPON (E.G., PLASTIC GUNS), IS PROHIBITED AND COULD LEAD TO REFERRAL TO THE HEAD OF SCHOOLS FOR CONSIDERATION FOR EXPULSION.

STUDENTS ARE ALSO SUBJECT TO CRIMINAL PROVISIONS IN THE STATE LAW.

It is against school policy for any student to be in possession of an implement that can be used as a weapon. The following is a partial list of items that are not permitted on school property: Chains, Knives, Razor Blades, Pipes, Pepper Spray, Batons, Bats, etc.

If you are unsure whether or not a particular item may be classified as a weapon, please check with your school administrator.

Conduct off school grounds that violates W.L. Gilbert School Corporation policy will be cause for school-based discipline.

DISTRIBUTION OF MATERIALS
Printed materials may be distributed to parents by students as a means of communication. All requests from groups or individuals to have students distribute materials to the community, with the exception of school-connected organizations, will be referred to the Head of Schools' Office to determine whether the request complies with school policy.

The Head of Schools or his/her designee may approve such distribution providing:
1. The material is related to the school, community, local recreational or civic activity.
2. The material does not relate to any religious belief or activity, or promote private gain.
3. The material does not promote any outside governmental political party, candidate, or position.
4. Does not promote profit making organizations.
5. Does not advocate a position regarding a referendum question.

Materials that have a religious content may be made available to students during non-instructional time. The school has the right to impose neutral time, place and manner restrictions on the dissemination of religious materials to ensure that students are aware that the materials are not endorsed or sponsored by the school.

Publications prepared by or for the school may be posted or distributed, with prior approval by the head of schools, sponsor or teacher. Such items include school posters, brochures, school newspapers and yearbooks.

DRESS AND GROOMING

In order to promote a positive learning environment, The Gilbert School supports these standards for safe and appropriate student dress; nothing in this policy is intended to infringe upon students' freedom of expression or their religious beliefs.

A. Headwear: All headwear will be removed prior to entering school and must be placed in the student's locker or where outer garments are stowed for the entire school day.
B. Skirts/Shorts/Dresses/Pants: While wearing shirts/shorts/dresses/pants undergarments must be completely covered. With safety as our primary concern, pants must be worn to stay close to the waist.
C. Attire: Attire that displays indecent language, pictures, or symbols that contain sexual references, or that advertise or encourage the use of drugs, tobacco products, and alcoholic beverages are prohibited. Messages of violence or gang allegiance are prohibited. Slippers and blankets are not allowed.
D. Shoes: Safe footwear must be worn at all times.
E. Accessories: Students may not wear accessories that could cause injury to others or that are substantially or materially disruptive to the education process.
F. Flags of any type may not be worn or carried around the school.

The school administration and faculty are responsible for the implementation of this policy. Ultimately, the final determination of what is considered appropriate dress will rest with the administration.

Reference: Policy 5132

DRUGS, ALCOHOL AND TOBACCO

The W.L. School Corporation is committed to maintaining a drug and alcohol free environment for the students in the school. It is the policy of the W.L. Gilbert School Corporation to take positive action through instruction, counseling, parental involvement, medical referral, and law enforcement referral, as appropriate, in handling incidents involving the possession, distribution, sale or use of drugs, alcohol and other substances that affect behavior.

In keeping with this policy, the use, possession, sale, or distribution of drugs, controlled substances, drug

paraphernalia or alcoholic beverages is prohibited on school premises or at any school sponsored activity. Students who violate this policy are subject to disciplinary measures including suspension and expulsion.

In addition, the student's parents will be contacted and referrals will be made to the appropriate treatment agency and/or law enforcement agency. Students should also be aware that they are subject to mandatory expulsion proceedings if they engage in the sale or distribution of a controlled substance regardless of whether such conduct occurred on or off school grounds.

The personal privacy rights of students shall be protected as provided by law. Students are on notice that school properties, including lockers and desks, may be searched when there is reasonable grounds to suspect that the search will produce evidence that the students have violated school rules.

Students will be notified annually of the requirements of this policy and potential disciplinary sanctions through the student handbook or other appropriate means of notification.
Reference: Policy 5131.6

DUE PROCESS AND OTHER CONSTITUTIONAL RIGHTS
The right to "due process" simply means that, especially in disciplinary matters, the student is entitled to know what he/she is accused of doing wrong and has the chance to tell his/her side of the story to the school administrator in charge.

This right is primarily intended for serious disciplinary situations where suspension from school is a possibility, although the procedure can be a reasonable expectation even in minor classroom disciplinary enforcement.

Recent Connecticut legal statutes have specified certain rights for student suspension from school for disciplinary reasons. Among these rights are: access to schoolwork missed and no reduction in grade if such work is completed to the satisfaction of the teacher, and a reasonable limit to the length and number of suspensions a student may receive before the school is obligated to seek other methods of dealing with the student. Complete explanation of these laws is available on request from the school administration.

Equally significant is the fact that students in public schools do not automatically possess all the constitutional rights of a citizen on the street. School officials have the duty to create and maintain an atmosphere in which learning can take place. In this effort, it is necessary for them to, at times, interrogate, monitor, and control students in a manner more burdensome than can be expected by a citizen on the street.

The courts have ruled that this is acceptable as long as school officials act in a reasonable and prudent manner.

ELECTRONIC DEVICES AND GAMES (Cell-Phones)
Middle School students are not permitted to use cell phones during the academic day.

High School student usage of cell phones in the classroom is prohibited. Students will only be allowed to use cell phones during lunch or during passing time.

At no point during the school day are students allowed to use cell phones to make phone calls.

The sending, sharing, viewing or possessing pictures, emails or other material of a sexual nature in electronic or any other form on cell phones or other electronic devices is prohibited in the school setting.

Personal devices such as laptops or ipads are not permitted for use during school hours.

EMERGENCY SCHOOL CLOSING INFORMATION

In the event school is closed because of bad weather or another emergency, announcements will be made on tv/radio stations WFSB 3, FOX 61, radio WTIC 96.5. Emergency closings will also be posted on the district's website, http://www. gilbertschool.org, social media and on a Robocall.

EXAMS

Exams are important stages in the educational process. More information about midterm and final exams will be given by your classroom teacher.

EXTRACURRICULAR ACTIVITIES

Athletics

Athletics, including e-sports, are considered an integral part of the school's educational program. Whether participation is on the intramural, interscholastic, or class level, students have an opportunity to acquire qualities of fitness, self-discipline, and cooperation.

Student athletes may not participate in any intramural or interscholastic activity unless the student athlete and his/her parent/guardian completes the concussion education plan and signs the informed consent form.

The concussion education plan may consist of written materials, online training or videos, or in person training. The consent form includes a summary of the school's concussion education plan and applicable school board concussion policies.

Student interscholastic activities, including e-sports, are governed by the Connecticut Interscholastic Athletic Conference (CIAC) regulations. Eligibility for participation is determined by ability and scholarship and is governed by state law as well as the regulations of the CIAC.

Any student athlete who has not reported to school by noon will not be permitted to practice or play that afternoon or evening. Exceptions to this rule will be considered only if the player's parent explains the unusual circumstances to the Head of School or his/her designee.

Clubs and Performing Groups

Student clubs, performing groups, athletic teams and other extracurricular activities may establish rules of conduct for participants that may be stricter than those of students in general.

Please note: Sponsors of student clubs and performing groups may establish standards of behavior, including consequences for misbehavior, that are stricter than those for students in general.

Dances and Social Events
School dances may be scheduled periodically during the school year. Only legally enrolled students of this school may attend dances unless other arrangements have been made and approved by the administration. Students are expected to dress appropriately for all dances. Students are subject to being given a breathalyzer test before admittance to an event.

Standards of dress, admission costs, and other pertinent instructions for a particular dance will be announced prior to the dance.

Student Publications
The official student publications provide an instructional device in the teaching of writing and other journalistic skills. It also provides a forum for the opinion of students, school staff and members of the community, as well as to serve the entire school by reporting school activities.

The publications teacher advisor shall have the primary responsibility of reviewing each article prior to its publication. The school principal or his/her designated representative other than the advisor may also review copy prior to its publication. No copy may be censored except for reasons listed in board policy.

FIELD TRIP POLICY
Field trips are a privilege. If a student wishes to participate in a field trip, he/she must present written parental permission, dress and behave as directed by the teacher in charge, and travel with the group at all times, unless arrangements have been made with Administration **PRIOR** to the trip. The medication policy is the same for field trips as it is during the school day.

Students on the field trip are subject to the same school policy for behavior and discipline as are students in attendance for regular school. Students may receive consequences for smoking, drinking, leaving the site of the field trip, inappropriate behavior, etc. as set forth by the teacher in charge, prior to the field trip. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip. In addition, the student assumes all responsibility for making up missed work and seeking extra help.

FINANCIAL ASSISTANCE
Students will not be denied the opportunity to participate in any class or school sponsored activity because of inability to pay for material fees, transportation costs, admission prices, or any other related expenses. Any student who needs financial assistance for school activities should contact a guidance counselor, advisor or administrator to request confidential help.

FIRE DRILLS AND EMERGENCY PREPAREDNESS
Fire drills are held at regular intervals as required by state law. Students must follow the exit directions posted in each classroom. A crisis response drill will be substituted for one of the required monthly school fire drills every three months. Such a crisis response drill will be planned and conducted with the local

law enforcement agency. Such crisis response drills will incorporate the basic protocols of lockdown, evacuation, and shelter-in-place responses.

Students are expected to follow the direction of teachers or others in charge quickly, quietly and in an orderly manner.

The signal for a fire drill is a constant blast on a special horn. When the alarm sounds, students are to proceed along the posted exit routes in a quick, quiet and calm manner. Students should not return to the building until the return signal is given.

Local law enforcement and other local public safety officials will evaluate and provide feedback on fire drills and crisis response drills.

FOOD AND DRINK

Students may not have food in classrooms or corridors. All food is to be consumed in the cafeteria. Water bottles are acceptable during class. Energy drinks are not allowed.

FREEDOM OF SPEECH/EXPRESSION

The Gilbert School recognizes that students have a right to bring into our schools, in a judicious manner governed by regulations, items for posting that are not considered obscene, libelous, disruptive, vulgar, and are deemed by the Administration to be consistent with community standards. Further, no expressed idea will be suppressed because it is not shared by the majority. However, expressions which involve false statements, disruptive or potentially dangerous content, the use of obscenities, and advocacy of violation of law or school regulations are unacceptable.

Students who wish to exercise opinions and dissent and/or to distribute printed matter should consult with the Head of School at least seventy-two (72) hours in advance to ensure that such expressions and/or distributions do not interfere with the operation of the school and/or violate the rights of others. The Head of School's judgment is a key factor in determining the potential for disruption and/or violation in this regard. The primary purpose of school is to educate students and any disruption of that effort should have no place in the school's operation. Further, those responsible for such disruptions can be subject to disciplinary action.

GRADUATION CEREMONY

Students must meet all credit requirements outlined below prior to Graduation in order to participate in the ceremony. In order to receive tickets to the ceremony a student must be cleared of all financial obligations. All students are expected to abide by the Graduation dress code that includes wearing a dress/skirt, slacks, collared shirt, tie and shoes along with the cap and gown. Only National Honor Society sashes may be worn. Cords representing national organizations that TGS is affiliated with (Math Honor Society, World Language Honor Societies, DECA, , etc) may also be worn. Balloons, beachballs, bubbles, and the like are not allowed. Failure to follow these rules could result in removal from the Graduation ceremony.

Graduation Requirements

The School Corporation, working with the Administration, is responsible for maintaining the integrity of The Gilbert School diploma. The Board, represented by its Chairman, will award a Gilbert diploma to only those students who have been verified by the Head of Schools as having successfully completed the graduation requirements, thereby earning the honor of receiving a Gilbert School diploma.

Any member of The School Corporation, whose son or daughter is in the graduating class, shall be given the opportunity to personally present that diploma, in lieu of the Chairman.

To earn a Gilbert School diploma, a student must meet the graduation requirements that are determined by The Gilbert School and the State of Connecticut.

Additionally, to be eligible for a Gilbert School diploma:

1. A student who transfers into The Gilbert School must be in attendance for at least the entire second semester of their senior year, as a full-time student carrying at least six (6) full-time classes.
2. A student who withdraws from The Gilbert School, deficient necessary graduation credits, or a student who completes their senior year at The Gilbert School, deficient necessary graduation credits, must submit a written plan specifying the manner and timeline in which the deficient credits are earned. This plan should be approved by the Head of Schools before it is implemented.
3. A student must take the SAT in order to graduate in accordance with the state's mandated dates.

Anyone over the age of twenty-one (21) will be responsible for all costs, including tuition, associated with attending The Gilbert School. **Commencing with the Class of 2023:**

Requirements	**Courses**
Humanities (9.0 Credits)	● English (4.0) ● Social Studies (3.0) o Includes US History (1.0) o Includes Civics (.5) or AP Gov't & Politics o Includes Social Studies Elective (1.5) ● Fine Arts, Visual Art, Music, or Theatre (1.0) ● Humanities elective (minimum additional 2.0) o Includes courses in English (beyond the (3.0 credits), Social Studies (beyond the 3.0 credits), Fine Arts, Visual Art, Music, or Theatre (beyond the 1.0 credit)
Science, Technology, Engineering, Mathematics (STEM) (9.0 Credits)	● Math (3.0) ● Science (3.0) o Includes Life-Science based elective (1.0) and a Physical-Science based elective (1.0) ● STEM Elective (3.0 credits beyond the 3-credit science and math requirement) o Includes course in New Media, Applied Arts, Technology, and Business o **Personal Finance is required for students graduating in the class of 2027 and beyond (.5)**
PE & Wellness (1.0 Credit)	● PE & Wellness (1.0)

Health & Safety Education (1.0 Credit)	• Health & Safety Education (1.0)
World Language (1.0 Credit)	• World language (1.0)
Mastery Based Credit (1.0 Credit)	• Assured Skills Experiences (.5) • Assured Content Experiences (.5)

Exemptions, modifications, and accommodations

A. If a physician or advanced practice registered nurse certifies in writing that the physical education requirement is medically contraindicated because of the physical condition of the student, this requirement may be fulfilled by an elective.
B. Exemptions: Modifications and accommodations of graduation requirements will be made for any student with a disability as determined by the planning and placement team or 504.
C. The board may permit a student to graduate during a period of expulsion pursuant to Connecticut General Statutes 10-233d if the Board determines that the student has satisfactorily completed the necessary credits for graduation.
D. In accordance with state law, the Board of Education may award a high school diploma to a veteran of World War II, the Korean hostilities, or the Vietnam Era who left high school to serve in the armed forces and did not receive a diploma as a consequence of such service.

PA 17-42 places significant emphasis on flexibility and multiple pathways for students. These pathways better prepare students to pursue their aspirations and dreams. Through more flexibility and student choice, it is our goal that a graduate leaves The Gilbert School prepared to successfully tackle the challenges laid before them.

Pathways for TGS graduate:

Two Year College/Career Ready Pathway: Minimum requirement is a high school diploma and attainment of the distribution of credits as prescribed. It is recommended that the student take the most personally challenging course load during their high school tenure.

Four-Year College Pathway: Minimum requirement is a high school diploma and attainment of the distribution of credits as prescribed. Most four-year colleges require that the graduate take four credits in English and math, three credits in science and social studies, and at least two credits in a world language.

Highly Competitive Colleges Pathway: Minimum requirement is a high school diploma and attainment of the distribution of credits as prescribed. Most highly competitive colleges require that the graduate take four credits in English, math, science, and social studies, and at least three credits in a world language. It is also highly encouraged that the level of these courses is at the Advanced Placement level and at the very least honors level when available.

Master Base credit (1.0 credit) is demonstrated in two parts: Assured Skills Experiences (.5 credit) and Assured Content Experiences (.5 credit).

Assured Skills Experiences are demonstrated in the embedded performance-based assessments in each course developed by TGS faculty aligned with core standards and TGS approved curriculum. Successful completion of the student's pathway will result in the award of .5 credit.

Assured Content Experiences

Complete one option in two of the three sections below:

Mathematics

Meet the State of Connecticut expectations for grade 11 proficiency on the math portion of the PSAT, SAT, or ACT.

Obtain a passing score of 3 or higher on an Advanced Placement test.

Provide evidence of proficiency on a nationally recognized math assessment.

Pass a competency-based assessment to demonstrate proficiency in math.

Evidence-Based Reading and Writing

Meet the State of Connecticut expectations for grade 11 proficiency on the Evidence-Based Reading and Writing of the PSAT, SAT, or ACT.

Obtain a passing score of 3 or higher on an Advanced Placement test.

Pass a competency-based assessment to demonstrate proficiency in reading.

For English Language Learners who live in Connecticut for fewer than five years, a score of proficiency or above on the State English Mastery exam is designed for this population.

Content Mastery

Placement in a state or national competitions in a content area, i.e. DECA, FBLA

Academic Load
Each student should be scheduled for seven (7) full-time classes. Any exceptions shall require prior approval by the administration.

Transfer Credit
Credit for a transfer course will be awarded by the administration provided the course meets the following criteria:

1. To be issued ONE CREDIT, the course must meet a minimum of forty minutes per day for 180 days or 120 clock hours. Credits may be prorated based on lesser time parameters.

2. The subject matter of the course must be appropriate and relevant for the intellectual and maturity level of a high school student.

3. The course must be taken at an accredited educational institution OR other equivalent educational experience validated by the administration

Only courses taken at The Gilbert School and approved transfer courses are recorded on The Gilbert School transcript. When grades are released from Gilbert to another school or agent, transfer courses are included.

Summer School Credit
Eligibility to earn academic credit toward graduation for summer school work will be based on the following criteria:

1. A student must complete the course taken during the school year and attain a final grade of at least D.

2. A student must receive approval from Guidance or the Administration prior to course enrollment. In some instances, it may be in the best interest of the student to repeat the course during the regular school year.

3. No more than 3 credits earned through summer school can be applied to the graduation requirement.

Notification of these eligibility requirements for summer school credit will be provided to all students and their parents through the student handbook, parent handbook, Program of Studies and a notice sent with final report cards.

Early Graduation
Students may finish in six semesters provided all graduation requirements have been satisfied. Any student interested in being considered for early graduation must notify their counselor of their intentions no later than the end of the student's fifth semester. Students applying for early graduation must obtain written permission from the Head of School.

GREEN CLEANING PROGRAMS
A green cleaning program to clean and maintain the school will be implemented by July 1, 2011. The program provides for the procurement and proper use of environmentally preferable cleaning products in the school. The cleaning products used meet standards approved by the Department of Administrative Services and minimize potential harmful effects on human health and the environment. Parents/Guardians may request a written copy of the W.L. Gilbert School Corporation's policy pertaining to the green cleaning program and a written statement which includes the names and types of environmentally preferable cleaning products used in the school and where in the building they are applied; the schedule for applying the products; and the names of the school administrator or designee whom the parent/guardian or student may contact for more information.

"No parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize or disinfect" (a required statement by law).

GUIDANCE/SCHOOL COUNSELING
Social services and counseling are rendered by professionally qualified members of the school staff. The responsibilities of the social workers and school counselors include helping the student function more successfully within the school environment. The school's comprehensive counseling program strives to assist students in acquiring critical skills in the academic, career, and personal/social aspects of development.

School counselors will use a variety of methods to assist students in overcoming barriers to learning, to make strong connections with the educational opportunities in the school and to ensure that every child learns in a safe, healthy and supportive setting.

Educational and career planning is available along with information to develop a plan for the student's future. This may include a long-range plan of studies for grades 7-12 and selecting student's subjects year by year in keeping with students' career interests and special skills or talents. Parent notification and involvement will be solicited.

Referral for psychological and/or psychiatric assistance by other social services agencies within or outside the school may also be recommended. Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parents/guardian's written consent.

HARASSMENT STATEMENT

Every child has the right to feel safe, valued and comfortable in school. No one else's behavior should ever make children feel afraid or embarrassed because of their race, color, religion, national origin, sex, sexual orientation, gender identity or expression, or any disability they may have. The W.L. Gilbert School Corporation has zero tolerance for harassment of any kind. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to shop those behaviors when asked or told to stop.

Parents are urged to reinforce with their child(ren) that if he/she is harassed or sees harassment happening to someone else that he/she should report the behavior to a teacher or the Head of Schools. To maintain a productive and positive learning environment, the W.L. Gilbert School Corporation will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

A student who believes he/she has been harassed is encouraged to report the incident to the appropriate adult: teacher, associate principal, principal, or counselor. The allegations will be investigated and addressed and appropriate disciplinary action taken, where necessary.

HAZING ACTIVITIES

Students are prohibited from participating in any hazing activities. Hazing is any activity that recklessly or intentionally endangers the mental or physical health or safety of a student for the purposes of initiation or admission into or affiliation with any student organization. Hazing, bullying or abuse of students or staff will not be tolerated. Any student who engages in an act that injures, degrades or disgraces another student or staff member, disrupts the educational process, or interferes with a student's opportunity to obtain an education shall be subject to appropriate disciplinary action.

HEALTH SERVICES

The school health office is designed to provide care to students who become ill or are injured while in school. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Scoliosis and hearing tests are administered to students in grade eight. The results are provided to the parents.

Parents are notified of any deviation from the normal pattern of health and suggestions are given for follow-up. It is likewise important that parents notify the (school nurse) in case of a student's illness. If a student is to be excused or limited for an extended period from participation in school activities, he/she is required to bring a statement signed by a physician. The school nurse is available to parents and students for conferences regarding health issues.

Administration of Medication

Parents of students requiring medication during school should contact the school nurse. Special forms are required to permit the administration of medicine in school. They are available from the school nurse. All medication must be in the original container with proper labels.

In cases in which a student is able to self-administer medication, the parents or guardians must submit a

signed statement that the medication must be taken during the school day and the student is capable of administering the medication. The statement must be accompanied by a physician's, dentist's or advanced practice registered nurse's statement indicating the necessity and naming the medication, the strength, and the prescribed dosage. It must specify the schedule on which it is to be taken and the details of administration. Such statements must be renewed at the beginning of each school year.

A student with asthma or an allergic condition may carry an inhaler or an Epipen or similar device in school at all times if he/she is under the care of a physician, physician assistant or advanced practical nurse and such practitioner certifies in writing that the child needs to keep an asthmatic inhaler or Epipen at all times to ensure prompt treatment of the child's asthma or allergic condition and to protect the child against serious harm or death. A written authorization of the parent/guardian is required.

A school nurse, or in the absence of the nurse, a "qualified school employee" may administer epinephrine in a cartridge injector for the purpose of emergency first aid to students who experience allergic reactions but were not previously known to have serious allergies and therefore do not have prior written authorization of a parent/guardian or qualified medical professional for the administration of epinephrine. Parents/guardians may submit in writing to the school nurse and school medical advisor that epinephrine shall not be administered to his/her child.

A school nurse, or in the absence of the nurse, a "qualified/school employee" may administer anti-epileptic medication to a specific student with a medically diagnosed epileptic condition that requires prompt treatment in accordance with the student's individual seizure action plan. Written parental permission and written order from a physician is required.

A student with diabetes may test his/her own blood glucose levels if the student has written permission from his/her parents/guardian and a written order from a Connecticut licensed physician. The time or place of such testing shall not be restricted.

A school nurse or the principal will select a qualified school employee to, under certain conditions, give a glycogen injection to a student with diabetes who may require prompt treatment to protect him/her from serious harm or death. Written parental permission and written order from a physician are required.
The school does not allow the ingestion of marijuana for palliative (medical) use in any school, on school grounds or at school-sponsored activities, on or off school grounds.

Communicable/Infectious Diseases
Students with any medical condition which within the school setting may expose others to disease or contagious and infectious conditions may be excluded from school and referred for medical diagnosis and treatment. Additional information concerning this may be obtained from the school nurse.

Before a child may return to school after an absence due to such a condition, parents and students may be required to submit medical evidence that their child has recovered sufficiently to prevent exposing others.

Disabilities
The school will not discriminate on the basis of disability as required under ADA, IDEA and Section 504

and C.G.S. 10-76a and any similar law or provision.

Emergency Medical Treatment
Parents are asked each year to complete an emergency information form for use by the school in the event of a medical emergency.

Health Records
School nurses maintain health records using the Connecticut "Health Assessment and Record Form." These records are accessible to certified staff working with the child and to school health aides if permission is granted by the nurse or building administrator. Parents may request to inspect the health records of their child. Copies may be provided if requested. Original copies of the record are sent where a student transfers to another school in the state. If moving out-of-state, a copy will be forwarded. Health records are maintained for at least six years after the student graduates. The school will comply with the requirements of the Health Insurance Portability and Accountability Act (HIPPA) to maintain the privacy of protected health information.

A diabetic student may test his/her own blood glucose level per the written order of a physician or advanced practice nurse stating the need and the capacity of the student to conduct self testing. Such self testing shall be done in accordance with the guidelines issued by the Commissioner of Education.

Homebound
Home instruction is available to students who are unable to attend school for medical and/or mental health reasons for a period of two weeks or longer as diagnosed by a physician, psychiatrist or the Planning and Placement Team. Home instruction may also be provided for those students who have been excluded from regular school attendance for disciplinary reasons.

Homeless Students
Homeless students, as defined by federal and state legislation, will have all programs, services, and transportation that other students enjoy and may continue to attend the school of origin. The local liaison for homeless children is the school nurse.

Immunizations
All students must be immunized against certain diseases and must present a certificate from a physical or local health agency. If the student should not be immunized due to medical or religious reasons, a statement from a physician or the parent as appropriate must be provided. The required immunizations are: Diphtheria, Tetanus, Polio, Pertussis, Measles, Mumps, Hepatitis A, Hepatitis B, Varcicella (Chickenpox), Meningococcal, Pneumococcal, Rubella, Influenza and Hemophilus Influenza Type B.

Parents or guardians of any children unable to have the mandated immunizations prior to initial school entry and the boosters as required in the later grades may have the immunizations, on the recommendation of the Board of Education, be paid by the town.

Parents/guardians wanting their children to be excused from immunizations if such immunizations are contrary to the religious belief of the child or of his/her parent/guardian must request such exemption in

writing to the Head of Schools. The request must be officially acknowledged by any of the following: notary public, judge, clerk/deputy clerk of a court, town clerk, justice of the peace, attorney or school nurse. Such a request must be made before initial entry into the school system and prior to entering seventh grade.

In addition to the required immunizations for initial entry into school for kindergarten, regular and special education preschool programs, additional immunizations are required for entry into seventh grade and for entry into eighth grade and ninth or tenth grade. The school must enroll any homeless student even if the student is unable to produce the required medical and immunization records. For further information regarding immunizations contact the school nurse.

Physical Examinations
All students must present evidence of a physical examination upon enrollment to the district. (C.G.S. 10-204a) Health assessment shall also be required in grade 7 and in grade 9 (or 10). All students in grade level Postural screening will be conducted for all female students in grade 7 and for male students in grade 8 or 9. If a homeless student, as defined by federal statute, lacks immunization/medical records, the school will enroll the child and refer the parent/guardian to the district's homeless liaison.

HOMEBOUND TUTORING
Students who are absent for an extended period of time because of illness may request home instruction upon completion and acceptance of the medical questionnaire. All parent requests for home instruction will be directed to the student's administrator and will be provided for medical reasons that meet the State and Federal mandates for such services. Once instruction has been approved, a teacher will report for a period of two hours per subject each week. All instruction will take place at the public library. If it is determined that instruction needs to take place in the home an adult person must be present in the home during the instruction period. Any questions or problems should be directed to administration.

HOMEWORK
At The Gilbert School, out-of-class preparation is an integral part of the educational program. As a form of independent study, directly related to classroom work, homework provides students with the opportunity to develop and reinforce skills and attitudes that encourage self-directed learning.

To provide each student with the opportunity to gain benefits from his/her course, it is necessary that the time spent in class be complemented by an approximately equal amount of time spent in independent, academic preparation. This, however, does not imply that assignments are or should be the same for all students in all classes. The time requirements pertain to the short term, everyday type of homework assignment, as well as to the long-term, project-type assignments in certain subject areas.

Students who do not complete homework assignments may be requested to serve a PM School by their teacher. It is our hope that the individual attention given will support and motivate the student to succeed in the future.
Students are required to do much in the way of out-of-class preparation because the ability to work successfully without supervision is one of the most important attributes a student can offer in his candidacy for college acceptance.

HONOR ROLL

To recognize outstanding scholastic achievement, motivate students to do well in their studies, and teach students the importance of meeting all their responsibilities, the W.L. Gilbert School Corporation hereby establishes the following categories of honors and the criteria for eligibility for said honors.

Eligibility for Honor Roll

High School (9-12)

High Honors: 3.6 average and no grade below 70.
Honors: 3.2 average and no grade below 70.
In order to be eligible for the honor roll, a student must be taking four classes.

Middle School (7-8)

High Honors: All A's and B's
Honors: A's and B's with up to one C

HONOR SOCIETIES

National Honor Society, National Junior Honor Society & World Language Honor Societies

Each of these Societies has its own procedures and standards for acceptance. Students who are eligible based on grades will receive an invitation to apply for membership.

INSURANCE

Accident insurance is available at a small cost to all students. School insurance may be purchased during the first few weeks of the school year.

LASER POINTERS

Students are not permitted to possess or use laser pointers while on school property, while using school transportation, or while attending school-sponsored or school-related activities, whether on or off school property unless under a staff member's supervision and in the contest of instruction. Laser pointers will be confiscated and students will be disciplined.

LAVATORY USE (VIOLATIONS OF)

Violations of lavatory use that will lead to school penalties include:

1. Loitering in a lavatory and not actively using it for intended bathroom uses;
2. Acting as a "lookout" who warns other students of the arrival of a staff member into the lavatory;
3. Occupancy of a lavatory stall by more than one student at a time;
4. Failure to obey or verbally harassing staff members who monitor lavatories;
5. Using a lavatory without an authorized pass or staff permission.

The Administration reserves the right to restrict lavatory use privileges of students who abuse their lavatory privileges.

LIBRARY/MEDIA CENTER

Students are invited to use the books, magazines, newspapers, videos, CD's and other materials, including computers, located in the library/media center. Students are responsible for any material they sign out.

Materials must be returned to the circulation desk. Students must pay for any materials they lose or damage. A student's grades, transcript or report card may be withheld until a student's obligation is met.

Guidelines have been established for the use of the Internet. Student violations of the guidelines can result in the termination of access privileges and in disciplinary actions. It is the policy of the W.L. Gilbert School Corporation that all students must sign an acceptable use policy which indicates that a student agrees to use the Internet exclusively for educational purposes. Each contract must also include a signature from the student's parent/guardian.

LIMITED ENGLISH PROFICIENT (LEP) STUDENTS (ENGLISH LEARNERS)
Parents of Limited English Proficient (LEP) Students/English Learners participating in a language instructional program will be notified within 30 days of their child's placement in the program. The notification will include an explanation of why, a description of the program, and the parent's rights to remove their child from the English Learners program. In addition, the notification will explain how the program will help the child to develop academically, learn English and achieve the standards necessary for promotion.

Students not meeting the English mastery standard or demonstrating limited progress will be provided with additional language support services which may include, but are not limited to, English as a Second Language program, sheltered English programs, English Immersion programs, summer school, after-school assistance, homework assistance and tutoring. Students after 30 months in a bilingual program will not be offered additional bilingual education.

LOCK DOWN PROCEDURE
In the event of a critical emergency, all school personnel, including students, will follow the "Lock Down Procedures". Students will be informed of specific actions they should take when a Lock Down Procedure is put into effect. Lock down drills, like fire drills, will occur periodically during the school year.

LOCKERS
TGS will issue you a lock and locker for your entire stay at the school. Students should be aware that lockers are the property of The Gilbert School and are subject to search by the Administration when there is reasonable cause to suspect that the contents of a locker are jeopardizing the smooth operation of the school. For reasons of maintenance and/or safety, school personnel carry out periodic inspection of lockers. Therefore, students cannot expect privacy in their lockers.

Past experience has shown that exchanging lock combinations with friends and sharing lockers increases the likelihood of theft and vandalism. Do not share your locker or lock combination with anyone. Only school locks properly issued by the main office are allowed on corridor lockers. Personal locks and P.E. locks are not to be substituted and are subject to removal.

Do not keep large sums of money or other valuables in your locker. The school is not responsible for items stolen or damaged while stored in lockers. Do not exchange locker combinations with friends. Students are responsible for any damage to their lockers – including scratches, gouges, and graffiti. Students will be required to pay for any damage to their locker.

LOST AND FOUND

Any student who finds an article in the building or anywhere in the vicinity that apparently has been lost should take it to Lost and Found in the cafeteria. Items of value such as phones, jewelry, and glasses should be brought to the Main Office. If family or personal errands necessitate having a large sum of money, students should leave it in the main office and reacquire it at dismissal.

STUDENTS ARE ADVISED NOT TO CARRY LARGE SUMS OF MONEY WITH THEM.

MAKE-UP /MISSING WORK

Make-Up Work

Generally, students have two (2) class periods for each day of absence to complete make up work. If the work is not made up at the end of the marking period, the existing grade will be registered on the report card. If the student is being allowed a grace period to get caught up, the grade on the report card will be accompanied by this comment, "This grade reflects incomplete work that must be completed within ten (10) school days after the close of the marking period." If the work is made up, the teacher will alter the grade. If not, the grade remains as published on the report card.

Make-up Work Missed Due to Approved Absence/Tardy

1. Students may make up work for excused absences.
   Students will have two class days for each day absent in which to complete make-up work, unless determined otherwise by mutual agreement of the teacher and the student. Work not completed within this time frame will be considered Missing Work. (See below)
2. It is the responsibility of the student to obtain assignments from the teacher or classmates for absences of up to three (3) days. In the event of long-term excused absence from four (4) days up to three (3) weeks, a parent/guardian may request in writing that the school counselor send assignments home.
3. If any absence is due to an in-school suspension, all make-up work is due on the day of return, and any quizzes or tests owed will be taken on the day of return.
4. If any absence is due to an out of school suspension, all work must be made up in the number of days of the suspension.

Missing Work

All missing work for a unit must be handed in before the final unit assessment. After that it will not be accepted and the student will receive a zero unless there were extenuating circumstances. The student's administrator will approve this.

ON-CAMPUS RECRUITMENT

Students at the middle and high school level will be informed of the availability of (1) vocational, technical and technological education and training of technical high schools and (2) agricultural sciences and technology education at regional agricultural science and technology education centers. Full access for the recruitment of students by technical high schools, regional agricultural science and technology education center, magnet schools, charter schools will be provided. Military recruiters and institutions of

higher learning shall have access to secondary school students' names, addresses and telephone listings unless the student's parent/guardians submits a written request that such information not be released without their prior written consent.

OUT OF SCHOOL MISCONDUCT

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

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

1. Sale, possession, use, or distribution of dangerous weapons, including martial arts weapons;
2. Use, possession, or distribution of illegal drugs;
3. Violent conduct;
4. Making of a bomb threat;
5. Threatening to harm or kill another student or member of the staff; 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.

PARENT INVOLVEMENT/COMMUNICATIONS

Education succeeds best when there is a strong partnership between home and school based on communications and interactions. Parents/guardians are urged to encourage their children to put a high priority on education and to make the most of their educational opportunities available. Parents/guardians should become familiar with all of the child's school activities and with The Gilbert School's academic programs, including special programs. Attendance at parent-teacher conferences, participation in campus parent organizations, attendance at board of education meetings and being a school volunteer are strongly encouraged.

PARENT-TEACHER ASSOCIATIONS (GPA)

The Gilbert Parent Ambassadors (GPA) is a vital link between the school, community and the parents it serves. Thus, parents are urged to join and take an active part in the GPA.

PARKING

- Students must park in their assigned parking spot.
- Vehicles must be registered with the school office and have a current State of Connecticut Motor Vehicle Department registration.
- Parking permits must remain within the vehicle that they are assigned. They should hang from the rear view mirror.
- The speed limit on school grounds is 10 mph.
- Students are not permitted to leave school grounds without permission.
- Reckless, loud and/or destructive use of vehicles is prohibited.
- Students are not allowed to sit in their cars at any time during the day.

Administration has the authority to search a student's vehicle provided that, at the inception of the search,

there is reasonable cause to believe that the search will produce evidence of a violation of school rules or of the law. The scope of any such search will be reasonably related to the object of the search and will not be excessively intrusive. Subject to this limitation, a search of a student's vehicle may include a search of the trunk, seats, glove compartments and object in the vehicle, such as but not limited to, handbags, purses, wallets, books, briefcases, article of clothing, tote bags, book bags, duffel bags and similar items.

A student will lose the privilege of parking on school grounds if he/she:

- ➔ fails to follow the school policies and regulations
- ➔ allows another student to use his/her parking permit
- ➔ drives recklessly and/or doesn't follow State of Connecticut driving laws
- ➔ ignores parking restrictions
- ➔ leaves school grounds without permission
- ➔ has excessive tardies to school or does not maintain an acceptable pattern of school attendance and discipline
- ➔ is in poor academic standing
- ➔ not parking in their assigned space

The minimum amount of time that a parking permit can be revoked is two weeks. In the event that a student loses the privilege of parking on campus, the parking fee will not be returned.

POLICE PARKING TICKETS MAY BE ISSUED FOR NONCOMPLIANCE WITH THE ABOVE.

Students who wish to obtain a parking space on school grounds must complete and submit the parking application form and all required documentation. Applications are available in the Associate Principal's Office. The parking fee is $25.00 for one year. A check for $25.00 should be included with the completed application. Please make checks payable to The Gilbert School.

Only students with parking permits will be permitted to park at school once the school year begins.

PASS SYSTEM

Students must generate passes through E-Hall Pass in order to leave a classroom to go anywhere in the building at any time. Teachers have the choice of auto-pass (students don't need a teacher approval online to leave) or a verified pass (students will need a teacher's permission online to generate a pass to leave). Administration will limit the amount of students allowed to be in the bathroom at one time. Teachers should limit the number of students leaving the classroom. If a student has a specified time to meet with a teacher/counselor, an appointment pass must be created so as to not disrupt instructional time. If any student is abusing pass privileges, teachers may self- regulate within their class period and if the issue is still persistent, they should contact administration.

PERSONAL PRIVACY

Any type of recording device (audio and/or visual) is strictly prohibited in bathrooms and physical education locker rooms. Title IX protects any person from sex-based discrimination, regardless of their real or perceived sex, gender identity, and/or gender expression. Female, male, and gender

non-conforming students, faculty, and staff are protected from any sex-based discrimination, harassment or violence.

PERSONAL PROPERTY
All personal property is brought to school at your own risk. The school does not take responsibility if personal property is lost or stolen.

PHOTOGRAPHS
From time-to-time during the school year, school personnel and/or the media take photographs. If a parent/guardian does not want their child to be photographed for school use, school website use or for media purposes, the school office must be alerted in writing. Photos of individual and classroom groups are taken annually, which may be purchased by parents/guardians, but they are not obligated to do so.

PHYSICAL EXAMINATIONS
In response to legislative changes (PA 07-58), The Gilbert School has changed policy regarding state mandated health assessments at the high school level. Commencing the 2010-2011 school years, state mandated health assessments at the high school level will only be required for students entering grade 9.

Please call the school nurse with any questions, 860-379-8521. Physicals must include hemoglobin or hematocrit, height, weight, blood pressure, gross dental, postural and vision screening, TB risk assessment, and chronic disease assessment.

Physical examination forms to be completed by your physician are available in the nurse's office. Cooperation from students and parents will enable the school to comply with this law and policy.

POWERSCHOOL
Students will be given codes for access to PowerSchool. Parents may get their own codes by going to The Gilbert School website - www.gilbertschool.org - and creating a PowerSchool account. Teachers will update grades in PowerSchool every week. Students and parents are encouraged to check PowerSchool regularly.

PROM
Current Juniors and Seniors are eligible to purchase tickets to the prom. If the required credits are not accrued, the student will be denied the ability to purchase tickets. Tickets are non-refundable. Prom is for current TGS students; all other students are considered guests.

Students wishing to bring an outside guest to prom must obtain administrative approval by the published deadline. It is the student's responsibility to know and adhere to all deadlines relative to outside guest forms. Elementary, intermediate, and middle school students are not permitted as guests. All guests are subject to administrative approval and must comply with school regulations and policies.

- Prom guests must be under the age of 21 on the date of the event.
- No refunds will be given for any prom tickets purchased.

All school regulations regarding appearance and behavior apply to school sponsored social events and are

strictly enforced. Specifically, disruptive behavior, possession and/or consumption of intoxicants or any evidence of their influence will exclude those involved from participating in the event and may result in suspension from school.

Once admitted to a social event, students will not be re-admitted if they leave the building.

PSYCHOTROPIC DRUG USE

School personnel are prohibited from recommending the use of psychotropic drugs for any student enrolled within the school system. School nurses, nurse practitioners, school medical advisors, school psychologists, school social workers and school counselors, may recommend that a student be evaluated by an appropriate medical practitioner. Further, the school is prohibited from requiring a child to get a prescription before he/she may attend school, be evaluated to determine eligibility for special education or receive special education.

RECORD KEEPING PROCEDURES

Parent Notification

1. State Assessment scores will be reported to students and parents/guardians through the mail following the test date and for some assessments scores are available digitally.
2. All junior parents/guardians will be part of a conference prior to course selection outlining credits achieved and requirements still needed for graduation.
3. Letter sent to all senior parents/guardians at the end of the 1st semester advising of status for graduation.
4. Progress will be updated and recorded at regular intervals in PowerSchool. No formal notice of these updates will be provided.
5. Progress Reports will be mailed home for grades 7-12.
6. Report Cards will be mailed home for grades 7-12.
7. Student progress can be monitored in real time on Powerschool.

SCHOOL STORE

As part of their sales training, students in Business Education classes may operate the Student Store located in the library. The store offers school supplies and school approved drawstring bags and other TGS apparel.

SCHOOL CEREMONIES AND OBSERVANCES

The school recognizes the value of certain ceremonies and observances in promoting patriotism and good citizenship among the students. Therefore, activities in schools commemorating national holidays such as, but not limited to, Martin Luther King Day, Veterans Day, Memorial Day, Thanksgiving, Juneteenth, and Presidents Day are encouraged. TGS reminds students, faculty and administration of the variety of religious beliefs, and all are urged to be conscious of and respect the sensitivities of others.

Activities related to a religious holiday or theme will be planned to ensure that the activity is not devotional, and that students of all faiths can join without feeling that they are betraying their own beliefs. Therefore,

1. school and class plays shall not be overly religious, and church-like scenery will be avoided;

2. religious music shall not entirely dominate the selection of music; and
3. program notes and illustrations shall not be religious or sectarian.

Students shall be given the option to be excused from participating in those parts of a program or curriculum involving a religious theme which conflicts with their own religious beliefs. If a parent or student has any questions regarding the use of religious music, artwork and/or symbols in a particular course/activity, the building principal should be contacted.

An opportunity will be provided, at the beginning of each school day, for students to observe an appropriate period of silent meditation and to recite the Pledge of Allegiance. Participation in these activities is voluntary. Nonparticipants are expected to maintain order and decorum appropriate to the school environment.

SEARCH AND SEIZURE

The right to inspect desks, lockers and other equipment assigned to students may be exercised by school officials to safeguard students, their property and school property. An authorized school administrator may search a student's locker or desk under the following conditions:

1. There is reason to believe that the student's desk or locker contains contraband material.
2. The probable presence of contraband material presents a serious threat to the maintenance of discipline, order, safety and health in school.

This document serves as advance notice that school board policy allows desks and lockers to be inspected if the administration has reason to believe that materials injurious to the best interests of students and the school are contained therein.

Under special circumstances, school officials may search students, particularly if there is reasonable suspicion that a student possesses illegal matter, such as a dangerous weapon or illegal drugs. Students must be aware that such items are forbidden both on school property and at school-related activities.

Student vehicles parked on school grounds may be searched if there is reasonable cause to search. The school may use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. Drug-sniffing dogs will not be used to sniff students. A locker, a vehicle, or an item in the classroom to which a trained dog alerts may be searched by school officials.

For further information refer to school policy #5145.12

STUDENT RECORDS/CONFIDENTIALITY

Either the parents or legal guardians of a minor student are entitled to knowledge of and access to all educational, medical, or similar school records maintained in their child's cumulative folder, within a reasonable time after request. Parents and guardians are not entitled to information about their children which is considered privileged, in other words, confidential communication between teacher or nurse and student.

With a few exceptions, release of student information or transfer of records may take place only with the written consent of the parents or legal guardians. Information regarding federal, state, and local policies regarding student records is available from school administrators.

Parents, legal guardians, and 18-year-old students may see the contents of student permanent record folders and special education folders. The lawful release of records requires a written request, however. A parent/guardian who does not have custody of a student is allowed access to student records, unless a court order specifically disallows that right.

STUDY HALLS

Students may be assigned to a classroom study hall for any period throughout the day. Students must report to their study hall, sign in, and be granted permission by the study hall teacher before going anywhere in the building. In this study, students may read, do homework, and receive help from the study teacher. Attendance will be taken.

TAKE TIME TO READ (3TR)

During the Advisory period time is designated for our Take Time to Read (3TR) initiative. The purpose and goal of 3TR is to stress and encourage reading. During this 25 minute period, students will read material of their choosing.

The Gilbert School is committed to developing a culture of competent readers. Reading, like other skills, needs to be practiced regularly. Based on evidence which suggests that volume of reading is linked to attaining higher-order literacy proficiencies (Allington, 2012; Brozo et al, 2008, Cipielewski & Stanovich, 1992). Anderson, Wilson, and Fielding (1988) researched the relationship between the amount of reading done and reading achievement. They found that the amount of time reading was the best predictor of reading achievement, including a child's growth as a reader from the second to the fifth grade. (Calkins, Research Base Underlying the Teachers College Reading and Writing Workshop Approach to Literacy Instruction).

TELEPHONES

Office telephones are only available for student use in emergencies.

TITLE I COMPARABILITY OF SERVICES

All district schools, regardless of whether they receive Federal Title I funds, provide services that, taken as a whole, are substantially comparable. Staff, curriculum materials and instructional supplies are provided in a manner to ensure equivalency among district schools.

TITLE I PARENT AND FAMILY ENGAGEMENT

Parents of a child in a Title 1 funded program will receive a copy of the district's parental and family engagement involvement policy, including provisions of an annual meeting and involvement of parents in the planning, review and implementation of Title 1 programs and opportunities for parents and family members to participate in the education of their children.

TITLE IX POLICY and DISCRIMINATION

It is the policy of the W.L. Gilbert School Corporation not to discriminate on the basis of race, color, national origin (in accordance with Title VI of the Civil Rights Act of 1964), sex (in accordance with Title IX of the Education Amendments of 1972), or handicap (in accordance with Section 504 of the Rehabilitation Act of 1972).

Inquiries regarding compliance with the above may be directed to the Athletic Director, Head of School, or Title IV Coordinator at 200 Williams Ave, Winsted, CT 06098.

The The Gilbert School is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the school district's nondiscrimination policies should be directed to the Office of the Head of School, 200 Williams Ave., Winsted, CT 06098, (860) 379-8521.

Title IX protects any person from sex-based discrimination, regardless of their real or perceived sex, gender identity, and/or gender expression. Female, male, and gender non-conforming students, faculty, and staff are protected from any sex-based discrimination, harassment or violence.

TRANSFER STUDENTS

Transfers And Withdrawals

Students withdrawing from school must notify the counseling office one week in advance of their last day. At that time, they will be given forms for their parents to complete. Included will be a formal written statement of withdrawal and release of records form.

On their last day of attendance, students will be given a form that must be signed by each of their teachers. This form will indicate their grade at the time of withdrawal and that all materials have been returned. Records cannot be forwarded until all materials have been returned.

All transfer students will have an appointment with their school counselor and administrator to review transcript, testing material, and other data. Transfer students must meet all TGS graduation requirements. Students enrolling at TGS from a non-accredited institution must meet with the Head of Schools to review course work and determine what credit can be issued.

TRANSCRIPTS

A school transcript is a permanent record of a student's achievements while at The Gilbert School. When the school receives appropriate requests and has proper authority, transcripts can be sent to prospective employers, colleges, armed services, and other schools. In general, transcripts contain the following information:

- Name, address, and birth date
- Final grades in all courses
- Credits earned
- Class rank
- Attendance totals

TRESPASSING
School buildings and grounds are under the jurisdiction of W.L. Gilbert School Corporation. The unauthorized presence of anyone is a matter for police action. In particular, students or others found in the building apart from normal school hours can expect to be referred to the police.

VAPING
Vaping of any type is prohibited on school grounds. The possession of such products is illegal and will result in consequences. Any vape product or paraphernalia (ie: battery or charger) will be confiscated and disposed of.

VIDEO RECORDING
There are two types of video security in the school district: on buses and in the public areas of the school building. This video recording is for the purposes of safety and security. The archives are erased periodically, unless a clip needs to be kept as evidence in an active case. Due to privacy laws, videos will not be shared with students or parents/guardians.

VISITORS
There are no student visitors allowed during the school day.

WORKING PAPERS
Working papers are done in the main office 7:15a.m.-3:15p.m., Monday through Friday. Teenagers ages 14-18 need working papers in order to work. They must appear in person with the original promise to employ form given to them by the employer. It must include specific duties, hourly rate of pay, and approximate hours per week, signed by the employer. The individual must also bring proof of age such as license, permit or passport.

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